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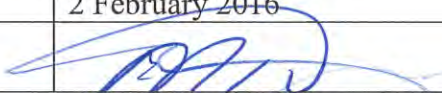
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# Thurston County Fire Protection District 8

## DISTRICT POLICY MANUAL



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

### 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 from 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***



<b>POLICY TITLE:</b>	General Organization of the District and Strategic Direction
<b>POLICY NUMBER:</b>	0-02-PO-00
<b>REVISION:</b>	5
<b>DATE ISSUED/REVISED:</b>	10 May 2022
<b>BOARD APPROVAL SIGNATURE:</b>	

### **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, it shall appoint a recording secretary.

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; and
6. Election of a Vice Chair.

Policies shall remain in effect until revised by the Board.

### **III. Long Range Planning**

Long range plans envisioning the District’s status five or more years in the future will be maintained by the Fire Chief as directed by the Board. Long range plans will include direction and assumptions for risks, service expectations, staffing, deployment, training, facilities & equipment, public engagement, intergovernmental relations, financial resources and other topics as determined useful. Long range plans are to be reviewed annually to assure goals and objectives are supportive of the District’s long-term direction. When determined to be necessary,

the Board and Fire Chief may meet in special meeting workshops and regular meetings to update or reformulate long range plans.

#### **IV. Annual Goals & Objectives**

Annual goals and objectives for the next year will be developed jointly by the Board and Fire Chief during scheduled special meeting workshops and regular meetings, and formally adopted as part of the annual budget process. Goals and objectives will be supportive of the District's long-range plans and shall be a) specific, b) measurable, c) attainable, d) relevant, and e) timely. Adopted goals and objectives will provide the criteria for evaluating the District's, the Board's and the Fire Chief's performance during the year.

#### **V. Performance Assessment**


Performance of the District as a whole, the Board and the Fire Chief will be assessed on an annual basis, starting in January and completing it as soon as feasible. Performance assessment discussions will be held by the Board in executive session as provided for in Title 42.30 RCW.

1. District performance will be measured against the adopted goals and objectives as reported by the Fire Chief in January for the preceding year. The Board will consider the general direction of the District as it relates to the long-range plan.
2. The Board will review its own performance in support of the District's goals including:
  - a. What impact has the Board had on achievement of the District's long-range plan, and
  - b. What changes in its governance practices should the Board make to be more effective in achieving the goals of the long-range plan.
3. The Fire Chief's performance assessment will be based on the District's overall performance and his/her key competencies. The format for the annual performance assessment shall be as provided for in *District Policy 3-30 "Member Performance Evaluations"*. Also, the Board will informally conduct a performance assessment on a quarterly basis with the Fire Chief in executive session.

# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE MANUAL



PROCEDURE TITLE:	General Organization of the District and Strategic Direction
PROCEDURE NUMBER:	0-02-PR-01
REVISION:	0
DATE ISSUED/REVISED:	10 May 2022
FIRE CHIEF APPROVAL:	

The following Procedure shall detail the schedule and procedures as authorized under the current revision of Policy 0-02 "General Organization of the District and Strategic Direction" to review and update the District's Strategic Plan ("Plan"), goals and objectives. Activities identified in the Procedure are to be coordinated with activities defined in Policy 1-60 "District Funds & Budgets" and Policy 3-30 "Member Performance Evaluations".

Date	Task	Responsible Mgr
At the regular Board meeting in March	<b>1. Coordinate Plan review:</b> the Board will: <ul style="list-style-type: none"> <li>▪ consider the status of the District and any relevant issues &amp; interests; and</li> <li>▪ determine the process and schedule for the review and update of the Plan and to set priorities for the next year.</li> </ul>	Board Chair (and Fire Chief)
As scheduled above (April through August)	<b>2. Plan review:</b> the Board will: <ul style="list-style-type: none"> <li>▪ evaluate the current status of progress on the Plan;</li> <li>▪ identify any internal and external factors impacting progress on the Plan (SWOT analysis <sup>NOTE 1</sup>);</li> <li>▪ determine if any changes need to be made to the Plan;</li> <li>▪ develop the priorities for the next year; and</li> <li>▪ identify measurements that support SMART <sup>NOTE 2</sup> objectives.</li> </ul>	Board Chair (and Fire Chief)
Prior to regular Board meeting in September	<b>3A. District Goals &amp; Objectives:</b> the Fire Chief will <ul style="list-style-type: none"> <li>▪ develop draft goals and objectives for the next year based on the priorities and measurements set; and</li> <li>▪ draft the Annual Budget-Policy Recommendation report (budget step 1).</li> </ul>	Fire Chief
At the regular Board meeting in September <sup>NOTE 3</sup>	<b>3B. Annual Budget-Policy Recommendations/District Goals &amp; Objectives:</b> the Board will review the draft goals and objectives as well as the draft Annual Budget-Policy Recommendations.	Fire Chief (and Board Chair)
At the regular Board meeting in October	<b>4. Annual Budget-Policy Recommendations/District Goals &amp; Objectives:</b> the Board will <ul style="list-style-type: none"> <li>▪ adopt the goals and objectives for the next year;</li> <li>▪ approve the Annual Budget-Policy Recommendations (budget step 3); and</li> <li>▪ incorporate the adopted goals and objectives into the Fire Chief's annual PDP (part 1) process.</li> </ul>	Board Chair (and Fire Chief)

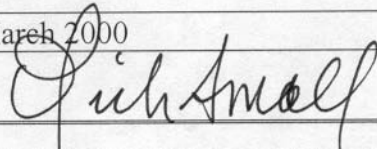
NOTE 1: SWOT = Strengths, Weaknesses, Opportunities, Threats

NOTE 2: SMART = Specific, Measurable, Attainable, Relevant, Timely

NOTE 3: Additional meetings/workshops may need to be scheduled to accomplish this activity.



# Thurston County Fire Protection District 8 DISTRICT POLICY MANUAL

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

## **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**



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

### **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 of 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 in 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 volunteer nominal stipend schedule for the year 2024, effective 1 January 2025:

<i>Classification</i>	<i>Rate</i>	<i>Comments</i>
Reception Staff (non-combat)	\$36.64	Scheduled by District Secretary
Firefighter or EMT	\$58.52	Authorized nominal stipend payment for personnel per 12-hour availability period on nights & weekends
Firefighter-EMT	\$73.14	
Lieutenant	\$102.53	
Battalion Chief	\$131.79	Premium per 12-hour availability period
Emergency Medical Services Officer-Chief	\$2,173.00	Per Quarter (flat-rate)
Chaplain	\$1,077.00	Per Quarter (flat-rate)
Premium for Driver-Operator (certified for engine/tender)	\$5.00	Premium per 12-hour availability period
Premium for IFSAC Firefighter I certification	\$5.00	Premium per 12-hour availability period
Operations Support Operator	\$35.30	Premium per 12-hour availability period
Longevity premium <i>(per 12-hour availability period)</i>	\$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) District volunteer personnel who respond to an incident staff call-back, or respond (*while off-duty and not receiving a nominal stipend*) to an incident and spend at least one (1) hour for operations or stand-by, may be credited with one nominal stipend (at the rate for their classification) by the District Incident Commander (usually the Battalion Chief) as documented in the incident report and payroll system.

# **Thurston County Fire Protection District 8**

## **DISTRICT POLICY MANUAL**



<b>POLICY TITLE:</b>	Compensation & Reimbursement
<b>POLICY NUMBER:</b>	1-01-PO-00
<b>REVISION:</b>	9
<b>DATE ISSUED/REVISED:</b>	10 March 2020
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard A. Gasky</i>

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 and stand-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 time period.
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 APPROVED 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 WS AFC shall be used



# **Thurston County Fire Protection District 8**

## **DISTRICT PROCEDURE MANUAL**

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

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.

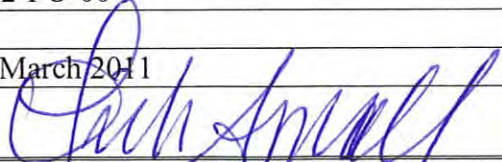
### **II. Accountable reimbursement for members:**

- 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

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

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"*.



User Name:

# FIRE DISTRICT 8 CREDIT CARD REPORTING FORM

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**



<b>POLICY TITLE:</b>	Use of District Purchasing & Travel Cards
<b>POLICY NUMBER:</b>	1-06-PO-00
<b>REVISION:</b>	3
<b>DATE ISSUED/REVISED:</b>	14 July 2020
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard J. Seebly</i>

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**



<b>POLICY TITLE:</b>	Federal Uniform Guidance Procurement Policy
<b>POLICY NUMBER:</b>	1-07-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	14 July 2020
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard J. Geckley</i>

**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-PROCEDURE MANUAL**



<b>POLICY TITLE:</b>	Debt Collection
<b>POLICY NUMBER:</b>	1-08-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	10 October 2023
<b>BOARD APPROVAL SIGNATURE:</b>	

**A-Policy Statement:** the District Secretary shall be responsible for developing and implementing procedures for the collection of debt due the District. Debt owed to the District beyond sixty (60) days will be reported to the Board, who will determine its ultimate disposition.

**B-Procedure:** the following process shall be followed:

- 1) The District Secretary shall maintain a record of accounts receivable and review the record on no less than a monthly basis. The District Secretary will report any accounts receivable beyond the sixty-day collection period to the Board.
- 2) If the District Secretary discovers any unpaid debts after thirty days of the initial billing, a second billing shall be sent and marked as “second billing”.
- 3) A third notification be sent in another thirty days if still not collected. In compliance with RCW 19.16.500, the third notification shall state that the debt, marked as “third billing”, may be assigned to the commercial collection agency if it is not paid.
- 4) In the event it is determined that the charge cannot be collected through the above billing procedures, the Board shall either refer the charge to a commercial collection agency or, if appropriate, to write the charge off as an uncollectible debt.

**Reference: RCW 19.16.500**

*(1)(a) Agencies, departments, taxing districts, political subdivisions of the state, counties, and cities may retain, by written contract, collection agencies licensed under this chapter for the purpose of collecting public debts owed by any person, including any restitution that is being collected on behalf of a crime victim.*

*(b) Any governmental entity as described in (a) of this subsection using a collection agency may add a reasonable fee, payable by the debtor, to the outstanding debt for the collection agency fee incurred or to be incurred. The amount to be paid for collection services shall be left to the agreement of the governmental entity and its collection agency or agencies, but a contingent fee of up to fifty percent of the first one hundred thousand dollars of the unpaid debt per account and up to thirty-five percent of the unpaid debt over one hundred thousand dollars per account is reasonable, and a minimum fee of the full amount of the debt up to one hundred dollars per account is reasonable. Any fee agreement entered into by a governmental entity is presumptively reasonable.*

*(2) No debt may be assigned to a collection agency unless (a) there has been an attempt to advise the debtor (i) of the existence of the debt and (ii) that the debt may be assigned to a collection agency for collection if the debt is not paid, and (b) at least thirty days have elapsed from the time notice was attempted.*


*(3) Collection agencies assigned debts under this section shall have only those remedies and powers which would be available to them as assignees of private creditors.*

*(4) For purposes of this section, the term debt shall include fines and other debts, including the fee allowed under subsection (1)(b) of this section.*

# Thurston County Fire Protection District 8

## DISTRICT POLICY MANUAL




<b>POLICY TITLE:</b>	Public Access to District Records
<b>POLICY NUMBER:</b>	1-20
<b>REVISION:</b>	3
<b>DATE ISSUED/REVISED:</b>	13 February 2024
<b>BOARD APPROVAL:</b>	

1. 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.
2. This Policy establishes the procedures the District will follow to provide for the fullest assistance to requestors including the timeliest possible action on requests, while protecting public records from damage and preventing "excessive interference with other essential agency functions." 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.
3. 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.
4. To ensure 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.
5. 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 Commissioners. 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.

# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE



PROCEDURE TITLE:	Public Access to District Records
PROCEDURE NUMBER:	1-20-01
REVISION:	0
DATE ISSUED/REVISED:	13 February 2024
FIRE CHIEF APPROVAL:	

The In accordance with current Policy 1-20 “Public Access to District Records”, the following procedures shall be followed.

### DEFINITIONS

- 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 unrelated to the business of the District of District members or officials that may be in the possession of the District, employees, volunteers or commissioners or located in their office, lockers, living quarters or personal electronic devices.
- 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, volunteers and commissioners when using the computers for incidental personal use.
- 3. Copy.** As used in this policy a “copy “ of a record shall mean a duplicate of the record in the same media when feasible. However, in the discretion of the District Records Retention Officer a copy may be a scanned duplicate of a paper record or a modified electronic version in a commercially available format.
- 4. Records Retention Officer.** The District Records Retention Officer shall be the District Secretary
- 5. District Review Authority.** The District Review Authority shall be the District legal counsel.

### RECORDS ACCESS AND COPYING

- 1. Computer Network.** In order to maintain the security of the records as required by RCW 42.56.100, District computer hardware shall not be available to the public for review of electronic records.
- 2. Public Records Availability.** The records, or copies 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 of Fire Commissioners 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. 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. Scheduling inspection times in advance is strongly advised to help ensure staff availability.

**5. Protection of Public Records.** In order to protect public records from damage and disorganization, the following requirements are adopted pursuant to RCW 42.56.100

5.1. Public records must be inspected in the presence of a designated District employee.

5.2. Requestors may not remove public records from the viewing area.

5.3. Public records may not be marked, altered or defaced by a requestor.

5.4. Access to file cabinets, shelves, or District storage areas is restricted solely to District personnel.

**6. 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:

6.1. 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:

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

6.1.2. The calendar date on which the request is made.

6.1.3. The nature of the request

6.1.4. An appropriate description of the record requested.

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

6.2. All mailed or emailed requests shall contain the information described above and shall be mailed to the District headquarters station (3506 Shincke Rd NE, Olympia, WA 98506) or emailed to [heidis@southbayfire.com](mailto:heidis@southbayfire.com).

6.3. 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.

6.4. If an un-written request is received, the Records Retention Officer, or designee shall confirm the specific request in writing with the requestor.

6.5. If a requestor refuses to identify themselves or provide sufficient contact information, the District will respond to the extent feasible and consistent with the law.

**7. Exemption from Public Inspection.**

7.1. 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.

7.2. In accordance with RCW 42.56.070 the District reserves the right to delete identifying details when it makes available any 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.

7.3. All redactions and 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.

- 8. Duties of Records Retention Officer.** The Records Retention Officer shall undertake the following analysis with respect to all records requests:
- 8.1.** 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.
  - 8.2.** 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 Chapter 70.02 RCW.
  - 8.3.** 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.
  - 8.4.** 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.
  - 8.5.** In the event the record contains confidential information and public information, the Records Retention Officer shall redact the confidential information, prepare a copy of the record showing only the disclosable portion and release or permit copying of only the public information.
  - 8.6.** In the event the record contains information that affects the privacy interest of a third party or District employee, volunteer or commissioner 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 party of the District's intent to disclose the record. Such notice shall be given at least ten calendar days prior to disclosure of the record.
  - 8.7.** In the event the requested records are located exclusively in an member's personnel, payroll, supervisor, or training file, the Records Retention Officer shall provide notice to all affected members, the union representative if applicable and the requestor. The notice must state:
    - 8.7.1.** The date of the request;
    - 8.7.2.** The nature of the requested record relating to the member;
    - 8.7.3.** That the District will release all non-exempt records and information no sooner than 10 days from the date of the notice; and
    - 8.7.4.** That the member may seek an injunction under RCW 42.56.540 to enjoin release of the records or information contained therein.
  - 8.8.** The Record Retention Officer shall document all communications with requestor in writing.
- 9. Response to Request For Records.** The Records Retention Officer, within five business days after receipt of the request shall take one of the following actions:
- 9.1.** 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. When requesting a clarification, the Records Retention Officer shall, to the greatest extent possible, also provide a reasonable estimate of the time it would take to produce the records if the request were not clarified. If the requester fails to clarify the request, the Records Retention Officer shall provide no further response to those portions of the request that were not clarified.

9.2. 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:

- 9.2.1. Clarity of the request,
  - 9.2.2. Time required to locate and assemble the information requested,
  - 9.2.3. Time required to notify third parties affected by the request,
  - 9.2.4. Time required to determine whether any of the information requested is exempt,
  - 9.2.5. Time required to obtain the consent of a person identified in the record if consent is required by statute.
  - 9.2.6. Current staffing levels and essential job functions that must be performed by staff prior to locating and assembling the record requested.
  - 9.2.7. Volume of pending public records requests. The general policy of the District shall be to respond to records requests on a first come first served 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.
  - 9.2.8. 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 Fire Chief to determine the appropriate action.
- 9.3. 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.
- 9.4. In the event the Records Retention Officer determines the request meets the statutory definition of a "bot request" (an automated computerized message) the District may deny the request if responding to the request would cause excessive interference with other essential functions of the District.
- 9.5. Deny the request in whole or in part and redact any exempt information consistent with the redaction and denial requirements specified in this policy. Denials of a patient's request for the patient's medical records shall comply with the requirements specified in RCW 70.02.090.
- 9.6. The Record Retention Officer shall notify the requestor in writing when the response to the request is complete.
- 9.7. If, within thirty days, the requestor fails to inspect, pick up or pay for the records requested, the public records officer or designee may stop searching for the remaining records and close the request.

**10. Review of Denials.**

- 10.1. 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.
- 10.2. 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.

