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Standard District Definitions

The purpose for providing the following definitions is to establish a common understanding of specific terms relevant to our *District Strategic Plan* and *District Policies & Procedures Manuals*.

Word or Phrase	Definition
Annual Business Plan	A plan developed to address actions necessary to support the Strategic Plan.
Compensation Review Date	The effective date by which the salary or wages of an employee are adjusted based upon the adopted salary or wage guidelines. This date may be the same as the Employment Date and/or Performance Review Date. Generally, this date is also coordinated with payroll cut-off dates for accounting purposes.
Department	The term generally used to describe the operating elements of the District, to include the Fire Chief, Staff, Management Team and emergency readiness & response personnel.
District	The term used for the overall organization of Thurston County Fire Protection District 8, most generally referring to the legal and governing functions as outlined in statute.
District Coordinator	In the NET Safety & Health Program, a member of the District who shall act as the primary contact with the Safety Officer for all matters relating to the Program.
Duty Officer	The assigned or on-duty member of the District directly responsible for the supervision of the District's incident readiness & response resources for that time period or shift.
Emergency Operation	Activities of the District relating to rescue, fire suppression, emergency medical care and special operations, including response to the scene of an incident and all functions performed at the scene (ref: WAC 296-305-01005).
Emergency Responder	A member of the District trained and qualified to respond on emergency incidents. *Also referred to in policy/procedure as "Firefighter".*
Employee	A member of the District performing services for the District and receiving a salary or an hourly wage, with or without benefits. An employee may be in a full-time, part-time status, and may or may not be exempt from the provisions of the Fair Labor Standards Act limitations on wages & hours requirements (dependent upon the actual job duties and responsibilities). *Also referred to as "Paid Staff".*
Employment Date	The date for which an employee's starting date for payroll, benefits and payroll taxes. This may be the same date as the Performance Review Date and/or the Compensation Review Date.
Full-time Employees	The Fire Chief, Assistant Chief for Facilities & Equipment, Assistant Chief for Volunteer Services, and District Secretary. *Also referred to as "Full-time Paid Staff".*
Goal	Desired outcome of a given organization, program, service or activity, or the end to which activities are directed. They are usually more philosophical in nature and not measurable.
Health & Safety Officer	The staff person employed through the Intergovernmental Agreement of Fire Districts 3, 7 and 8 (also referred to as "Northeast Thurston" or "NET") assigned the duties as identified under safety and health regulations.
Incident Command System	A system that includes roles, responsibilities, operating requirements, guidelines and procedures for organizing and operating an on-scene management structure (ref: WAC 296-305-01005). The District's incident command system is based upon and compliant with the National Incident Management System ("NIMS"). *Also referred to as the "Incident Management System".*
Incident Safety Officer	A member of the District who has been trained to perform the duties of a safety officer in the Incident Management System organization at an incident.

Infection Control Officer	The staff person employed through the Intergovernmental Agreement of Fire Districts 3, 7 and 8 (also referred to as "Northeast Thurston" or "NET") assigned the duties as identified under safety and health regulations.
Level of Service	Identifying the degree of accomplishment. The Levels of Service (LOS) are targets for specific services provided by the District, identifying performance measures (i.e. staffing level, response time, actions taken) that act as key benchmarks for District operations.
Local Board of the Volunteer Pension & Relief Act	As authorized under RCW 41.24.060, a representative board of District members empowered to carry out the provisions of the Act. Members of the board are the Chair of the Board of Fire Commissioners, a second Board member, the District Secretary, the Fire Chief and a volunteer member-at-large.
Management System	A classification of District business areas as established by the National Fire Academy. These include: administration, planning, public relations, emergency response, investigation of fires, community services, information management, safety & training, personnel relations, equipment & facilities management, and financial management.
Management Team	The Fire Chief, Assistant Fire Chiefs, District Secretary and fire officers of the District.
Member	Any volunteer, elected official (Board) or employee (part or full time) of the District. *Also referred to as "Personnel".*
Mission [Statement]	The purpose of an organization, division, program or individual. The District's Mission Statement is: *"The South Bay Fire Department is a rapid emergency response and community preparedness agency with trained and dedicated personnel committed to minimizing the loss of property and life".*
Northeast Thurston [Cooperative]	The intergovernmental cooperative established by the Intergovernmental Agreement between Fire Districts 3, 7 and 8 for joint programs, including health & safety, volunteer recruitment & orientation, apparatus maintenance and others. Referred to as "NET".
Objective	Identify the desired degree of accomplishment for goals. They should include each of three measurements: quantity, quality and time. They may quantify impacts on risks (life, property and community) or efforts (resources) that will be devoted to controlling the risk and as "stretch" endeavors may have varying degrees of accomplishment. They are a key performance measure for the District.
Organizational Value	Statement of principle characteristics of the environment that the District wishes to operate within.
Performance Review Date	The date by which the annual performance review of an employee is scheduled and conducted. This generally is the anniversary of the date in which the employee was appointed to their current position. This may be the same date as the employee's Employment Date and Compensation Review Date.
Policy	A statement of direction by the Board for the District's administrative, operational and personnel relations practices. Policies are developed and adopted by the Board and included in the *District Policy & Procedures Manual*. Policies may require procedures be developed for their implementation.
Procedure	A detailed process developed by the Fire Chief used to execute policies. Additional information may be detailed by an Operating Guideline (example would be the steps involved in a fire suppression evolution).
Risk Management or Risk Assessment	To set or determine the possibility of suffering harm or loss, and to what extent (ref: WAC 296-305-01005). As related to emergency response, the Incident Commander's evaluation of risk at the scene to develop and operational strategy ("incident action plan").

Roster Date	For volunteers, it is the date for which the member's application is approved by the Fire Chief. For fire commissioners, it is the initial date of swearing into office. An employee may have an earlier organizational anniversary date than their Employment Date if they joined as a volunteer member and were subsequently hired by the District. Years of service to the District shall be calculated based upon the Roster Date.
Shift	A period of time, in ½-day increments, that volunteer personnel provide District incident readiness & response. Also referred to as *volunteer availability period* or *duty shift*.
Staff	Any member of the District in a volunteer or employed status; generally does not include fire commissioners.
Strategic Planning	A process determining the overall plan to guide the District in identifying and implementing its mission, direction, goals and objectives. The process includes critical evaluation of the organization and modifications to ensure accomplishment of plan functions, establishment of the desired and anticipated direction of future events and results, and actions necessary to meet future direction and adopted organizational values.
Strategic Plan	A written plan of organizational direction that will be reviewed periodically.
Training Officer	As referred to in policy and/or procedures, is the Assistant Chief for Volunteer Services.
Volunteer	A member of the District performing services for the District without any expectation for compensation. The volunteer may receive reimbursement for costs incurred and may also receive a nominal stipend for services performed.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Public Officials Roles & Responsibilities
POLICY NUMBER:	0-01
REVISION:	6
DATE ISSUED/REVISED:	2 February ~~2016~~
BOARD APPROVAL SIGNATURE:	

I. The Mission and Vision

The Mission Statement for the Board and District shall be:

> ***We are committed to serve our community with prompt, consistent and professional fire suppression, basic life support, rescue and prevention/ preparedness services.***

The Vision of the Board and District is:

Our priority is to provide a consistent & professional emergency response throughout the District. We are committed to deploy our resources to ensure a response that meets our Target Levels of Service regardless of the incident location within our District.

We are primarily a volunteer fire department, supported by a small cadre of career personnel. We commit to recruit and retain our volunteers through programs that are convenient, make effective use of their time, prepare them for their assigned duties, create synergy between organizational health & community service and build an environment that is safe, stimulating and fun.

We will provide a consistent level of leadership and support for all of our members. Our commitment is to maintain and provide round-the-clock direction and mentorship. We will provide management and other resources as necessary to ensure the success of our strategic choices.

We will identify, evaluate and offer appropriate proactive risk management programs to mitigate anticipated community hazards.

We value an actively involved and well-informed community of residents, and believe citizens should have a fair and democratic opportunity to influence outcomes, participate in activities and share the pride of ownership of their fire department.

II. Conduct of Public Officials (Chapter 42.20 RCW, Chapter 42.23 RCW)

Commissioners, the District Secretary, the Fire Chief and other management level employees shall be considered public officials and public officers. Any volunteers or employees exercising or undertaking to exercise any of the powers of a public official or public officer shall also be considered public officials and public officers. Except as provided by law, public officials and public officers shall not:

1. Ask or receive, directly or indirectly, any compensation, gratuity, or reward, or promise thereof, for omitting or deferring the performance of any official duty; or for any official service which has not been actually rendered, except in case of charges for prospective costs or fees demandable in advance in a case allowed by law; or

2. Be beneficially interested, directly or indirectly, in any contract, sale, lease, or purchase which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested therein; or

3. Employ or use any person, money, or property under his official control or direction, or in his official custody, for the private benefit or gain of himself or another.

4. Engage in any other conduct prohibited by law.

Any contract, sale, lease or purchase as stated in (2) above shall be declared void.

III. Access to District Records

Each Commissioner shall have access to District records during regular business hours of the District; provided that the review or examination of the records shall not significantly disrupt normal operations of the District. Commissioners shall not remove original District records from the District station. The administration shall provide copies of records requested by Commissioners subject to the following limitations:

1. No copies of confidential records will be provided without prior approval of the Board.

2. Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.

3. Confidential District records and information obtained from District records may not be used by Commissioners for non-District business nor disclosed to unauthorized persons.

IV. District Information

Commissioners may not use District information, particularly confidential information, for individual gain or to promote the interest of any individual, group of individuals or entity. Commissioners have the duty to protect the confidentiality of privileged and private District records and information. The unauthorized disclosure of confidential records or information is a violation of this responsibility. The Board, not an individual Commissioner, has the authority to disclose confidential information or records of the District. This restriction also applies when the District is involved in any type of contract negotiations, disciplinary procedures or other District business transactions.

V. Election

Fire protection district commissioner elections shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person may become a candidate for the office of fire commissioner by filing a declaration of candidacy with the Thurston County Auditor during the filing period as prescribed by law. In the event that there are more than two candidates for any position on the Board, a primary election shall be held on the third Tuesday of September in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

A person is legally qualified to become a fire commissioner who is a United States citizen, and a qualified voter and resident of the fire district.

VI. Resignation (RCW 42.12.010, .020)

If a Commissioner's permanent residence ceases to be in the District, the Commissioner shall be deemed to have resigned on the date the Commissioner's permanent residence changes. Upon receipt of a Commissioner's resignation for this or any other reason, the resignation shall take effect on the date specified by the resigning commissioner and, in the event a commissioner resigns without specifying an effective date, such resignations shall become effective on the date made regardless of whether the Board has formally accepted the resignation.

VII. Vacancies (RCW 52.14.050, 42.12.070)

In case of a Board vacancy, the remaining Commissioners shall fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The vacancy shall, within sixty (60) days, be filled by appointment of a person legally qualified to become a Fire Commissioner by a vote of the remaining Fire Commissioners. If the Board fails to appoint a replacement within sixty (60) days, the Thurston County Board of [County] Commissioners (BoCC) shall appoint a qualified person to fill the vacancy.

The BoCC has the authority and shall make the first appointment if the number of vacancies is such that there is only one sitting Fire Commissioner.

An appointee shall meet the requirements provided by law and shall serve until a successor is elected at the next regular scheduled District commissioner election, Such Fire Commissioner shall take office immediately on the certification of the election and shall serve for the remainder of the unexpired term.

VIII. Oath of Office (RCW 52.14.070)

Each Commissioner and the District Secretary shall take an oath to faithfully and impartially discharge the duties of the office to the best of his or her ability. A notary public authorized to administer oaths must certify to this oath and the signature of the member. The signed oath of office shall be filed in the Thurston County Auditor's Office.

IX. Officers of the Board: Chair (RCW 52.14.080, Chapter 42.30 RCW)

Responsibilities of this appointed position on the Board will include:

1. **Chair of Board Meetings:**
   - Assure that meetings are conducted according to the State Open Public Meetings laws.
   - Prior to each regular meeting, coordinate with the Fire Chief and District Secretary to review, amend and approve the agenda.
   - Call special meetings and approve business to be considered.
   - Facilitate all meetings of the Board in accordance with state law and *Roberts Rules of Order*.
   - The Chair of the Board is not authorized to direct Staff on the policy or procedures of the District, except as specifically directed by the Board.
   - Approve and sign official correspondence and documents of the District as approved by the Board.
   - Lead performance evaluations of the Fire Chief and District Secretary.

   Expectations:
   - Meetings of the Commission are productive, ethical and legal.
   - Meetings are efficient and completed within the time allocated for the business to be accomplished.
   - Business on the agenda is appropriate and within the scope of responsibilities of the Commission.

2. **Board Spokesperson:**
   - Communicate the policies and objectives of the Board to the public and news media in accord with official actions of the Board.

   Expectations:
   - When communications are requested and/or appropriate, the public will be informed and understand the consensus of the Board in its official actions.
   - The Chair of the Board is the spokesperson for the Board. The Fire Chief is the spokesperson for the procedures and operational guidelines of the District.

X. Officers of the Board: Vice-Chair

The Vice-Chair shall preside at Board meetings in the absence of the Chair and shall perform all of the duties of the Chair in case of his/her absence or disability.

XI. Duties of Individual Commissioners

The authority of Commissioners is limited to participating in actions taken by the Board as a whole when legally in session. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Commissioner except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Commissioner is obligated to attend Board meetings. Whenever possible, each Commissioner shall give advance notice to the Chair or Fire Chief of his/her inability to attend a Board meeting. A majority of the Board may excuse a member's absence form a meeting if requested to do so. The Board shall declare a Commissioner's position vacant after three (3) consecutive un-excused absences from regular Board meetings following compliance with the notification procedures established by statute.

A Commissioner, unless the Board has delegated such authority, does not have any authority to direct the duties or performance of the Fire Chief, the District Secretary or any other District personnel. Any action that needs to be taken will be at a regularly scheduled meeting or a special meeting when a quorum of Commissioners are present. Any Board member may act as an advisory resource to the Fire Chief in order to explore ideas & proposals the Fire Chief may have for ongoing or future Board actions.

XII. District Secretary (RCW 52.14.080)

The Board shall appoint a District Secretary for such term as they shall determine. The District Secretary shall keep a record of the proceedings of the Board, shall perform other duties as prescribed by the Board or by law, and shall take and subscribe to an official oath similar to that of the Fire Commissioners which oath shall be filed in the same office as that of the Fire Commissioners.

1. The District Secretary shall be the official recipient of correspondence as pertains to the Board.

2. The District Secretary of a fire protection district occupies a position created by statute. The District Secretary, therefore, is held to be an appointed public official. The position can only be filled by action of the Board. The primary authority of a District Secretary is established by statute and outlined in an adopted job description. In the event that the District Secretary is given directions by either the Board or the Fire Chief that are in violation of the duties and responsibilities of the position established by statute, the District Secretary must adhere to the statutory requirements.

3. RCW 43.09.240 provides that every public officer and employee must maintain all accounts of the office and make all reports required by the State Auditor. The willful failure to perform these duties by any public officer or employee subjects the individual to removal from the office by the State Attorney General. The primary duties of the District Secretary are to perform the statutory requirements of the position.

4. The District Secretary serves in the dual role of secretary to the Board and secretary to the Fire Chief (the "department secretary"). In the role of secretary to the Board, the District Secretary is a public officer and is obligated to perform the duties required of the position by statute as well as to perform the duties assigned by the Board as specified in the approved job description. In the capacity of secretary to the Fire Chief, the secretary has the obligation to perform the duties assigned by the Fire Chief. In the event of a conflict or uncertainty, the Board shall coordinate prioritization of the District Secretary's efforts with the Fire Chief.

XIII. Commissioner Insurance (RCW 52.12.071)

The District shall maintain sufficient insurance to protect the Board, its individual members and the Board Secretary against liability arising from actions of the Board, its individual members and the Board Secretary while each is acting on behalf of the District and within his/her authority as a Commissioner or Board Secretary.

An individual Commissioner may participate at his/her cost in any of the personal liability, life, health, health care, accident, disability, salary protection or other form of insurance made available to District staff.

XIV. Liability Exposure and Risk Management (RCW 4.24.470, 4.96.010)

As public officials, the Commissioners and the District Secretary have limited immunity for discretionary acts provided by RCW 4.24.470. When the District Secretary or Commissioners sign any District legal document, the signature block should show that the individual is signing in a representative capacity and not in an individual capacity.

1. **Personal Liability Protection**: Each Commissioner and the District Secretary shall be included as a named insured on all applicable District insurance policies. In the event a Commissioner or District Secretary shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner or District Secretary of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner or District Secretary with defense coverage and liability protection subject to the following conditions:

    1.1. The cause of action must have arisen as a result of the action or non-action of the Commissioner or District Secretary while acting within the scope and authority of the office of Commissioner or District Secretary.

    1.2. The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Commissioner or District Secretary.

2. **Liability Protection Procedure**: The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner or District Secretary under the District policy.

    2.1. The matter shall be referred to the District's attorney for investigation and review.

    2.2. The District's attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner or District Secretary.

    2.3. The District's attorney shall report to the Board in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege.

The Board shall make the final determination based on the report and investigation of the attorney.

XV. Commissioner Compensation (RCW 52.14.010)

RCW 52.14.010 currently authorizes a payment to each Commissioner for each day or portion of a day in actual attendance at official Board meetings or when performing other services or duties for the District subject to an annual maximum amount per year. The specified per diem and annual maximum shall be in conformance with the current version of the Statute and shall be adjusted every five years in the manner specified in RCW 52.14.010. It is the function of the Board to approve the services that any Commissioner is authorized to perform for the District (reference *Policy 1-02 "Authorization to Attend Training & Meetings"*). Commissioners of the District shall be entitled to receive the full amount of per diem compensation authorized by statute for the following activities:

- Attendance at all regular and special meetings of the Board.
- Attendance at regular Washington State and Thurston County Fire Commissioners' Association meetings, including special committee meetings required of Board members that serve on the Executive Board of either Association.
- Attendance at meetings of District-related allied boards (such as Thurston County Medic-One and T-Com Emergency Communications) as a representative duly appointed in advance by the Board.
- Attendance at District related activities, seminars and educational classes as approved in advance by the Board, including the Thurston County Firefighter Training Academy graduation ceremony.
- Attendance of the Chair at special meetings as designated by the Board including Agenda setting meetings and regular monthly meetings of the South Bay Volunteer Firefighters Association.

- Attendance at special assignments by County or State professional organizations, such as the L & I Safety Committee for the Washington State Fire Commissioners Association, shall be approved in advance.
- In addition to normal administrative review, the Board Chair shall review and approve all requests for compensation and/or travel expenses by other Board members. The Vice-Chair shall review and approve compensation requests of the Chair. If there is any unresolved disagreement as to the validity of a compensation or expense reimbursement request, it shall be resolved by Board action in the next regularly scheduled Board meeting.
- Any individual Board member may waive their right to receiving compensation by filing a written waiver with the District Secretary in advance and identifying the time period for which it is effective

XVI. Commissioner Expenses (RCW 52.14.010)

The actual expenses of Commissioners while traveling to and from and attending Board meetings may be paid. The expenses of Commissioners who attend conferences or meetings as official representatives of the District may be paid. Such expenses for conferences may be paid in advance with prior approval. Refer to *District P&P 1-1 "Compensation & Reimbursement"* for additional information.

XVII. Ethics

The Board finds that the proper operation of the District, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the elected Board of Commissioners.

1. **Policy:** The goal of the District is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all District employees and members to emulate.

2. **Definitions:** The following terms or words shall have the following meanings, throughout this ethics policy:

   2.1 Major Infraction: A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed in paragraph three (3) that involves honesty or integrity.

   2.2 Minor Infraction: A minor infraction means any ethics code violation found by an investigative committee, but not deemed to be major.

   2.3 Misfeasance: Misfeasance is defined by Statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.

   2.4 Malfeasance: Malfeasance is defined by Statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.

   2.5 Violation of oath of office: This term is also defined by statute, and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a fire commissioner, would be an example of a violation of the oath of office.

3. **Prohibited Conduct**: A Commissioner shall not:

   3.01 Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature that is in conflict with the proper discharge of the Commissioner's duties.

   3.02 Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the commissioner, in whole or in

part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.

3.03 Use his or her position to secure special privileges or exemptions for himself, herself, or others.

3.04 Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the Commissioner's services unless provided for by law.

3.05 Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the Commissioner, or be considered as part of a reward for action or inaction.

3.06 Accept employment or engage in business or professional activity that the Commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.

3.07 Neither disclose confidential information gained by reason of the Commissioner's position, nor may the Commissioner otherwise use such information for his or her personal gain or benefit.

3.08 Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the district, where such Commissioner's assistance is, or to a reasonable person would appear to be, enhanced or affected by the Commissioner's position.

3.09 Employ or use any District employee or other person, District funds or money, or District property under the Commissioner's official control or direction, or in his or her official custody, for the private benefit or gain of the Commissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or official duties, or otherwise allowed by law.

3.10 Use the facilities, personnel or resources of the district to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17.130.

3.11 Participate, by voting or otherwise, in any issue that comes before the Board, when the Commissioner has any direct or indirect personal or financial stake in the outcome of the matter.

3.12 Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of fire commissioner, if concurrently serving as a Commissioner of the District.

4. **Recommended Conduct**: At all times a Commissioner should:

4.01 Respect and comply with the law.

4.02 Act at all times in a manner that promotes public confidence in the office of fire commissioner.

4.03 Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.

4.04 Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.

4.05 Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.

4.06 Have the courage to do what is right and stand up for those without power or authority.

4.07 Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.

4.08 Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.

4.09 Lead by example.

4.10 Never forget that public office requires public trust and confidence.

5. **Exceptions.**

5.1 A Commissioner is allowed by Statute to be financially involved in a contract with the District so long as payment to the Commissioner or his/her business does not exceed $1,500.00 in any calendar month, provided that such Commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the Board and noted in the Board Minutes before formation of the contract.

5.2 A Commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars ($50.00).

5.3 A Commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the Commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a non-salaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee (the Commissioner) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a Commissioner who attempts to influence, or does influence other District officers with respect to entering into the contract.

6. **Complaints:** All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant. The complaint must be filed, in writing, to the District Secretary who shall then notify the Board Chair and/or Vice Chair. The Chair or Vice Chair shall then schedule full-Board consideration of the complaint as soon as possible.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	General Organization of the District and Strategic Direction
POLICY NUMBER:	0-02-PO-00
REVISION:	4
DATE ISSUED/REVISED:	5 January 2016
BOARD APPROVAL SIGNATURE:	

I. Legal Status and Operations

Thurston County Fire Protection District 8 ("District") is the corporate entity established by law in the State of Washington, to provide fire suppression services, emergency medical services and for the protection of life and property in the District. The fire protection district, a municipal corporation within the laws of the state, possesses all the usual powers of a corporation for public purposes.

The Board of Fire Commissioners ("Board") is the legislative body with policy making authority for the District. The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

II. Annual Organizational Meeting

At the first regular meeting in January, the Board shall elect from among its members, a Chair and Vice-Chair to serve a one-year term or until replaced. If a Fire Commissioner is unable to continue to serve as Chair, a replacement shall be elected immediately. In order to provide a record of the proceedings of each meeting of the Board, the Fire Commissioners shall appoint a recording secretary of the Board.

The normal order of business shall be modified for the annual organization meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of any newly elected Fire Commissioner by the current Chair.
2. Call for nominations for Chair to serve during the ensuing year.
3. Election of a Chair.
4. Assumption of office by the new Chair.
5. Call for nominations for Vice Chair to serve during the ensuing year.
6. Election of a Vice Chair.

Policies shall remain in effect until revised by the Board.

III. Annual Goals and Objectives

Each year the Board will formulate goals and objectives for the District. To meet this goal, the district may schedule a retreat to include:

- Fire Chief
- Board of Fire Commissioners
- District Secretary
- District staff as identified
- Others as selected by the Board.

At the conclusion of the year, the Fire Chief shall submit a report to the Board which shall reflect the degree to which the goals and objectives have been accomplished. Annual goals and recognition of accomplishments should be reported to the community each year.

A special meeting study session may be scheduled annually to discuss topics related to the following:

- Station response area boundary review
- Apparatus review
- District policies
- District personnel
- Construct a 0 – 10 year plan for the District
- Budget review.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	District Policies and Procedures
POLICY NUMBER:	0-03-PO-00
REVISION:	0
DATE ISSUED/REVISED:	16 March 2000
BOARD APPROVAL SIGNATURE:	

I. Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the District, the final vote for adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement should be directed to the Chair prior to the second reading. The Board may invite oral statements from patrons as an order of business.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the District. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Adoption of policies may require that procedures be developed to provide further detail and direction. Likewise, procedures may require that operating guidelines be developed to provide additional specific detail and instruction. The hierarchy of authority shall be from policy to procedure, then to operating guidelines (or other correspondent direction authorized by the Fire Chief).

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District Policy and Procedures Manual. Policies of the District shall be reviewed annually by the Board.

II. District Policy & Procedure Manuals

The Fire Chief shall maintain a current District Policy and Procedure Manual in accordance with policies adopted by the Board and the procedures and operating guidelines established by the Fire Chief. The manual is intended both as a tool for District management as well as a source of information to patrons, staff and others concerning the operations of the District.

All manuals distributed to anyone shall remain the property of the District. They shall be subject to recall at any time. Copies shall be provided as follows:

1 copy: Fire Chief
3 copies: each District Staff member (3)
3 copies: each District Station Commander (located at station) (3).

III. Procedures

The Fire Chief shall develop procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Fire Chief shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though it may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to the issuance; though on controversial topics, the Fire Chief may request prior Board approval.

IV. Operating Guidelines

The Fire Chief shall direct the District Management Team to establish operating guidelines that provide specific direction to accomplish the requirements of approved procedures.

Operating guidelines will provide detailed instructions on critical functions as identified by the Fire Chief. The Fire Chief shall approve all operating guidelines prior to inclusion in the District Policy and Procedure Manual.

V. Coding for Policies, Procedures and Guidelines

The format for the District Policy and Procedure Manual shall be as follows:

Title block: shall indicate general theme of document;
Number: the format shall be as follows:
- 0-xx-xx-xx: *General Organization* subjects
- 1-xx-xx-xx: *Administrative* subjects
- 2-xx-xx-xx: *Operational* subjects
- 3-xx-xx-xx: *Personnel* subjects
- x-01 through 99-xx-xx: document series
- x-xx-PO-xx: a *Policy* document
- x-xx-PR-xx: a *Procedure* document
- x-xx-OG-xx: a *Guideline* document, and
- x-xx-xx-01 through 99: a sequential reference for multiple Procedures & Guidelines referring back to a given Policy;

Revision: sequential series of revisions of the same policy, procedure or operating guideline;
Date Issued/Revised: date of adoption by the Board (policy) or Chief (procedure, guideline);
Approval Signature: signature of the above approval authority;
Board Review: [for procedures] notation of the Board's review of the document (Chair's initials).

VI. Suspension of a Policy

A policy of the Board shall be subject to suspension by a majority vote of the Fire Commissioners present, provided all Fire Commissioners had received notice of the meeting and provided the notice included a proposal to suspend a policy and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all Board members present.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Board Meeting Protocols
POLICY NUMBER:	0-04-PO-00
REVISION:	2
DATE ISSUED/REVISED:	16 January 2014
BOARD APPROVAL SIGNATURE:	

I. Meetings **(RCW 52.14.090, 52.14.100, 42.17, 42.30, 42.32.030)**

Board meetings will be scheduled in compliance with the law and as deemed by the Board of Fire Commissioners ("Board") to be in the best interests of the District and the community. The Board will function through (1) regular, (2) special meetings, and (3) emergency meetings.

Regular meetings shall be held on the third Thursday of each month at 5:30 pm in the District headquarters at 3506 Shincke Road NE, Olympia, or at other times and places as established from time to time by Resolution of the Board. If regular meetings are to be adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

Special meetings may be called by the Chair or on by a majority of the Fire Commissioners. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Fire Commissioner not less than twenty-four (24) hours prior to the time of the meeting either personally, by mail, by fax or by e-mail. Written notice shall be personally delivered or sent, by email or fax not less than twenty-four (24) hours prior to the meeting to each newspaper of general circulation and to radio or television stations that have filed a written request for such notices. Written notice shall also be posted on the District website and prominently displayed at the entrance to the District station and at the meeting location if different at least 24 hours in advance of the meeting. Business transacted at a special meeting will be limited to that stated in the notice of the meeting. If an item is to be discussed in executive session in accordance with this policy, the item of business must also appear on the agenda if final action is to be taken following the executive session.

In the event of an emergency, involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification. The minutes of an emergency meeting shall document the basis for declaring an emergency.

All meetings shall be open to the public with the exception of executive sessions authorized by law and when the Board is meeting for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit pursuant to RCW 42.130(4). Any final action will be taken at an open meeting.

II. Meeting Guidelines

The following laws or guidelines should be recognized in regard to the conduct of meetings:

Open Meetings. All meetings, including study or work sessions, must be advertised as meetings that are open to the public. If a board wishes to devote all or most of a meeting to an issue(s) to be discussed in executive session, the meeting should be called to order and recessed to an executive session.

If a public record request is made the Agenda should be marked as draft and released.

Meeting Adjournment and Continuances. The Board may adjourn a regular, special or adjourned meeting to a specific future time. The adjournment may be called by a majority of the Board or if a quorum is not present, by the Commissioners attending or, in the absence of any commissioners by the Board Secretary.

Notice of such an adjournment or continuation must be posted at or near the door of the meeting room and notice of the adjournment or continuation must be provided consistent with the notice requirements for special meetings discussed above.

III. Meetings – Executive or Closed Sessions (RCW 42.30.110, 42.30.140)

Before convening in executive session, the Chair shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Chair. The Board may not reopen the open meeting until the stated time for the executive session has concluded.

An executive session may be conducted for one or more of the following purposes:

1. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

2. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; however, the final action of selling or leasing public property shall be taken in a meeting open to the public;

3. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

4. To receive and evaluate complaints or charges brought against a Fire Commissioner or staff member; however, upon the request of such Fire Commissioner or staff member, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

5. To evaluate the qualifications of an applicant for public employment or to review the performance of a staff member; however, discussion of salaries, wages, and other conditions of employment to be generally applied with the District staff shall occur in a meeting open to the public, and when the Board elects to take a final action of hiring, setting the salary of an individual staff member or class of staff member, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

6. To evaluate the qualifications of a candidate for appointment to the Board; interviews of candidates and final action appointing a candidate to the Board shall be in a meeting open to the public;

7. To discuss with legal counsel representing the Board, matters relating to Board enforcement actions, or to discuss with legal counsel representing the Board, litigation or potential litigation to which the Board, or any member acting in an official capacity, is or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the Board. Legal counsel may appear in person or by telephone.

A closed session of the Board may be held when the Board is planning or adopting the strategy or position to be taken during the course of collective bargaining or professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in such negotiations or proceedings while in progress

IV. Meetings – Agenda

The Chief and District Secretary shall be responsible for preparing the agenda for each meeting, in conjunction with the Chair. Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be provided to each Fire Commissioner three working days (72 hours) or a minimum of twenty-four (24) hours prior to the beginning of the meeting at which time the draft agenda will be posted to the District web site. Copies will also be available to any interested citizen at the time of the meeting.

V. Meetings – Quorum (RCW 52.14.100, 42.30)

A majority of the Board members shall constitute a quorum for the transaction of all business.

VI. Meetings – Conduct and Order of Business

All Board meetings will be conducted in an orderly and business-like manner. The order of business will be that indicated in the agenda. The Chair may allow any additions or changes in the order of items listed in the prepared agenda.

All votes on motions and resolutions shall be by "voice" vote unless a roll call vote is requested by the Chair or other member of the Board.

Once a Board meeting starts, District personnel will not leave the table prior to the adjournment of the meeting, unless excused by the Chair. Also, any other persons in attendance shall not approach the table without permission from the Chair.

VII. Parliamentary Procedures

1. RECOGNITION OF A MOTION. A motion is before the Board only when recognized by the Chair. After some discussion on a topic, the Chair may invite a Fire Commissioner to make a motion dealing with an issue by station: "The Chair will entertain a motion to _____."

2. MOTION. A main motion brings business before the Board for its consideration in such a manner that it may be discussed and acted upon. Any Board member, including the Chair may make a motion. A motion may be stated as: "I move that _____." The Chair may recognize a motion by stating: "A motion has been made by _____." Once the Chair re-states a motion, it becomes a motion of the Board and no longer belongs to the maker of the motion.

3. SECOND. A motion may be entertained by the Chair without a second. If the Chair chooses not to recognize a motion made by a Board member, another Board member may second the motion in order to bring the motion to the floor for discussion. A motion, which fails to be recognized by the Chair or receive a second, is not considered for discussion.

4. OUT-OF-ORDER MOTION. A motion which does not relate to the matter under consideration or which is a main motion and is being presented while another main motion is still before the Board is out of order and shall not be recognized.

5. REVISION OF MOTION. At any time before a vote is taken on a motion, the person making the motion may revise the wording of the motion if there is no objection by other Board members. If there is an objection, the motion should be revised by amendment.

6. WITHDRAWAL OF MOTION. After the Chair has stated a motion, it cannot be withdrawn without the consent of the Board. The maker of the motion may be requested to withdraw a motion and, if the maker of the motion does not object, the Board by general consent or vote can withdraw the motion. If the motion has been seconded and stated by the Chair, the consent of the individual who seconds the motion is not required but the Board must vote or agree by general consent to withdraw the motion.

7. SUBSIDIARY MOTIONS. These are motions that propose to take some action in relation to the manner in which the Board will consider the substance of the main motion. (Motions are ranked in order of precedence.)

    a. TABLING. Upon majority vote of the Board, a motion may be tabled. Such motion may be removed from the table by the majority vote.

    b. QUESTION. At any time during the discussion on any motion, any Fire Commissioner may move for the previous questions. If that call receives a second and approval by a

majority of the Board, the Chair shall call for the vote on the motion being discussed. The Chair at any time may state: "If there is no objection, the Chair will call for the vote on the motion being discussed." If one Fire Commissioner objects, the discussion shall continue until there is a majority affirmative vote to close debate or there is no objection to closing debate. Other business is out of order until the motion before the Board has been disposed.

c. LIMITED DEBATE. The Board may elect to limit discussion or establish special rules governing the discussion on the main motion. (A second and majority vote is required.)

d. POSTPONE DEFINITELY. If a motion to postpone consideration of a subject or the consideration of a motion is approved, the Chair shall postpone the subject or the main motion without further action by the Board members. If no time or circumstances are specified for the reinstatement of the subject or the main motion in the motion of postponement, the Chair shall reinstate the subject or the main motion at his/her discretion without further action by the Board but not sooner than the next regular meeting. (A second and majority vote are required.)

e. REFER. The subject of the main motion may be referred to a committee or individual for study or special consideration.

f. AMEND. At any time before a vote is taken on a motion, any Fire Commissioner may move to amend the motion which is then before the Board. The motion shall state the amendment and shall receive a second before it shall become the business before the Board. The Chair shall call for discussion, which shall be limited to the proposed amendment. If the proposed amendment receives a favorable majority, the main motion shall stand amended and further discussion on the main motion shall be directed to the motion as amended.

g. POSTPONE INDEFINITELY. A motion can be postponed indefinitely. (A second and majority vote are required.)

h. ORDER OF MOTIONS AND PROCEDURAL ACTIONS. The following order in the presentation of motions and other procedural actions shall be in effect while a main motion is being discussed.

If there is a main motion before the members, the Chair may recognize one of the following: (with "a" being at the highest in rank order)

a. Adjourn, Recess
b. Table
c. Previous question (close debate)
d. Limit debate
e. Postpone
f. Refer to committee
g. Amend the motion
h. Postpone indefinitely

8. PRIVILEGED MOTIONS. This type of motion provides for the comfort or convenience of the Board or one of its members and is not directly related to a motion that is "on the floor." (Motions are ranked in order or precedence.)

1. ADJOURN. When the agenda is completed, if there are no objections, the Chair may declare the meeting adjourned. If a Board moves to adjourn the meeting, the Chair would call for a vote of the Board to adjourn. Once the motion passes, the Chair must declare the meeting adjourned. (A majority vote is required.)

2. RECESS. A Board member can request a recess in the deliberations of the Board. (A majority vote is required.)

9. INCIDENTAL MOTIONS. This type of motion deals with the procedures of the Board and is incidental to the motion that is "on the floor." Incidental motions are acted upon when proposed. (No order of preference.)

    1. DIVIDE A MOTION. A main motion, by the majority vote, may be divided into smaller units for the purpose of discussion, voting or both.

    2. APPEAL. Any decision by the Chair may be appealed by a majority vote of the Board.

    3. RECONSIDER. A motion can be brought back "to the table" by any Board member.

    4. RECIND. A motion can be made to retract an issue or order that was passed. (A majority vote is required.)

    5. VOTE. The vote on all matters shall be made in person or over the phone and shall be oral. Results will be announced immediately and recorded in the Minutes. A Board member may change his/her vote if the change is announced before the Chair announces the results of the vote.

Any Fire Commissioner may abstain from voting at any call for the vote. Such a Fire Commissioner, who is present at the call for the vote, shall be counted as present for the purpose of determining the presence of a quorum. All votes on motions and resolutions shall be by "voice" vote.

VIII. Audience Participation (RCW 42.30.030, 42.30.050)

The Board recognizes the value of public comment on fire services issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the board will provide a period during the meeting, as designated on the agenda, at which time visitors may speak to the agenda.

Individuals wishing to be heard by the Board shall first sign-in to speak. During the appropriate time in the meeting, individuals on the sign-in sheet will be recognized by the Chair. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene or irrelevant. The Board may set time limits for such presentations or may refuse to allow public comment. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

IX. Meeting Minutes (RCW 42.32.030, 40.14.070, WAC 414-24-060)

The District Secretary shall record the minutes of all Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the District. When issues are discussed that may require detailed record, the Board may direct the District Secretary to record the discussion verbatim. Such verbatim records shall be maintained in accordance with the current Washington State Archives record retention schedules. Minutes shall show:

1. The date, time and place of the meeting.
2. The presiding officer.
3. Members in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action taken to recess for executive session with general statement of the purpose and duration.
6. Time of adjournment.

Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption.

A file of permanent minutes of all Board meetings will be maintained in the office of the District Secretary to be made available for inspection upon the request of any interested parties.

The Fire Commissioners will allow the District Secretary to electronically record Board meetings to aid in writing minutes. The recordings shall be retained n accordance with the current Washington State Archives record retention schedules. Once approved by the Board, written minutes shall become the official record for the District. Approved minutes will be posted at Station 81 and on the District's website.

X. Absence of Fire Commissioners (RCW 52.14.050)

If a Fire Commissioner is absent from the District for three consecutive regularly scheduled meetings, unless by permission of the Board, the office shall be declared vacant by the Board and the vacancy shall be filled. However, such an action shall not be taken unless the Fire Commissioner is notified by mail after two consecutive unexcused absences that the position will be declared vacant if the Fire Commissioner is absent without being excused from the next regularly scheduled

Appendix "A"

1) The Board has approved the following nominal stipend schedule at their 12 January 2021 regular meeting:

Classification	*Rate*	*Comments*
Reception Staff (non-combat)	$29.19	Scheduled by District Secretary
Firefighter or EMT	$46.62	Authorized nominal stipend payment for personnel per 12-hour availability period on nights & weekends
Firefighter-EMT	$58.27	
Lieutenant	$81.69	
Battalion Chief	$105.00	Premium per 12-hour availability period
Emergency Medical Services Officer-Chief	$1,731.00	Per Quarter (flat-rate)
Chaplain	$858.00	Per Quarter (flat-rate)
Premium for Driver-Operator (certified for engine/tender)	$5.20	Premium per 12-hour availability period
Premium for IFSAC Firefighter I certification	$5.20	Premium per 12-hour availability period
Operations Support Operator	$29.19	Premium per 12-hour availability period
Longevity premium *(per 12-hour availability period)*	$1.00	Years of service 1 through 5
	$2.00	Years of service 6
	$3.00	Years of service 7
	$4.00	Years of service 8
	$5.00	Years of service 9
	$6.00	Years of service 10
	$7.00	Years of service 11
	$8.00	Years of service 12
	$9.00	Years of service 13
	$10.00	Years of service 14
	$12.50	Years of service 15
	$15.00	Years of service 16 or more

2) The Board has approved the following non-accountable reimbursement schedule at their 5 July 2000 regular meeting:

Volunteer Classification	*Rate*	*Comments*
All Operations Support Volunteers	$ 5	Not available for personnel receiving nominal stipend for the same time period.

SOUTH BAY FIRE DEPARTMENT
THURSTON COUNTY FIRE PROTECTION DISTRICT 8

3506 SHINCKE RD. NE OLYMPIA, WA 98506
TELEPHONE: 360-491-5320 • FAX: 360-438-0523

RESOLUTION NUMBER 00-07
THURSTON COUNTY FIRE PROTECTION DISTRICT 8

A RESOLUTION PROVIDING FOR A METHOD OF PAYMENT TO VOLUNTEER PERSONNEL.

WHEREAS Thurston County Fire Protection District 8 (the "District") provides a variety of emergency services, safety education, public assistance and community relations services to our District requiring a significant amount of personnel and resources to successfully provide said services; AND

WHEREAS The Board of Fire Commissioners (the "Board") recognizes that the proper operation of the District, and delivery of emergency and other services is dependent primarily upon the response, participation, duty and services rendered from its contingent of volunteers; AND

WHEREAS The Board further recognizes that in rendering emergency services or while attending District activities or participating in District sponsored events, a volunteer will incur personal expenses; AND

WHEREAS The Board desires to offset the personal costs to its volunteers and provide a stipend for said responses, services, activities and participation; AND

WHEREAS *RCW 49.46.010* provides that if a local governmental body agrees to offset these personal expenses and / or reimburse or provide the volunteer a nominal stipend, an employer / employee relationship does not exist for the purposes of Washington's *Minimum Wage Act* and *Fair Labor Standards Act*, and the nominal stipends are not considered wages; AND

WHEREAS The Board has previously adopted Resolution 87-01 that provides for non-accountable reimbursement for District volunteers;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 8, THURSTON COUNTY, STATE OF WASHINGTON, THAT:

1) The Board recognizes that the logistics of documenting the many and varied personal expenses by volunteers for reimbursement by the District would be impractical and unreasonable. These personal expenses include, but are not limited to transportation, clothing, food & meals, haircuts, and home utility expenses.

2) In order to avoid the cumbersome record keeping requirements needed to reimburse volunteers for actual personal expenses incurred in the performance of

services rendered to the District, the District wishes to pay volunteers a nominal amount of compensation per unit of voluntary service.

3) The Board hereby authorizes development of a compensation and reimbursement policy to be included in the District's *Policy & Procedure Manual*. The provisions of Resolution 87-01 shall be replaced by the adoption of this Resolution.

4) The intent and purpose of the compensation and reimbursement policy is to create a practical method of reimbursing volunteers without creating an impractical records system. Such payments to volunteers will be termed "nominal stipends", and shall not represent a wage or salary for services given or activity attended.

5) The compensation and reimbursement policy is determined to not conflict with a) *RCW 49.46.010* et seq. (Washington's *Minimum Wage Act*); b) the provisions of the *Fair Labor Standards Act*, and c) the Federal Department of Labor regulations concerning minimum wage or rates of pay.

ADOPTED AT AN OFFICIAL MEETING OF THE BOARD OF FIRE COMMISSIONERS, THURSTON COUNTY FIRE PROTECTION DISTRICT 8 THIS 5th OF JULY, 2000, THE FOLLOWING COMMISSIONERS BEING PRESENT AND VOTING:

Arthur Getchman, Commissioner

Ken Parsons, Commissioner

Richard Small, Commissioner

ATTEST:

Shawn Hansen, District Secretary

SOUTH BAY FIRE DEPARTMENT
THURSTON COUNTY FIRE PROTECTION DISTRICT 8

3506 SHINCKE RD. NE OLYMPIA, WA 98506
TELEPHONE: 360-491-5320 • FAX: 360-438-0523

Resolution 99-06
Thurston County Fire Protection District 8

WHEREAS Thurston County Fire Protection District 8 (hereinafter referred to as "District") provides services for fire protection, emergency medical incidents, hazardous materials incidents, and other emergencies as well as general public services as authorized under Title 52 RCW; and

WHEREAS these services are primarily funded by revenue generated through the collection of real & personal property taxes, timber taxes, and other ad velorum taxes as authorized by the State of Washington, from properties located within the boundaries of the District; and

WHEREAS the services provided to the citizens of the District are generally provided to them at no additional fee or charge beyond that which they may pay as ad velorum tax; and

WHEREAS conditions may be encountered by the District where reimbursable funding mechanisms have been established by law or practice to recover the cost of services provided when the District's primary funding mechanism may be supplemented; and

WHEREAS, from time to time, the District is called upon to deliver these services for which it may be reimbursed for. Examples of these services are for suppression of fire on property not taxed under the District's levy (e.g. forest lands), response to false alarms for fire or medical aid, provision of certain fire protection and emergency medical services (e.g. as a result of specified criminal events) or support operations at hazardous materials incidents.

NOW, THEREFORE BE IT RESOLVED that the Board of Fire Commissioners of the District adopt a rate schedule for initial response and equipment charges for occasions when the District is compelled to levy a reimbursable charge to a party receiving its service; and

BE IT FURTHER RESOLVED that when these occasions arise, the Fire Chief shall ensure that the appropriate party is invoiced for the full value of the services provided; and

BE IT FURTHER RESOLVED that the rates from the *Washington State Association of Fire Chiefs Recommended Rate Schedule for Initial Response & Equipment Charges*, as currently published by the WSAFC, shall be used.

ADOPTED AT THE REGULAR BUSINESS MEETING HELD ON 18th; 1999, BY THE BOARD OF FIRE COMMISSIONERS OF THURSTON COUNTY FIRE PROTECTION DISTRICT 8.

Shawn Hansen as Secretary for
South Bay Fire District 8

Ken F. Parsons, Sr as Chairman for
South Bay Fire District 8

Art Getchman as Commissioner for
South Bay Fire District 8

Dick Small as Commissioner for
South Bay Fire District 8

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Compensation & Reimbursement
POLICY NUMBER:	1-01-PO-00
REVISION:	9
DATE ISSUED/REVISED:	10 March 2020
BOARD APPROVAL SIGNATURE:	Richard A Gaspich

RESOLUTION 00-07, dated 5 July 2000, authorizes that District volunteer personnel may be reimbursed for their reasonable expenses and authorizes provision of a nominal stipend to volunteers. This policy also defines other means of compensation and reimbursement for other District activities.

Compensation for paid staff is covered under *Policy 3-04 "Salaries & Benefits"*. Annual and sick leave provisions for paid staff are covered under *Policy 3-12 "Annual & Sick Leave"*. Benefit programs for volunteers are covered under *Policy 3-13 "Volunteer Benefits Programs"*. The compensation and benefits for Board members are covered under *Policy 0-01 "Board of Fire Commissioners Roles & Responsibilities"*.

I. Response Activity Reimbursement (Non-accountable) and Nominal Stipends: Reimbursement of expenses for attendance at calls (when not on standby during an assigned availability period) and other approved activities shall be provided at the approved rate as indicated in the Appendix "A". Volunteers shall also be provided a nominal stipend for being available for emergency response in the District. The Fire Chief shall ensure accurate tracking and recording of all response andstand-by activity.

1. *Compensation Schedule:* The schedule for the non-accountable reimbursement and nominal stipend shall be as indicated in the Appendix "A" attached to this Policy. The unit rate for the nominal stipend is provided for each weeknight (generally 18:00-06:00.) daytime (Monday through Friday, generally 06:00-12:00 and/or 12:00-18:00) and two periods on weekends (generally 06:00-18:00-06:00). The maximum amount a volunteer may collect in nominal stipends is set at $ 10,000 per year. There is no annual cap on individual amounts for response activity reimbursement (non-accountable).
2. *Federal Withholding & Reporting :* All non-accountable reimbursement and nominal stipends are subject to income tax withholding and FICA taxes (Social Security and Medicare). The non-accountable reimbursement and nominal stipends shall be accounted for and reported to the Internal Revenue Service and documented annually on each recipient's *Form W-2*.
3. *Eligibility:* Response to calls occurring during the period for which a volunteer is receiving a nominal stipend shall not be subject to additional compensation beyond that of non-accountable reimbursement for expenses. Board members receiving volunteer compensation (as authorized under the provisions of RCW 52.14.010) to attend designated functions shall not concurrently collect any non-accountable reimbursement for the same timeperiod.
4. *Advances on Compensation:* An advance on volunteer compensation may be granted for a serious emergency or an extra-ordinary circumstance. Requests for advances must be made in writing and approved by the Fire Chief. The amount of the advance is limited to no more than fifty percent (50%) of accrued non-accountable reimbursement & nominal stipend amounts on record at the time of the request. The advance payment will be subject to withholding rules.

II. Reimbursement to Volunteers for District Business: Reimbursement shall be made available to volunteers that are required to attend to previously scheduled District matters while absent, and unpaid, from their regular employment. These services include, but are not limited to, providing testimony in court or administrative hearings related to District activities, attending specialized

mandatory training that cannot be provided during normal scheduled drill periods and engaging in other District business. Further, when actions caused by the volunteer's service to the District prevent them from otherwise engaging in their regular employment, they may be eligible for reimbursement. These services include, but are not limited to, being quarantined or isolated from normal activity by a state or local authority due to exposure to a communicable disease, preventing the volunteer from participating in their normal employment commitments.

The reimbursement for planned and foreseeable functions must be approved in advance by the Fire Chief and shall not be provided to a volunteer when that volunteer is receiving any form of compensation or reimbursement for the same activity and/or within the same time period (e.g. response to a lengthy incident, precluding their attendance to their regular employment). Reimbursement to volunteers for unforeseen events such as quarantining of due to communicable disease exposure shall be approved by the Fire Chief. Reimbursement may be provided for up to fourteen (14) consecutive days, or, the medically directed period for quarantine, whichever is shorter. The District Health & Safety Officer shall ensure all exposure related activities are documented as per the provisions of *District Procedure 2-20-02 "Accident Reporting, Investigation and Documentation"*, including such reimbursement payments.

NOTE: REIMBURSEMENT RATE WILL BE THE SAME AS THE "DAILY RATE" OUTLINED IN *SCHEDULE A REIMBURSEMENT RATES* FROM THE STATE OF WASHINGTON'S OFFICE OF FINANCIAL MANAGEMENT (CURRENT VERSION).

III. Reimbursement for personal vehicles: Reimbursement for mileage shall be provided to members when attending pre-approved District activities, and only when the use of a District owned, or controlled vehicle is not available.

NOTE: USE OF PERSONAL AUTOMOBILES SHALL BE REIMBURSED AT APROVED MILEGE RATE BASED UPON *SCHEDULE A REIMBURSEMENT RATES* FROM THE STATE OF WASHINGTON'S OFFICE OF FINANCIAL MANAGEMENT (CURRENT VERSION).

IV. District Activity Record: District Activity Record forms *(Form FDS-001)* shall be used by personnel to record out-of-pocket costs for approved travel and meeting costs. All charges shall be accompanied by original detailed receipts verifying the payment of such costs (reference *P&P 1-03 "Procurement & Expenditures General Guidelines")*. Recording of reimbursement requests for activities that do not comply with the provisions *P&P 1-02 "Authorization to Attend Training & Meetings"* may not be considered.

V. Reimbursement for District Services: From time to time, the District is called upon to deliver service for which it may be reimbursed. Examples of this are for suppression of fire on property not taxed under the District's levy (forestlands), provision of certain emergency medical services (in specified criminal cases) or operations at hazardous materials incidents. When these occasions arise, the Fire Chief shall ensure that the appropriate party is invoiced for the full value of the services provided. As authorized by RESOLUTION 99-06, the rates from the *Washington State Association of Fire Chiefs Recommended Rate Schedule for Initial Response & Equipment Charges* as currently published by the WSAFC shall be used

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Compensation & Reimbursement
PROCEDURE NUMBER:	1-01-PR-01
REVISION:	5
DATE ISSUED/REVISED:	18 April 2008
FIRE CHIEF APPROVAL SIGNATURE:	

The following Procedure shall detail procedures as authorized under the current revision of *Policy 1-01-PO-00 "Compensation & Reimbursement"*:

I. Non-accountable reimbursement & nominal stipend for District events:

1) Warrants to the members for reimbursement and nominal stipends shall be based upon their response & activity information submitted to and approved by the Fire Chief:

   A) *Non-accountable reimbursement:* As authorized under Resolution 00-07, volunteers shall be reimbursed at the rate indicated in the Policy Appendix "A".

   B) *Volunteer Availability Period Stipend:* Volunteers will be provided with a nominal stipend for scheduled availability periods as per the Policy Appendix "A".

   C) *Reporting:* Volunteer compensation for non-accountable reimbursement and nominal stipends shall be accounted for and reported on District shift logs, training attendance rosters, incident reports and any other format approved by the Fire Chief. On no less than a monthly basis, the District Secretary will ensure all documents are reviewed and data input into the District payroll system for review by the Fire Chief.

II. Accountable reimbursement for members:

1) *Reimbursement & mileage:* All requests must be submitted on the *District Reimbursement Record Form (Form FD8-001)* and approved by the applicant's supervisor. All requests shall be submitted to the District Secretary for processing.

III. District reimbursement for services: refer to current *Washington State Association of Fire Chiefs Recommended Rate Schedule for Initial Response & Equipment Charges* published by the WSAFC. The Fire Chief shall ensure an invoice is prepared and submitted to the owing organization.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Authorization to Attend Training & Meetings
POLICY NUMBER:	1-02-PO-00
REVISION:	3
DATE ISSUED/REVISED:	29 March 2011
BOARD APPROVAL SIGNATURE:	

The District supports attendance to training events and meetings with associated groups by its members to further the principles of the District mission and philosophies. In order to ensure the best use of resources, the Board shall establish procedures for paying costs associated with training and meetings as approved in advance.

I. Board Approval: Individual members of the Board and Fire Chief shall obtain prior authorization from the Board to attend special scheduled meetings of associations or committees, seminars, conventions or any other special activity for which claims for payment of salary or reimbursement of costs will be made.

The Board authorizes individual Commissioner's attendance and participation in various functions and activities; refer to *Policy 1-01 "Board of Fire Commissioner Roles & Responsibilities"*.

II. Board Delegated Approval: Other District staff and volunteer personnel shall obtain authorization from the Fire Chief, or designee, prior to attending any activity in which the person will represent the District/Department and/or any activity in which the person may present a claim for reimbursement by the District. The Fire Chief shall establish procedure(s) to define the process in which each applicant's request is evaluated and approved.

III. Reimbursement: The process for requesting and obtaining reimbursement for costs is outlined in *Policy 1-01 "Compensation & Reimbursement"*.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Procurement, Expenditures and Audit General Guidelines
POLICY NUMBER:	1-03-PO-00
REVISION:	8
DATE ISSUED/REVISED:	14 July 2020
BOARD APPROVAL SIGNATURE:	Richard L Gerdl

Procurement of goods and services for the District shall follow procedures as required by the laws, codes and regulations set forth for State of Washington political sub-divisions. and by guidelines established in this Policy. It shall be the responsibility of the Board to assure proper checks, balances and procedures are developed to provide guidance to District staff in the execution of day-to-day business activities.

I. Purchasing Authorization: Purchasing of routine goods and services (including ongoing costs such as utilities, maintenance & operations), conducting public works projects and contracting for professional services must be in compliance with appropriate Washington State Statutes for fire districts. Where competitive bidding for goods. services, public works or contracts are required, the District Secretary shall ensure adequate documentation of bid solicitation is included in the purchasing file(s). Refer also to the attached "Fire Dist 8 Procurement Matrix".

a. Equipment, Materials and Supplies: Fire districts are required to competitively bid any purchases of materials, equipment and supplies exceeding $40,000. By resolution. purchases estimated to cost between $40,000 and $75,000 may use the purchase contract process (vendor register) established by Statute.
b. Public Works: For projects under $30,000 no competitive bidding requirements apply. For projects between $30,000 and $350,000, the District may utilize the approved small works roster or the competitive bidding processes.
c. Professional Services: Legal, accounting. consulting, appraisal, insurance. bonding. facility maintenance, and utilities services are not subject to the statutory competitive bid requirements for fire districts. Retaining engineering, land survey or architectural services require compliance with requirements set forth in Statute.
d. Telecommunications and Data Processing. The District may use the competitive negotiation procedures established by Statute when purchasing telecommunication and data processing services.

The Board may delegate purchasing authority to the Fire Chief, who in turn may sub-delegate purchasing authority to District staff; specific sub-delegations are documented in *Procedure 1-03-01* (current version).

Purchases for goods & services from any District fund up to $10,000 may be approved by the Fire Chief. The Fire Chief shall ensure necessary funding in the current budget is in place and that appropriate purchasing procedures are practiced. The Fire Chief shall report budget status, including any overages, to the Board at their monthly regular meetings

II.Purchasing: District purchasing is conducted under a variety of authorities and procedures set by Statute and this Policy. Proper documentation shall be filed for all purchases.

a) Purchase Orders: The District Secretary shall maintain a Purchase Order log. All purchases in excess of $1,000 shall be recorded and approved by the Fire Chief prior to purchasing. When a Purchase Order is issued for a purchase, the transaction must be entered into the District log file. Information entered shall include the pre-numbered Purchase Order number with the i) name of requestor, ii) date of request, iii) name of vendor, (iv) brief description of item(s) requested, v) estimated cost of item(s) including sales tax and vi) approval notation by Fire Chief. Invoices from the vendor should include the Purchase Order number for reference.

b) Purchasing from other agencies' contracts: Cooperative purchasing is authorized by Statute if 1) the District has an interlocal agreement in place with the lead purchasing agency, 2) has obtained assurance that the original bid was property advertised by the lead agency, 3) has obtained assurances that legal requirements for bidding were followed by the lead agency, 4) that the vendor has agreed to allow additional purchasers to the original bid and 5) the purchase is of a like item.

c) Purchasing from pre-existing vendor roster: The District will subscribe with an approved vendor roster system and will comply with the regulations for its use.

d) Purchases made from a "sole-source" vendor: When it is determined that a purchase can only be made from a single vendor, the District Secretary shall request and receive documentation (from the purchaser) that the equipment, materials or supplies required meet the needs of the District and that such equipment, materials or supplies can only be obtained from a single vendor. The Board shall review the documentation; if acceptable, a resolution shall be made to allow such "sole- source" purchase.

e) Emergency Purchases: Statute provides that an emergency purchase may be authorized by the Fire Chief or Board when unforeseen circumstances beyond the control of the District result in either: (a) a real, immediate threat to the proper performance of essential functions; or (b) a material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. After the purchase decision the Board shall approve the emergency purchase by passing a Resolution documenting the basis for the emergency.

III.Invoices: When a vendor or contractor invoices the District for any goods, services or projects, the Fire Chief , or designee, shall act as the "Signing Officer" and shall obtain an original copy of the invoice, review it for accuracy, initial and date it, and forward it to the District Secretary for processing. In order to be authorized payment, the original invoice must contain the minimum information including the name of the vendor, date of transaction, a complete description of the good/service/project provided and the total cost (including taxes)

a) Motor vehicle fuel purchases: Each District vehicle is assigned a fuel charge card which is to be used at the designated vendor's location(s) for refueling. The driver must also enter the security code for the charge card and the correct odometer reading of the vehicle being fueled. The motor vehicle fuel vendor shall provide a monthly invoice of charges listing the vehicle and total quantity of fuel purchased.

IV.Auditing & Processing Warrants: The District Secretary ("Auditing Officer") shall further review invoices approved by the Signing Officer for accuracy, then, a warrant shall be prepared to pay the vendor or contractor for the invoice. The Auditing Officer shall ensure each warrant is coded according to the Washington State Business Accounting & Reporting System ("BARS") for fire districts.

Each warrant shall bear the signature of at least two (2) authorized individuals. Any standard expense claims, including payroll, ongoing (previously approved) contracts, utilities and insurance related costs up to Ten Thousand dollars ($10,000) may be approved by the Signing Officer and Auditing Officer. Any warrants in excess of Ten Thousand dollars ($10,000) must be approved by the Chair of the Board and either the Signing Officer or the Auditing Officer. If either the Signing Officer or Auditing Officer is not available, the Chair of the Board shall sign as the second signature. If the Chair of the Board is not available, the Vice Chair shall sign warrant(s). If both the Chair of the Board and the Vice Chair are not available, another Board member shall sign warrant(s).

As specified in Statute, the primary Signing Officer and Auditing Officer shall be bonded. The District provides a five-hundred thousand dollars ($500,000) bond for the primary Signing Officer and Auditing Officer to assure the faithful discharge of their duties. Proof of such bonding can be provided by the District Secretary upon request.

The Board shall review and approve the claims paid. The District Secretary shall prepare and the Board shall approve one general certificate directing the Thurston County Treasurer to pay all warrants electronically. The general certificate must specify the identification number, date, amount, and funds used for payment of each warrant. If the Board disapproves any claim, the Signing Officer and Auditing Officer will recognize the claim as a receivable of the District and will pursue collection diligently until the amount is either collected or the Board is satisfied and approves the claim.

V.Other Means of Purchasing:

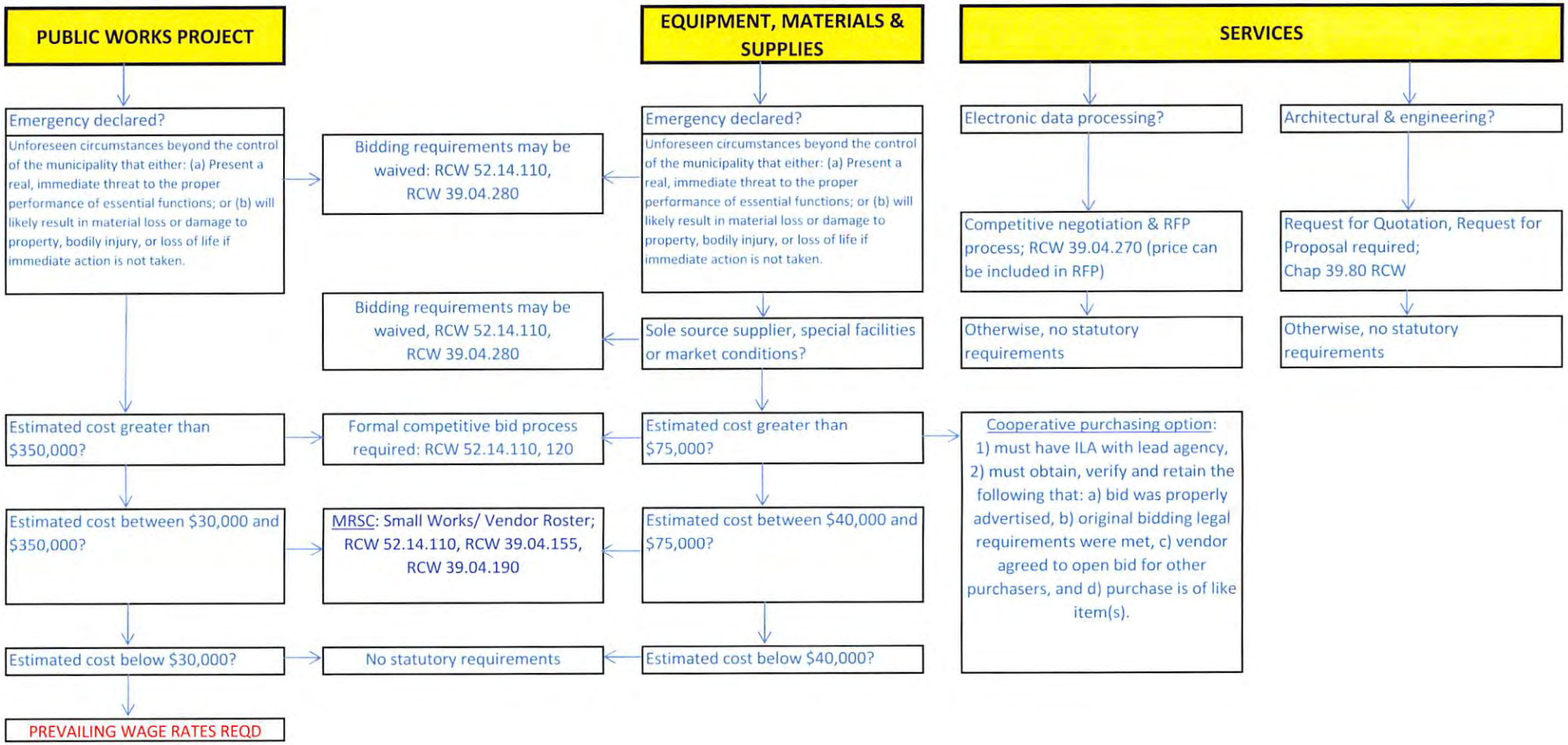
a) Credit cards: In accordance with Statute, purchase of goods or services with District credit cards shall be made only by District personnel approved by the Board only for purposes relating to District business and within the allowable limitations of the card. The charge slip (receipt) of each transaction must have a clear impression of the date, total cost of the transaction and the name of the District person making the transaction. That District person shall forward the receipt to the District Secretary for processing. Refer to *Policy 1-06 "Use of District Purchasing & Travel Cards"* for further information.
b) District Revolving Fund: In accordance with Statute, a checking account shall be established and maintained with a local bank to allow for cash purchases. Refer to *Policy 1-04 "Revolving Fund Guidelines"* for further information.
c) Other Costs: Costs for travel, subsistence, meals or other out-of-pocket expenses incurred by District personnel in the course of authorized business shall be handled as per the provisions of *Policy 1-01 "Compensation & Reimbursement"*.

VI.Cash Control: The District Secretary has authority to receive and accept cash donations, payments for permits, sale of copies or other cash transactions that may arise from time to time. The Fire Chief also has authority to accept cash if the District Secretary is not available. A pre-numbered duplicate receipt book shall be used and a receipt issued for each transaction. Funds will be promptly deposited in the District's account with the Thurston County Treasury.

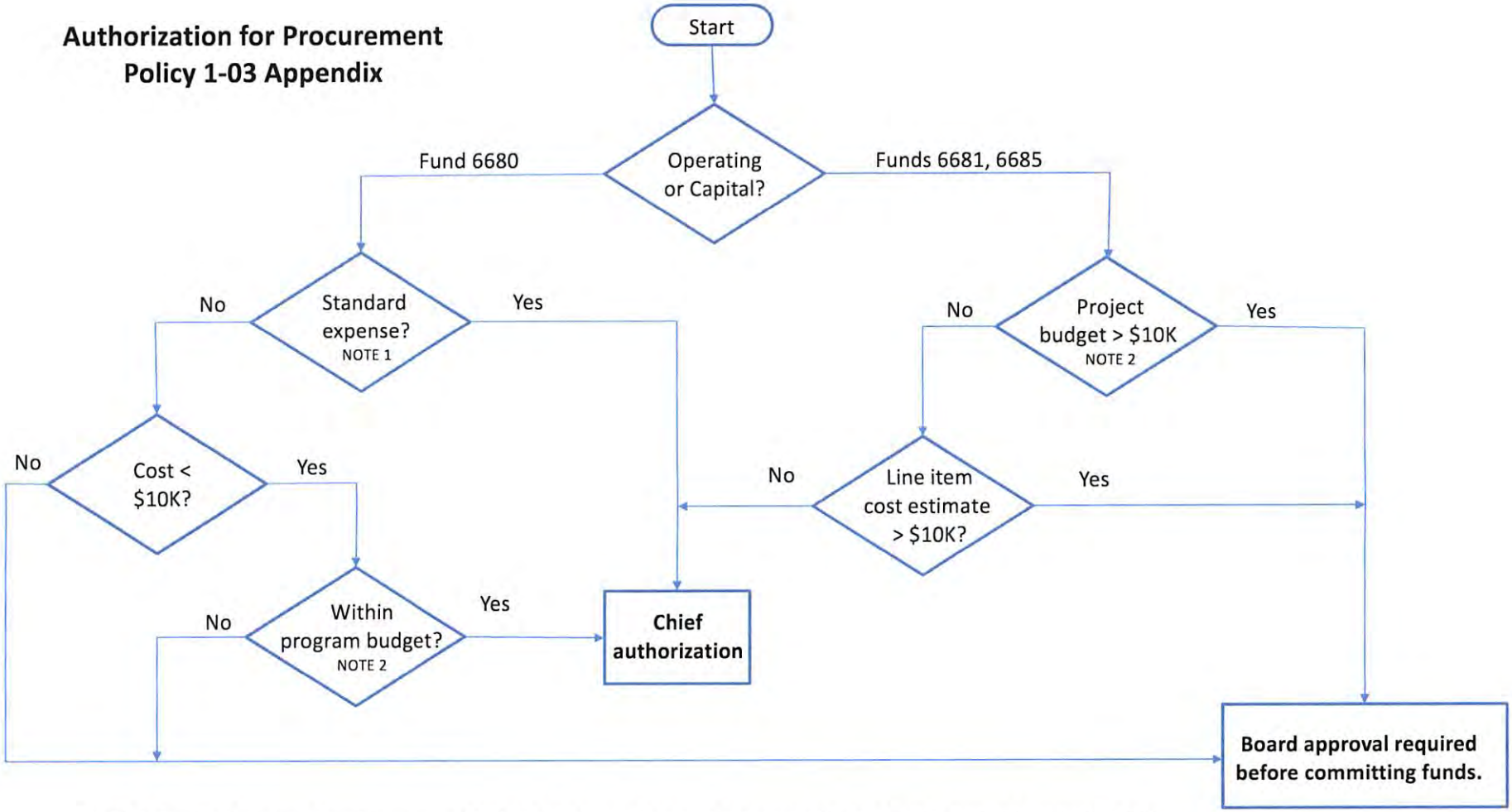
VII.Statutory References: the following Statutes are referenced as they exist at the time of the adoption of this Policy:

- RCW 39.04.190--bid requirements
- RCW 39.03.200--bid requirements
- RCW 39.04.270--bid requirements
- RCW 39.04.280--bid requirements
- RCW 39.34.030--bid requirements
- Chapter 39.80 RCW--professional services
- RCW 42.24.115--credit cards
- RCW 42.24.180—bonding, and
- RCW 42.26.010--revolving funds.

Fire Dist 8 Procurement Matrix
Policy 1-03



Authorization for Procurement
Policy 1-03 Appendix



NOTE 1: Standard expenses based on approved budget and expected ongoing expenses including payroll, approved contracts, utilities and insurance.

NOTE 2: Program or project general budgets as approved by the Board for the current year; any unexpected or unplanned procurements
greater than $10 thousand required that will exceed program or project budgets must be approved by the Board in advance.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Procurement & Expenditures General Guidelines
PROCEDURE NUMBER:	1-03-PR-01
REVISION:	5
DATE ISSUED/REVISED:	15 July 2020
FIRE CHIEF APPROVAL:	

I. Procurement: Generally, the District has two types of acquisition methods: a) specifying, ordering, receiving and paying for goods, services & public works projects and b) payment for ongoing goods & services (e.g. utility costs, fuel, contract services). In procuring goods, services & public works projects, the following considerations shall be made for any prospective purchase:

1) Has the good/service been budgeted for?
   a) Will the purchase require a budget extension?
2) What will the cost for the good/service/project be?
   a) Refer to *Fire District 8 Procurement Matrix*.
3) What is the urgency for the good/service (emergency/urgent/routine)?
4) What level of authorization is required for the purchase?
   a) Refer to *Authorization for Procurement Matrix*.
5) What technical specifications must be reviewed and approved?
   a) Is the product/service/project only available from a sole-source vendor?
   b) Does the product meet current legal requirements and performance standards?

II. Delegated Authority: The Fire Chief may delegate procurement and invoice approval as provided for by Policy. In the absence of the Fire Chief, the Assistant Fire Chief may act in their capacity. Furthermore, the Fire Chief provides the following delegated authorities:

1) For goods & services, including public works, for facilities, apparatus and equipment item up to $5,000: the Battalion Chief, or designee, responsible for Facilities & Equipment;
2) For goods & services for training, health and safety purposes up to $5,000: the Battalion Chief, or designee, responsible for Training & Safety; and
3) For goods & services as provided for by Policy, up to $1,000: any authorized credit card holder as provided under *District Policy 1-06 "Use of District Purchasing & Travel Cards"*.

III. Invoicing & Warrant Processing: In order to facilitate the payment process, all invoices must be submitted to the District Secretary in a timely fashion. All invoices shall be reviewed and approved by the authorized District staff member(s). Invoices include any bills from vendors, claims for reimbursement by District personnel, or any other charges for payment through District funds. Proper documentation must be included with any invoice (e.g. original copies of billing documents).