**10.3.** 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.

**11. Fees.** Pursuant to RCW 42.56.120, the District is not calculating all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) the District does not have the resources to conduct a study to determine all of its actual copy costs; (2) conducting such a study would interfere with the essential functions of the District; and (3) this Policy adopts the fee schedules and requirements as provided by the state legislatures in RCW 42.56.120. The following charges may be imposed to reimburse the District for costs incurred in providing public records:

**11.1. General Records.** With the exception of medical incident reports the District may charge a fee of fifteen cents (\$0.15) per page for providing a photocopy or a printout of an electronic record. The District may also charge for the actual cost of any container or envelope used to deliver records and the actual cost of postage or delivery charges.

**11.2. Electronic Records.** With the exception of medical incident reports, if records are provided in electronic format the District may charge a fee of ten cents (\$0.10) per page for hard copies scanned into an electronic format and five cents (\$0.05) for each four (4) electronic files or attachments transmitted electronically and ten cents (\$0.10) per gigabyte for transmitting electronic records. The District may also charge for the cost of the media on which the record is disclosed (CD, DVD, etc.). The Records Retention Officer may waive copying fees as a matter of administrative convenience for small requests.

**11.3. Medical Incident Reports.** In accordance with chapter 70.02 RCW the District may charge the rates established by the Washington State Department of Health (WAC 246-08-400), which currently establishes a clerical fee for searching and handling requests for medical incident reports of \$28.00 for each report. In addition, the District may charge \$1.24 per page for the first 30 pages and \$.94 per page for all additional pages of each report copied or printed out. The Records Retention Officer may waive copying fees or use the general record fees as a matter of administrative convenience for small requests.

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

**11.5. Customized Service Charge.** The District may impose a customized service charge for requests that require the use of IT expertise beyond the level that can be met by staff. In the event District Records Retention Officer determines that IT expertise will be necessary to comply with the request, the District Records Retention Officer shall use the following procedures:

**11.5.1.** The District Records Retention Officer shall notify the requestor of any charge(s) and provide an explanation of why the charge is necessary and provide a reasonable estimate of the charge(s). The requestor shall be provided an opportunity to amend the request to avoid the need for the charge.

**11.6. Deposits.** The District may require a deposit of up to 10% of the estimated cost of copying records prior to copying records for a requestor. The District shall not proceed with responding to the request until the deposit is received.

**11.7. Installments** If the District releases records on a partial or installment basis, it may charge for each part of the request as it is provided. If, within thirty days, the requestor fails to inspect or pay for an installment, the public records officer or designee may stop searching for the remaining records and close the request.

**11.8. Fee Estimates.** The District may, and shall when specifically requested, provide a summary of the estimated applicable charges prior to producing the records and shall allow the requestor to revise the request to reduce the applicable charges.

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

**13. Record Request Log.** The Records Retention Officer shall maintain a log of public disclosure requests received by the District. The log shall include the following minimum information.

**13.1.** Identity of requestor if available;

**13.2.** Date request received;

**13.3.** Text of original request together with any clarifications received;

**13.4.** Description of records produced

**13.5.** Description of any records withheld or redacted and the reasons supporting the withholding or redaction; and

**13.6.** The final disposition of the request.

**14. Medical Records.** Records containing individually identifiable health information regarding a District patient are subject to additional protections under chapter 70.02 RCW and HIPAA. Requests for medical records must be accompanied by the patient's consent or the requestor must identify the legal basis under which the District is authorized to release the record without patient consent.

**RELATED STATUTORY PROVISIONS:**

RCW 5.60.060.....	Attorney Client Privilege
RCW 13.50.....	Juvenile Justice
RCW 10.52.100.....	Records identifying child victim of sexual assault
RCW 18.71.0195.....	Medical Disciplinary Reports
RCW 19.34.240(3).....	Private digital signature keys
RCW 26.09.225.....	Parent access to child's education and health care records
RCW 26.12.170.....	Reports of child abuse/neglect with courts
Ch. 26.23 RCW.....	Domestic Relations –State Support Registry
RCW 26.44.010.....	Privacy of reports on child abuse and neglect
RCW 26.44.020(19).....	Unfounded allegations of child abuse or neglect
RCW 26.44.030.....	Reports of child abuse/neglect
Ch.40.14 RCW.....	Preservation and destruction of public records
Ch.40.24.....	Address confidentiality for victims of domestic violence, sexual assault, and stalking
RCW 42.23.070(4).....	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7).....	Identity of local government whistleblower
RCW 42.41.045.....	Non-disclosure of protected information (whistleblower)
RCW 43.43.830 -.840.....	Background Checks
RCW 48.62.101.....	Local government insurance transactions
Ch. 49.17 RCW.....	Washington Industrial Safety and Health Act
RCW 50.13.060.....	Access to employment security records by local government
RCW 51.28.070.....	Worker's compensation records
RCW 51.36.060.....	Physician information on injured workers
RCW 51.48.040.....	Inspection of Employer Records by L&I
Ch. 70.02 RCW.....	Health Care Information Act
RCW 70.24.105.....	HIV/STD records
RCW 70.96A.150.....	Alcohol and drug abuse treatment programs
RCW 71.05.390.....	Mental health records.
RCW 74.20.280.....	Child support enforcement
RCW 74.34.095.....	Abuse of vulnerable adults
RCW 82.32.330.....	Disclosure of tax information
42 USC 290dd-2.....	Confidentiality of Substance Abuse Records
42 USC Sec. 12101 et. seq.....	Americans with Disabilities Act
29 USC Sec 657 et seq.....	Occupational Safety and Health Act

# REQUEST FOR PUBLIC RECORDS

NAME OF REQUESTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## NATURE OF REQUEST:

1. Identification of record(s) \*: \_\_\_\_\_

\_\_\_\_\_

2. Inspection only: YES \_\_\_ NO \_\_\_

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.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

\*If the identified records include a **medical record** of a District patient, you must also attach a patient authorization form. If you do not have the patient's consent, the records will be redacted unless you identify the legal basis under which patient consent is not required. If the requested record is **documentation of a incident response**, the date of the incident and address of the site of the incident should be included.

=====

### For Office Use Only:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

(1) Request Granted \_\_\_\_\_ Record Withheld \_\_\_\_\_ Record Redacted \_\_\_\_\_

(2) If consent is needed, name of individual(s): \_\_\_\_\_

(3) If withheld or redacted, 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 or redacted, explain how the exemption applies to the record withheld:

\_\_\_\_\_

Records Retention Officer Signature: \_\_\_\_\_

# AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION

Patient name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Previous name(s): \_\_\_\_\_

## I. Authorization:

**You may use or disclose the following Health Information (check all that apply):**

- All Health Information in my medical record;
- Health Information in my medical record relating to the following treatment or condition:  
\_\_\_\_\_
- Health Information in my medical record for the date(s): \_\_\_\_\_
- Other (e.g., X rays, bills), specify date(s): \_\_\_\_\_

**You may use or disclose Health Information regarding testing, diagnosis, and treatment for (check all that apply):**

- HIV (AIDS virus)
- Sexually transmitted diseases
- Psychiatric disorders/mental health
- Drug and/or alcohol use

**You may disclose this Health Information to:**

Name (or title) and organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Reason(s) for this authorization (check all that apply):**

- at my request
- other (specify) \_\_\_\_\_

**Authorization Expiration:** *(This Authorization does not permit disclosure of Health Information more than 90 days after the date it is signed.)*

- in 90 days from the date signed
- on (date): \_\_\_\_\_
- when the following event occurs *(no longer than 90 days from date signed)*:  
\_\_\_\_\_

## II. My Rights:

I understand I do not have to sign this authorization in order to receive health care. I may revoke this authorization in writing. If I do, it will not affect any actions already taken by the District based on this authorization. I may not be able to revoke this authorization if its purpose is to obtain insurance.

Two ways to revoke this authorization are:

- Fill out a revocation form. A form is available from the District, or
- Write a letter to the District

Once Health Information is disclosed, the person or organization that receives it may re-disclose it. Privacy laws may no longer protect it.


\_\_\_\_\_  
**Patient or legally authorized individual signature**      **Date**

\_\_\_\_\_  
**Printed name if signed on behalf of the patient**      **Relationship (parent, legal guardian, personal representative)**



# **Thurston County Fire Protection District 8**

## **DISTRICT POLICY MANUAL**

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

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 subsection "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."*



# Thurston County Fire Protection District 8

## DISTRICT POLICY MANUAL



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

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**



<b>POLICY TITLE:</b>	Inventory of Assets
<b>POLICY NUMBER:</b>	1-25-PO-00
<b>REVISION:</b>	2
<b>DATE OF ISSUE/REVISION:</b>	9 October 2018
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard M. Beckley</i>

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 surplus 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



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

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 2023

Name of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

South Bay/North Olympia Community Affiliation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone # 1: \_\_\_\_\_ Phone # 2: \_\_\_\_\_

Facility Requested: North Olympia Station 8-3 \_\_\_\_\_ South Bay Station 8-1 \_\_\_\_\_

Date(s) to be Used: \_\_\_\_\_ Time: (from) \_\_\_\_\_ (to) \_\_\_\_\_

Activity Description: \_\_\_\_\_

Approximate number of guests to be in facility: \_\_\_\_\_

Additional information if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by: \_\_\_\_\_ Date: \_\_\_\_\_

- Facility use will be considered in the “first-come, first-served” order of receipt of fully completed and approved Facility Rental Agreement forms.
- Applicants are limited to one rental use per month unless otherwise approved by the Fire Chief or designee.
- The District may provide limited space for community users of the North Olympia Station 8-3 facility for storage of their items. The available space will be limited and designated by the District. The District will have access to the storage space and retain a copy of the key or combination in a secured location.
- 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 agrees that he/she will be always present during the proposed function.

**1--AGREEMENT & APPLICANT/USER RESPONSIBILITY:**

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.

## **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***

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

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:

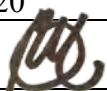
- Ceremonies, open house, and special commemorative events (e.g. volunteer appreciation, public dedication, funeral & memorial services);
- Meetings, study sessions, training sessions and hearings that continue through normal mealtime hours and will facilitate the continuance of the session with minimal 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**

*Proudly Serving Northeast Thurston County Since 1953*

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## **STANDARD TORT CLAIM FORM PACKET**

### **THURSTON COUNTY FIRE PROTECTION DISTRICT 8**

#### **Documents Contained in the Standard Tort Claim Form Packet:**

1. Instructions for completing the Standard Tort Claim Form
2. Standard Tort Claim Form
3. Medical Authorization
4. Vehicle Collision Form only for tort claims involving vehicle accidents/collisions

#### **Legal Requirements for Presenting Standard Tort Claim Forms:**

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

1. Claimant; or
2. Person holding a written power of attorney from the Claimant; or
3. Attorney in fact for the Claimant; or
4. Attorney admitted to practice in Washington State on the Claimant's behalf; or
5. A court-approved guardian or guardian ad litem on behalf of the Claimant

#### **Present in Person or Mail the Standard Tort Claim Form and Supporting Documents to:**

Thurston County Fire Protection District 8  
Attn: District Secretary  
3506 Shincke Rd NE  
Olympia, WA 98506

Business Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m. Closed on weekends and official state holidays.

## INSTRUCTIONS FOR COMPLETING A STANDARD TORT CLAIM FORM

Before presenting a Standard Tort Claim form, please read these instructions, the Standard Tort Claim form, and other appropriate forms in their entirety.

- Type or print clearly in ink and sign the Standard Tort Claim form.
- Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets so your Standard Tort Claim form can be easily read and understood.
- The following are [examples](#) on how to complete the Standard Tort Claim Form (from the Standard Office of Financial Management Form):

1. Smith, Karen Michelle
2. 1234 College Way NW, Apt. 56, Seattle WA 98178
3. PO Box 910, Seattle WA 98178
4. Same (or residence at the time of incident)
5. 206-123-4567
6. 8:00 a.m., August 9, 2008
7. If the incident that caused the damages occurred over a period of time, please provide the beginning time and the ending time in item 7
8. Washington, Thurston, Tumwater, Campus of South Puget Sound Community College, Building number 22
9. I-5, Southbound, Milepost 109, near the Martin Way Exit
10. Washington State Department of Transportation, Highway
11. Smith, Thomas Arthur, 1234 College Way NW, Apt. 56, Seattle WA 98178 (360) 456-3456; Tow Truck Driver, Nisqually Towing
12. Unknown
13. List all other witnesses having knowledge of the incident in question, with their names, addresses, and telephone numbers that are not listed within items 11 and 12. Also include a description of their knowledge. For example, if your sister was with you, when the alleged incident occurred, please include her name, address, telephone number, and indicate she witnessed the incident.
14. Please provide all of your medical providers with their names, address, telephone numbers, and the type of treatment. If you were treated for a personal injury, please include your medical records and bills.
15. Please describe the incident that resulted in the injury or damages, specifically answering the questions who, what, where, when and why.
16. If you reported this incident to law enforcement, safety, or security personnel, please provide a copy of the report or contact information to the person you spoke with.
17. Please provide the dollar amount for your damages, including your time loss, medical costs, property damage loss, etc. This amount should represent your opinion of total compensation.
  - (a) If you are presenting a personal injury claim, please sign and attach the Medical Release form.
  - (b) If your claim involves a motor vehicle accident, please complete, sign, and attach the Vehicle Collision Form.

# STANDARD TORT CLAIM FORM

## GENERAL LIABILITY CLAIM FORM

Pursuant to Chapter 4.92 RCW, this form is for filing a tort claim against Thurston County Fire Protection District 8.

Some of the information requested on this form is required by RCW 4.92.100 and may be subject to public disclosure. Pursuant to the new law, Standard Tort Claim forms cannot be submitted electronically (via e-mail or fax).

### PLEASE TYPE OR PRINT IN INK

#### Mail or deliver original claim to:

Thurston County Fire Protection District 8  
 Attn: District Secretary  
 3506 Shincke Rd NE  
 Olympia, WA 98506

Business Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m. Closed on weekends and official state holidays.

### CLAIMANT INFORMATION

1. Claimant's name: \_\_\_\_\_  
*Last name*     *First*     *Middle*     *Date of birth (mm/dd/yyyy)*
2. Current residential address: \_\_\_\_\_
3. Mailing address (if different): \_\_\_\_\_
4. Residential address at the time of the incident (if different from current address): \_\_\_\_\_
5. Claimant's daytime telephone number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_
6. Claimant's e-mail address: \_\_\_\_\_

### INCIDENT INFORMATION

7. Date of the incident: \_\_\_\_\_ (mm/dd/yr) Time: \_\_\_\_\_  a.m.  p.m. (*check one*)
8. If the incident occurred over a period of time, date of first and last occurrences:  
 from \_\_\_\_\_ (mm/dd/yr) Time: \_\_\_\_\_  a.m.  p.m. (*check one*)  
 to \_\_\_\_\_ (mm/dd/yr), Time: \_\_\_\_\_  a.m.  p.m. (*check one*)
9. Location of incident: \_\_\_\_\_  
*State and county*     *City, if applicable*     *Place where occurred*

10. If the incident occurred on a street or highway:

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*Name of street or highway    Milepost number    Intersection or nearest intersecting street*

11. Agency or department alleged responsible for damage/injury:

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12. Names, addresses and telephone numbers of all persons involved in or witness to this incident:

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13. Names, addresses and telephone numbers of all District employees having knowledge about this incident:

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14. Names, addresses and telephone numbers of all individuals not already identified in #12 and #13 above that have knowledge regarding the liability issues involved in this incident, or knowledge of the Claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

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15. Describe the cause of the injury or damages. Explain the extent of property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

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16. Has this incident been reported to law enforcement, safety or security personnel? If so, when and to whom?

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17. Names, addresses and telephone numbers of treating medical providers. Attach copies of all medical reports and billings.

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18. Please attach documents which support the claim's allegations.

19. I claim damages from the Thurston County Fire Protection District 8 in the sum of \$\_\_\_\_\_.

This Claim form must be signed by the Claimant, a person holding a written power of attorney from the Claimant, by the attorney in fact for the Claimant, by an attorney admitted to practice in Washington State on the Claimant's behalf, or by a court-approved guardian or guardian ad litem on behalf of the Claimant.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Signature of claimant

\_\_\_\_\_  
Place of signing

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Signing

Claim# \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION (PHI) TO  
THURSTON COUNTY FIRE PROTECTION DISTRICT 8**

Name: \_\_\_\_\_  
(Last, First, Middle Initial or Middle Name)

Date of Birth: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_\_

I hereby authorize disclosure of my protected health information to the Thurston County Fire Protection District 8, for purposes of processing my claim for damages filed with the District.

I understand that by signing this document, I authorize the release of the following information:

Complete medical record for all services, including history and physical exam; progress notes; x-ray reports; inpatient admissions; operative notes; physical or other therapy; laboratory and other test

reports; physician and physician assistant orders; nursing notes; and all other records and references designated by the provider as part of its medical record. HIV Test Results and medical information related to HIV testing or treatment Psychiatric, mental and behavioral health records, including treatment notes, assessments, testing

documents and results, and medical records related to mental health diagnosis and treatment Alcohol assessment, testing, referral or treatment records All other chemical dependency assessment of treatment records Pharmacy prescriptions and reports All letters and memos received or sent, including electronic mail, referencing my treatment,

Information related to alleged sexual assault or sexually transmitted disease, including test results Urgent care, outpatient or other clinic visit information Gynecological and/or obstetrical information All client records generated for or by governmental programs of which I am a client. Identify the program(s) and agency: \_\_\_\_\_.

Financial records related to my care and treatment

I understand the following: **(PLEASE READ AND INITIAL ALL STATEMENTS)**

\_\_\_\_\_ I understand that my records are protected under HIPAA/PHI regulations (federal law) and Washington State Health Care Information Act (RCW 70.02).

\_\_\_\_\_ I understand that my health information may be subject to re-disclosure by Thurston County Fire Protection District 8 and not protected for purposes of evaluating and investigating the claim I have filed with the District.



\_\_\_\_\_ I understand that the specific information to be disclosed in my medical record may include information regarding alcohol, drug or other controlled substance use, counseling referrals and/or a history of testing or treatment of acquired immune deficiency syndrome.

\_\_\_\_\_ I understand that I may revoke this authorization at any time by notifying Thurston County Fire Protection District 8 in writing, and that the revocation will be effective as of the date Thurston County Fire Protection District 8 receives it. Any records obtained pursuant to this Authorization for Release of PHI prior to the revocation will be deemed authorized by me for release.

\_\_\_\_\_ I understand that this Authorization for Release will expire 90 days from the date I sign it. I can also authorize a different time frame for this release to be valid. This permission is valid until my claim is resolved or closed by Thurston County Fire Protection District 8

*A copy of this Authorization carries the same authority as the original for purposes of releasing my records to Thurston County Fire Protection District 8.*

Signature of Authorizing Individual: \_\_\_\_\_  
Date of Signature: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

Witness (where patient is over 13 and signing the release): \_\_\_\_\_

Where the signer is not the subject of the records: I am authorized to sign this because I am the:  
(attach proof of authority):

- Parent of minor
- Legal Guardian
- Personal Representative
- Other

**To the Provider or Records Custodian:**

Please send legible copies of all records to:

**Thurston County Fire Protection District 8**  
**Attn: District Secretary**  
**3506 Shincke Rd NE**  
**Olympia, WA 98506**

# VEHICLE COLLISION FORM

PLEASE TYPE OR PRINT IN INK

Please attach this form to your standard tort claim form, if the claim involves a vehicle collision.

<b>CLAIMANT AND INCIDENT INFORMATION</b>	CLAIMANT'S NAME <b>(A SEPARATE FORM MUST BE COMPLETED FOR EACH CLAIMANT)</b>				DATE OF ACCIDENT(mm/dd/yyyy)		TIME AM <input type="checkbox"/> PM <input type="checkbox"/>			
	CURRENT STREET (RESIDENCE) ADDRESS			CITY	STATE	ZIP	PHONE HOME WORK			
	(RESIDENCE) STREET ADDRESS FOR SIX MONTHS PRIOR TO THE ACCIDENT			CITY	STATE	ZIP	EMAIL			
	State/County/City (if applicable) where occurred		STREET OR HWY	MILEPOST NO.	INTERSECTION OR NEAREST STREET/ROAD					
<b>YOUR VEHICLE INFORMATION (VEHICLE #1)</b>	YEAR	MAKE	MODEL	LICENSE PLATE NO.	WHERE CAN CAR BE SEEN?		WHEN?			
	NAME OF VEHICLE OWNER		ADDRESS		CITY	HOME AND WORK PHONE				
	NAME OF DRIVER		ADDRESS		CITY	HOME AND WORK PHONE				
	DRIVER'S LICENSE NUMBER		STATE OF ISSUANCE		DATE OF EXPIRATION					
	DESCRIBE DAMAGE				ESTIMATE \$	YOUR INSURANCE COMPANY AND POLICY NO.				
<b>OTHER VEHICLE INFORMATION (VEHICLE #2)</b>	YEAR	MAKE	MODEL	LICENSE PLATE NO.	STATE AGENCY, IF KNOWN					
	NAME OF OWNER		ADDRESS		CITY	PHONE				
	NAME OF DRIVER		ADDRESS		CITY	PHONE				
	DESCRIBE DAMAGE						ESTIMATE \$			
<b>OTHER NON-VEHICLE DAMAGE</b>	WAS OTHER (NON-VEHICLE) PROPERTY DAMAGED? IF SO, DESCRIBE WHAT TYPE OF PROPERTY WAS DAMAGED.									
	NAME OF OWNER		ADDRESS		CITY	PHONE				
	DESCRIBE DAMAGE						ESTIMATE \$			
<b>INJURED PARTIES</b>	NAME	ADDRESS	PHONE	INJURY	AGE	VEH 1	VEH 2	VEH 3	PED	OTH
	HOME WORK									
	HOME WORK									
	HOME WORK									
	HOME WORK									
	HOME WORK									
<b>WITNESSES</b>	NAME (ATTACH ADDITIONAL SHEETS IF NECESSARY)		ADDRESS	CITY	PHONE					
	HOME WORK									
	HOME WORK									
	HOME WORK									

**COMPLETE ALL DETAILS**

Describe conduct and circumstances causing injury or damages and explain the extent of medical, physical or mental injuries. Please identify name, address, and telephone number of treating physicians and other medical providers. Please attach property damage estimates and/or all medical bills in support of your claim. If necessary, attach additional pages containing information in this format.

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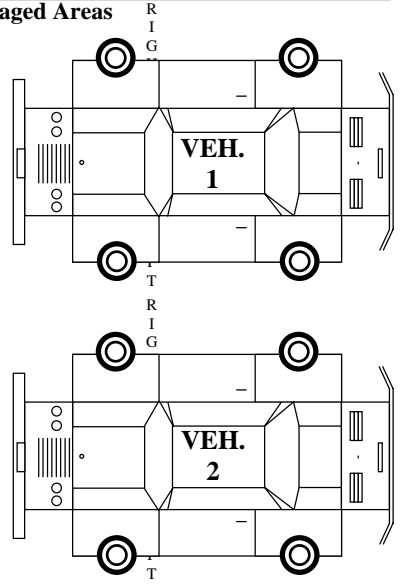


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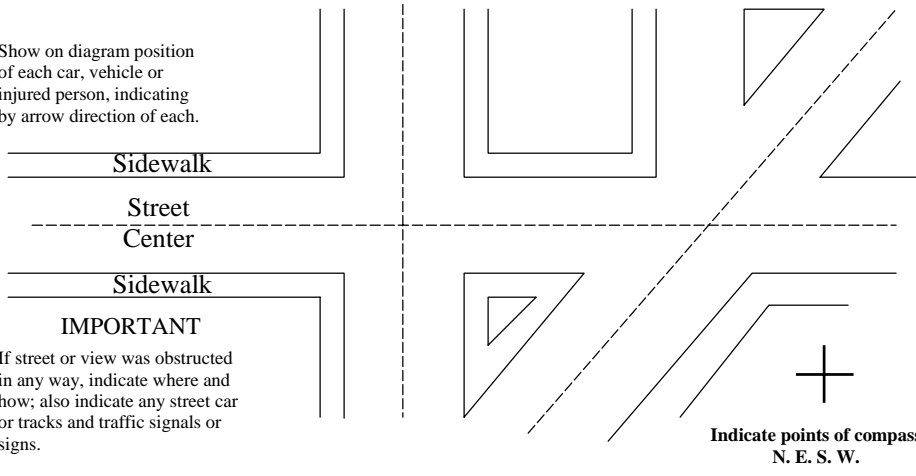


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- |   |                                    |  |
|---|------------------------------------|--|
| <input type="checkbox"/> Straight Road  | <input type="checkbox"/> Hillcrest | <input type="checkbox"/> One Lane              |
| <input type="checkbox"/> Curve – R or L | <input type="checkbox"/> Uphill    | <input type="checkbox"/> One and One-Half Lane |
| <input type="checkbox"/> Level          | <input type="checkbox"/> Downhill  | <input type="checkbox"/> Two Lane or Four Lane |



Show on diagram position of each car, vehicle or injured person, indicating by arrow direction of each.



LIGHT CONDITIONS (CHECK ONE)	TRAFFIC CONTROL	TYPE OF ROAD (CHECK ONE OR MORE)	VEHICLE CONDITION (CHECK ONE OR MORE)	ROAD SURFACE (CHECK ONE)	WEATHER (CHECK ONE)
1 <input type="checkbox"/> DAYLIGHT	VEHICLE NO. 1 NO. 2 <input type="checkbox"/> 1 <input type="checkbox"/> SIGNALS	VEHICLE NO. 1 NO. 2 <input type="checkbox"/> 1 <input type="checkbox"/> ONE WAY	VEHICLE NO. 1 NO. 2 <input type="checkbox"/> 1 <input type="checkbox"/> DEFECTIVE BRAKES	VEHICLE NO. 1 NO. 2 <input type="checkbox"/> 1 <input type="checkbox"/> DRY	1 <input type="checkbox"/> CLEAR, CLOUDY & OVERCAST
2 <input type="checkbox"/> DAWN	<input type="checkbox"/> 2 <input type="checkbox"/> STOP SIGN	<input type="checkbox"/> 2 <input type="checkbox"/> TWO WAY	<input type="checkbox"/> 2 <input type="checkbox"/> DEFECTIVE HEADLIGHTS	<input type="checkbox"/> 2 <input type="checkbox"/> WET	2 <input type="checkbox"/> RAINING
3 <input type="checkbox"/> DUSK	<input type="checkbox"/> 3 <input type="checkbox"/> FLASHING RED	<input type="checkbox"/> 3 <input type="checkbox"/> REVERSIBLE ROAD	<input type="checkbox"/> 3 <input type="checkbox"/> DEFECTIVE REAR LIGHTS	<input type="checkbox"/> 3 <input type="checkbox"/> SNOW	3 <input type="checkbox"/> SNOWING
4 <input type="checkbox"/> DARK STREET LIGHTS ON	<input type="checkbox"/> 4 <input type="checkbox"/> FLASHING AMBER	<input type="checkbox"/> 4 <input type="checkbox"/> INTER-CHANGE LOOP RAMP	<input type="checkbox"/> 4 <input type="checkbox"/> TIRES WORN	<input type="checkbox"/> 4 <input type="checkbox"/> ICE	4 <input type="checkbox"/> FOG
5 <input type="checkbox"/> DARK STREET LIGHTS OFF	<input type="checkbox"/> 5 <input type="checkbox"/> RR SIGNAL	<input type="checkbox"/> 5 <input type="checkbox"/> ALLEY	<input type="checkbox"/> 5 <input type="checkbox"/> PUNCTURED OR BLOWN TIRES	<input type="checkbox"/> 5 <input type="checkbox"/> OTHER (SPECIFY)	5 <input type="checkbox"/> OTHER (SPECIFY)
6 <input type="checkbox"/> DARK NO STREET LIGHT	<input type="checkbox"/> 6 <input type="checkbox"/> OFFICER/FLAGMAN	<input type="checkbox"/> 6 <input type="checkbox"/> TWO WAY-LEFT TURN LANES	<input type="checkbox"/> 6 <input type="checkbox"/> OTHER (SPECIFY)	NAME OF INVESTIGATING POLICE AGENCY: _____ INVESTIGATING AGENCY REPORT NO. _____	
7 <input type="checkbox"/> OTHER (SPECIFY)	<input type="checkbox"/> 7 <input type="checkbox"/> YIELD SIGN	<input type="checkbox"/> 1 <input type="checkbox"/> SEPARATED			
	<input type="checkbox"/> 8 <input type="checkbox"/> NO TRAFFIC CONTROL	<input type="checkbox"/> 2 <input type="checkbox"/> DIVIDED			
	<input type="checkbox"/> 9 <input type="checkbox"/> OTHER	<input type="checkbox"/> 3 <input type="checkbox"/> UNDIVIDED			

"  
**A separate claim form should be submitted for each claimant0**

This information is being provided to aid in resolving the claim.

*I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
*Signature of Claimant*

\_\_\_\_\_  
*Date and Place (residential address, city and county)*



# 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 and 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 it 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



<b>POLICY TITLE:</b>	Outside Employment
<b>POLICY NUMBER:</b>	1-55
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	5 November 2010
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Phil Small</i>

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**



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

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 30<sup>th</sup> 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:	1
DATE ISSUED/REVISED:	10 May 2022
FIRE CHIEF APPROVAL:	

The following Procedure shall detail the schedule and procedures as authorized under the current revision of Policy 0-02 "General Organization of the District and Strategic Direction" and Policy 1-60 "District Funds and Budgets".


Date	Task	Responsible Mgr
At the regular Board meeting in September*	<b>1. Annual Budget-Policy Recommendations:</b> the annual Budget-Policy Recommendations report will be provided to the Board for review. Refer also to <i>Policy 0-02 "General Organization of the District and Strategic Direction"</i> .	Fire Chief
At the Facilities & Equipment Team meeting in September	<b>2. Capital Repairs &amp; Replacements Budget/Plan:</b> staff to draft and submit revision(s) to the <i>Fund 6681 "Capital Repairs &amp; Replacements"</i> for next fiscal year to the Fire Chief for review.	Fire Chief
At the regular Board meeting in October	<b>3. Annual Budget-Policy Recommendations:</b> the annual Budget-Policy Recommendations report will be adopted by the Board.	Board Chair (and Fire Chief)
At the regular Board meeting in October*	<b>4. District Annual Budget:</b> preliminary draft of expense budget for all District Funds submitted to Board; updated recommended schedule of asset replacement in <i>Fund 6681 "Capital Repairs &amp; Replacements"</i> submitted for Board review.	Fire Chief
October 15 <sup>th</sup>	<b>5. Property Tax Levy:</b> 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
At the regular Board meeting in November*	<b>6. District Annual Budget:</b> secondary draft of expense budgets for all District Funds, incorporating revisions based on detailed review, submitted to Board.	Fire Chief (and District Secretary)
At the regular Board meeting in November*	<b>7. Public Hearing:</b> conduct public hearing to consider sources of revenue (RCW 84.55); Board consider & adopt a Resolution authorizing its tax levy for next fiscal year.	Board Chair (and District Secretary)
November 30 <sup>th</sup>	<b>8. Property Tax Levy:</b> file annual tax levy and budget with Thurston County Auditor & Board of County Commissioners (RCW 84.52.020).	District Secretary
At the regular meeting held in December	<b>9. District Annual Budget:</b> the Board will adopt the expense & revenue budgets for all District Funds for next fiscal year.	Board Chair (and District Secretary)

NOTE \* -- may include other scheduled meetings or workshops as needed.



## 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 Item 13 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.

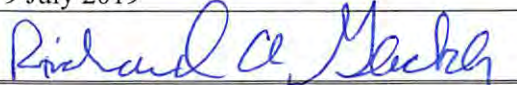
**III. Newsletters, Pamphlets, Other:** all forms of written public information releases from or concerning the District will be submitted to the Board for prior approval.

**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***

<b>PROCEDURE TITLE:</b>	Community Responder CPR-PAD Program
<b>PROCEDURE NUMBER:</b>	1-92-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	9 July 2019
<b>BOARD APPROVAL SIGNATURE:</b>	

### **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
REVISION:	9
DATE ISSUED/REVISED:	6 February 2025
FIRE CHIEF APPROVAL SIGNATURE:	

**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. Further, procedures for establishing accountability and reporting of staff absences are set forth to support system data collection.

### **1--Crew Attendance Reporting**

1. No COVID-19 related pre-shift attendance reporting is required.

### **2--Procedures for Pre-Shift Screening**

1. No pre-shift screening of members is required.

### **3--Procedure for Positive Self-Screening or Exposure**

1. If a member is found to be “positive” after COVID-19.

### **4--Member Quarantine**

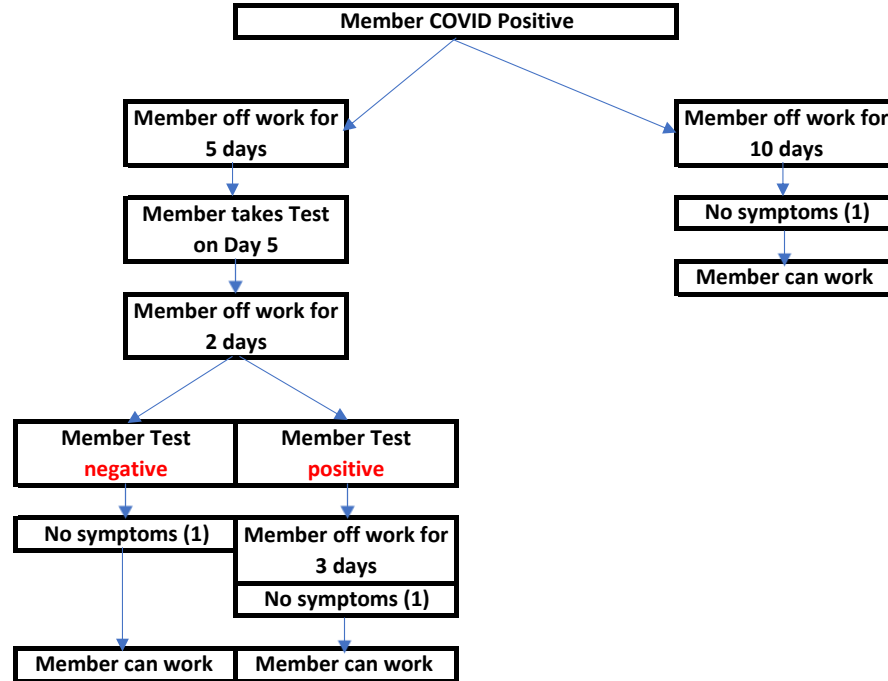
1. If a member is tested COVID-19 positive:
  - a. Career staff: the member is considered sick and eligible to take sick leave until they are cleared to return to work (see “Flowsheet A”); and
  - b. Volunteer staff: the member is considered sick and not permitted to work their assigned shift until they are cleared to return (see “Flowsheet A”).
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. Member isolation is no longer considered necessary.




# DISTRICT IG 2-01A MEMBER FLOWSHEET "A"



# Thurston County Fire Protection District 8

## HR/LF PROCEDURE



POLICY TITLE:	Interim Guide: COVID-19 Safe Work Plan
POLICY NUMBER:	2-01B
REVISION:	5
DATE ISSUED/REVISED:	16 June 2022
FIRE CHIEF APPROVAL:	

**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) *Requirements and Guidance for Preventing COVID-19*, and the Washington State Department of Health (DOH) *Workplace and Employer Resources & Recommendations*.