As required by Statute and Policy, all invoice payments shall be approved by the Board at open public meetings. Preparation for warrants is the responsibility of the District Secretary. Warrants are generally presented to the Board on summary approval sheets but may also be presented in an individual fashion.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Revolving Fund Guidelines
POLICY NUMBER:	1-04-PO-00
REVISION:	1
DATE ISSUED/REVISED:	16 May 2008
BOARD APPROVAL SIGNATURE:	

Procurement of goods and services for the District shall follow requirements as mandated by the laws, codes and regulations set forth for the State of Washington political sub-divisions, and by guidelines established in this Policy and that of *Policy 1-03 "Procurement & Expenditures General Guidelines"*. It shall be the responsibility of the Board to ensure proper checks and balances are established, and that prescribed procedures are developed to provide guidance to District staff in the execution of day-to-day business activities.

I. District Revolving Fund: In accordance with RCW 42.26.010, a checking account shall be established and maintained with a local bank to allow for cash purchases. The account shall have an assigned custodian who shall issue checks and record all transactions as necessary. The Custodian shall reconcile all transactions with banking statements on a monthly basis and provide to the District Secretary for audit. The account shall also be reviewed by the Board each month at their regular meeting. The current assignments are as follows:

Custodian: Fire Chief
Auditor: District Secretary.

The amount of the account shall be set by Board resolution. The current monthly amount for this fund is set at $2,000 as established by action at the regular Board meeting held on 6 May 1997. As checks are written by the Custodian during the course of the monthly business activity, each check shall be recorded in the account ledger at District headquarters. A receipt for the item purchased with the check shall be marked with the check number and date issued. The amount on the invoice shall be exactly the same as the amount written for the check. The receipt shall be forwarded for processing of warrants by the District Secretary.

As the warrant for the replenishment of the District Revolving Fund is issued, it shall be deposited in the account held at the local bank, with the receipt for that deposit being filed with account records at the District headquarters. The amount of the replenishment shall be recorded in the account ledger.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Use of District Purchasing & Travel Cards
POLICY NUMBER:	1-06-PO-00
REVISION:	3
DATE ISSUED/REVISED:	14 July 2020
BOARD APPROVAL SIGNATURE:	Richard Gerkey

The District shall authorize a purchasing and travel card system (PTCS) to be used for procurement of goods & services in coordination with *Policy 1-03 "Procurement, Expenditure and Audit General Guidelines"*. The purchasing/travel cards may be used only to purchase goods & services for District official business. The maximum allowable per transaction limit shall be $2,500, with an aggregate limit per card of $5,000; purchases shall not be deliberately split to circumvent this requirement.

I. Responsibilities: Specific responsibilities are established for the District PTCS program:

1) Fire Chief: shall authorize the issuance of PTCS cards and establish limits within the maximum allowable transaction limit(s) as established by the Board of Fire Commissioners (Board). Assignment of cards shall be in writing and include the Card-holder's signature acknowledging responsibility for appropriate use of the card.
2) District Secretary: as the "Program Manager", shall be responsible for providing training, advise, direction, consultation and assistance to all Card-holders; coordinate timely bank statement reconciliation & approval; provide regular reporting to the Board and manage retention of transaction documentation.
3) Card-holder: District members that are assigned responsibility for card security, use, bank statement reconciliation, and submittal of transaction documentation to the Program Manager; each issued card shall be used only by the Card-holder assigned to that card.
4) Board: shall authorize PTCS program policy, set maximum purchasing card limits, and audit PTCS expenditures prior to authorizing payment by warrant.

II. Card Management: The Program Manager shall coordinate the functions of PTCS card management:

1) Card Ordering: reviews approved applications and orders the cards from the contract provider, completing all necessary contractor provided forms in order to establish desired electronic controls; upon receipt of the cards, logs in receipt and provides training for Card-holder(s).
2) Card Security: cards shall be retained by the Card-holder in a secure manner; if the card is lost, the Card-holder shall immediately notify the Program Manager and the PTCS contractor's customer service center. The Card-holder must return the card to the Program Manager upon termination of membership, who in turn will immediately cancel the card account with the PTCS contractor and perform a final audit/reconciliation of the card's account.
3) Card Use-Travel Costs: PTCS cards shall be used only for travel costs incurred for District purposes, as approved under the provisions of *Policy 1-02 "Authorization to Attend Travel & Meetings"*. Any purchase of $500 or greater must receive prior approval of the Fire Chief.
4) Card Use-Materials, Equipment and Supplies and Non-Travel services. PTCS cards may be used for purchases of equipment, materials, supplies and non-travel services in situations in compliance with District Policy 1-03. Any purchase of $500 or greater must receive prior approval of the Fire Chief.
5) Card Use Prohibitions. In no event shall Card-holders use the card to obtain cash advances from financial institutions , make personal purchases or to make purchases from a member of the

employee's immediate family. Misuse of the card may result in the revocation of PTCS privileges and may result in additional disciplinary actions as deemed necessary by the Fire Chief.

6) Invoice Processing & Reconciliation: The Program Manager shall ensure payment for PTCS charges are executed in a timely manner; copies of all charges will be provided to the Board for review prior to approval of warrants for payment.
7) Dispute Resolution: if a charge is disputed by the Card-holder, they shall contact the Program Manager who will immediately contact the PTCS contractor's customer service center and follow-up with a written statement (within 60-days of the date of the disputed charge) detailing the disputed charge. The disputed charge will be reflected in the subsequent card's statement outstanding balance, but will not be included in the total amount due. When the dispute is resolved, a line item credit will be put on the statement and reflect a note about the credit & adjusted outstanding balance.

III. Audits & Administration: in addition to the regular audit of PTCS expenditures by the Program Manager and Board, periodic independent program reviews shall be conducted by the Fire Chief to determine if proper controls and use of purchasing cards are being exercised. The Program Manager shall also review and analyze billings and management reports (provided by the PTCS contractor) to monitor purchases and PTCS program implementation.

1) Procurement Guidelines: all purchases shall be conducted in compliance with policy and procedures set forth by law and the *District Policy Manual.*
2) Card Transaction Recording & Receipting: each Card-holder will be required to record each purchase made with the purchasing card on the monthly statement. Card-holders must provide an original receipt/charge slip which clearly describes the item(s) purchased, price, any applicable tax and date of the transaction. Original receipts/charge slips and the appropriate District cost-code will accompany each transaction listed on the statement.
3) Review and Approval of Statement Forms: The Fire Chief will then review the statement forms and authorize payment; the Board Chair will review the statement forms of the Fire Chief. The Program Manager will then audit the statement forms and resolve any errors or questions. Warrants for payment will then be processed.
4) Reporting: The Program Manager shall prepare a list of monthly purchasing card invoices for the Board to review at their next regular meeting where payment will be confirmed.
5) Credits or Returns: any items returned to the vendor should be recorded on the card transaction log; accompanying credit slips should be attached to the reconciled statement when submitted to the Program Manager.

FIRE DISTRICT 8
CREDIT CARD REPORTING FORM

User Name: **Month/Year:**

Please complete the information below and attach it with your monthly credit card statement.

Vendor	Item Description	Account Code	Price	For Meals Incl # of persons	Purpose:	Pre-approved for Over $1000?

NOTE: *If original receipt documentation misplaced;* ***Affidavit for Detail of Receipt*** *form enclosed.*
NOTE: *Refer to* ***Policy 1-40 'Food & Beverage Consumption'*** *for documentation of meals: specify number of persons served and purpose of event.*

By signing below, I hereby agree to mandates in ***Policy 1-06 'Use of District Purchasing & Travel Cards'*** *and confirm that all purchased goods & services have been made for official District business according to* ***Policy 1-03 'Procurement, Expenditure and Audit General Guidelines.'***

Authorized User Signature & Date

Secretary Signature & Date

Board Chair's Signature & Date

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Federal Uniform Guidance Procurement Policy
POLICY NUMBER:	1-07-PO-00
REVISION:	0
DATE ISSUED/REVISED:	14 July 2020
BOARD APPROVAL SIGNATURE:	Richard L Gockley

Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

The policy of the District when spending federal funds is to follow the most restrictive rule applicable under the District's adopted Procurement Policy or under the federal Uniform Guidance (2 C.F.R. 200, Subpart D) ("UG"). The purpose of this Policy is to identify those areas where the Uniform Guidance requirements are the most restrictive rule. For any federal grant funded project, the specific federal grant guidelines should be closely reviewed and the granting agency should be consulted as necessary to ensure compliance with the Uniform Guidance.

1) Equipment, Materials and Supplies

Follow District procurement *District Policy 1-03* except where noted below:

General Requirement. May not specify specific brands when equal products exist.

Cost under $10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost over $10,000 or when value of goods purchased over prior fiscal year exceeds $10,000. When purchase is for items designated by the EPA under 40 CFR Part 247, must procure items that contain the highest percentage of recovered materials consistent with maintaining a satisfactory level of competition. Consult 40 CFR 247.10 through .17 for full list but general items include paper and paper products, vehicle lubrication products, tires and parts, some construction products, and certain landscaping products.

Cost between $10,000 and $40,000. Use vendor list process or obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder (Note Best Value bid awards not permitted).

Cost between $40,000 and $250,000. Follow District procurement policy.

Cost over $250,000. Conduct price/cost analysis prior to advertising for bids. Five percent bid bonds required when using sealed bid process.

Vendors that assist in drafting of bidding documents cannot be awarded contract.

For all contracts in excess of $10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on vendors prior to awarding bid. Cannot award if vendor is debarred.

2) Public Works Contracts

Cost under $10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost between $10,000 and $30,000. Use small works roster process or obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder (Note Best Value bid awards not permitted).

Cost between $30,000 and $250,000. Follow District procurement policy.

Cost over $250,000. Cannot use small works roster, must use competitive sealed bidding. Conduct price/cost analysis prior to advertising for bids. Five percent bid bonds required when using sealed bid process.

Contractors that assist in drafting of bidding documents cannot be awarded contract.

For all contracts in excess of $10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

3) Service Contracts other than Architects, Engineers and Surveyors

There are no state mandated bid requirements for service contracts. The Uniform Guidelines establish the following more restrictive requirements.

Cost under $10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost between $10,000 - $250,000. Obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder.

Cost over $250,000. Use a competitive sealed bidding process following procedures used for public works . Conduct price/cost analysis prior to advertising for bids. Award to lowest responsive, responsible bidder. If conditions are not appropriate for using a sealed competitive bid process may use the Competitive Negotiation process established under RCW 39.04.

Service Providers that assist in drafting of bidding documents cannot be awarded contract.

For all contracts in excess of $10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on service provider prior to awarding bid. Cannot award if provider is debarred.

4) Bid Exemptions

Follow District procurement policy.

Cost over $250,000. Perform cost or price analysis prior to contracting. Must negotiate profit as separate element of the contract price.

For all contracts in excess of $10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

5) Cooperative Purchasing (Piggyback)

Strictly scrutinized under Uniform Guidance. Must be able to document that entity that went out for bid fully complied with Uniform Guidance in addition to complying with the local or state bid laws applicable to the entity.

For all contracts in excess of $10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

6) Conflicts of Interest

The District follows the conflict of interest rules set forth in chapter 42.23 RCW and prohibits acceptance of gifts from contractors, vendors and service providers. The District's standards of conduct rules apply to all elected officials and all employees, volunteers and agents that are involved in the procurement process.

7) Discipline

Violations of this policy may be subject to discipline under the District's adopted disciplinary policies.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

PROCEDURE TITLE:	Public Access to District Records
PROCEDURE NUMBER:	1-20
REVISION:	2
DATE ISSUED/REVISED:	17 November 2011
BOARD APPROVAL:	

The District is committed to providing the public full access to public records in accordance with the Washington State Public Records Act (PRA), referenced in RCW Chapter 42.56 and the Model Rules of WAC 44-14. The purpose of the PRA is to provide the public with full access to records concerning the conduct of government, mindful of individual privacy rights and the desirability of the efficient administration of government.

This Policy establishes the procedures the District will follow to provide for the fullest assistance to requestors including the most timely possible action on requests, while protecting public records from damage and preventing "excessive interference with other essential agency functions." RCW 42.56.100 The District must also insure that its record disclosure policy and procedure protects against the invasion of an individual's right to privacy and restricts access to its records that are exempt from public disclosure.

The inspection and copying of District records must be conducted under the supervision of District personnel to protect the records. The District has a limited number of office personnel available to provide the required supervision. While the District will make every effort to provide prompt responses to record inspection and copying requests, the District cannot permit the response to record requests to unduly interrupt the normal operations of the District.

To insure the protection of the District records and to prevent the improper disclosure of records, no District personnel shall have access to District records, without the approval of the District Records Retention Officer, unless their regular job duties require access. While District personnel shall have access to District records that they must use in the performance of their assigned duties, they shall not have access to confidential information that is exempt from disclosure and which is not necessary for the performance of their duties. In the event personnel are afforded access to confidential records, they must not improperly use or disclose the information or records.

This Policy shall apply to members of the public and to all District personnel including officers, paid and volunteer employees, independent contractors who are retained by the District and the Board. Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the District. The District reserves the right to apply and interpret this Policy as it sees fit, and to revise or change the policy at any time.

I. DEFINITIONS: for the purposes of this Policy, the following definitions shall apply:

1. **Public Records.** Public records of the District include any record containing information relating to the conduct or performance of any governmental function prepared, owned, used or retained by the District as defined in chapter 42.56 RCW. Public records do not include

personal records of District employees or officials that may be in the possession of the employee or official or located in their office, lockers or living quarters.

2. **Electronic Public Records**. Electronic public records of the District include all data compilation stored and retained on the District computers containing information relating to the conduct or performance of any governmental function prepared, owned, used or retained by the District. Electronic public records do not include personal materials entered or stored on District computers by employees and officials when using the computers for incidental personal use.

3. **Record.** As used in this policy and procedure the "record" available to the public for electronic stored records shall be a printout of the stored record.

4. **Copy.** As used in this Policy, a "copy" of a record shall mean a duplicate of the record in the same media, except that a "copy" of an electronic stored record shall mean a printout of the record, or in the sole discretion of the District Records Retention Officer an electronic version in a commercially available format.

5. **Records Retention Officer.** The District Records Retention Officer shall be the District Secretary.

6. **District Review Authority.** The District Review Authority shall be the District legal counsel.

II. RECORDS ACCESS AND COPYING

1. **Computer Network**. In order to maintain the security of the records as required by RCW 42.56.100, the District computer hardware shall not be available to the public for review of electronic records.

2. **Public Records Availability**. The records or printouts of all electronic public records of the District as defined above are available for public inspection pursuant to these rules, except as otherwise provided by chapter 42.56 RCW and other applicable statutes.

3. **Location of Records.** The District's public records shall be maintained at the District headquarters station or such other locations as the Board approves. All records shall be in the custody of the District Records Retention Officer who shall be responsible for the implementation of these rules.

4. **Hours for Inspection and Copying.** Consistent with the requirements of the Public Records Act, the Record Retention Officer will generally be available to schedule times during the hours of 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m., Monday through Friday excluding legal holidays unless to allow for the inspection or receipt of records. The availability of District staff during these hours may be limited by budgetary constraints, staff workloads, volume of public records requests and other factors related to the District's primary purpose of providing its essential functions in the community.

5. **Requests for Public Records.** In accordance with the provisions of chapter 42.56 RCW public records may be inspected and copied, or copies obtained by members of the public as follows:

   5.1. Requests shall be made in writing to the District Records Retention Officer on a form provided by the District and shall include the following information:

      5.1.1. The name and address of the person requesting the record.

5.1.2. The time of day and calendar date on which the request is made.

5.1.3. The nature of the request

5.1.4. If the record requested is referenced in a current index maintained by the District, a reference to the requested record as it is described in such index.

5.1.5. If the requested record is not identifiable by reference to an index, an appropriate description of the record requested.

5.1.6. If the requested record is a list of individuals a signed statement that the information obtained will not be used for commercial purposes.

5.1.7. A statement that the records including lists of individuals are not being requested for commercial purposes.

5.2 All mailed requests shall contain the information described above and shall be mailed to the District headquarters station.

5.3 In all cases in which a member of the public is making a request it shall be the obligation of the employee to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

6. Exemption from Public Inspection.

6.1 The District reserves the right to determine that a record requested is exempt in whole or in part from public inspection under chapter 42.56 RCW or other applicable statutes.

6.2 In accordance with RCW 42.56.070 the District reserves the right to delete identifying details when it makes available any public record or printout of a public record in any case where there is reason to believe that disclosure of details would be an invasion of personal privacy protected by chapter 42.56 RCW or other applicable statutes. The employee who deletes information shall fully justify the deletion in writing.

6.3 All denials of requests for copies of public records shall be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record or portion of the record and a brief explanation of how the exemption applies to the record.

7. Duties of Records Retention Officer. The Records Retention Officer shall undertake the following analysis with respect to all records requests:

7.1. The Records Retention Officer shall review the request form and shall review the requested record to determine the nature of the information contained in the record and to determine whether or not the release of the requested record is exempt from public inspection under chapter 42.56 RCW or other applicable statutes.

7.3. If the record requested is classified as a medical record the Records Retention Officer shall determine whether the patient has authorized disclosure of the medical record pursuant to RCW 70.02.030. In the absence of patient authorization the Records Retention Officer shall determine whether the requester is an authorized recipient of the record as defined in RCW 70.02.050.

7.4. If the disclosure of the record requested is restricted by any other federal or state statute, the Records Retention Officer shall comply with the restrictions or the procedure required for the release of the requested information.

7.5 In the event it is determined that there would be no violation of the right to privacy by the disclosure of the record or any information contained in the record or that the information is not exempt from disclosure, the Records Retention Officer shall determine if the record may be inspected or copied in its entirety and if so, the inspection or copying shall be permitted.

7.6 In the event the record contains confidential information and public information, the Records Retention Officer shall segregate the public information from the confidential information, prepare a copy of the record showing only the disclosable portion and release or permit copying of only the public information.

7.7 In the event the record contains information that affects the privacy interest of a third party and the Records Retention Officer reasonably believes that an argument could be made that the record is exempt, the Records Retention Officer shall provide notice, in accordance with RCW 42.56.540, to the affected third party of the District's intent to disclose the record.

8. Response to Request For Records. The Records Retention Officer, within five business days after receipt of the request (within fifteen business days of a patient's request for the patient's medical records) shall take one of the following actions:

8.1. In the event the Records Retention Officer determines that the request requires clarification, the Records Retention Officer shall acknowledge receipt of the request and ask the requester to clarify what record the requester is seeking. If the requester fails to clarify the request, the Records Retention Officer shall provide no further response.

8.2. In the event the Records Retention Officer determines that a full response will take longer than five business days after receipt of the request the Records Retention Officer shall acknowledge receipt of the request and provide a reasonable estimate of when the District will respond. The determination of the time required to respond to the request will be based on a consideration of the following factors:

8.2.1. Clarity of the request,

8.2.2. Time required to locate and assemble the information requested,

8.2.3. Time required to notify third persons or agencies affected by the request,

8.2.4. Time required to determine whether any of the information requested is exempt,

8.2.5. Time required to obtain the consent of a person identified in the record if consent is required by statute.

8.2.6 Current staffing levels and essential job functions that must be performed by staff prior to locating and assembling the record requested.

8.2.7 Volume of pending public records requests. The general policy of the District shall be to respond to records requests on a first come first serve basis. However, the Records Retention Officer retains discretion to respond

to requests out of order of receipt when such out of order responses are more efficient.

8.2.8 Impact on Essential Functions. The Records Retention Officer has numerous duties in addition to responding to records requests that are essential to the effective operation of the District. In situations where the Records Retention Officer is unable to perform the essential duties and respond to all pending records requests, the Records Retention Officer shall notify the Board of Commissioners to determine the appropriate action.

8.3. Provide the record for inspection or provide a copy of the record if requested. For large requests the District shall attempt, where feasible, to release the records in reasonable installments as the records become available.

8.4. Deny the request.

8.4.1. All denials shall contain the information specified in paragraph 6.3.

8.4.2. Denials of a patient's request for the patient's medical records shall comply with the requirements specified in RCW 70.02.090.

9. Review of Denials.

9.1. Any person who objects to the denial of a request to inspect or copy a public record may petition for a prompt review of the decision by submitting a written request for review to the District Records Retention Officer.

9.2. Upon receipt of a written request for review of a decision denying inspection or copying of a public record, the District Records Retention Officer shall refer it to the District Review Authority. The District Review Authority shall promptly review the matter and either affirm or reverse the denial. The final decision shall be rendered to the individual who requested the record within two business days after the review request.

9.3. In the event the request for the record or information from the record is made by an elected or appointed official of the District, the information is deemed to be needed for the proper performance of the official's duties and consent to the release of the information is required but cannot be obtained, the official shall be required to sign a confidentiality agreement before being allowed access to the requested information.

9.4. Administrative remedies shall not be considered exhausted until the District has returned the request with the decision or until a period of five business days has elapsed after the denial of the request or after the review of the initial denial.

10. Fees. The following charges shall be imposed to reimburse the District for costs incurred in providing public records. In the event the District is requested to mail copies an additional charge in the amount of the actual or estimated postage and the cost of the container shall be made.

10.1. General Records. With the exception of medical incident reports the District shall charge a fee of fifteen cents per page for providing a copy of each page of a District record. The Records Retention Officer may waive copying fees as a matter of administrative convenience for small requests.

10.2 Electronic Records. With the exception of medical incident reports the District shall charge a fee of fifteen cents per page for providing a printout of a District electronic record. If records are provided in electronic format the District shall charge a fee of fifteen cents per scanned page plus the cost of the media on which the record is disclosed (CD, DVD, etc). No charge shall be imposed for the cost of emailing an electronic record.

10.3. Medical Incident Reports. In accordance with chapter 70.02 RCW the District shall charge the rates established by the Department of Health (WAC 246-08-400) which until June 30, 2013 establishes a clerical fee for searching and handling requests for medical incident reports of $23.00 for each report. In addition the District shall charge $1.04 per page for the first 30 pages and $.79 per page for all additional pages of each report copied or printed out. The Records Retention Officer may waive copying fees as a matter of administrative convenience for small requests.

10.4. Video and Audio Tapes. The District shall charge the actual cost it incurs in commercially duplicating audio or visual tape records.

11. Records Index. The District may not maintain a complete current index which provides identifying information as to all of the records maintained by the District when, due to staffing and resource levels, the creation of a complete index would be unduly burdensome to the District.

Statutory Provisions that may affect the disclosure of records by a fire protection district

Attorney Client Privilege	RCW 5.60.060
Industrial Insurance	RCW 51.16.070
	RCW 51.48.040
	RCW 51.28.070
Juvenile Justice	Ch. 13.50 RCW
Alcohol & Drug Abuse Treatment	RCW 70.96A.150
Mental Health	RCW 71.05.390
Domestic Relations	RCW 26.09.225
Sexually Transmitted Diseases	Ch. 70.24 RCW
Health Care Information Act	Title 70 RCW
Background Checks	RCW 43.43.830 -.840
	WAC 446-20-300
Open Public Records Act	Ch. 42.56 RCW
Address Confidentiality for Victims of Domestic Violence	Ch. 40.24 RCW
Mental Health Services for Minors	Ch. 71.34 RCW
Americans with Disabilities Act	42 USC Sec. 12101 *et.seq.*
Occupational Safety and Health Act	29 USC Sec 657 *et seq.*
Federal Law on Substance Abuse Records	42 USC Sec. 290dd-2
Washington Industrial Safety and Health Act	Ch. 49.17 RCW

Most of the Federal or State agencies that administer the above acts have adopted regulations to implement the acts. The regulations must be reviewed together with the acts when reviewing record requests.

REQUEST FOR PUBLIC RECORDS

NAME OF REQUESTER: _____

ADDRESS: _____

CITY: _____ STATE ____ ZIP _____

PHONE: _____ DATE OF REQUEST: _____ TIME: _____

NATURE OF REQUEST:

1. Identification of records: _____

_____

_____

2. Inspection only _____

3. Number of copies requested _____

I declare under penalty of perjury under the laws of the State of Washington that I do not intend to use any list of individuals that may be covered by this request for commercial purposes.

Signature _____

========== === === === ===

For Office Use Only: Date _____ Time _____

(1) Request Granted _____ Record Withheld _____ Record withheld In Part _____

(2) If a consent is needed, name of individual: _____

(3) If withheld, identify the exemption contained in chapter 42.56 RCW or other applicable statute that authorizes the withholding of the record or part of record:

_____

(4) If withheld, explain how the exemption applies to the record withheld:

_____

_____

Signature _____

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

PROCEDURE TITLE:	Information Technology & Media
PROCEDURE NUMBER:	1-22
REVISION:	3
DATE ISSUED/REVISED:	8 August 2017
BOARD APPROVAL:	

It is the District's policy to establish reasonable rules and regulations regarding use of electronic devices (whether District owned or owned by a Member) and the content of electronic media generated or received on District property and generated or received by Members while engaged on District business. All Members are responsible for proper use of District information technology and media (IT&M) devices and will be held accountable for any misuse or abuse of IT&M systems or information, either through the Member's own actions or by the actions of others whom the Member has allowed access.

All Members engaging in District related Social Media activities shall follow privacy laws and shall conduct themselves in an ethical and moral manner. Social media postings should not be illegal, immoral, in bad character or otherwise be determined to be a threat or embarrassment to the District, its members, or the community served.

I. DEFINITIONS: for the purposes of this Policy, the following definitions shall apply:

1) DISTRICT BUSINESS PURPOSES - shall mean any work conducted by Members directly or indirectly as part of their assigned District job duties as opposed to activities undertaken for personal business or other purposes.
2) ELECTRONIC (IT&M) DEVICES – shall mean any equipment or programs that are used for the purpose of sending and receiving electronic media. These may include but are not limited to computers, cell phones, fax machines, pagers, television/DVD, radio, or other portable media players.
3) ELECTRONIC MEDIA – shall mean any electronic communication that conveys a message, image, video, music, or any other communication form.
4) SOCIAL MEDIA – shall mean the use of the internet, cell phone, and other electronic devices to communicate with other people. Social Media may include but are not limited to voice, texting, blogs, wikis, social networks, or virtual worlds.

II. DISTRICT IT&M MANAGER: The Fire Chief shall appoint an IT&M Manager (District Secretary). The Fire Chief and IT&M Manger shall jointly:

1) Ensure that all District-owned IT&M Devices, related technology and software used by the District for electronic communications include reasonable protective measures to help prevent misuse or damage;
2) Manage the posting of content on the District's Social Media outlets, accessing information (including downloading information or software), virus detection and control, access controls, and related security mechanisms for use of the District's Social Media; and
3) Ensure that the provisions of this Policy are maintained and enforced.

III. USE OF IT&M ASSETS: A minimal use of the District-owned IT&M Devices to communicate to other Members non-District Business Purpose information is authorized as long as it does not violate the specific prohibitions listed below, is general in nature, distributed to the general membership or work group or is approved by the Fire Chief prior to being sent. Use of the District wireless network ("Wi-Fi") is specifically addressed in sub-section "E" below.

A--Specific misuse of the District-owned IT&M Devices includes, but is not limited to, the following:

1) Viewing, downloading and/or sending pornographic materials;
2) Sex-texting, soliciting sex, unwelcome sexual advances in any form to anyone;
3) Defaming members, citizens or any other person;
4) Marketing of personal or private business;
5) Transmitting or receiving material that would violate *District Policy 3.20 "Workplace Harassment"*;
6) Sending or posting confidential materials to unauthorized persons or places.
7) Using District time and resources for personal gain;
8) Sending or posting information that could damage the image or reputation of the District;
9) Electronic Media specifically promoting any political purposes including but not limited to ballot measures, political campaigns and lobbying issues; and/or
10) Accessing, downloading, viewing or distributing of movies, music, software or any other materials protected by copyright laws without permission, or of the same containing or supporting any prohibited or illegal content or activity.

B--Violations of this policy shall subject the Member to discipline, up to and including termination. Refer to *District Policy 3.07 "Disciplinary Process"* for further information.

C--The IT&M Manager shall ensure that adequate protection is in place to prevent external tampering/hacking or invasion of viruses into the District's IT network. Members shall not connect any form of non-District transportable media to the District IT network without approval of the IT&M Manager and proper screening prior to launching of any content.

Any unauthorized modification to the District's IT network, IT&M devices, or any District owned hardware/software related to IT&M infrastructure, is prohibited; these action include (but are not limited to) a) adding unauthorized network switches, wireless access points, routers, fire-walls, network-attached storage devices or external hard-drives to the network; b) unauthorized disconnection of District IT network devices; c) plugging devices into the network in a manner to bypass the fire-wall without specific authorization, and/or d) unauthorized installation of software, utilities or operating system modifications. These modifications can affect the security and integrity of the system and is therefore a violation of District Policy.

D--Specific conditions for cellular telephone on-duty use include:

1) Whenever security or confidentiality concerns warrant use of a telephone rather than a two-way radio;
2) To conduct District business in some cases on a daily basis for command personnel;
3) Calls may be directed in to District cell phone equipped apparatus if necessary; and

4) While emergency services have been granted an exemption to laws covering "distracted driving", all efforts should be made to not talk on a cell phone while driving District vehicles unless utilizing hands free devices.

E--District wireless networking capability: as a benefit to its members and public using District facilities, the District provides wireless networking ("Wi-Fi") capability to access the Internet. All District wireless network traffic is not encrypted or guaranteed to be secure from interception; users should have up-to-date virus detection software installed on their wireless device. All wireless Internet access is subject to content filtering which will block access to prohibited Internet sites, including specifically those that contain adult content. The District prohibits use of its wireless network for uses that violate Section III (A) of this Policy.

IV. PUBLIC INFORMATION: Electronic media is a form of recorded communication and must be treated in the same manner as a paper document of the same nature. All electronic media communications if generated on or received by a District IT&M device shall become the property of the District and are subject to the *Public Records Disclosure Act* (RCW 42.56). Members have no rights or expectations of individual privacy in any District related electronic media communications, whether through the local area network or the District's other IT&M Devices.

The District has a duty to manage its image with the community, therefore all Members shall obtain permission from the Fire Chief or designee before publishing any information about the District, including but not limited to current or past events, current or potential Members and customers. Any outgoing Electronic Media which expresses a District-related opinion on a subject that has not been previously authorized by the Fire Chief must include a disclaimer that the opinion is not that of the District but the Member's own personal opinion.

Release of public information shall be in compliance with *District Policy 1.20 "Public Access to District Records"* and *Policy 1.91 "Public Information."*

V. PHOTOGRAPHY & ELECTRONIC IMAGERY:

A--Members are prohibited from using District images in any manner that may negatively impact the District's performance in the workplace or its reputation or standing in the community. On-duty Members are encouraged to capture images for District Business Purposes such as incident documentation, training, investigation and/or public relations purpose when such images are necessary in the performance of their duties. Any on-scene images are solely the property of the District and *not* the property of the individual. The IT&M Manager shall recommend any and all District imaging devices to be used for District Business Purposes, for approval by the Fire Chief.

B--When capturing images for District Business Purposes, Members shall use District owned imaging devices if available, however, images taken with a Member's personally owned cell phone camera or other digital imaging device remain solely the property of the District, and are subject to the following restrictions:

1) Members acknowledge that any images recorded for District Business Purposes on private imaging devices are subject to the Washington State Public Records Act and the Washington State Record Retention Schedules.

2) Members that use private imaging devices shall transfer all District images to a District file location as designated by the District IT&M Manager as soon as reasonably possible following creation of such image; such transferred image shall constitute the District's primary record and any image(s) remaining on the private imaging device shall be considered secondary transitory records with no retention value. Members are encouraged to delete such images from their private imaging device after the image has been transferred.
3) Members that fail to transfer and subsequently delete images recorded for District Business Purposes on their private imaging devices may be subject to search by the District if necessary for the District to comply with its obligations under the Public Records Act. .

C--No District images may be used, printed, copied, scanned, e-mailed, texted, forwarded, posted, uploaded, shared, reproduced or distributed in any manner, except as provided herein without advance permission from the Fire Chief, District IT&M Manager or their designee. This prohibition specifically includes posting of any images on any unauthorized social media site. Digital District images downloaded from District-owned or privately owned imaging devices shall be stored in the District's secured database, and the images erased from the imaging device. Non-digital images, including negatives, prints, slides, et.c shall be transferred to the District IT&M Manager for proper recording and retention.

D-- Any Electronic Media containing individually identifiable information regarding EMS activities are covered by *HIPAA Privacy Rules* and must be protected in the same manner as patient care reports and other such documentation.

VI. PROCUREMENT, MAINTENANCE & DISPOSAL: Procurement, maintenance and disposal of IT&M Devices and assets shall comply with *District Policy 1.03 "Procurement, Expenditures & Audit General Guidelines"* and *Policy 1.25 "Inventory of Assets."*

Policy 1-22 Information Technology & Media, Appendix "A" Web Filtering Categories

The District currently uses Sophos software for file-server fire-wall and computer anti-virus protection; the product features the following web filtering categories, and based upon District Policy 1-22 and generally accepted risk management principles, categories activated for filtering are indicated by being listed "on".

Adult or Sexually Explicit: ON
Includes sites for adult products including sex toys, CD-ROMs, and videos; child pornography and pedophilia (including the IWF list); adult services including video-conferencing, escort services, and strip clubs; erotic stories and textual descriptions of sexual acts; explicit cartoons and animation; online groups, including newsgroups and forums that are sexually explicit in nature; sexually-oriented or erotic sites with full or partial nudity; depictions or images of sexual acts, including with animals or inanimate objects used in a sexual manner; sexually exploitive or sexually violent text or graphics; bondage, fetishes, genital piercing; naturist sites that feature nudity; and erotic or fetish photography, which depicts nudity. Note: Sophos does not include sites regarding sexual health, breast cancer, or sexually transmitted diseases (except those with graphic examples).

Advertisements and Pop-ups
Includes sites of banner ad servers, sites with pop-up advertisements, and sites with known adware. Note: Sophos's advanced categorization data uses the most current technical definition for Adware, and thus recognizes the difference between non-malicious adware, such as ""cookies"" and more serious Spyware.

Alcohol or Tobacco: ON
Includes sites that promote or distribute alcohol or tobacco products for free or for a charge.

Anonymizers: ON
Includes sites that operate proxy services, or offer proxy software, with the specific intent of defeating security and control.

Arts
Includes sites for museums, galleries, artist sites (sculpture, photography, etc.), performing arts (theater, vaudeville, opera, symphonies, etc.), dance companies, studios, and training; book reviews and promotions; and variety magazines and poetry.

Blogs and Forums
Includes sites of weblogs (blogs), newsgroups, and opinion or discussion forums.

Business
Includes general business corporate web sites, international and multi-national large general business corporate sites, business associations, and basic business sites, such as FedEx, that enable organizations to manage their necessary daily business tasks.
Note: Business sites that fit more appropriately into another related category, such as Finance or Travel, will be categorized in those categories.

Call Home: ON
Includes sites identified to be used for command & control servers ("callhome", C2) by malware running on infected computers.

Chat
Includes sites of web-based chat and instant message servers.

Computing and Internet
Includes sites of reviews, information, buyer's guides of computers, computer parts and accessories, computer software and internet companies, industry news and magazines, and pay-to-surf sites.

Criminal Activity: ON
Includes sites for advocating, instructing, or giving advice on performing illegal acts; tips on evading law enforcement; and lock-picking and burglary techniques.

Custom: ON (*application available based on need and approval by IT&M Manager*)
Includes sites categorized for use with a custom policy. For example, you could set sites that you want to be always approved by adding them to your local classifications list, and setting their Risk class to Trusted and their Site category to Custom.

Downloads
Includes sites for downloadable (non-streaming) movie, video or sound clips; downloadable PDA software, including themes and graphics; freeware and shareware sites; personal storage or backup sites; and clip art, fonts and animated .gif pages.
Note: This category does not include update sites such as those for operating systems, anti-virus agents, or other business-critical programs.

Education
Includes sites for educational institutions, including pre-schools, elementary, secondary, and high schools and universities; educational sites at the pre-school, elementary, secondary, and high school and university levels; distance education and trade schools, including online courses; and online teacher resources (lesson plans, etc.).

Eicar
The Standard Anti-Virus Test File.

Entertainment
Includes sites about television, movies, music and video programming guides; online magazines and reviews of the entertainment industry; celebrity fan sites; broadcasting firms and technologies (satellite, cable, etc.); horoscopes; jokes, comics, comic books, comedians, or any site designed to be funny or satirical; online greeting cards; and amusement and theme park sites.

Fashion and Beauty:
Includes sites of fashion or glamor magazines, online beauty products, and cosmetics.

Finance and Investment
Includes sites for stock quotes, stock tickers, and fund rates; online stock or equity trading; online banking and bill-pay services; investing advice or contacts for trading securities; money management or investment services or firms; general finances and companies that advise about finances; and accountancy, actuaries, banks, mortgages, and general insurance companies.

Food and Dining
Includes sites for recipes, cooking instruction and tips, food products, and wine advisors; restaurants, cafes, eateries, pubs, and bars; and food and drink magazines and reviews.

Gambling:
Includes sites of online gambling or lottery web sites that invite the use of real or virtual money; information or advice for placing wagers, participating in lotteries, gambling, or running numbers; virtual casinos and

offshore gambling ventures; sports picks and betting pools; and virtual sports and fantasy leagues that offer large rewards or request significant wagers.
Note: Casino, hotel, and resort sites that do not feature online gambling or provide gaming tips are categorized under Travel.

Games:
Includes sites for game playing or downloading, game hosting or contest hosting, tips and advice on games or obtaining cheat codes (""cheatz""), and journals and magazines dedicated to online game playing.

Government
Includes sites for local, state, federal and international government sites, and government services, such as taxation, armed forces, customs bureaus, and emergency services.

Hacking and Computer Crime: ON
Web pages that provide ""how-to"" directions, or otherwise enable, fraud, crime, or malicious activity that is computer oriented. Web pages related to computer crime include malicious hacking information or tools that help individuals gain unauthorized access to computers and networks (root kits, kiddy scripts). Also included are other areas of electronic fraud such as dialer scams and illegal manipulation of electronic devices. Illegal software does not fall under this category; see ""Illegal Software"".

Health and Medicine
Includes sites for prescription medicines; medical information and reference about ailments, conditions, and drugs; general health, such as fitness and well-being; medical procedures, including elective and cosmetic surgery; dentistry, optometry, and other medical-related sites; general psychiatry and mental well-being sites; psychology, self-help books, and organizations; promoting self-healing of physical and mental abuses, ailments, and addictions; alternative and complementary therapies, including yoga, chiropractic, and cranio-sacral; and hospital and medical insurance sites.

Hobbies & Recreation
Includes sites for recreational pastimes, such as collecting, gardening, and kit airplanes; outdoor recreational activities, such as hiking, camping, and rock climbing; tips or trends focused on a specific art, craft, or technique; online publications on a specific pastime or recreational activity; online clubs, associations, or forums dedicated to a hobby; traditional games, such as board games and card games, and their enthusiasts; and animal and pet related sites, including breed-specific sites, training, shows, and humane societies sites.

Hosting Sites
Includes web sites that host business and individuals' web pages, for example GeoCities, earthlink.net, and AOL.

Illegal Drugs:
Includes sites for recipes, instructions or kits for manufacturing or growing illicit substances for purposes other than industrial usage; glamorizing, encouraging, or instructing on the use of or masking the use of alcohol, tobacco, illegal drugs, or other substances that are illegal to minors; information on ""legal highs"", including glue sniffing, misuse of prescription drugs, or abuse of other legal substances; distributing illegal drugs free or for a charge; and displaying, selling, or detailing the use of drug paraphernalia.

Infrastructure: ON
Includes sites for content delivery networks, XML reference schemas, web analytics and statistics services, transaction servers, and corporate image servers.

Intimate Apparel and Swimwear:
Includes sites for lingerie, negligee, and other intimate apparel modeling; swimwear modeling; models' fan pages; modeling information and agencies; and fitness models and sports celebrities sites.

Intolerance and Hate: ON
Includes sites that advocate or incite degradation or attack of specified populations or institutions based on associations such as religion, race, nationality, gender, age, disability, or sexual orientation; sites that promote a political or social agenda that is supremacist in nature and exclusionary of others based on their race, religion, nationality, gender, age, disability, or sexual orientation; holocaust revisionist or denial sites and other revisionist sites that encourage hate; coercion or recruitment for membership in a gang or cult; militancy and extremist sites; and flagrantly insensitive or offensive material, including those with a lack of recognition or respect for opposing opinions and beliefs.

Note: Sophos does not include news, historical, or press incidents that may include the above criteria (except in graphic examples).

For the purposes of this category, a gang is defined as: a group whose primary activities are the commission of felonious criminal acts, which has a common name or identifying sign or symbol, and whose members individually or collectively engage in criminal activity in the name of the group. A cult is defined as: a group whose followers have been deceptively and manipulatively recruited and retained through undue influence such that followers' personalities and behavior are altered; a group in which leadership is all-powerful, ideology is totalistic, and the will of the individual is subordinate to the group; and a group that sets itself outside of society.

Job Search and Career Development
Includes sites of employment agencies, contractors, job listings, career information, career searches, and career-networking groups.

Kid's Sites
Includes child-oriented sites and sites published by children.

Malware: ON
Includes sites identified to be hosting malicious content, representing a significant security concern.

Motor Vehicles
Includes sites for car reviews, vehicle purchasing or sales tips, and parts catalogs; auto trading, photos, and discussion of vehicles including motorcycles, boats, cars, trucks, and RVs; journals and magazines on vehicle modification, repair, and customization; and online automotive enthusiast club sites.

News
Includes online newspapers, headline news sites, newswire services, personalized news services, and weather sites.

Peer-to-Peer
Includes peer-to-peer file sharing clients and peer-to-peer file sharing servers.

Personals and Dating:
Includes singles listings, matchmaking and dating services, advice for dating or relationships, and romance tips and suggestions sites.

Philanthropic and Professional Organizations
Includes sites of philanthropic and charity organizations, environmental organizations, professional associations, labor unions, and social organizations.

Phishing or Fraud: ON
Includes sites involved in phishing and telephone scams, service theft advice sites, and plagiarism and cheating sites, including the sale of research papers.

Photo Searches
Includes sites that provide resources for photography, image searches, online photo albums, digital photo exchanges, and image hosting.

Politics
Includes sites for political parties; political debate, canvassing, election information, and results; and conspiracy theory and alternative government view sites that are not hate-based.

Proxies and Translators: ON
Includes sites for remote proxies or anonymous surfing, search engine caches that circumvent filtering, and web-based translation sites that circumvent filtering.

Real Estate
Includes sites for home, apartment, and land listings; rental or relocation services; tips on buying or selling a home; real estate agents; and home improvement sites.

Reference
Includes sites for personal, professional, or educational reference; online dictionaries, maps, and language translation sites; census, almanacs, and library catalogs; and topic-specific search engines.

Religion
Includes sites of churches, synagogues, and other houses of worship; any faith or religious belief sites, including non-traditional religions such as Wicca and witchcraft.

Reputation: ON
Includes files identified by Sophos as having a low or medium reputation.

Ringtones and Mobile Phone Downloads
Includes sites of providers of mobile phone downloads, including ringtones, logos, backgrounds, screensavers, and games.

Search Engines
Includes general search engines, such as Yahoo, AltaVista, and Google.

Sex Education
Includes sites with pictures or text advocating the proper use of contraceptives; sites relating to discussion about the use of the pill, IUDs, and other types of contraceptives; and discussion sites on how to talk to your partner about diseases, pregnancy, and respecting boundaries.
Note: Not included in the category are commercial sites that sell sexual paraphernalia. These sites are typically found in the Adult category.

Shopping
Includes sites for department stores, retail stores, company catalogs, and other sites that allow online consumer shopping, sites for online auctions, online downloadable product warehouses, specialty items for sale, and freebies or merchandise giveaways.

Society and Culture
Includes sites on home life and family-related topics, including weddings, births and funerals; parenting tips and family planning; non-pornographic gay, lesbian, and bisexual issues; foreign cultures and socio-cultural information; and non-explicit tattoo and piercing parlors.

Spam URLs: ON
Includes URLs found in spam, particularly on these topics: computing, finance and stocks, entertainment, games, health and medicine, humor and novelties, personal and dating, products and services, shopping, and travel.

Sports
Includes sites for team or conference web sites; national, international, college, professional scores and schedules; sports-related online magazines or newsletters; and fantasy sports and virtual sports leagues that are free or low-cost.

Spyware: ON
Includes sites that provide or promote information gathering or tracking that is unknown to, or done without the explicit consent of, the end user or the organization, including sites that carry malicious executables or viruses, third party monitoring, and other unsolicited commercial software, spyware, and malware ""phone home"" destinations.
Note: The technical definition of Spyware used for this category may not exactly match the definition used elsewhere by Sophos. This category focuses on filtering malicious and tracking content, not simply adware and cookies. For non-malicious adware filtering, please block the Advertisements and Pop-ups category.

Streaming Media
Includes sites for streaming media files or events (any live or archived audio or video file), Internet TV and radio, non-explicit personal webcam sites, telephony sites that allow users to make calls via the internet, and VoIP services.

Tasteless or Offensive: ON
Includes sites that feature offensive or violent language, including through jokes, comics, or satire, and excessive use of profanity or obscene gesticulation.

Travel
Includes sites of airlines and flight booking agencies, accommodation information, travel package listings, city guides and tourist information, and car rentals.

Violence: ON
Includes sites portraying, describing or advocating physical assault against humans, animals, or institutions; depicting torture, mutilation, gore, or horrific death; advocating, encouraging, or depicting self-endangerment, or suicide, including through eating disorders or addictions; instructions, recipes, or kits for making bombs or other harmful or destructive devices; sites promoting terrorism; and excessively violent sports or games, including videos and online games.
Note: Sophos does not block news, historical, or press incidents that may include the above criteria, except those that include graphic examples.

Weapons:
Includes sites with online purchasing or ordering information, including lists of prices and dealer locations; any page or site predominantly containing, or providing links to, content related to the sale of guns, weapons, ammunition or poisonous substances; displaying or detailing the use of guns, weapons, ammunition or poisonous substances; and clubs which offer training on machine guns, automatics, other assault weapons, and sniper training.
Note: Weapons are defined as something (as a club, knife, or gun) used to injure, defeat, or destroy.

Web-Based Email
Includes sites for web-based e-mail accounts and messaging sites.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Use of District Resources
POLICY NUMBER:	1-24-PO-00
REVISION:	0
DATE ISSUED/REVISED:	15 October 2015
BOARD APPROVAL SIGNATURE:	

The term "District resources", as used in this Policy, includes District facilities, vehicles, equipment, communications systems, computer hardware and software, telecommunications hardware, software and data, internet access services, telephone and electronic mail systems and all District tangible and intangible property. The term "personnel" means employees, volunteers and commissioners. Also refer to *District Policy 1-22 "Information Technology & Media"* regarding specific use restrictions of information technology & media assets.

I. Public versus private interest: District personnel are obligated to conserve and protect District resources for the benefit of the public interest, rather than their private interests. Use of District resources not directly related to District operations and administration shall be limited to those that support organizational effectiveness, are reasonable and of negligible cost, and uses that do not violate ethics laws or this Policy. Responsibility and accountability for the appropriate use of District resources ultimately rests with the individual District personnel, or with the District personnel who authorize such use.

II. Private benefit prohibited: District personnel shall not use District resources (including any person, money, or property under the personnel's official control or direction or in his or her custody) for the private benefit or gain of himself or herself or any other person. This prohibition does not apply to the use of public resources to benefit another person as part of the personnel's official duties.

III. Prohibited uses: The following are prohibited uses of District resources:

- Any use for the purpose of conducting an outside business;
- A use for the purpose of supporting, promoting, or soliciting for an outside organization or group unless such use is consistent with *Section VI* of this Policy;
- Commercial for-profit uses organized by others for advertising or selling products or services;
- An illegal activity; or
- Personnel may not use District resources for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Such a use of District resources is not authorized by this Policy and is specifically prohibited by RCW 42.17A.555.

IV. Permitted uses: Subject to the prohibitions in *Section II* and *Section III* of this Policy, District personnel may make occasional but limited use of District resources only if:

- There is no cost to the District;
- The use of District resources does not interfere with the performance of the personnel's official duties;
- Private use of District information technology and media assets (including but not limited to, telephones, electronic mail and electronic bulletin boards for personal use unrelated to an official business purpose) is incidental and de minimis;
- The use must be brief in duration and will not disrupt or distract from the conduct of District business due to volume or frequency;
- The use does not compromise the security or integrity of District information technology and media assets;
- It is an event or use that promotes organizational effectiveness or enhances the job-related skills of District personnel as provided in *Section VI* of this Policy; and
- Private use of any District property that is consumable such as paper, envelopes or other minor office supplies is incidental and de minimis.

Community use of District facilities is covered under *District Policy 1-32 "Community Use of District Facilities"*. In reviewing and approving applications for community use, the Fire Chief shall determine if the event/use is consistent with the provisions of this Policy. Consideration shall be given to the applicant's affiliation with and benevolence for the District and community, the purpose of the event/use and ultimate benefit of revenues (if any) generated from the event/use.

V. Reimbursement for use: In general, District personnel may not make private use of District resources and then reimburse the District so there is no actual cost to the District. However, the Board recognizes that in some limited situations, such as personnel working at remote locations, a system of reimbursement may be appropriate. Any system of reimbursement must be established by the District in advance and must result in no cost to the District. To be valid under this Policy a reimbursement system must be approved by the Board.

VI. District & community benefit: The District is often requested to participate in local and regional fundraisers and community events either through donations, use of resources or other participation. As a municipal corporation, the District is restricted by the *Washington State Constitution's* prohibition on the gifting of public funds (refer to *Article 8, Section 7*). However, The Board has determined that participation in certain events and support of community organizations is important to the organizational effectiveness of the District. The community relations benefits received by the District provide a corresponding benefit to the District. The District's participation in such events and uses shall be governed by the following basic principles:

VIa. Organizational effectiveness: The District shall only participate in local and regional fundraisers and community events if the participation promotes organizational effectiveness. Organizational effectiveness relates to the District's mission of providing fire suppression, basic life support, rescue, preventive and preparedness services. Activities that enhance or augment the District's ability to perform its mission by educating the public, promoting a positive perception of the District or enhancing the job-related skills of District personnel will be deemed to be organizationally effective.

VIb. De Minimis use of resources: The District shall only participate in local and regional fundraisers and community events when the use of District resources is de minimis. Because of the prohibition on gifting, use of District resources in support of events that promote organizational effectiveness must not exceed a de minimis use. In order for a use of District resources to be considered de minimis, the use must be of minimal cost, not interfere with the performance of the District mission, be brief in frequency and duration, not disrupt the activities of other employees and not compromise the security or integrity of District information technology assets. *The following non-exclusive list of resource uses is declared to be de minimis uses. The list is intended to provide examples, rather than be an exhaustive list*:

- Use of a District vehicle in a parade, school fair or community event;
- Use of a District vehicle for a ride along donation for a local community organization fundraiser provided that the ride along does not interfere with the performance of the District's mission;
- Use of personal protective equipment and vehicles to participate in local or regional events that promote health and training of employees, while providing a positive public outreach for the District, such as the *Columbia Tower Stair Climb*;
- Use of District facilities to host charitable events benefitting the community (e.g. as auction donations to charitable or service organizations, for station tours or birthday parties, bazaars with local or small-scale vendors where revenues help provide benefit to the community or District organizational effectiveness); and
- Use of on duty personnel in a local school reading program, provided personnel are able to respond directly from the school.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Inventory of Assets
POLICY NUMBER:	1-25-PO-00
REVISION:	2
DATE OF ISSUE/REVISION:	9 October 2018
BOARD APPROVAL SIGNATURE:	Richard Gerkey

This policy is established to provide guidelines to ensure adequate stewardship over District resources through reasonable control and accountability, and to maintain a complete and accurate record District owned assets.

The following fixed assets are inventoriable assets and must be carried on the property records of the District:

- Land;
- Fixed assets with a unit cost (including sales tax and ancillary costs) of $500 or greater; and
- Fixed assets with a unit cost (including sales tax and ancillary costs) less than $100 identified as "small and attractive".

The Board shall direct the Fire Chief to establish and maintain property records as identified by this Policy. For assets included in the office equipment and information technology (hardware, software, networks) classifications, refer to *Policy 1-22 "Information Technology & Media"*.

I. Small & Attractive Assets: Assets that are classified as small and attractive shall be those assets with a unit cost of $100 or more, and are of the following classification:

- Optical devices, binoculars, infrared viewers and range-finders;
- Cameras and photographic projection equipment;
- Electronic devices that are used for the purpose of recording, sending or receiving electronic media, such as computers and computer related devices, cellular telephones, fax machines, pagers, television/DVD, radio or other media players;
- Personal protective equipment;
- Shop tools and power equipment;
- Furnishings, furniture and appliances; and
- Assets required to be tracked for grant-funding purposes.

II. Property Records: The District will maintain an inventory reporting system that includes records for all inventoriable assets. The following data elements will be included in these records:

- Description of asset (including type of asset, manufacturer and model number);
- Serial number (if any);
- Acquisition date and cost (if known for existing assets); and
- Location of asset (e.g. assignment to individual, stocked on apparatus, installed in facility).

The inventory reporting system shall be maintained by the Fire Chief or designee in a manner where they are secure, yet readily accessible to authorized personnel requiring access for inventory, file maintenance or review purposes. The District Secretary shall be responsible for records archiving, audits and security.

III. Expected Useful Life of Assets: Significant assets owned by the District will be included in the *District Capital Repairs & Replacement Schedule*, with funding for replacement provided based upon its estimated life cycle. The estimated life of significant assets is:

- Electronic media devices, optical devices and cameras/projectors except fire operations grade two-way radio equipment: 3 to 5 years;
- Furnishings including chairs, tables, filing cabinets and similar interior items: 10 to 30 years;
- Self-contained breathing apparatus: 10 to 15 years;
- Personal protective equipment: 10 to 15 years;
- Kitchen and laundry appliances: 10 to 20 years;
- Fire operations grade portable and mobile radio equipment: 10 to 15 years;
- Powered equipment for fire operations including saws, fans and electrical generators: 10 to 15 years;
- Interior finishes (floor, walls, ceilings) including carpeting: 10 to 15 years;
- Motor vehicles, including Type 6 Engines and ambulance-type vehicles, but not including fire apparatus: 15 years; and
- Fire apparatus including Type 1 Engines and Type 2 Tenders: 25 years.
- Major facility structural and non-structural items including roofs, water supply systems and septic systems: 25 to 30 years.

IV. Adding & Removing Fixed Assets in Inventory: As inventoriable assets are procured by the District (refer also to *Policy 1-03 "Procurement & Expenditures General Guidelines"*), they shall be added to the inventory reporting system. This shall be done at the time of receiving the asset or placing it into service.

When the Board declares inventoriable assets surplus, the record of the asset(s) shall be removed from the inventory reporting system.

V. Declaration of Items Surplus to the Needs of the District: The Fire Chief or designee shall develop a list of items no longer needed by the District. The list shall include a description of the item (type, make & model), serial number (if assigned one), location, present condition and current estimated value.

- If the asset is deemed to have little or no current value, the value shall be listed as "de minimis".
- If the asset is believed to have an estimated value exceeding $5,000, its current value shall be determined by an appropriate expert (appraiser) or source (catalog or index).
- Any real property value shall be determined by a qualified real property appraiser unless waived for good cause by the Board.

The Fire Chief shall approve the list and place the proposal on the agenda for a regularly scheduled Board meeting. The list shall accompany a draft resolution and be presented by the Fire Chief to the Board. Once approved and adopted by the Board, the asset may be disposed of. For any proposed inter-agency transfer of surplus assets with a current value exceeding $50,000, the Board must also adopt a resolution to schedule, advertise (published legal notice) and conduct a public hearing where the proposed transfer will be described, comments from the public invited, and appropriate Board action taken to complete the transfer.

VI. Disposal of Surplus Items: If the surplus asset has a current value greater than de minimis, the District is required to make a good faith effort to sell the asset and attract prospective purchasers to insure the District receives fair compensation. To this end, the Fire Chief or designee shall:

- Engage a party that will sell the asset on public consignment, public auction or other marketing effort, wherein the District will receive a share of the revenues of the asset's sale; or
- Directly advertise through appropriate media the direct sale of the asset to the highest responsible bidder, stating the minimum price and terms of the bidding process.
- If the asset is of de minimis current value, disposing of it by the most efficient manner possible, however, should make every effort avoid a cost to the District for disposal and/or obtain scrap value if possible.
- Any information technology and media devices with a hard-drive memory component shall have such memory device disable or destroyed prior to final disposal.
- At the time of sale of any asset with a title of ownership, the transfer documentation shall be properly filed with the appropriate public licensing agency.

Under the Code of Ethics for Municipal Officers, Board members, their spouses and agents are prohibited from having a beneficial interest in any District sale agreement. Board members, their spouses or agents shall not be permitted to purchase surplus assets from the District.

The terms of sale for any surplused District asset shall include:

- Payment for the sale of any asset shall be in cash for the full amount; installment payments will not be allowed;
- A statement by the District that the asset may not meet current applicable safety standards; and
- A statement that the buyer accepts the asset in its present condition, and that the District does not express or imply any warranty that the asset meets any recognized standard or that it is fit for the purpose or use intended.

VII. Physical Inventories: The District shall conduct a physical inventory of all inventoriable assets at least once every other fiscal year. In order to ensure objective reporting of inventoriable assets, physical inventories should be performed by personnel having no direct responsibility (custody or receipt authority) for assets subject to the count. If it is not feasible to use such personnel for any part of the inventory, then those portions are, at least, to be tested and verified by a person with neither the direct responsibility for that portion of the inventory nor supervised by the person directly responsible.

The Fire Chief or designee will provide instructions to each person participating in the inventory process. These instructions will include the following information:

- A description of the inventoriable asset (including model number, serial number or other identifying information) and a provision for verification of its existence;
- The location at which the asset is assigned or stored, and a provision for verification of its proper assignment or storage;
- Provision for any special notation as to the condition of the asset (if damaged or otherwise modified);
- Procedures to follow if the asset is not located, is found unserviceable, or if the person has any questions concerning their assignment; and
- Procedures that the person is to attest to the accuracy of the count by signing his or her name at the bottom of each page of the form.

The person conducting the actual inventory will be apprised of the timeframe for which the activity will be performed, and where to return the completed information. The information will be entered into the inventory reporting system.

VIII. Physical Inventory Reconciliation: After the physical inventory count is completed, the Fire Chief or designee will ensure that a reconciliation process is conducted. Reconciliation is defined as the process of identifying, explaining and correcting any differences occurring between the physical count and the inventory records. When all differences have been identified and explained, the inventory is considered reconciled.

The District should conduct the following steps during the reconciliation process:

- Search the inventory lists to determine whether inventory noted during the count as unrecorded is, in fact, listed on another portion of the inventory;
- Enter unrecorded assets into the inventory reporting system as soon as possible after discovery;
- If a significant number of unrecorded assets are located, indicating a major problem with the asset recording procedures, the District Secretary is to determine why the problem is occurring and correct it; and
- Conduct a search in an effort to locate missing assets. For those assets not located, a notation to the inventory reporting system should be made describing the events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property. The item should be removed from the inventory reporting system when applicable.

After the inventory is reconciled, the Fire Chief or designee is to certify the reconciliation in writing. If the certification cannot be made, the Fire Chief is to determine the appropriate course of action. The Fire Chief will then provide a final report to the Board on the inventory process and reconciliation.

IX. Lost or Destroyed Assets: At any time, if an inventoried asset cannot be located, is known to be stolen or is destroyed, the Fire Chief or designee will file a report as soon as possible. Actions taken shall include:

- If theft or vandalizing is the cause of the loss or destruction of the asset, a report shall be filed with the Thurston County Sheriff's Office;
- If the asset is covered under the District's current insurance policy, and the value exceeds the deductible limit, a claim shall be filed with the insurance carrier; and
- The Fire Chief shall notify the Board of such loss.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Key Accountability
PROCEDURE NUMBER:	1-25-PR -02
REVISION:	1
DATE ISSUED/REVISED:	27 February 2018
FIRE CHIEF APPROVAL SIGNATURE:	

Procedure: The District uses keys for various levels of security in and around District facilities, including a secured key access system for external customers who choose to allow property to be accessed in case of emergency, refer to *District Procedure 2-01-PR-06 Knox Boxes*. The accountability of keys is imperative to the security of the District's facilities and assets, as well as the security of the public's property.

1) DEFINITIONS:

   a) District keys – All keys owned and used by the District, excluding secured keys.
   b) Facility access system –The automated locking system on District facilities wherein Members use a personal identification number (PIN) to gain access.
   c) Member – Any volunteer, elected official (Board) or employee (part or full time) of the District. *Also referred to as "Personnel".*
   d) Secured keys – Keys that are secured in a locking system, and are only released by use of a valid PIN code (ex: Knox keys); refer to *District Procedure 2-01-PR-06 Knox Boxes.*
   e) Secured key access system – A system requiring a unique PIN code to release a key for use (ex: Key Secure system for Knox keys); refer to *District Procedure 2-01-PR-06 Knox Boxes.*

2) PROCEDURE:

   a) The Fire Chief shall designate a Key Control Officer (KCO).
   b) The District shall maintain a three tiered level of security for its facilities as established by the Fire Chief:
      i) Level 1: for areas with access to confidential and sensitive information such as computer file server rooms and executive/chief level Members' offices;
      ii) Level 2: for areas such as building systems and mechanical-electrical controls, secured or classified storage or other potentially hazardous spaces; and
      iii) Level 3: for exterior entrances into District facilities.
      iv) These levels may be secured by either a mechanical key system or secured key access system as the discretion of the KCO.
   c) The KCO shall:
      i) Issue and log District keys to Members as approved by the Fire Chief and the responder's supervisor;
         (1) Level 1 access: executive level Members including Fire Chief, District Secretary, Assistant Chief(s) and Commissioners;
         (2) Level 2 access: management level Members including Battalion Chiefs; and
         (3) Level 3 access: all other permanent ranked officer Members.
      ii) Check the inventory of all District keys by no less than annually contacting the responder assigned and verifying/documenting possession of key(s); and

iii) Collect and log receipt of all assigned keys from Members upon separation from the District.

d) The KCO shall:
   i) Issue and log a PIN for secured key access to Members as approved by the responder's supervisor;
   ii) Ensure all secured keys are accounted for at least once every six (6) months, by completing a history download of every secured key access system; and
   iii) Log and terminate the PIN for secured key access for any Member at the time of separation from the District.

e) The KCO shall:
   i) Issue and log a PIN for facility access system to Members as approved by the responder's supervisor;
   ii) Complete and review a history download of every facility access system unit at least every year as part of the ongoing preventative maintenance cycle;
   iii) Log and terminate the PIN for secured key access for any Member at the time of separation from the District; and
   iv) Maintain a log of issuance/termination of members including dates of transactions (this may be included with system software or be a separate record).

f) All non-issued District keys, excluding those for response apparatus, will be secured in a locked key box controlled by the KCO.

g) Lost secured key: in the event that a Member has become aware that a secured key is unaccounted for, they shall take the following steps immediately:
   i) Not enter pin number(s) into the system that is affected;
   ii) Immediately notify their supervisor that a secured key is unaccounted for;
   iii) The supervisor will immediately notify the KCO or their designee;
   iv) The KCO, or designee, will begin an electronic audit of the impacted secured access system, as soon as feasible, to determine last known presence of the key(s) and will notify the Fire Chief;
   v) The Fire Chief, or designee, will investigate Member(s) who made access to the secured system and determine the reason for the key not being present. If discipline is warranted, the Fire Chief will work with appropriate supervisor(s), and follow applicable District policy (refer to *District Policy 3-07 "Disciplinary Process"*).
   vi) In the event that a key is not found or accounted for, the Fire Chief, or designee, will immediately notify customers who may be affected; the Thurston County Sheriff's Office will be advised of the situation as well; and
   vii) The KCO will immediately begin procedures to replace affected systems in a timely manner in order to minimize impact to emergency and District operations. Refer to *District Policy 1-03 "Procurement, Expenditures & Audit General Guidelines".*

h) Lost District key: In the event that a Member has become aware that a District key is unaccounted for, the following steps will take place immediately:
   i) The member will immediately notify their supervisor of the unaccounted for key;
   ii) The supervisor will immediately notify the KCO of the unaccounted for key; and
   iii) The KCO, or designee, will determine if the key can be replaced, and/or if new locks are required; depending upon the impact of the security breach and cause of the missing key, steps iv through vii above may be followed.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Use of Non-District (Privately) Owner Vehicles
POLICY NUMBER:	1-31
REVISION:	3
DATE ISSUED/REVISED:	3 Nov 98
BOARD APPROVAL SIGNATURE:	

Policy: Privately owned/non-District vehicles will not be used to respond directly to the scene of an emergency except as provided for in the following procedure. All members shall be reminded that regardless of the ownership of the vehicle when responding on authorized District business, the District is ultimately responsible for the safety and conduct of the vehicle operator.

Procedure: Any member who uses their privately owned vehicle for any authorized District business, including response to emergency incidents, shall obey all applicable state and local motor vehicle laws. Privately owned vehicles may be authorized for the following instances:

1) Fire and public service calls -when alerted as a request for "additional manpower required" call and all apparatus at the assigned station have already responded;

2) EMS -when the emergency scene is on the direct route between the residence and the assigned fire station of the responder, and the responder is equipped with a District assigned two-way radio unit and EMS trauma kit;

3) EMS - when the rescue vehicle of the assigned station has already reported "enroute" prior to the responder arriving at that station and based upon the nature or seriousness of the incident and the number of District personnel responding when the responder's presence at the scene is required;

4) Command Officers - when a properly equipped District command officer is responding in their own vehicle;

In any event, when responding to a fire or fire related call requiring protective turn-out gear, responders that do not have the gear in their possession must respond to their assigned station and obtain and report to the scene with the full complement of gear.

5) Green Identification Lights & Plates - although provided under the motor vehicle codes of the State of Washington (WAC 204-40-20), green identification lights shall not be installed or used by members on their privately owned vehicles. Any identification plaque or sticker that is displayed on any privately owned vehicle must be done so with the specific authorization of the Fire Chief. If that vehicle ownership changes to a non-member of tile District, the identification plaque or sticker must be removed.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Community Use of District Facilities
POLICY NUMBER:	1-32-PO-00
REVISION:	6
DATE ISSUED/REVISED:	14 September 2020
BOARD APPROVAL SIGNATURE:	

The Board, through the Fire Chief, may authorize the use of District facilities for meetings of non-District related organizations. First priority for use of District facilities will be given to District operational and administrative functions and the South Bay Firefighter's Association for its meetings. Use of District facilities not directly related to District operations and administration shall be consistent with the provisions of *District Policy 1-24 "Use of District Resources"*.

I. Use of District Facilities Guidelines:

- The Fire Chief shall designate a member to coordinate the functions of this Policy ("Coordinator").
- The Coordinator shall maintain a master calendar displaying the availability of District meeting room space. The calendar shall be easily accessible to internal and external stakeholders.
- Applicants shall complete a request for use of District meeting facilities from an on-line application (based on the master calendar), not later than 30 days or up to one (1) year prior to the requested date.
- The Coordinator shall review the application and has the authority to approve it; if approved, the Coordinator shall confirm the rental of the facility with the applicant.
- Applicants shall be limited to twelve facility uses per year (once per month) unless otherwise approved by the Fire Chief for additional uses. Applications are on a first-come first-serve basis.
- The use of District meeting space will be limited to community related/based activities unless otherwise approved by the Fire Chief. The applicant may be asked to provide evidence of their residency within the boundaries of the District (e.g. Washington State Driver's License, Voter Registration Card, etc.).
- A user fee may be required by the Fire Chief or designee from a non-community-based group, and if so, such payment will be deposited into the District's Operating Fund and coded as facilities rental revenue.

II. Applicability:

- All applicants'/users' events will be expected to comply with all sections of the Facility Rental Agreement. For non-community-based group use, considerations shall include the nature of the event, relationship of the applicant/user with the District, type of use and value of any in-kind contribution of value to the District improving operational effectiveness. Further, reasonable requirements for proof of insurance coverage from the applicant may be invoked.
- Applicants/users requesting to use kitchen facilities may be considered on a case by case basis. Considerations shall include purpose of the function, scheduling, requirements for permitting (e.g. Health Department) and type/quantity of food being prepared. If use of kitchen facilities is approved, a non-refundable cleaning fee of $100 will be charged to the applicant.

III. District Responsibilities:

- The main meeting room of South Bay Fire Station 8-1 (3506 Shincke Road NE) and the main meeting room of North Olympia Fire Station 8-3 (5046 Boston Harbor Road NE) will be available for event use. Availability of other accommodations in other areas of these firestations or use of other District facilities may be considered on a case by case basis and approved by the Fire Chief or designee.
- The Coordinator will ensure that the on-duty Battalion Chief is aware of the scheduled event, so that they are able to monitor the function, to otherwise be available to the parties using the facility and to secure the facility after use. Public access will include the main entry doors and access to meeting rooms and public restrooms.
- The on-duty Battalion Chief shall ensure that all rules for District facility use are being complied with, that the applicant's organization facility needs are being met (lighting, temperature, access to chairs & tables, etc.), the room is left in good order and (if after normal District business hours) that the building is secured after the event.

Thurston County Fire Protection District 8

Proudly Serving Northeast Thurston County Since 1953

FACILITY RENTAL AGREEMENT-Revision 2020

Name of Applicant:

Phone:

Proof of Residency:

Organization:

Community Affiliation:

Address:

E-mail Address:

Date to be Used:

Time: **(from)** **(to)**

Activity Description:

Signature:

Attach additional information if necessary. This information can be entered on-line.

1--AGREEMENT & APPLICANT/USER RESPONSILITY:

The undersigned hereby makes application to Thurston County Fire Protection District 8 ("District") for use of District facilities and certifies that the application is correct. The applicant/user further agrees that they will observe the *General Rules for District Meeting Room Use*, which are furnished as part of this Facility Rental Agreement. The applicant/user further agrees to reimburse the District for any and all damage arising from their use of the facilities. Applicant/user understands and agrees that this Facility Rental Agreement may be revoked or cancelled at any time with or without cause and shall have no claim or right to damages or reimbursement for any loss, damage or expense resulting from such revocation or cancellation.

2--USER FEE (IF APPLICABLE):

The requirement for payment of a user fee by the applicant/user shall be determined by the Fire Chief or designee based on the provisions of District Policy 1-32 "Community Use of District Facilities".

3--HOLD HARMLESS:

The applicant/user agrees to exercise the utmost care in the use of the facilities and holds the District harmless from all liabilities resulting from their use of said facilities. The undersigned agrees to indemnify and hold harmless the District, its officers, employees, and agents from and against any claim, damage,

liability, judgment, cost, penalty or attorney fees arising from any claim, injury or damage to persons or property occurring during or due to occupancy and use of, said facility by the undersigned applicant/user and guests. In the event it is necessary for the District to employ legal counsel to enforce provision of this Agreement, the applicant/user agrees to pay all reasonable costs incurred by the District for such enforcement.

4--INSURANCE COVERAGE (IF APPLICABLE):

If required by the Fire Chief or designee, applicant/user agrees to obtain, prior to its use of the facilities, occurrence based liability insurance with minimum benefits of $1,000,000 liability and $100,000 property damage, together with a certificate of such insurance specifically naming the District as an insured party and acknowledging the foregoing hold harmless agreement. A copy of this proof of insurance shall be filed with this application.

5--AVAILABILITY AND APPROVAL:

Facility use will be considered in the "first-come, first-served" order of receipt of fully completed and approved Facility Rental Agreement forms. A District Facility Use Calendar will be maintained and is available on the District's website.

The District may provide limited space for community users of the Boston Harbor Station 8-3 facilities for storage of their items. The available space will be limited to that designated by the District. The District shall have access to the storage space and retain a copy of such key or combination in a secured location.

Applicants are limited to one rental use per month unless otherwise approved by the Fire Chief or designee. The applicant must review and sign the Facility Rental Agreement and be familiar with *the General Rules for Fire District Meeting Room Use*. By signing, the applicant agrees to observe and enforce these rules/guidelines and agree that he/she will be present at all times during the proposed function.

General Rules for Fire District Meeting Room Use

The District is pleased to be of service by providing this facility for your use. To minimize any problems, the following guidelines have been established. Please consider use of the District facility a privilege, which may be revoked if any problems arise.

1. Due to parking capacity, the maximum number of parked vehicles for an event at Station 8-1 (3506 Shincke Road NE) is forty-five (45); the Occupancy Limit is ninety-three (93). The Occupancy Limit for Station 8-3 (5046 Boston Harbor Road NE) is eighty-nine (89).