**1--Workplace Restrictions & Measures:** Masks are not required while in the District workplace or health care setting (refer to *District Interim Guideline 2-01 "COVID-19 Incident Response"*). "Health care setting" is defined as anywhere a responder is providing patient care.

Under the current guidelines, some occupancies may require mask usage, therefore members shall comply with such requirements as appropriate while on District business (response or otherwise).

### **2--Visitors/Attendees in Firestations:**

1. Access to firestation facilities by visitors (non-members, the public, vendors etc.) and attendees to open public meetings will be determined by the Fire Chief based current restrictions/precautions as promulgated by the Governor, County Board of Health, County Health Officer, the DOH and L&I. The Fire Chief may authorize non-member visits and open public meetings in firestation facilities with or without any restrictions.

### **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--Hand Washing:**

1. Members and 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.

### **5--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.


### **6--Plan Monitoring:**

1. The District Health & Safety Officer will report as needed the progress on member compliance and status of COVID-19 protective measures to the Fire Chief.

# Thurston County Fire Protection District 8

## HR/LF-NDT OPERATING GUIDELINE



PROCEDURE TITLE:	Interim Guide: COVID-19 Incident Response
PROCEDURE NUMBER:	2-01
REVISION:	8
DATE ISSUED/REVISED:	16 June 2023
FIRE CHIEF APPROVAL SIGNATURE:	

**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;

Exposure – prolonged close contact with a COVID-19 positive patient when not protected by PPE; and

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.

### 2--Procedures

No current COVID-19 specific procedures.

**3--Standard Precautions:** Standard precautions will be used for all patient care encounters and are based on risk assessment, use of common sense practices and proper use of PPE to protect health care personnel from exposure to infectious disease and prevent transmission between patients. Standard precautions are used whether or not an infectious disease has been identified and are the minimum level of precautions used when providing care.

1. It is the expectation of the Medical Program Director (MPD) that all requests for masking are respected; this includes but is not limited to:
  - a. Long term care facilities and adult family homes;
  - b. Patients; and
  - c. Providers in any facility.
2. It is the expectation of the MPD that risk to the patient is also considered:
  - a. Those patients over the age of 65;
  - b. Those patients with compromised immune systems; and
  - c. Those patients with chronic respiratory disease.



# 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:	<i>Pats Small</i>

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

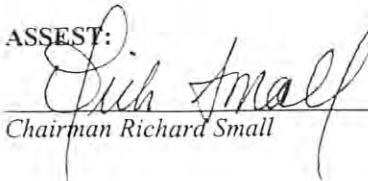
WHEREAS, use of the National Incident Management System, which has as a key component known as the Incident Command System ("ICS"), will continue to support the District's ability to manage major emergencies and disasters;

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

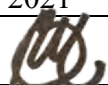
  
Commissioner Ken F. Parsons, Sr.

  
Commissioner Arthur Getchman

# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE MANUAL



PROCEDURE TITLE:	Standard Response Guidelines
PROCEDURE NUMBER:	2-01-PR-01
	Readiness & Response Guidelines
REVISION:	5
DATE ISSUED/REVISED:	7 December 2021
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, aid unit, tender and command officer(s). 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 and resources 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 mitigate the incident safely and completely;
  - 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 list of tasks necessary to mitigate the incident safely and completely; and
  - f) Comments: other information to consider during incident operations.

### **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 *minimally acceptable District deployment* will be one (1) engine company located at Station 8-1; *in this case*, it must be staffed with 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;
  - b) The optimum staffing for an engine company should be a certified apparatus driver-operator, an officer, and one (1) or two (2) qualified firefighters;
  - c) If the Station 8-1 engine company staffing noted in "b" above can be filled, 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);
  - d) It is desirable to have the on-duty BC deployed in a separate vehicle for command purposes;
  - e) 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;

- f) The minimum acceptable staffing at Station 8-3 is one aid unit company; and
- g) The primary source for staffing of tenders should be with Operations Support Program qualified tender driver-operators, however, depending upon the incident at-hand, the BC or Lieutenant may choose to “cross-staff” the tender with a qualified on-duty responder.

- 2) Planning for and Assignment of Staffing: The BC shall hold their subordinates accountable for their assigned shift duties and schedule. When notified of an anticipated absence, the BC shall evaluate if the vacancy creates an operational hardship such as closing a firestation or having to shut-down Engine 81. If so, they 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*.

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

- a) When so notified, the BC should coordinate obtaining a replacement IR&R member;
  - b) The BC should 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) If the vacancy cannot be filled in the manner described in “b” above, then, the BC may request approval for overtime from the Fire Chief or designee for qualified career IR&R members to help fill the vacancy, and schedule such qualified responder(s) to that shift as needed;
  - d) Actions identified in “a” through “c” above should be conducted as far in advance of the actual shift time as possible; and
  - e) If the vacancy is unable to be filled, the BC shall work to deploy the available staff in as effective a manner as possible.
- 3) If an assigned volunteer IR&R member misses three (3) consecutive shifts without appropriate prior notice, the BC shall:
    - a) Work with/as the member’s supervisor to institute corrective action(s) for the member as provided for in *District Policy 3-07 “Disciplinary Process”*; and
    - b) 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 all chief officers monthly.

## FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
<b>Carbon-monoxide Alarm</b>	Engine (1)	3-4 w/ Structural PPE & SCBA	<input type="checkbox"/> Size-up & advise if additional units are needed <input type="checkbox"/> Initiate Command <input type="checkbox"/> Contact RP & obtain info on problem	<input type="checkbox"/> May respond non-emergency <input type="checkbox"/> 2 personnel to take interior reading with detector device <input type="checkbox"/> Isolate or shut-off offending appliance <input type="checkbox"/> Ventilate interior if necessary	<ul style="list-style-type: none"> <li>If problem cannot be corrected &amp; dangerous environment still present, advise occupants to have problem corrected prior to their re-entry</li> </ul>
<b>EMS-ALS</b>	Aid Unit(s) Medic Unit  <b>MVA:</b> Add Engine(s)  <b>CPR:</b> Add BLS unit + BC	2-3 EMTs [BC] [Chaplain]	<input type="checkbox"/> Size-up & advise if additional units are needed	<input type="checkbox"/> Protect scene if MVA <input type="checkbox"/> Evaluate patient & notify Medic Unit (“short report”) <input type="checkbox"/> Follow M1 Protocols	<ul style="list-style-type: none"> <li><b>Any potential threat to responders: Stage nearby until scene is cleared by LE</b></li> <li>Park to allow access for Medic Unit &amp; ambulance (if needed)</li> <li><b>NOTE:</b> See also “<i>Marine Response</i>” if on water</li> </ul>
<b>EMS-BLS</b>	Aid Unit(s) Private Carrier  <b>MVA:</b> Add Engine(s)	2-3 EMTs [BC] [Chaplain]	<input type="checkbox"/> Size-up & advise if additional units are needed	<input type="checkbox"/> May respond non-emergency (BLSY) <input type="checkbox"/> Protect scene if MVA <input type="checkbox"/> Evaluate patient & upgrade if needed <input type="checkbox"/> Follow M1 Protocols	<ul style="list-style-type: none"> <li><b>Any potential threat to responders: Stage nearby until scene is cleared by LE</b></li> <li>Park to allow access for ambulance</li> <li>Death confirmations to include “DNR” order confirmation &amp; notification of Coroner; Chaplain if needed/indicated</li> <li>Coordinate response on psychological problems with LE</li> <li><b>NOTE:</b> See also “<i>Marine Response</i>” if on water</li> </ul>
<b>EMS-Industrial Accident (BLS or ALS)</b>	Aid Unit(s) Engine [Medic Unit] [Truck Co]	7-10 w/Structural PPE BC [Chaplain] [Medic Unit]	<input type="checkbox"/> Size-up & safety survey <input type="checkbox"/> Initiate Command <input type="checkbox"/> Advise if additional unit(s) are needed (special rescue and/or technical support units) <input type="checkbox"/> Consider assigning a Safety Officer	<input type="checkbox"/> Evaluate patient(s) <input type="checkbox"/> If ALS, advise Medic Unit of patient(s) status <input type="checkbox"/> Establish plan for patient extrication & packaging <input type="checkbox"/> Follow M1 Protocols <input type="checkbox"/> Extrication & treatment	<ul style="list-style-type: none"> <li>Park with due regard to access for Medic Unit or other rescue equipment (crane, backhoe, etc.)</li> <li><b>NOTE:</b> See also “<i>Rescue Confined Space or Technical</i>”</li> <li>Consider need for Chaplain and/or CISD (available thru T-Comm)</li> </ul>



## FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
<b>EMS-Mass Casualty Incident (MCI) (First Alarm)</b>	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]	<input type="checkbox"/> Size-up & safety survey; communicate with T-Comm <input type="checkbox"/> Establish Command <input type="checkbox"/> Advise if additional unit(s) are needed (special units) <input type="checkbox"/> Establish & identify Staging Area & Manager <input type="checkbox"/> Assign Medical Branch Director <input type="checkbox"/> Assign Triage (1 <sup>st</sup> ), Treatment (ALS) & Transport Group Supervisors <input type="checkbox"/> Consider assigning a Safety Officer	<input type="checkbox"/> Scene survey & triage (# of Pts) <input type="checkbox"/> Assignment to IMS roles; report to assigned unit for instructions <input type="checkbox"/> Determine "walking wounded" & group into area <input type="checkbox"/> Initial triage using START system <input type="checkbox"/> Establish Treatment Area, Choke-point, Loading Area & Staging Area	<ul style="list-style-type: none"> <li>Goal to initiate START system within 5 minutes of arrival</li> <li>Consider need for Chaplain and/or CISD (available thru T-Comm)</li> </ul>
<b>EMS-Mass Casualty Incident (MCI) (2<sup>nd</sup> &amp; 3<sup>rd</sup> Alarms)</b>	<u>Add/Alarm:</u> 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)	<input type="checkbox"/> Coordinate with additional alarms response units <input type="checkbox"/> Evaluate on-scene command structure for expansion (e.g. PIO, Liaison, Branches or Groups)	<input type="checkbox"/> Report to assigned unit or function	<ul style="list-style-type: none"> <li>(See Above)</li> </ul>
<b>EMS-MVA or Aircraft w/ Entrapment and/or Fire Threat (BLS or ALS)</b>	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]	<input type="checkbox"/> Size-up & safety survey <input type="checkbox"/> Park to protect scene (traffic) <input type="checkbox"/> Initiate Command <input type="checkbox"/> Advise if additional unit(s) are needed (special units) <input type="checkbox"/> Consider assigning a Safety Officer	<input type="checkbox"/> Scene survey & triage (# of Pts) <input type="checkbox"/> [If ALS] Advise Medic Unit of patient(s) status <input type="checkbox"/> Stabilize vehicle(s) <input type="checkbox"/> Evaluate patient(s) & follow M1 Protocols <input type="checkbox"/> Plan extrication <u>Engine:</u> <input type="checkbox"/> Assemble extrication tools near scene <input type="checkbox"/> Charge 1¾ PC line <input type="checkbox"/> Perform extrication <u>Engine/Rescue:</u> <input type="checkbox"/> Check with Command for assignment(s)	<ul style="list-style-type: none"> <li>Goal to extricate patient(s) within 20 minutes after arrival</li> <li>Goal to package patient within 10 minutes of arrival at scene</li> <li><u>Tools:</u> small tarp, combi-cutter &amp; power unit, halligan, cribbing, pry bar(s), pick-head axe &amp; bolt cutters</li> <li>Consider need for Chaplain and/or CISD (available thru CapCom)</li> <li><u>Aircraft:</u> contact T-Comm for LE &amp; FAA</li> </ul>
<b>EMS-Walk-in Patient</b>		2-3 EMTs or FRs		<input type="checkbox"/> Evaluate patient <input type="checkbox"/> Notify T-Comm <input type="checkbox"/> Advise if additional unit(s) or ALS needed <input type="checkbox"/> Follow M1 Protocols	

## FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
<b>Earthquake (High Incident Response Level or “HIRL”)</b>  <i>*Refer also to District Disaster Plan Procedure 2-01-02</i>	As determined by Chief Officer	All available personnel w/Structural PPE	<input type="checkbox"/> Establish Emergency Command Center (ECC) @ Station 8-1 <input type="checkbox"/> Notify all District personnel via <i>Active 911</i> of storm response protocols <input type="checkbox"/> Track all District responses @ ECC (using IMS) <input type="checkbox"/> Submit call information after cancellation of HIRL to T-Comm	<input type="checkbox"/> Follow protocols in <i>District Disaster Plan</i> for initial and secondary damage assessments & triage of services	<ul style="list-style-type: none"> <li>Obtain information on media sources if available of extent &amp; scope of problem</li> <li>Secure food &amp; support items for responders</li> <li>Check operation of emergency generator (&amp; fuel level for extended periods)</li> <li>Establish shifts for personnel if in extended time periods</li> <li>Provide support for family of responders</li> </ul>
<b>Fire, Alarm Activation</b>	Engine (1)  Commercial: BC	3-4 w/Struct PPE & SCBA [BC]	<input type="checkbox"/> Size-up <input type="checkbox"/> Initiate Command <input type="checkbox"/> Investigate alarm panel & scene (contact RP) <input type="checkbox"/> Advise all units of status @ scene, upgrade if needed	<input type="checkbox"/> May respond non-emergency <input type="checkbox"/> Stand-by or as directed by Command	<ul style="list-style-type: none"> <li>All other units stand-by until directed by Command</li> </ul>
<b>Fire, Brush</b>	Engine Brush (1) Tenders (1)  <b>Threatening:</b> BC	4-6 equipped w/ Wildland PPE [BC]	<input type="checkbox"/> Size-up <input type="checkbox"/> Initiate Command <input type="checkbox"/> Determine if DNR or additional units needed <input type="checkbox"/> Walk-around scene <input type="checkbox"/> Consider upgrade if needed (after consultation with DNR)	<input type="checkbox"/> <i>Initial attack</i> fire operations for duration up to 1 hour <input type="checkbox"/> All heavy vehicles to remain on improved roads only	<ul style="list-style-type: none"> <li>If fire suppression operations will exceed one-hour in duration, command will be turned over to DNR</li> <li>Consider rehab and additional staffing</li> </ul>
<b>Fire, Chimney</b>	Engine (1) Tender (1)	4-6 w/ Struct PPE & SCBA Duty Officer	<input type="checkbox"/> Size-up <input type="checkbox"/> Initiate Command <input type="checkbox"/> Contact RP & investigate situation <input type="checkbox"/> Advise responding units of status <input type="checkbox"/> Consider assigning a Safety Officer	<input type="checkbox"/> Check for extension <input type="checkbox"/> Upgrade if necessary <input type="checkbox"/> Extinguish fire <input type="checkbox"/> Overhaul	<ul style="list-style-type: none"> <li>If extension of fire is found, upgrade to Full Structure alarm assignment</li> </ul>
<b>Fire, Miscellaneous</b>	Engine (1) Tender (1)	4-6 w/ Struct PPE & SCBA [BC]	<input type="checkbox"/> Size-up <input type="checkbox"/> Initiate Command <input type="checkbox"/> Determine if additional units are needed @ scene <input type="checkbox"/> Walk-around scene <input type="checkbox"/> Preliminary determination of origin	<input type="checkbox"/> Extinguish fire <input type="checkbox"/> Overhaul <input type="checkbox"/> Consider need for foam application <b>Tender:</b> <input type="checkbox"/> Water supply	<ul style="list-style-type: none"> <li><u>Boat fires</u>: See also “<i>Marine Response</i>”</li> <li><u>Aircraft fires</u>: contact T-Comm for law enforcement, FAA or special need for foam</li> </ul>

## FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
<b>Fire, Structure (Primary or General Alarm with or without Auto-Aid)</b>	Engines (2) Tenders (2)	All available personnel w/Structural PPE & SCBA BC Chief Officer [Chaplain]	<input type="checkbox"/> Size-up <input type="checkbox"/> Initiate Command <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Incident plan (offensive-defensive) <input type="checkbox"/> Walk-around scene <input type="checkbox"/> Upgrade for mutual-aid if needed <input type="checkbox"/> Establish Safety Officer	<b>Engine:</b> <input type="checkbox"/> Stage & await assignment by Command <input type="checkbox"/> Forward supply lay to 1 <sup>st</sup> engine <b>Tender:</b> <input type="checkbox"/> Establish water supply operation <input type="checkbox"/> Extinguish fire <input type="checkbox"/> Overhaul	<ul style="list-style-type: none"> <li>• <b>Additional considerations:</b> PSE for power disconnect, LE, EMS support (rehab), additional tenders or personnel, PIO, and customer assistance (e.g. Chaplain, Red Cross, housing)</li> <li>• <b>Do not cut electrical power drip loop or remove meter base</b></li> </ul>
<b>Fire, Structure, Explosion &amp; Gas Leak &gt;5 gallon (First Alarm, including Auto-Aid)</b>  <i>* 5-gal or less, see Gas Leak</i>	Engines (4) Tenders (4) BC PSE	All available personnel w/Structural PPE & SCBA BC [Chaplain]	<input type="checkbox"/> Size-up <input type="checkbox"/> Initiate Command <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Incident plan (offensive-defensive) <input type="checkbox"/> Walk-around scene <input type="checkbox"/> Upgrade if needed <input type="checkbox"/> Develop IMS command structure <input type="checkbox"/> Establish Safety Officer	<b>Engine:</b> <input type="checkbox"/> Stage & await assignment by Command <input type="checkbox"/> Forward supply lay to 1 <sup>st</sup> engine <b>Tender:</b> <input type="checkbox"/> Establish water supply operation <input type="checkbox"/> Extinguish fire <input type="checkbox"/> Overhaul	<ul style="list-style-type: none"> <li>• <b>Additional considerations:</b> LE, EMS support (rehab), additional tenders or personnel, PIO, and customer assistance (e.g. Chaplain, Red Cross, housing), PSE and/or LPG vendor</li> <li>• <b>Do not cut electrical power drip loop or remove meter base</b></li> </ul>
<b>Fire, Structure (2<sup>nd</sup> &amp; 3<sup>rd</sup> Alarms)</b>	<u>Add/Alarm:</u> Engines (3) Tenders (2) Air-6 ISU-3 Red Cross (Programmed Mutual-aid)	All available personnel w/Structural PPE & SCBA	<input type="checkbox"/> Coordinate with greater alarm response units <input type="checkbox"/> Evaluate on-scene IMS structure; expand if necessary (consider adding staff assignments)	<input type="checkbox"/> Operations as directed by IMS staff	<ul style="list-style-type: none"> <li>• (See above)</li> </ul>
<b>Fire, Vehicle (Land-based)</b>	Engine (1) Tender (1)	4-6 w/Struct PPE & SCBA BC	<input type="checkbox"/> Size-up <input type="checkbox"/> Park in manner to protect scene (traffic) <input type="checkbox"/> Initiate Command <input type="checkbox"/> Consider assigning a Safety Officer	<input type="checkbox"/> Park in manner to protect scene (traffic) <input type="checkbox"/> Remove any hazards that may be present <input type="checkbox"/> Extinguish fire <b>Tender:</b> <input type="checkbox"/> Supply water to Engine if needed	<ul style="list-style-type: none"> <li>• T-Comm to notify LE</li> <li>• Consider HazMat or other hazardous exposures (run-off)</li> <li>• Traffic control &amp; safety considerations</li> </ul>
<b>Fuel Spill: &lt; 5 Gallon (e.g. gasoline)</b>  <i>* 5-gal or more, see HazMat</i>	Engine (1)	4 w/ Struct PPE & SCBA	<input type="checkbox"/> Size-up: 1-product(s) spilled 2-amount spilled 3-cause of spill 4-area effected <input type="checkbox"/> Call for assistance as needed	<input type="checkbox"/> Attempt to stop or limit spill or dike pooling if possible <input type="checkbox"/> Establish perimeter if necessary <input type="checkbox"/> Fire protection	<ul style="list-style-type: none"> <li>• Thurston County Roads &amp; Transportation</li> <li>• Dept of Ecology Emergency Response Team (lead agency)</li> <li>• WSP, LE for traffic control &amp; report</li> </ul>
<b>Gas Leak: LPG or Natural Gas, &lt; 5 Gallon (e.g. BBQ)</b>  <i>* Interior or 5-gal or more, see Fire, Structure</i>	Engines (1) Tender (1)	4-6 w/ Struct PPE & SCBA	<input type="checkbox"/> Size-up <input type="checkbox"/> Initiate Command <input type="checkbox"/> Check DOT ERG <input type="checkbox"/> Contact RP, determine scope of problem <input type="checkbox"/> Request PSE or LPG company response (if needed)	<input type="checkbox"/> Determine if leak can be mitigated by first responders <input type="checkbox"/> Establish & control perimeter <input type="checkbox"/> Stage away from scene if possible <input type="checkbox"/> Ventilate area if needed (interior)	<ul style="list-style-type: none"> <li>• Park all apparatus away from gas area (uphill and/or up-wind)</li> </ul>

## FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
<b>Hazardous Materials Incident</b> <i>(May also be as a result of a terrorist action)</i>	Engines (2) BC	All available personnel w/Structural PPE & SCBA Chief Officer <b>WSP (IC)</b>	<input type="checkbox"/> Size-up, safety survey <input type="checkbox"/> Initiate Command (until WSP arrives) <input type="checkbox"/> Contact RP & obtain information on problem: ascertain product(s) involved <input type="checkbox"/> Advise WSP & other responding units of status @ scene <input type="checkbox"/> Consider evacuation & hard perimeter if indicated (consult DOT ERG) <input type="checkbox"/> Assist WSP in scene perimeter control and support as needed	<input type="checkbox"/> All responding units contact Command for instructions <input type="checkbox"/> Stage away from scene if possible <input type="checkbox"/> Establish & control perimeter around "hot-zone" <input type="checkbox"/> Remain <i>outside</i> of "hot-zone"	<ul style="list-style-type: none"> <li><b>Consider possible terrorist activity; beware of secondary traps or ambush</b></li> <li>Chief Officer to initiate interim command until WSP arrives, then will act as liaison for District response units.</li> </ul>
<b>Marine Response (EMS, Fire or Other Service)</b>  <i>(Formalized response plan pending)</i>	As indicated by incident type (EMS or fire)	As indicated by incident type (EMS or fire)	<input type="checkbox"/> Determine nature of incident; request and assign appropriate resources <input type="checkbox"/> Coordinate with marine response units <input type="checkbox"/> Notify Chief Officer if necessary <input type="checkbox"/> Coordinate land-based operations	As indicated by incident type (EMS or fire)	<ul style="list-style-type: none"> <li>T-Comm to dispatch Port of Olympia &amp; OFD; backup w/ West Pierce &amp; Anderson Island</li> <li>FD3 has jet-ski &amp; fresh-water response</li> <li><b>PFDs used in lieu of full firefighting PPE</b></li> </ul>
<b>Mobilization</b>	As identified & approved by Fire Chief in current <i>Mob Plan</i>	<u>Aid Unit:</u> <input type="checkbox"/> 2 EMTs or FRs <u>Engine:</u> <input type="checkbox"/> Operator <input type="checkbox"/> Officer <input type="checkbox"/> 1-2 FFs <u>Tender:</u> <input type="checkbox"/> Operator	<input type="checkbox"/> Notification/request to on-duty BC <input type="checkbox"/> Consult <i>Mobilization Check-list</i> for specific directions <input type="checkbox"/> Advise Fire Chief or other District Chief Officer of response	Procedures & protocols indicated by incident type	<ul style="list-style-type: none"> <li><i>Mobilization Check-list</i> and District staffing roster will be updated for each season &amp; distributed to all District Officers</li> </ul>
<b>Mutual Aid, Auto-Aid (to FD3, OFD)</b>	<u>EMS:</u> Rescue (1) or Engine (1) <u>Fire:</u> Engine (1) Tender (1) <u>Tender:</u> Tender (1)	<u>Aid Unit:</u> <input type="checkbox"/> EMT (2) <u>Engine:</u> <input type="checkbox"/> Operator <input type="checkbox"/> Officer <input type="checkbox"/> 1-2 FFs <u>Tender:</u> <input type="checkbox"/> Operator	<input type="checkbox"/> Size-up <input type="checkbox"/> Initiate command if not established <input type="checkbox"/> Conduct operations based on current procedures & protocols	<input type="checkbox"/> All responding units contact Command for instructions	<ul style="list-style-type: none"> <li>All EMS operations per M1 Protocols</li> <li>All fire operations per District fire operations protocols (including personal accountability)</li> </ul>
<b>Mutual Aid, Other</b>	As appropriate	<u>Aid Unit:</u> <input type="checkbox"/> EMT (2) <u>Engine:</u> <input type="checkbox"/> Operator <input type="checkbox"/> Officer <input type="checkbox"/> 1-2 FFs <u>Tender:</u> <input type="checkbox"/> Operator	<input type="checkbox"/> On-duty BC to authorize response outside of Auto-Aid zones <input type="checkbox"/> Coordinate with IC for scene assignment	<input type="checkbox"/> All responding units contact Command for instructions	<ul style="list-style-type: none"> <li>All operations per District fire operations protocols (including <i>PASSPORT</i> accountability)</li> </ul>

## FIRE DISTRICT 8 STANDARD RESPONSE GUIDELINES

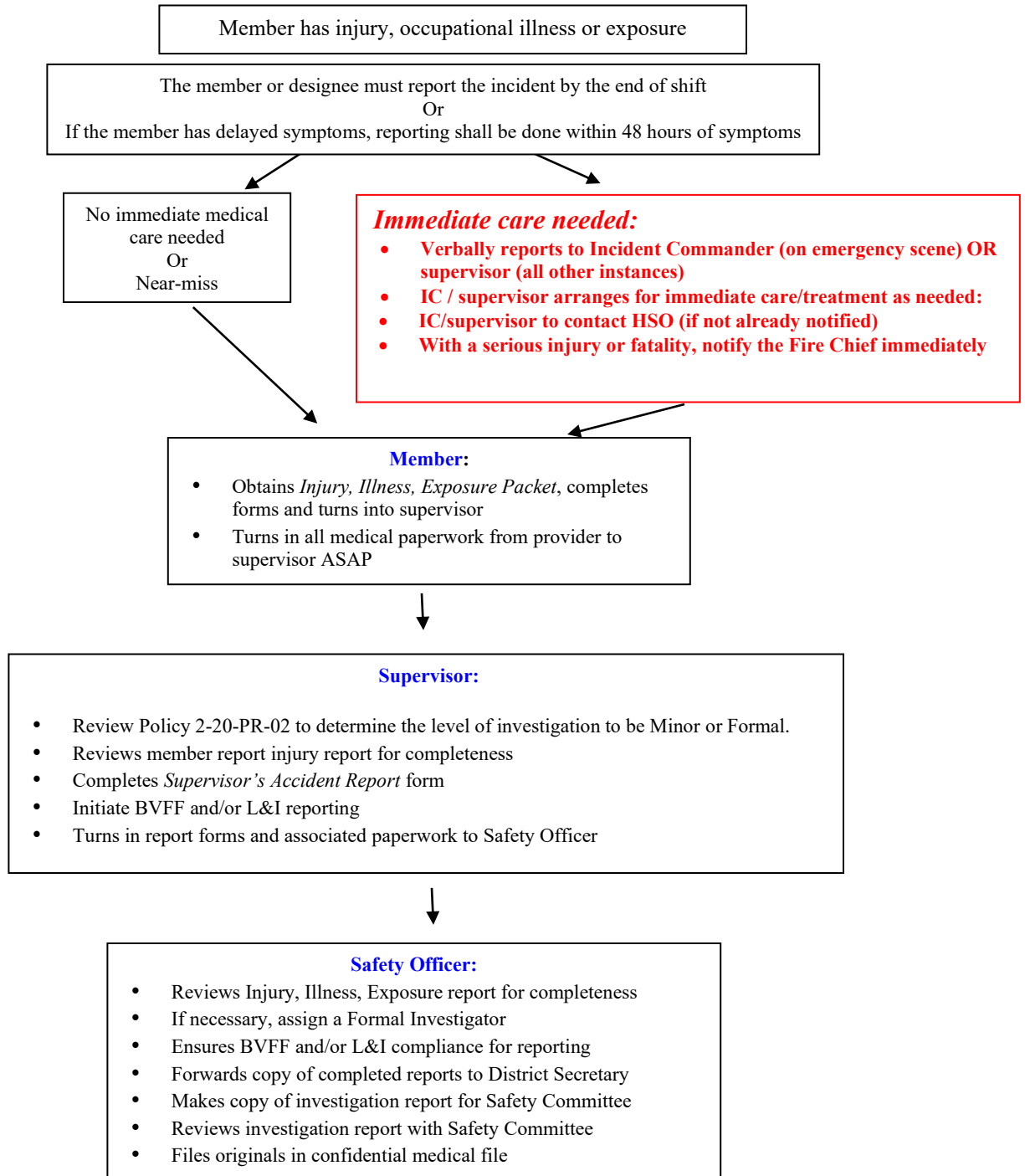
Type	Unit(s)	Staffing	Command	Response Unit(s)	Comments
<b>Open Burning, Violations, Illegal Burns &amp; Smoke Complaints</b> <i>*Refer also to Policy 1-80 Open Burning Permits</i>	Engine (1)	BC or Company Officer with/without 2-3FFs with Structural PPE	<input type="checkbox"/> Contact complainant <input type="checkbox"/> Ascertain if fire is permitted & meeting permit requirements <input type="checkbox"/> If fire is hostile, extinguish <input type="checkbox"/> Forward copy of FIR form to Fire Chief	<input type="checkbox"/> Respond non-emergency	<ul style="list-style-type: none"> <li>ORCAA duty person available through T-Comm or direct at <b>360-539-7610</b></li> <li>DNR Central Region: <b>800-527-3305</b></li> </ul>
<b>Rescue, Confined Space or Trench</b>	Engines (2) Aid Unit (1) SORT [Medic Unit]	7-10 w/Structural PPE & SCBA (available) BC Chief Officer [Chaplain]	<input type="checkbox"/> Size-up <input type="checkbox"/> Establish Command <input type="checkbox"/> Contact RP & det scope of problem <input type="checkbox"/> Request resources necessary to effect rescue (CapCom) <input type="checkbox"/> Advise units of status @ scene <input type="checkbox"/> Establish perimeter around scene <input type="checkbox"/> Establish Safety Officer	<input type="checkbox"/> Establish liaison with technical rescue team(s) <input type="checkbox"/> Provide support to technical rescue team(s) as needed	<ul style="list-style-type: none"> <li><b><u>District personnel shall not enter danger area of scene (trench or confined space)</u></b></li> <li>Notify SORT (via T-Comm)</li> <li>Consider need for Chaplain and/or CISD (available thru T-Comm)</li> </ul>
<b>Storm Response (High Incident Response Level or "HIRL")</b>  <i>*Refer also to District Disaster Plan Procedure 2-01-02</i>	As determined by Chief Officer	All available personnel w/Structural PPE	<input type="checkbox"/> Establish Emergency Command Center (ECC) @ Station 8-1 <input type="checkbox"/> Notify all District personnel via pager of storm response protocols <input type="checkbox"/> Track all District responses @ ECC (using IMS) <input type="checkbox"/> Submit call information after cancellation of HIRL to T-Comm	<input type="checkbox"/> Evaluate hazards <input type="checkbox"/> <b><u>PSE line priorities:</u></b> 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 <input type="checkbox"/> Triage hazards, mark with barrier tape if unable to remain at scene <input type="checkbox"/> Be cautious of falling hazards	<ul style="list-style-type: none"> <li>Obtain information on storm forecasts</li> <li>Secure food &amp; support items for responders</li> <li>Check operation of emergency generator (&amp; fuel level for extended periods)</li> <li>Establish shifts for personnel if in extended time periods</li> <li>Provide support for family of responders</li> </ul>
<b>Violent Action, Civil Unrest &amp; Miscellaneous Disturbances</b>	As determined by Chief Officer	As determined by Chief Officer	<input type="checkbox"/> Determine nature of event & hold District deployment until such time as scene of emergency is stabilized <input type="checkbox"/> Follow regular ICS procedures	<input type="checkbox"/> Follow regular ICS and operational procedures as needs dictate	<ul style="list-style-type: none"> <li><b><u>District personnel shall not be deployed into affected area until violent actions have been mitigated by law enforcement</u></b></li> </ul>
<b>Wires Down (Non-storm)</b>	Engine (1)	3-4 w/Structural PPE	<input type="checkbox"/> Size-up <input type="checkbox"/> Secure minimum of 50-ft perimeter around downed line <input type="checkbox"/> Request PSE response <input type="checkbox"/> Flag scene & re-deploy if necessary	<input type="checkbox"/> May respond non-emergency <input type="checkbox"/> Park to help protect area from traffic hazards <input type="checkbox"/> Check with Command for assignment(s) <input type="checkbox"/> (See <i>PSE Priorities</i> above)	<ul style="list-style-type: none"> <li>Park all apparatus away from hazardous area</li> <li><b>All down lines to be treated as energized power line until ruled out by PSE personnel</b></li> </ul>

# **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 2-01: INJURY, ILLNESS, EXPOSURE DOCUMENTATION FLOWSHEET



# 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 ECC where/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 surveys* 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:*

- o Drop, cover and hold during earthquake tremors.
- o Check on other personnel to determine their safety and account for everyone.
- o Check building for any obvious structural damage; evacuate if necessary.
- o 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:

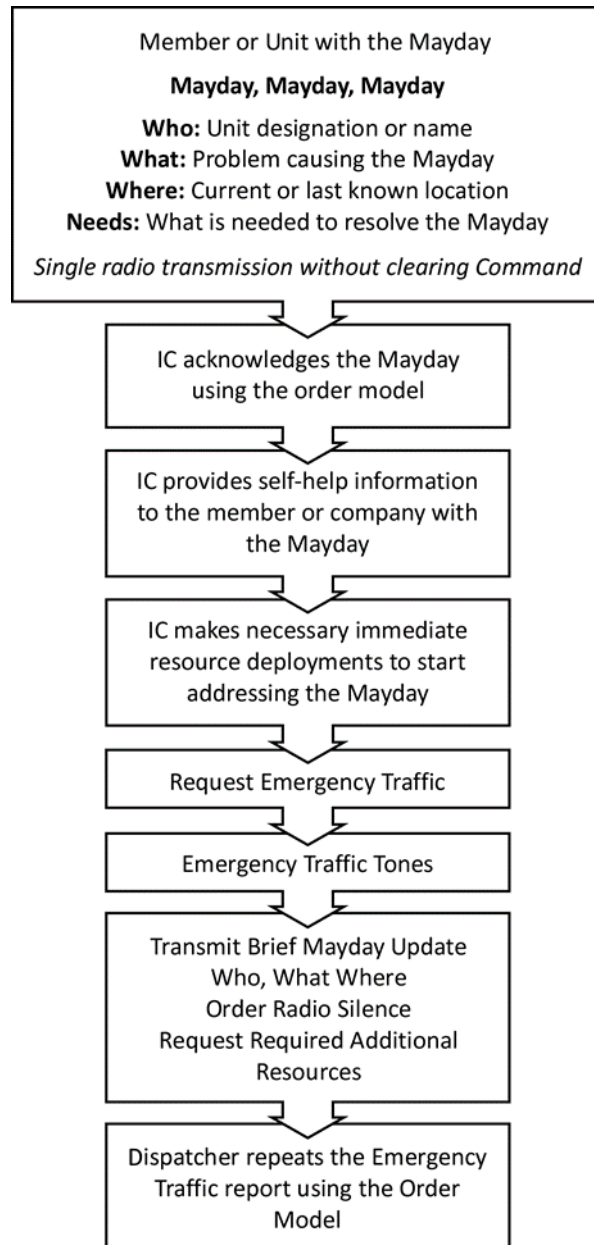
1. Take strong control of entry point;
2. Evaluate and request any needed resources for the Division;
3. Support the fire fight when necessary;
4. Consider the critical factors in the Division;
5. Develop the Division's rescue Incident Action Plan (IAP);
6. Utilize the Help Order Model;
7. Organize, 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.