2. Apparatus bays, mechanical and service rooms, offices and dormitory-kitchen areas of the station will be off limits to all non-Fire District personnel. Apparatus bays, and aprons, driveways and access must be kept clear of unauthorized vehicles at all times.

3. The presence and/or use of tobacco, alcoholic beverages, firearms and controlled substances are forbidden in all District facilities and grounds at all times.

4. Gambling shall not be permitted in any District facility at any time.

5. No conduct will be allowed which disrupts normal District operations or disturbs the facility's neighbors. All users of the facility must comply with the noise control ordinances of Thurston County.

6. Users will be responsible for ensuring that no damage is caused to the District facilities or contents. This includes complying with rules covering decorating, cleaning, etc. All applicants shall also assure that no damage is caused to adjacent property. Problems should be reported immediately to the District.

7. If the facility is left in an unsatisfactory condition, the user organization agrees to pay for such costs to clean or repair damage as a result of their use. Any user organization creating such a situation will be denied subsequent use until all damaged items are restored to the Fire Chief's or designee's satisfaction.

8. Facilities used shall be limited to those specified on the application; please do not allow participants to wander through the facility.

9. Approximately 50 stacking chairs are available for your use. If additional tables or chairs are required for your function, you will need to provide them.

10. Unless the user has made prior arrangements for room set-up, they shall be responsible for table and chair set-up and to return the room to its original configuration at the end of the event.

11. A coffee maker is available for your use; you will need to supply coffee, cups, spoons, sugar, creamer, etc. Please clean coffee maker at the end of your function. Prior arrangements must be made with the District for coffee making purposes.

12. If the event is approved for use of kitchen facilities, or specifically approved for banquet type functions, the user shall ensure that proper hygienic procedures are followed for storing, preparing and serving of food (including a valid permit from the Health Department if applicable) and all areas are properly cleaned after the food preparation and service. The user must submit, in advance of the event, a plan of the meal arrangements to the Fire Chief or designee for review and approval. A non-refundable cleaning fee of $100 will be charged.

13. Unless other specified by Items 11 and 12 above, the only light refreshment and/or foods appropriate to a mid-meeting break are allowed in the Meeting Room (i.e. fruit, donuts, and cookies). The users are

responsible for ensuring that the room is cleaned of any crumbs or spills and waste properly removed to provided waste cans prior to leaving the facility.

14. Decoration or application of materials to walls or floors must be approved by the Fire Chief or designee in advance of the event.

15. All debris is expected to be cleaned up and any unusual spills shall be reported immediately to a District representative.

16. Use of the facility is subject to immediate cancellation by the District due to emergency or unusual circumstances.

17. All heating / air conditioning are pre-set and computer driven; please do not attempt to change any of the control units.

18. Unless otherwise authorized by the Fire Chief or designee, the user must provide their own audio-visual (AV) aids, equipment and supplies necessary for their event; District AV assets are not available for use unless otherwise approved by the Fire Chief or designee.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Food & Beverage Consumption
POLICY NUMBER:	1-40-PO-00
REVISION:	1
DATE ISSUED/REVISED:	20 June 2008
BOARD APPROVAL SIGNATURE:	

The Board recognizes that officers, staff members, volunteers and others associated with the District are expected to pay for their own food and beverages. However, under certain circumstances when the District is deriving benefit, the District may expend funds for food and non-alcoholic beverage consumed by District members and others while in the conduct of the business of the District. The District shall not allow for expenditures of any alcoholic beverage.

Expenses for food and non-alcoholic beverage must be reasonable and serve a public purpose. Payment of claims for food and non-alcoholic beverage shall follow policy and procedures designated in *Policy 1-01 "Compensation & Reimbursement"* and *Policy 1-03 "Procurement & Expenditures General Guidelines"*.

I. Pre-authorization for Payment for Food & Beverage: The Board shall authorize all expenditures for food & beverage in the course of District business. Certain activities shall be pre-authorized for reasonable expenses associated with consumption of food and non-alcoholic beverage by its members due to the regular nature of the activity. These activities include:

- Attendance of members to associated fire service industry organizations' regular and special meetings (e.g. Washington Association of Fire Commissioners, Washington State Association of Fire Chiefs, Thurston County Fire Commissioners' Association, Thurston County Association of Fire Chiefs, Northeast Thurston Cooperative);
- Attendance of authorized members to conferences and seminars with groups having an interest in the operation of the District (including meals served as part of the function and meals for members during travel to and from conference and seminar if necessary);
- Availability for light refreshment (e.g. coffee, sodas, cookies or pastries) for regular Board meetings in which members of the public may be offered these accommodations;
- Emergency scenes wherein fluids (e.g. electrolytes) are provided in support of hydration for responders: and
- Grocery items and routine condiment purchases to replenish kitchen stocks to be consumed by members when on-duty at the fire-station.

All expenditures will be reviewed and approved per the above referenced policies.

II. Authorization Procedures: The Fire Chief is directed by the Board to establish procedures which reflect the intent of this Policy to provide for reasonable food and non-alcoholic beverage consumption while in the conduct of business that is of benefit to the District. Such activities and functions would be those of a non-regular nature and not included in Section I above and all expenditures shall be supported by statements that show:

- The occasion for incurring the expense;
- The nature of expenses that were incurred; and
- The general nature of the business that was being conducted.

Examples of activities and functions covered would include:

- Ceremonies, open house, and special commemorative events (e.g. volunteer appreciation, public dedication, funeral & memorial services);
- Meetings, study sessions, training sessions and hearings that continue through normal mealtime hours and will facilitate the continuance of the session with minimal disruption;
- Emergency response incidents of a longer-term nature in which responders are required to remain on the scene or in immediate contact of the Incident Commander; and
- Meals for on-duty members at the fire-station subject to call.

Requests for food and non-alcoholic beverage shall be approved by the Fire Chief and included in the request for approval of payment by the Board.

Thurston County Fire Protection District 8

DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Food & Beverage Consumption
PROCEDURE NUMBER:	1-40-PR-01
REVISION:	1
DATE ISSUED/REVISED:	6 July 2020
FIRE CHIEF APPROVAL SIGNATURE:	

The following Procedure shall detail the process to approve payment of food and non-alcoholic beverages as authorized under the current revision of *District Policy 1-40 "Food & Beverage Consumption"* ("Policy").

1) Direct payment to a vendor: if any food/beverage service authorized in the Policy is paid directly to the vendor upon their invoice, the transaction must conform to the purchasing authority, procurement process and payment/audit requirements of *District Policy 1-03 "Procurement, Expenditures and Audit General Guidelines"*.

2) Payment by out-of-pocket expense: if any food/beverage authorized in the Policy is paid by the member who wishes to be reimbursed by the District, the transaction must conform the purchasing authority, procurement process and payment/audit requirements of *District Policy 1-03 "Procurement, Expenditures and Audit General Guidelines"* and *District Policy 1-01 "Compensation & Reimbursement"*.
   a) Original itemized receipts must be kept and included in the payment request documentation;
   b) The transaction must be recorded in the *Activity Travel Advance & Reimbursement Record* form:
      i) Under the "Activity" column, a brief description of the nature of the business that was conducted for/during the meal (e.g. "meeting with client", "crew dinner", "light refreshment for Board meeting", etc.) and the number of persons for whom the food/beverage was purchased.
      ii) Under the "Cost Item" column, a brief description of the food/beverage must be included (e.g "breakfast", "light refreshments", etc.).

3) Payment by credit card: if any food/beverage authorized in the Policy is paid by a credit card transaction, the transaction must conform the purchasing authority, procurement process and payment/audit requirements of *District Policy 1-03 "Procurement, Expenditures and Audit General Guidelines"* and *District Policy 1-06 "Use of District Purchasing & Travel Cards"*.
   a) Original itemized receipts must be kept and included in the payment request documentation;
   b) The transaction must be recorded in the *Credit Card Reporting* form:
      i) Under the "Item Description" column, a brief description of the food/beverage must be included (e.g "breakfast", "light refreshments", etc.)
      ii) Under the "Used for" column, a brief description of the nature of the business that was conducted for/during the meal (e.g. "meeting with client", "crew dinner", "light refreshment for Board meeting", etc.) and the number of persons for whom the food/beverage was purchased.

Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	Management of Legal Risk
POLICY NUMBER:	1-50-PO-00
REVISION:	0
DATE ISSUED/REVISED:	18 August 2005
BOARD APPROVAL SIGNATURE:	

The District faces potential legal risk resulting from acts or omissions occurring from its operational or administrative functions. This Policy shall describe how to handle claims arising from the same.

I. Background: District *Policy 2-20 "District Safety & Health Program"* and the attendant NET *Safety & Accident Prevention Program* procedures define the management of incidents wherein the District suffers immediate loss (personal injury or death of a member, damage to District assets, or other loss as a result of a District action) and/or create a potential legal risk for the District. Emergency care for life & property must be provided first, with legal risk management measures to commence as soon as possible after the situation is stabilized.

Chapter 4.96 RCW establishes procedural requirements in respect to claims against local government agencies including the District. It provides that the District is liable for damages arising from tortious conduct of past or present officers, employees and volunteers while performing, or in good faith purporting to perform, their official duties. The statute also requires the District to appoint an agent for the purpose of receiving any damage claims.

Chapter 4.96 RCW provides that in the event of an action for damages against any past or present officer, employee or volunteer of the District who is named as a defendant in an action or proceeding may file a written request with the Board to provide defense to the action or proceeding. Any past or present officer, employee or volunteer who is required to seek injunctive relief to enable them to perform their duty to the District when faced with threats of harm to their personal or business interest directly resulting from their service to the District may request that the Board provide legal counsel as necessary to obtain and enforce the injunctive relief.

The District's obligation under this Policy may be satisfied in full by the District's insurance carrier since the officers, employees and volunteers are named insureds on the District insurance policies. The provisions relating to assumption of defense coverage and payment of monetary judgments are intended to apply only in those instances where insurance coverage is not available.

II. District Agent: The District Secretary shall serve as the appointed agent ("Agent"). The appointment, as well as the District's business address and normal hours of business shall be filed with the Thurston County Auditor. The Fire Chief shall act as the alternate Agent if the District Secretary is not available.

III. Notification of Significant Event: A *significant event* is defined as any incident that causes personal injury or death to any member or third party, causes injury or damage to any District or third party property, or any incident that could potentially place the District in a position of liability. Any member that becomes aware of a significant event shall immediately report such significant event to the Fire Chief or designee. If the Fire Chief or designee is not available, then the member should contact the Board Chair or any Board member. Concurrent with procedures

identified in the NET *Safety & Accident Prevention Program*, the Fire Chief or designee shall immediately notify each Board member and any other persons as directed by the Board Chair or designee.

IV. Process for Handling of Significant Events: The Fire Chief or designee shall evaluate the liability risk and District responsibility for the significant event and shall initiate the following procedures:

1. The Fire Chief shall notify the attorney for the District and insurance carrier as soon as reasonably practical;
2. The Fire Chief shall establish parameters for any response to news media and public inquiries (refer also to District *Policy 1-91 "Public Information"*);
3. The Fire Chief shall appoint an Investigator to investigate the acts or omissions out of which the significant event arose to determine the following:
    a. The nature of the acts or omissions that gave rise to the significant event;
    b. The identity of any and all District personnel involved in the incident and the identity of any non-District personnel that may be witnesses to the significant event;
    c. Whether the significant event creates the potential for litigation; and
    d. What corrective actions should be taken by the District in response to the significant event.
4. The Fire Chief shall review the Investigator's report and shall decide whether or not to further involve the attorney for the District; and
5. The Fire Chief shall report the investigation's findings and any legal & risk management recommendations to the Board.

V. Receipt & Notification of Complaint/Claim: On receipt of service of summons and complaint or claim:

1. The Agent shall record date, time and name of person served;
2. The Agent shall immediately notify the Fire Chief and each Board member. After consultation with the Fire Chief and Board members, the attorney for the District and insurance carrier will be notified as soon as possible by a Board designated central point-of-contact ("Contact", generally assigned to the Fire Chief);
3. The Contact shall identify any an all District personnel involved in the incident;
4. The District Secretary shall locate & preserve all applicable documentation & records for access by the Contact;
5. The Contact shall consult with the attorney for the District and the insurance carrier to determine who shall conduct any necessary investigation and the scope of such investigation; and
6. The Board shall establish parameters for the Contact to respond to news media and public inquiries (refer also to District *Policy 1-91 "Public Information"*); *all personnel should be cautioned not to disclose information unless authorized by the Board.*

VI. Process for Handling of Complaint/Claim: The Board shall evaluate its legal liability and responsibility:

1. The Board shall appoint an Investigator to investigate the acts or omissions out of which the complaint/claim arose to determine the following:
    a. The nature of the acts or omissions that gave rise to the complaint/claim;
    b. Whether the acts or omissions of the past or present officer, employee or volunteer were, or in good faith purported to be, within the scope of the individual's official duties with the District; and

c. Whether the District has insurance coverage which may cover the alleged acts or omissions of the individual.

2. The Board shall review the Investigator's report and decide whether or not to tender a defense of complaint/claim to the insurance carrier in writing.
3. The Board shall review any decision by the insurance carrier to:
    a. Accept the defense without qualification;
    b. Deny coverage; or
    c. Accept the defense with reservation of certain rights.

   The Board may then either challenge the insurance carrier's decision or approve the decision and any additional actions as necessary or desired;
4. In the event insurance coverage is not available, the Board shall authorize the individual's defense or representation at the expense of the District; and
5. The Contact shall closely monitor the progress of claims or litigation, coordinate with the attorney for the District and insurance carrier, and report to the Board on a regular basis.

VII. Defense & Judgment: During the course of any litigation that would follow:

1. The Board may withdraw its defense or representation of the action or proceeding if is becomes aware of information showing that the acts or omissions of a past or present officer, employee or volunteer were not, or in good faith did not purport to be, within the scope of the individual's official duties with the District;
2. The Board may appeal any monetary judgment for punitive or non-punitive damages against the individual if such process is available;
3. The Board shall review a decision of monetary judgment for punitive damages against the individual with the attorney for the District to determine if the judgment be satisfied at the expense of the District unless covered by the District's insurance coverage; and
4. The Board shall satisfy any monetary judgment for non-punitive damages at the expense of the District unless covered by the District's insurance coverage.

VIII. Post-Action: A review of relevant District Policies & Procedures will be conducted as part of the investigation of a significant event, complaint/claim or lawsuit. If policy or procedural corrections or changes are indicated, they should be enacted as soon as practical. Likewise, based on the investigative findings, the Fire Chief shall ensure that appropriate training is provided to all District members to reinforce correct practices and behavior.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Outside Employment
POLICY NUMBER:	1-55
REVISION:	0
DATE ISSUED/REVISED:	5 November 2010
BOARD APPROVAL SIGNATURE:	

It is expected that District full-time employees in an executive capacity devote their full attention and effort as necessary to perform their duties which they have been assigned. While employees shall schedule working hours in accordance with the instructions of the Fire Chief (the Board in the case of the Fire Chief) and fulfillment of duties & workload, they may be called upon at any time to respond and engage in emergency activities.

While employed by the District in this capacity, employees shall not be engaged in any business activities which interfere with their performance of these duties. The District requires that employees' activities and conduct away from the job must not compete, conflict with, or compromise the District's interests, or adversely affect job performance and the ability to fulfill all responsibilities to the District.

I. Employee Attention: Employees agree to devote full working time, attention, effort, knowledge and skills to the business and interests of the District and the District shall be entitled to all benefits arising from work and service performed on behalf of the District. Participation in community, business and civic organizations for District-related business is encouraged by the District. Employees are not to solicit or conduct any outside business during working hours.

II. Outside Employment: Employees shall not engage in outside employment that interferes with their ability to effectively discharge assigned duties and responsibilities. "Interference" is generally defined as:

- Anything that would prevent employees' ability to respond in a reasonable time period in the event of a major emergency or special situation;
- Anything that would reduce the employees' efficiency and effectiveness in working for the District;
- Anything that involves working for an organization that does a significant amount of business with the District, such as contractors, suppliers, or customers;
- Anything that may adversely affect the District's reputation or image; and/or
- Anything (including political activity) that, when employees act on behalf of the District, would present a position that is contrary to the policy of the District.

Outside employment will not be considered an excuse for poor performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work different hours or refusal to respond and engage in emergency activities. If outside work activity causes or contributes to any job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with specific problems (refer also to *Policy 3-07 "Disciplinary Process"*).

Employees who accept outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action, up to and including termination.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	District Funds & Budgets
POLICY NUMBER:	1-60
REVISION:	2
DATE ISSUED/REVISED:	14 September 2020
BOARD APPROVAL SIGNATURE:	Richard Gluckly

It shall be the policy of the District to practice fiduciary responsibility with public funds, to manage financial transactions with great care and be accountable for all monies and assets within its control. The Board of Fire Commissioners, as the elected governing body for the District, shall ensure that these principles are adhered to. Therefore, this policy shall provide guidance for the execution of annual budgets that the District maintains to fund services under the authority of Title 52 RCW.

Under Chapter 52.16 RCW, the Thurston County Board of Commissioners is required to levy regular and excess taxes on taxable properties as directed by District's Board of Fire Commissioners (Board). RCW 84.52.020 requires that the District file an annual tax levy with the Thurston County Auditor by November 30th of each year. The District is also required by Statute to budget on a calendar-year cycle and manage that budget in compliance with the Washington State Auditor's *Budgeting, Accounting & Reporting System* (BARS). Chapter 84.55 RCW requires that the Board hold an annual public hearing to consider sources of revenue. Subsequent to such hearing, the Board shall adopt a Resolution authorizing its tax levy that may include increases up to the statutory limit or other voter approved limit, plus an amount for new construction, improvements to property and increases in State assessed property.

The District shall maintain five (5) funds and budgets: an Operating Fund & Budget, a Capital Repairs & Replacement Allocation Fund & Budget, Unlimited Tax General Obligation Bond Fund, a Reserve Fund & Budget and a Capital Facilities Fund & Budget. Other funds & budgets may be created as needed by Board resolution.

I. Operating Fund & Budget: Thurston County Financial Services has assigned accounting number 6680 to the District Operating Fund.

1) *Fund 6680 Revenues:* the primary source of revenues for Fund 6680 is regular property tax as authorized under Chapter 52.16 RCW. The amount of this revenue can be increased by the annual statutory limit or from time to time by approval of the District's voters (RCW 84.55.050). Other sources of revenue include interest from cash, contract & grant receipts, cash carry-overs from the previous budget year and transfers from other District funds as authorized by the Board. Revenues are deposited into the Thurston County Treasury.

The annual budget shall include an estimate of revenues from each source. The Thurston County Treasurer will provide the District Secretary monthly reports on deposits and dispersals.

2) *Fund 6680 Expenses:* payments for any claims are made by warrants drawn on an account with the bank of record designated by the Thurston County Treasurer. As the District authorizes payment for claims (refer to *Policy 1-03 "Procurement, Expenditures and Audit General Guidelines"*), the amounts necessary are electronically transferred from the Thurston County Treasury to the District's bank of record.

The Fund 6680 budget is generally divided into specific program areas. The current budget areas for expenses are:

a) Administration--general business expenses & overheads;

b) Personnel--salaries & benefits costs for elected & career personnel;
c) Volunteers--all costs related to recruiting, caring for & retaining volunteer staff;
d) Equipment--all costs related to operations & maintenance of equipment & apparatus, including on-going replacement of individual assets (generally a value less than $5,000) due to normal wear & tear;
e) Public Relations--all costs related to community relations & communications;
f) Training & Safety--all costs related to training and safety;
g) Facilities--all costs related to operations & maintenance of facilities, including on-going replacement of individual assets (generally a value less than $5,000) due to normal wear & tear;
h) Intergovernmental Agreements--contract fees for IGAs; and
i) Capital--expenditures for current year authorized capital projects and transfers to *Fund 6681 Capital Repairs & Replacement Allocation Fund* or *Fund 6685 Capital Facilities Fund.*

The District Secretary shall provide a draft annual budget for expenses to the Board for review no later than their first regular meeting in October. The expense budget is managed to meet the budgeted line items and cannot exceed the revenue budget, however, if the revenue budget exceeds the expense budget, the Board may designate (by resolution) how estimated excess revenues will be used for the year. The District Secretary shall provide the Board a detailed monthly report on the expenses made from Fund 6680. Sufficient cash balances shall be maintained to fund expenses between tax collection periods in April and October. At the end of the year, any funds remaining in the Fund 6680 account are considered as cash carry-over in determining revenues for the subsequent year.

II. Capital Repairs & Replacements Allocation Fund & Budget: Thurston County Financial Services has assigned accounting number 6681 to the Capital Repairs & Replacements Allocation Fund.

1) *Fund 6681 Revenues:* the primary source of revenues for Fund 6681 is the annual transfer of funds from Fund 6680 into Fund 6681. This transfer is based on funds necessary to meet the planned expenditures of the Capital Repairs & Replacement Allocation schedule. All major assets of the District are scheduled in a plan that includes the date and estimated cost of replacement of that asset. Sufficient amounts of funds are allocated into the Fund 6681 to ensure that it remains solvent, and planned expenditures can be made. Other sources of revenue include sale of disposed assets, cash carry-overs from the previous budget year and interest from cash.

2) *Fund 6681 Expenses:* payments for any claims are made by warrants drawn on an account with the fund depository designated by the Thurston County Treasurer in the same manner as that of Fund 6680.

Staff will review the Capital Repairs & Replacements Allocation schedule on an annual basis to determine if cost and schedule predictions are still reasonable. Generally, the items on the schedule are those assets of an individual value exceeding $5,000; replacement due to normal wear-and-tear of assets valued less than $5,000 are generally funded from *Fund 6680 Operating Fund & Budget.* A comparison will be made between the allocated amounts in the plan and estimated actual cost of replacement or repair; if a discrepancy exists, Staff will prepare a recommendation for Board review & approval. Staff will also consider options of non-replacement, extension of replacement schedule or substitution with another type of asset. A budget request itemizing these recommendations will be provided to the Board by their first regular meeting in September.

Funds in excess of the actual asset replacement cost will remain in Fund 6681 cash carry-over into the next year.

III. Unlimited Tax General Obligation Bond Fund & Budget: Thurston County Financial Services has assigned accounting number 6682 to the Unlimited Tax General Obligation Bond Fund.

1) *Fund 6682 Revenues & Expenses:* the primary source of revenues for Fund 6682 is an excess property tax as authorized under Chapter 52.16 RCW and Chapter 84.52 RCW. The Statutes authorize a special tax levy on property for voter-approved debt (unlimited tax general obligation bonds issued to pay for capital purposes). The annual budget is based on the schedule of payments of principle and interest on such bonds. The District does not have any direct involvement in the semi-annual payments (made directly by the Thurston County

Treasurer) to the bondholders.

IV. Reserve Fund & Budget: Thurston County Financial Services has assigned accounting number 6683 to the Reserve Fund.

1) *Fund 6683 Revenues:* the primary source of revenues for Fund 6683 is the transfer of funds from Fund 6680, made from time-to-time by the Board in order to maintain an approximate level of funding for four (4) months of general operations. All transfers are made by Board resolution.

2) *Fund 6683 Expenses:* the fund is primarily set aside for use as a "rainy-day" fund, or, for unanticipated or emergency expenses. Any use of Fund 6683 shall be pursuant to Board resolution.

V. Capital Facilities Fund & Budget: Thurston County Financial Services has assigned accounting number 6685 to the Capital Facilities Fund. The fund is designated for the purposes of funding large capital facilities projects as authorized by the Board.

1) *Fund 6685 Revenues:* one major source of revenue for Fund 6685 is the transfer of funds from Fund 6680 made from time-to-time by the Board in order to maintain sufficient funds to pay project expenses. Other sources of revenue may include receipts of Unlimited Tax General Obligation Bonds issued for authorized projects and interest on cash.

2) *Fund 6685 Expenses:* the fund is set aside for payment of costs related to Board authorized capital facilities projects.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	District Funds & Budgets
PROCEDURE NUMBER:	1-60-PR-01
REVISION:	0
DATE ISSUED/REVISED:	29 March 2011
FIRE CHIEF APPROVAL:	

The following Procedure shall detail the schedule and procedures as authorized under the current revision of *Policy 1-60 "District Funds and Budgets"*.

Date	Task	Responsible Mgr
Second Board meeting in July	Conduct work session to review current operations in all budget areas, and consider initiatives based upon current and future *District Business Plan* (may schedule as Special Meeting)	Fire Chief
Second Board meeting in August	Recommended schedule of asset replacement in *Fund 6681 "Repairs & Replacements Allocation"* for next fiscal year submitted with Staff recommendations	Assistant Chief Facilities & Equipment
First Board meeting in September	Preliminary draft of expense budget for all District Funds submitted to Board; updated recommended schedule of asset replacement in *Fund 6681 "Repairs & Replacements Allocation"* submitted for specific review	District Secretary, Assistant Chief Facilities & Equipment
Second Board meeting in September	Conduct detailed review of preliminary draft budget for all District Funds (may schedule as Special Meeting)	District Secretary
First Board meeting in October	Secondary draft of expense budgets for all District Funds, incorporating revisions based on detailed review, submitted to Board	District Secretary
October 15th	Thurston County Assessor releases preliminary real property value statements for calculation of property tax for next fiscal year; updates released until first of next calendar year	Thurston County Assessor, to, District Secretary
Second Board meeting in October	Preliminary draft of revenue budgets for all District Funds submitted to Board	District Secretary
Second Board meeting in November	Conduct public hearing to consider sources of revenue (RCW 84.55); Board consider & adopt a Resolution authorizing its tax levy for next fiscal year	District Secretary, Board Chair
November 30th	File annual tax levy and budget with Thurston County Auditor & Board of County Commissioners (RCW 84.52.020)	District Secretary
Second Board meeting in December	Adopt expense & revenue budgets for all District Funds for next fiscal year	District Secretary, Board Chair

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Issuance of Outdoor Burning Permits
POLICY NUMBER:	1-80-PO-00
REVISION:	3
DATE ISSUED/REVISED:	21 June 2002
BOARD APPROVAL SIGNATURE:	

In conjunction with Thurston County Development Services (TCDS) and Olympic Air Pollution Control Authority (OAPCA), the District shall issue open burning permits for certain types of outdoor fires. Under the authorities of both TCDS and OAPCA, the District will provide permits, information and assistance to its citizens to ensure legal, safe and health-conscious outdoor burning practices.

I. Types of Fires Permitted: The County/District will issue outdoor burning permits for the following classes of fires:

- Approved fires: consisting only of natural vegetation generated from yard debris, no larger than 10 ft. (width) by 10 ft. (length) by 5 ft. (height). This includes fires burned in an approved incinerator (burn barrels are not allowed). Permits will only be issued from October 16th through July 14th (the approved open burning season in Thurston County). Burning will not be allowed during the open burning season if specific burn bans are placed into effect by the Washington State Governor, the Department of Natural Resources (DNR) or OAPCA.

The County/District does not issue outdoor burning permits in the following cases:

- Land-clearing debris: burning of natural vegetation generated from excavation of unimproved land.
- Agricultural burning: includes burning of storm and flood debris, rare & endangered plant regeneration, weed abatement or other prescriptive purposes.
- Restricted zoning: any outdoor burning located in the Thurston County Urban Growth Management Area.
- Specialty burning: including industrial or fire service training fires (permitted by OAPCA).
- Materials other than natural vegetation: burning of construction & demolition debris, solid waste, or other non-natural vegetation items is prohibited.

II. Permit Process: Conditions for outdoor burning shall be incorporated on the County/District permit form. The applicable conditions for the permit shall be noted and agreed to by the requestor prior to issuance. A copy of the permit shall be retained in District records.

III. Response to Complaints: When a complaint or violation of outdoor burning rules is reported to CapCom or OAPCA, the on-duty representative from OAPCA will handle the

complaint by telephone or may respond to investigate the situation. Occasionally the District may be asked to respond, and if so, the District responder shall determine:

- If the party burning has a valid outdoor burning permit (a copy of which should be posted nearby);
- If there are any environmental outdoor burning restrictions in-place (i.e. burn-ban, air quality alert);
- If the party is complying with the terms of the permit; and
- Whether the smoke created by the fire is creating an unintentional nuisance for neighbors.

If the fire is in violation of the terms of the permit or is creating a nuisance or safety hazard, the District responder shall:

- Contact the OAPCA on-duty representative by telephone and provide a report of the circumstances of the violation;
- If the fire is of a hostile nature (threatening life and/or property), extinguish it in the most appropriate manner. A copy of the District Field Incident Report (pink copy) shall be forwarded to the Fire Chief.

IV. Effective: This Policy shall be effective 15 October 2002, in conjunction with initiation of the Thurston County Open Burning Permit System.

Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	Public Information
POLICY NUMBER:	1-91-PO-00
REVISION:	1
DATE ISSUED/REVISED:	19 September 2005
BOARD APPROVAL SIGNATURE:	

It is the goal of the District to provide timely and accurate information to the public, as well as to foster and maintain a positive relationship with the media. This Policy shall establish the operational guidelines for release of information to the public and media.

I. Day-to-Day Operations: requests for information on day-to-day operations (including requests for information on past incidents) by the media or the public, whether received at District offices or at a member's home, shall be referred to the Fire Chief, who will either provide the information personally or delegate the responsibility as appropriate.

II. Emergency Operations: requests for information by the media on or at a particular incident will be referred to the Incident Commander (or assigned designee such as incident public information officer), who will take action as appropriate. Information that may be released includes:

1. For non-EMS related calls, the address and type of occupancy involved;
2. General description of the situation found and resulting District operations;
3. Estimate of damage ("light", "moderate" or "heavy"): do not quote an estimated dollar value;
4. Probable cause if known (if uncertain/unknown it is "undetermined", *see Item13 below*);
5. For non-EMS related calls, the name(s) of the property owners (if known); and
6. If a fire and if present, performance of a sprinkler system or fire alarm/detection system (smoke detector) in reducing damage or life hazard.

Information that may not be released includes:

7. EMS patient identity, residency or medical information;
8. Identity of juveniles, suspects to a crime or witnesses to the incident;
9. Any personal opinions regarding the incident;
10. Any information received from any other agency without their prior approval;
11. Any personal information regarding responders (name, address, phone number, etc.); and
12. Any cause/origin information that may be confidential due to a resulting investigation.

III. Newsletters, Pamphlets, Other: all forms of written public information releases from or concerning the District will be submitted to the Board for prior approval.

IV. Requests for Access to District Public Records: all requests should be processed in accordance with *Policy 1-20 "Public Access to District Records"*.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

PROCEDURE TITLE:	Community Responder CPR-PAD Program
PROCEDURE NUMBER:	1-92-PO-00
REVISION:	0
DATE ISSUED/REVISED:	9 July 2019
BOARD APPROVAL SIGNATURE:	Richard A. Gaecke

A. Background

The District is committed to support its constituents in the acquisition and distribution of public accessible automatic external defibrillators ("PAD") throughout its service area to improve the overall safety and effectiveness of emergency medical services in the community. Incident Readiness & Response staff are regularly dispatched and respond to sudden cardiac arrest events affecting individuals throughout the District. The timely use of a PAD can significantly increase the chance of survival of an individual that experiences a sudden cardiac arrest.

The District wants to encourage the distribution and availability of PAD's within its service area and has established this program and grant opportunities to assist local business, government agencies and individuals ("Purchasers") with obtaining and using PAD's in a manner consistent with Washington Law. Washington Statute (RCW 70.54.310) establishes the following requirements for the purchase and use of a PAD:

1. A physician must prescribe the PAD;
2. The Purchaser must:
    a. Receive reasonable instruction in the use of the PAD and in cardio-pulmonary resuscitation ("CPR") in a course approved by the Washington State Department of Health;
    b. Maintain the PAD in accordance with the manufacturer's guidelines;
    c. Obtain medical direction from a licensed physician regarding the use of the PAD;
    d. Register the PAD with local EMS providers; and
    e. Call 9-1-1 as soon as possible after the emergency use of the PAD and CPR.

The District will assist Purchasers with items 1, 2.a, 2.c, and 2.d. Purchasers shall be responsible for all costs of acquiring the PAD and for compliance with items 2.b and 2.e.

B. Purchaser Obligations:

1. Purchaser must identify a public or private site for locating a PAD.
2. Purchaser must agree to the conditions set forth in this Policy.
3. Purchaser shall complete and sign the *Community Responder Site Documentation* form and return to the District.

4. Purchaser must register for and take training provided by the District, or another qualified training provider, for an appropriate number of employees so as to assure a high probability that a trained responder will be on site during the major hours of operation.

5. Purchaser shall register the PAD with Thurston County Medic One.

6. Purchaser must select and assign a person(s) from the site as the "site coordinator"

7. Purchaser must arrange a date for a site visit by District personnel.

8. Purchaser must maintain copies of site training records including a roster of trained employees documenting dates of initial and renewal trainings (at least every two years).

9. Purchaser must maintain a copy of the site maintenance policy and procedures documenting maintenance of PAD consistent with the manufacturer's guidelines.

10. Purchaser shall notify the District whenever the PAD is opened and applied to a person, regardless of whether a shock was delivered, or the victim was in cardiac arrest.

11. Purchaser agrees to allow telephone or in person interviews by District personal related to the use of the PAD.

12. Purchaser agrees to provide the event documentation module/tape/memory card to the District Fire Chief, or designee, whenever a cardiac event occurs.

C. District Obligations:

1. District shall review and approve Purchasers based on submission of *Community Responder Program Site Documentation* form.

2. The District shall assist in coordinating with the Thurston County Medical Program Director to issue a prescription and protocol.

3. District shall coordinate training with Purchaser when required.

D. District Grant Program:

1. The District may, subject to available funds, provide grants reimbursing Purchasers up to $500 toward the cost of an PAD when the Purchaser meets the following qualifications:

   1.1. Location of PAD will be in a location regularly accessible and readily visible to the public.

   1.2. Purchaser has complied with Sections B.1 through B.6 of this Program. Purchaser provides a written request for reimbursement supported by a receipt documenting the purchase of the equipment.

Thurston County Fire Protection District 8
Community Responder CPR-PAD Program Site Documentation Form

Please check one:

☐ **Request Medical Direction to purchase a Public Accessible Automated External Defibrillator (PAD)**
I would like to purchase a public accessible automated external defibrillator and request medical oversight.

☐ **Request Medical oversight of PAD Program**
I currently have an Automated External Defibrillator and would like to obtain medical oversight.

☐ **Request Registration of a PAD**
I currently have an Automated External Defibrillator and medical oversight and would like to register the device.

Medical Director: _____

Program Name: _____

☐ **Request to update information**
My device is registered with Thurston County Medic One and I would like to update my site information.

Business/Purchaser Name: _____
Business Type: _____
Address: Street: _____ City/ZIP: _____
Days and Time of Operations: _____

Contact Information: *If you have more than one PAD or site coordinator, please use a blank sheet of paper to provide the following information for each person responsible; if applicable, for multiple PADs, identify each specific person who is responsible for each device.*

☐ **Site Coordinator** ☐ **Manager/Supervisor Name:** _____
Contact Information: Phone: _____ E-mail: _____

Training Information: Number Trained: _____ Date: _____ Instructor: _____

PAD Information: *If you have more than one PAD, please use a blank sheet of paper to provide the following information for each unit.*

PAD Device (1): Serial Number: _____ Date Placed into Operation: _____
Location: Street Address: _____
Location: Room or Physical Location in Building: _____
Site Visit by FD8: Name: _____ Date: _____

PAD Device (2): Serial Number: _____ Date Placed into Operation: _____
Location: Street Address: _____
Location: Room or Physical Location in Building: _____
Site Visit by FD8: Name: _____ Date: _____

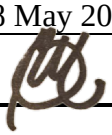
Application Documentation: ***Please provide the following documentation: (1) a copy of the Medical Directive for the procurement of a PAD, (2) Medical Program Director's PAD Protocol, (3) Purchaser's maintenance & testing policy/procedure and (4) Purchaser's training and re-training policy/procedure.*** *Neither Thurston County Fire Protection District 8, its elected officials, employees, agents or the Medical Program Director assume any responsibility individually or collectively for the activities performed pursuant to the Document, in the relation to the public use of an automatic external defibrillator or resulting from the Community Responder CPR-PAD Program. The undersigned assumes the risk of liability arising from or pertaining to the possession, operation, use misuse or nonuse of the PAD. The undersigned shall indemnify and hold the District and the Medical Program Director harmless from and against any and all claim, cost, expenses, damage and liabilities, including attorney fees, arising from or pertaining to the to the possession, operation, use misuse or nonuse of the PAD. Medical direction is extended to the Community Responder Site based on documentation supplied by the Purchaser that requirements established in RCW 70.54.3110 have been met.*

I/we hereby affirm and declare that the information provided herein is true and correct, and, I/we will: (1) assure that state-approved training will be completed prior to installation/use of the PAD, (2) will follow protocol related to the maintenance and use of the PAD, (3) will comply with the District Community Responder CPR-PAD policy and RCW 70.54.310 and (4) agree to maintain knowledge of and implement this program consistent with the current standard of care during the life of the program.

Purchaser: Name: _____ Signature: _____
Date: _____

Thurston County Fire Protection District 8

HR/LF-NDT OPERATING GUIDELINE

PROCEDURE TITLE:	Interim Guide: COVID-19 Member Health & Safety
PROCEDURE NUMBER:	2-01A
REFIWION:	**3**
DATE ISSUED/REVISED:	28 May 2021
FIRE CHIEF APPROVAL SIGNATURE:	

This revision of the Interim Guideline will take effect on 1 August 2021. Until then, the provisions of Revision 2 (dated 1 April 2020**) will remain in effect.**

Objective for Interim Guide: The procedures outlined in this guideline are meant to protect the health and safety of our members by identifying COVID-19 symptoms early and preventing exposures to others, and what to do if a member is potentially or actually exposed. Further, procedures for establishing accountability and reporting of staff absences are set forth to support system data collection.

1--Crew Attendance Reporting

1. The on-duty Battalion Chief or designee shall enter the attendance listing from the pre-shift checklist of screenings in Section 2 below into the shift menu in the Crew Sense software as appropriate.

2--Procedures for Pre-Shift Screening

1. Prior to leaving home or work, all members should determine if they are fit for duty based on a negative finding based on *Flow Sheet #3*: symptoms of COVID-19 exposure/illness.
2. If the member is fit for duty, they will report to their assigned station:
   a. Station 8-1: front apparatus bay personnel door, check-in point.
   b. Station 8-3: rear apparatus bay personnel door, check-in point.
3. The member will take their own temperature and re-certify that they do not have any of the symptoms listed in Section 2-1 above. They will complete their self-screening, report to their supervisor and proceed on to their shift duties.

3--Procedure for Positive Self-Screening or Exposure

1. Use the following process:
   a. *Flow Sheet #1* (potential exposure to patient confirmed/presumed to have COVID-19);
   b. *Flow Sheet #2* (potential exposure to any non-patient person confirmed/presumed to have COVID-19), or
   c. *Flow Sheet #3* (overall symptom of COVID-19 patient/exposure).
2. Refer also to *District Interim Guide 2-01 COVID-19 Incident Response, Section 2-C Potential Responder Exposure*.
3. The member will contact Ben Miller-Todd of Thurston County Medic One (360-522-2220) for latest testing locations.

4. Members self-screening positive for COVID-19 related symptoms (Section 2-1 above) will initially be treated as a COVID-19 work related illness, until proven otherwise.
5. If on-duty, the member will don a surgical mask, notify their supervisor and obtain:
   a. If a career member: A District accident/exposure report form with L&I workers' compensation claims paperwork necessary to begin claim; or
   b. If a volunteer member: a District accident/exposure report form with a BVFF workers' compensation claims notification form necessary to begin claim.
6. The member will follow isolation procedures (see Section 5 below) and seek medical attention; they shall also complete the accident/exposure forms as soon as practical and return them to the District Health & Safety Officer.

4--Member Quarantine

1. If the member's quarantine causes them to be absent from their District assigned (career) shift or (as a volunteer) from their regular employment:
   a. Career staff: for regularly scheduled hours, they will be placed in administrative leave status during their period in quarantine;
   b. Volunteer staff: if prevented from participating in their normal employment commitments, they may be compensated per the provisions of *District Policy 1-01 Section II "Compensation & Reimbursement"*.
2. The District Health & Safety Officer shall regularly brief the Fire Chief as to the status of any quarantined District members.

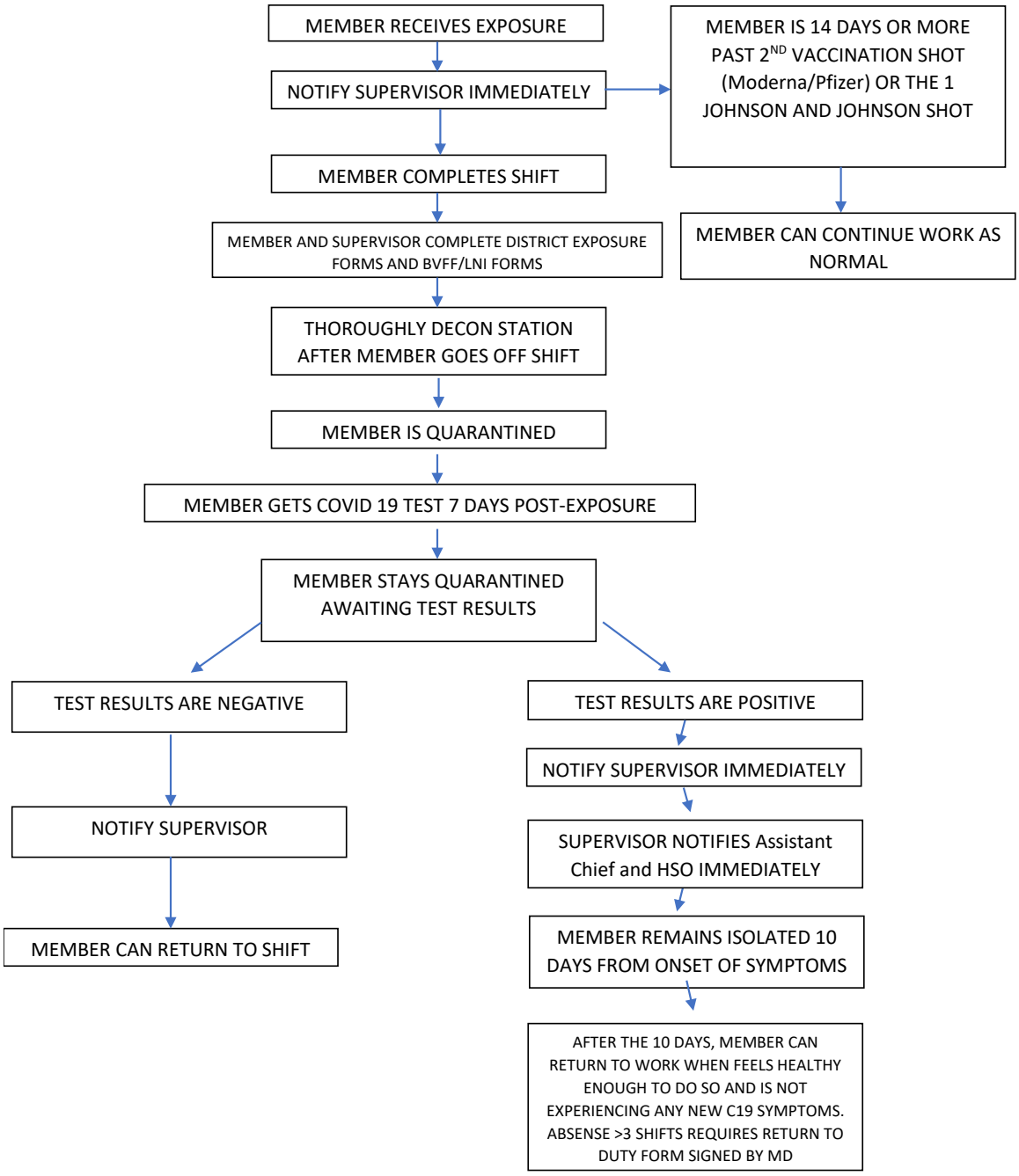
5--Member Isolation

1. During the isolation period, the member's absence from their District assigned (career) shift or (as a volunteer) from their regular employment:
   a. Career staff: for regularly scheduled hours in which they are symptomatic, they will be placed in L&I related disability leave status during their period in isolation and costs for medical treatment be coordinated with L&I medical claims. For the period in which the career member is asymptomatic in isolation status, they shall be compensated as per the provisions of Section 4-1 (a) above.
   b. Volunteer staff: for regularly scheduled periods to which the member has been assigned to a shift, they will be compensated with their nominal stipend payment and costs for medical treatment be coordinated with BVFF medical claims.
2. The District Health & Safety Officer shall regularly brief the Fire Chief as to the status of any isolated District members.

MEMBER IS EXPOSED TO PATIENT WITH CONFIRMED OR PRESUMED COVID 19

Flow Sheet #1

Exposure means: Being in contact (within 6 feet) with a patient who meets the case definition for COVID-19 without recommended PPE or experiencing a failure of PPE while in contact with the same patient.

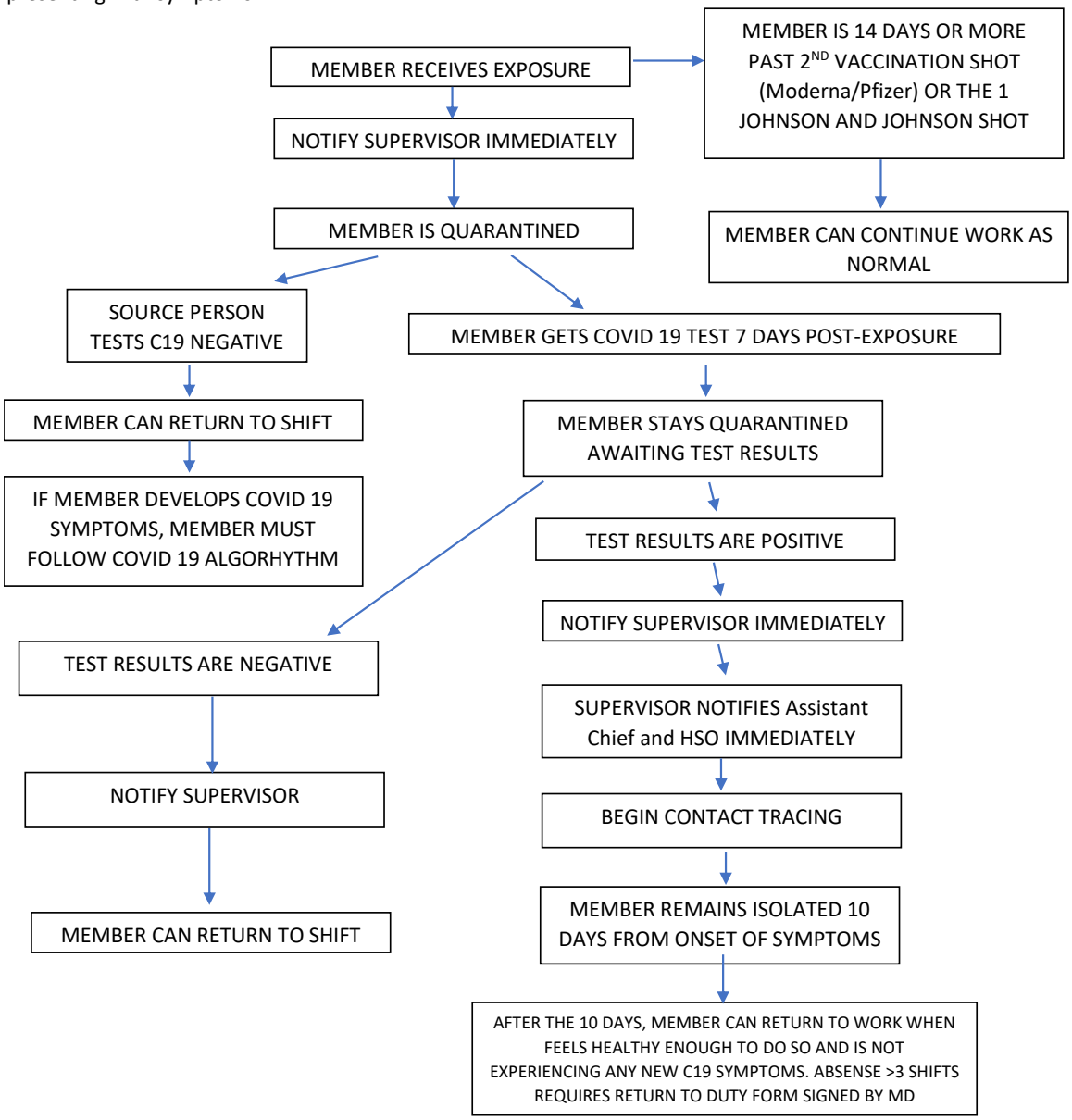


MEMBER IS EXPOSED ANYONE OTHER THAN A PATIENT WITH CONFIRMED OR PRESUMED COVID 19

THIS INCLUDES FAMILY, HOUSEHOLD MEMBERS, FRIENDS AND CREW MEMBERS

Flow Sheet #2

Exposure means: Being in contact (within 6 feet) with someone who meets the case definition for COVID-19 (or within 72 hours proceeding the person presenting with symptoms) without recommended PPE or experiencing a failure of PPE while in contact with the same person. NOTE: An exposure also occurred even if both parties were wearing surgical or cloth masks and were within 6 feet of one another for 15 minutes or longer, while the person was symptomatic or 72 hours prior to the person presenting with symptoms.



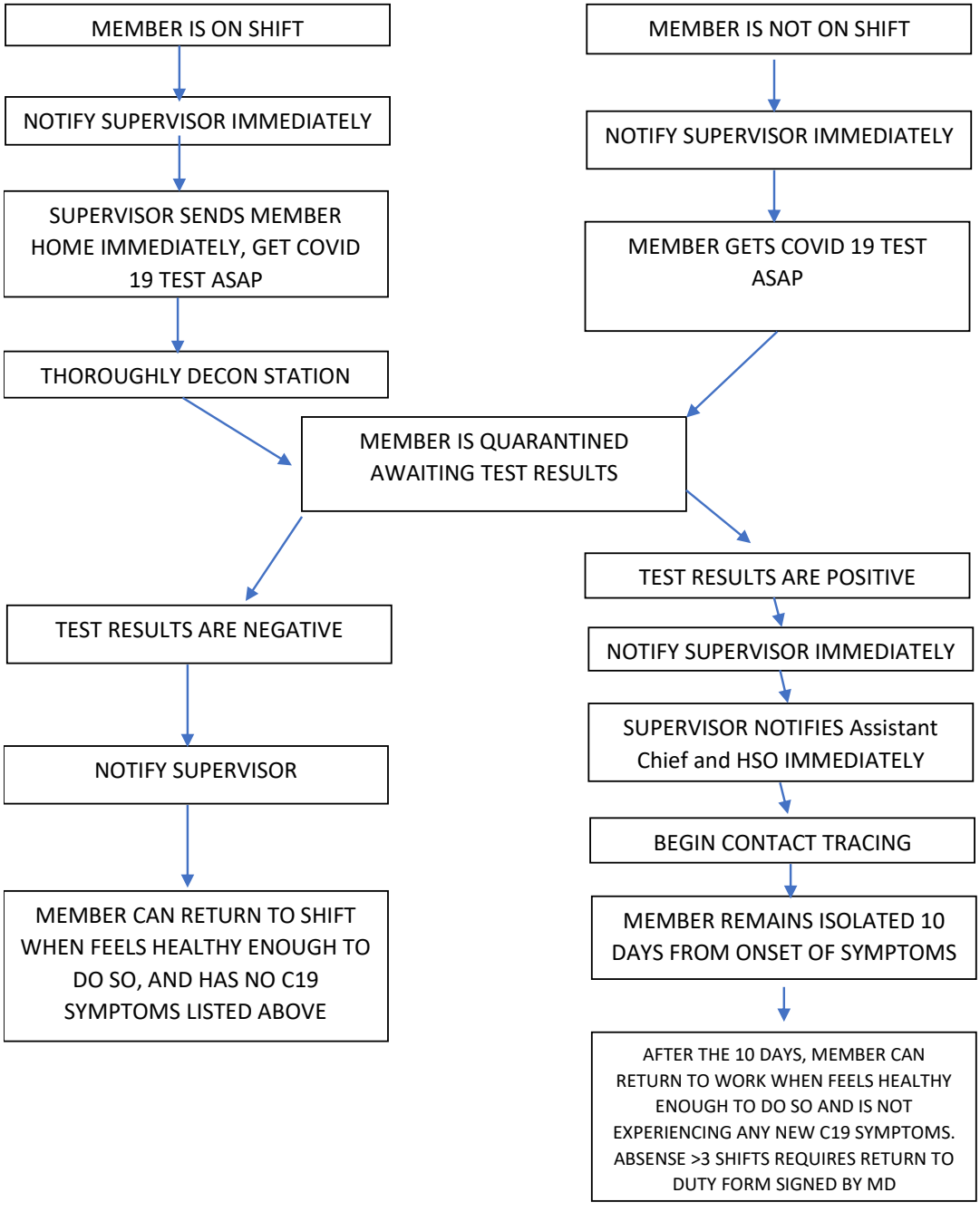
MEMBER IS EXPERIENCING COVID 19 SYMPTOMS

Flow Sheet #3

COVID 19 SYMPTOMS INCLUDE NEW ONSET….

- Fever (>100.4F)
- Dry cough
- Tiredness/Fatigue
- Headache
- Body Aches and Pain
- Chills
- Sore Throat

Loss of taste or smell
Rash on skin or discoloration of fingers or toes
Difficulty breathing or shortness of breath
Chest pain or pressure
Loss of speech or movement
Nausea, Vomiting, Diarrhea
Runny Nose



Thurston County Fire Protection District 8

HR/LF PROCEDURE

POLICY TITLE:	Interim Guide: COVID-19 Safe Work Plan
POLICY NUMBER:	2-01B
REVISION:	1
DATE ISSUED/REVISED:	16 November 2020
FIRE CHIEF APPROVAL:	

NOTE: revisions from previous document printed in red.

Objective for Safe Work Plan: This document outlines a plan to prevent the spread of COVID-19 in the District's workplace. It also is intended to address the measures established by the Governor's guidance, the Washington State Department of Labor & Industries (L&I) *Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces*, and the Washington State Department of Health (DOH) *Workplace and Employer Resources & Recommendations*. This plan incorporates the latest best practice industry guidance available from the Centers for Disease Control, the International Fire Chiefs Association and the International Association of Firefighters.

1--Social Distancing, Masking, and Additional Engineering Controls

Except when a member is working alone in a room/office, or traveling alone in a vehicle, six-foot separation and additional engineering controls, such as local ventilation (e.g. open windows/doors allowing cross-through airflow), physical barriers, and/or face shields, will be maintained whenever practical. Additionally, the following area-specific guidelines should be observed inside District facilities and vehicles:

1. In common seating areas of living quarters, such as kitchens and day rooms, arrange seating to maximize available spacing between members while eating or during leisure (non-work) activities. All shared items (e.g. condiments, utensils, remote controls, etc.) should be sanitized between different users.
2. In meeting rooms, arrange tables and chairs to maximize physical separation. In-person meetings should be limited to 5 individuals (in "Phase 2") and remote meeting options should be considered whenever practical. If using meeting rooms for meals, avoid gatherings of greater than 5 individuals during "Phase 2" and no more than 10 individuals during "Phase 3" of the Washington "Safe Start" Plan. All shared items should be sanitized between different users.
3. In workout rooms, maximize physical separation from others and sanitize equipment between users. Stagger workout sessions as necessary to avoid overcrowding and allow for adequate physical separation.
4. When two or more members are traveling together in a District vehicle, windows should be rolled down or the vehicles climate control system should be activated with outside air (not recirculating) to force continuous airflow and ventilation and surgical masks or N95s shall be worn.

5. In common sleeping areas arrange beds for a toe-toe or head-toe orientation so heads are as far away as possible.
6. Use available physical barriers or move outside for interactions with the public (other than emergency responses).
7. When the physical distancing and/or engineering controls listed above are not feasible for other than occasional passing or incidental contact between individuals, the following prevention measures will be taken:
   a) If not on emergency responses, at a minimum, cloth or surgical masks will be worn by members.
   b) While on emergency responses, members will follow established guidelines set forth in District Interim Guides *2-01 COVID-19 Incident Response*, and 2-*01A COVID-19 Member Health & Safety.*
   c) Members are encouraged to wear cloth or surgical masks at any time they are unsure of their ability to maintain adequate physical separation and above listed engineering controls.
   d) No discrimination or discouragement will be tolerated that targets members who elect to observe levels of personal protection above the minimum standards described herein.

2--Authorized Visitor Traffic Management

1. Occupancy in firestations will be restricted to on-duty staff and authorized visitors only.
2. "Authorized visitors" are defined as maintenance staff, essential workers, visitors of an official nature and others as approved by the Fire Chief.
3. All members and authorized visitors enter the firestation at controlled locations for medical screening as defined in District Interim Guide *2-01A COVID-19 Member Health & Safety.*
4. Further access to firestation facilities by authorized visitors will be determined based upon best practices available at the time subsequent "Phases" are implemented by the Governor, County Board of Health and the County Health Officer.

3--Personal Protective Equipment (PPE)

1. All members will be provided, at no cost to them, PPE appropriate for their job function or the activity being performed.
2. Refer also to District Interim Guide *2-01A COVID-19 Member Health & Safety.*

4--Sanitation and Cleaning

1. All high-touch areas at District facilities are sanitized at the beginning of each shift, including restrooms, doors and all commonly touched surfaces; other areas include:
   a) Patient compartments of transport vehicles will be decontaminated between each patient transport.
   b) Athletic workout equipment will be sanitized between each user.
   c) High touch areas in vehicles will be sanitized at the beginning of each shift and following any "high risk for exposure" incident response.
   d) All shared linens and uniforms shall be washed with an approved COVID-19 sanitizing detergent.
2. Safe use by members of District workout rooms shall be ensured by a COVID-19 Supervisor.
   a) A COVID-19 Supervisor for the workout area shall be assigned to each shift:

i. The COVID-19 Supervisor is responsible for ensuring social distancing and decontamination/sanitizing of all equipment.
ii. The COVID-19 Supervisor role shall be filled by the ranking officer on shift (i.e. Battalion Chief or Lieutenant).

5--Hand Washing

1. Members and authorized visitors are required to wash hands frequently throughout their shift including before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
2. Hand sanitizer (greater than 60% ethanol or 70% isopropanol) is available at entry points and throughout all District facilities in high traffic areas.
3. Disposable gloves are provided for use where necessary.

6--Employee Health Screening

1. Refer to District Interim Guide *2-01A COVID-19 Member Health & Safety.*
2. Any area where a sick member may have worked will be immediately cleaned and sanitized using cleaning guidelines from the CDC.

7--Employee Training

1. All members will be aware of measures to prevent transmission of COVID-19 and how to protect themselves from exposures.
2. Safety information, hygienic practices and policies/procedures are posted on-site at every firestation entry point, on District health & safety boards and available on the District's computer network.
3. Information regarding member rights under *Stay Home, Stay Healthy Proclamation 20-46*, high risk employee rights, and *Families First Coronavirus Response Act*, use of unemployment benefits and other paid time off resources is posted at each staffed firestation.

8--Plan Monitoring

1. Member compliance with the plan will be monitored by the District Health & Safety Officer.
2. The District Health & Safety Officer will regularly report to the Fire Chief on the level of compliance.

9--Member and Authorized Visitor Logging

1. A daily log of all members and authorized visitors will be kept and maintained for at least four weeks.
2. The log includes name and phone number of all authorized visitors.
3. The log will be maintained by the District Health & Safety Officer.
4. Shift logs of on-duty members are maintained through the District records management system and will be maintained on a records retention schedule as determined by industry standards. Refer also to District Interim Guide *2-01A COVID-19 Member Health & Safety.*

Thurston County Fire Protection District 8

HR/LF-NDT OPERATING GUIDELINE

PROCEDURE TITLE:	Interim Guide: COVID-19 Incident Response
PROCEDURE NUMBER:	2-01
REFIWION:	**6**
DATE ISSUED/REVISED:	**21 April 2020**
FIRE CHIEF APPROVAL SIGNATURE:	

NOTE: revisions from previous document printed in red.

COVID-19 Patient Response Procedure for Pre-hospital EMS: The overarching goal of these response operating guidelines is to deliver the best possible patient care while reducing the contact and exposure potential to District members.

1--Definitions

PPE – personal protective equipment;
MEGG – mask, eye protection, gown and gloves;
Contact – being within a 6-foot proximity to a patient without PPE, or with failed PPE;
Exposure – being in contact with a patient that meets the case definition for COVID-19 without recommended PPE or experiencing a failure of PPE while in contact with the same patient;
Quarantine – restricting contact with others after having been exposed to a patient thought or known to meet the case definition for COVID-19 while remaining symptom free; and
Isolation – restricting contact with others after displaying symptoms thought to be from an exposure to a patient thought or known to meet the case definition for COVID-19.

2--Procedures

Initiated when the responder(s) receive a "C-D Precautions" or "Charlie Delta Precautions" (Communicable Disease) message from TCOMM during the dispatch or short report information.

2A--Patient Exam:

1. Gloves, eyewear and masks will be worn on all EMS calls regardless of patient complaints. On non-EMS calls where contact with the public within a 6-foot area is required, gloves, eyewear and masks are recommended when other PPE requirements are not indicated.
2. Upon arrival on-scene, confirm screening information with reporting party prior to entering.
3. If patient meets the COVID-19 screening criteria, only one responder, in full PPE (MEGG) should enter and initiate contact with the patient. All other responders should remain a minimum of 6 feet from the patient.
4. Consider having all other responders and equipment remain outside of the area that the patient has been occupying.
   a. On incidents requiring larger staffing levels that may include non-EMS responders (e.g. CPR), all responders within 6-feet of the patient shall be in full PPE (MEGG);
   b. This may require non-EMS members to don PPE (MEGG) that they normally would not be trained or fitted for. The District, based on the SARS-COV2 / COVID-19 pandemic emergency, will provide equipment, training and fitting for non-EMS members to the extent required for the pandemic emergency;

c. Appropriate PPE (MEGG) will be stocked on District response apparatus for distribution to non-EMS members when needed to support larger staffing requirements; and
d. These specific PPE stocks will be checked, on a daily basis, during the regular rig check process and verified by the shift officer.

5. Primary care responder should make an initial assessment to determine if there is a medical complaint. If the patient is asymptomatic and simply seeking information about a possible exposure, refer the patient to primary care physician or Thurston County Health Department.
6. If the patient has a medical complaint and requires further evaluation, begin by having the patient don a surgical mask or a non-rebreather mask if the patient has respiratory distress.
7. Perform a primary assessment including COVID-19 clinical features
   a. Fever of greater than 100.5 F, **or**
   b. Symptom of lower respiratory illness (e.g. cough, difficulty breathing, **or**
   c. Respiratory symptoms and a history of travel outside of Thurston County in last 14 days before symptom onset, **or**
   d. Respiratory symptoms and contact with person who is under investigation or confirmed infection for COVID-19 in last 14 day before symptom onset.
8. Get a set of vital signs to include temperature and pulse oximetry.
9. Determine *Sick / Not Sick* and upgrade ALS if necessary.
10. In the patient care report (ESO), include required documentation in the outbreak screening form; the influenza screening form is optional for non-COVID-19 patients. Notation should also be made if a surgical mask was placed on the patient.
11. Determine need for treatment and transport.
12. If treatments are necessary, carefully consider the risk benefit of aerosolizing treatments (generally ALS level measures).
13. If transport is necessary continue with the following transport procedure, otherwise have the patient follow up with primary care physician or Thurston County Health Department.

2AA--Transport from Skilled Nursing Facility: transporting a resident patient from a nursing facility, assisted living facility or an adult family home.

1. Must have any of the following signs/symptoms for transport to hospital emergency department:
   a. Respiratory rate over 20;
   b. Heart rate over 100;
   c. Increased work to breath;
   d. Decreased level of alertness (from baseline); or
   e. Any other life-threatening symptoms or signs.
2. If none of the above are present, the patient will remain in the facility.

2B--Transport:

1. While loading the patient, consider using as few responders as possible and have the primary care responder participate in the transport if possible.
2. Contact the receiving hospital early to allow for preparation of room and receive arrival instructions.
3. Document in the patient care report (PCR) the names of all the responders (including law enforcement if present) on scene members of the public and family members present at the scene.
4. In cab:
   a. Driver should doff gown and gloves however maintain eye protection and N95 mask;
   b. The exhaust (dash) fan should be turned on to "high" setting to "pressurize" the cab.
5. In patient-compartment:
   a. Attendant should continue to wear full PPE (MEGG);
   b. Exhaust fan for the patient compartment should be turned on to the "high" setting, if weather and conditions permit, exterior window(s) may be opened to outside air sources;
   c. Patient should continue to wear surgical mask or non-rebreather with oxygen as needed for respiratory distress; and

d. No additional family members should be transported unless patient is a minor, then have family member ride in patient compartment with a surgical mask on.

6. Transferring COVID-19 patients at the hospital emergency department:
   a. Critical patients: patients should be covered with clean sheet and taken directly to assigned room.
   b. Patients on BiPAP or CPAP: patient should not be brought to ED if undergoing aerosolizing treatment; put patient on non-rebreather and cover with surgical mask, then, cover with clean sheet and take directly to assigned room.
   c. Non-critical patients:
      i. Remain in aid unit with patient until contacted by ED staff;
      ii. Crew will move patient to entry/breezeway identified by ED staff and assist ED staff in transferring patient to clean ED gurney;
      iii. Crew remains outside (in entry/breezeway) and doffs PPE and performs hand hygiene; and
      iv. Crew communicates with ED nurse/receiving provider to answer any questions.
   d. Crew decontaminates aid unit and places itself back into service.

2C--Potential Responder Exposure:

1. If the responder is wearing appropriate PPE (MEGG) during the patient examination, treatment and transport, there should be no issue of responder exposure;
2. If the responder experiences a a) PPE failure of a gown and/or glove protection greater than six feet of the patient (low risk), or, b) PPE failure of eyewear and/or N95 mask (removal or breakage) within six feet of the patient (high risk), then:
3. In the event of a high-risk exposure, the incident commander (officer-in-charge) will notify the patient's destination hospital that a "provider exposure" has occurred;
4. The potentially exposed responder shall then be immediately placed out of service, return to the firestation, appropriately de-contaminate and return home for the prescribed quarantine.
5. For procedures on responder quarantine and isolation, refer to *District Interim Guide 2-01A COVID-19 Member Health & Safety.*

3--Personal Protective Equipment

1. Note this is interim guidance until better logistics of saving and re-using PPE can be practiced.
2. Do not discard N95 masks, gowns or eyewear unless otherwise indicated or instructed.
3. All eyewear is re-usable and can be disinfected.
4. Medic One provides two types of N-95 masks: the "disposable" (paper) mask (previously standard issue), and the new *Envo-Mask*, a plastic framed unit with a replaceable paper filter. The *Envo-Mask* will be the preferred PPE for use.
   a. Members who are qualified to wear an N-95 mask must be re-certified by Medic One to wear an *Envo-Mask*;
   b. Members must be specifically fit tested for an *Envo-Mask* by District staff qualified to do so;
   c. District training staff will provide appropriate training (both on-line and practical) and fit testing for members; and
   d. The *Envo-Mask* is designed to be decontaminated by the user. The member will be instructed in the procedures for doing so.
5. All "disposable" N95 masks that do not have blood, feces or other major contaminants should be stored in a paper bag at a location at each station designated by the EMSO. From time to time, the collected & bagged masks will be taken to Medic One and placed into a yellow 55-gallon container so identified and located. After dropping off the masks, the member delivering the masks will thoroughly wash their hands in the Medic One facilities. Medic One will sterilize the masks and return them to stock for appropriate re-distribution.
6. All gowns that do not have blood, feces or other major contaminants should be stored in a paper bag.
7. Any N95 masks that have been worn for patients that are afebrile and/or not exhibiting respiratory symptoms can be immediately reused and are not subject to the above directions.
8. In the patient care report (ESO), include in the report any PPE marked as "reused" in the PPE drop-down menu that was used on the call, by all responders.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Emergency Operations Organization
POLICY NUMBER:	2-01-PO-00
REVISION:	1
DATE ISSUED/REVISED:	15 June 2005
BOARD APPROVAL SIGNATURE:	Dick Small

Personnel of the District shall conduct all emergency operations with due care and caution; operating at all times within the scope and nature of capability and training. Safety shall be paramount in the conduct of all emergency operation functions. As such, significant risks at the scene must be analyzed, assessed and appropriate control measures identified and placed into action.

I. Incident Command System ("ICS"): Operations at the scene of an emergency shall be conducted in compliance with the National Incident Management System ("NIMS") command & management principles, as directed under Homeland Security Presidential Directive Five. In addition, complete personnel accountability shall be maintained as prescribed under *District P&P 2-33 "Firefighter Accountability on the Fireground"*.

1) All emergency operations scenes shall be organized under the ICS plan, with primary (minimal) establishment of the position of Incident Commander. Upon initial arrival at the scene of an emergency operation, incident command shall be assumed by one of the District emergency responders. Incident command may be passed to subsequently arriving officers if desired. Other ICS positions shall be established by the Incident Commander as needed.

2) Personnel staffing ICS positions shall be clearly identified to all operating personnel on the scene. Identification vests are carried on District apparatus for use in this function. Communications of information, both orally and by radio/telephone, shall be conducted in concert with ICS principles.

II. Incident Risk Management: While it is the responsibility of each emergency responder to be aware of and evaluate the risk they encounter in the course of their activity at an emergency scene, the Incident Commander shall integrate risk management with the other ICS functions in development & implementation of an incident strategy.

1) Risk assessment should be ongoing throughout the emergency operation period.

2) Emergency operations should be limited to functions that can be safely performed by the resources readily available at the incident scene.

3) Risk management principles can be summarized as follows:
   a) *Risk a lot to save a lot* (life or in some cases property);
   b) *Risk a little to save a little*; and
   c) *Risk nothing to save nothing* (already gone).

THURSTON COUNTY FIRE PROTECTION DISTRICT 8
RESOLUTION 05-04

WHEREAS, response to and recovery from major emergencies and disasters requires integrated professional management and coordination; and

WHEREAS, the President of the United States has directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System ("NIMS") to standardize and enhance incident management procedures nationwide; and

WHEREAS, the National Incident Management System provides a structure and process to effectively coordinate responders from multiple disciplines and levels of government and to integrate them with resources from the private sector and non-governmental organizations; and

WHEREAS, use of the National Incident Management System, which has as a key component known as the Incident Command System ("ICS"), will continue to support the District's ability to manage major emergencies and disasters;

AND, WHEREAS, failure to adopt and use the National Incident Management System may preclude the District from receiving federal preparedness grants or reimbursement for costs expended during major emergency and disaster response and recovery operations.

NOW, THEREFORE BE IT RESOLVED that the Board of Fire Commissioners of Thurston County Fire Protection District 8 hereby adopts the National Incident Management System as the foundation for incident command, coordination and support activities within its jurisdiction. It shall further be the policy of the District to provide appropriate training on the National Incident Management System and its core components to personnel responsible for managing and/or supporting emergency and disaster operations.

DATED & SIGNED at 3506 Shincke Rd NE, Olympia, State of Washington, this 15th day of June, 2005.

Secretary

Shawn T. Hansen

ASSEST:

Chairman Richard Small

Commissioner Ken F. Parsons, Sr.