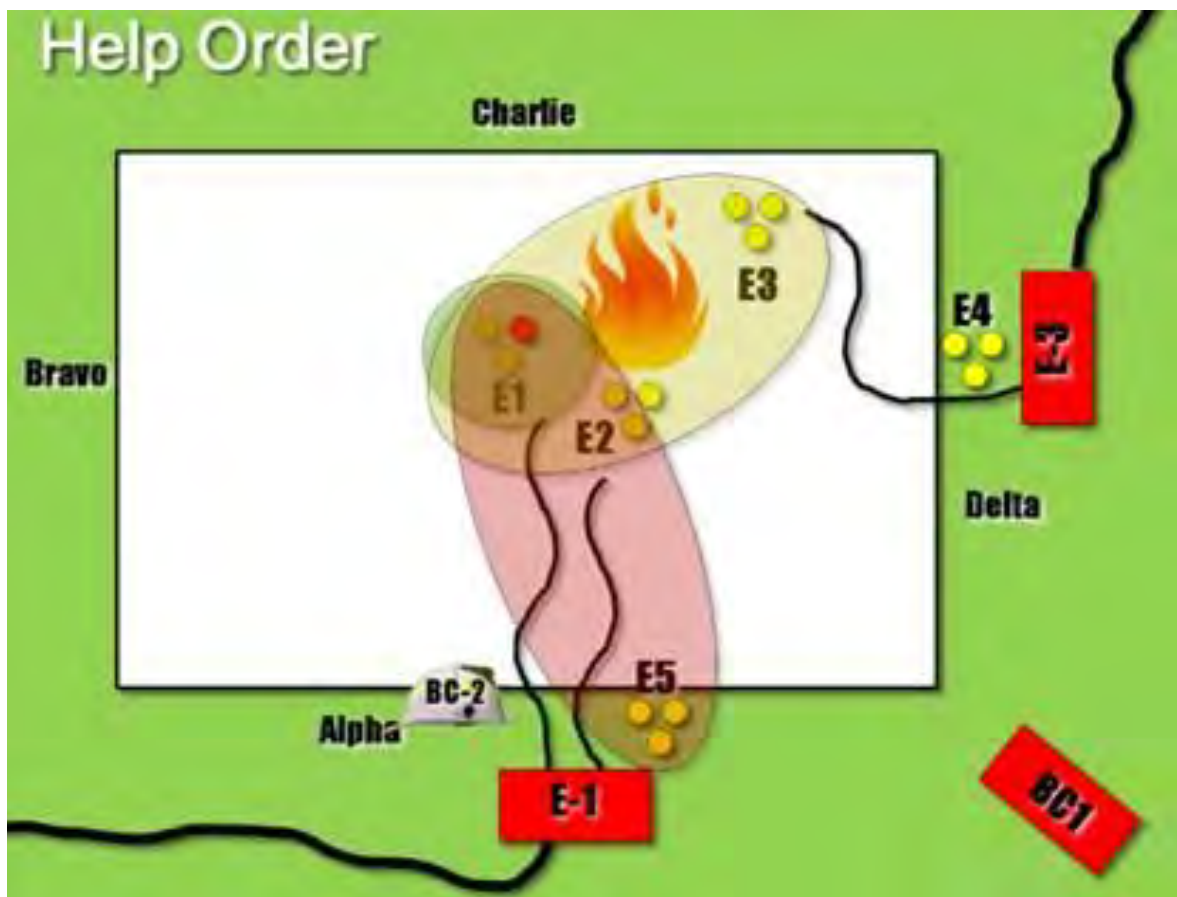
## Appendix A - Communication Algorithm



## 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
REVISION:	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
REVISION:	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



<i>POLICY TITLE:</i>	Hazardous Materials Incident Operations
<i>POLICY NUMBER:</i>	2-03-PO-00
<i>REVISION:</i>	1
<i>DATE ISSUED/REVISED:</i>	6 August 2002
<i>BOARD APPROVAL SIGNATURE:</i>	

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.

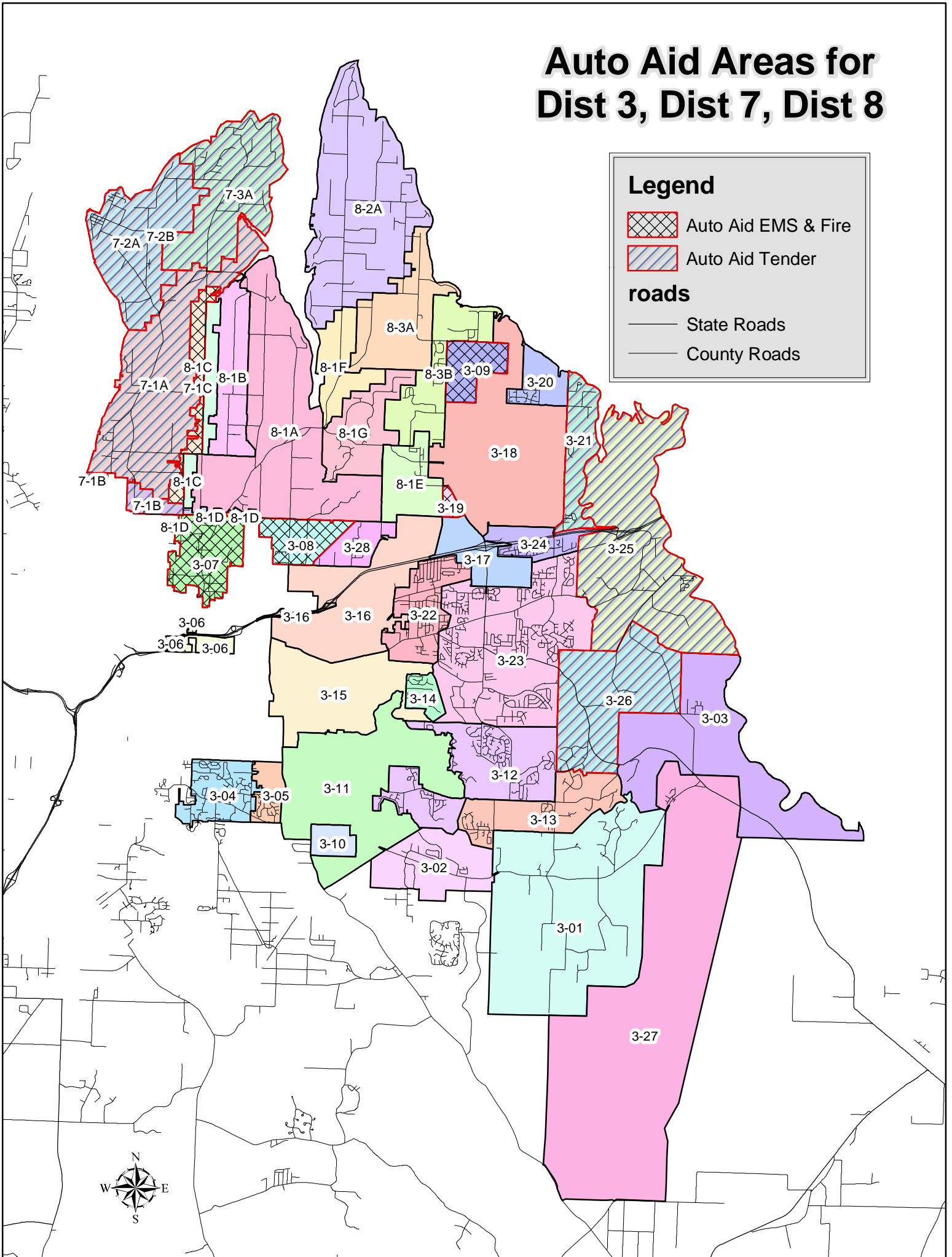
# Auto Aid Areas for Dist 3, Dist 7, Dist 8

## Legend

-  Auto Aid EMS & Fire
-  Auto Aid Tender

## roads


-  State Roads
-  County Roads





# 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.

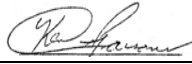
**IV. Out of District Response:** Mutual aid resources shall be provided by the District in a coordinated and controlled manner. All resources for mutual aid, other than automatic responses, shall respond from staging at Station 8-1 unless otherwise directed by the Duty Officer.

- 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. Heroin?

- 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 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. Heroin?

- 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.

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# 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:	<i>Quin Small</i>

**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:

<i>Responsibility</i>	<i>Activity</i>
Fire Chief or Designee	<ol style="list-style-type: none"> <li>1) Ensure that a District fire incident reporting system is in-place and data submitted in a process that meets WSP reporting requirements.</li> <li>2) Ensure that District members are adequately trained on NFIRS reporting requirements and basic fire observations skills (ref: NFPA 1001:3-3 &amp; 4-3).</li> <li>3) Ensure that District ICs are adequately trained in basic fire cause &amp; origin determination (ref: NFPA 1001: 4-3).</li> <li>4) Coordinate District documentation for investigation of fire incidents: <ul style="list-style-type: none"> <li>▪ Thurston County Fire Marshal (TCFM): suspicious cause/origin or undetermined</li> <li>▪ Thurston County Sheriff's Office (TCSO): fatality or serious injury</li> </ul> </li> </ol>
Incident Commander	<ol style="list-style-type: none"> <li>1) If the fire incident has any death or serious injury, or, the cause/origin is suspicious in nature: <ul style="list-style-type: none"> <li>▪ notify a District chief officer if not already responding/on scene;</li> <li>▪ coordinate with District chief officer on scene for fire investigation process.</li> </ul> </li> <li>2) If the fire incident is of a minor scope and obviously unintentional cause/origin: <ul style="list-style-type: none"> <li>▪ ensure all NFIRS related data, including probable cause/origin of the fire, is collected prior to clearing the scene;</li> <li>▪ ensure a District fire incident report form is completed; and</li> <li>▪ review the report for accuracy and store in a secure location as provided.</li> </ul> </li> <li>3) Follow <i>District Policy 1-50 "Management of Legal Risk"</i> procedures for notification of a significant event.</li> <li>4) Information provided to the public or media shall be consistent with that identified under <i>District Policy 1-91 "Public Information"</i>.</li> </ol>
District Chief Officer on Scene	<ol style="list-style-type: none"> <li>1) If on a District fire incident scene with any death or serious injury, or, the cause/origin is suspicious in nature: <ul style="list-style-type: none"> <li>▪ coordinate with IC on currently known conditions &amp; information;</li> <li>▪ notify TCFM or TCSO via CapCom to coordinate fire investigation response;</li> <li>▪ begin documentation of scene conditions &amp; operations (District fire incident report form, responder/by-stander observation reports, photographs if possible)</li> </ul> </li> <li>2) Forward all documentation to Fire Chief</li> </ol>
District Responder	<ol style="list-style-type: none"> <li>1) Obtain training on fire incident reporting requirements, use of District fire incident report forms and fireground awareness &amp; observation.</li> <li>2) If requested by the IC, complete an accurate observation report.</li> <li>3) Assist in scene control as directed by the IC.</li> </ol>

# Thurston County Fire Protection District 8

## HR/LF POLICY



<b>POLICY TITLE:</b>	District Health & Safety Program
<b>POLICY NUMBER:</b>	2-20-PO-00
<b>REVISION:</b>	2
<b>DATE ISSUED/REVISED:</b>	14 February 2017
<b>BOARD APPROVAL SIGNATURE:</b>	

### 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. Extrinsic 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

<i>POLICY TITLE:</i>	Accident Reporting, Investigation and Documentation
<i>POLICY NUMBER:</i>	2-20-PR-02
<i>REVISION:</i>	1
<i>DATE ISSUED/REVISED:</i>	29 October 2021
<i>FIRE CHIEF SIGNATURE:</i>	

### 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 Washington Department of Labor and Industries (“L&I”) or the State Board of Volunteer Firefighters & Reserve Officers (BVFF) 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 to the on-duty Battalion Chief and the District Health & Safety Officer no matter how small the accident.
- 4) The preliminary cause of all accidents shall be investigated by the District Health & Safety Officer with findings documented, reported to the District Safety Committee and Fire Chief 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 and report near misses and 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 BVFF, to the District Health & Safety Officer;
  - 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 the District Health & Safety Officer 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) workdays 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 injury 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 District 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, L&I and/or BVFF forms:
  - a) Member injury, illness and exposure report (all members);
  - b) L&I report forms as appropriate;
  - c) BVFF report of an accident (volunteer firefighters and fire investigators only); and
  - d) "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 injury logs shall be maintained as required.
- 4) OSHA forms shall be kept and maintained for a period consistent with current OSHA regulations.

**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, BVFF 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) workdays.
  - 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 by the HSO.
- 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-COMM ("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 because 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 District member's 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 airtight containers) 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 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, shall not be moved until a representative of the Consultation and Compliance Division of L&I investigates and releases such equipment. EXCEPT 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:	1
DATE ISSUED/REVISED:	31 August 2023
FIRE CHIEF APPROVAL SIGNATURE:	

## 1.0 STATEMENTS OF INTENT

- 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.
- All members assigned to work in hazardous atmospheres shall be provided appropriate respiratory protection for the hazard.
- Respirators shall be provided and used by members in areas where the atmosphere:
  - Is hazardous
  - Is suspected of being hazardous
  - May rapidly become hazardous
  - 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.
- 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.
- 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.
- Confined spaced often requires the use of SCBA – District members are not permitted to enter, work or provide rescue in confined spaces.
- 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 not 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 every 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

The Fire Chief shall appoint a 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
<b>Work Description</b>	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
<b>Expected physical work effort</b>	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.
<b>Work duration &amp; frequency of heavy work before rest from respirator use</b>	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
<b>Environment temperature extremes, work duration</b>	<ul style="list-style-type: none"> <li>Routine - 68-140° F Unlimited</li> <li>Ordinary - 140-572° F 20-27 min</li> <li>Emergency - 572-1832° F 30-secs – 4 mins</li> </ul>	<ul style="list-style-type: none"> <li>Routine - 68-140° F Unlimited</li> <li>Ordinary - 140-572° F 20-27 min</li> </ul>	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.
<b>Protective clothing &amp; equipment worn – weight</b>	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.
<b>Type &amp; weight of respirator to be used</b>	Typical 45 min duration SCBA, facepiece and regulator; 30#	<ul style="list-style-type: none"> <li>SO and/or staff member would need respiratory protection to evaluate a structure for overhaul</li> <li>A standby member will wear typical 30 min duration SCBA in standby position (plus structural PPE ensemble)</li> <li>None for members working in rehab, staging, etc. away from the respiratory hazard area</li> </ul>	HEPA, Type N95 or N100 mask	<ul style="list-style-type: none"> <li>SCBA – 18 pounds</li> <li>Full face cartridge respirator – approximately 1-2 lbs</li> <li>1/2 face cartridge respirator – ½ - 1 lb</li> </ul>
<b>Hearing protection</b>	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 the 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 5.2.2 Quantitative Fit Test Description and Member Responsibility Handout

**Preparation:** The quantitative fit-test equipment is the TSI PORTACOUNT.

Check the respirator to make sure the sampling probe and line are properly attached to the facepiece and that the respirator is fitted with a particulate filter capable of preventing significant penetration by the ambient particles used by the fit test pursuant to manufacturer's

### **Instruction for Fit Test:**

- 1.) Instruct the member to don the respirator for five minutes before the fit test starts. This purges the ambient particles trapped inside the respirator and permits the wearer to make certain the respirator is comfortable.
- 2.) Check the criteria for the adequacy of the respirator fit.
- 3.) Instruct the member to perform a user seal check. If leakage is detected, determine the cause. If leakage is from a poorly fitting facepiece, try another size of the same model respirator, or another model of respirator.
- 4.) Follow the manufacturer's instruction for operating the TSI PORTACOUNT and proceed with the test.
- 5.) Instruct the member to perform the test exercises prescribed above.
- 6.) After the test exercises, ask the member about the comfort of the respirator upon completion of the protocol.
- 7.) The TSI PORTACOUNT will automatically stop and calculate the overall fit factor for the entire set of exercises. The overall fit factor is what counts. The Pass or Fail message will indicate whether or not the test was successful. If the test was a Pass, the fit test is complete.
- 8.) A record of the successful test shall be kept on file. The record will contain the member's name, overall fit factor, make, model, style, and size of the respirator used, and the date tested.

## 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 1 Damage (Acceptable)**. Level 1 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	Aluminum cylinders	Carbon Composite cylinders
	<ul style="list-style-type: none"> <li>Cascade system cylinders</li> <li>Oxygen cylinders</li> <li>Acetylene cylinders</li> <li>Carbon dioxide cylinders</li> </ul>	<ul style="list-style-type: none"> <li>Oxygen cylinders</li> </ul>	<ul style="list-style-type: none"> <li>SCBA cylinders</li> </ul>
<b>Hydro test</b>	Every 5 years	Every 5 years	Every 5 years
<b>Internal visual inspection</b>	Every 5 years	Every 5 years	Every 5 years
<b>External visual inspection</b>	Every time refilled	Every time refilled	Every time refilled
<b>Valve overhaul</b>			
<b>Condemnation</b>	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:

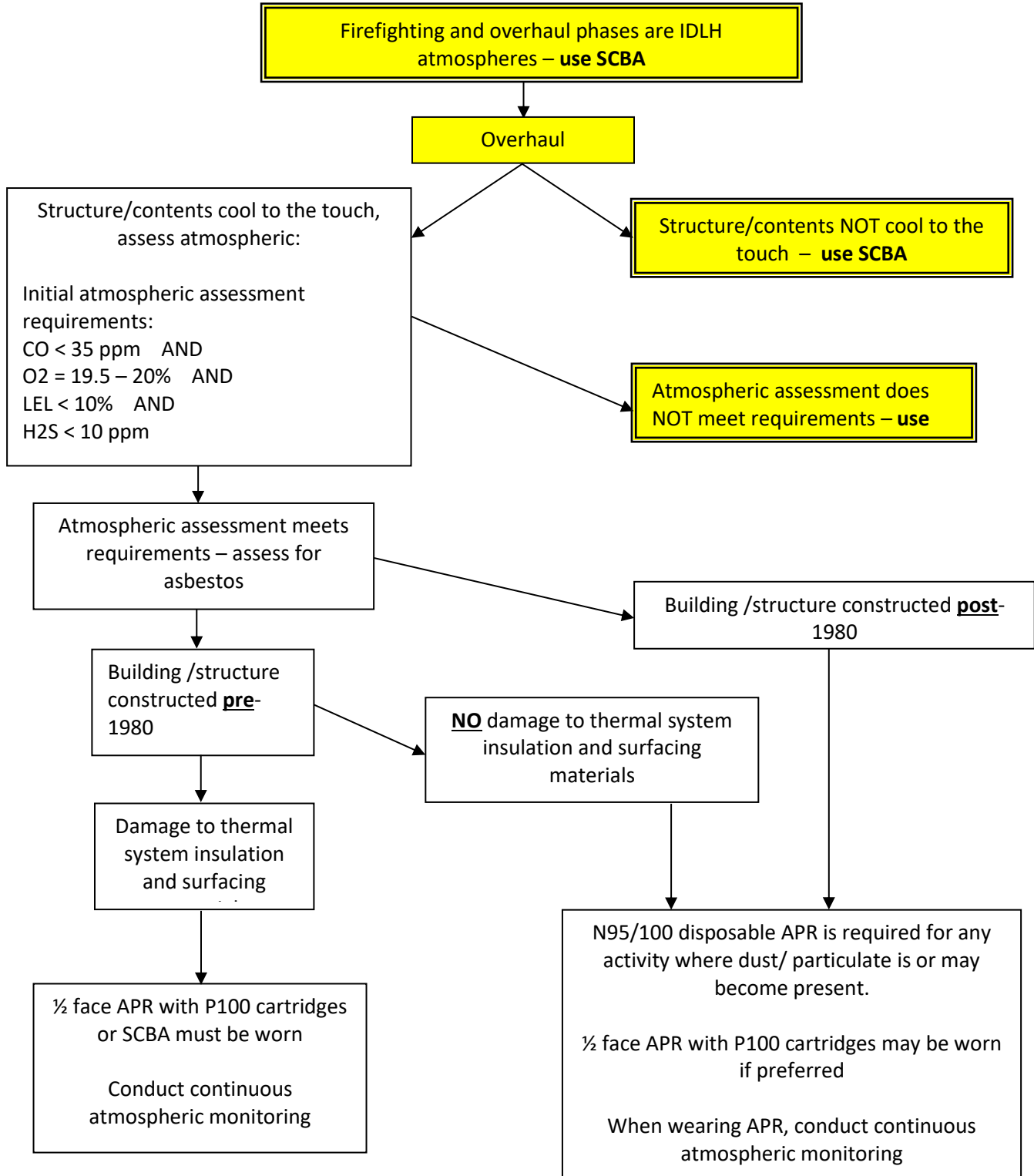
- Read and follow all instruction provided by the manufacturer about use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- Choose respirators certified for use to protect against the contaminant of concern. National Institute for Occupational Safety and Health (NIOSH), 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 breaching 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

## DISTRICT SAFETY PROCEDURE



POLICY TITLE:	Infectious Disease Exposure Control (IDEC)
POLICY NUMBER:	2-20-PR-04
REVISION:	0
DATE ISSUED/REVISED:	1 September 2022
FIRE CHIEF SIGNATURE:	

### 1.0 STATEMENTS OF INTENT:

1. The District provides emergency services to the public and in doing so the members who provide these services are in a position of risk from disease transmission. The District shall establish such engineering controls, work and administrative practices, provide education, personal protective clothing and equipment necessary to assist members in eliminating or minimizing their risk and exposure to infectious disease in the performance of their duties.
2. Members responsible for direct patient care and potential to contaminated sharps will be solicited for input in the identification, evaluation and selection of safer medical devices.
3. EMS providers must also comply with the Respiratory Protection Program (*District Procedure 2-20-03*).

### 2.0 RESPONSIBILITY:

1. Members shall:
  - Wear proper protective clothing and equipment (PPE) when engaging in patient care;
  - Wash their hands after each patient contact;
  - Replace personal protective clothing and equipment after each use;
  - Complete appropriate documentation (medical form) for each patient contact;
  - Report and properly document exposure incidents, including near misses and situations with rare and extraordinary circumstances; and
  - Comply with District adopted IDEC guidelines.
2. Supervisors/officers shall:
  - Complete initial IDEC training before being assigned to a position with potential occupational exposure;
  - Ensure members completes proper documentation for exposure incidents and near misses;
  - Investigate incidents as assigned; and
  - Ensure members with occupational exposures are referred promptly for a post-exposure evaluation.
3. The District shall:
  - Under the authority of the Fire Chief, an Infection Control Officer (ICO) shall be appointed. The role of the ICO may be assumed by the Health & Safety Officer (HSO) as determined by the Fire Chief.
  - Provide the PPE necessary to afford maximum protection for all members providing patient care
  - Establish a designated infection control officer.
4. The Infection Control Officer (ICO) shall:
  - Act as a liaison between the member and the various medical professionals/agencies, to ensure proper documentation is on file, that the member receives proper follow-up and provides notification that a communicable disease exposure is suspected or has been determined by medical personnel;
  - Work with the District Health & Safety Officer; and
  - The role of the ICO may be assigned to the District Health & Safety Officer if so determined by the Fire Chief.
5. The Health and Safety Officer (HSO) shall:
  - Be responsible for ensuring that an adequate process for dealing with exposures is in writing and available to all personnel;

- Assist with appropriate testing processes and tracking member information;
- Assist with other medical testing/evaluation and tracking as requested;
- Ensure the District maintains medical records for members as required by law;
- Ensure that train the trainer classes are conducted as necessary to meet the requirements of this program/procedure;
- Ensure the existence of curriculum that meets the standards necessary for this program/procedure are up-to-date; and
- Coordinate with the ICO if separately assigned as a duty.

### **3.0 GUIDELINES:**

#### **PART A – Classification of work**

1. Members with occupational exposure: the following job classifications have occupational exposure to bloodborne pathogens and must comply with all sections of this program:
  - Firefighter, EMT and Firefighter-EMT (both career and volunteer subject to incident readiness & response);
  - Line fire officers (Lieutenant); and
  - Command and/or staff and/or chief officers that respond to emergency calls to provide medical care.
2. Members without occupational exposure: the following job classifications have no occupational exposure to bloodborne pathogens:
  - Administrative staff and any members not subject to incident readiness & response; and
  - Command and/or staff and/or chief officers that respond to emergency calls for the sole purpose of incident command or ancillary tasks that do not involve the provision of medical care.

#### **PART B – Infection control procedures**

##### **1. Medical Abatement:**

##### 1.1 Hepatitis B vaccination program:

- a. Within 10 working days of initial assignment to a position with occupational exposure and after training as outlined in the training component of this section, all emergency responders will be offered the opportunity to start the Hepatitis B vaccination series without charge.
- b. Within 60 days of completion of the Hepatitis B vaccination series, members shall be offered the opportunity to be tested for antibody to Hepatitis B surface antigen. If the test is negative, a second three dose series of vaccine should be administered and the member retested. Members who do not respond to this second series should be medically evaluated.
- c. Members may decline Hepatitis B immunization by signing the Hepatitis B Vaccination Declination. If at a later date the member wishes to participate in the Hepatitis B vaccination program, they may do so at no cost to the member.
- d. The member is responsible for providing information to the HSO or ICO regarding their vaccination status, dates of vaccinations and results of titer testing, if any.

##### 1.2 TB skin testing program:

- a. Within 10 working days of initial assignment to a position with occupational exposure and after training as outlined in the training component of this section, all emergency responders will be offered the opportunity to have a TB test.
- b. A two-step baseline shall be offered for new members who have an initially negative skin test result and who have not had a documented negative skin during the preceding 12 months.
- c. A qualified individual shall perform the reading and interpretation of the skin test. At the time the test is read, the member should be informed about the interpretation of both negative and positive results.

- d. Members with a positive skin test reaction shall be referred to a licensed health care provider for an evaluation.
- e. Members may decline to participate in the skin testing program. If at a later date the member wishes to participate in the skin testing program, the member may do so at no cost.
- f. District responders are classified in the “low risk” category, therefore TB skin testing shall be conducted annually.
- g. Members are responsible for providing information to the HSO or ICO regarding the results of the skin testing
- h. Work restrictions:
  - Members with pulmonary or laryngeal TB pose a risk to patients and other members while they are infectious and shall be excluded from the workplace until they are non-infectious.
  - Members receiving preventative treatment for latent TB infection should not be restricted from their usual work activities.
  - Members with latent TB infection who cannot take or who do not accept or complete a full course of preventative therapy should not be excluded from the workplace.

1.3 Other vaccinations:

- a. Tetanus - All emergency responders are encouraged to maintain a current tetanus vaccination. The District shall schedule the opportunity for tetanus vaccinations annually. Members need to contact the HSO for more information.
- b. MMR - The District shall schedule the opportunity for the MMR (measles, mumps, and rubella) vaccination annually. Members need to contact the HSO for more information.
- c. Flu shots - The District shall schedule an opportunity for flu shots annually. Members need to contact the HSO for more information.

**2. Personal Protective Clothing and Equipment:**

2.1 Any member using PPE items shall restock the item(s) immediately after each use and/or check to ensure an adequate number is readily available

2.2 Protective equipment and clothing are as follows:

- a. Respiratory protection – NIOSH approved N95/100 respirators shall be kept in all responding vehicles. These are “single-use” items and shall be disposed of after use.
- b. Hand protection - disposable gloves, latex or similar, are to be kept in all responding vehicles and in all medical kits. These are “single-use” items and shall be disposed of after use. Members with latex allergies need to contact their supervisor so appropriate hand protection may be obtained
- c. Facial protection – this consists of eye, nose and mouth protection. Facial protection shall be carried on all responding EMS units and be readily available in all medical kits. All but eye protection are “single-use” items and shall be disposed of after use. Eye protection may be cleaned and decontaminated. Facial protection may consist of:
  - a combination eye shield/ facemask,
  - a surgical mask and eye protection, and/or
  - a respirator and eye protection.
- d. Body protection – shall be kept readily available on all responding EMS units. These are “one use” items and shall be disposed of after use. All but the EMS suits are “one-use” items and shall be disposed of after use. Body protection may consist of:
  - blue plastic or white coated Tyvek disposable gowns,
  - Tyvek coveralls, and/or
  - EMS suits (these are reusable after decontamination).

- e. Infection control kits – these kits shall be carried on all responding apparatus. They contain disposable items consisting of: one (1) item of body protection, one (1) combination eye shield-facemask, and one (1) set of disposable (latex or similar) gloves. All of the items in the Infection Control kits are “single use” items and shall be disposed of after use.
- f. Resuscitation equipment - disposable bag-valve-masks (BVM) or other portable resuscitation equipment shall be carried on all responding emergency vehicles. BVMs are “one use” items and shall be disposed of after use. A pocket mask or a similar protective device may be issued to District First Responders and EMTs on request. Pocket masks can be cleaned and decontaminated; shield or barrier type devices are single use items and shall be disposed of after use.
- g. Safer medical devices - all needled devices shall be of a shielded, needless, or other engineered protective design. IV access, blood draws, injections, etc. shall be accomplished using these safer devices unless a particular procedure requires use of an unshielded device or use of an unshielded device is ordered by the MPD. Epi-pens provided through Thurston County Medic 1 shall be handled, used and disposed of in the manner taught by Thurston County Medic 1
- h. Sharps containers shall be carried on all EMS apparatus.
- i. Disposable gloves shall readily available at the District decontamination stations. If rubber gloves are used, they can be decontaminated and reused.
- j. Waterless hand cleaner shall be available in all emergency vehicles, in medical kits, and at all District stations.
- k. Regulated waste bags – clearly identified red bags with the biohazard symbol shall be provided in all District stations and carried on each responding emergency vehicle in addition to regular waste bags. They may be provided in different sizes to accommodate different types of waste or contaminated equipment.

### **3. Operating Procedures for the Prevention of Transmission of Infectious Disease:**

#### **3.1 Personnel Procedures:**

- a. Universal precautions shall be used as the minimum level of protection for all EMS calls and calls requiring patient contact. Additional PPE shall be used as appropriate for the potential exposure. When in doubt, select the maximal level of protection rather than the minimum.
- b. PPE shall be removed before leaving the work area.
- c. Under rare and extraordinary circumstances, if it was the member’s professional judgment that in the specific instance, use of PPE would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the member or a co-worker, the member may temporarily and briefly decline to use PPE. Such instances shall be documented on the District Injury, Illness and Exposure form. Examples of *extraordinary circumstances*:
  - A sudden change in a patient’s status such as when an apparently stable patient unexpectedly begins to hemorrhage profusely, putting the patient’s life in immediate jeopardy.
  - A firefighter rescues an individual who is not breathing from a burning building and discovers that his/her resuscitation equipment is lost/damaged and he/she must administer CPR
- d. Disposable gloves:
  - shall be worn for all patient contacts. Additionally, gloves must be worn for/during scene cleanup prior to departure and for cleaning/decontamination of equipment and/or surfaces contaminated with blood / other potentially infectious material(s) (OPIM).
  - shall be changed and disposed of after and between each patient contact when feasible
  - shall be replaced as soon as practical when contaminated, torn or punctured, and/or when their ability to function as a protective barrier is compromised.

- e. Structural fire fighting gloves shall be worn over disposable gloves when working in areas where sharp or jagged metals are present, such as in vehicle extrication situations. Medical personnel providing patient care are not required to wear structural firefighting gloves if the use of such gloves hinders the provision of patient care. Disposable gloves shall never be worn under firefighting gloves when high heat, such as in a structure fire, will be present
- f. Facial protection must be worn when splatter, spray, splashes, droplets of blood/OPIM may be generated and eye/nose/mouth contamination can be reasonably anticipated. This includes but is not limited to airway management.
- g. Respiratory protection - If the member is seeing a patient who is suspected of or has TB or SARS, a respirator is required to be worn. This includes the entire time that the member is with, around and/or transporting the patient.
- h. Body protection must be worn when splashes to the skin or clothes are reasonably anticipated. Station uniforms and/or street clothes are not considered body protection from blood/OPIM – items of PPE must be worn over these items. Fire suppression protective clothing shall not be routinely used as body protection from blood/OPIM but should always be used in those instances when other protective clothing is not available
- i. Hand washing – hands shall be washed as soon as possible after each patient contact, and between multiple patients if possible:
  - Soap and water is the preferred handwash solution.
  - If soap and water are unavailable, and there is no visible contamination, members must use waterless hand cleaner
  - If soap and water are unavailable and there is visible contamination, members must use waterless hand cleaner followed by soap and water as soon as feasible
- j. Contamination of body surfaces - if any skin surface is contaminated with blood or OPIM, the skin surface shall be washed immediately or as soon as feasible with soap and water or waterless hand cleaner.
- k. Contamination of clothing - If any clothing (e.g. uniform, personal clothing, bunkers, boots, etc.) is contaminated with blood, OPIM or other body secretions, it should be removed immediately or as soon as feasible at the scene, placed in a regulated waste bag or regular waste bag with a biohazard label, and transported to the District Decontamination station for decontamination.
  - ***Under no circumstances shall a member wear contaminated clothing home or wash contaminated clothing at home.***
  - Members shall don temporary clothing (Tyvek coverall, spare coveralls, etc.), return to the station and shower before donning clean clothing
  - Members temporarily needing clean bunker clothing shall contact their supervisor for replacement items.
- l. Contaminated reusable equipment must be placed in regulated waste bags or regular waste bags with a biohazard label and transported back to the District Decontamination Station for decontamination.
- m. Used disposable needles and other sharps shall be disposed of immediately after use in an approved puncture proof sharps container marked with a biohazard label. Gloves shall be worn during the process.
  - Recapping or bending of sharps and needle removal is prohibited unless there is no feasible alternative or it is required by a medical procedure. If required, bending, recapping or needle removal must be performed one-handed.
  - Breaking or shearing of contaminated needles is prohibited
  - Sharps containers must be located as close as feasible to the immediate area where the sharps will be used
- n. Respiratory assists (CPR/ventilation) and suctioning of patients shall be by approved devices. (e.g. bag-valve-mask, pocket mask, portable or hand-powered suction devices, etc.):
  - Mouth pipetting/suctioning is prohibited