Commissioner Arthur Getchman

HR/LF-NDT GUIDELINE: STANDARD EVOLUTION

First Company Arrival

Driver/Operator

- ❑ Spot apparatus and set wheel chocks
- ❑ Initiate pump operations
- ❑ Prepare to flow and receive water
- ❑ Don SCBA
- ❑ Consider lighting and equipment needs
- ❑ Pull backup line*
- ❑ Stage RIT bag and spare bottles near entry point*
- ❑ Provide for 2 out as staffed

Officer

- ❑ Evaluate the situation and communicate a Size-Up and Incident Action Plan using BlueCard as IC#1
- ❑ Grab irons and TIC, establish point of entry by placing irons
- ❑ Complete 360 – update and confirm IAP
- ❑ Establish Level Two location if needed
- ❑ Provide for the "2 in/2 out" Rule
- ❑ Consider RIT and additional resource needs
- ❑ Don SCBA
- ❑ Meet up with FFI at the entry point
- ❑ Manage command and resources until IC 2 arrives

Fire Fighter 1

- ❑ Don SCBA
- ❑ Takes hydrant or driveway lay as needed*
- ❑ Pull attack line to entry point where Officer places Irons
- ❑ Door Operations
- ❑ Wait for the Officer

Fire Fighter 2 (as staffed*)

- ❑ Don SCBA
- ❑ Take hydrant or driveway lay as needed
- ❑ Pull backup line
- ❑ Exterior attack as assigned until FF1 and Officer enter
- ❑ 2 out with Driver

Fire Fighter 1 and Officer - Primary Search and Fire Control after providing for 2 in/2 out. Driver and FF2 (if staffed) – 2 Out

Additional Company Arrivals

Driver/Operator

- ❑ Do not pass last engine access point or hydrant until after Level One announced and assignment given to crew
- ❑ After assignment park apparatus in best location as directed by Officer

Officer

- ❑ Announce Level One just prior to committing to scene and directing Driver to park
- ❑ Wait for assignment
- ❑ Direct Driver to park Engine in line with assignment

Fire Fighter 1 (as Staffed)

- ❑ Waits for assignment

Fire Fighter 2 (as staffed)

- ❑ Waits for assignment

IC#2/BC Arrival

Initial On-Scene, prior to Engine arrival

- ❑ Evaluate the situation and communicate a Size-Up and Incident Action Plan using BlueCard
- ❑ Complete 360 – update and confirm IAP
- ❑ Consider Additional Resources
- ❑ Establish Level Two location if needed
- ❑ Provide for the "2 in/2 out" Rule
- ❑ Consider RIT and additional resource needs
- ❑ Don SCBA and provide for 2 Out as needed
- ❑ Manage command and resources for the event

After Engine arrival

- ❑ Announce arrival
- ❑ Confirm IAP with IC#1/1st Engine Co
- ❑ Take Command
- ❑ Re-Declare Strategy
- ❑ Announce Command Location
- ❑ Manage command and resources for the event

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Standard Response Guidelines
PROCEDURE NUMBER:	2-01-PR-01
	Readiness & Response Guidelines
REVISION:	4
DATE ISSUED/REVISED:	17 April 2020
FIRE CHIEF APPROVAL SIGNATURE:	

The following Procedure shall detail procedures as authorized under the current revision of *Policy 2-01 "Emergency Operations Organization"*:

I. Standard Response Guidelines:

1) Guidelines shall be provided to assist in planning and implementing an appropriate response for the various types of incidents the District responds to. These guidelines are in concert with the *District Target Levels of Service* for initial response times and staffing levels.

2) Attached to this Procedure is a matrix showing the following information:
   a) Type (of incident).
   b) Unit(s) (recommended for response): types include Engine, Rescue Unit, Tender, Duty Officer and Chief Officer. Unless otherwise specified, the units are the closest District unit to the scene. The number in parenthesis indicates the recommended number of units.
   c) Staffing: the recommended number of District staff for the safe and complete mitigation of the incident (as opposed to the initial number of staff indicated in the *District Target Levels of Service*). The actual number of responders needed at the scene will depend upon the circumstances present at the time. The Incident Commander should request additional staffing if they feel it is necessary.
   d) Command: the recommended tasks that the Incident Commander should address; this is not a complete listing of tasks necessary to safely and completely mitigate the incident.
   e) Response Unit(s): the recommended tasks that the crew of the initial District unit on the scene performs, in general order of priority. This is not a complete listing of tasks necessary to safely and completely mitigate the incident.
   f) Comments: other information to consider during incident operations.

3) All operations will be conducted under the appropriate level of the *Incident Command System*, and PASSPORT accountability used during multi-company events.

II. Staffing Priorities & Guidelines:

1) Deployment: The Battalion Chief (or delegated acting officer) on duty for the shift ("BC") shall use the following guidelines in actual deployment of IR&R staff for their shift (based on the staffing resources on hand at the time):
   a) The primary location for functional deployment of a minimum of one engine company shall be Station 8-1;
   b) If the basic minimum District IR&R staffing deployment can be filled at Station 8-1, then additional staffing resources should be deployed to 1) Station 8-3, then 2) additional companies at Station 8-1 (e.g., aid unit, brush unit, tender);
   c) BLS readiness/response shall include a minimum of two (2) certified EMTs, which may be deployed within an engine company or a separate aid unit company;
   d) Engine companies should include a minimum of two (2) qualified responders, one of which shall be a certified apparatus driver-operator, and one of which shall be a qualified firefighter; an officer (or acting officer) can fill the role of the second position;

e) The optimum staffing for an engine company should be: a certified apparatus driver-operator, an officer, and one (1) or two (2) qualified firefighters; and
f) The primary source for staffing of tenders should be from Operations Support Program qualified tender driver-operators.

2) Planning for and Assignment of Staffing: The BC shall hold their subordinates accountable for their assigned shift duties and schedule. *It should be an exception to the normal practice that a volunteer shift member does not provide adequate notice to their supervisor or BC if they are unable to make that commitment*. This may be assured with ongoing communications between both parties. When notified of such an anticipated absence, the BC should seek to appropriately fill that vacancy in advance of the beginning of the shift.

Career IR&R members shift attendance rules are covered under the current *District-IAFF Collective Bargaining Agreement*.

In the event an assigned shift member is not available, the BC should use the following process:

a) When so notified, the BC should work with their assigned career Shift Lieutenant to help coordinate obtaining a replacement IR&R member;
b) The Lieutenant can contact qualified volunteer IR&R members to solicit their help in filling the vacancy, and schedule such qualified responder(s) to that shift as needed;
c) The Lieutenant will then notify the BC of the filling of the vacancy;
d) If the vacancy cannot be filled in the manner described in "b" and "c" above, then, the BC may authorize the Lieutenant to solicit qualified career IR&R members to help in filling the vacancy, and schedule such qualified responder(s) to that shift as needed;
e) The Lieutenant will then notify the BC of the filling of the vacancy;
f) The BC, when filling a vacancy in the manner described in "d" and "e" above, shall notify the Fire Chief or designee of such approval for career staff overtime (if indicated); and
g) Actions identified in "a" through "f" above should be conducted as far in advance of the actual shift time as possible.

3) If an assigned volunteer IR&R member misses three or more shifts without appropriate prior notice, the BC shall:

a) Notify the Fire Chief or designee of the repeated missed commitments;
b) Work with the member's supervisor to institute corrective action(s) for the member as provided for in District Policy 3-07 "Disciplinary Process"; and
c) Work with the Fire Chief or designee to evaluate impacted staffing needs to determine if a change to the staff deployment is necessary (new member assigned to the shift).

4) The Fire Chief or designee shall provide a report noting volunteer staffing deficiencies which will be reviewed by the District Operations Team (all chief officers) on a monthly basis.

FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
Carbon-monoxide Alarm	Engine (1)	3-4 w/ Structural PPE & SCBA	❑ Size-up & advise if additional units are needed ❑ Initiate Command ❑ Contact RP & obtain info on problem	❑ May respond non-emergency ❑ 2 personnel to take interior reading with detector device ❑ Isolate or shut-off offending appliance ❑ Ventilate interior if necessary	• If problem cannot be corrected & dangerous environment still present, advise occupants to have problem corrected prior to their re-entry
EMS-ALS	Aid Unit(s) Medic Unit **MVA:** Add Engine(s) **CPR:** Add BLS unit + BC	2-3 EMTs [BC] [Chaplain]	❑ Size-up & advise if additional units are needed	❑ Protect scene if MVA ❑ Evaluate patient & notify Medic Unit ("short report") ❑ Follow M1 Protocols	• **Any potential threat to responders: Stage nearby until scene is cleared by LE** • Park to allow access for Medic Unit & ambulance (if needed) • NOTE: See also *"Marine Response"* if on water
EMS-BLS	Aid Unit(s) Private Carrier **MVA:** Add Engine(s)	2-3 EMTs [BC] [Chaplain]	❑ Size-up & advise if additional units are needed	❑ May respond non-emergency (BLSY) ❑ Protect scene if MVA ❑ Evaluate patient & upgrade if needed ❑ Follow M1 Protocols	• **Any potential threat to responders: Stage nearby until scene is cleared by LE** • Park to allow access for ambulance • Death confirmations to include "DNR" order confirmation & notification of Coroner; Chaplain if needed/indicated • Coordinate response on psychological problems with LE • NOTE: See also *"Marine Response"* if on water
EMS-Industrial Accident (BLS or ALS)	Aid Unit(s) Engine [Medic Unit] [Truck Co]	7-10 w/Structural PPE BC [Chaplain] [Medic Unit]	❑ Size-up & safety survey ❑ Initiate Command ❑ Advise if additional unit(s) are needed (special rescue and/or technical support units) ❑ Consider assigning a Safety Officer	❑ Evaluate patient(s) ❑ If ALS, advise Medic Unit of patient(s) status ❑ Establish plan for patient extrication & packaging ❑ Follow M1 Protocols ❑ Extrication & treatment	• Park with due regard to access for Medic Unit or other rescue equipment (crane, backhoe, etc.) • NOTE: See also *"Rescue Confined Space or Technical"* • Consider need for Chaplain and/or CISD (available thru T-Comm)

FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
EMS-Mass Casualty Incident (MCI) (*First Alarm*)	Engines (3) BLS Units (3) ALS Units (2) MCI Trailer Private Carriers BC (*Programmed Mutual-aid*) * ***See "Mutual Aid EMS" for response outside of District.**	15-20 FF/EMS (all with Structural or EMS PPE as indicated) Chief Officer [Chaplain]	❑ Size-up & safety survey; communicate with T-Comm ❑ Establish Command ❑ Advise if additional unit(s) are needed (special units) ❑ Establish & identify Staging Area & Manager ❑ Assign Medical Branch Director ❑ Assign Triage (1st), Treatment (ALS) & Transport Group Supervisors ❑ Consider assigning a Safety Officer	❑ Scene survey & triage (# of Pts) ❑ Assignment to IMS roles; report to assigned unit for instructions ❑ Determine "walking wounded" & group into area ❑ Initial triage using START system ❑ Establish Treatment Area, Choke-point, Loading Area & Staging Area	• Goal to initiate START system within 5 minutes of arrival • Consider need for Chaplain and/or CISD (available thru T-Comm)
EMS-Mass Casualty Incident (MCI) (*2nd & 3rd Alarms*)	Add/Alarm: Engines (3) BLS Units (3) ALS Units (2) Support & Command Units (*Programmed Mutual-aid)**	20-25 FF/EMS (all with Structural or EMS PPE as indicated)	❑ Coordinate with additional alarms response units ❑ Evaluate on-scene command structure for expansion (e.g. PIO, Liaison, Branches or Groups)	❑ Report to assigned unit or function	• (See Above)
EMS-MVA or Aircraft w/ Entrapment and/or Fire Threat (BLS or ALS)	Aid Unit(s) Engine(s) Medic Unit(s) Battalion [Truck Co]	4-5 EMTs or FRs; 4-5 FFs; (all with Structural PPE, exposure crew w/ SCBA) BC [Chaplain]	❑ Size-up & safety survey ❑ Park to protect scene (traffic) ❑ Initiate Command ❑ Advise if additional unit(s) are needed (special units) ❑ Consider assigning a Safety Officer	❑ Scene survey & triage (# of Pts) ❑ [If ALS] Advise Medic Unit of patient(s) status ❑ Stabilize vehicle(s) ❑ Evaluate patient(s) & follow M1 Protocols ❑ Plan extrication **Engine:** ❑ Assemble extrication tools near scene ❑ Charge 1¾ PC line ❑ Perform extrication **Engine/Rescue:** ❑ Check with Command for assignment(s)	• Goal to extricate patient(s) within 20 minutes after arrival • Goal to package patient within 10 minutes of arrival at scene • Tools: small tarp, combi-cutter & power unit, halligan, cribbing, pry bar(s), pick-head axe & bolt cutters • Consider need for Chaplain and/or CISD (available thru CapCom) • Aircraft: contact T-Comm for LE & FAA
EMS-Walk-in Patient		2-3 EMTs or FRs		❑ Evaluate patient ❑ Notify T-Comm ❑ Advise if additional unit(s) or ALS needed ❑ Follow M1 Protocols	

FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
Earthquake (High Incident Response Level or "HIRL") *Refer also to *District Disaster Plan* Procedure 2-01-02	As determined by Chief Officer	All available personnel w/Structural PPE	❑ Establish Emergency Command Center (ECC) @ Station 8-1 ❑ Notify all District personnel via ***Active 911*** of storm response protocols ❑ Track all District responses @ ECC (using IMS) ❑ Submit call information after cancellation of HIRL to T-Comm	❑ Follow protocols in *District Disaster Plan* for initial and secondary damage assessments & triage of services	• Obtain information on media sources if available of extent & scope of problem • Secure food & support items for responders • Check operation of emergency generator (& fuel level for extended periods) • Establish shifts for personnel if in extended time periods • Provide support for family of responders
Fire, Alarm Activation	Engine (1) Commercial: BC	3-4 w/Struct PPE & SCBA [BC]	❑ Size-up ❑ Initiate Command ❑ Investigate alarm panel & scene (contact RP) ❑ Advise all units of status @ scene, upgrade if needed	❑ May respond non-emergency ❑ Stand-by or as directed by Command	• All other units stand-by until directed by Command
Fire, Brush	Engine Brush (1) Tenders (1) **Threatening:** BC	4-6 equipped w/ Wildland PPE [BC]	❑ Size-up ❑ Initiate Command ❑ Determine if DNR or additional units needed ❑ Walk-around scene ❑ Consider upgrade if needed (after consultation with DNR)	❑ *Initial attack* fire operations for duration up to 1 hour ❑ All heavy vehicles to remain on improved roads only	• If fire suppression operations will exceed one-hour in duration, command will be turned over to DNR • Consider rehab and additional staffing
Fire, Chimney	Engine (1) Tender (1)	4-6 w/ Struct PPE & SCBA Duty Officer	❑ Size-up ❑ Initiate Command ❑ Contact RP & investigate situation ❑ Advise responding units of status ❑ Consider assigning a Safety Officer	❑ Check for extension ❑ Upgrade if necessary ❑ Extinguish fire ❑ Overhaul	• If extension of fire is found, upgrade to Full Structure alarm assignment
Fire, Miscellaneous	Engine (1) Tender (1)	4-6 w/ Struct PPE & SCBA [BC]	❑ Size-up ❑ Initiate Command ❑ Determine if additional units are needed @ scene ❑ Walk-around scene ❑ Preliminary determination of origin	❑ Extinguish fire ❑ Overhaul ❑ Consider need for foam application **Tender:** ❑ Water supply	• Boat fires: See also *"Marine Response"* • Aircraft fires: contact T-Comm for law enforcement, FAA or special need for foam

FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
Fire, Structure (*Primary or General Alarm with or without Auto-Aid*)	Engines (2) Tenders (2)	All available personnel w/Structural PPE & SCBA BC Chief Officer [Chaplain]	❑ Size-up ❑ Initiate Command ❑ Risk Assessment ❑ Incident plan (offensive-defensive) ❑ Walk-around scene ❑ Upgrade for mutual-aid if needed ❑ Establish Safety Officer	**Engine:** ❑ Stage & await assignment by Command ❑ Forward supply lay to 1st engine **Tender:** ❑ Establish water supply operation ❑ Extinguish fire ❑ Overhaul	• Additional considerations: PSE for power disconnect, LE, EMS support (rehab), additional tenders or personnel, PIO, and customer assistance (e.g. Chaplain, Red Cross, housing) • **Do not cut electrical power drip loop or remove meter base**
Fire, Structure, Explosion & Gas Leak >5 gallon (*First Alarm, including Auto-Aid*) * 5-gal or less, see *Gas Leak*	Engines (4) Tenders (4) BC PSE	All available personnel w/Structural PPE & SCBA BC [Chaplain]	❑ Size-up ❑ Initiate Command ❑ Risk Assessment ❑ Incident plan (offensive-defensive) ❑ Walk-around scene ❑ Upgrade if needed ❑ Develop IMS command structure ❑ Establish Safety Officer	**Engine:** ❑ Stage & await assignment by Command ❑ Forward supply lay to 1st engine **Tender:** ❑ Establish water supply operation ❑ Extinguish fire ❑ Overhaul	• Additional considerations: LE, EMS support (rehab), additional tenders or personnel, PIO, and customer assistance (e.g. Chaplain, Red Cross, housing), PSE and/or LPG vendor • **Do not cut electrical power drip loop or remove meter base**
Fire, Structure (*2nd & 3rd Alarms*)	Add/Alarm: Engines (3) Tenders (2) Air-6 ISU-3 Red Cross (*Programmed Mutual-aid*)	All available personnel w/Structural PPE & SCBA	❑ Coordinate with greater alarm response units ❑ Evaluate on-scene IMS structure; expand if necessary (consider adding staff assignments)	❑ Operations as directed by IMS staff	• (See above)
Fire, Vehicle (*Land-based*)	Engine (1) Tender (1)	4-6 w/Struct PPE & SCBA BC	❑ Size-up ❑ Park in manner to protect scene (traffic) ❑ Initiate Command ❑ Consider assigning a Safety Officer	❑ Park in manner to protect scene (traffic) ❑ Remove any hazards that may be present ❑ Extinguish fire **Tender:** ❑ Supply water to Engine if needed	• T-Comm to notify LE • Consider HazMat or other hazardous exposures (run-off) • Traffic control & safety considerations
Fuel Spill: < 5 Gallon (e.g. gasoline) * 5-gal or more, see ***HazMat***	Engine (1)	4 w/ Struct PPE & SCBA	❑ Size-up: 1-product(s) spilled 2-amount spilled 3-cause of spill 4-area effected ❑ Call for assistance as needed	❑ Attempt to stop or limit spill or dike pooling if possible ❑ Establish perimeter if necessary ❑ Fire protection	• Thurston County Roads & Transportation • Dept of Ecology Emergency Response Team (lead agency) • WSP, LE for traffic control & report
Gas Leak: LPG or Natural Gas, < 5 Gallon (e.g. BBQ) * Interior or 5-gal or more, see ***Fire, Structure***	Engines (1) Tender (1)	4-6 w/ Struct PPE & SCBA	❑ Size-up ❑ Initiate Command ❑ Check DOT ERG ❑ Contact RP, determine scope of problem ❑ Request PSE or LPG company response (if needed)	❑ Determine if leak can be mitigated by first responders ❑ Establish & control perimeter ❑ Stage away from scene if possible ❑ Ventilate area if needed (interior)	• Park all apparatus away from gas area (uphill and/or up-wind)

FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
Hazardous Materials Incident ***(May also be as a result of a terrorist action)***	Engines (2) BC	All available personnel w/Structural PPE & SCBA Chief Officer **WSP (IC)**	❑ Size-up, safety survey ❑ Initiate Command (until WSP arrives) ❑ Contact RP & obtain information on problem: ascertain product(s) involved ❑ Advise WSP & other responding units of status @ scene ❑ Consider evacuation & hard perimeter if indicated (consult DOT ERG) ❑ Assist WSP in scene perimeter control and support as needed	❑ All responding units contact Command for instructions ❑ Stage away from scene if possible ❑ Establish & control perimeter around "hot-zone" ❑ Remain *outside* of "hot-zone"	• **Consider possible terrorist activity; beware of secondary traps or ambush** • Chief Officer to initiate interim command until WSP arrives, then will act as liaison for District response units.
Marine Response (*EMS, Fire or Other Service*) ***(Formalized response plan pending)***	As indicated by incident type (EMS or fire)	As indicated by incident type (EMS or fire)	❑ Determine nature of incident; request and assign appropriate resources ❑ Coordinate with marine response units ❑ Notify Chief Officer if necessary ❑ Coordinate land-based operations	As indicated by incident type (EMS or fire)	• T-Comm to dispatch Port of Olympia & OFD; backup w/ West Pierce & Anderson Island • FD3 has jet-ski & fresh-water response • **PFDs used in lieu of full firefighting PPE**
Mobilization	As identified & approved by Fire Chief in current *Mob Plan*	Aid Unit: ❑ 2 EMTs or FRs Engine: ❑ Operator ❑ Officer ❑ 1-2 FFs Tender: ❑ Operator	❑ Notification/request to on-duty BC ❑ Consult *Mobilization Check-list* for specific directions ❑ Advise Fire Chief or other District Chief Officer of response	Procedures & protocols indicated by incident type	• *Mobilization Check-list* and District staffing roster will be updated for each season & distributed to all District Officers
Mutual Aid, Auto-Aid (to FD3, OFD)	EMS: Rescue (1) or Engine (1) Fire: Engine (1) Tender (1) Tender: Tender (1)	Aid Unit: ❑ EMT (2) Engine: ❑ Operator ❑ Officer ❑ 1-2 FFs Tender: ❑ Operator	❑ Size-up ❑ Initiate command if not established ❑ Conduct operations based on current procedures & protocols	❑ All responding units contact Command for instructions	• All EMS operations per M1 Protocols • All fire operations per District fire operations protocols (including personal accountability)
Mutual Aid, Other	As appropriate	Aid Unit: ❑ EMT (2) Engine: ❑ Operator ❑ Officer ❑ 1-2 FFs Tender: ❑ Operator	❑ On-duty BC to authorize response outside of Auto-Aid zones ❑ Coordinate with IC for scene assignment	❑ All responding units contact Command for instructions	• All operations per District fire operations protocols (including *PASSPORT* accountability)

Fire District 8 Standard Response Guidelines

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
Open Burning, Violations, Illegal Burns & Smoke Complaints *Refer also to *Policy 1-80 Open Burning Permits*	Engine (1)	BC or Company Officer with/without 2-3FFs with Structural PPE	❑ Contact complainant ❑ Ascertain if fire is permitted & meeting permit requirements ❑ If fire is hostile, extinguish ❑ Forward copy of FIR form to Fire Chief	❑ Respond non-emergency	• ORCAA duty person available through T-Comm or direct at **360-539-7610** • DNR Central Region: **800-527-3305**
Rescue, Confined Space or Trench	Engines (2) Aid Unit (1) SORT [Medic Unit]	7-10 w/Structural PPE & SCBA (available) BC Chief Officer [Chaplain]	❑ Size-up ❑ Establish Command ❑ Contact RP & det scope of problem ❑ Request resources necessary to effect rescue (CapCom) ❑ Advise units of status @ scene ❑ Establish perimeter around scene ❑ Establish Safety Officer	❑ Establish liaison with technical rescue team(s) ❑ Provide support to technical rescue team(s) as needed	• **District personnel shall not enter danger area of scene (trench or confined space)** • Notify SORT (via T-Comm) • Consider need for Chaplain and/or CISD (available thru T-Comm)
Storm Response (High Incident Response Level or "HIRL") *Refer also to *District Disaster Plan* Procedure 2-01-02	As determined by Chief Officer	All available personnel w/Structural PPE	❑ Establish Emergency Command Center (ECC) @ Station 8-1 ❑ Notify all District personnel via pager of storm response protocols ❑ Track all District responses @ ECC (using IMS) ❑ Submit call information after cancellation of HIRL to T-Comm	❑ Evaluate hazards ❑ *PSE line priorities:* 1: rescue/life safety 2: structure fire 3: fire threat 4: blocked vital roadway 5: blocked arterial roadway 6: blocked roadway/drive 7: wires on structure 8: low hanging wire 9: non-priority ❑ Triage hazards, mark with barrier tape if unable to remain at scene ❑ Be cautious of falling hazards	• Obtain information on storm forecasts • Secure food & support items for responders • Check operation of emergency generator (& fuel level for extended periods) • Establish shifts for personnel if in extended time periods • Provide support for family of responders
Violent Action, Civil Unrest & Miscellaneous Disturbances	As determined by Chief Officer	As determined by Chief Officer	❑ Determine nature of event & hold District deployment until such time as scene of emergency is stabilized ❑ Follow regular ICS procedures	❑ Follow regular ICS and operational procedures as needs dictate	• **District personnel shall not be deployed into affected area until violent actions have been mitigated by law enforcement**
Wires Down (Non-storm)	Engine (1)	3-4 w/Structural PPE	❑ Size-up ❑ Secure minimum of 50-ft perimeter around downed line ❑ Request PSE response ❑ Flag scene & re-deploy if necessary	❑ May respond non-emergency ❑ Park to help protect area from traffic hazards ❑ Check with Command for assignment(s) ❑ (See *PSE Priorities* above)	• Park all apparatus away from hazardous area • **All down lines to be treated as energized power line until ruled out by PSE personnel**

Fire District 8 Standard Response Guidelines:
Critical Incident Member Assistance: First 24-hrs

References: *District Policy Manual*, Policy 2-01 "Emergency Operations Organization"
District Standard Response Guidelines (Procedure 2-01-PR-01)
NET Safety & Accident Prevention Manual, Section 15 "Health & Wellness"

1) **Incident occurs** that:
   a) Is unexpected, sudden and powerful in nature with loss-of-life (e.g. mechanism of death, numbers of victims), trauma (e.g. particularly gruesome, patient or bystander suffering) or damage to property, or
   b) Involves a person or persons known to District responders, or
   c) Is a reminder of or similar to previous traumatic event for District and/or responders, or
   d) Causes any readily observable emotionally traumatic impact on any District responder.

2) **Incident Commander** to take action if they **become aware**, directly or indirectly, of any District responder that is emotionally/traumatically impacted by incident.

3) **Incident Commander** will immediately:
   a) Pass Command to another qualified responder if they are personally effected by the incident
   b) **Request Chaplain & Chief Officer** (if not enroute or on-scene) to respond to the incident
   c) **Reassign effected responder(s)** to Chaplain:
      i) Responder is temporarily relieved of response duties
      ii) Allow responder (s) to maintain suitable visual contact with the scene based upon desire to "stay attached"
      iii) Allow responder(s) to assume role of family member or friend of patient (requires assigned monitoring)
   d) **Request additional response resources** if needed to backfill reassigned responder(s), and
   e) **Continue to manage the incident**.

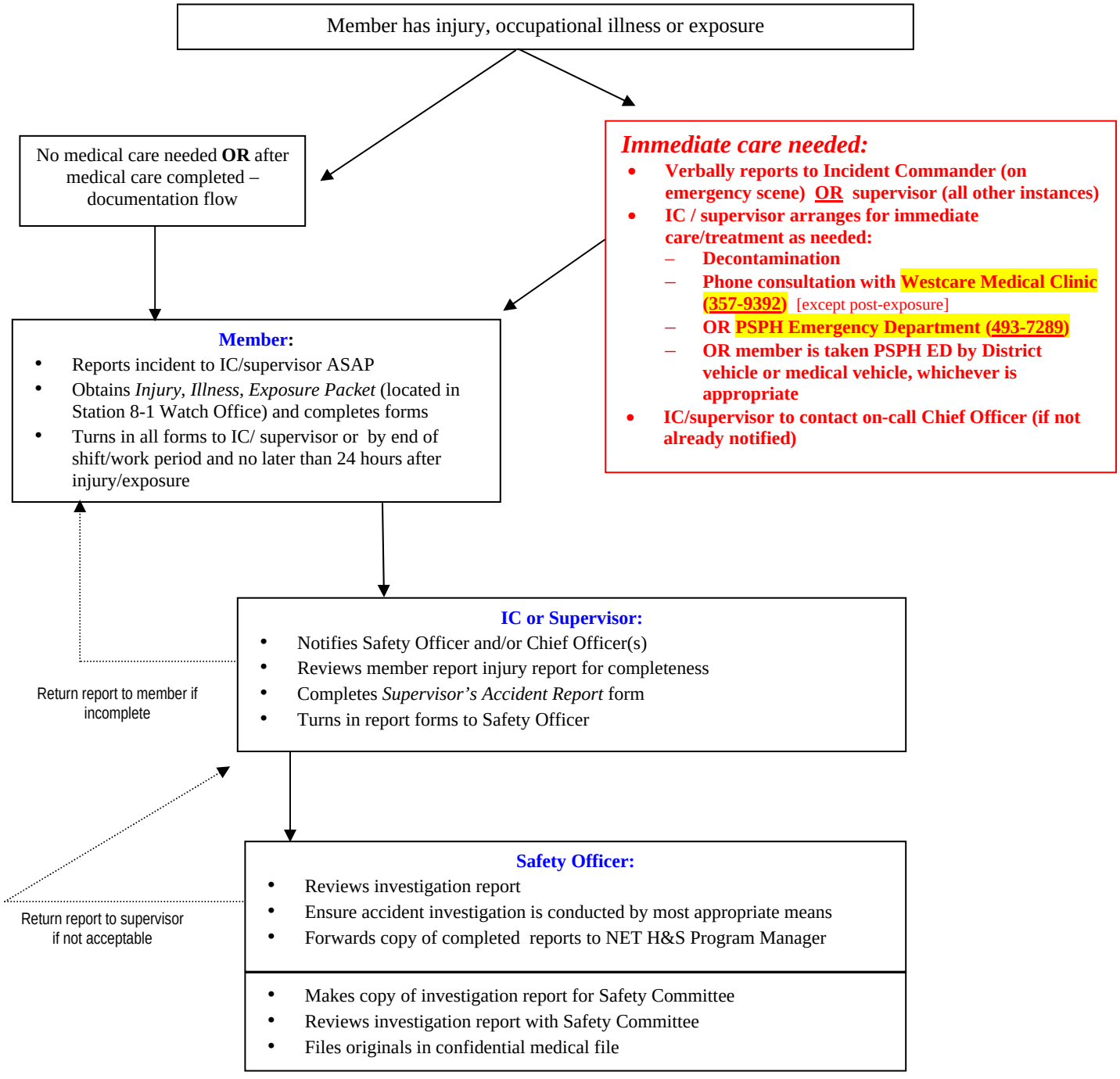
4) **Chaplain** will respond to scene:
   a) **Confer with IC on situation**:
      i) Determine immediate effect on responder(s)
      ii) Supervise effected responder(s) as appropriate to monitor behavior and obtain assistance
      iii) Determine need to address situation with other responders on-scene not displaying immediate effects or impacts, and/or
      iv) Determine need to address other members or their families that may not be on the scene of the incident but have potential traumatic impact(s).
   b) **Activate CISD** (CapCom radio) and **member crisis defusing** (EAP @ 1-866-704-6364) resources
   c) Arrange to have effected responder(s) relocated off-scene if necessary

5) Chaplain will coordinate follow-up actions ("same day"):
   a) Confer with Fire Chief or designee on situation regarding member support logistical needs
   b) Coordinate CISD and/or defusing session for effected responders & members as appropriate

6) Fire Chief or designee will activate notification process per District Policy 1-50 "Management of Legal Risk"

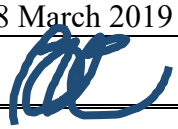
Fire District 8 Standard Response Guidelines:
Injury, Illness, Exposure Documentation Flowsheet

Fire District 8 Safety Officer: Assistant Chief LeMay (pgr 360-515-8727)



Thurston County Fire Protection District 8

HR/LF PROCEDURE

PROCEDURE TITLE:	Disaster Response Plan
PROCEDURE NUMBER:	2-01-PR-02
REVISION:	3
DATE ISSUED/REVISED:	8 March 2019
FIRE CHIEF APPROVAL SIGNATURE:	

Disaster Response Plan: the following Procedure is authorized under the current revision of *Policy 2-01 "Emergency Operations Organization"*. The Procedure outlines the steps necessary for the District to provide an organized response in disaster conditions. By definition, a *disaster* is any event (natural or human-caused) that causes, or has the potential to cause, significant and/or widespread harm that may over-extend the normal day-to-day emergency services resources available in the community. A disaster may potentially affect District members as well, consequently impacting the ability of the District to respond.

I. Personnel Response: if adequate notice is available, T-Comm will page all affected departments with a warning. This may allow District personnel to prepare for potential response activity. If no prior notice is given and the disaster is self-evident (e.g. earthquake), personnel should respond as reasonably possible.

1) On-Duty Chief Officer: shall respond to Station 8-1; their role shall be of Incident Commander of the disaster operations. If the scheduled Chief Officer is not available, the first arriving chief officer shall assume the role of Incident Commander (IC).
2) On-duty personnel: follow instructions of the IC.
    a) Personnel should be allowed to check on family as soon as possible.
3) Off-duty personnel (at home, work or other):
    a) Check on status of family as necessary prior to reporting.
    b) Report to assigned station.
    c) Follow instructions of the IC.

II. High Incident Response Load (HIRL) and District Emergency Coordination Center (ECC): when T-Comm activates the HIRL process due to being overwhelmed by 9-1-1 traffic, the District will establish an ECC in the Watch Office at Station 8-1. The IC shall initiate the ECC:

1) The IC shall appoint a manager for the ECC as quickly as possible; this may be any on-duty member able to perform the duties as listed below.
2) The ECC Manager shall conduct a quick assessment of the facility for safe operations:
    a) Structural and access in & out of building.
    b) Safety & security of personnel and apparatus in building.
    c) Electrical power supply (emergency or commercial).
3) The ECC Manager shall check base radio communications on F1 (dispatch), F5 (tactical) and F13 (FD8):
    a) Check cache of portable radio batteries & chargers.
    b) Primary frequencies to be monitored are F1 dispatch and any assigned tactical frequencies.
4) The ECC Manager shall check telephone dial tone (landline, alphanumeric paging & FAX capability, cellular) and wire-less internet connection(s).

5) The ECC Manager shall assist the IC in coordinating personnel contacting or arriving for assignment:
    a) All readiness & response operations will be conducted under the appropriate level of the *Incident Management System*, and PASSPORT accountability.
    b) Personnel available & deployed shall be tracked by the IC in a suitable manner ("white-board", computer, charting, etc.).
    c) Contact to Stations 8-2 & 8-3 should be established when those stations are staffed; radio F13 (via the base-station radio at each station) should be used as the primary means.
6) Generally, in a HIRL situation, T-Comm will route all District priority 3 and 4 calls through the District ECC for assignment; this will be the responsibility of the IC. Priority 1 and 2 calls will be relayed directly by T-Comm.
7) The IC shall instruct responding units on which radio channel they will communicate; radio traffic should be kept to a minimum.

III. Incident Readiness & Response Operations: depending upon the type of disaster, it may be best to have personnel operate from stations as assigned by the IC in the ECCwhere/when response assignments should be made within each station zone.

1) Depending upon the volume of responses dispatched and the type of disaster, the IC may direct units to conduct *windshield sur*veys of their zones to learn the extent of damage.
2) Earthquake procedures at firestation:
    a) Drop, cover and hold during earthquake tremors.
    b) Check on other personnel to determine their safety and account for everyone.
    c) Check building for any obvious structural damage; evacuate if necessary.
    d) If possible, removal all apparatus, PPE and accessible equipment to a safe area outside the station (away from overhead powerlines, potential collapse zones, etc.).
    e) Contact ECC with status report and maintain radio contact.
3) The IC shall coordinate all response activity for the District. Requests for mutual aid (outside the District) shall be coordinated by the IC to ensure continued adequate coverage within the District.
4) Recommended staffing levels (*Procedure 2-01-PR-01*) should be attempted as far as possible for all assignments. Limited resources may require less than optimum staffing at incident scenes. *It is very important that responder safety be held as the first priority at all times*. Continuous contact with the ECC by all field units is imperative.

IV. Sustained Operations: when the disaster entails a period of time greater than 8 to 12 hours, special operational and support activities should be taken into consideration. The IC shall establish a shift plan if incident readiness & response operations extend beyond the 12-hour period. The IC should appoint a Logistics Section Chief for all sustained disaster operations. The Logistics Section will ensure adequate support for incident readiness & response operations.

1) The Logistics Section Chief shall coordinate food acquisition, preparation, distribution and clean up as appropriate. Priority for feeding shall be for i) responders, ii) their immediate families and iii) displaced citizens.
2) If necessary, determine if rationing of food, water and other supplies will be necessary. The Logistics Section Chief shall coordinate distribution with the IC.
3) The Logistics Section Chief shall ensure that propane supplies for facility heat (and emergency electrical power at Station 8-1) should be checked after 24-hours of operation. Likewise, supplies of diesel fuel for apparatus and emergency electrical power at Stations 8-2 & 8-3 should be closely monitored. Stocks for sanitary supplies (paper products, soap) should be monitored for replenishment by the Logistics Section Chief.
1) The District has provisions for rehabilitation and sleeping for its members. If the disaster affects District members, their immediate families and in some cases citizens displaced from their home, District facilities may act as shelter for them during the duration of disaster operations.

Reasonable accommodation may be provided within the limitations of available resources and with minimal impact on readiness & response operations. Initiating a shelter shall be the decision of IC.

a) The Logistics Section Chief shall coordinate all shelter functions and determine shelter requirements and supply needs prior to opening the shelter.
b) Safe District facilities shall be identified for shelter operations. Consideration must be given for safety, accessibility, utilities (heat, lights and water) and readiness & response operational requirements. At Station 8-1, the ECC, Library-Meeting Room and Administrative Offices shall be secured from shelter access.
c) Station 8-1 has bedding for six persons. It may be necessary to provide additional sleeping space at Station 8-1 or the other stations.
d) ADA compliant showers are available at each station; priority for showers shall be for i) responders for decontamination purposes, ii) responders for hygiene purposes, iii) their immediate families and iv) displaced citizens.
e) Accountability for family members shall be the responsibility of the member.
f) Family pets are not encouraged, however, if brought to District facilities, shall be the sole responsibility of the member and family. If the pet becomes a nuisance, corrective measures will be taken.

2) Communications may be provided for shelter occupants if resources are available and do not interfere with disaster operations:
   a) One outside landline (if available) may be provided for shelter *outgoing-only* communications.
   b) A central bulletin board should be established for messages. Staff in the ECC could maintain this board.

Disaster Response Guidelines: Initial Operations
High Incident Response Load Conditions
From Procedure 2-01 "Disaster Response Guidelines"

Earthquake procedures at firestation:

- Drop, cover and hold during earthquake tremors.
- Check on other personnel to determine their safety and account for everyone.
- Check building for any obvious structural damage; evacuate if necessary.
- If possible, removal all apparatus, PPE and accessible equipment to a safe area outside the station (away from overhead powerlines, potential collapse zones, etc.).

I. Personnel Response:

1) **Duty Officer/Battalion Chief:** respond to Station 8-1. The Duty Officer's role shall be of **Incident Commander** of the disaster operations.
2) **On-duty personnel:** follow instructions of the IC.
    a) Personnel should be allowed to check on family as soon as possible.
3) **Off-duty personnel** (at home, work or other):
    a) Check on status of family as necessary prior to reporting.
    b) Report to assigned station.
    c) Follow instructions of the IC.

II. District Emergency Coordination Center (ECC): Watch Office at Station 8-1.

1) **Conduct quick assessment of facility** (if during or after event) for safe operations:
    a) Structural and access in & out of building.
    b) Safety & security of personnel and apparatus in building.
    c) Electrical power supply (emergency or commercial).
2) **Check base radio communications** on F1 (dispatch), F5 (tactical), F6 (tactical) and **F13 (FD8)**;:
    a) Check cache of portable radio batteries & chargers.
    b) Primary frequencies to be monitored are F1 dispatch and any assigned tactical frequencies.
3) **Check telephone dial tone** (landline, alphanumeric paging & FAX capability, cellular):
    a) FAX line: 360-493-1403 (Watch Office)
    b) FAX line: 360-438-0523 (Admin Area)
4) **Coordinate personnel** contacting or arriving for assignment:
    a) All readiness & response operations will be conducted under the appropriate level of the *Incident Management System*, and PASSPORT accountability.
    b) Personnel available & deployed shall be tracked on the white-board in the ECC.
    c) Contact to Stations 8-2 & 8-3 should be established when those stations are staffed.
    d) **Radio F13** should be used as the primary means of communications; IC will monitor radio F1 for Priority 1 dispatches.
5) **Contact T-Comm** by radio F1 and notify them "Fire District 8 ECC staffed".

III. Readiness & Response Operations: (consider assignment of personnel at nearest station/zone).

1) Consider conducting **windshield surveys** by assigning units in zones:
    a) Note damaged **utilities** (powerlines, water supplies, streets & bridges) that will create response routing problems.
    b) Note **buildings** damaged (and not yet dispatched for help) if applicable.
    c) Note potential **rescue or medical help situations** (IC must coordinate/approve operations).
    d) **Coordinate** info in ECC and **triage** units as necessary.
2) The IC shall coordinate all response activity for the District: under HIRL conditions, dispatching from T-Comm will be prioritized:
    a) Priority 1/2 (emergency): will be dispatched to District via radio F1.
    b) Priority 3/4 (non-emergency): will be dispatched on CAD printer.
3) ***Responder safety is the first priority at all times.*** Continuous contact with the ECC by all field units is imperative.
4) Consider needs for **sustained operations** at District facilities (refer to *Disaster Response Guidelines*).

Thurston County Fire Protection District 8

HR/LF-NDT PROCEDURE

PROCEDURE TITLE:	Initial Fireground Operations & Standby Teams
PROCEDURE NUMBER:	2-01-PR-03
REVISION:	0
DATE ISSUED/REVISED:	23 May 2003
FIRE CHIEF APPROVAL SIGNATURE:	

Procedure: Members shall not make an interior entry in a fire situation in the absence of a designated standby firefighter(s). It is the responsibility of the Incident Commander to provide a Standby Team for the rescue of other firefighters operating at emergency incidents that expose firefighters to atmospheres that are imminently dangerous to life & health (IDLH).

During the initial stage of an incident, the initial stage standby firefighter shall be responsible for maintaining awareness of the status of those firefighters working inside the IDLH area.

I. Definitions:

1) ***Initial Stage:*** Encompasses the control efforts taken by resources that are first to arrive at an incident. In an initial stage scenario, only one team is operating in the IDLH area, additional resources can be reasonably expected, and may involve a known rescue function. If a known rescue function is indicated, a minimum of one firefighter in the stand-by mode must remain outside the IDLH area.

2) ***Initial Stage Standby Firefighter***: One firefighter in stand-by mode in order to provide rescue of initial stage firefighters.

3) ***Known Rescue***: Exceptional circumstance indicating that immediate action by the first arriving resources may be necessary to mitigate the loss of life or serious injury to a citizen. This generally means a rescue involving a visible or audible trapped victim, or a confirmed report of a trapped victim.

4) ***Positive Communication***: Contact maintained by visual, verbal, physical or electronic means.

5) ***Rapid Intervention Team:*** A designated and dedicated team of two or more fully trained and equipped members, present outside of the IDLH area, immediately available to rescue firefighters working inside the IDLH area.

6) ***Standby Mode:*** A firefighter in full protective equipment (PPE) including self-contained breathing apparatus (SCBA) with face-piece in the ready and able to provide emergency rescue of firefighters during the initial stage of the incident.

7) ***Standby Team:*** A team of two or more fully trained and equipped firefighters present outside the IDLH area, immediately available to rescue firefighters inside the IDLH area.

II. Initial Stage & Life Hazard Exception:

1) If a known rescue condition exists during the initial stage of an incident when only one team is operating in the IDLH area, a minimum of one firefighter in "ready" mode shall be assigned to remain outside the IDLH area in positive communications with the team inside the IDLH area. **This is the only exception where less than a minimum of two personnel deployed outside the IDLH area, in stand-by mode, are allowed.**

2) The initial stage stand-by firefighter (or standby team) shall be permitted to perform other duties outside the IDLH area, provided positive communications area maintained with the team working inside the IDLH area.

3) The initial stage standby firefighter may be the pump operator. This presumes the standby firefighter is properly attired in personal protective equipment with an SCBA in the "ready" mode. The standby firefighter must maintain an awareness of personnel operating within the interior is alert to conditions and is in positive communication with the entry team.

4) Once additional resources arrive at the scene and are assigned, the incident shall no longer be considered in the initial stage. At this point, the Incident Commander shall re-evaluate the situation and risks to operating crews. First and primary consideration shall be given to providing for a Rapid Intervention Team commensurate with the needs of the situation.

5) Nothing in this policy prevents activities, which may be taken by members first on the scene to determine the nature and extent of fire involvement including potential life safety hazards. Actions taken preceding initial stage include extinguishment of incipient fire, opening doors, windows for natural ventilation and escorting occupants outside

Thurston County Fire Protection District 8

HR/LF-NDT PROCEDURE

PROCEDURE TITLE:	Rapid Intervention Teams
PROCEDURE NUMBER:	2-01-PR-04
REVISION:	0
DATE ISSUED/REVISED:	23 May 2003
FIRE CHIEF APPROVAL SIGNATURE:	

Procedure: A Rapid Intervention Team (RIT) shall be established during interior structural fire operations and at other emergency scenes that expose firefighters to atmospheres that are imminently dangerous to life & health (IDLH). It is the responsibility of the Incident Commander to provide a RIT Team for the rescue of other firefighters operating at emergency incidents that expose firefighters to atmospheres that are IDLH.

A RIT Team should be considered when personnel are operating in positions or performing functions that would subject them to immediate danger of injury in the event of equipment failure or other sudden event.

I. Definitions:

1) ***Positive Communication***: Contact maintained by visual, verbal, physical or electronic means.

2) ***Rapid Intervention Team:*** A designated and dedicated team of two or more fully trained and equipped members, present outside of the IDLH area, immediately available to rescue firefighters working inside the IDLH area.

II. Guidelines: A RIT Team shall consist of at least two members and shall be available for rescue of a firefighter or at team if the need arises. RIT Teams shall be fully equipped with the appropriate PPE, SCBA and any specialized rescue equipment that might be needed.

1) **Incident Briefing:** When assigned, a RIT Team shall report to the Incident Commander (or their designee based upon the organization of the IMS structure) for a briefing on the incident. This briefing should include such information as location and assignment of crews and occupancy information. At their assigned location, the RIT Team must closely monitor the tactical radio communications and be able to react immediately to a sudden emergency event involving firefighters in the IDLH area.

2) **Conducting a Size-up:** The RIT should conduct a size-up of the building or other incident scene features. Particular attention should be made of the following items: entrances and exits, access stairs, water supply sources, and location of specialized equipment (hose, ladders, air bags, extrication equipment, cribbing, jacks, ropes, lighting, power saws etc.).

3) **Required Equipment:** Crewmembers shall be in a ready state wearing full protective clothing and SCBA donned in the "ready state". Additional required equipment may include:
   - Portable radios (including 1 for the victim)
   - Flathead axe & Halligan Tool ("Irons")
   - Portable hand lamps
   - 150' guide rope
   - Hose line (evaluate availability, secure own line)
   - Spare SCBA bottle with Mask/Hose.
   - Green tarp for equipment staging
   - Defibrillation Unit.

   For incidents other than structure fires, the protective clothing and equipment will be appropriate for the hazards. Additional equipment might include any combination of the following: ladders, hand and power saws, luminescent lights, utility straps or webbing, and hydraulic or rescue tool with attachments.

III. Missing or Trapped Firefighters: RIT Teams should be reserved for immediate life-threatening situations, such as a firefighter trapped, injured, unaccounted for, or other critical situation(s). An absent member of any crew will automatically be assumed lost or trapped until otherwise determined to be safe.

1) **Report:** The Company officers and/or team leaders must immediately report any absent members to their leader/supervisor, who in turn must immediately report to the Incident Commander. Company Officers and/or team leaders should consider loss of radio contact as a crew in trouble.

2) **Activation of RIT Team:** Upon notification of a lost or trapped firefighter, the Incident Commander shall:
   - Immediately initiate a Personal Accountability Report (PAR) of companies assigned to duty in the immediate danger zone;
   - Send the RIT Team to the last reported working area of the lost firefighter(s) to begin a search;
   - Designate a Rescue Group Supervisor to supervise the rescue effort;
   - Immediately replace the RIT Team with another company; and
   - Adjust on-scene strategies to prioritize search and rescue efforts.

3) **Radio Designation:** Companies assigned to the RIT function shall continue to use their current company designator.

Thurston County Fire Protection District 8

HR/LF-NDT PROCEDURE

PROCEDURE TITLE:	Emergency Fireground Signal
PROCEDURE NUMBER:	2-01-PR-05
REVISION:	0
DATE ISSUED/REVISED:	23 May 2003
FIRE CHIEF APPROVAL SIGNATURE:	

Procedure: The District shall maintain a system by which to notify personnel of the need to immediately abandon a structure or area for protection of their personal safety. The system shall have the ability to quickly communicate this need under any emergency scene condition and also provides for the secondary or back-up means of emergency notification.

All personnel shall be aware of such a system and the need for immediate action on their part to abandon any structure or hazardous area and quickly account for all personnel operating in the structure or hazardous area.

I. Definitions:

1) ***Abandon***: To immediately exit the structure or hazardous area due to safety concerns for emergency personnel, without regard for removing hoselines or any other equipment.

2) ***Evacuate:*** To remove occupants of a structure or hazardous area in an organized and usually pre-planned manner.

3) ***Withdraw:*** To exit the structure or hazardous area, removing hoselines and emergency equipment due to a change in strategy (e.g. offensive to defensive).

4) ***Emergency Traffic Tone:*** A high/low tone generated over the primary operational radio frequency which indicates emergency radio traffic to follow.

II. Abandonment Process: When in the opinion of any personnel operating on the scene, the abandonment of the structure or hazardous area become necessary, they shall immediately notify the Incident Commander or Incident Safety Officer of the need for abandonment. When in the opinion of the Incident Commander or Incident Safety Officer a structure or hazardous area must be abandoned, the following process shall occur:

1) **Radio Notification:** The Incident Commander shall:
   a. announce over the primary operational radio frequency "*all units operating at (*name*) Command, ABANDON the building/area*",
   b. activate the Emergency Traffic Tone (if so equipped) and then repeat the message, and
   c. notify CapCom of the abandonment process and request the radio frequency be restricted to "emergency traffic only".

2) **Sounding Air Horns:** All emergency apparatus operators at the scene shall respond by sounding the apparatus air horn for a continuous ten (10) second blast.

3) **Abandonment:** Personnel shall immediately abandon the structure or hazardous area. Hoselines and emergency equipment shall be left behind, unless it is needed to facilitate a safe retreat. All crews will report to their Division/Group (immediate) supervisor upon leaving the structure or hazardous area.

4) **Personal Accountability Report:** Following the abandonment process, the Incident Commander shall:
    a. Institute a Personal Accountability Report ("PAR") of all Divisions, Groups or Teams to ensure abandonment of the structure or hazardous area is complete and all emergency personnel are accounted for.
    b. When satisfied that abandonment is complete and all personnel are accounted for, will notify CapCom "*abandonment is complete, we have a PAR, normal radio traffic may be resumed*".

III. General Information:

1) **Specific Terminology:** "Abandon" should not be confused with either of the terms "withdraw" or "evacuate". The term "abandon" shall be used specifically to order this emergency fireground procedure.

2) **Unique & Standardized Signal:** The abandonment signal (continuous sounding of air horns) shall only be used when the abandonment of a structure or hazardous area is deemed necessary. To ensure that the abandonment signal is recognizable, on-scene use of short bursts of the air horns (for any other purpose) should be minimized. This is a standard signal in Thurston County.

3) **Emergency Radio Traffic:** If abandonment is not complete, or, all personnel are not accounted for during the PAR, the Incident Commander will retain the exclusive use of primary operational radio frequency to repeat this process and initiate search & rescue operations if indicated.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Knox Boxes
PROCEDURE NUMBER:	2-01-PR-06
REVISION:	1
DATE ISSUED/REVISED:	9 October 2017
FIRE CHIEF APPROVAL SIGNATURE:	

Procedure: The Knox Box Rapid Entry System has been implemented to minimize damage to property and reduce time loss & risk to premises occupants. The purpose of the locked key box system is to make the keys available to District responders and provide security for the premises owner & occupants. The system is entirely voluntary for any occupancy in the District. Owners are responsible for their purchase, installation and use, however, they must be coordinate the same with the District. The District Key Control Officer shall manage the District Knox Box program (refer to *District Procedure 1-25-PR-02 "Key Accountability")*.

I. Definitions:

1) ***Knox Box***: Security product of the Knox Corporation; a locked on-premises box containing keys necessary to enter the premises by District responders with a secured key.

2) ***Secured key:*** A coded key used to enter Knox Boxes in the District stored in a special device ("secured key access system") in District apparatus. Only authorized District members have access to Knox Boxes in the District.

3) ***Secured key access system:*** A lockable storage device for the secured key accessible only by authorized District members.

II. System Management: The individual occupancy owner is responsible for the purchase, installation and use of the Knox Box. All Knox Boxes in the District must be keyed for the District standard secured key. This information will be provided to owners when & if they purchase Knox Boxes.

1) **Knox Box installation:** The District shall work with the occupancy owner to purchase & install the Knox Box at an appropriate location for access by emergency responders:
   a. Knox Box order forms for residential and commercial occupancies will be made available upon request to the District Key Control Officer;
   b. The proper proprietary code for District Knox Boxes is "PS-10-0257-09-05", used in the ordering process;
   c. After the Knox Box is installed by the owner, they shall contact the District to provide their occupancy key(s) for locking into the Knox Box with the secured key; and
   d. If the owner changes or modifies occupancy keys, they shall notify the District to arrange for replacing the old keys with the new ones.

2) **Access to the secured key:** Provisions for the issuance, control, and auditing of secured keys is covered under *District Procedure 1-25-PR-02 "Key Accountability"*. Authorized members can enter their personal identification code into the keypad of the secured key access system device and the key will "unlock". A blue warning light will flash while the secured key is absent from the device, and will stop flashing when the secured key is replaced. It is the responsibility of the authorized District member using the secured key to ensure that all occupancy keys are returned to the Knox Box, locking it and returning the secured key to the secured key access system device.

3) **Lost secured key:** The authorized District member using the secured key shall notify the chief officer on call if a secured key is lost or damaged. The process outlined in *District Procedure 1-25-PR-02 "Key Accountability"* Section 2(f) shall be followed.

Thurston County Fire Protection District 8

HR/LF PROCEDURE

PROCEDURE TITLE:	Personnel Rehabilitation
PROCEDURE NUMBER:	2-01-PR-07
REVISION:	1
DATE ISSUED/REVISED:	2 July 2020
FIRE CHIEF APPROVAL SIGNATURE:	

Rehabilitation activities shall be conducted when members are involved in incidents, training and/or other activities where they are exposed to strenuous or stressful activities, adverse environmental conditions and/or long duration events. Primary during May through September, ready access to drinking water or other acceptable beverages shall be provided for members working outdoors when outdoor temperature action levels are reached.

I. Definitions:

1) Other acceptable beverages: sports-type drinks that do not contain caffeine.
2) Outdoor Temperature Action Levels: Per Washington State Dept of Labor Industries regulations, the heat levels at which actions must be taken to prevent outdoor heat related illness when members are working outside for more than 15 minutes in a 60 minute period. The outdoor temperature action levels are:

When wearing:	Temp (°F)
Non-breathing clothes including vapor barrier clothing or PPE such as chemical resistant suits. This includes bunker gear.	52
Double-layer woven clothing including coveralls, jackets and sweatshirts.	77
All other clothing. This includes open mesh traffic vests.	89

3) Rehabilitation: activities that facilitate members' ability to rest, rehydrate, receive relief from exposure to environmental conditions, and be medically assessed to ensure their ongoing safety and ability to participate in and recover from activities.
4) REHAB Group/Branch: Functional area within the ICS where formalized rehabilitation is implemented and monitored.
5) Recycling: A timely and efficient means of air replacement and re-hydration of companies while maintaining their assignment; during recycle, members should not remove PPE. After recycling, the member should report back to their original assignment.

II. Responsibilities:

1) Incident Commander: The IC shall consider the circumstances of each situation and make a determination for the need for rehab and/or ready access to drinking water or other acceptable beverages, including activation of a REHAB Group/Branch.
2) Supervisors: All supervisors shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each members safety and health.
3) REHAB Supervisor/Manager: The REHAB Officer shall ensure all necessary resources required to adequately staff and supply the REHAB Group/Branch are available and that the location(s) utilized provides adequate protection and/or isolation from environmental elements that could hinder the rehabilitation process.
4) Members: shall
   a. Advise their supervisor when they believe their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved;
   b. Remain aware of the condition of other team members; and
   c. Be responsible for monitoring their own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration.

III. Procedures:

1) A REHAB Group or Branch should be considered by command staff during the initial planning stages of an emergency response and is required for any event lasting longer than 2 hours:
   a. The climatic or environmental conditions, especially hot and/or humid conditions, as well as cold and/or inclement conditions, must be considered.
   b. Expected duration of the event must be considered. Any incident that is large in scope, long in duration and/or labor intensive rapidly depletes the energy and strength of members and therefore merits consideration for rehabilitation.
2) Responders will be assigned to REHAB for at least 20 minutes following the use of two 45 or 30 minute SCBA(s) or 40 minutes of strenuous activity without an SCBA.
   a. Use of 45 minute SCBAs: member work periods should not consume more than 1/3 to 1/2 capacity of the cylinder, and should be prepared to leave the IDLH environment prior to activation of the SCBA low-air alarm.
3) REHAB shall include accountability, an initial assessment, fluid replacement, rest and active cooling/heating. Medical evaluation and treatment shall be provided as necessary:
   a. Accountability: Members shall use the PASSPORT accountability system;
   b. Initial assessment: Visual assessment and basic vital signs to include blood pressure, pulse and temperature. Members with initial assessment results outside of established parameters shall be referred for medical evaluation:
      i. Blood pressure greater than 90 diastolic, greater than 150 systolic or less than 100 systolic;
      ii. Heart rate greater than 110.
   c. Fluid and food replacement:
      i. Fluids: Members in rehab need to consume a minimum of 16 ounces of water or other acceptable beverages.
      ii. Food: Sandwiches, energy bars, fruit, cookies and other simple carbohydrate/protein foods can be served.
   d. Rest: The member shall not perform any strenuous activity while in REHAB.
   e. Active cooling (or heating): When appropriate, members shall remove bunker coat and open closures on pants.
4) Medical evaluation: Members referred from initial assessment and who do not appear to be ready to return after a 20-minute rehabilitation period shall be medically evaluated by a minimum of an EMT-Basic certified medical provider.
5) Individual Health and Wellness: Members should maintain good physical condition, be properly hydrated, well fed and rested prior to duty:
   a. Avoid excessive amounts of caffeinated beverages while on duty and before training;
   b. Limit alcohol consumption 24 hours prior to duty; and
   c. Increase fluid intake if performing strenuous activities.

Thurston County Fire Protection District 8

HR/LF-NDT PROCEDURE

PROCEDURE TITLE:	MAYDAY Notification & Response
PROCEDURE NUMBER:	2-01-PR-08
REVISION:	1
DATE ISSUED/REVISED:	30 June 2021
FIRE CHIEF APPROVAL SIGNATURE:	

Procedure: The District shall maintain a system that will allow personnel to immediately and reliably notify the incident commander that they are in distress and need help. This system should also be consistent with the practice of other fire departments in Thurston County.

1. Definitions:

a) Help Order Model- The *Help Order Model* supports the "inside out" rescue concept. Self-rescue being the most immediate option followed by the member's crew, adjacent crews and lastly the On-Deck crew fulfilling the RIT function.

b) Mayday – The internationally adopted - call for help - term used anytime a firefighter cannot safely exit an Immediate Danger to Life and Health (IDLH) Hazard Zone.

c) On-Deck Crew- On scene team of at least two members located just outside the IDLH who's first and foremost responsibility is as a Rapid Intervention Team (RIT) until they are assigned to relieve, reinforce or cover a new crew position. Once an On-Deck company is assigned to a new function, this position will immediately be backfilled with another On-Deck Crew.

2. Responsibilities:

a) Incident Commander – Is responsible for the overall safety of members at the scene and shall manage the incident to ensure adequate personnel are available to effectively address a Mayday incident if the need arises (*WAC 296-305-05000*).

b) Supervisors – Are responsible for the safety of members and to operate within the incident management system. During a Mayday, the Help Order Model shall serve as a guide for rescue efforts.

c) Personnel – All personnel are responsible for operating safely, within the incident management system. During a Mayday, the Help Order Model shall serve as a guide for rescue efforts.

3. Procedures:

a) Help Order - Maydays are resolved by:

1. The firefighter having the Mayday performs self-rescue;
2. The firefighter's own crew members perform the rescue;
3. Another company already working in the hazard zone performs the rescue;
4. The On-Deck company serving as RIT from outside the IDLH performs the rescue; and
5. Or a combination of all four of the above.

b) Task Level- Firefighter or interior Unit having the Mayday must:

1. Call a Mayday as soon as the member realizes they cannot safely exit or resolve the issue;
2. Give a Condition, Actions and Needs (CAN) report that includes:
   - Who: Your identity – Unit, Unit riding position, or entire name;
   - What: Caused the condition(s) of the Mayday;
   - Where: Identify your current location/surroundings or your last know location;
   - Needs: The needs that will help resolve the Mayday (critical).
3. Maintain composure and begin self-help/self-rescue techniques;
4. Conserve your air;
5. Activate your PASS unit if appropriate, turn off PASS when communicating on radio; and
6. Maintain radio contact with either the IC or the Division Supervisor, if assigned.

c) Task Level-Other Companies operating in the hazard zone during a Mayday must:

1. Maintain radio discipline. Radio communication must be limited to Mayday announcements, priority traffic and status changes only;
2. Be prepared to assist with the rescue if able to do so; and
3. Interior crews that are actively addressing fire control when a Mayday occurs should continue with their fire control efforts.

d) Divisions and Groups – ***Tactical level (if in place):*** A Division Supervisor that is in place at the entry point when a Mayday occurs in their Division must perform the following:

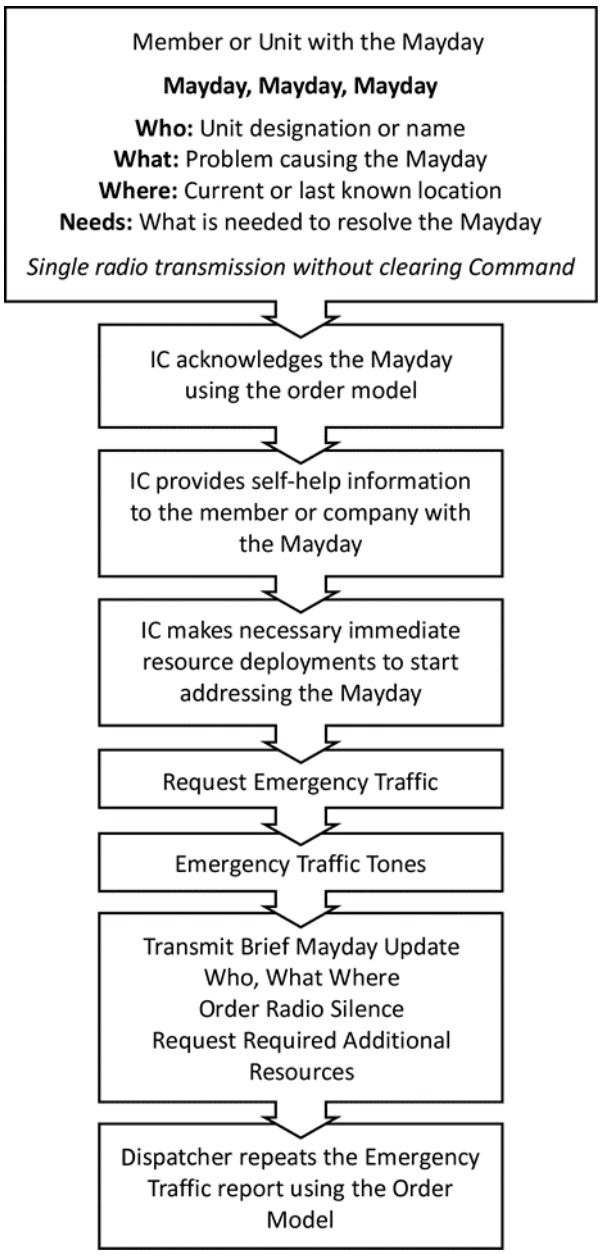
1. Take strong control of entry point;
2. Evaluate and request any needed resources for the Division;
3. Support the fire fight when necessary;
4. Consider the critical factors in the Division;
5. Develop the Division's rescue Incident Action Plan (IAP);
6. Utilize the Help Order Model;
7. Organize, properly equip, and brief On-Deck Units before deployment;
8. Provide clear, realistic objectives to the rescue teams; and
9. Implement, assess, and reinforce the rescue efforts as required in the Division.

e) Incident Commander – Strategic Level: When a Mayday is declared on the fireground, the IC must:

1. Confirm the critical factors – the risk management plan – and the overall strategy;
2. Take strong control of the communications process;
3. Follow the Mayday communication algorithm;
4. Adjust the IAP to address the needs of the Mayday;
5. If the Mayday occurs in an area without a Division Supervisor, the Incident Commander should assign a Division Supervisor to address the Mayday;
6. Coordinate and support the rescue efforts with the Division(s) as required;
7. Expand the incident management system to meet the needs of the incident;
8. Support firefighting operations when necessary; and
9. Consider the medical and technical requirements for the rescue.

NOTE: refer to Appendix "A" on page 3 of 4 and Appendix "B" page 4 of 4.

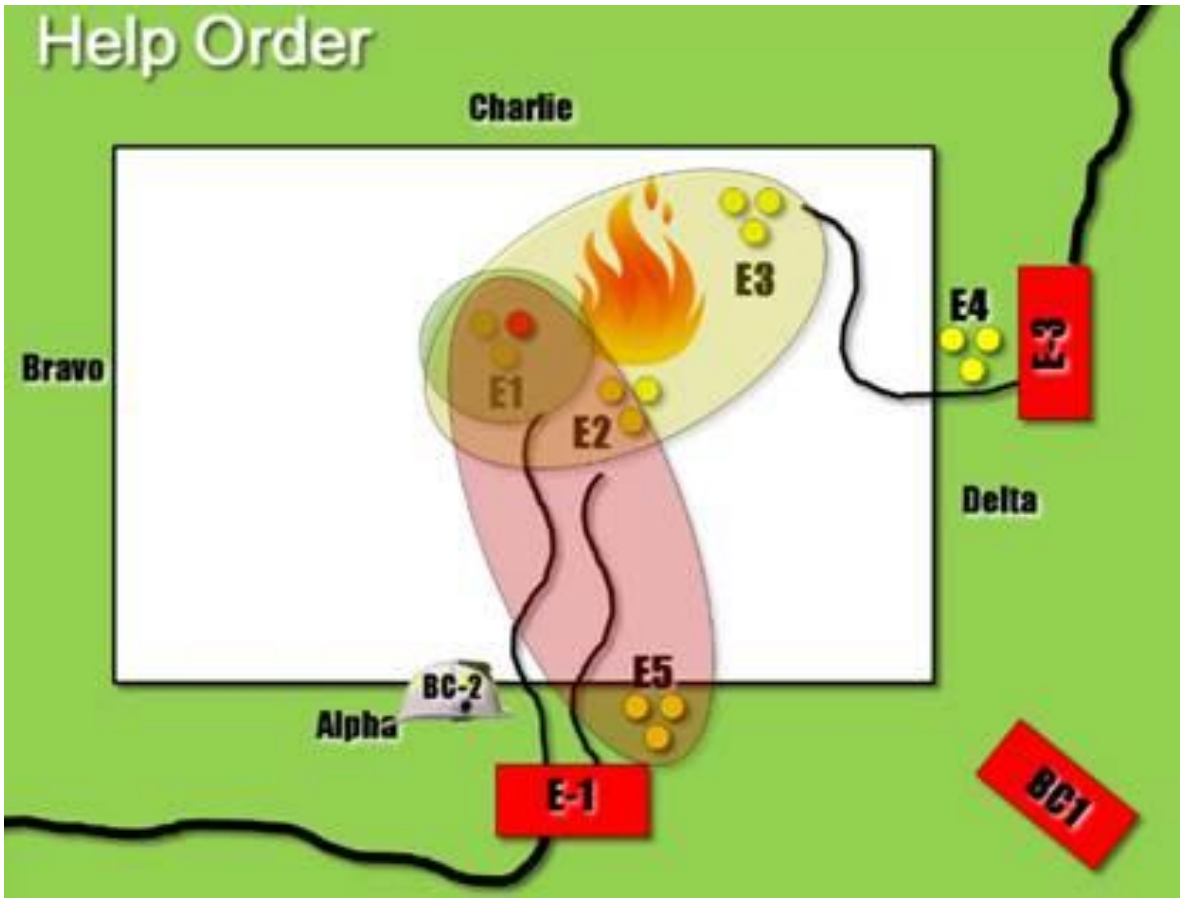
Appendix A - Communication Algorithm



Appendix B: Help Order Model Illustration

Rescue efforts utilizing a concentric approach:

1. Red Dot = Mayday Firefighter on Engine 1 (self-rescue)
2. Green concentric = Engine 1 crew members (Firefighter's crew members rescue)
3. Yellow concentric = Other companies in the hazard zone (other interior crews rescue)
4. Red concentric = RIT or "On-Deck" companies outside the Hazard Zone (exterior crew rescue)



Thurston County Fire Protection District 8

HR/LF-NDT PROCEDURE

PROCEDURE TITLE:	Non-Secure Scene Staging
PROCEDURE NUMBER:	2-01-PR-09
REFIWION:	1
DATE ISSUED/REVISED:	2 July 2021
FIRE CHIEF APPROVAL SIGNATURE:	

1. **Background:** staging should be considered and used in any incident where there may be a situation that can present an imminent threat to responders. District members shall respond to incidents involving known or suspected violence, potential harm or other threats to members with a cautious and defensive manner.

   Refer also to *District Procedure 2-01-10 "Potentially Violent Incidents"*.

   New law enforcement ("LE") regulations as a result of the 2020-2021 Washington State Legislative Session have changed the rules by which LE will respond to certain events they may have responded to in the past. Circumstances when EMS responders would normally stage and wait for LE to clear the scene for their entry will most likely cease, unless dispatch has determined that a crime has been committed. Responders in this situation will need to be diligent in acquiring as much information as possible in order to make a decision on how to proceed with the incident.

   RESPONDER SAFETY IS THE TOP PRIORITY.

2. **Procedure (LE is not responding):** during the incident response and/or while staged at a location outside of range of vision of the incident scene, the following shall be considered:

   a) The responding unit officer-in-charge shall determine if LE is responding or not;
   b) If the on-duty Battalion Chief is not responding, the unit officer-in-charge will request that they do so;
   c) The officer-in-charge shall designate an appropriate staging location out of the visual range of the incident and communicate the same to all other responding units;
   d) The officer in charge shall check the CAD mobile data terminal report on the incident for any "safety flags" or pertinent history of the premises;
   e) The officer-in -charge will telephone (cellular) T-Comm to determine if there has been any past LE incidents at the premises;
   f) If possible, the officer in charge contact the complainant/caller by telephone (cellular) and attempt to gain additional insight on the incident circumstances; if the patient is able to come outside and meet responders ask them to do so;
   g) The officer-in-charge should consider if additional EMS staffing is necessary to respond to the scene;
   h) The officer-in-charge should consider if body-armor PPE is appropriate for donning by responders, and if so, provide that direction;

i) The officer-in -charge may contact Medical Control and advise of the incident situation if appropriate;
j) If after determining that the response crew cannot safely engage in patient treatment and scene mitigation, the officer-in-charge will notify T-Comm by radio that "…we will be terminating our response because we cannot secure the safety of our personnel on scene…";
k) Upon return to quarters, the officer-in-charge will complete a full report on the circumstances of the event, including a request for to T-Comm for transcript/record of the radio transmissions;
l) As soon as possible after the event, the officer-in-charge shall notify the Fire Chief of the circumstances of the incident.

3. **Procedure (LE is responding):** the responding officer-in-charge will consider all necessary actions as noted in Section 2 above, and, in addition, ensure all units remain in staging until so cleared by LE to enter. The officer-in-charge shall also coordinate with the LE officer-in-charge to ensure continued crew security and safety during the duration of the incident.

Thurston County Fire Protection District 8

HR/LF-NDT PROCEDURE

PROCEDURE TITLE:	Potentially Violent Incidents
PROCEDURE NUMBER:	2-01-PR-10
REFIWION:	0
DATE ISSUED/REVISED:	1 August 2019
FIRE CHIEF APPROVAL SIGNATURE:	

I. Overview/Purpose/Scope:

District members have the potential to respond to violent incidents. This procedure outlines expectations and actions our members will follow to ensure their safety, while providing essential emergency service to our citizens.

Our District strives to maintain a safe work environment for our members and will provide essential emergency services in coordination with law enforcement to the public as long as the safety of the responders is not endangered by the incident.

Crews will maintain situational awareness at all times and be constantly assessing our exposure to risk. The following procedure will provide direction to our Members when responding to violent or potentially violent incidents.

II. Definitions:

Non-Secure Scene Staging – A safe location where crews standby at the ready, while law enforcement secures the potentially violent scene (refer to *District Procedure 2-01-09 "Non-Secure Scene Staging"*).

Body Armor/PPE – Tactical vests, fire helmet, and safety glasses used to supplement protection for our members. This equipment is deployed at the discretion of the Incident Commander, or ranking officer. In the absence of an officer, the decision to don this equipment will be left to the crew. Refer to *District Procedure 3-03-04 "Ballistic PPE Procedure"*.

Cold Zone – The area that is presumed to be safe. Responders working in this area typically do not require additional protective measures.

Warm Zone – Law enforcement has isolated the threat, set up a perimeter and is in control of ingress and egress to the area. To operate in a violent warm zone, members must be under the protection of law enforcement and operate under the authority and approval of the Fire/EMS Incident Commander.

Hot Zone – There is a known or suspected active threat in this area. Law enforcement tactical actions are ongoing and this area is not safe for Fire/EMS to operate in.

Violent Incidents – Include, but not limited to:
- Any situation, in which violence has occurred, is occurring or is likely to occur.
- Gang related or criminal activity.
- Any time a member is challenged or threatened with violence or harm.
- Any scene where members are attacked in any way, this includes attacks on apparatus.
- Domestic Violence scenes.
- Any event involving civil disturbance, large scale demonstrations or protests.

Tactical – Actions designed or implemented whereas to gain a temporary advantage in a specific situation.

III. Awareness:

The District is committed to the safety of its members. It is the policy of the District to allow its members to withdraw from the scene or general location of an incident scene 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. This includes staging for potentially violent situations as directed by Thurston County Medical Protocol and/or direction from TCOMM.

Threat assessment – Any member who believes that there is a threat of violence to personnel at any incident should promptly contact Law Enforcement, evacuate the area and contact their supervisor as quickly as possible. The Incident Commander, scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility to ensure 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.

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.

IV. Conducting Tactical Withdrawal:

During the response to an incident – If a tactical withdrawal occurs during the response phase of an incident, the member responsible for initiating the withdrawal is responsible for notifying all responding units, TCOMM and law enforcement 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 TCOMM notify all responding units to cancel their response or to respond to a defined staging area.

After arrival at an incident – when units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the Incident Commander 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 Incident Commander should also notify TCOMM and law enforcement 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.

At any time, law enforcement may order a tactical withdrawal of Fire and EMS personnel due to safety concerns.

Notification – Whenever a tactical withdrawal is initiated, the circumstances of the incident will be relayed to the on-duty District chief officer and Fire Chief. The on-duty chief officer should ensure that all on-duty Incident Readiness & Response personnel are immediately notified of the location and circumstances of the incident.

V. 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 department members are unable to relocate the patient, the patient may be deemed to have left the scene and the appropriate documentation should be prepared.

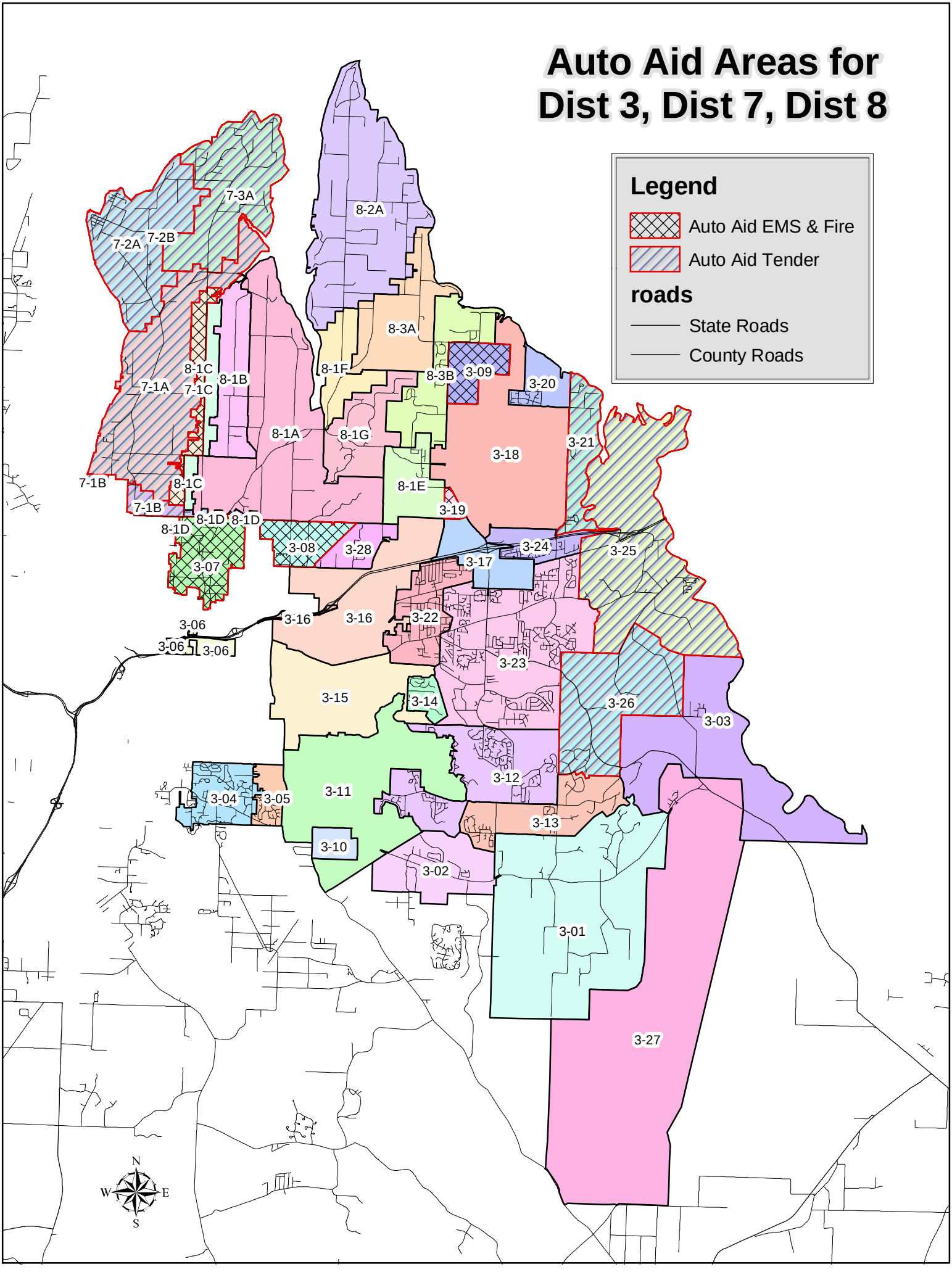
Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	Hazardous Materials Incident Operations
POLICY NUMBER:	2-03-PO-00
REVISION:	1
DATE ISSUED/REVISED:	6 August 2002
BOARD APPROVAL SIGNATURE:	

Personnel safety is the highest priority in Hazardous Materials Incident ("Hazmat") responses. Under RCW 70.136.030, the District must designate a Hazmat incident command agency for incidents within its boundaries. The Washington State Patrol (WSP) shall be the Hazmat incident command agency unless, by mutual agreement, that role has been designated as the District or another agency. The District shall designate the WSP to be the incident command agency for Hazmat incidents within the boundaries of Fire District 8. The District will limit its response primarily to the identification of the materials(s), isolation of the incident and notification of appropriate mitigating agencies.

I. Response Procedures: Reported Hazmat responses will be handled based upon the procedures established in Procedure 2-01-PR-01 "Standard Response Guidelines" regarding hazardous materials incidents. The function of incident command for the scene shall be assumed by the WSP, however, District response personnel shall assist in any manner for which they are properly trained and equipped.


Auto Aid Areas for
Dist 3, Dist 7, Dist 8
Legend
Auto Aid EMS & Fire
Auto Aid Tender
roads
State Roads
County Roads
7-3A
7-2A
7-2B
8-2A
8-3A
8-1F
8-3B
3-09
3-20
8-1C
8-1B
7-1A
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Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	Mutual Aid & Automatic Response
POLICY NUMBER:	2-05-PO-00
REVISION:	2
DATE ISSUED/REVISED:	24 May 2005
BOARD APPROVAL SIGNATURE:	

It shall be the policy of the District to provide mutual aid within the scope of the current Countywide *Mutual Aid Agreement for Firefighting and Emergency Medical Services* with the most qualified staffing available.

I. Mutual Aid: is the joint response by District resources with another agency outside of the District. Mutual aid may be in the form of an automatic response, greater alarm response, providing back-fill coverage for another agency or regional/statewide mobilization. The District may provide requested resources to the extent certain levels of service are maintained within the District.

1) *Automatic Response*: the immediate joint response by the District with other agencies in pre-defined geographical areas, or, for pre-defined types of incidents. District resources are considered part of the "primary" and "first alarm" assignment.
2) *Greater Alarm Response*: deployment of District resources for a second or larger alarm incident outside the District.
3) *Back-fill Coverage*: deployment of District resources to provide stand-by coverage & response for another agency.
4) *Mobilization*: organized response to a major declared disaster. Refer also to *Policy 2-01 "Emergency Operations Organization"*.

II. Automatic Response ("Auto-Aid"): involves providing initial joint response into specific zones that are identified in this Policy and on the accompanying map. An automatic response may be considered the same as a response within the District itself.

1) *EMS & Fire (Joint Response):* immediate joint primary response for EMS incidents with one (1) EMS vehicle, or for fire incidents with one (1) engine and one (1) tender:
    a) with FD7 in the area of the boundary between the District and FD7 (Zone 7-1C);
    b) with FD3 in the southern area of the District and FD3 (Zones 3-07 & 3-08); and
    c) with FD3 in the eastern area of the District and FD3 (Zones 3-09 & 3-19).
2) *Tender (Alarm Assignment):* immediate response by the District with one (1) tender as part of a structure fire first alarm assignment:
    a) with FD 7 for any structure fire, district-wide; and
    b) with FD 3 for any structure fire, (Zones 3-21, 3-25 and 3-26).

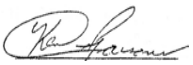
III. Retained Level of Service: For all mutual aid except automatic responses, the Duty Officer shall ensure sufficient equipment and personnel to provide essential services within the District prior to deploying resources outside the District.

1) *Staffing:* sufficient number of Emergency Responders, one of whom shall be an officer and one or more of whom will be certified as First Responder or EMT, to staff apparatus retained;
2) *Apparatus:* one (1) engine, one (1) tender and one (1) EMS vehicle.

IV. Out of District Response: Mutual aid resources shall be provided by the District in a coordinated and controlled manner. All resources for mutual aid, other than automatic responses, shall respond from staging at Station 8-1 unless otherwise directed by the Duty Officer.

1) *Responding:* mutual aid responders respond to the scene when a sufficient number of resources to meet retained level-of-service standards are available either at Station 8-1 or standing by at the substations. Apparatus moving up from substations to Station 8-1 shall be operating in the non-emergency condition unless otherwise directed by the Duty Officer;
2) *Response Staffing:* no mutual aid units shall leave the District unless properly staffed; this will require a minimum of three (3) Emergency Responders (one of whom is an officer) for an engine, one (1) Driver-Operator for a tender, and two (2) EMTs or First Responders for an EMS vehicle. The Duty Officer may choose to retain the assigned Duty Crew to cover the District while using other qualified responders for staffing of mutual aid unit(s).
3) *Notification:* if an insufficient number of resources are available for both mutual aid response and in-District coverage, the Duty Officer should notify (as soon as possible) CapCom that the District is not available to fill the alarm/request.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Newborn Infant Transfer
POLICY NUMBER:	2-06-PO-00
REVISION:	0
DATE ISSUED/REVISED:	6 August 2002
BOARD APPROVAL SIGNATURE:	

The Legislature, by Engrossed Substitute Senate Bill 5236, signed by the Governor in April 2002 which is now effective, passed a statute allowing parents of children less than 72 hours old to transfer custody of such newborn children to firestations or hospitals without threat of criminal charges. The bill requires certain statutory duties of notification and provision of information to parents by qualified District personnel.

The bill requires the District to notify (or ensure notification) of child protective services within 24 hours after the transfer of custody. The bill also requires providing the parent(s) with "referral information" regarding "adoption options, counseling, appropriate medical & emotional aftercare services, domestic violence and legal rights."

The bill requires that the State Department of Social & Health Services (DSHS) develop permanent rules & procedures regarding the statute by the end of 2002. This policy shall act as an interim measure until adoption of final rules by the State.

I. Specific Statutory Definitions:

1) "Newborn": means a live human being who is less than seventy-two (72) hours old;
2) "Qualified Person": means a paid or volunteer firefighter, and/or State certified EMS provider (emergency medical technician or first responder), at a firestation of the District, during its hours of operation, and while such personnel are present.

II. Role of the Qualified Person in the Transfer Process:

1) Qualified persons within the District (firefighters, EMT/FRs) will be trained in, and become knowledgeable about their responsibilities to accept newborn children (as defined in the statute).
2) All qualified persons will ascertain, from persons seeking to transfer custody of newborn children and other children, whether or not the child is less than 72 hours old, as determined to a reasonable degree of medical certainty.
3) All qualified persons will also ascertain whether the transferor(s) is/are a parent (or parents) of the child.
4) The qualified person shall not require a parent to provide any identifying information as a condition of transferring custody of the newborn and shall attempt to protect the anonymity of the parent.
5) The qualified person shall attempt to obtain and document the newborn child's family medical history and other pertinent information.
6) The qualified person shall provide the parent(s) with referral information regarding "adoption options, counseling, appropriate medical & emotional aftercare services, domestic violence and legal rights" *as provided to the District as a result of the DSHS assigned responsibilities of the legislation.*

III. Immunity of Qualified Person(s): Pursuant to the law, the qualified person is immune from liability, criminal or civil, for accepting or receiving a newborn child.

Thurston County Fire Protection District 8

HR/LF PROCEDURE

PROCEDURE TITLE:	Newborn Infant Transfer
PROCEDURE NUMBER:	2-06-PR-01
REVISION:	0
DATE ISSUED/REVISED:	6 August 2002
FIRE CHIEF APPROVAL SIGNATURE:	

Whenever a qualified person associated with the District is requested to accept custody of a newborn child or any child who may or may not qualify as newborn, the following procedures will be followed. If a District member who is not a qualified person (firefighter, EMT/FR) is approached in such a manner, they shall immediately contact and request a qualified person respond to that location.

The bill requires that the State Department of Social & Health Services (DSHS) develop permanent rules & procedures regarding the statute by the end of 2002. This Procedure shall act as an interim measure until adoption of final rules by the State.

I. Request for ALS Response: the qualified person will notify CapCom ("Capital") that a newborn or other child has been received and request an Advanced Life Support (ALS) unit to respond to that location.

II. Medical Assessment & Transport: the qualified person and any other EMS personnel shall medically assess the infant in accordance with Thurston County Medic One protocols and provide ALS transport to an appropriate Receiving Facility which should routinely be Providence St. Peter Hospital.

III. Determination of Parent: the qualified person will inquire as to whether the transferring person is a parent of the child, *without* requesting name, social security number or other identifying information.

IV. Determination of Child's Age: the qualified person will attempt to verify the date and time of birth of the child to ascertain if the child is a newborn within the coverage of the statute.

V. Application of the Law to the Transfer: based upon the answers in Sections III and IV above, the qualified person will determine if the law applies to the situation or not (i.e. must be a parent *and* child less than 72 hours old). If the law does not apply, refer to Section VIII below.

VI. Family Medical History: assuring anonymity to the parent, the qualified person will immediately attempt to obtain family medical history, to include:

a) Age of the mother at time of birth (less than 35 years old?);
b) Did the mother receive prenatal care?
c) Was the baby delivered by medical professional(s)?
d) Did the mother have any problems or complications during her pregnancy?
e) Is the baby less than 72 hours old?
f) Did the mother have diabetes?
g) During the pregnancy, has the mother taken:
    i. Medications for seizures (e.g. Dilantin, Valproic, Depakene, Tegretol, Atretol, Mysoline, Tridone)?
    ii. Lithium for depression (e.g. Eskalith, Lithobid, Lithonate)?
    iii. Pills for acne (e.g. Accutane, Isotretinoin)?
h) Did the mother use any of the following during her pregnancy:
    i. Alcohol?
    ii. Cocaine?
    iii. Heroine?

iv. Methamphetamine?
v. Tobacco?

i) Are there any of the following medical conditions present in any of the baby's "blood relatives" (i.e. mother, father, sister, brother, grandparents, aunt, uncle, niece, nephew or cousin):
i. A heart defect or heart condition?
ii. Any birth defects?
iii. High blood pressure and/or stroke?
iv. Diabetes?
v. Cancer?
vi. Lung disease or breathing problems?
vii. Cleft lip and/or cleft pallet?
viii. Nerve or nervous disorder?
ix. Hemophilia or other bleeding disorder?
x. Depression, schizophrenia or other mental problems?
xi. Glaucoma or other eye problems?
xii. Hearing difficulty?

All patient information and circumstances of the transfer shall be recorded on a *District Field Incident Report* form, with the pink copy provided to the ALS unit responding.

VII. Notification of CPS: the qualified person will ensure the Child Protective Services (CPS) is notified by District personnel within 24 hours of the infant's transfer. The 24-hour telephone number for CPS is 1-888-822-3541.

VIII. Transfers not Covered Under the Law: if it determined that the child is not "newborn" under the statute, or that the transferring person is not a parent, the qualified person may attempt to obtain family medical history (in Section VI above) and other information through any means reasonably available, and shall address the immediate health and safety needs of the child (as per Sections I and II above). The qualified person shall immediately (*in an appropriate manner as possible*) contact CapCom ("Capital") and request Thurston County Sheriff's Office respond to their location.

Thurston County Fire Protection District 8

HR/LF POLICY

PROCEDURE TITLE:	Fire Incident Documentation & Reporting
PROCEDURE NUMBER:	2-10-PO-00
REVISION:	0
DATE ISSUED/REVISED:	21 July 2006
BOARD APPROVAL SIGNATURE:	Chuck Small

I. Policy: Under RCW 48.48.065, the District shall provide statistical information to the Washington State Patrol (WSP, director of fire protection) in the national fire incident reporting system (NFIRS) format. When a fire incident results in the death or injury to any civilian or responder or the cause/origin of the fire is of a suspicious nature, the District Incident Commander (IC) shall ensure the appropriate fire investigation authority is notified.

II. Procedure & Responsibility:

Responsibility	***Activity***
Fire Chief or Designee	1) Ensure that a District fire incident reporting system is in-place and data submitted in a process that meets WSP reporting requirements. 2) Ensure that District members are adequately trained on NFIRS reporting requirements and basic fire observations skills (ref: NFPA 1001:3-3 & 4-3). 3) Ensure that District ICs are adequately trained in basic fire cause & origin determination (ref: NFPA 1001: 4-3). 4) Coordinate District documentation for investigation of fire incidents: ▪ Thurston County Fire Marshal (TCFM): suspicious cause/origin or undetermined ▪ Thurston County Sheriff's Office (TCSO): fatality or serious injury
Incident Commander	1) If the fire incident has any death or serious injury, or, the cause/origin is suspicious in nature: ▪ notify a District chief officer if not already responding/on scene; ▪ coordinate with District chief officer on scene for fire investigation process. 2) If the fire incident is of a minor scope and obviously unintentional cause/origin: ▪ ensure all NFIRS related data, including probable cause/origin of the fire, is collected prior to clearing the scene; ▪ ensure a District fire incident report form is completed; and ▪ review the report for accuracy and store in a secure location as provided. 3) Follow *District Policy 1-50 "Management of Legal Risk"* procedures for notification of a significant event. 4) Information provided to the public or media shall be consistent with that identified under *District Policy 1-91 "Public Information"*.
District Chief Officer on Scene	1) If on a District fire incident scene with any death or serious injury, or, the cause/origin is suspicious in nature: ▪ coordinate with IC on currently known conditions & information; ▪ notify TCFM or TCSO via CapCom to coordinate fire investigation response; ▪ begin documentation of scene conditions & operations (District fire incident report form, responder/by-stander observation reports, photographs if possible) 2) Forward all documentation to Fire Chief
District Responder	1) Obtain training on fire incident reporting requirements, use of District fire incident report forms and fireground awareness & observation. 2) If requested by the IC, complete an accurate observation report. 3) Assist in scene control as directed by the IC.

Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	District Health & Safety Program
POLICY NUMBER:	2-20-PO-00
REVISION:	2
DATE ISSUED/REVISED:	14 February 2017
BOARD APPROVAL SIGNATURE:	

I. STATEMENTS OF INTENT

1. The District shall establish, maintain, review as necessary, and enforce a safe and healthful working environment by developing, implementing, and maintaining a Health and Safety Program aimed at:
   - *Preventing and minimizing accidents, injuries, and exposures;*
   - *Educating members in the fundamentals of accident prevention;*
   - *Identification, investigation, and correction of hazards; and*
   - *Providing for member protection from health and safety hazards.*

2. The Fire Chief shall appoint a Health and Safety Officer (HSO) to perform those duties and responsibilities as outlined in Chapter 296-305 WAC, and who will act as coordinator of the District Health & Safety Program.

II. DEFINITIONS

1. For the purposes of this Policy, the following definitions shall apply:

   a. Incident Readiness & Response Duties: functions that members properly trained, equipped and managed to perform in mitigating fire and medical emergencies. These duties may present varying levels of exposure to hazards.
   b. Incident Safety Officer: a member of the District who has been trained to perform the duties of a safety officer in the Incident Management System at an incident.
   c. Infection Control Officer: when used in reference to District EMS operations or procedures, shall be the HSO or designee.
   d. Member: any elected, volunteer or career (full or part time) person that is employed in the business of the District. Members may be assigned to Incident Readiness & Response (IR&R) duties, or to non-IR&R functions (e.g. administrative, clerical, reception, etc.).
   e. Regulations: the Department of Labor & Industries *Safety Standards for Firefighters* (Chapter 296-305 WAC), *General Occupational Health Standards* (Chapter 296-62 WAC, Parts C and I-1) and *Safety Standards for General Safety & Health* (Chapter 296-24 WAC as referenced), and other regulations as applicable. This definition shall *not* include prescriptive standards as offered by the National Fire Protection Association or any other organization unless specifically adopted by the Program

III. DISTRICT RESPONSIBILITY FOR HEALTH & SAFETY

1. It shall be the responsibility of the Board to ensure that the Fire Chief establish, supervise, maintain and enforce, in a manner which is effective in practice and in compliance with Regulations:

   a. A safe and healthful working environment, as it applies to non-combat conditions or to combat conditions at a fire scene after the fire has been extinguished, or to any other scene of an incident that does not present an environment that is potentially dangerous to life and health, as determined by the Incident Commander.

b. An accident and exposure prevention program as required by Regulations.
c. Programs for training members in the fundamentals of accident and exposure prevention.
d. Procedures to be used by the HSO and/or Infection Control Officer and Incident Commander to ensure that emergency medical care is provided for members on duty.
e. An accident and exposure investigation program as required by Regulations.

2. The District shall establish and maintain a Safety Committee consistent with the provisions of WAC 296-305-01505 regulations. The Safety Committee shall elect a chair, and shall serve in an advisory capacity to the HSO and the Fire Chief.

3. The District shall provide emergency washing facilities for both major-body and/or eyes where there is potential for exposure to corrosives, strong irritants or toxic chemicals as recommended on Safety Data Sheets; they shall be no further than fifty (50) feet or ten (10) seconds from potential exposure sites.

4. The District shall be responsible for obtaining or providing suitable expertise to comply with all testing requirements as required by Regulations. Such expertise may be secured from within the District's organization, from equipment and apparatus manufacturers, or otherwise suitable sources.

5. A bulletin board or posting area exclusively for health & safety information shall be provided by the District in an accessible location at all staffed firestations. The bulletin board or posting area shall be large enough to display all health & safety information as required by applicable Regulations.

6. The District shall develop and maintain a hazard communication program as required by Regulations which will provide information to all members relative to hazardous chemicals or substances to which they are exposed, or may routinely be exposed to, in the course of their employment.

7. The District shall ensure that members who are expected to do IR&R duties or be exposed to environments potentially dangerous to life and health are physically capable of performing duties that may be assigned to them during emergencies or other such activities. The District shall not knowingly permit members with reported or reasonably identifiable physical limitations to participate in such activities unless the member has been released by a physician to participate in such activities. The District shall also make efforts to ensure that an Incident Safety Officer has been assigned by the Incident Commander during incidents that present any significant danger to health and safety for members.

IV. MEMBER RESPONSIBILITIES FOR HEALTH & SAFETY

1. Members shall cooperate with the District and other members in efforts to eliminate accidents and exposures. Each member shall comply with the provisions of the Program as appropriate.

2. Members shall immediately notify the appropriate District representative of unsafe work practices and of unsafe conditions of equipment, apparatus or work places.

3. Members shall apply the principles of accident or exposure prevention in their work. They shall use all required safety devices, protective equipment, and safety practices as provided and/or developed by the District. Each member shall take proper care of all personal protective equipment.

4. Members shall attend required training and/or orientation programs designed to increase their competency in occupational safety & health.

5. Members who are under the influence of alcohol or drugs shall not participate in any District operations or other functions. This rule does not apply to persons taking prescription drugs as directed by a physician or dentist providing such use does not endanger the member or others.

V. SAFE PLACE STANDARDS

1. The District shall furnish and require the use of appropriate safety devices, protective equipment and safety practices. All District operations and other functions shall be so managed as to promote the safety & health of members. The member shall do everything reasonably necessary to protect the safety & health of others.

2. No member shall:
    a. Remove, displace, damage, destroy or carry off any safety device, protective equipment, safeguard, notice or warning furnished for use in any employment or place of employment.
    b. Interfere in any way with the use of any safety device, protective equipment, method or process adopted for the protection of any employee and/or member.

VI. HEALTH AND SAFETY PROGRAM COMPONENTS

The Health and Safety Program for the District shall include, but is not be limited to, the following topics (covered under separate Procedures attached to this Policy):

1. Accident reporting and documentation;
2. Accident investigation;
3. Personal protective equipment;
4. Respiratory protection;
5. Infectious disease exposure control;
6. Chemical hazard communications;
7. Lock-out / tag-out of equipment;
8. Health and wellness;
9. Safety training; and
10. Equipment & facility safety inspections.

Thurston County Fire Protection District 8

HR/LF PROCEDURE

PROCEDURE TITLE:	Personal Protective Equipment
PROCEDURE NUMBER:	2-20-PR-01
REVISION:	0
DATE ISSUED/REVISED:	3 May 2017
FIRE CHIEF APPROVAL SIGNATURE:	

I. STATEMENTS OF INTENT

1. The District shall provide and maintain, at no cost to the employee, the appropriate personal protective equipment (PPE) to protect from the hazards to which the member is or is likely to be exposed.
2. The District shall ensure the use of all protective clothing complies with WAC 296-305-02001.
3. Members shall be trained in the function, donning, doffing, care, use, inspection, maintenance, and limitations of the PPE assigned to them or available for use.
4. Members shall receive PPE of appropriate size according to manufacturer's recommendations, physical characteristics and other sizing requirements.
5. All PPE shall be purchased and maintained to meet the applicable Washington Administrative Code requirements and/or national standards, including but not limited to WAC 296-305 *Safety Standards for Firefighters*, WAC 296-800 *Safety and Health Core Rules*, and WAC 296-62 *General Occupational Health Standards.*
6. Where the PPE component requirements are based on a date of purchase and the District is unable to document a purchase date for that component, the more stringent requirements shall be used.
7. The use of personally owned PPE shall require authorization from the Fire Chief or designee and conform to the requirements of this procedure.

II. REQUIREMENTS FOR PPE

1. Structural Firefighting PPE
    a. Trousers and jackets shall conform to requirements outlined in WAC 296-305-02002 and NFPA 1976.
    b. Structural firefighting PPE shall be worn during fire, rescue, and hazmat responses (as appropriate according to nature of the hazmat).
2. Head Protection
    a. Head protection shall be worn when working in areas where there is a potential for injury to the head from falling or flying objects. These situations include, but are not limited to: Fires, water rescue situations, fire investigations, hanging hose in a drying tower, loading fire hose on top of an apparatus or stabilizing a ladder.
    b. Helmets with face shields or goggles shall be worn by firefighters engaged in structural firefighting activities at all times when the face is not protected by the full face piece of the SCBA.
    c. If there is a potential for hair catching in a moving or rotating shaft or piece of equipment, members shall wear caps or other types of hair covering to prevent the hazard.
    d. When engaged in firefighting activities, all hair shall be covered with a nomex hood.
    e. Helmet accessories shall not interfere with the function of the helmet or its component parts and must be approved by the Fire Chief or designee.
    f. District provided insignia, lettering, and/or helmet shield backing are allowed to be placed on the helmet. No other insignias, lettering or markings may be installed without Fire Chief or designee approval.
3. Eye and Face Protection
    a. Primary eye and face protection meeting the most recent ANSI Z87.1 standard shall be available and worn when members are exposed to or face hazards from flying particles, breaking glass, molten metal, liquid chemicals, acids or caustic liquids, chemical gases, charging vehicle batteries, or potentially injurious light radiation.
        i. Helmet visors of the exterior type do not meet the intent of this eye protection.
        ii. Goggles or internal helmet visors do meet the intent.
        iii. When a known and significant hazard exists, goggles or other primary eye protection should be worn in addition to using the helmet face shield.

b. If corrective lenses are required by the member, they shall not interfere with the function of face/eye protection.
    i. Members may wear contact lenses if approved for use by their vision medical provider; eye/face protection shall be worn over the contact lenses as required.
    ii. Members may wear goggles that can be worn over the corrective lenses, spectacles with protective lenses that provide optical correction, or goggles that incorporate corrective lenses mounted behind the protective lenses.
c. Structural helmets that do not provide a face shield shall be fitted with cushioned fitting goggles.
d. Respiratory protection shall follow the District *Respiratory Protection Procedures*.
e. Eye and face protection for EMS shall follow the District *Infectious Disease Control Procedures*.

4. Foot Protection
    a. Foot protection (involving steel toes) shall be worn when the member is working in areas where there is danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where a member's foot is exposed to electrical hazards.
    b. Steel toe boots or shoes shall be worn when a member is on shift, or performing department related activities, with the exception of during physical fitness activities.
5. Hand Protection
    a. Hand protection shall be worn when the member's hands are exposed to hazards with potential of skin absorption of harmful substances, chemical or thermal burns, impalement or lacerations, and harmful temperatures.
    b. Hand protection for EMS shall follow the District *Infectious Disease Control Procedures*.
    c. Extrication gloves may be used during vehicle extrication in lieu of structural gloves.
    d. Only structural fire gloves meeting NFPA 1971 standards may be used during firefighting activities, with the exception of wildland fires, when leather gloves may be utilized.
6. Hearing Protection
    a. Hearing protection shall be worn when the exposure to noise is equal to or greater than an 8 hour time weighted average of 85 dB OR when exposed to noise in excess of 115 dB OR when the exposure from impact or impulse noise is measured at or above 140 dB using appropriate equipment and rating scales **except** when use of hearing protection would create an additional hazard to the user such as during fire suppression activities.
        i. In the absence of appropriate sound rating instruments, if it is reasonably expected that the aforementioned noise action levels may be reached, hearing protection is indicated.
7. Personal Flotation Devices (PFDs)
    a. PFDs shall be worn by a member working on, over, or along water where the danger of drowning exists.
    b. PFDs shall meet US Coast Guard standards for Type I, II, III, or IV as applicable to the situation.
    c. **Exception**: PFD's are not required when engaging in fire suppression activities and an SCBA is in use.
8. Wildland Fire PPE
    a. Protective pants, coat/shirt, gloves, helmet, and foot protection shall be worn when combatting wildland fires.
    b. Nomex or 100% cotton wildland coats/shirts and pants (or District issued uniform pants) may be used in lieu of structural fire gear to combat wildland fires.
    c. Leather boots may be worn, but must be at least 8 inches tall.
    d. Structural fire gear may be worn at wildland incidents, but for no more than 1 hour total.
9. Reflective Traffic Vests
    a. Reflective traffic vests shall be worn when operating on or near a roadway, during emergency and routine activities.
    b. **Exception:** Reflective traffic vests shall not be worn during fire suppression activities.
10. Chainsaw Chaps
    a. Chainsaw chaps shall be worn anytime a chainsaw is in operation and held off of the ground.
    b. **Exception:** Chainsaw chaps are not required during emergency situations such as roof ventilation.
11. Station Uniforms
    a. Issued Station uniforms shall meet the requirements of WAC 296-305-02001.
    b. Station uniforms and steel toe boots shall be worn by all on-duty members who are subject to emergency response.
    c. **Exception**: This policy shall not apply during times of physical fitness. However, members shall not wear attire that may be unsafe due to poor thermal stability when responding to an emergency, even if structural firefighting PPE is donned.
    d. Refer also to District *Policy 3-05 "Standards for Uniforms & Personal Protective Equipment".*

III. PPE MAINTENANCE

1. Decontamination and cleaning

a. The District shall provide for the cleaning of protective clothing and contaminated station uniforms at no cost to the employee.
b. Cleaning of PPE shall follow NFPA 1851 (2008 or newer edition) – *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Firefighting and Proximity Firefighting*, and manufacturer recommendations.
c. Medical gloves shall be worn during decontamination of PPE in order to prevent absorption of potential contaminants.
d. On scene gross decontamination of structural or wildland PPE shall occur following any incident involving known or potential contamination such as firefighting activities, hazmat incidents, severe trauma incidents, etc.
e. Known or potentially contaminated structural or wildland PPE shall be cleaned in the extractor within 24 hours of the contamination.
f. Helmets, goggles, and SCBA face pieces shall be cleaned within 24 hours of known or potential contamination, following manufacturer recommendations.
g. Helmets, goggles, and SCBA face pieces shall be disinfected prior to being re-issued to other members, following manufacturer recommendations.
h. Footwear shall be cleaned with warm water and a mild detergent, or following manufacturer's recommendations.
i. Normal cleaning and care of station uniforms is the responsibility of the member. When station uniforms are contaminated, follow the *Infectious Disease Control Procedures.*
j. PPE shall not be worn after cleaning until it is thoroughly dry.

2. Storage of PPE
   a. The transport of structural firefighting PPE in personal vehicles shall be kept to a minimum.
      i. Transport of PPE in a gear bag and not in the main passenger compartment is recommended.
   b. Structural firefighting PPE shall not be staged or stored in direct sunlight.
   c. PPE shall not be stored while contaminated.
      i. PPE waiting to be decontaminated shall be broken down and staged in the decontamination room until decontamination can take place.
   d. Structural firefighting PPE shall be stored in a dry and climate controlled environment.
   e. Structural firefighting PPE, to include respirators, shall not be brought into living areas to include but not limited to: kitchens, dining areas, sleeping areas, and day rooms.
3. Inspections and Repairs
   a. All District issued PPE shall be inspected and inventoried upon receipt and prior to issuing to personnel.
   b. All bunker gear, footwear, wildland clothing, helmets, PFD's, gloves, and any other form of PPE shall be inspected before and after each use by the member.
      i. All PPE shall be cleaned and/or disinfected prior to inspection.
   c. All structural firefighting equipment shall be inspected every 6 months by a person or persons qualified by the District.
      i. The inspection shall be documented on appropriate forms, using grading guidelines provided on the form.
      ii. If equipment needs to be taken out of service for repairs the person making the inspection will notify the member with the assigned equipment of the reason for taking the gear out of service and what new equipment has been assigned to the member.
   d. The Assistant Chief of Equipment and Facilities is responsible for ensuring repair and/or replacement of damaged PPE.
   e. Repairs, deletions, additions, or alterations to PPE shall be consistent with manufacturer recommendations and performed by qualified personnel per the manufacturer.
4. Retirement of PPE
   a. PPE shall be retired when:
      i. Structural integrity is compromised beyond repair.
      ii. It is not cost effective to repair the item.
      iii. The item is contaminated to an extent that it is not feasible or cost effective to decontaminate the item.
      iv. Directed by manufacturer's recommendations.
      v. Structural firefighting PPE elements are greater than 10 years old from date of manufacture.

IV. RECORD-KEEPING

1. Records indicating at least the date of purchase shall be maintained for the life of any PPE component.
2. Records on bunker gear, including semi-annual inspections and repairs, shall be retained for the life of the component.

Thurston County Fire Protection District 8

DISTRICT SAFETY PROCEDURE

POLICY TITLE:	Accident Reporting, Investigation and Documentation
POLICY NUMBER:	2-20-PR-02
REVISION:	0
DATE ISSUED/REVISED:	3 June 2019
BOARD APPROVAL SIGNATURE:	

1.0--STATEMENTS OF INTENT

1) Any accident or near miss, no matter how insignificant it may seem at the time, shall be reported. Failure to report an accident may result in disciplinary action.

2) Accidents with personnel injury or occupational illness that meet certain criteria will also be reported to the Department of Labor and Industries ("L&I") as required by law.

3) Any accidents that involve any non-members (e.g. the public, customers, vendors, etc.) and/or result in any significant property damage (either owned or not) are required to be reported no matter how small the accident.

4) The preliminary cause of all accidents shall be investigated with findings documented and kept for reference.

2.0--RESPONSIBILITY

1) Members shall:
   a) Take steps to correct hazards when they are observed;
   b) Report accidents and near misses to their supervisor according to these procedures; and
   c) Document accidents accurately on proper forms.

2) Supervisors shall:
   a) Make proper notifications that an accident has occurred;
   b) If the accident is to a volunteer member, forward the original completed form for the Board of Volunteer Firefighters & Reserve Officers ("BVFF"), to the Fire Chief, or designee;
   b) Ensure all accident reporting documentation is completed accurately;
   c) Include a copy of the law enforcement investigation report, if any, with the accident report;
   d) Investigate all accidents and make recommendations for preventative action;
   e) If indicated, assist any other personnel in the conduction of an investigation; and
   f) Ensure that all subordinates know how, when and why to correctly report accidents, injuries and near-misses.

3) The Health & Safety Officer ("HSO") shall:
   a) Shall receive notification of accidents and ensure appropriate action is taken;
   b) Maintain accident files;
   c) Shall review new accident investigation reports and address any immediate related safety concerns within seven (7) work days of report's submittal;
   d) Ensure that accident investigation reports are reviewed by the District Safety Committee;

e) Develop tools, processes and systems that assist in consistent reporting and investigation of accidents, injury and exposure incidents, and devise corrective measures to prevent them from recurring;
f) Assist other agencies or organizations as requested in or with investigations as appropriate;
g) Ensure accident investigation training is made available to all District personnel that may conduct investigations, prior to conducting any accident investigation;
h) Investigate or assist with near miss investigations as necessary; shall ensure that near-miss incidents are reported within 24-hours;
i) Log the accident onto the proper OSHA forms and ensure OSHA information is transmitted to the Fire Chief;
j) Ensure appropriate education and training to members regarding District forms and processes relating to reporting accidents are available;
k) Ensure that District apparatus are supplied with the necessary forms and copies of this Policy-Procedure;
l) Maintain a "sharps log" as coordinated with the District's Chief Emergency Medical Services Officer;
m) Complete the OSHA 300A Summary each year as required;
n) Shall ensure documentation for all accident reports is in conformance with District *Procedure 2-20-09 "Health & Safety Program Documentation"*; and
o) Shall ensure adequate numbers of response personnel are properly trained to serve as an Incident Safety Officer ("ISO"). The ISO shall act within the generally defined parameters of a safety officer as defined in the District adopted incident management plan and protocols.

4) The Fire Chief, or Designee shall:
a) Appoint an HSO;
b) Ensure proper reporting to L&I in the event of a responder/member fatality, probable fatality or inpatient hospitalization of two or more member;
c) Ensure the annual posting of the OSHA 300;
d) Ensure maintenance of OSHA forms as required;
e) Ensure the investigation is completed in an expedient manner; and
f) Ensure appropriate training is provided for members before they are required to engage in those tasks or activities.

5) The Safety Committee:
a) Review all accident investigation reports to determine if the cause of unsafe acts or conditions involved were properly identified and corrected.

3.0--GUIDELINES:

Part A – Member Reporting:

1) Whenever an occupational accident causes injury, illness, exposure, or whenever a member becomes aware of an illness apparently caused by occupational exposure, the member must report the accident to their supervisor before the end of the duty shift/work period and no later than twenty-four hours after the accident. Another member may report the accident on behalf of the injured member.

2) In the case of an occupational injury or illness with delayed symptoms, the member must report the accident within 48 hours of becoming aware of the injury or illness.

3) Near misses/close calls shall be reported to the ISO or the HSO and/or documented on the "Near Miss Form" within 24 hours.

4) Accidents and near-miss incidents shall be documented on the appropriate District, and/or BVFF forms:
   a) Member injury, illness and exposure report (all members);
   b) BVFF report of an accident (volunteer firefighters and fire investigators only); and
   c) "District Vehicle Accident Report".

5) Any member injury requiring medical care away from the scene requires notification of their supervisor and/or a Chief Officer as soon as feasible.

Part B – Recordable Cases: are defined as any event or incident for which documentation has been created.

1) Recordable cases shall be documented on the OSHA 301 form and logged onto the OSHA 300 log by the HSO within 7 days of notification of the accident.

2) The OSHA 300A –Summary from the previous year shall be posted on each District's safety bulletin board no later than February 1st and shall remain in place until April 30th each year.

3) Privacy case lists and sharps logs shall be maintained as required.

4) OSHA forms shall be kept and maintained for a period of five (5) years from the end of the year the record covers

Part C – Fatality and Serious Injury Reporting to the State:

1) Any fatality or probable fatality or inpatient hospitalization of a member from an occupational accident shall require immediate notification of the Fire Chief or designee. Any fatality or hospitalization within thirty days of the accident is considered related to that accident.

2) The Fire Chief or designee shall report within 8 hours, any fatality, probable fatality or inpatient hospitalization of two or more members as the result of an occupational accident, to L&I (1-800-423-7233). Reports may be in person or by phone.

3) The person reporting the fatality or probable fatality must speak with a representative from L&I directly.

4) If the Fire Chief or designee does not learn of a reportable accident at the time it occurs, they shall make the report to L&I within eight (8) hours of the time of the report of such accident to any agent or member of the District.

5) All accident reports to L&I and/or OSHA regarding fatalities and/or hospitalizations shall contain, at minimum;
   a) Location time, and date of accident;
   b) Number of fatalities or hospitalized members;
   c) Contact person and phone number; and
   d) Brief description of the accident.

Part D – Accident Minor/Preliminary Investigation:

1) Immediately after the emergency actions following any accident, injury, illness, or exposure, an initial assessment of the cause of the incident shall be conducted. The initial assessment reporting documentation shall identify and include, as a minimum, the following:
   a) Brief description of the incident;
   b) All parties (members and others) directly involved in the incident, including the officer in charge during the incident;
   c) Brief description of any initial mitigating efforts (e.g. medical treatment, equipment removal or disposition, commitment of District resources); and

d) Brief description of other actions taken (e.g. notifications, requests for services) by on-scene personnel.

2) The initial assessment of the situation shall be conducted by the highest ranking officer or ISO to determine if the situation is of a minor or serious nature; Examples of minor accidents are damage to District facilities, apparatus or equipment of less than an estimated, $1,000, incur personal injuries that do not require hospitalization, or incidents that do not incur damage or injury to any civilian property or to the public.

3) If deemed minor in nature, the officer or ISO shall ensure the appropriate initial assessment reporting document is filed and forwarded to the HSO and Fire Chief within seven (7) work days.

4) If deemed serious in nature, "Part E" of this Procedure shall be followed.

Part E – Accident Formal Investigation:

1) Immediately after the emergency actions following any accident, injury, illness, or exposure, an initial assessment of the cause of the incident shall be conducted.

2) Appropriate mitigating efforts shall be taken by the officer in charge to ensure proper treatment for any injuries and any appropriate actions to render the scene safe. Requests for immediate assistance by EMS or Law Enforcement resources shall be relayed through T-Com ("Capital" dispatch).

3) The initial assessment of the situation shall be conducted by the highest qualified ranking officer or ISO or by the HSO or designee when no officer/ISO is present; they shall notify the Fire Chief or designee of the circumstances of the accident as soon as possible.

4) The investigator shall evaluate the incident objectively; the Fire Chief or designee shall ensure proper resources, potentially including outside expertise, are provided for a thorough process. Refer also to District *Policy 1-50 "Management of Legal Risk"*.

5) A formal investigation shall be completed when any of the following result from District accidents:
   a) District member receives medical treatment beyond first aid;
   b) Any community member requires medical attention as a result of a District accident;
   c) Community property is significantly damaged; and
   d) District apparatus are damaged to a point requiring the apparatus be removed from service.

6) In the case of serious firefighter injury or fatality operating in structural PPE, all structural PPE worn by that firefighter shall be immediately removed from service
   a) The PPE shall be protected and secured with documented access;
   b) The PPE shall be preserved in a cardboard box (no air tight containers) in order to prevent any further degradation;
   c) The condition of the PPE shall be investigated by qualified personnel; and
   d) The PPE shall be retained for a specific period of time determined by the District.

7) Accident investigators shall complete the "Accident Investigation Form" to ensure all appropriate and necessary information is collected.

8) Equipment involved in an accident that results in an immediate or probable fatality, <u>shall not be moved</u> until a representative of the Consultation and Compliance Division of L&I investigates and releases such equipment. <u>EXCEPT</u> such equipment may be moved where it is essential to prevent further accident.

a) to remove a victim, such equipment may be moved only to the extent of making When necessary possible such removal; and
b) District personnel may be assigned to assist the L&I in the investigation.

9) Photographs shall be taken of accident scenes and/or damage to District or community property.
10) Members in the vehicle at the time of the accident, and any willing witnesses shall provide written narratives about the event. Record contact information for community witnesses.

11) All records, photographic materials, audio, video, recordings or other documentation concerning an accident shall be preserved according to State Statutes on record retention.

12) Preliminary investigations shall be completed and forwarded to the HSO within 48 hours of any injury, illness, exposure, or vehicular accident. Formal investigations may require longer.

13) The HSO shall review all submitted accident investigations and conducted further investigation as needed.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL
DISTRICT SAFETY PROCEDURE

PROCEDURE TITLE:	Respiratory Protection Program
PROCEDURE NUMBER:	2-20-03
REVISION:	0
DATE ISSUED/REVISED:	20 August 2019
FIRE CHIEF APPROVAL SIGNATURE:	

1.0 STATEMENTS OF INTENT

1. Members required to wear respirators shall be medically qualified, fit tested and provided training prior to being assigned to work or being allowed to perform any duties requiring use of a respirator.

2. All members assigned to work in hazardous atmospheres shall be provided appropriate respiratory protection for the hazard.

3. Respirators shall be provided and used by members in areas where the atmosphere:
   a. Is hazardous
   b. Is suspected of being hazardous
   c. May rapidly become hazardous
   d. These circumstances include, but are not limited to:
      - In an active fire area, or directly above or under a fire area.
      - In potential explosive or fire areas, including gas leaks or fuel spills.
      - Where products of combustion are visible in an atmosphere, including vehicle fires and dumpster fires.
      - Where invisible contaminants are present or suspected. This includes the overhaul stage of a fire.
      - Where toxic products are present, suspected of being present, or may be released without prior warning.
      - In an active chemical spill area where the chemical presents an inhalation hazard.
      - When entering areas occupied by, performing patient care for, transporting, or being in the same area with, an individual with suspected or confirmed communicable respiratory illnesses such TB or SARS.

4. Members using a properly functioning respirator shall not compromise the protective integrity of the respirator by removing the facepiece for any reason in a hazardous atmosphere or in any atmosphere where the quality of the air is unknown.

5. Members using self-contained breathing apparatus (SCBA) shall operate in teams of two or more and each SCBA shall be equipped with a Personal Alert Safety System (PASS) device.

6. Confined spaced often requires the use of SCBA – District members are not permitted to enter, work or provide rescue in confined spaces.

7. When use of a respirator is not required, voluntary use of a respirator is allowed if District guidelines are followed.

2.0 RESPONSIBILITY

Members shall:

- Use the proper level of respiratory protection commensurate with the hazard(s).

- Wear the respirator when and where required and in the manner in which they were trained.
- Care for and maintain respirators as instructed and store them in a clean and sanitary location; this includes any issued respirators and/or facepiece.
- Inform their supervisor if the respirator no longer fits well and request a new one that fits properly.
- Inform their supervisor or the Program Coordinator of any respiratory hazard the member feels has not been adequately addressed in the workplace and of any other concerns the member has regarding the program.
- Notify their supervisor or the Program Coordinator of any other problems associated with using their respirator.
- Perform regular checks of SCBA as outlined in the Appendices and advise their supervisor if the unit is in need of repair.
- Maintain the level of proficiency regarding respirators expected by the District.
- Guard against damage to respiratory equipment.
- Inform their supervisor if they are voluntarily choosing to use a respirator.
- Ensure no there is no facial hair present which may interfere with proper respirator seals when conducting fit testing, on shift, or at times the member could respond to emergencies.

Supervisors shall:

- Maintain an awareness of tasks, work areas, and operations requiring the use of respiratory protection; ensure and enforce that members wear appropriate respiratory protection commensurate with the hazard(s) encountered.
- Ensure that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan; this includes personally issued respirators
- Ensure that all members under their supervision have received appropriate training, fit testing, and medical evaluation before using a respirator.
- Ensure that an annual test is completed by each assigned member on their knowledge of SCBA equipment operation, safety, District organizational policies and procedures, and facepiece seals.
- Ensure completion of quarterly competency demonstration(s).
- Ensure that conditions do not require the use of a respirator if/when a member informs them of voluntary respirator use.

The District shall:

- Identify personnel who are required to wear respiratory protection in the course of performing their assigned duties.
- Purchase, distribute, and make accessible respirators that meet applicable standards.
- Ensure respirators are maintained (inspections, repairs, testing, etc.) in accordance with the manufacturer's recommendations.
- Ensure an adequate stock of disposable respirators are maintained.
- Ensure an adequate supply of SCBA respirators are available, and that each member potentially exposed to environments that are Immediately Dangerous to Life & Health (IDLH) is issued their own SCBA mask.

Incident commanders shall:

- Ensure that proper respiratory protection is being used and that respiratory protection is commensurate with the hazard(s) that is/are encountered.

The Respiratory Program Coordinator (RPC) shall:

- Coordinate the respiratory protection program.
- Act, under the authority of the Fire Chief, on any and all matters pertaining to the operation and coordination of the program.
- Solicit input from members and perform an annual evaluation of the effectiveness of the program.
- Be responsible for ensuring maintenance of air quality test records.
- Ensure annual fit tests are conducted and records are maintained.
- Ensure that the respirator user's medical status is reviewed and meets District requirements for respirator usage.

- Ensure that SCBA are thoroughly inspected and documented by written record as required.
- Ensure the existence of training curriculum that meets the standard and is up-to-date.
- Conduct train-the-trainer classes as necessary to meet the requirements of the standard.
- Conduct random evaluations of any or all program components and make reports to the District for the purposes of documenting continuing effectiveness of the program.

3.0 GUIDELINES

Part I - Personnel

1. The District Health and Safety Officer shall serve as the RPC.
2. The District shall require and provide for a medical evaluation to determine the member's ability to use a respirator, before the member is fit tested or required to use the respirator.
3. Members shall be properly fitted and tested for a face seal prior to use of the respirator in a hazardous atmosphere or contaminated area.
   a. Fit test procedures and test exercises shall follow procedures detailed in the appendices; quantitative or qualitative fit testing may be used.
   b. Fit testing shall be repeated:
      - At least once every twelve months.
      - Whenever there are changes in the type of SCBA or facepiece used.
      - Whenever there are significant physical changes in the user. Examples: Obvious change in body weight, scarring of face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the facepiece seal.
4. Members with facial hair that comes between the sealing periphery of the facepiece and the face or interferes with the valve function of the respirator shall <u>not</u> be permitted to be fit tested, respond to emergencies, operate in a hazardous atmosphere or attend shifts.
5. If a spectacle, goggle, or face shield must be worn with a facepiece, it shall not adversely affect the seal of the facepiece to the face.
   a. Straps or temple bars shall not pass between the seal or surface of the respirator and the user's face.
   b. Members requiring the use of spectacles with SCBA shall contact their supervisor to make arrangements for a spectacle kit to modify their facepiece.
6. Members shall be (field) decontaminated prior to removal of respirators whenever firefighting activities resulted in exposure to a hazardous substance.
7. When exchanging air supply bottles during suppression or overhaul activities, reasonable precautions shall be taken to ensure contaminated atmosphere does not enter the breathing zone and/or facepiece supply hose.
8. Members are allowed to use only the make, model, and size respirator for which they have passed a fit test within the last twelve months.
9. Members who have not received medical approval, fit testing, and respiratory protection training in accordance with this policy and program shall not be assigned to any duty or allowed to participate in any activity where respiratory protection may be required.
10. A "user seal check" shall be performed by the member <u>every</u> time the respirator is put on to assure that an adequate seal is achieved and that the respirator is adjusted and worn properly.
11. Before any member may wear an Air-Purifying Respirator (APR), an evaluation of the respiratory hazard shall be conducted to include the contaminant's chemical state and physical form. When these cannot be identified or reasonably estimated, the District shall consider the atmosphere IDLH and SCBA shall be worn. A *Respirator Decision Logic Sequence* for use of APRs following extinguishment appears in the Appendices.

Part II - Training

1. Members shall be trained in the proper function, use, cleaning and maintenance of any respiratory protection provided for their use including the step-by-step procedures for putting on and removing respirators and checking a respirator for proper function. Training requirements are outlined in the Appendices.
2. Upon completion of such training, each member shall practice at least quarterly, for each type and manufacture of respirator available for use, the step-by-step procedure for donning and doffing the respirator and checking for proper function.
3. Annual training and testing shall be conducted to the District's standard on the member's knowledge of SCBA equipment operation, safety, and departmental organizational policies and guidelines.

a. The standards are:
   i. Supervisors are responsible for evaluating practical competencies.
   ii. The RPC shall ensure the competency evaluations are current.
   iii. Members unable to demonstrate competency shall:
      - document additional (re)training
      - be re-evaluated
      - instances of repeated failure shall be dealt with as a performance issue

b. Members failing to demonstrate competency may be restricted from duties requiring use of a respirator as determined by the Fire Chief.

Part III – Equipment and Breathing Air

1. All SCBA shall be inspected before use, after use, and monthly. In addition, SCBA on staffed apparatus shall be inspected daily.
2. SCBAs kept in storage as replacement units shall receive an inspection consistent with a monthly inspection before being placed into service. The inspection shall be documented.
3. Any SCBA found in less than a safe working condition shall be removed from service, tagged, and recorded as such, and tested before being returned to service. Repair of the respirator must be done with parts designed for the respirator in accordance with the manufacturer's instruction and by personnel authorized to perform such repairs.
4. Breathing air for SCBA cylinders shall meet the requirements of *ANSI/CGA G-7 Commodity Specification for Air* with a minimum air quality of D as well as meeting a water vapor level of 24 Parts per Million (PPM) or less.
   - The air quality from compressors and cascade systems shall be tested at least quarterly and records maintained. Required air sampling for testing is shown in the Appendices.
   - If/when the District purchases compressed breathing air from a vendor, the vendor will be required to provide certification and documentation of breathing air quality quarterly.
5. All compressed gas cylinders shall be hydrostatically tested within the periods specified by the manufacturer and the applicable governmental agency. Any compressed gas cylinder that is not within current hydro date shall be taken out of service immediately, emptied of its contents, tagged, and not used until tested.
6. SCBAs are not SCUBA gear and their use for this application is illegal per US Department of Transportation (DOT) regulations. SCBAs shall not be used in pools or other unusual circumstances without written permission of the manufacturer.
7. Respirators shall be kept clean, sanitary, and in good working order. Respirators shall be cleaned and disinfected using the procedures in the Appendices. Respirators shall be cleaned and disinfected at the following intervals:
   a. Personally issued SCBA facepiece and ½ face cartridge respirators shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
   b. SCBA facepiece or ½ face cartridge respirators available to more than one member shall be cleaned and disinfected before being used by different individuals.
   c. Facepiece and respirators used in fit testing and training shall be cleaned and disinfected before being used by different individuals.
8. Respirators with a probe installed for quantitative fit testing shall be used only for fit testing.

Part IV – Compliance Monitoring

1. The effectiveness of the respiratory program shall be evaluated annually by the Respiratory Program Coordinator and a written report submitted to the Fire Chief.
2. Members and supervisors shall be observed on a random basis for determining necessary changes to, and compliance with, this program.
3. Records shall be kept by the District as required and as outlined in the Appendices.

4.0 APPENDICES

The following Appendices are a mandatory part of this section, and explain various components of the District's Respiratory Protection Program.

5.1 - Medical evaluation
5.2 - Fit testing procedures and user seal checks
5.3 - Maintenance, care, and cleaning
    a. SCBA
    b. Disposable APRs (N95 and N100 HEPA respirators)
    c. Half or Full face cartridge APRs
    d. Maintenance of compressed gas cylinders
5.4 - Breathing air quality and use
5.5 - Training
5.6 - Program Evaluation and Recordkeeping
5.7 - Respirator Use and Procedures
5.8 - Asbestos Hazards

Appendix 5.1 – Medical evaluations

The District shall provide a medical evaluation to determine the member's ability to use a respirator before the member is fit tested or required to use the respirator in the workplace. The District may discontinue a member's medical evaluations when the member is no longer required to use a respirator.

1. Medical evaluation procedures

[PROVIDER] has been chosen as the professionally licensed health care provider (PLHCP) to perform medical evaluations. Medical evaluations will be conducted using a medical questionnaire based on WAC requirements. The PLHCP shall determine if the questions in Part 4 of the questionnaire are necessary. The PLHCP shall be the sole judge to any exception in the personnel medical record that may prohibit any members from using a respirator. The PLHCP will determine the frequency of medical evaluations.

2. Follow-up medical evaluation

A follow-up medical evaluation may be required after review of the questionnaire by the PLHCP. Determination of the need for and nature of the follow-up evaluation is the responsibility of the PLHCP. The District may be notified that the PLHCP is attempting to contact the member, but the District will not receive any confidential information from the questionnaire. The follow-up medical evaluation shall include any consultations (for example, to evaluate the positive responses to the medical questionnaire) medical tests, or diagnostic procedures that the PLHCP deems necessary to make a final determination of the member's ability to use a respirator.

3. Administration of the medical questionnaire and evaluation

The medical questionnaire and evaluation shall be administered:

- confidentially
- during the member's normal working hours or at a time and place convenient to the member, and
- in a manner that ensures that the member understands its content.

The District shall provide the member with an opportunity to discuss the questionnaire and evaluation results with the PLHCP. The results of the evaluation shall be as indicated by the PLHCP on a medical approval to wear a respirator form or statement.

4. Supplemental information for the PLHCP

The District shall provide the following information to the PLHCP before the PLHCP makes a recommendation concerning a member's ability to use a respirator:

- The respirator questionnaire as shown in WAC 296-842 Respirators
- The type and weight of the respirator(s) to be used by the member
- The duration and frequency of respirator use (including use for rescue and escape)
- Description of the expected physical work effort and duration
- Descriptions of the required protective clothing and equipment to be worn
- Temperature extremes that may be encountered
- A copy of the written respiratory protection program including fit testing procedures
- A copy of WAC 296 - 824 Respirators

Any supplemental information provided previously to the PLHCP regarding a member need not be provided for a subsequent medical evaluation if the information and the PLHCP remain the same.

When the District replaces a PLHCP, the District must ensure that the new PLHCP obtains this information, either by providing the documents directly to the PLHCP or having the documents transferred from the former PLHCP to the new PLHCP. There is no expectation that the District will have members medically reevaluated solely because a new PLHCP has been selected.

5. Medical determination

The District shall obtain a written recommendation regarding the member's ability to use the respirator from the PLHCP. This form will be retained in the member's medical file for the duration of employment plus 30 years. The District will ensure that the member receives a copy of the recommendation. The recommendation shall provide only the following information:

a. Any limitations on respirator use related to the medical condition of the member, or relating to the workplace conditions in which the respirator will be used, including whether or not the member is medically able to use the respirator.
b. The need, if any, for follow-up medical evaluations.
c. An expiration date, if any is determined by the PLHCP.

If the respirator is a negative pressure respirator and the PLHCP finds a medical condition that may place the member's health at increased risk if the respirator is used, the District shall provide a PAPR if the PLHCP's medical evaluation finds that the member can use such a respirator. If a subsequent medical evaluation finds that the member is medically able to use a negative pressure respirator, then the employer is no longer required to provide a PAPR.

6. Additional medical evaluations

At a minimum, the District shall require a medical reevaluation if:

a. A member reports medical signs or symptoms that are related to ability to use a respirator.
b. A PLHCP, supervisor, or the RPC informs the District that a member needs to be reevaluated.
c. Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for member reevaluation.
d. A change occurs in workplace conditions (e.g., physical work effort, protective clothing and temperature) that may result in a substantial increase in the physiological burden placed on a member.

7. Prescription Eyewear

SCBA spectacle kits and prescription lenses to fit the spectacle kits shall be provided by the District if a member must wear glasses to do his/her job adequately. Contact lenses are allowed by WAC 296-305. The member's eye physician or the PLHCP shall determine if an individual user's eyes would be damaged by the use of contact lenses with an SCBA.

WORK EFFORT INFORMATION

Work Effort Information				
	Structural Firefighter	**Support function at emergency scene**	**EMS worker (FR, EMT)**	**Fire Investigator**
Work Description	Interior structural firefighting	Pump operator, Safety Officer, Incident Commander, Rehab, Staging, Defensive fire attack, designated standby member*	Rendering emergency medical care, lifting and moving patients, gathering patient information	Searching for cause and origin of fires
Expected physical work effort	Heavy	Heavy, medium to light	Medium to heavy. Lifting and carrying patients in conjunction with at least one other person weights of up to 300#. Carrying equipment with weights up to 30#. Traversing a variety of surfaces and elevations.	All categories of work effort. Lifting and carrying equipment, shoveling, traversing a variety of surfaces and terrain.
Work duration & frequency of heavy work before rest from respirator use	Based on air supply in SCBA; averages 20 minutes. Total work period using respirator may extend time allowed to two (2) refills of SCBA air supply (60 minutes). Work period may extend to 4 or more hours beyond that which requires respiratory protection	Support functions may extend over long periods of time.	Typically less than 15 – 20 minute intervals, may be repeated multiple times over a 24 hour period	Duration of work depends on fire scene to be investigated. Investigation efforts may extend over long periods of time. Expected effort with respirator before a break is 20-30 minutes

Work Effort Information - Continued				
	Structural Firefighter	**Support function at emergency scene**	**EMS worker (FR, EMT)**	**Fire Investigator**
Environment temperature extremes, work duration	• Routine - 68-140° F Unlimited • Ordinary - 140-572° F 20-27 min • Emergency - 572-1832° F 30-secs – 4 mins	• Routine - 68-140° F Unlimited • Ordinary - 140-572° F 20-27 min	0° F to 110° F, both indoors and outdoors. May involve tight spaces.	Varies with weather conditions - 0° – 100° F for outdoor activities. Indoor activity occurs post-fire; temperature dependent in part on ambient conditions.
Protective clothing & equipment worn – weight	Structural clothing ensemble (PPE) – helmet, hood, earflaps, coat, gloves, pants, rubber boots = 25 #	Coveralls and work boots = 10# **or** structural PPE ensemble = 22-25#	Coveralls, tyvek suit, surgical gloves, eye protection	Protective footwear, gloves, head protection; bunker coats available for some limited torso protection. Estimate 10-15 lbs.
Type & weight of respirator to be used	Typical 30 min duration SCBA, facepiece and regulator; 22-25#	• SO and/or staff member would need respiratory protection to evaluate a structure for overhaul • A standby member will wear typical 30 min duration SCBA in standby position (plus structural PPE ensemble) • None for members working in rehab, staging, etc. away from the respiratory hazard area	HEPA, Type N95 or N100 mask	• SCBA – 18 pounds • Full face cartridge respirator – approximately 1-2 lbs • 1/2 face cartridge respirator – ½ - 1 lb
Hearing protection	Not required if use endangers firefighters	Pump operator may exceed 85 dBA on 8 hr TWA	None normally required	None normally required

*Designated standby members may, at a moment's notice, be required to perform rescue activities in a structure fire or other emergency incident situation.

Appendix 5.2 – Fit testing

The District shall conduct annual fit testing using the following procedures. The requirements in this appendix apply to both QuaLitative Fit Testing (QLFT) and QuaNtitative Fit Testing (QNFT).

Fit testing shall not be conducted if there is any hair growth, such as stubble beard growth, beard, mustache, sideburns or bangs between then skin and the facepiece sealing surface

During fit testing, a member must wear safety equipment that would be worn in the workplace and that could interfere with facepiece fit

If the member finds the fit/comfort of the facepiece unacceptable, the member shall be given the opportunity to select a different facepiece and to be retested.

APPENDIX 5.2.1 Qualitative Fit Test Description and Member Responsibility Handout

The fit testing process is a series of exercises performed wearing the facepiece/respirator while the test conductor aerosolizes a test agent around the facepiece/respirator; **if you can smell/taste the test agent the fit of the respirator is not acceptable.**

Your Responsibilities

1. Let the fit test conductor know if you can detect (taste/smell) the test agent at any time during the screening or test exercises, or if the facepiece/respirator fit is otherwise not acceptable
2. Perform the exercises in the manner instructed

Process

1. The test conductor will determine if you can detect the test agent (some people cannot detect a particular test agent; if that is the case, a different testing agent can be used).
2. You will select and don a facepiece/respirator.
   a. If you are unfamiliar with the facepiece/respirator, you will be assisted with positioning, setting strap tension and how to determine if the fit appears acceptable – you will don and doff it several times to ensure your comfort/familiarity with the facepiece/respirator.
   b. An assessment of comfort will be made – how the facepiece/respirator feels and allows you to function – a mirror is available to assist with this determination.
   c. If you will be normally wearing any other equipment that will affect the way your facepiece/respirator fits, you will need to wear it for the fit test (i.e. – a helmet, glasses, etc.).
   d. You will seat the facepiece/respirator on your face, move your head from side-to-side and up and down slowly while taking a few deep breaths to get a proper fit.
3. You will conduct the positive and negative user seal checks. Failure of these checks means that facepiece/respirator is not an acceptable fit and another must be selected, or that facepiece/respirator must be readjusted.
4. You will perform the following exercises, under the hood, while standing, for 1 minute while the test conductor creates a concentration of the test agent around the facepiece/respirator. Breathing with your mouth slightly open will help in determining if you can taste/smell the test agent.
   a. **Normal breathing** – breath in and out normally
   b. **Deep breathing** – breath in and out slowly and deeply – don't hyperventilate
   c. **Turning** – while breathing normally, turn your head from side-to-side. Pause at the extreme on each side to inhale
   d. **Nodding** – while breathing normally, move your head up and down. Pause at the extreme up position to inhale
   e. **Talking** – recite the Rainbow Passage (reverse of this page), count back from 100 or recite a memorized poem
   f. **Jogging** – jog in place
   g. **Normal breathing** – repeat of the first exercise – breath normally

RAINBOW PASSAGE

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

APPENDIX 5.3A - Care and Maintenance of SCBA

PART 1 – GENERAL REQUIREMENTS

1. **Inspection** -all SCBA shall be inspected:
    a. before each use
    b. after use (usually during cleaning)
    c. at least monthly
    d. daily at staffed stations
2. **Cleaning and disinfecting** - all SCBA shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition. At minimum, SCBA facepieces shall be cleaned and sanitized:
    a. after each use
    b. before being worn by another member
        - when conducting fit testing, the respirator/facepiece will be disinfected between members
        - on an incident scene, if the facepiece is to be used by another member, the facepiece shall be wiped with approved disinfectant wipe prior to use by another member.
3. Before placing a cleaned and disinfected SCBA or a repaired SCBA back into service, a functional check shall be conducted.
4. Any SCBA not in sanitary and good working condition shall be taken out of service and tagged appropriately.
5. SCBA shall be maintained in accordance with the manufacturer's recommendations. Repairs shall be conducted by District authorized personnel or the manufacturer/manufacturer's authorized representative depending upon the defect.
6. Records shall be maintained for each SCBA.
7. Facepiece:
    - SCBA facepiece carried on apparatus shall be inspected before use, after use and monthly.
    - Personally issued facepiece shall be inspected before use, after use, and each time a member is on shift.

PART 2 - MAINTENANCE

1. All repairs and/or maintenance to SCBA shall be conducted by personnel authorized to make such repairs. Repairs or maintenance beyond the scope of authorization shall be conducted by the manufacturer.
2. The SCBA unit must be maintained according to manufacturer specified intervals.
    - Flow testing, overhaul and repair procedures must be performed by an SCBA trained, District authorized SCBA technician or at an SCBA Certified Service Center
    - Flow testing of SCBA and facepieces shall be conducted annually.
    - Hydrostatic testing of SCBA cylinders shall follow applicable standards.

PART 3 - STORAGE

1. SCBA shall be stored in their original containers when possible.
2. Facepieces shall be stored so they are not crushed or distorted; head harness straps should be adjusted to their maximum length.
3. Cylinders not available for immediate or replacement use shall be stored vertically, valve up, empty (maintaining 100 psi) and tagged and in a cool, dry location.

PART 4 – INSPECTION AND CLEANING

1. Inspection and cleaning shall be according to the procedures outlined in the SCBA procedures appendix.

Appendix 5.3B – Care and Maintenance of Disposable Air Purifying Respirators – N95/100

1. The term N95 shall be understood to refer to disposable particulate air purifying respirators with N95 or N100 ratings.
2. N95 respirators are considered single use, or disposable respirators. For EMS use, they are to be discarded after field use. When used as protection from particulate, such as in fire investigation, they shall be discarded as necessary (damaged, contaminated, increased resistance to breathing, no longer able to function effectively) but may be reused.
3. Prior to each use, N95 respirators shall be inspected for structural damage or deformation and visible physical contamination. If either of these conditions exist, the respirator shall be discarded and not used.
4. N95 respirators shall be stored in a manner that protects them from dust, sunlight, extreme heat and cold, damaging chemicals, excessive moisture, and physical damage and distortion.
5. N95 respirators shall be maintained in accordance with the manufacturer's recommendations.
6. N95 respirators shall be replaced if there is any increase in resistance to breathing when being worn. It is necessary to exit the hazardous area before removing the respirator.
7. Districts may choose to issue the N95 respirator to members. If a member maintains an individually issued respirator, the member is responsible for maintaining and storing it properly.

APPENDIX 5.3C – Care and Maintenance of ½ face cartridge air purifying respirators

1. The respirator, including cartridges, shall be inspected before and after use.
2. The respirator shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition. At minimum, it shall be cleaned and disinfected:
   - After each use
3. Before being worn by another member, cartridges shall be replaced if they are damaged, contaminated or if resistance to breathing is noticed. Cartridge life will depend upon usage.
4. The respirator and cartridges shall be stored in a manner that protects them from dust, sunlight, extreme heat and cold, damaging chemicals, excessive moisture, and physical damage and distortion.

APPENDIX 5.3D – Care and Maintenance of Compressed Gas Cylinders

PART 1 –GENERAL

1. Any compressed gas cylinder that is damaged, out of current hydro test date or otherwise not in good working order shall be taken out of service immediately, emptied and tagged out-of-service.
   a. Cylinders shall not be placed back into service until they have been an individual or technician approved by the District.
   b. Composite cylinders shall be condemned and taken out of service after their 15 year life span according to regulations.
2. Records shall be maintained for each compressed gas cylinder.
3. Types of compressed gas cylinders found in the District include, but are not limited to:
   - Compressed air cylinders, including SCBA cylinders and cylinders for refilling systems
   - Oxygen cylinders
   - Carbon dioxide extinguishers

PART 2 –INSPECTION FOR FIBER – REINFORCED COMPOSITE CYLINDERS (FRCs)

1. Categories of damage to cylinders
   a. **Abrasions** - greater loss of surface (than a scuff) with numerous fibers visible. Can be caused by sliding contact with a rough surface. Flat spots evident on the surface could indicate excessive loss of composite thickness.
   b. **Cuts** – defects caused by a sharp object.

c. **Dents or bruises** - defects caused by blow from blunt object, may appear as crazing or frosting of the resin. (Cylinders with dents need to be hydrostatically tested before use).
d. **Delamination** – may appear as a whitish patch, like a blister or air space beneath the surface.
e. **Scuffs** - minor abrasion damage to the protective coating (i.e. paint). Can be caused by sliding contact with a rough surface. Flat spots evident on the surface could indicate excessive loss of composite thickness.
f. **Structural** - (A general inclusive term for severe damage) - this is extreme and may destroy the liner as well as the outer composite.

2. Levels of damage to cylinders
   a. **Level I Damage (Acceptable).** Level I is minor and would be considered normal and have no adverse effects on the safety of the cylinder and its continued use. Such items as scratched paint, nicks or dings that have no appreciable depth, or frayed fibers are considered in this category.
   b. **Level 2 Damage (Rejectable)** -additional inspection or repairs required. Level 2 may be cuts or gouges which are deeper or longer than Level 1; or, may include a group of severed fibers. These are repairable, but should be referred to the manufacturer for corrective action.
   c. **Level 3 Damage.** Level 3 is considered unrepairable and the cylinder shall be condemned.

3. Acceptance criteria for cylinders
   a. Abrasions - Minor abrasions, such as scuffs, are acceptable unless the damage is deep enough to expose groups of fibers.
      - Any abrasion that is believed to be greater than a level 1 abrasion requires that the cylinder be taken out of service and inspected by a District or manufacturer authorized technician
   b. Cuts or scratches less than .0051 inch (.127mm) deep and/or less than ¾" long are acceptable.
      - Any cut that is believed to be greater than a level 1 cut requires that the cylinder be taken out of service and inspected by a District or manufacturer authorized technician
   c. Dents or bruises -
      - **If the dent affects structural configurations, the cylinder shall be condemned.**
      - Dents or bruises existing in localized areas of the composite only are acceptable.
      - If the damage includes delamination or exposed fiber ends, the cylinder shall be taken out of service and inspected by a District or manufacturer authorized technician
   d. Delaminations – cylinders with **any** delamination must be taken out of service and inspected by a District or manufacturer authorized technician.
   e. Structural - Structural damage includes cylinders with visual evidence of a change in envelope configurations.
      - **A cylinder must be condemned** for any evidence of bulges, cocked end fitting, concave areas on the domes or on the cylinder section, or, if by visual inspection of the cylinder interior, evidence can be found of exterior damage involving defamation of the liner or interior corrosion damage exceeding allowable limits.
   f. Fire damage
      - **Cylinders with signs of fire damage shall be condemned.** Fire damage may be evident by charring or burning of the composite, labels, paint, or plastic components of the valve. The gauge lens may be melted or the elastomeric materials may be distorted. The cylinder may appear brown or black. If, however, the protective coating is only soiled from smoke or other debris, and is found by examination to be intact underneath, the cylinder shall not be considered affected.

4. Manufacturer's labels
   a. Manufacturer's labels are located on the sidewall near the end of the cylinder containing the valve outlet and contain the following information. The manufacturer's label will be contained within the composite, not stuck to the outside:
      - DOT exemption number followed by service pressure
      - Numerical serial number followed by inspector's mark
      - Manufacturer's identification
      - Date of manufacture
   b. If the label does not contain the information as indicated above, the cylinder must be taken out of service and the manufacturer consulted

c. If the label is illegible, the cylinder shall be taken out of service and the manufacturer consulted
d. If the label is missing, the cylinder shall be condemned

PART 3 - MAINTENANCE

1. All repairs and/or maintenance to SCBA cylinders shall be conducted by personnel authorized to make such repairs. Repairs or maintenance beyond the scope of authorization shall be conducted by the manufacturer.
    a. The District shall maintain a list of authorized personnel.

2. Compressed gas cylinder inspection
    a. Steel (DOT 3AA) and aluminum cylinders (DOT 3AL) must be hydrostatically tested every five years. To meet DOT requirements, each cylinder is stamped with the month and the year of manufacture and the date of the last test.
    b. Composite cylinders shall be hydrostatically tested every five years
    c. The total life span for a composite cylinder shall be 15 years from the date of manufacture; after 15 years the cylinder shall be condemned unless an exemption has been granted by DOT.
    d. All compressed gas cylinders shall be checked and maintained in accordance with DOT requirements.
    e. Inspection, maintenance, and records for compressed gas cylinders not owned by the District (ex. Oxygen cylinders) shall be the sole responsibility of the owning company.
    f. Records shall be made available to the District upon request.

Compressed gas cylinders	Steel cylinders • Cascade system cylinders • Oxygen cylinders • Acetylene cylinders • Carbon dioxide cylinders	Aluminum cylinders • Oxygen cylinders	Carbon Composite cylinders • SCBA cylinders
Hydro test	Every 5 years	Every 5 years	Every 5 years
Internal visual inspection	Every 5 years	Every 5 years	Every 5 years
External visual inspection	Every time refilled	Every time refilled	Every time refilled
Valve overhaul			
Condemnation	As damage requires	As damage requires	15 years from date of manufacture

PART 4 – STORAGE

1. Compressed gas cylinders not intended for immediate use shall be stored vertically, with the cylinder valve up, valve closed, and in a cool, dry location whenever possible.
    - If it is not possible to store the cylinder vertically, store it in as vertical a position as possible with the cylinder valve end up.
    - SCBA and spare cylinders carried on apparatus for immediate use are not considered "stored" and shall be carried in the manner determined appropriate by the District and the apparatus configuration.
2. When stored, SCBA cylinders shall be either full or empty (less than 100 psi, >0 psi) and shall have the valve closed.
    - Only out of service cylinders will be stored empty and shall be tagged as such to distinguish them from full cylinders

APPENDIX 5.4 – Breathing Air Quality

PART 1 – BREATHING AIR QUALITY

1. The District shall ensure that compressed breathing air meets at least the requirements for Type I Grade D breathing air described in American National Standards Institute (ANSI)/Compressed Gas Association Commodity Specification for Air, G-7.1-198~, with a minimum air quality of grade D as well as meeting a water vapor level of 24 ppm or less) to include:
   a. Oxygen content (v/v) of 19.5-23.5%
   b. Hydrocarbon (condensed) content of milligrams per cubic meter of air or less
   c. Carbon monoxide (CO) content of 10 ppm or less
   d. Carbon dioxide content of 1,000 ppm or less
   e. Lack of noticeable odor
2. Samples shall be collected for analysis of air quality quarterly from all fill sources: compressor – cascade system storage.
3. Only those personnel who have been trained in the correct use of an SCBA fill system will be allowed to operate it.
   a. All cylinders shall be visually inspected for damage and current hydro date prior to (re) filling.
   b. Proper operating procedures and safety precautions shall be posted in an obvious area/location at all filling stations.
   c. Composite SCBA cylinders shall **not** be refilled while immersed in a water tank.
   d. Cylinders shall always be filled while they are in a vertical position.
4. Purchased or acquired air
   a. Cylinders of purchased breathing air shall have a certificate of analysis from the supplier that the breathing air meets the requirements for Type I Grade D breathing air and the moisture content in the cylinder does not exceed a dew point of -65 degree F (-45.6 degree C) at 1 atmosphere pressure or 24ppm.
   b. Certificates shall be obtained quarterly.
5. Compressor
   a. Compressors shall be maintained according to manufacturer's instructions and recommendations, and by authorized personnel.
   b. The filter system shall have a tag containing the most recent sorbent bed/filter change date and the signature of the person authorized by the employer to perform the change. The tag shall be maintained at the compressor.
   c. For compressors that are not oil-lubricated, the District shall ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm.
   d. For oil-lubricated compressors, the District shall use a high-temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.
   e. The District shall ensure that all filters, cartridges and canisters used in the workplace are labeled and color coded with the National Institute for Occupational Safety & Health (NIOSH) approval label and that the label is not removed and remains legible.

APPENDIX 5.5 - Training

PART 1 – REQUIREMENTS

1. Members using respiratory protection shall be trained on how to use and maintain the respirator(s) provide for their use. Training will include the capabilities and limitations associated with each type of respirator and the nature of potential respiratory hazards.
2. Each member must demonstrate knowledge of at least the following:
    a. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
    b. Understanding components of the respirator(s), it's safety features, limitations, and capabilities.
    c. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
    d. How to inspect, don and doff, use, and check the seals of the respirator.
    e. Inspection, care, maintenance, and storage procedures for the respirators they will use.
    f. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
    g. The requirements of WAC section 296-842 – Respirators.
    h. Recognizing hazards that may be encountered.
    i. For those members who use SCBA, training on the manufacturer's instructions regarding emergency procedures.
2. Training shall be completed prior to requiring the member to use a respirator in the workplace.
3. Retraining, shall be administered annually, and when the following situations occur
    a. Changes in the workplace or the type of respirator render previous training obsolete.
    b. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill.
    c. Any other situation arises in which retraining appears necessary to ensure safe respirator use.
4. After completing initial training as listed in item #2, each member shall practice at least quarterly, and for each type and manufacturer of respirator available for their use, the step-by-step procedure for donning and doffing the respirator and checking it for proper function.
5. All members who wear respirators will be tested at least annually on their knowledge of respirator equipment operations, safety, organizational policies and procedures and facepiece usage.
6. Training will be developed and implemented when respiratory protection equipment is changed, modified or replaced.
7. Training for recognition of potentially asbestos containing materials shall be conducted as required (*refer to Appendix Section 5.8 Asbestos Hazards*).

APPENDIX 5.6 – Recordkeeping and Program Evaluation

PART 1 - RECORDKEEPING

1. All records required by this Respiratory Protection Program shall be kept by the District with the RPC having access.
2. Medical evaluations – records of medical evaluations (professionally licensed health care provider's (PLHCP) written recommendations) shall be kept in the member's confidential medical file and made available in accordance with WAC 296-842 (Respirators) and 296-62 Part B (Access to Records). These records shall be retained for the duration of membership/employment plus 30 years.
3. Fit test records – individual fit test records shall be retained until the next fit test is completed.
4. The District shall provide a copy of the respiratory protection program section of the Safety and Accident Prevention Program to any member upon request.
5. Air quality testing records shall be retained on forms provided by the air testing agency, as required by law.
6. Training shall be recorded as determined by the District. Class rosters shall be retained for 3 years, and individual training records for the duration of membership/employment plus 6 years.
7. SCBA, cylinder, and other respiratory protection equipment records shall be maintained for the duration of District ownership and use of the equipment.

PART 2 – PROGRAM EVALUATION

1. A written respiratory program evaluation shall be completed each year by the RPC and provided to the Fire Chief.
2. The evaluation shall include an assessment of the status of the program and indicate any areas where improvement is needed.
3. Member input shall be sought prior to the evaluation.

APPENDIX 5.7 – Respiratory Hazards and Use

PART 1 – VOLUNTARY USE OF RESPIRATORS

1. If a respirator is not required to be used, a member may:
   - choose to voluntarily wear a respirator as long as the use of the respirator itself does not create a hazard
   - use a disposable filtering facepiece – N, P or R 95 or 100 – without having to conform to any of the requirements of the respiratory protection program
2. Members voluntarily choosing to wear any other type of respirator shall conform to all of the requirements of the Respiratory Protection Program (medical approval, fit testing, training, quarterly donning and annual evaluations).
3. Members choosing to voluntarily wear a respirator shall inform their supervisor.
4. Supervisors shall ensure that a member who is choosing to voluntarily wear a respirator receives the following information:

Respirators protect against airborne contaminants when properly selected and used. WISHA recommends voluntary use of respirators when exposure to substances is below the WISHA permissible exposure limits (PELs) because respirators can provide you an additional level of comfort and protection.

If you choose to voluntarily use a respirator – be aware that respirators can create hazards for you, the user. You can avoid these hazards if you know how to use your respirator properly AND how to keep it clean. Take these steps:

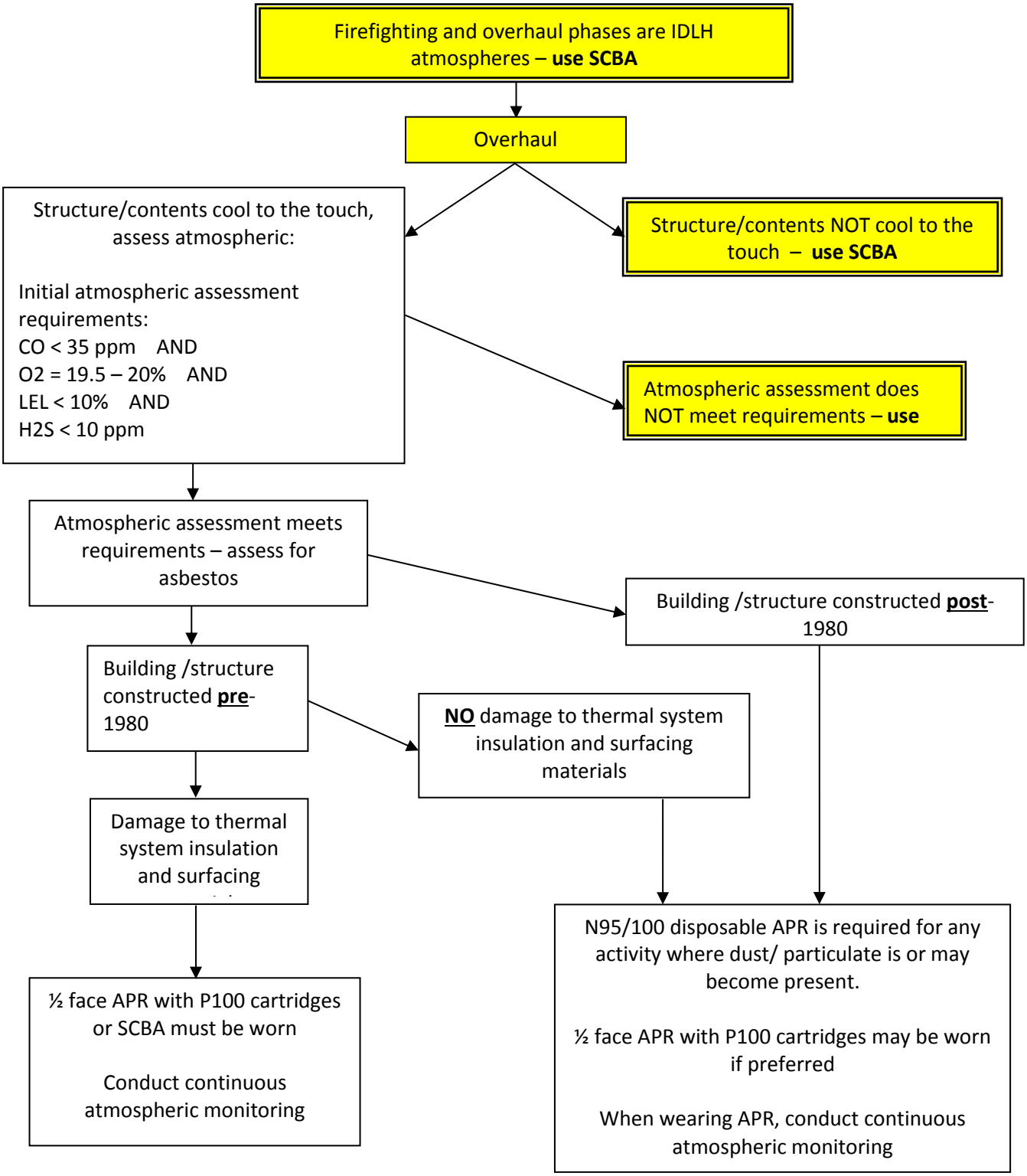
- Read and follow all instruction provided by the manufacturer about use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- Choose respirators certified for use to protect against the contaminant of concern. National Institute for Occupational Safety and Health (NIOSH), certifies respirators. If a respirator is not certified by NIOSH, you have no guarantee that it meets minimum design and performance standards for workplace use. A NIOSH label will appear on the respirator packaging. It will tell you what protection the respirator provides.
- Do not wear the respirator into atmospheres containing hazards that your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against solvent vapor or smoke (since smoke particles are much smaller than dust particles) or oxygen deficient environments.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

PART 2 - GENERAL

1. Respiratory hazards shall be evaluated to determine to type/level of respiratory protection necessary.
2. SCBA shall be worn:
   - in a contaminated atmosphere, including but not limited to:
     - interior structural firefighting
     - overhaul
   - in an atmosphere that is suspected of being contaminated or oxygen deficient, including but not limited to :
     - carbon monoxide alarm responses
   - in an atmosphere that may rapidly become hazardous or oxygen deficient
   - in an atmosphere that is oxygen deficient
3. An air purifying N95 or N100 disposable respirator shall be worn:
   - when entering an area or room occupied by, and/or when providing care for, and/or transporting individuals with suspected or confirmed TB, SARS, or other potential/known air borne communicable illness.
   - when working in an area where non-oil containing particulate is the hazard, such as dusty environments.
4. The mask with P100 cartridges shall be worn:
   - only for particulate hazards, including those containing oil. An evaluation of the respiratory hazards is initially required, and further air monitoring may be required
   - when working in a building constructed pre-1980 that has had damage to thermal system insulation and/or surfacing materials. An evaluation of the respiratory hazards is initially required, and further air monitoring may be required.

APPENDIX 5.7.1 Respirator Decision Logic Sequence Following a Structure Fire

This sequence covers firefighting and investigation activities in residential and some business or commercial structure fire incidents. There should be no expectation for any kind of unusual toxic contaminants.



APPENDIX 5.7B – SCBA Procedures

1. **Donning SCBA**
    - **Checking your SCBA before using it**
    - **Donning SCBA**
2. **Doffing SCBA**
3. **Changing a Cylinder**
4. **Using the Quick Fill System**
5. **Emergency Escape Breathing System**
6. **Monthly SCBA check**
7. **Functional Check after each use or repair**
8. **Daily Check of SCBA at Staffed Stations**

NOTE: REFER TO THE APPROPRIATE MANUFACTURERS INFORMATION FOR THESE FUNCTIONS.

APPENDIX 5.7B – Asbestos Hazards

The District shall ensure that its members are properly trained and equipped to prevent exposures to asbestos containing materials.

PROCEDURE:

1. Members that may be engaged in structural firefighting shall be trained in the recognition of asbestos containing materials.
   - The RPC shall ensure training is provided to all members no less than every three years;
   - The RPC shall ensure all new firefighters receive training in the hazards of asbestos containing materials.
2. During the overhaul phase of a fire incident, the IC/Supervisor shall identify material likely to contain asbestos and limit the breeching of those materials.
3. Materials identified as potentially containing asbestos shall be kept wetted down to limit the release of asbestos fibers.
4. All responding members on a fire incident shall comply with respiratory protection procedures as outlined in this Procedure.
5. Prior to conducting any live-fire training in a derelict structure, an asbestos inspection and removal of any potentially asbestos containing materials must be conducted by a party trained and equipped to do so.

Thurston County Fire Protection District 8

PROCEDURE TITLE:	Member Safety Orientation & Training
PROCEDURE NUMBER:	2-20-PR-05
REVISION:	0
DATE ISSUED/REVISED:	15 December 2019
FIRE CHIEF APPROVAL SIGNATURE:	

1.0 STATEMENTS OF INTENT

1. All new members shall receive a safety orientation that contains information general to the District and specific to their area of assignment.

2. The orientation shall be scheduled, completed, and documented in a timely manner.

3. The District shall provide and ensure training and education for all members commensurate with the duties and functions that members are expected to perform.

4. Training and education shall be provided to members before the member is expected to perform those activities and commensurate with the duties & responsibilities outlined in their *Position Description*.

5. The District shall ensure that training and education is provided frequently enough to assure each member is able to perform the member's assigned duties and functions satisfactorily and in a safe manner.
   - Periodic demonstration of skills may be required
   - Periodic recertification may be required
   - Members who perform interior structural firefighting must participate in suppression training or education at least quarterly.

6. All live structural firefighting training shall be in accordance with *NFPA 1403*.

7. Members who do not maintain active participation and/or have a leave of absence granted must demonstrate skill competency prior to resuming their responder duties.
   - The returning member may also be subject to individual District policies regarding leave of absence or non-attendance.

8. Members shall be provided with training in the fundamentals of accident prevention.

9. Members shall be trained and qualified to use air-filling systems (cascade, compressor, fill stations, etc.) prior to use.

2.0 RESPONSIBLITY

Members shall:
- Attend classes necessary to complete the orientation program; and
- Participate in training and education as required.

Instructors shall:
- Follow practices designed to provide a good learning experience; and

- Ensure documentation of training/education event is completed on appropriate District forms.

Supervisors shall:

- Ensure assigned members are trained and maintain their competency level;
- Test members as necessary on skills;
- Ensure members complete required competencies; and
- Ensure approved training schedules are communicated to subordinate members and are successfully completed.

The Health & Safety Officer (HSO) shall:

- Ensure the that safety orientation and training curricula are current and applicable to the safety & health risks pertinent to and required for the District;
- Shall coordinate with the Fire Chief or designee to ensure such orientation and training are conducted in concert with the District's Training & Education program;
- Ensure curriculums and resources are maintained and accessible;
- Review records and produce reports as required by the Fire Chief or designee;
- Ensure each member completes the safety orientation process and that it is documented on the appropriate form; and
- Review records for training, specific skills and/or certifications that are required in District and State safety standards and report on outcomes.

3.0 GUIDELINES

1. The safety orientation shall include, but not be limited to:
   - How and when to report accidents, injuries, occupational illnesses and exposures;
   - How to report unsafe conditions and practices;
   - Process for providing safety suggestions;
   - Purpose and location of District safety bulletin board(s);
   - The use, care, selection and maintenance of required personal protective clothing and equipment (NOTE - this requirement may be completed over the course of initial training required for the position);
   - The proper actions to take in the event of emergencies in the fire station including routes of exit;
   - A review of the Safety and Accident Prevention Program;
   - An on-the-job review of the practices necessary to perform the initial job assignments in a safe manner – a member may only perform work duties for which they have received training for.
   - A description of the location of the District policies, procedures and/or operational guidelines that applies to the member; and
   - A schedule or plan that describes other required safety training that the member must complete and how the member is expected to obtain this training. (e.g. infectious disease, hazard communication, etc.).
2. The safety orientation shall be documented appropriately and retained for the duration of membership.

3. Members shall participate in periodic health, safety and accident prevention training and education as scheduled.

4. Members who use personal protective equipment shall follow the training requirements of the personal protective equipment provisions of District policy.

5. Members who use respirators shall follow the training requirements set forth in the District *Procedure 2-20-03 "Respiratory Protection Program".*

6. Members with occupational exposure to blood-borne pathogens shall follow the training requirements of the infectious disease exposure control provision of District policy.

7. Members shall receive additional position specific required health and safety training as follows (*in the table below*):

Requirement	Frequency			
	Initial	Quarterly	Annually	Other
Health and Safety				
Hearing conservation	X		X	
Wildland safety	X		X	
ICS	X		X	As needed to maintain competency
Infectious disease	X		X	
Respiratory protection			Annual testing required	
Orientation	X			
Technical respirator training	X			
Donning respirators		X		
RPP program review			X	
Accident prevention	X			As scheduled
Employee Right to Know	X			
Lock Out/Tag Out	X			
Asbestos awareness	X		X	
Filling air cylinders	X			As needed to maintain competency
Interior structural firefighting		x		As needed to maintain competency
Driving				
EVIP standard	X			
Pumping operations	X			As needed to maintain competency
Individual apparatus "certification"	X		X	As needed to maintain competency. Annual requirements or repeat whole training program every 4 years

Thurston County Fire Protection District 8

HR/LF PROCEDURE

PROCEDURE TITLE:	Facilities, Apparatus and Equipment Safety
PROCEDURE NUMBER:	2-20-PR-06
REVISION:	0
DATE ISSUED/REVISED:	15 December 2019
FIRE CHIEF APPROVAL SIGNATURE:	

I. STATEMENTS OF INTENT

1. Inspections of District firestation facilities, apparatus and equipment will be made to ensure that working conditions are reasonably free of recognized hazards. The HSO will have access to these inspection records.
2. Emergency eyewashes shall be provided where there is a potential for eyes to be exposed to corrosives, strong irritants or toxic chemicals.
3. Eyewashes shall be inspected and maintained as required by law and/or manufacturer's recommendations.
4. The District shall identify any tools, equipment or machines present in the workplace where unexpected energization or start-up of the machine or equipment or release of stored energy could harm a member.
5. Lock-out/tag-out awareness training shall be provided to District emergency responders because they may provide emergency response to locations that have lock-out / tag-out procedures in place.
6. Only authorized personnel are allowed to work on air compressors.
7. Records will be maintained as indicated by the State archival regulations.

II. FACILITIES, APPARATUS & EQUIPMENT INSPECTIONS

Facilities:

1. The Fire Chief shall assign a member to coordinate and record facilities inspections.
2. District firestation facilities will be inspected monthly.
3. Inspections will include, but are not limited to: the facility itself, tools, fire extinguishers, protective equipment, life safety equipment, sprinkler systems, emergency eye wash, decontamination areas, etc. Inspection forms will provide more detailed instructions on areas for inspection.
4. Inspections will be documented on the *Firestation Facility Inspection* form.
5. The District Safety Committee will review *Firestation Facility Inspection* reports to assist in the correction of identified unsafe conditions or practices.
6. *Firestation Facility Inspection* forms will be forwarded to the Fire Chief or designee, who will take necessary actions to correct/repair identified firestation safety issues.

Apparatus:

7. The Fire Chief shall assign a member to coordinate and record apparatus inspections.
8. Staffed fire apparatus will receive daily apparatus operational inspections to ensure apparatus and equipment readiness.
9. Non-staffed fire stations, and apparatus not routinely staffed, will receive at least monthly apparatus operational inspections.
10. All apparatus inspections shall be documented.

Equipment:

11. The Fire Chief shall assign a member to coordinate and record equipment inspections.
12. Any equipment found to need repair or unsafe to operate shall be removed from service and the supervisor shall report it to the Fire Chief or designee.
13. Ground Ladders:
    a. Ladders shall be inspected:
        i. Monthly and after each use by qualified District personnel.
        ii. Annually by a qualified third party.
        iii. Any time the ladder is suspected of being unsafe.
        iv. After the ladder has been subject to overloading or impact loading.
        v. If the ladder has unusual conditions of use.
        vi. After heat exposure.
        vii. After deficiencies have been repaired, unless the repair was replacing the halyard.
        viii. Before the ladder is placed in to service for the first time.
        ix. Any ladder placed in to service shall have an inspection consistent with NFPA 1932 within the previous year.
    b. Temporary repairs shall not be made to ground ladders.
    c. Inspections shall conform to WAC 296-305-06006 and shall be documented on the *Ladder Inspection Form*.
    d. *Ladder Inspection Forms* shall be submitted to the Fire Chief or designee.
14. Fire Hose:
    a. Fire hose 1 ½" or larger shall be pressure tested annually.
    b. Fire hose testing reports shall be given to the Fire Chief or designee.
    c. Any fire hose that does not pass the pressure testing shall be removed from service.
        i. If hose is damaged during operations, pressure testing will be required before the hose is placed back in service.
    d. Repaired fire hose shall be pressure tested prior to returning to service.
15. Self-Contained Breathing Apparatus (SCBA) and Personal Alert Safety System (PASS):
    a. SCBA packs, PASS devices, and air cylinders shall be inspected, at minimum, monthly by qualified District personnel. Inspections shall conform to those procedures set forth in *Procedure 2-20-03 "Respiratory Protection Program"*.
16. Personal Protective Equipment:
    a. Inspections shall be completed every 6 months.
    b. The Fire Chief shall assign a qualified member to coordinate and record inspections.
    c. Refer to the to manufacturers recommendations for appropriate inspection and care of personal protective equipment.
17. Fire Suppression Systems:
    a. Inspections of fire extinguishers shall be conducted annually by a qualified third party.
    b. Inspections of fire station suppression systems shall be conducted annually by a qualified third party.
18. Special Equipment:
    a. Special equipment may include rescue service rope, ballistic PPE, personal floatation devices and wildland firefighting protective shelters.
    b. Refer to the to manufacturers recommendations for appropriate inspection and care of equipment.
    c. The Fire Chief shall assign a qualified member to coordinate and record inspections.

III. EYE WASHES

1. Plumbed eyewashes shall be activated weekly and inspected annually:
    a. Records shall be kept that indicate the weekly activations & annual inspections

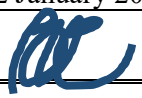
b. Weekly activations shall be performed by operations personnel and completed records shall be forwarded to the HSO.
c. Annual inspections shall be completed and documented by the HSO.

2. Self-contained and personal eyewashes shall be inspected and maintained according to manufacturer's recommendations.
3. Emergency eyewashes, and showers if present, must be placed so that it takes no more than 10 seconds to reach and they are kept free of obstacles blocking their use.
4. Annual inspections should include:
   a. Examination of piping, if possible;
   b. Making sure water is available at appropriate temperature and quality;
   c. Activation to check valves and hardware;
   d. Checking water flow rate;
   e. Checking expiration dates on sealed or self-contained units; and
   f. Checking around units for obstructions or obstacles to use.

IV. LOCK-OUT / TAG-OUT OF EQUIPMENT

1. When performing maintenance or service on District tools, machines and/or equipment, the member shall unplug the item from the energy source and the plug shall be under the exclusive control of the member performing the work.
2. When on emergency responses at locations that employ a lock-out/tag-out system, the IC or officer-in-charge shall check to ensure that the machine/piece of equipment is locked out; personnel may be stationed at the lockout/tagout device as necessary to prevent inadvertent startup.
3. Members shall receive initial lock-out/tag-out awareness training as follows:
   a. Recognition of applicable hazardous energy sources;
   b. The type and magnitude of energy available;
   c. The methods and means necessary for energy isolation and control;
   d. Purpose and use of the energy control procedure;
   e. Instructions about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out; and
   f. If tag-out systems are used, limitations on the use of tags.
4. Retraining shall be provided on a three year cycle.
5. Outside contractors servicing or providing maintenance of District facilities, machines or equipment where the potential for release of hazardous energy exists shall be appropriate certified or authorized and shall provide for their own safety regarding hazardous energy. If such contractors use a lock-out/tag-out system, they shall inform the District member responsible for supervising/authorizing the contract, who in-turn shall notify affected members. Notification shall be given before the controls are applied and after the controls are removed from the machine or equipment.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Health & Safety Program Documentation
PROCEDURE NUMBER:	2-20-PR-09
REVISION:	0
DATE ISSUED/REVISED:	2 January 2019
FIRE CHIEF APPROVAL SIGNATURE:	

The District shall maintain, at a minimum, the records and/or reports as indicated in this Procedure. The District Secretary shall ensure proper filing and storage of all documentation. The Health & Safety Officer (HSO) shall have access to all such records.

Guidelines:

Accidents, injuries, exposures, OSHA forms:

Type of record	Process	Person responsible	For how long	Where
I) Injury, occupational illness and exposure records	Member completes appropriate form(s), then, proceed to Item (III) investigation	• **Member** completes forms • **Supervisor** ensures forms complete • **HSO** ensures originals are filed	Duration of employment + 30 years	Member Medical File
II) District vehicle accidents	Member completes appropriate form(s), then, proceed to item (III) investigation	• **Member** completes forms • **Supervisor** ensures forms complete • **HSO** ensures originals are filed	Kept for 7 years (Settlement plus 6 years)	District H&S File Member Personnel File
III) Accident, injury, occupational illness and exposure investigation report	1) Investigation conducted and report with recommendations written 2) Supervisors reviews report 3) Safety Committee reviews report 4) Report is kept as indicated	• **HSO** designated member/party investigates and writes report • Investigation report reviewed by **Fire Chief or designee**, HSO, ISO, Safety Committee • **HSO** ensures originals filed	Kept for 7 years (Settlement plus 6 years)	District H&S File
IV) Near miss report	Member completes appropriate form(s)	• **Member** completes forms • **Supervisor** ensures forms complete • **HSO** ensures originals are filed	Kept for 7 years (*consistent with accident reports*)	District H&S File
V) OSHA 301	Completed by HSO for each recordable injury	• **HSO** maintains and sends information to Fire Chief	Kept for 5 years from date of information collection	District H&S File

Type of record	Process	Person responsible	For how long	Where
VI) OSHA 300 Log	Maintained by HSO and entry completed within 7 days of report of recordable injury	• **HSO** maintains and sends information to Fire Chief • HSO maintains (updates) for retention period	Kept for 5 years from date of information collection	District H&S File
VII) OSHA 300A summary	Completed by HSO at end of calendar year Posted from February 1st through April 30th of year following data collection	• **HSO** ensures Fire Chief has 300 log information • **HSO** calculates hours, signs and posts summary • **HSO** maintains (updates) for retention period	Kept for 5 years from date of information collection	All Firestation Safety Boards District H&S File
VIII) Privacy case list	Cross reference list for privacy case injuries	• **HSO** maintains (updates) for retention period	Kept for 5 years from date of information collection	District H&S File

Respiratory protection program:

Type of record	Process	Person responsible	For how long	Where
IX) Medical approvals	HSO receives medical approval to wear respirator for each member NOTE: duration of approval based on District policy	• **Professional Licensed Health Care Provider** provides approval • **HSO** ensures completion and maintenance	Duration of employment + 30 years	Member Medical File
X) Fit test records	Fit tester completes fit record for each member fit tested	• **Fit Tester** generates fit test record • **HSO** ensures maintenance	Until next fit test completed	Member Medical File TS-Training Record
XI) SCBA cylinder hydro-testing	Each cylinder identification number tracked for current hydro date	• **Facilities & Equipment (F&E) Coordinator** (inventory, records) • **HSO** ensures currency of records	Maintained for duration of use/ownership with District	District Equipment File District Asset Inventory
XII) SCBA records	1) Inventory list with identification number(s) for SCBA components 2) Testing and frequency of tests according to manufacturer guidelines 3) Monthly SCBA checks	• **F&E Coordinator** (inventory, records of maintenance, etc.) • **HSO** ensures currency of records	Maintained for duration of use/ownership with District	District Equipment File District Asset Inventory

Type of record	Process	Person responsible	For how long	Where
XIII) Air quality	1) Sample air tested quarterly at testing facility 2) Vendors of purchased air provide quarterly test results	• **F&E Coordinator** (inventory, records of maintenance, etc.) • **HSO** ensures currency of records	Maintained for duration of compressor use/ownership with District	District Equipment File District Asset Inventory

Facilities, equipment and personal protective equipment (PPE):

Type of record	Process	Person responsible	For how long	Where
XIV) Monthly station inspections	1) Assigned personnel complete inspections 2) Forms routed to appropriate supervisor/officer	• **Supervisors** ensure station inspections occur by various assigned staff (rotation) and are documented	Kept for 6 years (State Record Retention schedule S34)	District Facility File
XV) Apparatus inspections	1) Assigned personnel complete inspections 2) Forms routed to F&E Coordinator	• **Supervisors** ensure apparatus inspections occur and are documented	Kept for 3 years (SRRS S50)	District Equipment File
XVI) Pump testing	Annual pump testing via District assigned personnel or contracted	• **F&E Coordinator** ensures pump test records kept	Maintained for duration of use/ownership with District	District Equipment File
XVII) Hose testing	Annual hose testing via District assigned personnel or contracted	• **F&E Coordinator** ensures hose test records kept	Maintained for duration of use/ownership with District	District Equipment File
XVIII) Ladder inspections	1) Assigned personnel complete inspections 2) Forms routed to F&E Coordinator	• **Supervisors** ensure apparatus inspections occur and are documented	Maintained for duration of use/ownership with District	District Equipment File
XIX) Firefighting PPE gear	1) Initial purchase information 2) Semi-annual inspection records 3) Upon approved repair/modification	• Inspections performed by qualified personnel • Document repair & approved modifications • Records maintained by **F&E Coordinator**	Maintained for duration of use/ownership with District	District Equipment File

Safety Committee, safety orientation, chemical hazard communication:

Type of record	Process	Person responsible	For how long	Where
XX) Safety Committee minutes	1) Taken at safety committee meetings 2) Approved minutes are posted on district safety bulletin board 3) Copies filed by Chair	• **Chair** ensures minutes are taken • HSO ensures minutes are posted and filed	Kept for 1 year (WAC 296-800-130)	District Safety Committee Minutes File

Type of record	Process	Person responsible	For how long	Where
XXI) Orientation checklist	Used during safety orientation to ensure member completes all necessary classes/activities	• Signed by member and **supervisor**	Kept for duration of membership	Member Personnel File
(XXII) Safety Data Sheets	Provided by vendor to District and reviewed annually	• **HSO** ensures SDS for each chemical and that old SDSs archived • **HSO** reviews annually • **HSO** keeps copy of SDSs	SDSs and exposure records must be kept for 30 years; or a listing with appropriate information may be kept	District SDS Book(s)

Noise/hearing requirements:

Type of record	Process	Person responsible	For how long	Where
XXIII) Audiometric tests	1)Testing conducted 2)Report/copy provided to member	• **HSO** ensures members receive copy of test results • HSO ensures copy filed in Member Medical File	Duration of employment (WAC 296-817)	Member Medical File
XXIV) Audiometric testing room records	Testing agency provides information	• **HSO** ensures District receives and retains copy	Kept for duration of member's employment (296-62-09041)	District H&S File
XXV) Noise monitoring/ measurement records	Records generated during noise monitoring activities	• **HSO** ensures information retained	Kept for 2 years or as long as they are relied upon for noise measurements (296-817)	District H&S File

NOTE: This Procedure does not cover documentation for member training, which is covered under District *Policy 2-40 "Training Frequency, Standards and Documentation"*.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Firefighter Accountability on the Fireground
POLICY NUMBER:	2-22-PO-00
REVISION:	4
DATE ISSUED/REVISED:	23 May 2003
BOARD APPROVAL SIGNATURE:	

Emergency incidents shall operate under provisions of the National Interagency Incident Management System ("NIIMS") incident management system, as adopted by the Thurston County Association of Fire Chiefs ("TCAFC"). The extent to which the system is implemented shall be at the sole discretion of the Incident Commander.

The Incident Commander shall also ensure the accountability and safety of all response personnel involved within the emergency incident's perimeter whenever the incident management system is activated. The TCAFC has adopted the *Passport* fireground accountability system ("FAS") to assist the Incident Commander in this accountability role.

The *Passport FAS* promotes accountability to identify each individual member of a team, and the assignment of various teams or units at an emergency incident. The *Passport FAS* is expandable to include multiple additional resources brought to the scene as required, and is operationally complimentary to the NIIMS incident management system. When activated, incident response personnel shall not be allowed into the operational area until they have been properly accounted for by the *Passport FAS*.

All District operations shall be conducted with due regard for safety under the District emergency operations procedures as defined in *Policy and Procedures 2-01 "Emergency Operations Organization"*.

Thurston County Fire Protection District 8

HR/LF-NDT PROCEDURE

PROCEDURE TITLE:	Firefighter Accountability on the Fireground
PROCEDURE NUMBER:	2-22-PR-01
REVISION:	4
DATE ISSUED/REVISED:	23 May 2003
FIRE CHIEF APPROVAL SIGNATURE:	

Procedure: The District shall use the *Passport FAS* system to provide for personnel accountability on the scene.

I. Definitions:

1) ***Company Officer:*** Officers and acting officers in charge of engine companies, ladder companies, tenders or other teams. In the District, Shift Captains will normally fill this responsibility.

2) ***Emergency Incident Perimeter:*** Any area where, for safety reasons, the public is not allowed.

3) ***Helmet Shield:*** A plasticized shield that is backed with Velcro that attaches to the front of a fire helmet. The shield has letters and/or numbers identifying a command, company, unit or position. They shall be color coded as follows:
   a. Officers & Team Leaders: white;
   b. Firefighters: orange; and
   c. EMS Volunteers: blue.

4) ***Name Tag:*** A Velcro backed plastic tag imprinted with a member's name.

5) ***Personal Accountability Report ("PAR"):*** A roll call of all teams at an emergency incident to account for all personnel.

6) ***Passport:*** Approximately 2-inch by 4-inch boards made of Velcro backed plastic used to identify and account for personnel and teams. Team members affix their Name Tags to Passports.
   a. Primary Passport: white flexible Passport carried by Company Officer until transferred;
   b. Back-up Passport: white or red rigid Passport kept on the officer side door or dashboard of each apparatus; and
   c. Reserve Passport: green Passport used for temporary replacement for lost Primary and Back-up Passports.

7) ***Passport Fireground Accountability System ("FAS"):*** A system that utilizes Helmet Shields, Passports, Name Tags and Status Boards to track the assignment of supervisors, companies, teams and individuals at an emergency incident.

8) ***Passport Make-up Kit:*** A kit designed to expand the Passport FAS at a large incident and provide immediate replacement for lost and/or damaged system materials.

9) ***Status Board:*** A large hard plastic board with Velcro strips upon which commanders and supervisors hold Passports of assigned teams and take notes.

10) ***Status Report:*** A request for a report from a unit or supervisor regarding progress on carrying out their tactical assignment.

11) ***Team:*** A group of two or more members who work together on an incident and are responsible for each other's safety.

12) ***Team Leader:*** The member assigned to be responsible for the supervision of the team as a whole and the Passport transfer activity.

II. Responsibilities:

1) **Incident Commander:** Shall use the Passport FAS to account for the units and individuals under their command on the scene of an emergency incident.

2) **Supervisors, Company Officers and Team Leaders:** Shall:
   a. Be aware of the physical condition and location of their assigned members. The chain-of-command shall be used to request relief and reassignment of fatigued or injured crews or members.
   b. Be accountable for safety of themselves and their assigned team members.
   c. Be responsible for personnel assigned to their unit, and ensuring accountability is adequately maintained (transfer of Passports) if and when units or team are reassigned.

3) **Shift Captains:** Prior to response to emergency incidents, shall supervise the maintenance of Helmet Shields and Passports of their assigned members through the entire shift. If adequate staffing is available, they may also assign members to two (2) or more company-teams (e.g. "Engine 81" and "Engine 81B"). At an emergency scene, the Shift Captain (as Company Officer or Incident Commander) will keep the Primary Passport on their person until transferred.

4) **Team Members:** Shall:
   a. Keep in direct contact with each other using voice (not radio), vision and/or touch.
   b. If in the event a team member is trouble, shall take the appropriate steps to provide direct assistance, call for help and/or go get help.
   c. Stay together as a team when in the emergency incident perimeter until incident termination.
   d. Ensure that their Helmet Shield, Passports and Name Tags are accounted for prior to and during an emergency incident. Each member will have two (2) Name Tags on the underside of their assigned fire helmet.

5) **Assistant Chief of Volunteer Services:** Responsible for maintenance of Passport FAS materials and inventory. Replacement Name Tags, Helmet Shields and Passports and Make-up Kits shall be available at Station 8-1.

III. System Maintenance & Guidelines:

1) **Passports and Name Tags:** Prior to arrival at an emergency incident, the Passport of the responding District unit shall have both the Primary and Back-up Passports with the Name Tags of all responders in that apparatus. The team leader's Name Tag shall be at the top of each Passport, followed by other team members' Name Tags, with the Name Tag of the driver-operator, turned upside down, as the lowest. There should be no spaced between Name Tags on the Passport.

2) **Helmet Shields:** Shall be kept in the apparatus on Velcro patches (near each passenger seat). There shall be at least one (1) Helmet Shield for each seated position in the apparatus. The Helmet Shield shall be placed on each team members' fire helmet prior to disembarking the apparatus at the emergency incident.

3) **Found or Missing Helmet Shields or Name Tags:** Any Name Tags found by an oncoming shift that have been left by the off going shift should be either put back on that person's helmet or placed in their mailbox at Station 8-1. Any Helmet Shields found to be missing during apparatus checks need to be reported to the Shift Captain and/or Assistant Chief for Volunteer Services.

IV. Emergency Incident Operations:

1) **Initial Custody of Passport:** The company officer (team leader) of the initial arriving company shall retain the Primary Passport on their person until transferring responsibility of incident command. The Back-up Passport will remain in the apparatus of all responding units. Unless and until otherwise delegated, the Incident Commander shall be responsible for all Primary Passports.

The team leader should direct all communications to the supervisor that hold the Primary Passport of that team.

2) **Transfer of Passports on Arrival:** When a company or team reports to an emergency incident, the team leader shall present their Primary Passport to the person in charge of the unit they are reporting to (e.g. staging manager, group/division supervisor). If the driver-operator is part of the team entering the emergency incident perimeter, their Name Tag on the Primary Passport shall be turned right-side up.

   Incident supervisory staff shall require the use of Passports at every incident where incident management is practiced. Everyone operating within the emergency incident perimeter shall be properly identified on a Passport. Members arriving without companies (e.g. in private vehicles) shall report to the Incident Commander or staging manager with their gear and Name Tags to be properly accounted for with an assignment and Passport.

3) **Transfer of Passports on Leaving Assignment:** When an Incident Commander, division/group supervisor or other unit supervisors relieves a team, they should:
   1. Confirm with the team leader shat all team members are accounted for.
   2. Return the team's Primary Passport to the team leader.
   3. Direct the team leader to the staging and/or rehabilitation area or another assignment.
   4. Advise the supervisor of the unit the team is being reassigned to; that supervisor shall acknowledge the reassignment by repeating the message.

   If an initial arriving company or team that did not have the chance to transfer its Primary Passport to an incident supervisor or commander is reassigned or relieved, they must notify the Incident Commander by radio or in person of that status change.

4) **Recording of Information:** When a company reports arrives at an emergency incident and "checks-in", the supervisor of the unit to which they are reporting should record the time on the Status Board. The time of any changes in status of a team (i.e. reassignment) should be recorded on a Status Board (either centrally or by the unit to which the team is reassigned).

5) **Personal Accountability Reports ("PAR"):** All emergency incident supervisors (Incident Commander, division/group supervisors, team leaders) will conduct a PAR using the Passport FAS as follows:
   1. When a team is relieved of an assignment and transferred to another functional position, the immediate supervisor shall ensure that team leaders have conducted a PAR of their team members prior to handing their Primary Passport back.
   2. When a firefighter or team is presumed or suspected of being missing or trapped, the Incident Commander shall be notified to activate appropriate RIT and fireground alarm procedures, and the immediate supervisor shall immediately conduct a PAR of units assigned to them.
   3. When there is a change from an offensive to a defensive fireground strategy, when there is a catastrophic change in the situation (e.g. collapse, vapor cloud, explosion), or whenever the Incident Commander determines the need. The PAR will be conducted in coordination with appropriate RIT and fireground alarm procedures (refer to *Policy & Procedures 2-01 "Emergency Operations Organization"*).
   4. When a PAR is initiated, each team leader shall determine the status of their assigned members and report to their immediate supervisor. If at all possible, this report should be provided without use of the radio.

6) **Status Reports:** Status reports are used by Incident Command and other command staff to a) provide an update of the progress being made by a team or teams on the tasks they are performing and b) check on the safety of a team that has not been heard from for a while.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Operations Support Program
POLICY NUMBER:	2-30-PO-00
REVISION:	1
DATE ISSUED/REVISED:	9 October 2018
BOARD APPROVAL SIGNATURE:	Richard L. Buckley

The Operations Support Program is designed to provide a meaningful role for experienced District volunteers to continue to provide meaningful service to the community. In many cases, demands for time, age and fitness restrictions may limit the ability of a volunteer to perform all essential functions for a Firefighter or EMT (ref. District *Policy 3-15 "Emergency Responder Fit for Duty Status"*). Certain important emergency response functions may be performed by these volunteers, while preserving the District's commitment to an effective volunteer incident readiness & response (IR&R) force.

The Fire Chief shall appoint a manager for this program.

I. Services: Generally, the services provided by the Operations Support Program are:

- Tender Operation: qualified Members respond to fires with District tenders to supply firefighting water. A qualified Member could also be re-assigned by the Incident Commander to operate the pump on the working fire engine if the engine is outside of the defined "hot-zone".
- Command & Operational Assistance: qualified Members assist in the Incident Management System (IMS), in a role outside of the "hot-zone", in IMS assignments such as Public Information Officer or Water Supply Group Supervisor, or support functions such as fireground accountability, responder rehabilitation, traffic control, communications, etc.
- Training: qualified Members assist in the District Training Program.
- Chaplaincy: qualified Members respond as needed to provide services as identified in District *Policy 3-14 "Member Assistance Program"*.

II. Member Qualifications: Members eligible for inclusion in the Operations Support Program will meet the following criteria:

- Basic membership criteria as described in District *Policy 3-01 "Appointment of Volunteer Emergency Responders"*; If the assignment requires operation of a District motor vehicle, the Member must have an acceptable driving record and Emergency Vehicle Accident Prevention certification (ref. District *Policy 2-61 "Driving & Riding District Apparatus"*);
- If the assignment involves training of District personnel, the Member must have the appropriate credentials as identified by the Fire Chief or designee and/or Thurston County Medic One;
- If the assignment requires knowledge of fireground command, the Member must have current Thurston County adopted tactical standards credentials and National Incident Management Systems (NIMS) training as approved by the Assistant Chief for Training & Safety; and
- Reside within a 15 minute travel distance of the District.
- Qualified Members shall be considered eligible for the Washington State Board of Volunteer Firefighters and Reserve Officers pension plan.

III. Member Requirements: To remain current in an Operations Support Program role, the Member must:

- Remain current in their participation as defined in District *Policy 3-03 "Drill, Shift & Response Attendance"*; and
- Remain current in their certifications required for their assignment.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE

POLICY TITLE:	Operations Support Program
POLICY NUMBER:	2-30-PR-01
REVISION:	0
DATE ISSUED/REVISED:	1 February 2019
BOARD APPROVAL SIGNATURE:	

Based upon the current version of Policy 2-30 "Operations Support Program" ("OSP"), the following procedures shall be in effect:

Schedule:

1) All members assigned to the OSP unit are to submit their availability, as best they can, in advance to the OSP Manager by the 20th of the preceding month.
2) There will be one (1) shift available for OSP stand-by per day on the scheduling calendar; additional staffing on a calendar date may be approved by the OSP Manager.
3) The OSP schedule calendar will be available on the District's *CrewSense* account by the 25th of each preceding month.
4) Any vacancy on the OSP schedule calendar may be filled by an OSP member by contacting the on-duty Battalion Chief prior to 19:00 hr on week-nights or 09:00 hr on weekends, and verify they will fill that shift vacancy.
5) One OSP stand-by nominal stipend allotment per day is budgeted.

Shift Procedures:

1) OSP members on stand-by for that day must report to their closest firestation (from home or response point) and fully complete a District "rig-check" form on the apparatus they will be assigned to. This is required for the OSP member to receive their stand-by nominal stipend.
2) OSP members not on stand-by are encouraged to respond to District "staff call-backs" and major incidents. When responding, check-in with the on-duty Battalion Chief, command officer or Incident Commander.
3) If the OSP member responding on "staff call-back" or to a major incident is on-duty for a period greater than four hours, they shall receive the full OSP stand-by nominal stipend allotment for that day. Otherwise, they shall receive the non-accountable reimbursement as specified in Policy 1-01 "Compensation & Reimbursement" Appendix "A".

Training:

1) All OSP members are required to maintain their minimum required training.
2) OSP members are encouraged to contact the on-duty Battalion Chief during and participate in weekend shifts if training will include OSP provided services (e.g. tender water supply).

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Training Frequency, Standards and Documentation
POLICY NUMBER:	2-40-PO-00
REVISION:	2
DATE ISSUED/REVISED:	9 October 2018
BOARD APPROVAL SIGNATURE:	Richard Gluckey

The District shall provide training and education for all members commensurate with those duties and functions that members are expected to perform. Such training shall be provided before they perform emergency activities.

The District shall strive to meet all requirements for training as applicable in local, state, and federal laws and regulation. The training program will continually increase the quality, consistency, efficiency and effectiveness of the fire and life safety services the District provides the public. This program will provide the safest working environment possible for our members on the training ground and at emergency scenes.

Instructors shall be sufficiently qualified on the subject matter being taught. The Fire Chief shall approve instruction for District personnel as developed by the Training & Education Integrated Decision Making Team ("T&E IDMT"). Training and education shall be commensurate with the District's Mission, Vision and Goals, and focus on creating a competent and knowledgeable incident readiness and response force.

I. Frequency: Training shall be as frequent as necessary to ensure that members can perform their assigned duties in a safe and competent manner. Training will be scheduled in a manner that allows the majority of personnel to attend, primarily during members' scheduled shift periods.

II. Standards: Risk management training shall meet the requirements of the District Policies and Procedures. Safety training shall meet Washington Administration Code, chapter 296-305, *Safety Standards for Firefighting* current edition. District Training shall be developed that is consistent with industry standards and local practice. Example of sources for industry standards include: NFPA Standard 1001, *Standard for Fire Fighter Professional Qualifications* current edition, NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications* current edition, NFPA 1021, *Standard for Fire Service Officer Professional Qualifications* current edition. Emergency medical training will meet Thurston County Medic One and Washington State Department of Health standards. Leadership and human relations training and education shall be based upon progressive principles and accepted industry standards.

III. Documentation: All training will be documented in accordance to NFPA 1401, *Recommended Practice for Fire Service Training Reports and Records* current edition. Training will be electronically recorded. Each Member's training and education plan will be addressed during their annual Performance & Development Plan process (reference District *Policy 3-30 "Member Performance Evaluations"*).

Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	Driving District Vehicles
POLICY NUMBER:	2-61-PO-00
REVISION:	11
DATE ISSUED/REVISED:	13 October 2020
BOARD APPROVAL SIGNATURE:	Richard L Gerkley

This Policy applies to all Members who drive District vehicles. Only District Members may drive District vehicles, unless specifically authorized by the Fire Chief or designee.

I. Drivers' Training & Certification Program: The District acknowledges that safe driving is a responsibility that requires special knowledge, skills, and abilities; therefore, the District shall maintain a Drivers' Training & Certification Program (Program).

a) The Fire Chief shall appoint a Program Manager.
b) In lieu of requiring a commercial driver's license (CDL) to drive Heavy Vehicles, the District has adopted emergency vehicle incident prevention (EVIP) program approved by the State of Washington.
c) Only those Members with an Acceptable Driving Record may participate in the Program.
d) A *Driver/Operator's Training Task Book* and testing process will be prepared and administered by the Program Manager.
e) Only those Members who have successfully completed their written examination and practical evaluation may be certified as a Driver/Operator.
f) Non-certified Drivers may only drive District Light Vehicles and shall not operate such vehicles in Emergency Mode.

II. Definitions: for the purposes of this Policy, the following shall apply:

a) **Acceptable Driving Record:** Based upon information provided by the Department of Licensing 5-year *Abstract of Complete Driving Record* and specific Washington State CDL restrictions, a record free of:
   - Suspension, revocation, cancellation or surrender of the Member's Washington State Drivers' License;
   - Conviction or deferred prosecution for driving a motor vehicle under the influence of alcohol or drugs;
   - Arrest for driving a non-commercial vehicle with blood alcohol content of .08 or more (.02 or more if driver is under age 21), or a commercial vehicle with blood alcohol content of .04 or more;
   - Refusal to submit to a breath or blood test while driving a motor vehicle;
   - Leaving the scene of an accident involving a motor vehicle; and
   - Conviction for using a motor vehicle in the commission of any felony.
b) **Certified Driver/Operator**: a Member that meets all requirements established in Policy Section III and IV below.
c) **Emergency Mode**: traveling in a District vehicle while making use of visual and audible signals.
d) **Heavy Vehicles**: All vehicles with a gross vehicle weight (GVW) over 26,000 lbs. (e.g. engines, tenders etc.).
e) **Light Vehicles**: vehicles with a GVW of 26,000 lbs. or less (e.g. utility vehicles, rescue,

brush vehicles etc.).

f) **Non-certified Driver**: A Member that meets requirements established in Policy Section III.

g) **Serious Traffic Offenses**: defined by the State of Washington as:
   - Speeding in excess of 15 mph above the posted speed limit or driving too fast for conditions present;
   - Reckless or negligent driving;
   - Any traffic violation (other than parking) that results in a fatal accident;
   - Following too closely;
   - Failing to stop or yield the right-of-way;
   - Improper lane changes or travel;
   - Improper overtaking (passing) on the right or left; and/or
   - Improper driving to the left of center of the roadway.

III. Non-certified Driver Responsibilities: in order for a Member to drive a District vehicle, they shall:

a) Possess a valid Washington State Drivers' License and allow annual or more frequent reviews of their 5-year *Abstract of Complete Driving Record*;
b) Maintain a driving record that allows the Member to be insurable under the District's insurance policy, and notify their supervisor or the Program Manager immediately if they have received any notice of infraction (citation) against them for any Serious Traffic Offense and/or if their driver's license has been in any manner restricted, suspended, revoked or canceled by the State;
c) Not smoke and wear seatbelts when operating or riding in any District vehicle at any time;
d) Advise their supervisor or the Program Manager if they are taking any prescription medication or over-the-counter drugs that may impair their driving and not drive a District vehicle while under the influence of any controlled substances or alcohol; and
e) Not engage in behaviors that would place the District in a position of unacceptable risk or liability and shall be personally responsible for the cost of any and all traffic and criminal traffic violation costs, penalties or fines incurred as a result of the Member's operation of a District vehicle.

IV. Certified Driver/Operator Responsibilities: in addition to meeting all requirements identified in Section III above, to be a Certified Driver/Operator, a Member shall:

a) Maintain an Acceptable Driving Record;
b) Successfully obtain and maintain current EVIP certification; and
b) Successfully complete their written examination and practical evaluation based on the *Driver/Operator's Training Task Book* by vehicle type and be approved by the Program Manager:
   - Fire engine type: Member will be trained to the Firefighter level with qualification to operate in an environment of potentially dangerous to life and health ("IDLH");
   - Tender type: Member will be qualified under the Operations Support Program (refer to *Policy 2-30 "Operations Support Program"*) and/or trained to the Firefighter or EMT level;
   - Brush truck type: Member will be trained to the Firefighter or Wildland Firefighter 2 level; and/or
   - Aid unit type: Member will be trained to EMT or Firefighter level and be in compliance with Washington Department of Health and Thurston County Medic One restrictions for aid unit and ambulance vehicles.

V. Program Manager Responsibilities:

a) The Program Manager shall manage the provisions of the Program, including reviewing the

program from time-to-time and recommend any necessary changes to the Fire Chief.

b) The Program Manager shall ensure the program is compliant with State EVIP standards and prudent risk management practices.
c) On an annual or as-needed basis, the Program Manager shall review each Member's 5-year *Abstract of Complete Driving Record* from the Department of Licensing.
d) The Program Manager shall maintain records of all driver certifications & testing.

VI. Post-Incident Alcohol & Drug Testing: The Fire Chief or designee may require that a Member involved in any on-duty incident be tested for alcohol & drug impairment. Testing for alcohol & drugs is allowed under District *Policy 3-06 "Controlled Substances & Alcohol"*. Generally, testing will be performed if:

- A District vehicle is involved, and it or any vehicle is disabled or sustains major disabling damage;
- A fatality has resulted;
- An injury that requires medical attention from a licensed provider away from the scene was sustained; or
- Reasonably suspicious circumstances apply.

When testing is indicated, alcohol testing must be completed within 8 hours post-incident, and drug testing must be completed within 32 hours post-incident. The Fire Chief or designee shall ensure the Member(s) being tested are transported to a qualified testing facility.

VII. Violations: If any Member is found to have two or more Serious Traffic Offenses arising from separate incidents, the Program Manager shall suspend the Member's driving certification as follows:

- Second serious traffic offense within 3-year period: 60-day suspension; and
- Third serious traffic offense within 3-year period: 120-day suspension.

The Program Manager shall notify the Fire Chief and Member's supervisor of any Member driving suspensions. If a Member violates any of the responsibilities listed in Policy Section III or IV above, the Program Manager shall recommend appropriate action in suspending driver certification and/or pertinent disciplinary action to the Fire Chief. Any disciplinary actions and appeals shall be in accordance with District *Policy 3-07 "Disciplinary Process"*.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

POLICY TITLE:	Utility Vehicle Use
POLICY NUMBER:	2-61-PR-01
REVISION:	2
DATE ISSUED/REVISED:	1 December 2006
FIRE CHIEF APPROVAL:	

Purpose: The purpose of this document is to establish guidelines for all members who wish to use District utility vehicles. Members who are not certified under the District driver training & certification program shall not operate the District utility vehicle under emergency mode conditions.

Utility Vehicles: are light vehicles the District owns for support functions, which, may be used in an emergency, but, are not considered apparatus or first-line response units.

Night & Weekend Use:

- Prior to driving any utility vehicles, the Duty Officer must be advised of the destination and purpose of its use.
- The utility vehicles may be used as Duty Officer response vehicles as necessary.

Extended Use:

- Utility vehicles are available for extended periods (more than one-day or overnight) for meetings, training and conferences.
- Requests for extended use shall be coordinated with the Fire Chief or designee and approved prior to its use. The approving chief officer will note the same in the Shift Log Book for the Duty Officer(s).
- Utility vehicles are available on a first-come/first-serve basis. Utility vehicle use requests should be made as far in advance as possible.

Operator Expectations: when you operate a utility vehicle, you agree to:

- Clean and wash the vehicle as needed to maintain a positive appearance.
- Keep the interior and exterior of the vehicle free from items that could cause slips, falls, or could be tossed around and otherwise cause injuries.
- Fuel the vehicle upon return from trips and as needed (the tank should be no less than half-full); the vehicle should be ready for its next use.
- Promptly report any maintenance issues using the District Maintenance Request form.

Utility Vehicle Use Restrictions:

- Vehicles may be used for official District business only.
- Unless in emergency mode, operators must always obey all traffic laws and regulations. All driving by a certified driver in emergency mode shall conform to conditions in Section VI of the Policy.
- Operators must always observe accepted rules of common courtesy toward pedestrians and other drivers. The operator is an "ambassador" from the District and must behave as one.
- Operators must use the vehicle in a manner that will not reflect unfavorably on the District.

Accident Reporting: In any event of an incident involving injury or damage to property through use of utility vehicles, follow procedures for reporting per NET Safety & Accident Prevention protocols. A package explaining this process is included in the vehicle.

Thurston County Fire Protection District 8

HR/LF PROCEDURE

POLICY TITLE:	Safely Backing Apparatus
POLICY NUMBER:	2-61 – PR-02
REVISION:	0
DATE ISSUED/REVISED:	16 March 2006
FIRE CHIEF APPROVAL:	

PURPOSE:

Backing accidents injure and kill firefighters, civilians and damage apparatus every year. This Operating Guideline will provide rules and information pertinent to safe backing operations for District vehicles and apparatus.

GUIDELINES:

Vehicle Backing

Backing of District vehicles and apparatus should be avoided whenever possible. Where backing is unavoidable Spotters shall be used. In addition, Spotters shall be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain. When backing is necessary the Driver will slowly back the apparatus with the anticipation that something may go wrong.

When operating a vehicle or apparatus alone, the Driver shall attempt to utilize any available District personnel to act as Spotters. Where no personnel are available to assist, the Driver shall get out of the vehicle and make a complete 360 degree survey of the area around the vehicle to determine if any obstructions are present.

Normal Backing

When backing apparatus with a crew, at least one member of the crew will dismount as a Spotter. The Spotter should be located approximately 10 feet behind and on the left side of the apparatus in plain view of the Driver. A secondary Spotter may be necessary and should be located approximately 10 feet behind and to the right of the apparatus in a position that can be seen by the Driver and the primary Spotter. The secondary Spotter may also be located at the front of the apparatus in a position where they can be seen by the Driver through the windshield.

Congested and Tight Areas

In congested or tight areas all crew members (except the Driver) will dismount the apparatus and act as Spotters, including the Officer of the apparatus who will oversee the safety of the operation. When only a single Spotter is available, the Spotter should be located approximately 10 feet off the left rear corner, and will act as the primary Spotter.

Spotters are not permitted to ride on steps or tailboards at any time while backing fire apparatus.

Spotters may have portable radios and should discuss the backing plan (hand signals, flashlights, radio) with the Driver before proceeding. The communication method and warning process should be agreed upon by the Driver and Spotter prior to backing.

The apparatus shall not be backed until all Spotters are in position and communicate their readiness to start backing. Spotters should surround the apparatus at all four corners and remain visible to the driver at all times. All Spotters should remain visible to each other to ensure a safe backing operation. ***Anytime the driver looses sight of the primary Spotter, the vehicle shall be stopped immediately until the Spotter is visible, and the communications to continue backing is given.***

When the apparatus must be backed where other vehicle traffic exists, day or night, the apparatus emergency lights shall be operating and traffic safety vest shall be worn by all Spotters.

The Officer of the apparatus is responsible for compliance with procedure and the safe backing of the apparatus. All crew members must share responsibility for safe backing operations.

SAFETY TIPS:

Officer and Driver Responsibilities

- The Officer is responsible for the operation of the apparatus and its crew.
- The Officer is responsible for following and enforcing the policies and procedures. In this case, deploying Spotters when backing up or as necessary to allow the safe movement of the apparatus.
- The Driver is in control of the apparatus and therefore responsible for its movement. He/she should not move the apparatus until directed by the Officer and all Spotters have been deployed, and are in position in a backing situation.
- If the Driver looses sight of the Spotter, he/she shall stop the apparatus until they are in his/her sight.
- If more then one Spotter is being used, the Driver will need to maintain contact with both of them. This means shifting his/her attention from one Spotter to another frequently so as to safely move the apparatus. This should result in an apparatus that is moving at a slower then normal rate to watch both Spotters.
- If at any time the Driver feels that the situation is not safe, he/she should stop the apparatus until the situation is corrected. This may mean getting out and walking around the apparatus and down the road where the apparatus is headed.

Spotter Responsibilities

- The Spotter is there to direct the Driver while backing up the apparatus.
- The Spotter needs to be constantly aware of the surroundings while performing this function.
- The Spotter needs to be constantly looking and listening for other vehicles and people that may enter the path of the apparatus that is backing up.
- The Spotter must either stop the oncoming hazard or stop the apparatus being backed up.
- The Spotter must be aware of objects and direct the Driver safely around them.
- The Spotter must not only look at the ground level for obstructions, but also look up for overhead hazards such as tree branches, wires, signs or any other obstruction.
- The Spotter shall maintain visual contact with the Driver at all times.
- The Spotter needs to be in the line of the mirrors of the apparatus being backed up at all times.
- At night, the Spotter should position one of the rear spot lights on themselves or use a flash light to help the Driver see them. DO NOT point the flash light directly in the mirror of the Driver, as this may blind him/her.
- The Spotter shall use hand signals to direct the Driver. These hand signals should be exaggerated so that the Driver can be clear as to what the Spotter is signaling.
- When backing onto roadways when heavy or fast moving traffic is present use at least 2 Spotters and wear reflective safety vest. Extreme caution must be exercised to ensure all cross traffic is stopped prior to entering the roadway.
- The use of portable radios to communicate between the Spotter and the Driver may prove beneficial in certain circumstances.
- Spotters must be vigilant in managing their own safety by being alert to traffic and changing traffic conditions.
- In congested or tight areas, the whole crew should be used as Spotters, including the Officer.
- In congested or tight areas, Spotters should surround the apparatus with the Officer acting as safety.
- Spotters should also be used when going forward in tight areas, to avoid hitting objects.

Standard Hand Signals

Refer to the attached chart of hand signals.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

PROCEDURE TITLE:	Non-Members Riding on Apparatus
PROCEDURE NUMBER:	2-62-PO-00
REVISION:	0
DATE ISSUED/REVISED:	6 June 2006
BOARD APPROVAL SIGNATURE:	

I. Policy: The District may allow non-members the privilege to ride on District apparatus if the non-member agrees to, and conforms with, all terms and requirements as identified in this Policy, and the ride-along is approved in advance by the Fire Chief or designee.

II. Non-member Requirements: The non-member must understand and agree to the following requirements in order to be considered for approval for a ride-along:

1) The non-member must demonstrate a valid purpose for requesting the District ride-along, including but not limited to:
    a. Non-member or future member training and/or orientation;
    b. Citizen request for non-profit/civic purpose;
    c. Authorized and/or sanctioned apprenticeship or cadet program; or
    d. Operational inspection or audit by an authorized organization.
2) The non-member agrees to waive all rights, claims or causes for action against the District which may arise as a result of participation in a ride-along, understanding that the non-member may be faced with risks due to response to emergency calls, operation of the motor vehicle or hazards on the scene of an incident.
3) The non-member agrees to not disclose any protected health information that may be discovered in their presence during a ride-along, and not to breach any patient confidentiality created as such.
4) The non-member agrees to remain within the District apparatus unless otherwise instructed by the District officer-in-charge.
5) The non-member understands that they must be physically able to enter into, ride in or dismount the District apparatus without any special accommodation, and are physically able to stand, walk, move, listen or otherwise view District members' operation without special accommodation during the ride-along.
6) The non-member agrees that they will not require any personal ongoing or prescribed medical attention during their ride-along, and, are not under the influence of any prescribed drug or other substance that would in any way affect their ability to participate in the ride-along.
7) The non-member agrees to remain out of the way of and not interfere in anyway in District members' operational efforts at the scene, pay strict attention to any instructions issued by the District officer-in-charge, and not engage in any communication with patients or customers without approval of the District officer-in-charge.
8) The non-member agrees to be properly attired in full-length pants, sturdy shoes (without open toes) and appropriate upper garments depending upon the weather conditions present. The non-member will be provided with and will wear a District garment identifying the non-member as an "Observer".
9) The non-member agrees to not, under any circumstance, have any weapon in their possession during the ride-along.
10) The non-member agrees to be responsible for all costs for their own meals, their supplies and other incidental costs they may incur during their ride-along.

11) The non-member agrees that they will not have in their possession or use during the ride-along any photographic, video or audio recording equipment except when given specific permission to do so by the Fire Chief.
12) The non-member agrees to abide by any instructions from the District officer-in-charge including safety procedures regarding use of seat-belts in the apparatus, wearing personal protective equipment, location for observing and any other directions.
13) The non-member understands that the District officer-in-charge has an obligation to terminate the ride-along if they believe there is an unreasonable risk or potential for harm to the non-member, if the non-member fails to abide by the requirements set forth in this Policy, or if the non-member's presence in any way impedes the District members from performing their duties
14) The non-member agrees to leave the District firestation if, for whatever reason, the District officer-in-charge determines the ride-along period is over. The non-member may stay overnight at the firestation only if specifically approved for in advance by the Fire Chief.
15) The non-member, if under age eighteen (18), must obtain the written approval of a parent or guardian prior to participating in the ride-along.
16) The non-member agrees to avoid representing themselves to anyone as a member, agent or contractor to the District at any time during or after the ride-along, unless specifically approved for in advance by the Fire Chief.

III. Process: The process for application and conducting the ride-along is as follows:
1) The non-member will obtain and complete the *Observer Authorization Form.*
2) The form will be submitted, in advance, to the Fire Chief for review.
3) The Fire Chief will contact the Duty Officer or District officer-in-charge to obtain their concurrence for the non-member's ride-along. The District officer understands that they will be responsible for the supervision and control of the non-member during the ride-along. If agreed to by the Duty Officer or District officer-in-charge, the Fire Chief will approve the application.
4) The ride-long will be scheduled, and the non-member notified of the date.
5) On the date of the ride-along, the non-member will be briefed by the District officer on safety procedures for riding in District apparatus and observing on the scene of an incident. This briefing will include a review of this Policy and the non-member requirements.
6) At the completion of the non-member's ride-along, any District issue items (e.g. "observer" garments, personal protective equipment) must be returned to the District officer.

OBSERVER AUTHORIZATION FORM

POLICY 2-62

Name of Requestor: _____ D/O/B: ___/___/___
Home Address: _____
Home Telephone: _____ Work Telephone: _____
Emergency Contact Name: _____
Relation to Requestor: _____
Emergency Contact Telephone: _____

Purpose of Ride-along: _____
_____
Date Requested: ___/___/___

NON-MEMBER AGREEMENT:

I have read, understood and agree to abide by all requirements outlined in the Policy.

In consideration of the granting of such permission and authorization, I hereby waive all claims of liability and agree to defend and indemnify the District, its elected and appointed officers, employees and agents for any injuries, including death, and any claims for property damage resulting or alleged result from participation in any and all activities of the District.

I will not divulge any protected health information I may be witness to, and will abide to the specific confidentiality requirement of the Policy.

Further, my participation in any given activity of the District may be withdrawn by the officer in command or a chief officer of the District and that permission and authorization for my participation in all activities of the District may be withdrawn by action of the Fire Chief.

The signature by the participant and the signature by the parent or guardian of any participant under the age of eighteen (18) years, shall certify that such person has read, understood, and agrees to the provisions and limitations contained herein.

Participant Name *(Please Print)*: _____

Participant Signature: _____ Date: ____/____/____

Parent or Guardian Name *(Please Print)*: _____

Parent or Guardian Signature: _____ Date: ____/____/____

AUTHORIZATION:

Reviewed by Fire Chief: _____ Date: ___/___/___

Approved by Dist. Officer: _____ Date: ___/___/___

Approved by Fire Chief: _____ Date: ___/___/___

District Officer-in-Charge: _____ Ride-along Date: ___/___/___

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Appointment of Volunteer Emergency Responders
POLICY NUMBER:	3-01
REVISION:	8
DATE ISSUED/REVISED:	9 October 2018
BOARD APPROVAL SIGNATURE:	Richard Gluckly

It shall be the policy of the District to appoint qualified persons to fill volunteer emergency responder positions within the organization. Appointment shall be based upon defined qualifications for the position, and shall be conducted in a fair and open manner. The District is an equal opportunity employer, and it is the intent of this Policy that it shall not discriminate during the selection process.

The Policy shall authorize the Fire Chief to develop procedures for the recruitment, screening, testing, selection and appointment of personnel into the volunteer emergency responder and officer ranks. Any process for recruiting, screening, testing, selection and appointment of career employees of the District shall be separately and specifically approved by the Board based upon the requirements of the position being filled.

I. General Requirements: All applicants must be a minimum of eighteen (18) years of age, possess a high school diploma or equivalent and provide documentation that they are a citizen of the United States or a registered permanent alien with authorization to work in this country. The candidate must also demonstrate the educational and physical skills necessary to perform the essential functions of the position to which they are applying (refer also to Policy 3-15 "Emergency Responder Fit for Duty Status").

II. Application & Testing for Membership: Applications may be accepted for volunteer membership throughout the year. Applications must be reviewed by the Fire Chief's designee and approved by the Fire Chief. The District may coordinate the processing of applications with the testing & selection functions to best accommodate scheduling, efficient business practices, and availability of resources. Applicants shall generally be subject to testing levels adequate to reasonably predict their future job performance in the position for which they are applying.

III. Probationary Status: All members selected to the position for which they applied shall be subject to a six-month ***probationary period*** that will commence after successfully completing their initial training. Lateral entry volunteers will begin their probation when assigned to their first shift. The probationary period for a probationary member may be extended by the Fire Chief if deemed necessary or desirable.

"Initial training" shall be defined as primary training for new members in either basic firefighting (conforming to NFPA Firefighter I standards) or emergency medical service response (under the Thurston County Medic One program based on Washington State Department of Health Emergency Medical Technician standards). New members that hold current certification in either program will need to be verified to conform to local requirements.

The probationary member shall be enrolled in the relief program through the Washington State Volunteer Pension & Relief Act prior to engaging in any initial training.

IV. Appointment: The Fire Chief shall approve all appointments for volunteer emergency responders. Upon appointment, the volunteer emergency responder shall be eligible for all other benefits as provided for in Policy 3-13 "Volunteer Benefits Programs".

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Appointment of Volunteer Emergency Responders
PROCEDURE NUMBER:	3-01-PR-01
REVISION:	7
DATE ISSUED/REVISED:	31 August 2018
FIRE CHIEF APPROVAL SIGNATURE:	

The Fire Chief shall authorize procedures for the recruitment, screening, testing, selection and appointment of volunteer emergency responders, including new members and lateral transfers from other agencies. The Fire Chief shall appoint a supervisor of the functions defined in this Procedure ("Program Supervisor").

I. Minimum Qualifications: In addition to those general qualifications defined in Policy, applicant's background investigation results shall be considered:

- No record of convictions for felony domestic violence or unlawful sexual misconduct;
- No record of convictions for any adult felonies within the previous ten (10) years;
- Record of adult misdemeanor and juvenile felony convictions will be reviewed on a case by case basis;
- No record of employment or military service terminations of a dishonorable or criminal purpose; and/or
- Record of illegal drug use, in any form, will be reviewed on a case by case basis.

II. Application Screening Process: The District shall use applications collected with any deadline established by the Program Supervisor. Generally, the deadline will be coordinated with schedules for either the Thurston County Fire Recruit Academy or the Emergency Medical Technician-Basic course (as provided by Thurston County Medic One). The application package shall include:

- Completed and signed application form;
- Signed authorization to release information;
- A current three-year driver's license record abstract; and
- A photocopy of the applicant's proof of US citizenship (federal or state documents with photograph of applicant) or proof of legal residence with work authorization (Permanent Resident Card or similar).

III. Testing Process: All screened application packages will be reviewed by an Interview Board established by the Program Supervisor and recommended for approval by the Fire Chief. If so approved, the Program Supervisor shall coordinate a date, time & place for a written test, physical ability verification and oral interview:

- Written Test: each applicant shall be given the same written instrument covering the subjects of spelling, reading, mathematics and basic mechanical concepts. The test shall be proctored and have not unreasonable time limit. The applicant must pass with a score of 70% or better.
- Physical Ability Verification: will predict the applicant's ability to perform duties based upon the essential functions of the position for which they are applying.
- Oral Interview: an Interview Board consisting of panelists as specified by the Program Supervisor. Assessment will be made of each applicant's answers with respect to character and judgment.

IV. Medical Evaluation & Background Check: Due to the nature of physical stress associated with the emergency responder essential functions, the applicant shall successfully complete a medical evaluation as specified in Policy 3-15 "Emergency Responder Fit for Duty Status". If the essential functions for the position the applicant is applying for does not require specific physical requirements for interior structural firefighting, some of the criteria may be waived.

A criminal background check of the applicant will be conducted. Resulting findings as listed in Section I above shall be reviewed prior to offering any membership status.

V. Acceptance & Orientation: If the applicant successfully completes Sections I through IV, their application and testing results will be reviewed by the Program Supervisor, who in turn shall provide a recommendation to the Fire Chief. The applicant shall:

- attend the next scheduled District new recruit orientation event,
- be assigned a coach/mentor; and
- be prepared for enrollment into either the next scheduled Emergency Medical Technician initial training or Thurston County Fire Recruit Academy session.

At the scheduled orientation event, each applicant, now recruit shall be provided with information on and enrolled in volunteer member benefits plans, complete all required employment documentation, be issued all necessary equipment and membership access items and provided with general overall organizational information regarding their membership. This will also mark the beginning date of membership for the recruit.

The recruit shall be enrolled in the Washington State Volunteer Pension & Relief medical relief plan (*not* the pension plan), and be officially added to the District roster.

During the recruit's initial training phase, the coach/mentor will ensure that the recruit is properly introduced into their new "South Bay Family" and are engaged in pre-enrollment activities. Pre-enrollment activities are designed to help ensure the success of recruits in the subsequent initial training (fire or EMS).

VI. Initial Training: The recruit will be expected to meet the requirements of initial training academy. The coach/mentor will monitor the recruit's progress, and provide assistance if necessary. Groups of District recruits attending the same academy will be encouraged to work together on "home-work" assignments.

VII. Probationary Period: Upon successful completion of initial training identified in Section VI, the recruit, now probationary member, will engage in the following activities:

Step	*Activity*	*Responsible*	*Sched.*
1	Probationary member will be assigned to an IR&R Shift (*see Notes 1 & 2*).	IR&R Shift Coordinator	
2	Probationary member will meet with supervisor regarding issuance of and work on *Probationary Workbook*; the supervisor will also begin the *PDP-Expectations* process on probationary member (*see Note 1 & 3*).	Probationary Member, Shift Supervisor	Within 60 Days

Note 1: Upon successful completion of initial training, the supervisory responsibility of the probationary member changes from the Program Supervisor and coach/mentor to a newly assigned shift supervisor (step 1). The member will be issued the *Probationary Workbook* which is expected to be completed within six months.

Note 2: The Fire Chief shall appoint a shift coordinator from the IR&R (Incident Readiness & Response) Integrated Decision Making Team (IDMT) who will assign the probationary

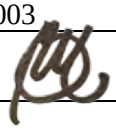
member to a shift. The supervisor of that shift shall ensure that the probationary member has a "buddy" on that shift to help the member with their *Probationary Workbook* activities and cultural adaptions "fitting in".

Note 3: The probationary member's completion of the *Probationary Workbook* shall be a primary requirement in their Performance & Development Plan (District *Policy 3-30 "Member Performance Evaluations"*) process with their supervisor.

VIII. Lateral Transfers: Active members from another fire department may serve as a volunteer for the District as authorized by Policy 3-10 "Dual Fire Department Memberships". Dual service volunteers or lateral candidates with sufficient qualification and experience may have Sections III, IV (with proof of comparable evaluation) and VI (with proof of training/experience) waived. Waiver is subject to the approval of the Fire Chief. The Program Supervisor shall ensure the functions included in Section V are completed prior to engaging the member in activities of Section VII.

IX. Appointment: Upon recommendation by the probationary member's supervisor and approval of the Fire Chief, the member may be appointed as a member of the District. The member shall be enrolled in the pension plan for the Washington State Volunteer Pension & Relief and any other benefit available to fully vested volunteer members.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Promotional Registers
PROCEDURE NUMBER:	3-01-PR-02
REVISION:	05
DATE ISSUED/REVISED:	7 October 2003
FIRE CHIEF APPROVAL SIGNATURE:	

The Fire Chief shall authorize procedures for the recruitment, screening, testing, selection and appointment of volunteer fire officers. The Fire Chief shall maintain a register of personnel qualified to be promoted into positions as needed. Policy 3-01 and this Procedure shall replace the former Policy 3-02 "Appointment of Personnel: Company Level Officer". The Assistant Chief for Volunteer Services shall supervise the functions defined in this Procedure.

I. Minimum Qualifications: In addition to those general qualifications defined in Policy, applicant's driving and criminal records must not include convictions for any felonies within the previous ten (10) years, or any felony consisting of a major traffic violation (e.g. DUI, road rage, negligent driving), an act of violence, a drug related incident, any sexual deviancy or any crime against a minor.

II. Candidate Evaluation Process: The Fire Chief shall determine when a promotional register needs to be opened; generally, registers will be maintained until all personnel on it are promoted, decline promotion or otherwise are removed from the register (e.g. retire or leave the organization). The Fire Chief will notify all members of the District when a new register is being opened, what the qualifications for the position are (included in the position job description) and what the general schedule for application, testing and availability are. Interested qualified members will notify the Fire Chief of their interest in participating in the candidate evaluation process.

The Fire Chief will direct the Assistant Chief for Volunteer Services to prepare and conduct a candidate evaluation process. A schedule will be developed that is convenient for the candidate. Generally, the candidate evaluation process will include a knowledge test in writing and an oral interview with a panel broadly representing the Management Team, the Board and the fire service community. The results of the candidate evaluation process shall include a ranked register of candidates, and be provided to the Fire Chief.

III. Appointment & Probationary Orientation Period: As positions for officer become available, appointment of personnel by the Fire Chief will generally be consistent with the ranked order on the register. Special considerations may be taken into account for special knowledge or skills, availability, desire and specialized qualifications for the position at hand and the individual best suited for that position. From the date of appointment, the member shall be considered to be in probationary status for the position for no less than six months. The Fire Chief may extend the probationary period if so indicated.

The probationary officer and the Assistant Chief for Volunteer Services shall establish a plan to meet officer training requirements as defined in the position job description, and submit the plan to the Fire Chief for approval. The probationary officer, Assistant Chief for Volunteer Services and Fire Chief shall meet no less than monthly to review progress & accomplishment of the plan.

If for whatever reason the probationary officer does not successfully complete the probationary period, they may revert back to the same status they held prior to the promotion with no loss in seniority.

VII. Lateral Transfers: Active members from another fire department may serve as a volunteer fire officer for the District as authorized by Policy 3-10 "Dual Fire Department Memberships", however must meet all qualifications as outlined in the position job description and participate in the candidate evaluation process. Their appointment would be made from the promotional register.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	District Member Rosters and Organization Charts
PROCEDURE NUMBER:	3-01-PR-03
REVISION:	0
DATE ISSUED/REVISED:	31 August 2018
FIRE CHIEF APPROVAL SIGNATURE:	

The District shall maintain an accurate and up-to-date roster of its members and table of organizational structure (organization chart).

1) **Membership Roster:** is a roster with the full legal name, birthdate, social security number, address, contact information (telephone, e-mail), date of membership (refer to *District Policy 3-01 "Appointment of Volunteer Emergency Responders"*, or, if career employee, date of employment, or date of swearing-in if elected) and current rank/assignment (including shift) shall be maintained for each member of the District. Only the name, contact information, date of membership and rank/assignment shall be available for public or publicly accessible sites.

   The Membership Roster can be maintained on electronic format, and stored with appropriate security for those personal data elements that are protected (refer to *District Policy 1-22 "Information Technology & Media"*). It shall be the responsibility of the District Secretary to maintain the Member Roster master file. District staff with need to access the secure portions of the Membership Roster may do so (with authorization by the District Secretary) for payroll and other bona fide business related purposes.

   The Membership Roster will be reviewed on a monthly basis and approved by the District Secretary for accuracy.

2) **Organization Chart:** is a table displaying the relative rank structure of the District members; two basic charts are published by the District: a) an organization-wide chart with all District members (generally summarizing the Incident Readiness & Response staff), and b) an I&R& specific chart, by shift, of individual IR&R qualified members.

   A) **Organization-wide Chart:** this table is a high level description of the organization produced by the Fire Chief when significant changes to the organization are made; it is updated less often, and used primarily for strategic and public information purposes.

   B) **Shift Chart:** this table is a detailed listing of each IR&R shift with the members of each shift. It is updated whenever modifications are made to the shifts' staffing. The IR&R IDMT is responsible for producing and maintaining this table, and will be approved by the Fire Chief.

3) **A) Updates:** personnel status changes that indicate Membership Roster and Shift Chart updates include:
   - Appointments of new member;
   - Changes in status of current members (i.e.) contact/address, rank/assignment, active or on leave of absence, name change (marriage); and
   - Termination of member.

   B) Process: It is the responsibility of the member to notify their supervisor of any personal information changes; other status/rank changes shall be reported as prescribed by policy/procedure
   a) The supervisor shall notify their supervisor (Battalion Chief or Chief Officer) and the District Secretary of any personal changes;
   b) The Battalion Chief shall inform the IR&R IDMT of significant personal and status/rank changes

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Acting & Apprentice Officers
POLICY NUMBER:	3-02-PO-00
REVISION:	0
DATE ISSUED/REVISED:	8 October 2019
BOARD APPROVAL SIGNATURE:	Richard A. Beckley

In recognition of the need to continuously develop officers and provide quality leadership for its members, the District will strive to provide opportunities for leadership training and experience for members desiring promotion. When needed and when appropriate the following options may be offered subject to approval of the Fire Chief.

1) Acting Officer

Occasionally, there can be a need for qualified members to serve in an "acting officer" role. Examples of these situations are; leaves of absence (LoA), vacancies, re-organization/transition, and other interim staffing needs. A member serving as an acting officer shall meet all minimum requirements for the position based on its current Position Description. In this situation there is generally a temporary reason for an officer position to be open.

While serving as an acting officer, the member may assume the authorities and responsibilities of the member they are replacing and/or fulfill a temporary role as needed depending on the reason for the vacancy or appointment. The acting officer shall have their compensation adjusted for their time in that role, based on the provisions of the current Collective Bargaining Agreement with IAFF Local 2903, or for volunteer staff, the provisions of Policy 1-01 "Compensation & Reimbursement".

Serving as an acting officer does not guarantee the member will be awarded a promotion or appointed on a permanent basis.

2) Apprentice Officer

The intent of the "apprentice officer" option is to provide an opportunity for a member working towards achieving required officer qualifications to gain experience in the position under the direct supervision of a senior officer on the shift.

Members, who show strong leadership potential and are deemed capable by the Incident Readiness & Response (IR&R) Team, may be appointed as an apprentice officer. The member must participate in, or have completed the District Officer Development Program (ODP); they may have not completed all requirements per the Position Description for the position and may serve as an apprentice officer.

The apprentice officer shall act under the direct supervision of a senior officer. A District unit/company under the supervision of an apprentice officer shall not leave the District in cases of mutual-aid requests until the unit/company is assigned a qualified officer to supervise operations.

The apprentice officer shall actively participate in a minimum of six supervised shifts, and meet all other minimum requirements set forth, before they can be considered for acting officer duty.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

PROCEDURE TITLE:	Drill, Shift, and Response Attendance
PROCEDURE NUMBER:	3-03-PO-01
REVISION:	4
DATE ISSUED/REVISED:	9 October 2018
BOARD APPROVAL SIGNATURE:	Richard Gluckler

Personnel are expected to make a strong commitment to engage in District training and operational activities. The District will strive to provide sufficient opportunities for all personnel to participate. For the purposes of this Policy, "personnel" is defined as those Members who are Emergency Responders. Certain standards of participation are required for enrollment eligibility in the Board of Volunteer Firefighters and Reserve Officers pension plan (ref. WAC 491-03-030).

I. Training Requirements: Personnel are expected to remain current in their training by completing all required training as recommended by the Training & Education Integrated Decision Making Team ("T&E IDMT") and approved by the Fire Chief. The supervisor is responsible for monitoring the compliance to training requirements of their assigned personnel, however, it is the member's responsibility to ensure the completed training has been properly documented (e.g. on-line posting, signing drill record, OTEP log, etc.). The T&E IDMT shall, on a quarterly basis, provide the Fire Chief and all applicable officers a report on personnel compliance with training requirements and will include specific information on missed training.

On an annual basis, each supervisor and member will document individual training & education goals/objectives during preparation of the Expectation portion of the member's Performance & Development Plan (reference District *Policy 3-30 "Member Performance Evaluations"*). Additional optional training and education may be included as well. On no less than a quarterly basis, the member and supervisor will review the completion record of the required (and optional) training and education; it will become part of the documentation of the PDP-Evaluation at the end of the year.

If a member fails to complete required training during the quarter, they are expected to complete the makeup training before the end of the following quarter. Continuous failure by District personnel to complete required training in a timely fashion may result in loss of emergency operations status. The supervisor shall work with any member that does not remain current with training requirements using counseling and, if necessary, the District's disciplinary process as outlined in District *Policy 3-07 Disciplinary Process."*

II. Shift Attendance: The IR&R IDMT shall schedule personnel into duty shifts and duty personnel are expected to attend their scheduled shifts. If a volunteer IR&R member is unable to attend their shift it is their responsibility to find a qualified member to fill in. All shift trades shall be approved by the supervisor. Personnel who routinely fail to meet their shift requirements may be subject to the District's disciplinary process as outlined in District *Policy 3-07* "*Disciplinary Process.*"

III. Call Response: Personnel are expected to respond on all calls during their shift. Off-duty in-District and near-District resident volunteers should monitor calls and respond when needed.

Policy 3-04 Salaries & Benefits, Appendix "A"

Year 2020 Step Schedule					
Position	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Fire Chief	$117,924	$123,820	$130,011	$136,511	$143,338
Assistant Chief	$110,855	$116,397	$122,217	$128,328	$134,744
District Secretary	$86,810	$91,150	$95,707	$100,492	$105,517

Monthly Salary Rate				
Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**
$9,827.00	$10,318.33	$10,834.25	$11,375.92	$11,944.83
$9,237.92	$9,699.75	$10,184.75	$10,694.00	$11,228.67
$7,234.17	$7,595.83	$7,975.58	$8,374.33	$8,793.08

SOUTH BAY FIRE DEPARTMENT
THURSTON COUNTY FIRE PROTECTION DISTRICT 8

3506 SHINCKE RD. NE OLYMPIA, WA 98506
TELEPHONE: 360-491-5320 • FAX: 360-438-0523

RESOLUTION 00-09

COMPENSATION FOR SPECIAL NON-DISTRICT EMERGENCY ASSIGNMENTS

WHEREAS, the fire services within the State of Washington are the primary emergency response to all kinds of emergency and disaster situations; and

WHEREAS, provisions have been or may be made at the local, regional and state levels for fire services to respond with resources commensurate with the demands of the situation; and

WHEREAS, fire resources from non-host jurisdictions may be called through mutual-aid and other agreements, and may be further supplemented by additional fire resources mobilized by the State of Washington pursuant to the State Fire Services Mobilization Act, Chapter 38.54 RCW; and

WHEREAS, the personnel and equipment of Thurston County Fire Protection District 8 ("District") may be called to respond to emergency or disaster situations outside of the District by special agreement or by mobilization request by the State of Washington, including personnel exempt from state and federal overtime compensation laws;

THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of the District ("Board") as follows:

1. With the approval of the Fire Chief or designee, exempt personnel of the District may respond to major emergency incidents outside of the jurisdictional boundaries of the District when it is deemed to be in the best interest of the District, the region and the state.

2. Exempt personnel who respond to major emergency incident situations under the authority of this Resolution shall be compensated with regard to the time, duties and responsibilities of the work performed during the assignment.

3. The Board may authorize and grant, in it sole discretion, a special duty bonus to any exempt employee of the District as compensation for special emergency assignments not performed on behalf of the District.

4. The form and amount of special duty bonus shall be at the sole discretion of the Board, and is not and shall not be construed to be additional compensation for work performed for or on behalf of the District for the purposes of pension determinations.

5. Reimbursement of any special duty bonus granted in accordance with this Resolution shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.

RESOLUTION adopted in regular meeting of the Board this 7th day of September, 2000.

Arthur Getchman, Commissioner

Ken Parsons, Commissioner

Richard Small, Commissioner

ATTEST:

Shawn Hansen, District Secretary

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Salaries & Benefits
POLICY NUMBER:	3-04-PO-00
REVISION:	5
DATE ISSUED/REVISED:	14 March 2017
BOARD APPROVAL SIGNATURE:	

This Policy shall cover the general provisions of the District's salaries and benefits program and specify those provided to career non-bargaining unit staff of the District. Salaries and benefits specifications for bargaining unit staff are covered under the current District Collective Bargaining Agreement with IAFF Local 2903. Compensation paid to volunteers is covered under *Policy 1-01 "Compensation & Reimbursement."* Annual and sick leave provisions for paid staff are covered under *Policy 3-12 "Annual & Sick Leave."* Benefit programs for volunteers are covered under *Policy 3-13 "Volunteer Benefits Programs."* The compensation and benefits for Board members are covered under *Policy 0-01 "Board of Fire Commissioners Roles & Responsibilities."*

I. Workday Schedule: Office hours for the District (at Station 8-1) will be from 8 a.m. to 5 p.m., Monday through Friday (exclusive of holidays). Staffing will be planned and provided for accordingly.

Non-exempt employees, are expected to work scheduled hours, with one hour off for lunch (if the work period exceeds five hours) and a twelve-minute break once every two hours. Some flexibility in hours may be acceptable if workloads and responsibilities are being met and approved in advance by the Fire Chief.

Non-exempt employees cannot work more than 40 hours per week without prior approval from the Fire Chief. Time over 40 hours per workweek will be paid one and one half times hourly rate established for the non-exempt paid staff classification.

Exempt employees are expected to work a flexible schedule that will accomplish workload demands. Exempt staff will complete a summary report of days off (annual leave, sick leave or personal holiday) for each month and submit it to their supervisor (the Fire Chief's will be submitted to the Board's Chair) for review and approval.

II. Payroll & Payroll Deductions: Paychecks will be distributed to all employees personally, at the office, on the last day of the month. If the employee is unavailable at that time, they may make arrangements *in advance* with the District Secretary to have someone else receive it or have it mailed to their residence, otherwise, it will be held until the employee can collect it personally.

The District also offers a direct deposit option for employees; this may be coordinated through the District Secretary. All state and federal withholdings will be automatically deducted from the paycheck.

III. Salaries: Typically, the initial salary or wage (and benefits) rate for a paid staff member will be applied from the first day of employment. The District's current annual compensation range schedule is shown in Appendix "A" attached.

Generally, the employee entry level step will be "Step 1," and progressive thereafter on the employee's compensation review date contingent upon a satisfactory performance evaluation by the supervisor and recommendation by the Fire Chief to the Board for approval. After an employee has attained a salary level of "Step 5," any adjustment shall be negotiated between the Fire Chief and the Board.

Effective January 1st of each year, the salary ranges will be adjusted based upon the Consumer Price Index for all Urban Consumers (CPI-U), Seattle-Tacoma-Bremerton index for the twelve months preceding June of the preceding year. Other adjustments to the salary schedule may be negotiated by the Fire Chief and Board at any time.

IV. Establishing Salary Levels for Exempt Non-Bargaining Unit Staff: for senior administrative staff (Fire Chief, District Secretary, and other positions designated by the Board)

a. Salaries for administrative staff should be competitive, reasonable, and justifiable. Salaries should be set within the context of a total compensation system designed to attract and retain qualified staff and encourage high levels of performance.
b. The process for managing administrative staff compensation is designed to assure there are no real or perceived conflicts of interest in the development of compensation plans for staff who report directly to the Board.
c. Compensation salary ranges will be determined and adjusted as follows:
   - The compensation salary ranges for administrative staff will be re-evaluated by the Board at least every 3 years or after a significant change involving District size, financial condition, or organizational design.
   - The Board will appoint a sub-committee composed of two commissioners with staff support to research the salary ranges of comparable fire agencies' staff.
   - In considering comparable agencies the sub-committee should consider agencies that are within 50% more or less of assessed value, population, staffing levels, and have similarity of organizational design, risk profile, and a rural nature. Preference should be given to agencies in Thurston County and adjacent areas.
   - The full Board may accept, reject, or amend proposals from the sub-committee.

The current range for the exempt non-bargaining unit staff are shown on Appendix "A" attached.

V. Compensation for Special Non-District Emergency Assignments: The response of employees to major emergency situations outside the jurisdictional boundaries of the District is recognized and deemed to be in the best interest of the District, the region and the state. Such response must be approved by the Fire Chief or designee. Employees responding to and participating in emergency fire resource mobilization shall remain employees of the District, and shall be compensated as prescribed by the current compensation plan as described in *Section III* above. Reimbursement of special assignment compensation expense shall be sought from or through the State of Washington when there are provisions for such reimbursement by either agreement or law.

Exempt employees responding to and participating in mobilization by the State of Washington pursuant to the State Fire Services Mobilization procedures (RCW 43.43.960) may be granted special extra hourly compensation for all extra hours as authorized under *Resolution 00-09*. The special hourly compensation shall be at a rate of one and one-half times the current monthly salary rate divided by 173 (exempt average salary hours per month) and paid for each hour the employee works beyond eight hours in a workday (from midnight to midnight). This special compensation provision is made in recognition of the special requirements and duties of their emergency fire mobilization assignments, and is subject to the review and approval of the Board.

Non-exempt employees responding to and participating in emergency fire mobilization shall remain employees of the District at all times, and shall be paid their usual regular or overtime

rates for all hours pursuant to normal and usual compensation procedures as provided for in the current Collective Bargaining Agreement.

VI. Benefits: District non-bargaining unit employees have the following benefit programs available (subject to change at any time by action of the Board):

- Pension benefit conversion at retirement or termination (PERS or LEOFF);
- Deferred compensation plan: the District will match the employee's voluntary contribution up to three percent (3%) of the employee's base wage rate;
- Health Reimbursement Account (HRA) for full-time, fully-compensated employees, the District will provide $1,400 per year to the employee's HRA account, and, as provided for under *Policy 3-12 "Annual & Sick Leave"*, the cash out of accrued but unused annual or sick leave funds may be deposited into the employee's HRA at the employee's direction. The employee may voluntarily contribute to the HRA from regular payroll deduction;
- Annual leave, sick leave, and holidays (refer to Policy 3-12 *"Annual & Sick Leave"*);
- Long-term and short-term disability available through the subscribed health care provider;
- Medical insurance, including preventative medical, dental, vision, and family health care programs available through the subscribed health care provider;
- Family medical leave (as provided by the Family Medical Leave Act);
- Employee special support (as identified in Policy 3-14 *"Member Assistance Program"*)
- Military leave (as provided under *WAC 357 Section 31*); and
- Educational support program.

Part-time or temporary non-bargaining unit employees may be eligible for certain or all benefits. A determination of eligibility will be made by the Fire Chief and recommended to the Board for approval upon hire or status change of the member.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Standards for Uniforms and Personal Protective Equipment
POLICY NUMBER:	3-05-PO-00
REVISION:	2
DATE ISSUED/REVISED:	5 February 2002
BOARD APPROVAL SIGNATURE:	

The District shall provide all emergency responders with personal protective equipment (PPE) in accordance with Chapter 296-305 WAC as referenced in the *District Health & Safety Policy* (Policy 2-20) and elsewhere in the *District Policy Manual*. Personnel representing the District shall present themselves with a neat appearance and professional demeanor. To that end, the District will issue station/work uniform apparel as detailed in the attached *Procedures*. It shall be the responsibility of each member to assure all their assigned uniform and PPE items are worn, kept clean and maintained per District regulations or manufacturers recommendations.

No clothing items, whether issued by the District or manufactured/purchased by a member or other individual, may include the District logo, name or reference without the specific approval of the Fire Chief.

I. Issuance of Uniforms & PPE: The Fire Chief shall approve a standard list of equipment issued to District members. A copy of this list is included in the attached *Procedures*. Status of the member shall indicate the various items authorized for issue (recruit, probationary member, firefighter, EMT, officer and chief officer). As issued items are damaged or worn-out, they should be replaced on an exchange basis. All District issued uniforms and PPE shall be returned upon the member's termination of membership. The Fire Chief shall designate a coordinator for issuance & control of uniform and PPE items.

II. Use & Maintenance: Issued uniforms and PPE shall not be altered in any manner without the specific permission of the Fire Chief. All uniform care is the responsibility of the member; the uniform must be kept in a clean & neat manner. The uniform shall be worn only for those official purposes where the member is representing the District (e.g. drill, calls, authorized special events). The uniform should be worn in its complete form, and not mixed with non-uniform garments (e.g. non-District hats, shirts, pants or shoes).

The member shall wear all issued PPE when the circumstances of an event indicate the use of the same. If the PPE is destroyed, damaged or contaminated, the member shall immediately follow procedures outlined in the *District Health & Safety Policy*.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Standards for Uniforms and Personal Protective Equipment
PROCEDURE NUMBER:	3-05-PR-01
REVISION:	2
DATE ISSUED/REVISED:	5 February 2002
FIRE CHIEF APPROVAL SIGNATURE:	

I. Standard Issue: A table showing the standard issue of uniform and PPE items to members in the various levels of status is attached. Each item is of the specification and type as designated by the Fire Chief. The Assistant Chief for Facilities & Equipment shall coordinate the issuance of all uniform and PPE items; a record shall be maintained for each member that documents that type & size of the item and the date issued.

If a member's status is a both EMT and firefighter/officer, the medical PPE, coveralls and EMS field jacket may augment the member's authorized issuance.

As uniform and PPE items are worn-out or damaged, the member shall request a replacement item using the District *Maintenance & Equipment Request Form*, submitted to and approved by their supervisor and forwarded to the Assistant Chief for Facilities & Equipment. The request should note the type & size of the item requested. The old item should be returned for disposal.

When a member terminates their membership with the District, they shall return all issued uniform and PPE items to the Assistant Chief for Facilities & Equipment, who shall note the return on their inventory record.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

POLICY TITLE:	Standards for Uniforms and Personal Protective Equipment
LICY NUMBER:	3-05-PR-02
REVISION:	3
DATE ISSUED/REVISED:	8 July 2014
FIRE CHIEF APPROVAL SIGNATURE:	

Optional Uniform Items

I. District Class "A" Uniform: The District Class "A" uniform will be issued to members as directed by the Fire Chief, and is not a part of the basic complement for issue. The member shall be responsible for the proper upkeep and maintenance of the Class "A" uniform. The standard will be based upon the Lighthouse Uniform *Classic Model* uniform ensemble.

a) Jacket: Black *Classic 6-button*, District patches on both shoulders and no epaulet. The District issue badge will be located above the pocket on the left breast. A gold nametag with the last name of the member will be located directly below the badge on the pocket. Striping indicating rank will be located on the front half of the cuff of both sleeves. Maltese crosses, located center above the stripes on the right sleeve, will indicate the longevity of the member in the fire service (each cross representing five years of service). For the Fire Chaplain, a standard Christian-style cross will be used in lieu of Maltese crosses.

Rank	*Stripe: Number*	*Strip: Width*	*Stripe: Color*	*Cross: Color*
Fire Chief	Five	½-inch	Gold	Gold
Assistant Fire Chief	Three	½-inch	Gold	Gold
Battalion Chief	Two	½-inch	Gold	Gold
Fire Chaplain	Three	¼-inch	Gold	Gold (✞)
Captain	Two	½-inch	Silver	Silver
Lieutenant	One	½-inch	Silver	Silver
Firefighter	None	N/A	N/A	Blue

b) Pants & belt: Black *Signature Line*, blend polyester and wool, with black leather basket-weave style finish.

c) Shirt & tie: *Elbeco* long sleeve without badge tab, District patch on both shoulders; black Velcro safety tie. Member shall provide & wear a white plain tee shirt under dress shirt.

d) Hat: *FDNY Bell Style* cap with plain black bill, chin strap and cap device as follows:

Rank	*Cap Color*	*Strap Color*	*Device*
Fire Chief	White	Gold	5-crossed bugles, Gold
Assistant Fire Chief	White	Gold	3-crossed bugles, Gold
Battalion Chief	White	Gold	2-crossed bugles, Gold
Fire Chaplain	White	Gold	FFC standard, Gold
Captain	Black	Silver	2 vertical bugles, Silver
Lieutenant	Black	Silver	1 vertical bugle, Silver
Firefighter	Black	Silver	FD Scramble, Silver

e) Shoes & gloves: Black low-quarter *Permashine* oxfords (black socks provided & worn by member); white gloves high-wrist without dots.

II. Summer Duty Shorts: The District does not provide summer duty shorts for members, however, if a member desires to purchase and wear them, they must meet the following minimum standards:

Navy blue in color (no other coloration, strips or trim), with pockets fore & aft, manufactured from cotton or cotton-blend materials, 10 to 12 inch inseam (above knee); if belt is worn, must be black District approved type.

Approved duty shorts may be worn from June 1st through September 30th.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

POLICY TITLE:	Standards for Uniforms and Personal Protective Equipment
LICY NUMBER:	3-05-PR-03
REVISION:	0
DATE ISSUED/REVISED:	8 July 2013
FIRE CHIEF APPROVAL SIGNATURE:	

Class B Uniform

I. Standard District Class "B" Uniform: Shall be considered the standard dress for on-duty staff and will be worn 7 days a week, 08:00-17:00 (with exception for working out and training) and especially when meeting or interacting with the public. Duty boots or bunker boots are always required when working in the apparatus bays. Specific requirements, options and exceptions identified below:

a) Uniform shirts shall be worn with collar insignia and badge (if applicable);
b) A District-issued tee shirt may be worn under a uniform shirt, shirt color shall match as closely as possible;
c) Optional District-issued clothing items may be worn with Class B uniform when environmental conditions are appropriate (i.e. sweatshirt, hat, jacket, no knit hats in summer);
d) Polo shirts may be worn in lieu of Class B uniform shirt from June 1st – September 30th;
e) District-issued tee shirts may be worn in lieu of uniform shirts during strenuous training or work activities; and
f) Chief officers may wear a uniform that is either a black Class B shirt (or polo) and black Nomex pants or a white Class B shirt (or polo) and black Nomex pants (year-round).

II. Emergency Response and PPE: If an emergency response arises during the member's workout, sleep, or training time:

a) Uniform pants or bunker pants must be donned;
b) Sleeveless tee shirts, if worn, must be covered by a District-issued sleeved tee shirt, Class B shirt, department issued sweatshirt, or bunker coat;
c) Garments worn under bunkers are subject to high heat and can pose burn injury hazards to members; and
d) All members must take precautions to ensure apparel worn beneath uniforms or bunkers are not made of fabrics that will drip, melt, shrink, stick to the skin, or burn the wearer.

Thurston County Fire Protection District 8

DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Standard for District Badges
PROCEDURE NUMBER:	3-05-04
REVISION:	0
DATE ISSUED/REVISED:	April 16, 2019
FIRE CHIEF APPROVAL SIGNATURE:	

Procedure: The Fire Chief shall approve the standard badge shield design for District members. Standards for the design and manufacture of badges shall be outlined in this procedure.

1) The badge shall be a high quality metal badge, oval in shape, approximately 3-1/2 inch high, with a bald eagle with spread wings in the top, flanked on either side with laurel leaves cascading down to the bottom.
2) The badge shall have a secure clasp type connector on the back.
3) The round center-piece of the badge shall have the symbol of the rank or position of the member, manufactured in struck metal or ceramic plating (as shown in the examples of badges).
4) The badge color shall be:
   a. Silver for firefighters, EMTs and lieutenants; and
   b. Gold for chief officers or chaplains.
5) There are four banners across the badge (as shown in the example of badges), the color of which shall be:
   a. Silver for firefighters and EMTs and battalion chiefs; and
   b. Gold for lieutenants, assistant chief, fire chief and chaplains.
6) Lettering on the banners shall be in all capital style, centered within the banner, the color of which shall be:
   a. Black for firefighters, EMTs and chaplains; and
   b. Red for lieutenants and chief officers.
7) The top banner shall state the rank or position of the member.
8) The upper banner shall state “South Bay”.
9) The lower banner shall state:
   a. “Fire Dept.” or
   b. “Since [*year member joined*]”in accordance with the *District Awards & Recognition Manual*.
10) The bottom banner shall state:
   a. “8”.
11) In accordance with the *District Awards & Recognition Manual*, the member’s name may be engraved on the back side.
12) The Fire Chief shall approve the manufacturer or supplier of the badge.
13) Example of badges are shown below (may be subject to minor differences).

EXAMPLES OF BADGE STYLES:

Top Banner: Rank

Upper Banner: "South Bay"

Lower Banner: "Fire Dept" or "Since [xxxx]"

Bottom Banner: "8"

BATTALION CHIEF
SOUTH BAY
FIRE DEPT.
8

ASSISTANT CHIEF
SOUTH BAY
FIRE DEPT.
8

FIRE CHIEF
SOUTH BAY
FIRE DEPT.
8

CHAPLAIN
SOUTH BAY
FIRE DEPT.
8

-

Thurston County Fire Protection District 8

HR/LF PROCEDURE

POLICY TITLE:	Standards for Uniforms and Personal Protective Equipment
PROCEUDRE TITLE:	Body Armor
PROCEDURE NUMBER:	3-05-PR-5
REVISION:	0
DATE ISSUED/REVISED:	15 January 2020
FIRE CHIEF APPROVAL SIGNATURE:	

1) General: The use of body armor should not create a false sense of security. The use of should be considered a PPE supplement for providing added protection to the member in potentially violent situations. The use of body armor does not allow personnel to enter potentially violent incidents until Law Enforcement has determined the scene to be secure.

Body armor may be deployed in potentially violent incidents at the discretion of the crew for the purposes of personal protection. The use of body armor should not affect standard staging procedures or normal situational awareness. In the event body armor is deployed the senior of chief officer in charge (generally, the Battalion Chief) should be requested to the scene to primarily observe the overall safety of the incident.

Generally, the use of body armor is recommended in the following situations:

a) Incidents involving mass civil disturbances, rioting or looting.
b) Incidents involving large-scale protesting or organized civil disturbances.
c) Incidents involving gunshots fired when reports or personal observations indicate that shooting is ongoing.
d) Incidents involving individuals, groups or organizations with a known history of violent encounters or activities.

2) Storage:

a) Assigned personnel to the apparatus shall place their body armor on the apparatus during the beginning of their shift.
b) When not on response apparatus, body armor will be stored in designated locker at each respective station.

3) Maintenance:

a) Inspection:
   i. Body armor will be inspected by the user daily.
   ii. Body armor will be inspected and inventoried on the first day of each month.
   iii. Annual inspection of all body armor will be conducted under the direction of the Fire Chief or designee.
b) Record Keeping:
   i. Monthly inspections will be documented on vehicle inspection forms.
   ii. Annual inspections will be recorded and kept under the direction of the Fire Chief or designee.

4) Responsibilities:

a) Chiefs and Company Officers will take actions to protect our members and the public we serve.
b) Chiefs and Company Officers have the joint responsibility to ensure all personnel are in compliance with this Procedure/Guideline.
c) Members will safeguard their personal safety and the safety of their fellow members, while following this Procedure/Guideline.

Thurston County Fire Protection District 8

DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Member Owned PPE
PROCEDURE NUMBER:	3-05-06
REVISION:	0
DATE ISSUED/REVISED:	6 July 2020
FIRE CHIEF APPROVAL SIGNATURE:	

Under certain approved circumstance, members may procure their own selected personal protective equipment. Personal ownership of such PPE shall in no way compromise the safety of the member, and the PPE component shall meet or exceed the District specifications for such equipment.

1--Eligible PPE Items

1. Members who desire to purchase "eligible PPE items" shall first receive authorization from the Fire Chief or designee; items not authorized by the Fire Chief or designee shall not be used during any District IR&R activity (training, stand-by or response).
2. "Eligible PPE items" shall be limited to: helmet (complete with strap-webbing, face or eye shield, front identification), lights & lighting mounting devices for helmets, cloth flash-hood, gloves and shoes/boots.
3. Specifications for eligible PPE items shall conform with *District Policy 3-05 "Standards for Uniforms and Personal Protective Equipment"* and all attendant Procedures.
4. Specifications for eligible PPE items shall conform with *District Policy 2-20 "District Safety & Health Program"* and all attendant Procedures.
5. The Fire Chief or designee shall provide the sole determination of eligible PPE items' conformance with District specific standards.

2--Process for Purchasing and Use of Eligible PPE items

1. Any member wishing to purchase eligible PPE items shall contact the Fire Chief or designee for approval; the member *should not* order anything prior to this approval.
2. When the item is received by the member, they shall have the District Facilities & Equipment staff inspect and accept the item prior to its use. A record will be made of the private ownership of such eligible PPE item in District PPE records.
3. The privately owned eligible PPE item will be subject to the same inspection and maintenance requirements as all other similar items in the District. Any cost incurred for maintenance or repairs to the item, if indicated, shall be borne by the member.
4. If the eligible PPE item is deemed to be unfit for further use due to normal wear and tear, the member will be advised, and given the option of replacing it themselves or accepting a standard District issued PPE item.
5. Eligible PPE items shall be retained by the member upon their separation from the District.

Standard Issue of Uniforms & PPE, Policy & Procedure 3-05-01

	Probation	*Firefighter*	*EMT*	*OSP*	*Career Firefighter*	*Lieutenant*	*Battalion Chief*	*Asst. Chief / Chief*
Structural PPE:								
Helmet-structural, traditional style, with visor/goggle (NOTE: may be supplemented with leather helmet @ 10 years)	Black with Yellow Front	Black with Black Front	Blue Conventional with Blue Front (NOTE 1)	Black with Orange Front	Black with Black Front	Red with Black Front	White with Black Front	White with White Front
Bunker coat, pants & suspenders	Set	Set	Extrication Style PPE (NOTE 2)	Extrication Style PPE (NOTE 2)	Set	Set	Set	Set
Wild-land PPE shirt (yellow)		One		One	One	One	One	One
Leather turn-out boots		Pair (>4yr)			Pair (>4yr)	Pair (>4yr)	Pair (>4yr)	Pair (>4yr)
Gloves, insulated	Pair	Pair		Pair	Pair	Pair	Pair	Pair
Gloves, extrication-type	Pair	Pair	Pair		Pair	Pair	Pair	Pair
Nomex hood	One	One			One	One	One	One
MSA SCBA mask (fitted)	One	One			One	One	One	One
Hose-strap	One	One	One	One	One	One	One	One
Flashlight (90 degree)	One	One	One		One	One	One	One
Helmet Flashlight		One	One		One	One	One	One
Spanner Wrench	One	One	One	One	One	One	One	One
Mask, HEPA filter (fitted)	One	One	One		One	One	One	One
Duty uniform: (Refer also to Procedure 3-05-03 "Class B Uniforms")								
Boots, black leather (with zipper insert) or, mid-level black shoe (alternative option)	Pair (upon grad from TCRA)	One pair	Pair (upon grad from EMT)	One pair	One pair	One pair	One pair	One pair
Pants, navy blue, fire resistive	Pair (upon grad from TCRA)	One pair	Pair (upon grad from EMT)	One pair	Three Pair	One pair	Two Pair (Black)	Three Pair (Black)
Belt, leather web pattern	One	One	One	One	One	One	One	One
Shirt, navy blue button duty shirt, fire resistive	One (upon grad from TCRA)	One	One (upon grad from EMT)	One	Three	One	One Black One White	Two Black Two White
Shirt, navy blue polo-type, cotton	One, optional	One, optional	One, optional	One, optional	Two	One, optional	One Black One White	Two Black Two White
Shirt, navy blue tee-type, cotton	Two	Two	Two	One	Three	Two	Three Black	Three Black
Sweatshirt, navy blue, zipper collar	One (upon grad from TCRA)	One	One (upon grad from EMT)	One	Two	One	Two Black	Two Black
Coveralls, navy blue, fire resistive (optional)		One	One		One	One	One	One
Coat, navy blue with zip-out liner		One	One	One	One	One	One	One
Baseball type cap, navy blue (optional)	One	One	One	One	One	One	One	One
Collar brass for duty shirt (1 pair)		"SBFD" silver	"SBFD" silver	"SBFD" silver	"SBFD" silver	Rank, silver	Rank, gold	Rank, gold
Badge, metal pin-on (refer to Procedure 3-05-04 "Standard for District Badges")		Silver (FF1 & EMT)			Silver	Rank, silver	Rank, gold	Rank, gold

Standard Issue of Uniforms & PPE, Policy & Procedure 3-05-01

	Probation	*Firefighter*	*EMT*	*OSP*	*Career Firefighter*	*Lieutenant*	*Battalion Chief*	*Asst. Chief / Chief*
Class A Uniform:								
Permashine Oxfords		One pair	One pair	One pair	One pair	One pair	One pair	One pair
Pants, black		One pair	One pair	One pair	One pair	One pair	One pair	One pair
Belt, leather web pattern		One	One	One	One	One	One	One
White Button Shirt		One	One	One	One	One	One	One
Cap		Black	Black	Black	Black	White	White	White
Black Jacket		One	One	One	One	One	One	One
Dress Gloves		White	White	White	White	White	White	White
Velcro Safety Tie		Black	Black	Black	Black	Black	Black	Black
Name Badge		Gold	Gold	Gold	Gold	Gold	Gold	Gold
Collar brass for Jacket/Shirt		"SBFD silver"	"SBFD silver"	"SBFD silver"	"SBFD silver"	Rank, silver	Rank, gold	Rank, gold
Badge, metal pin-on		Silver	Silver	Silver	Silver	Rank, silver	Rank, gold	Rank, gold

NOTE 1: May be issued blue traditional helmet after ten years, with blue front.
NOTE 2: May be issued servicable regular structural PPE that is not qualified for interior IDLH conditions.
NOTE 3: Staff assigned to multiple shifts may, at the descretion of their supervisor, be issued additional uniform/PPE items as appropriate.
NOTE 3: Chaplian specifications included in Procedure 3-05-02 "Optional Uniform Items".

Standard Issue of Uniforms & PPE, Policy & Procedure 3-05-01

	Firefighter	*EMT*	*OSP*	*Lieutenant*	*Battalion Chief*	*Asst. Chief / Chief*
Structural PPE:						
Helmet-structural, traditional style, with visor/goggle or NFPA Bourke shields (NOTE 2)	Black with Black Front	Blue Conventional with Black Front (NOTE 1)	Black with Black Front	Red with Black Front	White with Black Front	White with White Front
	For members less than ten years: Cairns 1010 Traditional Fiberglass or Phenix TC-1; For members ten years or more: Cairns N6 or Phenix TL-2					
Bunker coat, pants & suspenders	Set	Extrication Style PPE (NOTE 3)	Extrication Style PPE (NOTE 3)	Set	Set	Set
Wild-land PPE shirt (yellow)	One		One	One	One	One
Leather turn-out boots (NOTE 2)	Pair	Pair	Pair	Pair	Pair	Pair
Gloves, insulated (NOTE 2)	Pair		Pair	Pair	Pair	Pair
Gloves, extrication-type (NOTE 2)	Pair	Pair		Pair	Pair	Pair
Gloves, work/wildland (NOTE 2)	Pair		Pair	Pair	Pair	Pair
Nomex hood (NOTE 2)	One			One	One	One
MSA SCBA mask (fitted)	One			One	One	One
Hose-strap	One	One	One	One	One	One
Flashlight (90 degree)	One	One		One	One	One
Helmet flashlight (NOTE 2)	One	One		One	One	One
Spanner wrench	One		One	One	One	One
Mask, N95-HEPA filter (fitted)	One	One		One	One	One
Duty uniform: (Refer also to Procedure 3-05-03 "Class B Uniforms")						
Boots, black leather (with zipper insert) or, mid-level black shoe (alternative option) (NOTE 2)	One pair	One pair	One pair	One pair	One pair	One pair
Pants, navy blue, fire resistive	One pair	One Pair	One pair	One pair	Two Pair (Black)	Three Pair (Black)
Belt, leather web pattern	One	One	One	One	One	One
Shirt, navy blue button duty shirt, fire resistive	One (upon grad from Academy)	One (upon grad from EMT)	One	One	One Black One White	Two Black Two White
Shirt, navy blue polo-type, cotton	One, optional	One, optional	One, optional	One, optional	One Black One White	Two Black Two White
Shirt, navy blue tee-type, cotton	Two	Two	Two	Two	Three Black	Three Black
Sweatshirt, navy blue, zipper collar	One	One (upon grad from EMT)	One	One	Two Black	Two Black
Coveralls, navy blue, fire resistive (optional)	One	One	One	One	One	One
Coat, navy blue with zip-out liner	One	One	One	One	One	One
Baseball type cap, navy blue (optional)	One	One	One	One	One Black	One Black
Collar brass for duty shirt (1 pair)	"SBFD" silver (after probation)	"SBFD" silver (after probation)	"SBFD" silver	Rank, silver	Rank, gold	Rank, gold
Badge, metal pin-on (refer to Procedure 3-05-04 "Standard for District Badges")	Silver (FF1 & EMT)			Rank, silver	Rank, gold	Rank, gold

Revision 6 July 2020

Standard Issue of Uniforms & PPE, Policy & Procedure 3-05-01

Class A Uniform:

	Firefighter	*EMT*	*OSP*	*Lieutenant*	*Battalion Chief*	*Asst. Chief / Chief*
Permashine Oxfords	One pair	One pair	One pair	One pair	One pair	One pair
Pants, black	One pair	One pair	One pair	One pair	One pair	One pair
Belt, leather web pattern	One	One	One	One	One	One
White Button Shirt	One	One	One	One	One	One
Cap	Black	Black	Black	White	White	White
Black Jacket	One	One	One	One	One	One
Dress Gloves	White	White	White	White	White	White
Velcro Safety Tie	Black	Black	Black	Black	Black	Black
Name Badge	Gold	Gold	Gold	Gold	Gold	Gold
Collar brass for Jacket/Shirt	"SBFD silver"	"SBFD silver"	"SBFD silver"	Rank, silver	Rank, gold	Rank, gold
Badge, metal pin-on	Silver	Silver	Silver	Rank, silver	Rank, gold	Rank, gold

NOTE 1: May be issued blue traditional helmet after ten years, with black front.
NOTE 2: Member owned PPE: refer to Procedure 3-05-06 "Member Owned PPE"
NOTE 3: May be issued servicable regular structural PPE that is not qualified for interior IDLH conditions.
NOTE 4: Staff assigned to multiple shifts may be issued additional uniform/PPE items as appropriate as authorized.
NOTE 5: Chaplian specifications included in Procedure 3-05-02 "Optional Uniform Items".

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Controlled Substances and Alcohol
POLICY NUMBER:	3-06-PO-00
REVISION:	1
DATE ISSUED/REVISED:	2 July 2002
BOARD APPROVAL SIGNATURE:	

No member of the District shall report for duty, operate any vehicle or participate at any emergency scene or drill activity while under the influence of alcohol or controlled substances as defined by applicable laws or regulations. Violations of this Policy shall result in immediate discipline which may include termination. Progressive disciplinary policy as outlined by the District in *Policy 3-07 "Disciplinary Policy: Members"* and *Policy 3-08 "Disciplinary Policy: District Staff"* may not apply in cases of violations of this Policy

I. Controlled Substances: Buying, selling, transporting, using or possessing any controlled substances while on District property, in District vehicles or during any District function (including standby duty, call response, training, or other related business) shall be strictly prohibited, and the individual will be subject to immediate disciplinary action which may include termination. Based upon applicable laws and regulations, controlled substances include amphetamines, benzodiazepines, cocaine, opiates, barbiturates, cannabinods, methaqualone and phencyclidine.

II. Alcohol: The possession and use of alcoholic beverages when on District property, in District owned vehicles, or operating District owned equipment is strictly prohibited. Reporting for duty by a member while under the influence of intoxicants is strictly prohibited, and the individual will be subject to immediate disciplinary action which may include termination. "Under the influence" shall be defined as any level the District deems to impair the individual's ability to perform assigned tasks safely and efficiently.

III. Testing: Pre-membership screening for drugs will be conducted for applicants after a conditional offer of membership is granted, as part of their physical examination. Due to drug's negative affect on performance and reliability, the District will not grant membership to individuals who test positive. The District also reserves the right to require an individual to submit to appropriate tests as part of a post-accident investigation or whenever the District has reasonable cause to believe an individual is under the influence of controlled substances or alcohol. Failure to submit to testing as directed may result in immediate discipline which may include termination.

IV. Searches: The District reserves the right, for reasonable cause, to conduct searches on District property (including desks, lockers, sleeping quarters, equipment) or in District vehicles at any time. Any refusal to submit to a District search or any interference with such search may result in immediate discipline which may include termination.

V. Prescription Drugs: Members are required to monitor their prescription drug use and alert their supervisor as to possible impairment when appropriate. In the event of any question regarding an individual's ability to perform assigned duties safely and efficiently, a release or clearance from that individual's physician may be required.

VI. Confidentiality: Information relating to member alcohol or controlled substance abuse will be kept strictly confidential, any record of which shall be filed separately from the member's personnel file. Records are protected from disclosure by both state and federal law.

Disciplinary Documentation Worksheet
Thurston County Fire Protection District 8, Policy 3-07

☐ **Verbal/Written Warning** ☐ **Record of Counseling** ☐ **Growth Plan**

Name of Member:	**Name of Supervisor:**
Date of Incident(s):	**Date of Disciplinary Action:**
Description of Incident(s):	

Previous Disciplinary Action(s):

***Growth Plan* Goal(s) to Attain**	**Method to Attain Goal(s)**	**Review Date**

Goal Attainment Review by:	Date:
Goal Attainment Review by:	Date:

Comments:

Member Signature:	Date:
Supervisor Signature	Date:
Fire Chief Review:	Date:

Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	Disciplinary Process
NUMBER:	3-07-PO-00
REVISION:	3
DATE ISSUED/REVISED:	11 September 2018
BOARD APPROVAL SIGNATURE:	

1. POLICY:

1.1. It is the expectation of the District that members will work cooperatively and in compliance with District policies, procedures and behavioral standards to create a productive environment that will enable the District to accomplish its Mission. The primary objective of any disciplinary action is intended to be corrective in nature, and if feasible, to assist the member to become proficient and effective in his/her position. The disciplinary procedure is not primarily intended as a punitive tool, but rather to enable and assist members to improve their performance when necessary.

1.2. The District's goal will be to establish the facts in an expeditious manner (based upon the circumstances) and strive for consistent and fair treatment for all members. When necessary, the District will conduct a reasonable investigation prior to taking disciplinary action.

2. DEFINITIONS:

2.1. Disciplinary Action: The combination of circumstances following fact-finding that are designed to address and/or correct a member's performance (when feasible) through effective management relations.

2.2. Verbal Counseling: A non-disciplinary action during which time a supervisor meets with a subordinate member to identify performance issues, establish goals for correcting them and providing the member with an opportunity to respond.

2.3. Verbal Warning: A verbal form of disciplinary action (which shall be documented in writing, temporarily filed in personnel file) concerning a member's performance issues.

2.4. Written Warning: Disciplinary action that includes documentation recorded in the member's personnel file identifying the offense.

2.5. Suspension: Disciplinary action that suspends a member from work/duty without compensation for a specified period of time.

2.6. Termination: The forced dismissal of employment or membership with the District.

2.7. Demotion: As a discretionary disciplinary option for the District to impose in lieu of suspension or termination, the member may be reduced in rank, to include eligibility for such benefits and rights received therein.

2.8. Administrative Leave: A non-disciplinary action intended to temporarily remove a member from the District while an investigation is being conducted. Members on Administrative Leave will continue to receive full membership benefits (to include regular salary for career members). Unless on approved vacation or sick leave (career members), a member on Administrative Leave shall remain available to work and is subject to recall at any time. Otherwise, such member shall not enter or remain on District property or engage in any District activity without explicit approval of the Fire Chief.

3. **RESPONSIBILITIES:**

3.1. Supervisors: shall have the responsibility of maintaining proper conduct and discipline among subordinate members, and shall do the following:

3.1.1. *Preventative measures:* maintain an atmosphere that will develop and maintain effective member-management relations and a safe & healthy work environment.

3.1.2. *Preventative measures:* ensure that each subordinate member has an up-to-date Performance and Development Plan (PDP--reference *District Policy 3-30 "Member Performance Evaluations"*), that they understand the District's expectations and that they understand that they are held accountable for them.

3.1.3. *Preventative measures:* ensure that each subordinate member has an up-to-date Position Description, that they understand the District's expectations of that position and that they understand that they are held accountable for them.

3.1.4. In the event of an alleged offense (refer to Section 4, and TABLE OF OFFENSES AND DISCIPLINE), gather and analyze all facts and carefully consider circumstances before taking disciplinary action.

3.1.5. Promptly notify their supervisor (battalion chief, assistant chief or fire chief as applicable) of any facts or circumstances which may involve potential discipline exceeding a verbal warning.

3.2. Supervisor's supervisor: shall be apprised by their subordinate supervisor of a potential disciplinary action, and:

3.2.1. May assist the subordinate supervisor in the fact finding and disciplinary process;

3.2.2. If they did not substantially assist the supervisor in fact finding and/or meting of specific disciplinary action, they may also act as a first level appeal for minor disciplinary actions.

3.3. Personnel resource manager: shall be the District Secretary, and who may provide technical and documentary support to the process including research into rules and regulations, scheduling of meetings, documentation management, logistical accommodations if necessary and other administrative functions as needed.

3.4. Fire Chief: shall act as the primary level of appeal for disciplinary actions.

3.5. Board of Fire Commissioners ("Board'): shall collectively act as the final appeal for disciplinary actions. In the event the potential disciplinary action involves the conduct of the Fire Chief, the Board, or designee, shall perform the role of Fire Chief or designee.

4. **CONDUCT SUBJECT TO DISCIPLINE:**

4.1. It is the responsibility of all District members to observe and comply with the regulations necessary for the proper performance of the District functions. Supervisors should strive to be firm, fair and free from prejudice or discrimination in their actions. Consideration of such factors as the seriousness of the conduct involved, the member's previous record of behavior, including any prior disciplinary actions, any prior corrective measures, length of service, motivation to correct his/her behaviors, training, and experience in the District should be considered in arriving at a decision.

4.2. Examples of the list of offenses that could lead to disciplinary action are included on the attached TABLE OF OFFENSES AND DISCIPLINE. The table serves to provide an illustrative, not comprehensive, listing of offenses. Further, corrective actions prescribed may vary from those listed due to the circumstances of the disciplinary action at hand (refer to Section 5.6 below).

5. **PROCEDURES:**

5.1. Procedural Guidance: The following procedures are guidelines to assist District supervisors and members to provide for a consistent disciplinary process. However, nothing contained

herein shall be construed as contract, or promise thereof, of employment, or as creating an implied contractual duty binding the District.

5.2. Establishing the Facts: Any potential disciplinary actions exceeding a verbal warning shall be brought to the attention of the supervisor's supervisor. The member's supervisor shall ensure that an appropriate and timely fact-finding investigation is conducted in a fair and impartial manner. Where the material facts of the potential disciplinary situation are not disputed, such an investigation may be limited to any contested issues. There shall be an opportunity for the member to provide input and his/her point of view prior to the imposition of disciplinary action.

5.3. Administrative Leave: It may be necessary to place a member on Administrative Leave pending the conclusion of either the investigation or the disciplinary process. The supervisor shall work with their supervisor and the Fire Chief to notify the member, in writing, when placing them on Administrative Leave.

5.4. Meeting with the Member: At the conclusion of fact finding, the supervisor shall determine the culpability of the member and meet with them. It may either be an informal or formal process depending upon the nature of the offense and disciplinary action.

5.4.1. Informal: The meetings are intended to be reasonably brief and informal, with no examination or cross-examination of any witnesses. The member will be offered the opportunity to provide his/her side of the story as to why they should not be disciplined or suggest what level of discipline they believe is appropriate.

5.4.2. Formal: If the resulting disciplinary action of the member's offense involves a loss of property interests (career employee), the District will conduct a pre-disciplinary hearing ("Loudermill hearing"). "Property interests" means suspension, demotion or termination. The hearing serves as a guard against mistaken decisions and as an opportunity for members to furnish additional facts before a disciplinary decision is finalized. Any member may elect to waive such hearing or to waive their presence at the hearing. In such event, the District shall proceed to decide the matter based upon the facts at hand.

5.4.3. If the Fire Chief (or designee) was not involved in the above process, the supervisor will consult with him/her as soon as possible after the meeting.

5.5. Disciplinary Action: After meeting with the member, the supervisor and the Fire Chief (or designee) shall establish an appropriate disciplinary measure.

5.5.1. The supervisor shall brief the Fire Chief on the results of the fact finding and member meeting (see Section 5.4.3 above). Based upon that information, the Fire Chief will determine the measure and degree of disciplinary action (see Section 5.6 below). The member will be notified as soon as possible in a means determined most appropriate by the Fire Chief.

5.5.2. The member may respond to the decision, however, must do so in writing to the Fire Chief within seven (7) calendar days from the date of the decision.

5.6. Disciplinary Measures: The measure and degree of disciplinary action shall be guided by information provided in the TABLE OF OFFENSES AND DISCIPLINE.

5.6.1. Generally, the array of disciplinary action severity ranges from Verbal Warning (least severe), Written Warning, Suspension, Demotion to Termination.

5.6.2. The Fire Chief may also choose to impose other disciplinary measures or actions depending on the facts and circumstances of a particular case. The choice of what discipline to apply in any particular case is solely within the Fire Chief's discretion.

5.6.3. Verbal counseling is not considered discipline and shall not be recorded in a member's personnel file.

5.6.4. Verbal warnings shall be accompanied by documentation in writing and will be included in the member's file for up to one (1) year, at the discretion of the Fire Chief. Written warnings may be removed after three (3) years, at the discretion of the Fire Chief as long as there are no additional disciplinary actions for that member during that time period.

5.7. Appeals: A member may appeal a disciplinary action.

5.7.1. For first level supervisor disciplinary actions not involving loss of property rights or termination of membership, the member shall file a written appeal to the Fire Chief (or designee) within fourteen (14) calendar days after the member is notified of the disciplinary action. Failure to act within the time period specified will terminate the right to appeal.

5.7.2. Disciplinary action that is appealed will be stayed until the Fire Chief's (or designee's) decision. The Fire Chief (or designee) will resolve appeals within thirty (30) calendar days following receipt of the written appeal by affirming, modifying or vacating the discipline.

5.7.3. For disciplinary actions involving loss of property rights or termination of membership, the member may file a written appeal to the Board within fourteen (14) calendar days after the member is notified of the disciplinary action. Failure to act within the time period specified will terminate the right to appeal.

5.7.4. Disciplinary action that is appealed will be stayed until the Board's decision. The Board will resolve appeals within thirty (30) calendar days following receipt of the written appeal by affirming, modifying or vacating the discipline.

5.7.5. The Board may also, at its discretion, extend the deadline and direct further investigation into the facts and circumstances giving rise to the discipline.

5.7.6. The Board may, at its sole discretion, (i) elect to resolve the appeal by review of the written records and documents, (ii) request additional information from either the affected member or the Fire Chief (or designee), or (iii) schedule a meeting at which the affected member and the Fire Chief, or designee, may address the Board in person.

5.8 Conflict of Terms: If any term of this Policy conflicts with an in-place Collective Bargaining Agreement ("CBA") between the District and a Union representing career members, the applicable term in the CBA shall govern.

District Policy 3-07 Disciplinary Process
Table of Offenses & Discipline

Offense	*Explanation*	*1st Occurrence*	*2nd Occurrence*	*3rd Occurrence*
Insubordination (minor)	Deliberate delay or refusal to obey legitimate orders; disrespect, insolence or like behavior over issues of a minor nature	Written Warning	Suspension	Termination
Insubordination (major)	Deliberate delay or refusal to obey legitimate orders; disrespect, insolence or like behavior over major issues or egregious nature	Suspension	Termination	
Deception, false statement, misrepresentation, concealment (minor)	When evidence of potential misunderstanding & member has not attained personal gain, and District relations are not adversely effected	Written Warning	Suspension	Termination
Deception, false statement, misrepresentation, concealment (major)	Deliberate misrepresentation, fraud, falsification or major concealment	Suspension	Termination	
Under the influence of intoxicants, drugs; possession of same in the firestation or scene	Physically or mentally impaired to perform duties because of use of intoxicants or drugs (includes odor of intoxicants or drugs)	Suspension	Termination	
Tardiness & Absenteeism	Habitual lateness for assignments. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism	Verbal Warning	Written Warning	Suspension
Disorderly conduct	Any violent act or language which adversely affects the morale or maintenance of discipline; fighting or threatening bodily harm	Written Warning	Suspension	Termination
Theft	Actual or attempted taking and removal of District owned property, or the property of others, for member's own gain	Suspension	Termination	
Damage, misuse or loss of District owned property (minor)	Causing the damage or loss of District owned property when carelessness, but no willfulness or intent is involved; may include unauthorized use of District owned equipment	Verbal or Written Warning	Written Warning or Suspension	Suspension or Termination
Damage, misuse or loss of District owned property (major)	Misuse of, or causing the damage or loss of District owned property when willfulness or purposeful intent is involved	Written Warning	Suspension	Termination
Misconduct	Conspicuous misconduct which adversely affects the reputation of the member or reflects unfavorable on the District.	Verbal or Written Warning	Written Warning or Suspension	Suspension or Termination
Failure to meet **standards in appearance** or habits	Personal hygiene, poor appearance, disagreeable habits, poorly maintained uniform items	Verbal or Written Warning	Written Warning or Suspension	Suspension or Termination
Creating or contributing to a hostile environment	Unlawful discrimination against, bullying, or unlawful harassment of, another District member or the public.	Suspension	Termination	
Violent, criminal, indecent or immoral conduct	Conduct considered to be outside the norm of community standards for acceptance, or criminal in nature	Suspension	Termination	
Failure to follow **District Policy**, rules & regulations	Self explanatory; repetitive occurrence for violation of same policy, rule or regulation	Verbal or Written Warning	Written Warning or Suspension	Suspension or Termination
Accumulation of, or pattern of related or unrelated offenses		Degree of penalty determined by the Fire Chief.		

NOTE: In any circumstances where the level of disciplinary action may be a suspension or termination, the District may consider a disciplinary demotion if determined appropriate, solely at its discretion.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

PROCEDURE TITLE:	Leave of Absence
PROCEDURE NUMBER:	3-09-PO-01
REVISION:	2
DATE ISSUED/REVISED:	11 June 2019
BOARD APPROVAL SIGNATURE:	Richard Gerkin

Leave of absence may be granted to volunteer members by the Fire Chief for extended periods of time due to work, health, educational and personal matters.

I. Notice: A member who needs to take leave of absence from the District must notify their supervisor with as much advance notice as possible. A member may take up to 6 months of leave. Prior to taking leave of absence, any member must check-in all District property with their supervisor (or designee) for safe keeping until it is reissued upon their return to active status. Their accounts for District access and security will also generally be held open during the leave period.

The supervisor shall, upon being made aware of the member leave of absence, notify their supervisor and the District Secretary. Appropriate adjustments to member status will then be made (refer to District Procedure 3-01-PR-03 "District Member Rosters and Organization Charts").

II. Leave Period: Members on leave of absence should contact the District Secretary if their address or contact information changes. Also, any member that is an EMT/FR will be expected to continue to obtain ongoing training & education through Thurston County Medic One to maintain their certification status.

If the member requests additional time for leave of absence beyond the initial period, they must provide a written request to the Fire Chief at least two weeks in advance of the end of their leave period. In no case will leave of absence be permitted for over one year. Lack of reasonable follow-up notification by the member will constitute consideration of termination of membership by the District.

III. Return to Active Status: Prior to reinstatement after the leave of absence, the member's status shall be subject to review by the Operations Committee. They shall provide a recommendation to the Fire Chief concerning

1) eligibility for return to active status,
2) the need for the member to obtain a fit for duty evaluation (*Policy 3-15 "Member Fit for Duty Status"*),
3) status of their EMS certification (if any) and
4) need for return-to-active status evaluation and/or re-training.

A skills proficiency evaluation will be conducted to evaluate the member's operational readiness. This evaluation shall include elements based upon the member's essential job functions:

1) ability to function and work with tools for interior structural firefighting (e.g. donning SCBA, raising ladder, etc.);
2) ability to drive & operate District apparatus (light vehicles and/or heavy vehicles);
3) ability to perform emergency medical procedures (based on EMS certification, if any); and
4) knowledge and understanding of any changes to High-Risk Low-Frequency Policies and Procedures made during their absence.

Successfully meeting the above requirements, the Operations Commitee will assign the member to an IR&R shift (refer to *District Procedure 3-01-PR-01*).

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Dual Fire Department Membership
POLICY NUMBER:	3-10-PO-00
REVISION:	1
DATE ISSUED/REVISED:	1 May 2001
BOARD APPROVAL SIGNATURE:	

Volunteers with the District may, on a case by case basis, have membership in more than one fire department. The Personnel Review Board will review dual membership applications and provide a recommendation to the Fire Chief.

I. Existing Volunteers: Any member of the District that wishes to volunteer with another fire department (concurrently) must first obtain permission of the Fire Chief. To do so, they will request a review of the request by the Personnel Review Board by notifying the Assistant Chief for Volunteer Services (AC-VS). The AC-VS will schedule a Personnel Review Board who will consider the request and provide a recommendation to the Fire Chief. The Personnel Review Board will consider:

a) The current status of the District member (recent participation in training & drills);
b) Member's commitment to continued District activity (during dual membership); and
c) Comments & recommendations of the member's supervisor.

If the Fire Chief approves the recommendation, they will submit a letter of approval to the fire chief of the other fire department. The letter shall outline:

a) Clarification of the member's use of District equipment (PPE, uniform, communications equipment, EMS equipment), if any, for functions at the other fire department;
b) Clarification of which department shall be responsible for payments of volunteer stipends, reimbursement, retirement & pension funding and training materials costs; and
c) Expectations of member's continued involvement in District activities (e.g. shift commitments, training commitments, etc.);

II. New Volunteers (Candidates): Any new candidate that is currently a member of another fire department may be considered for membership with the District in due course of the review by the Personnel Review Board as identified in *P&P 3-01 "Appointment of Personnel--Emergency Responder"*. The Personnel Review Board may recommend waiving the six-month probationary period if the candidate's credentials & experience would indicate the ability to assume the role of emergency responder in a short term manner.

The candidate must provide a letter of approval of dual membership from the fire chief of the other fire department. This letter shall include:

a) Clarification of the new candidate's availability to their department's issued PPE, uniform, communications equipment, EMS equipment or other assigned assets;
b) Clarification of which department shall be responsible for payments of volunteer stipends, reimbursements, retirement & pension funding and training material costs; and
c) Specific character recommendations of the new candidate including a copy of their last performance evaluation by their supervisor (if any). This document will be reviewed by the

Personnel Review Board and included in the new candidate's application package and subsequent personal file.

The Personnel Review Board shall also consider:

a) The residency of the new candidate (where they will be located in order to respond to District calls);
b) When & how often the new candidate will be available to train and respond with the District;
c) The certifications & skills the new candidate has (e.g. EMT, pumper operations, fire investigation, etc.) as well as the any requirements for orientation and preparation for District service; and
d) The recommendations and comments of the new candidate's assigned District supervisor.

The Personnel Review Board will forward their recommendation to the Fire Chief, who shall accept or reject the application. If accepted, the new candidate will be given their new District assignment and terms for orientation/preparation/probation as defined by the Personnel Review Board.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Employee Sick Leave Donations
POLICY NUMBER:	3-11-PO-00
REVISION:	0
DATE ISSUED/REVISED:	14 April 2020
BOARD APPROVAL SIGNATURE:	Richard S Gaebler

1-Policy Overview

1.1 Employees may donate accrued, but unused, sick leave to other employees in need pursuant to the terms and conditions set forth in this Policy.

1.2 An employee must be otherwise eligible to utilize sick leave under the District's policies (including *District Policy 3-12 "Annual & Sick Leave"*), rules, and procedures in order to be eligible to receive donations of sick leave under this Policy.

2-Specific Terms and Conditions of Sick Leave Donation

2.1 In order to be eligible to receive sick leave donations, an employee must have first exhausted all of his/her available accrued paid time off of any type.

2.2 All sick leave donations shall be voluntary and anonymous. No employee may solicit the donation of sick leave hours from another employee. Any employee desiring to receive donated sick leave shall advise the Fire Chief or his/her designee (collectively referenced herein as "Fire Chief"). Upon receiving such a request, the Fire Chief shall post the employee's desire to receive sick leave donations (either by a hard-copy posting and/or electronically). It is a violation of this Policy for any employee to directly approach another employee and request a sick leave donation.

2.3 Employees who wish to donate sick leave must maintain a minimum balance of 96 hours of sick leave in their own sick leave bank. For example, if an employee has a sick leave balance of 116 hours, he/she would be eligible to donate up to a maximum of twenty (20) hours of sick leave.

2.4 All donated sick leave must receive prior written approval from the Fire Chief. The Fire Chief may require the employee requesting donated sick leave to provide appropriate documentation from his/her health care provider substantiating the need for the leave to the extent permissible under applicable law.

2.5 In the event an employee receives more donated sick leave than he/she needs, the District will endeavor to return the excess sick leave to the employees who donated on a pro-rata basis to the extent possible.

2.6 Sick leave shall be donated in one (1) hour increments and at the base wage rate of the donating employee.

> Example: if an employee earning a base wage of $50/hour donates one (1) hour of sick leave to an employee making $25/hour, the employee receiving the sick leave

shall receive the value two (2) hours of sick leave. Conversely, if an employee making $25/hour donates one (1) hour of sick leave to an employee making $50/hour, the employee receiving the sick leave shall receive the value of one-half (1/2) hour of sick leave.

2.7 If an employee is off duty for more than 12 months, the District and the Union (if the subject employee is a Union member) shall meet to determine the employee's likelihood for returning to duty.

3-Violations of this Policy

3.1 Violations of this Policy, as well as abuse of sick leave in any fashion, may result in disciplinary action, up to and including termination of employment.

3.2 Any employee with documented sick leave abuse shall not be eligible to receive donated sick leave for twelve (12) months after the date of said documentation.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Annual & Sick Leave
POLICY NUMBER:	3-12-PO-00
REVISION:	5
DATE ISSUED/REVISED:	14 March 2017
BOARD APPROVAL SIGNATURE:	

The District shall provide annual and sick leave benefits to full-time employees. Unpaid leave shall be provided as per the provisions of the Washington Law Against Discrimination (RCW 49.60), Washington Family Leave Act (RCW 49.78) and Workers' Compensation Act (Title 51 RCW). Specifications for annual and sick leave for bargaining unit staff are covered under the current District Collective Bargaining Agreement with IAFF Local 2903.

I. Annual Leave: Employees are encouraged to utilize their annual leave benefit to promote a healthy, well-rounded life style. Employees shall plan for at least one week-long vacation per year. All requests for annual leave must be made in advance to and approved by the supervisor as designated by the employee's job description; provisions for employees represented by a collective bargaining agreement shall apply. No annual leave may be granted for any new employee until that employee has completed six (6) consecutive months employment with the District, unless recommended by the Fire Chief and approved by the Board.

All requests for leave will be approved by the Fire Chief (or Chair of the Board for the Fire Chief). Employees should notify their supervisor of desired vacation dates as far in advance as possible, and may be asked to consider alternate dates if a conflict exists with work or other vacation requests from other paid staff members.

No more than the time accrued at start of the annual leave period may be taken. Generally, a two-week limit for any continuous block of annual leave is allowed due to impacts for other employee's. Any changes to scheduling after posting must be approved by the Fire Chief (or Board for the Fire Chief), and mutual agreement of any other employees affected.

Exempt employees: All paid leave will be of at least one (1) day's duration in whole day increments.

II. Annual Leave Accrual: Annual leave shall be computed for each employee based upon their years of service according to the schedule as outlined in the table below:

Years 1 and 2:	8 hours per month
Years 3 and 4:	10 hours per month
Years 5, 6, 7:	12 hours per month
Years 8, 9, 10, 11:	14 hours per month
Years 12, 13, 14, 15:	16 hours per month
Years 16, 17, 18, 19:	18 hours per month
Year 20 and beyond:	20 hours per month

Up to thirty (30) days of annual leave may be accumulated by an employee. An exception to the thirty-day leave balance limit may be specifically granted by the Board as recommended by the Fire Chief. Leave balances shall be maintained by the District Secretary based upon the sum of normal accumulation and recorded annual leave taken; this information is based on the monthly report provided by each employee to the Fire Chief.

III. Annual Leave Cash Out: Full-time fully-compensated non-bargaining unit employees may cash out up to 48 hours of accrued, but not used, annual leave each calendar year. Annual leave must be cashed out in 12-hour increments. Employees desiring to cash out annual leave must provide written request on form(s) provided by the District Secretary, no later than November 1st of the applicable year. Payment shall be provided to the employee no later than the last payroll period of December of the applicable year.

Upon separation of employment in good standing of a full-time, fully-compensated non-bargaining unit employee with at least five (5) years of continuous service to the District, shall have 100% of their accrued but unused annual leave balance, up to a maximum of 240 hours, cashed out at their current rate of pay.

The receipts of the annual leave cash out may be deposited into the employee's Health Reimbursement Account if so directed by the employee or authorized trustee/executor.

IV. Sick Leave: Sick leave may be used in the cases as listed in *RCW 49.12.265 - .270* as currently adopted. Time taken off will be deducted from the employee's sick leave account as provided.

V. Sick Leave Accrual: Sick leave is accumulated at a rate of one (1) day per month worked, up to a total of one-hundred-twenty (120) days total credit, for full-time non-bargaining unit employees. Sick leave may be available to part-time employees at the discretion of the Fire Chief with approval of the Board (at a rate proportional to the average number of hours scheduled to be worked). Leave balances shall be maintained by the District Secretary based upon the sum of normal accumulation and recorded sick leave taken; this information is based on the monthly report provided by each employee to the Fire Chief.

VI. Sick Leave Cash Out: Upon separation from employment from the District in good standing for a full-time, fully-compensated employee with ten (10) or more years of continuous service to the District, the District shall cash out 25% of the employee's accrued but unused sick leave at his/her current rate of pay. Further, if such separation is due to a disability or death incurred within the scope of his/her employment for the District, such cash out shall be 100% of the accrued but unused sick leave balance. The receipts of the sick leave cash out may be deposited into the employee's Health Reimbursement Account if so directed by the employee or authorized trustee/executor.

VII. Holidays: Full-time employees shall be paid for eleven holidays. "Personal holidays" are defined as a holiday when each full-time employee may select a day each calendar year to take leave. Application for this holiday shall be consistent with the procedures used for annual leave. Whenever any legal holiday falls on a Saturday, the proceeding Friday shall be the holiday. Whenever a legal holiday falls on a Sunday, the following Monday shall be the holiday.

Paid holidays off include:

• New Years Day	January 1st
• Martin Luther King Jr. Birthday	3rd Monday in January
• Presidents Day	3rd Monday in February
• Memorial Day	Last Monday of May
• Independence Day	July 4th
• Labor Day	1st Monday in September
• Veteran's Day	November 11th
• Thanksgiving Day	4th Thursday in November
• The day immediately following Thanksgiving Day	4th Friday in November
• Christmas Day	December 25th
• Personal Holiday	As scheduled.

Under Chapter 168, Laws of 2014 (effective June 12, 2014), fire districts are required to provide employees with two unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church or religious organization. Administration of these two unpaid holidays will be the same as that used by the District for paid personal holidays, except that the employee will not be paid for those two days.

Thurston County Fire Protection District 8
DISTRICT PROCEDURE MANUAL

POLICY TITLE:	Annual & Sick Leave: Request & Documentation
POLICY NUMBER:	3-12-PR-02
REVISION:	0
DATE ISSUED/REVISED:	30 October 2009
CHIEF SIGNATURE:	

The following details the procedures for requests and documentation for annual and sick leave by Exempt Employees as authorized under the current revision of *District Policy 3-12 "Annual & Sick Leave."*

I. Requests for Annual Leave: Requests for annual leave by Executive Employees shall be provided in advance by writing or e-mail to the Fire Chief (or Chair of the Board for the Fire Chief). The request should note any scheduled business functions or IR&R command responsibilities during that time period that will need to be covered by (and coordinated with) another District Member.

Approval or denial shall be provided in writing or e-mail (with a copy to the District Secretary) prior to the date(s) requested. The District Secretary shall post those dates on the District Executive Calendar in *MS Outlook*.

II. Annual & Sick Leave Documentation: Each month, all Exempt Employees shall complete a District "Exemption Report" and return to the District Secretary.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Volunteer Benefits Programs
POLICY NUMBER:	3-13-PO-00
REVISION:	1
DATE ISSUED/REVISED:	18 April 2008
BOARD APPROVAL SIGNATURE:	

This Policy covers those benefits provided to volunteers. Nominal stipends and non-accountable reimbursement paid to volunteers are covered under *Policy 1-01 "Compensation & Reimbursement."* Benefits provided to paid staff of the District are covered under *Policy 3-04 "Salary & Benefits."* The compensation and benefits for Board members are covered under *Policy 0-01 "Board of Fire Commissioners Roles & Responsibilities."*

I. Direct Benefits Provided: The following benefit programs are available to eligible members and may be subject to change at any time by the Board. All benefit programs are subject to any funding limitations of the District Budget. Some benefit programs may require contributions from the members, but most are fully paid by the District. The District Secretary shall coordinate participation in all pension and medical coverage programs.

- Primary medical coverage through the Washington State Volunteer Firefighter Pension & Relief Act: enrollment in this plan shall be at the point of acceptance & scheduling of initial training for the recruit per *Policy 3-01 "Appointment of Emergency Responders."*
- Long-term disability (benefits supplemental coverage): enrollment in this plan shall be at the point of acceptance & scheduling of initial training for the recruit per *Policy 3-01 "Appointment of Emergency Responders."*
- Medical insurance for job-related injury or illness (benefits supplemental coverage): enrollment in this plan shall be at the point of acceptance & scheduling of initial training for the recruit per *Policy 3-01 "Appointment of Emergency Responders."*
- Pension plan through the Washington State Volunteer Firefighter Pension & Relief Act: any member included in the District's active roster as of January first of each year shall be enrolled.

II. Volunteer Incentive Programs: The District offers incentives for volunteer participation in calls, drills and other functions. These programs are in addition to monetary incentive programs covered in *Policy 1-01 "Compensation & Reimbursement."* The Assistant Chief for Volunteer Services shall provide coordination of District functions and assist in other social and inspirational activities.

III. Student Tuition Reimbursement Program: Any District volunteer may apply for reimbursement for tuition, books and other related costs upon successful completion of accredited college courses. Interested District volunteers must make application to the Assistant Chief for Volunteer Services at least two weeks prior to beginning the course. Applications shall be reviewed by the Assistant Chief for Volunteer Services and the Personnel Review Board, who provide a recommendation to the Fire Chief. If approved by the Fire Chief in advance, reimbursement will be provided after successful completion of the course(s) by presentation of a copy of the passing grade report and an itemized list of covered expenses.

Participating students will be required to meet performance obligations and provide services as coordinated by their supervisor and the Assistant Chief for Volunteer Services (as approved by the Fire Chief). Details for the required duties are delineated in the *Student Agreement.*

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Member Assistance Program
POLICY NUMBER:	3-14-PO-00
REVISION:	0
DATE ISSUED/REVISED:	27 February 2007
BOARD APPROVAL SIGNATURE:	

In the effort to promote a healthy environment for all its members, and recognizing the hazards that are inherent in the fire and emergency medical services, the District will provide assistance to members when they need help after being injured or affected in some way during their course of duty. This injury or affect may be physical or psychological. Furthermore, the District realizes that members' fitness for duty can be affected by factors outside the District's control. The Member Assistance Program (MAP) will be established to provide support for members' health & wellbeing.

Every member shall be strongly encouraged to notify the Chaplain, their supervisor or any chief officer if they become aware of a member requiring services available through the MAP. All inquiries and support activities will be conducted in a confidential manner.

I. Chaplaincy Program: The District will appoint or contract with a qualified person or persons to provide chaplaincy services. The Chaplain(s) must be certified under the International Police & Fire Chaplains Association, and will have sufficient back-up resources (mutual-aid) as to provide round-the-clock availability. Chaplaincy duties shall include:

- Providing emotional, logistical or available MAP support to District members and their immediate family in times of crisis;
- Assisting incident customers with emotional or logistical support when needed; and
- Assisting members and their immediate families in crisis intervention follow-up and accessing community outreach programs and resources (e.g. crisis clinic, aging programs, care-giver services) as indicated.

The Chaplain shall be readily available through operational dispatch protocols, including the District *Standard Response Guidelines* (Policy 2-01 "Emergency Operations Organization"). Resources available to the Chaplain for support include:

- Washington State Employee Assistance Program (Washington Department of Personnel)
- Critical Incident Stress Debriefing Team (Thurston County)
- Thurston-Mason Chapter of American Red Cross.

II. Washington State Employee Assistance Program (EAP): As part of the MAP, the District maintains a contract with the Washington Department of Personnel for its EAP services. The EAP provides both emergent services (e.g. crisis defusing, critical/traumatic intervention, grief & loss counseling) and longer-term support services (e.g. care of emotional & psychological conditions, personal & family dysfunction counseling). Any District Member or their immediate family may access these programs through the Chaplain or by directly contacting EAP.

III. Northeast Thurston Health & Safety Program (NET): The District is partner in this NET program featuring safety & accident prevention programs in pro-active (e.g. safety orientation & training, facility & vehicle inspections, health testing & inoculations), operational (e.g. infectious disease exposure control, personal protective equipment, respiratory protection, health & wellness) and reactive (e.g. accident response & investigation, emergency procedures) modes. Section 15 "Health & Wellness" of the *NET Safety & Accident Prevention Manual* establishes and maintains programs for

the health and wellbeing of the members including requirements for fitness for duty and critical incident stress debriefing.

Procedures for caring for physical injuries or exposures to members are outlined in District *Standard Response Guidelines* and *NET Safety & Accident Prevention Manual* Appendix "A". Refer also to Policy 2-20 "District Safety & Health Program".

IV. Medical Insurance & Workers' Compensation: The District provides medical insurance coverage for its members, both volunteer and career. Volunteers are covered under the Washington State Volunteer Firefighter Pension & Relief program. Career members are covered through the Washington State Department of Labor & Industries system. The District also provides supplemental medical insurance and workers' compensation benefits for its members.

The Board of Volunteer Firefighters and Reserve Officers must be notified of any volunteer member physical injury, exposure or potential psychological problem caused by a District incident or activity. Notice is provided by completing and submitting a BVF *Accident Report Card* as soon as practical, but in no case later than 90 days after the incident. For career member, the attending physician/licensed health care professional will provide a copy of the L&I *Report of Industrial Injury or Occupational Disease* to the District to complete the employer's portion of the report.

V. Member Crisis Defusing and Critical Incident Stress Debriefing (CISD): In the event any member is impacted traumatically by an incident, the Incident Commander shall ensure that chaplaincy services are available to the member in an expedient manner which may include CISD or individual member defusing. If CISD is indicated, all members on the scene shall be *encouraged* to attend when scheduled. An alternative for on-scene members, as well as any other members or their immediate families otherwise associated with the incident, is to access crisis defusing services through the State EAP providers. Procedures for activating this support are included in District *Standard Response Guidelines*. Members engaged in these services will be temporarily removed from active-duty status as indicated.

The Chaplain shall make contact with CISD and crisis defusing providers within 24-hours of the incident, and arrange for these services. A CISD or member crisis defusing will be conducted within the appropriate and recognized timeframes after the incident. CISD and defusing services will only be provided by personnel appropriately trained and skilled in providing these services. The Chaplain may assist in arranging for follow-up counseling or support for affected members or their immediate families.

VI. Service Follow-up: The Chaplain shall (within the constraints of confidentiality) monitor the physical & mental health of members receiving MAP services to ensure they are fit-for-duty. A member may be subject to fit-for-duty evaluations (refer to Policy 3-15 "Member Fit for Duty Status") before returning to active duty. The Chaplain shall also monitor quality of service provided by MAP providers.

After any critical incident involving District members, the Fire Chief, Chaplain and other key staff shall review the incident performance of MAP and operational procedures to determine if any changes need to be made to improve effectiveness. Resulting recommendations to change policies and/or procedures shall be managed by the Fire Chief.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Emergency Responder Fit for Duty Status
POLICY NUMBER:	3-15-PO-00
REVISION:	0
DATE ISSUED/REVISED:	27 February 2007
BOARD APPROVAL SIGNATURE:	

Emergency Responders are required to report for their shift fit-for-duty. If any Emergency Responder is unable to work their regular schedule or shift for a medical reason, they must report as directed in this Policy. For career Emergency Responders, leave issues shall be covered under Policy 3-12 "Annual & Sick Leave".

Emergency Responders or their designee are required to maintain regular contact with the District through their supervisor during the course of the medical condition/event. Emergency Responders who do not participate in District activities – regular shifts, scheduled work periods, training, and/or emergency responses – for a period of 6 months or greater may be required to complete a fit for duty examination process before returning to work.

Refer also to NET Safety & Accident Prevention Manual Section 15 "Health & Wellness".

I. Definitions:

1) **Demonstrate competency** – the Emergency Responder's ability to perform the essential functions defined in Section VI. The Emergency Responder's functional capabilities (outlined in the *District Return to Duty Form*) are evaluated by a physician, psychologist or other appropriate licensed health care professional (LHCP).
2) **Emergency Responder** – A career or volunteer member of the District trained and qualified to respond on emergency incidents.
3) **Fit for Duty** – the state of physical conditioning and medical health that allows the Emergency Responder to safely perform the essential functions defined in Section VI.
4) **Fit for Duty Examination** – the examination performed by the LHCP; the examination documentation must include a completed and approved *District Return to Duty Form*.
5) **Release Statement** – a release to return to duty that is given by a LHCP. The release pertains only to the medical condition for which the LHCP was treating the Emergency Responder. The release also requires a completed and approved *District Return to Duty Form*.

II. Reporting: Emergency Responders shall inform their supervisor if any medical condition/event requires the use of sick leave or inability to staff a shift or planned activity. The Emergency Responder shall inform their supervisor as far in advance as possible if the medical condition/event is planned or otherwise known of in advance. The Emergency Responder (or designee) shall verbally report his/her progress to his/her supervisor every assigned shift they miss.

III. Light/Alternative Duty: Emergency Responders may be assigned to light or alternate duty during the recovery and/or rehabilitation period or if:

- Such work or duty is reasonable and available
- The Emergency Responder is able to perform such work or duty, and/or
- The LHCP releases the Emergency Responder for such light/alternate duty.

If light/alternate duty is indicated, tasks involving only those Emergency Responder essential functions that can be safely accomplished by the Emergency Responder shall be assigned (e.g. driving apparatus but no interior structural firefighting).

IV. Returning to Duty/Work: If an Emergency Responder is absent from three or more shifts or weekly drills due to any medical condition/event, an approved *District Return to Duty Form* will be required. If the nature of the medical condition/event may impact fit-for-duty competency, a consultation with and/or an examination

from a LHCP may be required. This may also indicate the Emergency Responder's permanent restriction to light/alternative duty.

V. Absence from District Activity: If a Volunteer Emergency Responder is absent from the District for a period of 6 months or greater, whether or not the Emergency Responder is on an authorized leave of absence, he or she may be subject to a fit for duty examination process. If an Emergency Responder is absent from his/her scheduled shift for any reason for 90 days or more, they shall demonstrate basic firefighting or EMS skills competency to the Assistant Chief of Training & Operations upon his/her return. Refer also to Policy 3-09 "Leave of Absence".

VI. Essential Functions for Emergency Responders: essential functions for emergency responders assigned to structural firefighting duties ("FF") or emergency medical duties ("EMS") include:

FF	*EMS*	*Essential Function*
X		Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods
X	X	Wearing an SCBA, which includes a demand valve–type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads
X		Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA
X		Climbing four or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing an additional 20 to 40 lbs
X		Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F
X	X	Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb to safety despite hazardous conditions and low visibility
X		Advancing water-filled hose lines up to 2-1/2 inches in diameter from fire apparatus to occupancy, approximately 150 ft, which can involve negotiating multiple flights of stairs, ladders, and other obstacles
X	X	Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards
X	X	Unpredictable emergency requirements for prolonged periods of extreme physical and/or psychological exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
X	X	Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
X	X	Critical, time-sensitive, complex problem solving during physical and/or psychological exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions
X	X	Ability to communicate (give and comprehend verbal orders) under conditions of high background noise, poor visibility, and adverse scene conditions
X	X	Functioning as an integral component of a team, where sudden incapacitation of a Emergency Responder can result in mission failure or in risk of injury or death to civilians or other team Emergency Responders

VII. Responsibilities:

1) Emergency Responders:	▪ Report to shift fit for duty ▪ Verbally inform the supervisor or a District chief officer when a sick day is needed ▪ Make every effort to secure a replacement Emergency Responder of a like skills capability (e.g. EMT, Driver-Operator) for the shift ▪ Complete *District Return to Duty Form* when absent from shift and under a doctor's care for 3 or more shifts or weekly drills; appropriate signatures must be included on the form before returning ▪ Stay in contact with the District, preferably the supervisor, if unable to work for an extended period of time ▪ Inform the supervisor as far in advance as possible if a medical event (e.g. surgery) is planned
2) Supervisor:	▪ Stay informed about the status of assigned personnel ▪ Understand the scope and application of this Policy ▪ Inform subordinates of this Policy and associated expectations ▪ Apply policy, procedures, and standards appropriately ▪ Inform the Assistant Chief of Training & Operations if an Emergency Responder misses 3 or more regularly scheduled shifts or weekly drills for a medical reason (i.e. under a doctors care). ▪ Check in (talk to) the Emergency Responder on a regular basis if the Emergency Responder is not working for an extended period of time
3) District:	▪ Ensure all Emergency Responders are fit for duty ▪ Administer Policy

RETURN TO DUTY FORM

To be completed by physician, psychologist or appropriate licensed health care professional.

District rules state that Emergency Responders must be "Fit for Duty", that is, able to perform the essential functions of their position. The Emergency Responder you have been treating/attending has the position of an **Emergency Responder**, and thus has a high need for fitness/health.

Relative to the condition for which you have been treating/ attending/ seeing this Emergency Responder, your signature at the bottom of the page indicates you are releasing him/her for duty and that he/she should be capable of (please check a box on each line):

Yes	*No*	*NA**	*Functional Capability*
			Jump off a raised area 3 to 4 feet high
			Drive a motor vehicle or apparatus weighing up to 34 tons under emergency response conditions
			Carry on his/her back, a self-contained breathing apparatus weighing approximately 35 pounds while carrying 100 pounds of hose on his/her shoulder for up to several minutes at a time
			Work at heights such as on roof tops or ladders where a sense of balance is needed
			Crawl on his/her hands & knees
			Climb up and down ladders and stairs with tools and/or equipment weighing up to 50 pounds
			Drag or pull heavy objects such as a person weighing up to 200 pounds, over various floor surfaces and/or terrain
			Work in ambient temperatures of 100 to 150 degrees F wearing protective clothing and a self-contained breathing apparatus on his/her back
			Work in a confining area such as an attic or crawl space of a structure
			Grip, lift and carry equipment and/or tools with gloved hands from the ground which may weigh up to 100 pounds
			Use tools to pull down ceilings or walls requiring his/her arms to be above head level
			Cut or chop holes in roofs, walls and floors using an axe or power saw
			Lift and carry a ladder weighing 75 pounds off a truck or from the ground
			Does the emergency responder's current emotional or physical condition in any way endanger themselves or others in the performance of essential functions?
			Is the emergency responder required to take medication that would cause them to become dizzy, disoriented or drowsy during their performance of essential functions?
			Are there any known physical or emotional limitations that could result in sudden or unexpected inability to perform essential functions?

***NA** indicates the injury/illness does not impact the functional capability

Defined essential functions for an Emergency Responder are included in the *District Policy 3-15 "Emergency Responder Fit for Duty Status"*. Should you need a consultation regarding physical condition and other information on an Emergency Responder's job activities please contact WESTCARE MEDICAL CLINIC at (360) 357-9392.

Relative to the condition (injury, illness) for which I have been treating / seeing / attending the person named below, he/ she is:

- ❑ Approved to return to duty effective ____/____/____ (date)
- ❑ Approved for duty with restrictions (list restrictions on separate sheet)
- ❑ Not approved to return to duty
- ❑ Unable to make a determination regarding returning to duty

Name of Patient: _____

Name of LHCP: _____

Signature of LHCP: _____ Date: ____/____/____

Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	Workplace Harassment
POLICY NUMBER:	3-20-PO-00
REVISION:	1
DATE ISSUED/REVISED:	20 December 2002
BOARD APPROVAL SIGNATURE:	

Harassment of any member, applicant, customer or other person(s) by a member of the District on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, age or any other legally protected status, is explicitly in violation of State and/or Federal law and will not be tolerated by the District.

Any reports or complaints of harassment will be promptly investigated and kept confidential to the fullest extent possible. However, the District cannot guarantee complete confidentiality, as the District needs to be able to investigate the complaint and address the situation. Any member determined by a formal complaint investigation to be participating in any form of workplace harassment or retaliating against another member shall be subject to disciplinary action which may include termination.

I. Responsibilities: Implementation of this Policy shall be the responsibility of:

- Management members: to develop this Policy, keep it up to date and to ensure that any violation of this Policy brought to their attention is dealt with fairly, promptly and impartially.

- Supervision members: to ensure each subordinate member understands the Policy and that it is being followed. When a deviation of this Policy is noted or reported, supervisors shall bring this information to their manager immediately.

- All members: to understand and follow the Policy.

II. Definitions: For the purposes of clarification, harassment includes but is not limited to the following behaviors:

- Verbal harassment: any derogatory comments, slurs propositions or otherwise offensive words, comments or music on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age, whether made in general, directed to an individual or to a group of people regardless of whether or not the behavior was intended to harass.

- Physical harassment: any assault, impending or blocking movement, leering, or the physical interference with normal work, privacy, or movement when directed at an individual on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age.

- Visual forms of harassment: any derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings, pictures, television or movies on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, age or any other legally

protected status. This applies to both posted material and materials maintained in or on District equipment or personal property in the workplace.

- Sexual harassment: any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment or membership, is used as the basis of an employment or membership decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. It is also inappropriate for any personal relationship between two members to interfere with normal work operations in any manner; all behavior between members shall be conducive to a sound professional work environment at all times when on District property of on District business.

III. Complaints: If any member feels they are the victim of any form of harassment, they should immediately inform the person(s) participating in this behavior that he/she finds it offensive and to immediately stop the offensive behaviors. If the inappropriate behaviors do not stop, the offended member can initiate an informal or formal complaint as describe below. Because confrontation is difficult for some people, and due to the complex nature of harassment, members are *encouraged*, but *not required*, to confront an offending party prior to initiating this process.

- Informal complaint: any member, applicant, customer or other person who believes he/she is a victim of workplace harassment should make a complaint orally or in writing to any District supervisor or manager. The supervisor or manager shall attempt, if feasible, to promptly correct the offensive behaviors. If they are unable to correct said behaviors in this informal manner, they shall initiate the formal complaint process.

- Formal complaint: any member, applicant, customer or other person who believes he/she is a victim of workplace harassment should, within thirty (30) calendar days of the alleged incident, provide a written complaint documenting the offensive behaviors and submit the same to the Fire Chief. If the complaint is against the Fire Chief, the complaint shall be submitted to the Chair of the Board [of Fire Commissioners].

IV. Investigations: Upon notification by written formal complaint, the Fire Chief shall ensure an initial investigation is made to determine the merits of the complaint. If no merit is found, the Fire Chief may meet with the parties involved to attempt to conciliate the complaint or conflict between the parties. If after an initial investigation is conducted and is deemed to have merit, the Fire Chief will contact the alleged harasser(s) and inform them of the basis for the formal complaint in writing.

At the discretion of the Fire Chief or Board Chair (if the complaint is directed towards the Fire Chief), an independent investigator may be retained by the District to investigate a complaint of harassment. The results of the investigation conducted by an independent investigator shall be provided to the Fire Chief or Chair and shall be considered conclusive findings.

Alternatively, the Fire Chief or Board Chair (if the complaint is directed towards the Fire Chief) may direct that a hearing and investigation into a complaint of harassment be conducted by the Personnel Review Board (PRB, Policy 3-11 "Personnel Review Boards"). Factual information gathered through the investigation will be reviewed by the PRB to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred. The PRB investigation should include:

- Interviews with involved parties: complainant and alleged harasser(s);

- Interviews with other person(s) who may have observed or have knowledge of the alleged workplace harassment; and

- Evaluation of written documentation from the complainant, alleged harasser(s) or witnesses to the alleged workplace harassment incident.

The PRB will forward the findings of their investigation, primarily the determination of whether an act of workplace harassment was committed, to the Fire Chief or Chair for action. The Fire Chief or Chair shall exercise the provisions of District disciplinary process according to Policy 3-07 "Disciplinary Process".

V. Retaliation: Retaliation in any manner against a person for filing a workplace harassment charge or initiating a workplace harassment complaint, testifying or providing written testimony in an investigation or otherwise assisting in an investigation is expressly prohibited and subject to disciplinary action up to and including termination. The Fire Chief will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim form any retaliation as a result of communicating the charge or complaint.

Thurston County Fire Protection District 8

HR/LF POLICY

POLICY TITLE:	Reporting Improper Governmental Actions & Protecting Members Against Retaliation ("Whistle-Blowing")
POLICY NUMBER:	3-21
REVISION:	1
DATE ISSUED/REVISED:	19 June 2009
BOARD APPROVAL SIGNATURE:	Rich Small

Policy: It is the policy of the District to encourage reporting by its Members of improper governmental action taken by District officers or Members and to protect District Members who have reported improper governmental actions in accordance with the District's policies and procedures.

I. Definitions: As used in this policy, the following terms shall have the meanings indicated:

1. Improper governmental action means any action by a District Member:
   a. That is undertaken in the performance of the officer's or Member's official duties, whether or not the action is within the scope of Member's employment; and
   b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds. "Improper governmental action" does not include personnel actions, including Member grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.
2. Retaliatory action means any adverse change in the terms and conditions of a District Member's employment.
3. Emergency means a circumstance that if not immediately changed may cause damage to persons or property.
4. Member means an elected official, employee (part or full time) or volunteer of the District.

II. Procedures for Reporting & Investigating: District Members who become aware of improper governmental actions should raise the issue first with the Fire Chief. If requested by the Fire Chief, the Member shall submit a written report to the Fire Chief, or to some person designated by the Fire Chief, stating in detail the basis for the Member's belief that an improper governmental action has occurred.

Where the Member reasonably believes the improper governmental action involves the Fire Chief, the Member may raise the issue directly with the Board of Fire Commissioners ("Board") of the District or such person as may be designated by the Board to receive reports of improper governmental action. To raise the issue with the Board the Member shall submit the written report to the District Secretary.

In the event of an emergency, where the Member believes that damage to persons or property may result if action is not taken immediately, the Member may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

The Fire Chief or the Fire Chief's designee, as the case may be, shall take prompt action to assist the District in properly investigating the report of improper governmental action. District officers and Members involved in the investigation shall keep the identity of reporting Members confidential to the extent possible under law, unless the Member authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the Member reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Members may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the District Member reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action has been taken by the District to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.

Members who fail to make a good-faith attempt to follow the District's procedures in reporting improper governmental action shall not receive the protections provided by the District in these procedures.

III. Protection Against Retaliatory Actions: Members are prohibited from taking retaliatory action against a Member because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.

Members who believe that they have been retaliated against for reporting an improper governmental action should advise the Fire Chief or the Fire Chief's designee. Where the Member reasonably believes the retaliation action involves the Fire Chief, the Member may report the issue directly to the Board or such person as may be designated by the Board to receive reports of improper governmental action. To report the retaliation to the Board the Member shall submit the written report to the District Secretary.

The District shall take appropriate action to investigate and address complaints of retaliation. If the Fire Chief, or the Fire Chief's designee as the case may be, does not satisfactorily resolve a Member's complaint that he or she has been retaliated against in violation of this policy, or if the complaint is initially directed to the Board, the Member may obtain protection under this policy and pursuant to state law by providing a written notice to the Board of that:

a. Specifies the alleged retaliatory action and
b. Specifies the relief requested.

District Members shall provide a copy of their written charge to the Board no later than thirty (30) days after the occurrence of the alleged retaliatory action. The Board shall respond within thirty (30) days to the charge of retaliatory action.

After receiving either the response of the Board or thirty days after the delivery of the charge to the Board, the District Member may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. A Member seeking a hearing should deliver the request for hearing to the District Secretary within the earlier of either fifteen (15) days of delivery of the Board's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to the Board for response.

Upon receipt of request for hearing, the District Secretary shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings
P.O. Box 42488
Olympia, WA 98504-2488
(800) 558-4857 (Toll-free)

The Board will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

IV. Responsibilities: The Chief is responsible for implementing the District's policies and procedures (1) for reporting improper governmental action and (2) for protecting Members against retaliatory actions. This includes ensuring that this policy and these procedures (1) are permanently posted where all Members will have reasonable access to them, (2) are made available to any Member upon request and (3) are provided to all newly-hired Members. Officers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

PROCEDURE TITLE:	Reporting & Investigation of Internal Complaints
PROCEDURE NUMBER:	3-25-PO-00
REVISION:	0
DATE ISSUED/REVISED:	3 October 2006
BOARD APPROVAL SIGNATURE:	

I. Policy: The District strives to provide a safe and productive environment for its members, free from workplace risk and wrongdoing. The District takes all members' complaints seriously and will take all reasonable measures necessary to stop any workplace risk or wrongdoing and deter any future wrongdoing. The District considers any complaint information to be an allegation only. No report will be considered factual until a thorough unbiased investigation can be conducted.

The provisions of *Policy 3-21 "Employee Whistle-blowing"* shall be followed if the complaint involves improper governmental actions by another District member.

1. Non-Retaliation: The District does not tolerate any kind of retaliation for members making reports in good faith. If any member feels during the investigation process or any time afterwards that they are being retaliated against because of a complaint, they must report it immediately using the existing internal and external reporting procedures. Any case of retaliation will be handled consistent with the provisions of *Policy 3-20 "Workplace Harassment"*.

2. Confidentiality: The District will do its best to protect the confidentiality of any complaint, however, the District cannot promise complete confidentiality. Except as required to comply with the Washington State Public Records Act, only those who are involved in the complaint or who may have a need to know shall be informed (as well as advised as to the confidential nature of the information).

3. Reporting a Complaint: Any member reporting a complaint should be open, honest, and detailed with any information they can provide pertaining to this complaint or the work environment generally. Disciplinary action may be taken against those that intentionally provide false information. A member may report a complaint to their immediate supervisor, or any chief officer.

4. Investigation of Complaint: The documentation of the complaint shall be forwarded immediately to the Fire Chief or designee, who shall determine subsequent action. Based on the nature of the complaint, an investigation will be conducted in the following manner:

- Violation of rules of a minor nature & behavior not endangering any member: investigation by the immediate supervisor or chief officer receiving the complaint;
- Violation of rules not presenting immediate risk to property nor endangering any person: investigation & hearing as provided by *Policy 3-11 "Personnel Review Boards"*; or
- Violation of rules and/or law presenting risk to property, harassment of any member or endangering any person: Fire Chief or designee shall proceed under the provisions of *Policy 1-50 "Management of Legal Risk"* where an independent investigator may be retained.

5. Follow-up: Based on the nature and results of the completed investigation, a report may be provided by the Fire Chief or designee to the Board for information and appropriate disciplinary action may be indicated as provided for in *Policy 3-07 "Disciplinary Process"*.

II. Procedures & Responsibilities

Responsibility	*Activity*
Complainant	• Notify immediate supervisor or chief officer • Provide honest & accurate information for documentation • Agree to confidentiality requirements for investigation
Member receiving & documenting complaint	• Meet with Complainant in appropriate setting, obtain & document complaint information • Review this Policy with Complainant, explaining process • Document (in writing) incident/complaint information including: ○ Specific details of incident causing complaint (when, where, who was involved, witnesses) ○ Any knowledge of similar past occurrences involving the Complainant or others ○ Any insight into why the incident may have occurred ○ Description of how the Complainant responded and any actions they took immediately after the incident • Discuss what actions the Complainant believes are necessary to remedy the situation • Contact Fire Chief or designee to provide complaint documentation and briefing
Fire Chief or designee	• Receive briefing and documentation of complaint • Determine nature and scope of complaint and identify appropriate investigation process: ○ <u>If supervisor/chief officer is investigating:</u> brief them on process & documentation requirements, assist if necessary ○ <u>If Personnel Review Board is investigating:</u> coordinate with PRB Chair for appropriate panel selection and preparation for process ○ <u>If investigated by outside party:</u> coordinate with Board for contracting with outside party for investigation process • Ensure appropriate investigation process is conducted and receive final investigation report • Ensure follow-up actions are taken including: ○ Appropriate notification to parties involved (including Complainant, Accused and Board) ○ Appropriate disciplinary action if indicated ○ Appropriate modifications are proposed & implemented for District policy and./or procedures if indicated • Ensure documentation of the complaint and investigation are filed in accordance with confidential records management practice
Investigator(s)	• Coordinate activities with Fire Chief or designee (including review of complaint) • Conduct impartial investigation: ○ Meetings are conducted and documented with Complainant, Accused and any witnesses ○ All parties are briefed on District Policy and need for confidentiality • Provide final report and written file on investigation to Fire Chief or designee

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Member Performance Evaluations
POLICY NUMBER:	3-30-PO-00
REVISION:	0
DATE ISSUED/REVISED:	8 August 2017
BOARD APPROVAL SIGNATURE:	

It is in the best interests of the District that all Members understand their organizational role and responsibilities, receive reasonable and adequate support, and be held accountable for their performance. To accomplish this, each Member must have an up-to-date description of their position ("Position Description"), have mutually agreed upon performance expectations with their Supervisor, have an appropriate level of support to achieve desired performance and a reasonable appraisal-feedback process to gauge their ongoing performance/outcomes. This policy will describe the documentation of this process.

I. Definitions: For the purposes of this policy, the following definitions shall apply:

a) Member: any volunteer or career employee (full-time or part-time) of the District.
b) Performance review date: The date by which the annual performance review of a Member is scheduled and conducted. Except for exempt non-bargaining unit staff, all Members' performance review cycle shall be from January 1st through December 31st of each year. Supervisors shall complete the performance review of each subordinate Member for the previous year (or portion thereof) by February 1st of each year.
c) Position Description: documentation of the nature of work, general criteria & responsibilities, specific business functions (if any), knowledge/skills/abilities required, description of general work environment and physical requirements of the member's position.

II. Performance and Development Plan (PDP): The performance evaluation process will be established that includes the following features:

a) The process is linked closely with the District's Mission, Vision Statement(s) and Strategic Goal(s);
b) The process is linked directly with the Member's Position Description and it's major responsibilities, and identifies key results expected from the Member during the upcoming evaluation period based upon those responsibilities;
c) The process identifies resources necessary to support the Member in being successful in achieving the desired key results;
d) The process provides for adequate and appropriate reviews and performance feed-back to the Member; and
e) The process is not burdensome on the Supervisor or the Member.

III. Practice: The Supervisor and Member shall:

a) Complete/update a PDP-Expectations agreement during the Member's orientation period after being appointed and annually thereafter ("performance review date");
b) Complete a PDP-Evaluation form at a minimum of six month period during probation period, and annually there-after ("performance review date").

Thurston County Fire Protection District 8
DISTRICT PROCEDURE

PROCEDURE TITLE:	Member Performance Evaluations: Performance & Development Plan
PROCEDURE NUMBER:	3-30-PO-01
REVISION:	0
DATE ISSUED/REVISED:	6 October 2017
FIRE CHIEF SIGNATURE:	

This Procedure shall assist the Member and Supervisor in completing Performance and Development Plan documentation. The Performance and Development Plan documents are electronic forms and can be completed and stored on-line (*copy of forms attached*). It is recommended that once the document is completed and agreed upon, it be printed out, signed by both the Member and Supervisor.

Copies of the documents shall be considered as confidential. The format may be either in hardcopy of electronic media. Storage and filing of documents shall reside in the Member's District Personnel File as maintained by the District Secretary.

I. Position Description: Ensure that the current version of the Member's Position Description has been reviewed by both the Supervisor and Member. If it is not correct and needs to be updated, coordinate this change with the Fire Chief or their designee (for approval).

II. Performance and Development Plan (PDP) Expectations: The PDP-Expectations agreement should be completed by both the Supervisor and Member prior to the evaluation period, generally during the Member's orientation or probationary process. (*NOTE: for the purposes of implementing this new policy, Member's of record in 2017 will begin with the PDP-Expectations agreement process prior to follow-up annual evaluation in 2018*).

a) Position Linkage with Organizational Mission and Strategic Plan: the current District Mission Statement, Vision Statement(s) and Goal Statement(s) will generally be provided by the Fire Chief on the form.
b) District Strategic Goal(s): the current specified goal statements adopted that describe the priorities for the District. The Member and Supervisor should compare these to the Member's Position Description, identifying significant roles and responsibilities that the Member has in the overall achievement of the organizational goals. Summarize any of these job statements on the form next to the appropriate goal statement.
c) Part 1 Performance Expectations: based on the roles & responsibilities identified above, outline key results expected from the Member during the performance period:
    i) Key results expected: what are the most important objectives, outcomes and/or special assignments to accomplish in order for the Member to be successful? This should be a reasonable number of key results (no more than five or six);
    ii) Key competencies expected: what are the most important knowledge, skills, abilities and behaviors that the Member should demonstrate in order to be successful? Refer to the Position Description to help with this section [1].

[1] Examples of key competencies include accountability, adaptability-flexibility, customer-service skills, ethics-integrity, interpersonal skills, mechanical aptitude, results orientation, safety conciousness, verbal communications skills, written communications skills, etc.

d) Part 2 Training & Development Needs/Opportunities: what training and development needs and opportunities should the Member focus on during the performance period? Can this training/development be incorporated into the Member's annual plan for accomplishment?
e) Part 3 Organizational Support: this is an optional section where the Member may suggest how the Supervisor, co-workers or District management can provide better support in their efforts to achieve desired performance levels and expectations. If completed by the Member, the Supervisor should review this section with the Member to better understand the suggestion(s) and then, shall discuss these suggestions with their Supervisor or Chief as part of ongoing process/system review. Any feed-back regarding these suggestions should be provided back to the Member as appropriate during the evaluation period.
f) Acknowledgement: both the Member and Supervisor will sign the PDP-Expectations document, and each retain a copy (either hard copy or electronic copy).
g) Ongoing review: the Supervisor and Member should review the PDP-Expectation on no less than quarterly basis to measure progress on achievement (required for probationary Members); it is used as the basis for the Member's annual performance evaluation.

III. PDP-Evaluation: The Supervisor and Member shall conduct an evaluation of the Member's performance based upon the parameters set forth in the PDP-Expectations documentation. Interim reviews are required for probationary status on a quarterly basis. Interim reviews may also be required by the Supervisor to adjust Member performance expectations if circumstances or conditions change during the evaluation period.

a) Part 4 Interim Reviews: the Supervisor and Member will document the progress toward achievement of key results and/or key competencies, and any other relevant information for the period.
b) Part 5 Performance Feedback: is a narrative of the Member's performance in relation to the key results and competencies expected outlined in Part 1, and must be based on performance observed or verified (quantifiable):
    i) Key results assessment: to what degree did the Member accomplish the key results expected and how well were they done?
    ii) Key competencies assessment: how well (or how frequently) did the Member demonstrate the knowledge, skills, abilities and behaviors expected?
    iii) Other relevant information?
c) Comments and Signature: both the Member and Supervisor sign the document; the Supervisor's copy should be placed in the Member's District Personnel File.

Performance and Development Plan (PDP) Expectations

Position Description been reviewed: ⬡ Yes	Performance Period From:	Performance Period To:

Member Last Name	Member First Name	Member Positon/Rank	Supervisor

Position Linkage With Organizational Mission and Strategic Plan

What is the District's Mission and how do the duties and responsibilities of this position link or contribute to the achievement of the Mission, Vision, and Goals of the District? Note linkages of District Goals to current Key Results Expected.

District Mission Statement: We are committed to serve our community with prompt, consistent and professional fire suppression, basic life support, rescue and prevention/ preparedness services.

District Vision Statement: We will strive to meet adopted Target Levels of Service to our community through deployment based on three strategically located firestations, staffed round-the-clock with competent responders and equipped with all necessary apparatus and equipment to provide Mission and Value driven services.

Primary District Goal: Provided customer service consistent with our adopted *Target Levels of Service*.

District Strategic Goals:

1. Ensure we have a full complement of qualified responders.
   Performance Measurements:
   - Number of incident readiness & response members, by qualification level, on the active roster ("quantity"); and
   - General competency among members for all positions ("quality").

2. Strengthen our involvement with the community.
   Performance Measurements:
   - A broad-based Community Advisory Team with active ongoing communication with the Board;
   - Community-based volunteers actively participating in both incident readiness & response and support programs; and
   - Effective community risk reduction programs.

3. Build an organizational culture of trust and accountability.
   Performance Measurements:
   - A well-communicated and understood set of Mission, Vision, Values and Goals;
   - An annual organization health survey; and
   - Job descriptions, performance evaluations and personal development plans for all members.

4. Strengthen our cultural focus on fiscal accountability and operational efficiency.
   Performance Measurements:
   - Balanced operating and capital budgets; and
   - A well understood purchasing process and assurance that we obtain the best value for our money.

Part 1: Performance Expectations

Based on the position's major responsibilities, outline the key results and competencies expected of the Member during this performance period. Limit the list to those that are key.

Key Results Expected

Required topics included but not limited to:

a. **Policy & professionalism compliance** – Member is expected to follow all District policies and procedures, and maintain professionalism. Member is respectful and professional to all other organizational members and citizens. The member embraces as "Servant Attitude" with all customers internal and external:
   - ***The Member works well with others;***
   - ***The Member understands why we are here;***

- ***The Member displays positive attitudes;***
- ***The Member will always act in a respectful manner; and***
- ***The Member is accountable for their role in serving the Community.***

b. **Shift readiness & accountability** – Member expected to be present for scheduled shift expectations. Member expected to communicate with supervisor and find proper coverage if/when needed. Member expected maintain and improve upon readiness knowledge skills and abilities. Member keeps all needed PPE and department equipment in proper condition and readiness.

c. **Training compliance** – Member is expected to complete and document all required training on time.

d. **Additional/specific expectations** - What are the most important objectives, outcomes, and/or special assignments to accomplish in order to be successful during this time period? Supervisors are expected to ensure all subordinates understand their expectations and are properly support to achieve success. (Examples may include additional training needs, other supervisory roles, or extra program management functions).

[Begin here]

e. **Appendix Notes** – This section only to be used as appendix information or changes occurring after expectation setting session. (Examples such as change of supervisor or significant change in member's life, change in department affiliation).

[Begin here]

Key Competencies Expected

What are the most important knowledge, skills, abilities, and behaviors that the Member should demonstrate in order to be successful?

[Begin here]

Part 2: Training & Development

What training and development opportunities should the member focus on during this performance period?

[Begin here]

Part 3: Organizational Support (Optional)

Part 3 is optional and to be completed only by the Member, at the beginning of the performance period.

What suggestions do you have as to how your Supervisor, Co-workers, and/or District Management can better support you in your present job and future career goals?

[Begin here]

Acknowledgement Of Performance Plan

The signatures below indicate that the Supervisor and Member have discussed the performance expectations, training and development needs outlined at the beginning of the performance period.

Date	Supervisor's Signature	Date	Member's Signature
	Reviewer's Name	Date	Reviewer's Signature

Performance and Development Plan (PDP) Evaluation

Performance Period From To			
Member Last Name	Member First Name	Member Position/Rank	Supervisor

Part 4: Interim Reviews (Optional)

Part 4 is an optional section that may be used during the course of the performance period to adjust performance expectations if circumstances change, and/or to document interim feedback sessions.

[Begin here]

Part 5: Performance Feedback

Provide a narrative assessment of the Member's performance in relation to the Key Results and Competencies Expected that were outlined in Part 1. The assessment must be based on performance observed or verified.

Key Results Assessment
To what degree did the Member accomplish the expected results and how well were they done?

[Begin here]

Key Competencies Assessment
How well (or how frequently) did the Member demonstrate the knowledge, skills, abilities and behaviors expected?

[Begin here]

Other Relevant Information (Optional)

[Begin here]

Comments and Signatures

This report is based on my best judgment.

Date	Supervisor's Signature

This report has been discussed with me.

Comments	Date	Member's Signature

Thurston County Fire Protection District 8

PDP process

PROCEDURE TITLE:	Member Performance Evaluations: Performance & Development Plan
PROCEDURE NUMBER:	3-30-OG-01
REVISION:	0
DATE ISSUED/REVISED:	6 October 2017
FIRE CHIEF SIGNATURE:	

This document shall act as a guide for Supervisors in conducting and documenting Performance & Development Plans (PDP) for their subordinates.

PDP Expectations (Parts 1-3).

1.	Supervisor downloads the PDP and current Position Description for member and reviews both; Supervisor may use the appropriate "job-aid" template for of member (e.g. probationary, FF-EMT, officer etc.). PDP files will be stored on a secured District electronic file accessible by the Supervisor.
2.	Supervisor reviews "Position Linkage with Organizational Mission and Strategic Plan" section and completes Part 1 and Part 2 as appropriate.
3.	Supervisor provides electronic version of a) PDP, b) The Servant Attitude document and c) Position Description to member. Supervisor instructs member to review and the member has the option to complete Part 3. Member is encouraged to provide any input they feel is important to their success.
4.	Member sends electronic copy of their completed PDP form to Supervisor; Supervisor saves updated PDP file on secure District electronic file site.
5.	Supervisor and member agree on a meeting time to discuss the PDP. Supervisor prints out hardcopy of PDP form sent by member.
6.	Supervisor and member discuss in detail the expectations and may modify as necessary. The PDP document (hardcopy) may include hand-written comments and corrections as needed/desired.
7.	Supervisor and member sign under "Acknowledge of Performance Plan"; Supervisor photo-copies PDP form.
8.	Member gets a photo-copy of the PDP.
9.	Supervisor forwards draft electronic copy and hard-copy of completed PDP to their Chief Officer (BC, AC or Fire chief) for their review.
10.	Chief Officer reviews (provides input to supervisor if necessary) submits and forwards draft electronic copy and completed hard-copy to District Secretary for scanning into secured District electronic file and posting of hard-copy into member's Personnel File.
11.	Chief Officers are responsible to track and ensure all member's expectations have been completed and PDP conducted appropriately.

PDP Evaluations (Parts 4-5). Note: Not in Effect Until 2019

1.	Chief Officer reminds all supervisors when PDP are coming due and provides the supervisor The appropriate PDP.
2.	Supervisor downloads the members PDP (parts 1-3) that were completed and saved at the beginning of the performance period.

3.	Supervisor completes part 5 as is appropriate and accurate based on the members period Performance.
4.	Supervisor provides electronic version to member for review.
5.	Supervisor and member agree on a meeting time to discuss the PDP evaluation.
6.	Supervisor and member discuss in detail the expectations and evaluation of the past evaluation period and supervisor may modify is necessary.
7.	Supervisor and member sign (pen or electronic) under "Comments and Signatures"
8.	Member gets a copy of the completed PDP Expectation and Evaluation form.
9.	Supervisor forwards electronic copy to their Chief Officer (BC, AC or Fire chief)
10.	Chief Officer reviews (provides input to supervisor if necessary) submits and files in the Departments PDP shared drive. Saves under members name, Evaluation and date of completion.
11.	Chief Officers are responsible to track and ensure all member's evaluations have been completed and PDP conducted appropriately.

Supervisor and Members conduct the upcoming expectation period using part 1-3 as above

Thurston County Fire Protection District 8
DISTRICT POLICY

POLICY TITLE:	Tuition Reimbursement
POLICY NUMBER:	3-40-PO-00
REVISION:	0
DATE ISSUED/REVISED:	13 February 2018
BOARD APPROVAL SIGNATURE:	

This Policy shall guide the District and individual members in the process of accessing District provided tuition reimbursement ("TR") for approved college level course work[1]. Training or education that is required for the member's position or assignment by the District is not included in the scope of this Policy.

1. Program & Fund: The District TR program is a benefit available for all volunteer and career members in order to promote individual growth, organizational effectiveness and continued membership through a financial incentive.

The District shall provide an annual budget, to the extent possible, with an interim target level funding of $20,000. The funds will be allocated generally on a "first come, first served basis", allocated generally evenly between the first and second application periods describes in Section 3 below. The maximum amount of reimbursement per member per year is $2,500. The Fire Chief, to the extent feasible, will endeavor to equitably distribute the reimbursement funds.

2. Eligibility: To be eligible for TR, the member shall have (at the time of application) at least one year membership in good standing with the District, completed probation, and (at the time of the application through the time of point of reimbursement) be current in required performance, development planning and training expectations. The inclusion of application/participation for reimbursed college level course work in the member's approved annual PDP-Expectation plan for that current year (reference *District Policy 3-30 "Member Performance Evaluations"*) is also required.

The organization and the course to which the member wishes to enroll must be accredited by a recognized accrediting authority for that entity. The course must be related to the member's PDP-Expectations plan and the member must have documented relevance to the public health & safety field of study if not clearly evident by its nature/content.

Career bargaining unit members will also be subject to conditions and terms specified under the current Collective Bargaining Agreement.

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[1] For the purposes of this Policy, "college level course work" is defined as any non-sectarian educational curriculum at generally a post high school graduate level typically provided by a community college, technical institute, college, university, recognized trades/profession organization, or other recognized body of training & education.

3. Applying for TR: A member interested in applying for TR will notify the Assistant Chief of Training & Education in writing or e-mail during two application "windows" of each year. The application windows shall be established by the Assistant Chief of Training & Education as part of the District's *Annual Training & Education Plan*; notification of the dates will be published with the Plan prior to January 1st of each year. [FOR 2018, THE SOLE APPLICATION WINDOW DATE WILL BE SCHEDULED FOR JUNE 30TH.] The requests must be made and approval given prior to the member registering for the desired program or course.

The requesting documentation shall include the member's approved PDP-Expectations plan regarding reimbursed college level course work, the details and the cost of the program, general benefit(s) to the District, the anticipated timeframe/schedule of the course and extent of the overall institutional program objective(s).

4. Authorization: Prior to approving TR for a member, the Assistant Chief of Training & Education will review requests and verify the member's eligibility. The review may consider various factors including the member's Performance & Development Plan documentation, training and attendance compliance history, recommendations from the member's supervisor, extra efforts made or to be made by the member on behalf of the District (e.g. staffing extras shifts, participation in projects, etc.) and potential future opportunities to contribute to organizational growth and support.

The Fire Chief, upon the Assistant Chief of Training & Education's recommendation, shall approve participation in the TR program, consistent with existing budget and previous acceptance of participation by other members.

5. Reimbursement: Reimbursement shall be made only after the final course grade has been reported. Members participating in the TR program are responsible for paying for all relevant expenses at the time of invoice by the institution (tuition, fees, books, materials). When a final grade is posted, the member may be reimbursed for 75% of the relevant expenses (tuition, fees, books, materials) if they provide proof of completion and receipt of a final grade of "A" or "B". If the course only uses a "pass/fail" option for the final grade, the member must receive a "pass".

The member shall provide a copy of the invoice-receipt for all expenses for which reimbursement is sought. Upon meeting the above criteria and having received authorization from the Assistant Chief of Training & Education, a check will be issued to the member.

Thurston County Fire Protection District 8
DISTRICT POLICY

POLICY TITLE:	Resident Responder Program
POLICY NUMBER:	3-50-PO-00
REVISION:	0
DATE ISSUED/REVISED:	13 November 2018
BOARD APPROVAL SIGNATURE:	

As an adjunct to its core incident readiness and response (IR&R) force, the District has authorized a Resident Responder Program ("Program"). The Program may be implemented where and when indicated as needed by the Fire Chief to provide an increased level of service to support achievement of District Target Levels of Service to the community. The duration, location, staffing, logistics, capital facilities and other details of the Program shall be determined by the operational and funding needs at the time and attendant approvals by the Fire Chief and Board.

1. **Program Responsibilities:** The Fire Chief shall designate a Program Coordinator who shall ensure that the provisions of this Policy and the Resident Agreement are complied with by the Residents. All Residents shall be required to comply with all provisions of this Policy and the Resident Agreement. Each individual Resident shall be assigned a Supervisor, aligned with their general on-duty shift assignment.

2. **Residents:** Any eligible District member who wishes to participate in the Program shall complete an application and submit it to the Program Coordinator. If selected, the member shall sign a Resident Agreement. Residents shall be required to provide a refundable damage deposit to the District upon acceptance into the Program.

Resident responders shall be designated as volunteers and shall maintain all mandatory training and membership requirements as directed by applicable District Policy. All Residents shall have and maintain currency with the requirements contained in the *District Position Description of Volunteer Firefighter-EMT (Driver-Operator)* and specific certification[1] as a Driver-Operator on District apparatus assigned to the firestation(s) associated with the Program.

Residents shall provide a minimum of forty-eight (48) hours of non-compensated duty each month to compensate the District for the accommodations provided, and, an additional ninety-six (96) hours of duty shifts compensated in accordance with District policy for volunteer IR&R members. The Resident will also be expected to respond to emergencies when in quarters and not on duty as appropriate (e.g. staff call-backs, near-by incidents, large scale incidents, etc.).

The general rules and duties for Residents shall be identified in the Resident Agreement.

[1] As identified in *District Policy 2-61 "Driving & Riding District Apparatus".*

3. Program Coordinator: shall ensure all provisions of the Resident Agreement are executed on behalf of the Fire Chief, by:

- Reviewing applications for Resident and make recommendations to the Fire Chief for award of Resident Agreement;
- Providing orientation to new Residents on the Program;
- Ensuring that District owned or controlled property is adequately maintained and cared for under the provisions of the Resident Agreement;
- Reporting of violations of Resident Agreement terms and conditions to the Resident, and if need be, the Resident's Supervisor, to facilitate correction;
- Coordinate any requests from Residents for repairs or replacement of facilities and equipment items as needed; and
- Upon termination of a Resident Agreement, inspect the District owned or controlled property to ensure it is left in sound condition, and authorizing return of the damage deposit to the departing Resident.

4. Resident's Supervisor: A supervisor of record will be assigned to each Resident based upon the primary operational assignment of that Resident. The Resident's Supervisor shall work with the Program Coordinator to enforce the terms of the Resident Agreement and District Policy.

5. Leave of Absence: Residents may, after one year of compliance with the terms of the Resident Agreement, be eligible for up to one (1) sixty (60) days of leave of absence as defined in *District Policy 3-09 "Leave of Absence"* without penalty to agreement terms. This provision is for accommodating Resident personal and professional conflicts with District and Program responsibilities.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Career Staff Shift Trades
POLICY NUMBER:	3-60-PO-00
REVISION:	0
DATE ISSUED/REVISED:	14 April 2020
BOARD APPROVAL SIGNATURE:	Richard S Gaeckle

1 Policy Overview

1.1 The Fire Chief or his/her designee (hereinafter collectively referenced as "Fire Chief") may grant or deny requests for shift trades by employees as determined appropriate in his/her discretion. In making the decision whether to grant a request for a shift trade, the Fire Chief will consider, among other things, whether there is adequate coverage and whether the trade will cause any negative impacts to the District.

1.2 It is the responsibility of the two employees involved in a shift trade to ensure that the shift trade is conducted in accordance with the District's policies, rules, procedures, as well Washington State and federal law.

2 Logistics and Rules

2.1 Definitions:

(i) "Requesting employee": the employee wishing to change their shift;
(ii) "Accepting employee": the employee that agrees to work the shift for the "requesting employee".

2.2 The requesting employee shall submit their shift trade request in a District approved format to the Fire Chief no less than seventy-two (72) hours in advance of the starting time of his/her shift that he/she desires to trade. Requesting and accepting employees shall not consider any shift trade request as approved unless and until he/she receives written confirmation of such approval from the Fire Chief.

2.3 The requesting employee shall be responsible for documenting any approved shift trade in the District approved scheduling system.

2.4 Once the Fire Chief approves a shift trade, the accepting employee shall have full responsibility for that shift. More specifically:

(i) If the accepting employee fails to report for the shift (however, provides proper notification) due to illness, injury (or another reason for which the use of sick leave is authorized), the District shall deduct from leave fund balance of the accepting employee's sick leave account. If the accepting employee has an insufficient accrued sick leave to cover the required deduction, then the District shall deduct from his/her annual leave balance. If the accepting employee has insufficient accrued annual leave to cover the required deduction,

then the accepting employee shall not accrue any additional annual leave until the amount of the future annual leave the accepting employee would have accrued is sufficient to cover the alternative staffing arrangement costs.

(ii) An accepting employee who fails to show up to work the traded shift without proper notification to the District, as required by the District's policies, procedures, and rules, shall be deemed to have failed to report for duty. The accepting employee will be subject to disciplinary action, up to and including termination of employment.

2.5 Shift trades are an agreement between the requesting employee and the accepting employee on a voluntary basis. The District shall have no responsibility for monitoring, enforcing, or facilitating shift trade agreements.

2.6 Officers may only trade with other employees of the same or higher rank, or who are qualified to operate at the same rank, as per the provisions of District Policy 3-02 "Acting & Apprentice Officers".

2.7 Probationary employees are not eligible to participate in shift trades during the first six months of their probationary period.

2.8 Shift trades shall not be considered overtime, nor shall shift trades be cause for violation of the work hours established under the Fair Labor Standards Act ("FLSA") or Washington State law.

3. No Impact to the District is Permitted

3.1 Shift trades are solely for the convenience of the employees. Shift trades shall not result in any increased cost (include any overtime costs) to the District.

3.2 Shift trades shall not result in any impact on administrative work for the District.

Thurston County Fire Protection District 8
DISTRICT POLICY MANUAL

POLICY TITLE:	Washington State Paid Family Medical Leave
POLICY NUMBER:	3-61-PO-00
REVISION:	0
DATE ISSUED/REVISED:	8 December 2020
BOARD APPROVAL SIGNATURE:	Richard Gaeth

1. Policy Overview

1.1 The District supports and complies with the terms of Chapter 50A.04 RCW ("RCW"), which authorizes the Washington State's Paid Family and Medical Leave ("PFML") program.

1.2 The purpose of this Policy is to provide a general outline of the PFML as it relates to District Policy and its employees. Employees are encouraged to refer to the RCW for additional information if necessary.

1.3 Pursuant to the RCW, the Washington legislature has declared "it to be in the public interest to create a family and medical leave insurance program to provide reasonable paid family leave for the birth or placement of a child with the employee, for the care of a family member who has a serious health condition, and for a qualifying exigency under the federal family and medical leave act, and reasonable paid medical leave for an employee's own serious health condition and to reasonably assist businesses in implementing and maintaining a program to support their employees and family."

1.4 The District and its policies shall conform to the intentions declared by the Washington legislature as set forth in the RCW.

1.5 Eligible employees may begin utilizing benefits under the PFML on January 1, 2020.

1.6 The benefits provided to an employee from the PFML shall be coordinated in such fashion as provided by the RCW and this Policy, that the total compensation provided shall not exceed the total regular compensation due to the employee.

2. Employee Premium Payment Responsibility

2.1 The RCW sets forth the required premiums and schedule of payments to be paid to the Washington's Employment Security Department.

2.2 The premium rate for family leave benefits under the PFML is one-third (1/3) of the total premium rate. Pursuant to the RCW, the District shall deduct this amount from the wages of each employee.

2.3 The premium rate for medical leave benefits is two-thirds (2/3) of the total premium rate. Pursuant to the RCW, the District shall deduct 45% of this amount from the wages of each employee.

2.4 Pursuant to the RCW, because the District has less than 50 full-time career employees, it is not required to pay any PFML premiums and shall not do so.

South Bay Fire Department Awards & Recognition Manual

Overview: An Awards & Recognition program is a useful part of any organization. For a fire/EMS organization, it is even more essential. The purpose of this document is to standardize and update existing awards practices, to preserve the best of past awards programs and continue to grow and expand as the District and Association do.

Vision: the Awards & Recognition program meets a large number of disparate goals:

- A spectrum of recognition, from informal recognition awards through to yearly awards and accompanying trophies.
- Awards and recognition that are relevant for all members of the department: career or volunteer, officer or line, IR&R or support.
- Timely awards, with pre-ordering of anticipated items so that presentations can be made in a timely manner.
- Awards will recognize team performance, as well as individual achievement.
- Meaningful awards, that recognize that merely staying on as a volunteer is an achievement, while at the same time not feeling like participation trophies.

Responsibility for ordering, tracking, and administration of Awards.
The Fire Chief shall appoint an Awards Coordinator, who is responsible for projecting scheduled and anticipated awards. In order to minimize the time between achievements and recognition, it is understood that some inefficiencies may be present. Thus, when a driver keychain takes weeks to arrive, it should be ordered at an appropriate time, such as when a member finishes with their first heavy vehicle drive course, knowing that not every member hitting that initial milestone will eventually complete the full task.

Pinnacle Awards: These awards are provided public recognition at the department awards banquet, typically held in the first quarter of the year following the year for which the award is made.

Award Name	*Eligibility*	*Nomination Process*	*Selection & Award Process*	*Award Description*	*Venue*	*Fiscal Responsibility*
Firefighter of the Year (NOTE 1)	Volunteer Firefighter or Firefighter/EMT, demonstrating dedication, skill, and teamwork	1 per shift (by shift member)	District officers (democratic vote)	Engraved Trophy, Engraved plate on lobby plaque.	Annual District Awards Banquet	District, Fund 6680; District Purchasing
EMT of the Year (NOTE 1)	Volunteer EMT or Firefighter/EMT, demonstrating dedication, skill, and teamwork.	1 per shift (by shift member)	District officers (democratic vote)	Engraved Trophy, Engraved plate on lobby plaque.	Venue: Annual District Awards Banquet	District, Fund 6680; District Purchasing
Officer of the Year (NOTE 2)	Volunteer officer	Battalion Chiefs' input	District Chief Officers	Engraved Trophy, Engraved plate on lobby plaque.	Annual District Awards Banquet	District, Fund 6680; District Purchasing

Award Name	*Eligibility*	*Nomination Process*	*Selection & Award Process*	*Award Description*	*Venue*	*Fiscal Responsibility*
Valor	Any District member conducting a successful rescue of a victim in immediate, otherwise unavoidable danger, while in direct, elevated risk of personal harm.	IC of incident on which the subject performed the act.	Fire Chief	Valor Bar, plaque	Annual District Awards Banquet, or as decided by Fire Chief.	District, Fund 6680; District Purchasing
Bulldog Award	Any member demonstrating commitment to the District despite personal hardship.	Previous award holder.		Chain with bulldog ornament, each year adding a dog tag with the new recipient's name.	Annual District Awards	District, Fund 6680; District Purchasing
Rookie of the Year	Any responder joining the District between 6 and 18 months prior to the awards banquet	By mentors, training officers, shift officers	Fire Chief, with input from nominations	Name plate on publicly displayed plaque	Annual District Awards Banquet	District, Fund 6680; District Purchasing

NOTE 1: FF and EMT of the year are nominated based on the shift officers' recommendations. The shift officer, with their BC approval, will nominate a FF and an EMT, such that the officers meet and decide each award from the 9 nominated individuals.

NOTE 2: Acting officers may be put forth for Firefighter or EMT of the year, or may be considered for Officer of the Year.

Status Awards: These awards recognize department members, primarily volunteer responders, on a quarterly basis at an announced business meeting, or annually at the district awards banquet. They represent unique (per member) but routine achievements, such as coming off of probation, earning IFSAC credentials, or longevity of service.

Award Name	*Eligibility*	*Nomination Process*	*Selection & Award Process*	*Award Description*	*Venue*	*Fiscal Responsibility*
Longevity Awards: 1 Year	All District IR&R members	Automatic (tracked by District Secretary)	N/A	Water-bottle with modified logo	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 2 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Leatherman type combination knife	Annual District Awards Banquet	District, Fund 6680; District Purchasing

Award Name	*Eligibility*	*Nomination Process*	*Selection & Award Process*	*Award Description*	*Venue*	*Fiscal Responsibility*
Longevity Awards: 3 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Sports-type jacket with modified logo	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 4 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Personalized leather helmet shield	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 5 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Personalized badge (refer to *Dist Pol 3-05* for specs)	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 8 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	$150 gift card to local restaurant (of choice)	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 10 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Leather traditional style helmet	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 15 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Watch	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 20 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Voucher for travel (of choice) $400 value	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 25 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Voucher for travel & meal (of choice) $600 value	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: Retirement	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Axe plaque or other item (per recipient)	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 1 Year	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A		Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 2 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Leatherman type combination knife	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 3 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Mag-lite	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 4 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Embroidered sweatshirt with modified logo	Annual District Awards Banquet	District, Fund 6680; District Purchasing

Award Name	*Eligibility*	*Nomination Process*	*Selection & Award Process*	*Award Description*	*Venue*	*Fiscal Responsibility*
Longevity Awards: 5 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Embroidered jacket with modified logo	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 8 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	$150 gift card to local restaurant	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 10 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Plaque and $200 gift card	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 15 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Watch	Annual District Awards Banquet	District, Fund 6680; District Purchasing
FF/EMT	Volunteer responders. Note that all career responders will already exceed these requirements and be issued an appropriate pin-on badge as part of the hire process.	Automatic for members who have Thurston County EMT and IFSAC FF 1	N/A	Pin-on silver-tone badge	Quarterly Business Association Meeting.	District, Fund 6680; District Purchasing
Member in Good Standing	Any volunteer responder who completes probation. Career responders have an alternative probationary process, and are issued collar brass as part of their uniform regardless.	Automatic	Assistant Chief	Collar Brass for Class B uniform	Quarterly Business Association Meeting.	District, Fund 6680; District Purchasing
Driver-Operator Certification	A responder who is cleared to drive all district vehicles (light, engine, tender)	Automatic	Assistant Chief	Black leather "helmet front" keychain bearing member's name "South Bay" and a stitched leather "8".	Quarterly Business Association Meeting.	District, Fund 6680; District Purchasing

Award Name	*Eligibility*	*Nomination Process*	*Selection & Award Process*	*Award Description*	*Venue*	*Fiscal Responsibility*
CPR Save	Any responder performing CPR on a documented "patient save"	(Medic One Criteria)	Medic One (coordinated by EMSO)	CPR Save pin, suitable for Class B wear.	Quarterly Business Association Meeting.	Medic One
Stork	Any responder delivering a baby on an *emergency* call	(Medic One Criteria)	Medic One (coordinated by EMSO)	Stork pin, suitable for Class B wear.	Quarterly Business Association Meeting.	Medic One

Informal Awards: These awards are focused on day to day success and achievement, to be facilitated by supervisors when appropriate.

Award Name	*Eligibility*	*Nomination Process*	*Selection & Award Process*	*Award Description*	*Venue*	*Fiscal Responsibility*
Spontaneous Recognition Award	Any member	Observed by member or supervisor and reported to BC or District Secretary	Given by appropriate chief officer or District Secretary (administrative volunteers)	Nominal value e.g. $10 gift cards	During the work day/shift.	District, Fund 6680; District Purchasing or Reimburse
Shift Training Excellence Award	A shift recognized as appropriate for completing all assigned training, and/or additional training conducted "above and beyond"	Based on training activity	AC Training & Education	Discretionary, not to exceed $75 for the shift, e.g. District-provided dinner.	As nominated by AC-T&E to Fire Chief on occasion	District, Fund 6680; District Purchasing or Reimburse

Conduct/Content of Annual Awards Banquet:

- **Schedule:** the event should be scheduled on an annual basis, targeting the first or second Saturday in February.
- **Repetition/Summary of other awards:** Awards that have already been presented in other venues (e.g. business/association meetings) may be briefly recapped.
- **Awards for All**: Between longevity awards, milestone awards, and other awards, the general membership should be recognized at least once in the awards banquet, highlighting family, spouses and significant-others.
- **Entertainment, meal, and venue**: To be decided by the Fire Chief or his designee in consultation with the District membership.
- **Slide-show**: as part of the "background" during the "mixer" prior to the beginning of the banquet, and, optionally as a feature event, a presentation collection of slides of the previous year showing members at work and play can be projected at the front of the room; this may or may not include music.
- **Minimizing movable time investment:** The Fire Chief or his designee shall review other activities, such as raffle/door prize, and District or Association gift giveaways, for opportunities to maximize the awards and entertainment portions of the evening.

Midyear Recognitions.
The Fire Chief may opt to hold additional awards presentation opportunities.

Other recognition activities: while formal awards and recognition are a key part of managing organization morale informal and spontaneous recognition is also important. Based on the *District Servant Attitude* principles, personal motivation, attitudes and achievement can be addressed on a member by member basis. As such, documentation of recognition and achievement should be included in each member's Performance Development & Planning process.