- DeLee suctioning, when no other method is available and a trap is inserted in-line between the infant and the emergency responder is allowed
  - Mouth-to-mouth resuscitation must be avoided if at all possible.
- o. Emergency responder issues:
- If the member has open sores, cuts, abrasions, lesions, and certain dermatology conditions that cause cracking of the skin, they should attempt to refrain from direct patient contact and perform activities such as assistance, equipment handling, etc. Gloves shall be worn during these times and hand washing after the incident is required.
  - If the member has an infection that constitutes a risk of infection to patients or other members they must report their condition to their supervisor prior to their scheduled shift. Reassignment from patient care responsibilities may be considered.
  - Female responders who are pregnant may be at risk for prenatal transmission of infectious disease. Consideration in direct patient care should be considered if the patient has a cough, fever, rash, or other symptoms of an infectious disease.
  - Smoking, eating and/or drinking, handling contact lenses, applying lip balm or cosmetics is prohibited in any work area where there is a reasonable likelihood of occupational exposure.
  - Food and/or drink containers may not be kept where there is a potential for exposure to blood or OPIM.
- p. If an EMS vehicle is being used specifically for responder rehabilitation at an emergency scene, no patient care may be conducted in that vehicle while being used for that purpose. All surfaces shall be wiped with a bleach solution prior to its use in the purpose. Conversely, if the vehicle is used for patient care, no food or drink may be kept or consumed where blood or OPIM may be present.
- q. For suspected or confirmed TB patients:
- The emergency responders shall don a respirator.
  - The patient shall be given a particle or surgical mask if not in need of more aggressive oxygenation. A respirator may be used for this purpose, but only if it does not have an exhalation valve.
  - If possible, move the patient outside to fresh air.
  - When transporting as much aeration as possible shall be instituted (i.e. windows rolled down, exhaust fans operating, etc.).
  - Nebulizers should be pointed downward and away from medical personnel.
  - The patient should be instructed to cover his or her mouth during coughing episodes.
- r. Other airborne pathogens may require specific PPE measures. These diseases and appropriate responses will be addressed on an individual basis as the need arises. For suspected SARS patients follow current Thurston County Medic 1 protocols.
- 3.2 Equipment Cleaning Procedures:
- a. Stations 8-1 (South Bay) and 8-3 (North Olympia) are designated as the District decontamination locations.
- b. Within these stations, the District shall establish a designated cleaning/decontamination area that is physically separated from areas used for food preparation, personal hygiene, sleeping and living areas.
- All cleaning and/or decontamination of clothing and equipment is to be conducted in this area; other station crews shall bring contaminated items, appropriately bagged or contained, to these stations for cleaning and/or decontamination.
  - The designated cleaning/decontamination area shall be inspected and cleaned after each use by wiping surfaces with a hospital grade germicide or a bleach solution. This includes inspection of the red biohazard containers, which shall be cleaned and decontaminated when visibly soiled.
  - A cleaning schedule for the decontamination area shall be posted.
- c. Household liquid bleach for disinfecting shall readily available at the District Decontamination Stations. Hospital level germicides effective against TB, HBV and HIV may also be used.
- A 1:100 solution is used for routine cleaning. Mix by placing 2 teaspoons of bleach in a quart container and adding water to make 1 quart.

- A 1:10 solution is used for cleaning blood or OPIM spills. Mix by placing 1/3 cup plus 1 tablespoon of bleach in a quart container and adding water to make 1 quart.
  - Contact time for bleach solution is the time it takes to air dry.
  - Other disinfectants must be used according to directions.
- d. Gloves shall be worn at all times when cleaning equipment and handling contaminated clothing. Eye protection shall be worn if there is any chance of splashing and/or if the chemical's MSDS requires eye protection.
- e. Reusable EMS equipment that becomes contaminated with body fluids shall be removed from service until thoroughly cleaned with soap and water and decontaminated with a bleach solution or a hospital level germicide.
- Personal re-useable items must be cleaned and disinfected after each use. These items include, but are not limited to pocketknives, scissors, stethoscopes and other similar equipment.
  - Any items used in patient care, the patient compartment, gurney, and associated items shall be disinfected after each patient transport/contact with a bleach solution or other appropriate disinfectant.
  - Heavily soiled items must be prewashed with soap and water to remove all organic material before decontamination
- f. EMS transport vehicles, after transport of a suspected or confirmed TB patient:
- Turn on all non-circulating fans such as air conditioning, vent, etc.
  - Open all doors and windows and allow the vehicle to air out for a minimum of 20 minutes.
  - Clean the vehicle as usual.

### 3.3 Laundry Procedures

- a. Gloves shall be worn at all times handling contaminated clothing or laundry.
- b. Contaminated turnouts, uniforms, personal clothing, etc. shall be cleaned in the extractor or designated washer/dryer according to posted directions.
- c. Small areas of contamination may be spot cleaned with soap and water, rinsed and decontaminated using an appropriate disinfectant. Gloves must be worn.
- Firefighter gloves may be spot cleaned, but if grossly contaminated, shall be disposed of as regulated waste
  - Contaminated boots shall be scrubbed with hot, soapy water, rinsed then decontaminated according to disinfectant directions. Check to ensure compatibility of boots with disinfectant.

### 3.4 Station environment:

- a. Protective clothing that needs to be cleaned and/or decontaminated/disinfected is not allowed in kitchen or other food preparation, personal hygiene, sleeping or living areas.
- b. All cleaning and/or decontamination are to be performed in the area designated for such activities at the District Decontamination Stations.

### 3.5 Regulated Waste Disposal Procedure:

- a. Regulated waste includes any disposable items that contain blood or OPIM, contaminated items that would release blood or OPIM if compressed or if blood/OPIM would flake off if handled, and contaminated sharps.
- Regulated waste should be transported with the patient to the medical facility whenever possible.
  - If a patient is not transported, the regulated waste, properly contained, shall be transported back to a station with temporary regulated waste storage (biohazard container).
- b. If any regulated waste bag or container becomes contaminated on the outside, it shall be placed inside another bag/container (i.e. double bagged, etc.)
- c. Sharps, needles, and syringes shall be disposed of in puncture proof containers immediately after use. When the container is  $\frac{3}{4}$  full, it is sealed and placed into a regulated waste container.

- d. A scene survey shall be completed at all EMS scenes to ensure that all disposable items have been appropriately discarded at the conclusion of the incident. It shall be the responsibility of the incident commander or company officer on the last departing apparatus to ensure compliance.
- e. Regulated waste is temporarily stored at District stations in red biohazard containers. The District shall maintain a contract to remove this regulated waste from the stations on a regular basis.
  - All regulated waste to be placed into the biohazard containers must be bagged in regulated waste bags or bags with the biohazard label.
  - Biohazard containers at substations need to be brought in to the District decontamination station for emptying/exchange when they are  $\frac{3}{4}$  full.
  - If all containers are full, please contact the ICO to ensure prompt removal of full containers.

## **PART C - Education and Training**

### **1. Training:**

#### 1.1 Training shall be provided:

- a. Before assigning tasks where occupational exposure might occur;
- b. When changes to tasks or procedures that affect members are made in the program;
- c. At least annually and within 1 year of previous training; and
- d. at no cost to the member and during working (on-duty) hours.

#### 1.2 The trainer shall be knowledgeable in the subject matter as it relates to the District, and training sessions shall have the opportunity for interactive questions and answers with the trainer.

#### 1.3 Training shall address/include:

- a. An accessible copy of WAC 296-823, *Occupational Exposure to Bloodborne Pathogens*;
- b. A general explanation of the epidemiology and symptoms of bloodborne diseases and TB;
- c. An explanation of the pathogenesis and the occupational risk for TB, including county specific information;
- d. An explanation of how bloodborne pathogens and TB are transmitted;
- e. An explanation of the IDEC section of the District's Health & Safety Program with an explanation of how the member can obtain a copy;
- f. An explanation of how to recognize tasks and other activities that could involve exposure to blood/OPIM and/or TB;
- g. An explanation of the use and limitations of methods that will prevent or reduce exposure to bloodborne pathogens and TB, including:
  - equipment and safer medical devices
  - work practices, and
  - PPE, including information on the types, proper use and limitations, selection, location, donning and doffing, handling, decontaminating/disposal;
- h. Information about the Hepatitis B vaccine, including:
  - Information about its effectiveness
  - Safety of the vaccine
  - Method of administration
  - The benefits of being vaccinated, and
  - Its availability at no cost to members;
- i. Information about the TB testing program, including:
  - The two –step initial testing process



- An explanation of the ongoing testing program, and
  - An explanation of the meaning of positive and negative test results, including follow-up procedures;
- j. Information about what actions to take and persons to contact when exposure to blood/OPIM occurs outside the normal scope of work
- k. An explanation of the process to follow for an occupational exposure, including:
- The method(s) of reporting and documenting, and
  - The medical evaluation/follow-up that will be available; and
- l. An explanation of the color-coding systems used in the District.
- m. Training summary records shall be maintained for three years from the date of the training. Training records must include:
- Date
  - Contents of training session
  - Names and qualification of person(s) conducting the session, and
  - Names and job titles of persons attending the session.

## **PART D - Medical management**

### **1. Routine Documentation:**

- 1.1 Any member of the District who has provided patient care or who has had patient contact shall have their name and/or ID number included on the medical report. The name of the source individual (patient) shall be included on all medical reports whenever possible

### **2. Extraordinary circumstance documentation:**

- 2.1 The member must report all incidents where he or she has declined to use PPE (declining use of PPE is only allowed in rare and extraordinary circumstances):
- a. All such instances shall be documented in writing by the member – even if no contamination occurred) and forwarded to the supervisor
  - b. All such instances shall be investigated.

### **3. Immediate exposure treatment and reporting:**

- 3.1 For bloodborne or OPIM exposures, immediately or as soon as feasible, wash the exposed area with soap and water, or waterless hand cleaner if soap and water are not available. Flush mucous membranes with water. Report the exposure to the team leader, supervisor or the officer on duty.
- 3.2 For airborne exposures, report the exposure to the supervisor, incident commander or HSO/ICO;

### **4. Exposure and medical follow-up:**

- 4.1 All instances of blood/OPIM contamination to skin and/or airborne exposures shall be reported and documented on the appropriate form(s).
- 4.2 If the instance is considered an occupational exposure – blood/OPIM contact in eyes, mouth, mucous membranes, non-intact skin or parenteral contact, or possible TB exposure - the District shall make available to the member a confidential medical evaluation and follow-up, including consultation.
- 4.3 The team leader/supervisor/officer on duty shall assist the member in determining if the exposure warrants further follow-up care. The ICO and/or Providence St Peter's Hospital may be contacted for assistance:
- a. Business Health Services can be contacted during the day at 360-493-7822
  - b. The Emergency Department can be contacted after hours and on weekends at 360-493-7289.

- 4.4 Source testing for HIV is allowed by law. The District must request the licensed health care professional to contact the source individual to request voluntary testing. If the source individual refuses, the exposure incident may be referred to the Thurston County Public Health & Social Services Department (TCPH):
- a. Contact the ICO for assistance in requesting source testing through the TCPH; referrals must occur within 7 days of the exposure
  - b. If the individual is known to have been infected with HIV, additional testing is not required.
  - c. Results of the source individual's testing shall be made available to the exposed member, and the member shall be informed of the applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- 4.5 Follow-up medical evaluation for bloodborne/OPIM exposures:
- a. Generally, the licensed health care provider will further evaluate the circumstances and factors of the exposure, the exposed member's medical history status and the source patient's status to determine if treatment is necessary. Generally, baseline collection of the exposed member's blood is collected as soon as feasible and after consent is obtained from the member.
  - b. HBV follow-up shall depend on the status of the member and source patient HBV status.
  - c. HCV follow-up consists of regular blood collection from the exposed member over a period of time with the focus on early detection of chronic disease.
  - d. HIV follow-up shall consist of evaluation of the circumstances of the exposure and source patient status. The member has the right to give consent for baseline blood collection but not for HIV testing at that time. The PLHCP shall hold the blood sample for 90 days post-incident to provide the member with time to decide whether he or she elects to have a baseline test. If the member elects to have the baseline sample tested, the testing shall be done as soon as feasible. . Source testing shall be as described above. Prophylactic treatment for HIV shall not be dependent upon the member's choice regarding baseline testing.
- 4.6 Follow-up medical evaluation for airborne exposures:
- a. Specific treatment requirements for airborne exposures other than TB shall be at the direction of the PLHCP.
  - b. For TB:
    - if the member has had a documented negative test within the last 12 months, the member should receive a skin test 10-12 weeks post incident;
    - if the member has NOT had a documented negative skin test within the last 12 months, the member should receive a skin test immediately and again in 10-12 weeks; and
    - if the member has had a previous positive skin test, there is no medical follow-up.
- 4.7 After post-exposure evaluation of a member, the licensed health care provider shall provide the District and the member with a written opinion within 15 days of the completion of the post-exposure evaluation:
- a. The written opinion is limited to notification that the member has been informed of the results of the evaluation and that the members has been told about any medical conditions resulting from the exposure which require further evaluation or treatment.

## **5. Exposure documentation and investigation:**

- 5.1 All incidents of airborne exposure or blood/OPIM contacting skin, eyes, mucous membranes, mouth or that penetrate the skin, whether requiring follow-up medical care or not, shall be documented on the District Injury, Illness and Exposure report form. Volunteer members shall also complete a Washington State Board of Volunteer Firefighters and Reserve Officer accident notification form.
- 5.2 Every exposure incident shall be investigated to determine the circumstances under which the exposure incident occurred. The investigation shall be documented on the supervisor's Accident Investigation form.
- a. The investigation should be initiated within 24 hours
  - b. The supervisor's accident investigation report shall be submitted to and reviewed by the District Safety Committee

## **6. Recordkeeping:**

- 6.1 Documentation of the following shall be placed in the member's confidential medical file and retained for the period of membership plus thirty (30) years:

- a. Dates of vaccination for Hepatitis B, vaccination waivers, results of titer testing;
- b. Results of skin testing for TB;
- c. Exposure forms and reports, investigation documents; and
- d. Other vaccination, medical, and/or exposure information provided to the District.

6.2 A sharps log shall be maintained as required.

6.3 OSHA forms shall be initiated and maintained as required.

6.4 Training records shall be completed and maintained as required.


**7. Compliance Monitoring:**

7.1 All supervisors present at any given scene shall all ensure that safety precautions are adhered to during patient care contacts, transport, cleaning of equipment, and ensure the use of protective clothing and equipment – including respirators - when required.

7.2 The ICO and/or HSO shall regularly review IDEC processes and procedures to ensure their efficacy



## 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 RESPONSIBILITY**

#### **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 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
<b>Health and Safety</b>				
Hearing conservation	X		X	
Wildland safety	X		X	
ICS	X		X	As needed to maintain competency
Infectious disease	X		X	
<b>Respiratory protection</b>			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
<b>Driving</b>				
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 SAFETY PROCEDURE

POLICY TITLE:	Chemical Hazard Communications
POLICY NUMBER:	2-20-PR-07
REVISION:	0
DATE ISSUED/REVISED:	1 September 2022
FIRE CHIEF SIGNATURE:	

### 1.0 STATEMENTS OF INTENT

1. To ensure that information about the dangers of all hazardous chemicals used by the District are known by all affected members, the District shall establish and maintain a Chemical Hazard Communication (CHC) program.
2. All District members shall participate in the CHC program.

### 2.0 RESPONSIBILITY

1. Members shall:
  - Know and follow the contents of the chemical/product safety data sheet (SDS) for chemicals they may use and be exposed to
  - Properly label a secondary container if they transfer a chemical product;
  - Use appropriate personal protective equipment (PPE);
  - Ensure hazardous chemicals ordered/purchased are on the District hazardous chemical list or, if the chemical is not, to refer the order/purchase to the District Health & Safety Officer (HSO) and/or the Hazardous Chemical Coordinator (HCC) for evaluation prior to using the chemical; and
  - Promptly report any missing SDS to their supervisor as soon as they become aware it is missing.
2. Supervisors shall:
  - Ensure assigned members have received training in the CHC program before assigning any work with hazardous chemicals; and
  - Ensure assigned members receive information and training before introducing any new chemical hazard into the work area.
3. The District shall:
  - Under the authority of the Fire Chief, an HCC shall be appointed. The role may be assumed by the HSO as determined by the Fire Chief;
  - Ensure development, implementation and maintenance of an effective CHC program;
  - Ensure a hazard determination is conducted for all chemicals used; and
  - Keep copies of SDSs as required by law.
4. The HCC shall:
  - Ensure an SDS is available for each hazardous chemical near the location where the chemical will be found;
  - Ensure the hazardous chemical list is accurate and current;
  - Evaluate hazards and make proper notifications if a new chemical hazard is introduced into the District so information and training may be conducted prior to the chemical being placed into use; and
  - Ensure all new chemical containers are properly labeled for use.
5. The HSO shall:
  - Develop program guidelines;
  - Assist with the hazard determination if requested;
  - Keep copies of SDSs; and

- Ensure exposure records for exposed individuals are properly documented and maintained.

### **3.0 GUIDELINES**

1. The assigned/designated HCC will be the HSO.
2. Safety Data Sheets:
  - a. An SDS is required for each hazardous chemical product in the District except for those designated as “household use”, which the District may maintain at the option of the HCC/HSO;
  - b. SDSs shall be readily available to all members during each work shift. If an SDS is not available, the supervisor should be contacted immediately;
  - c. SDSs for specific chemicals shall be kept near the storage location for those chemicals and/or kept in a designated location(s) at each station where hazardous chemicals are found;
  - d. Orders and purchases of hazardous chemicals shall be made from the hazardous chemical list:
    - if the needed chemical is not on the list the member must request an SDS with the order and
    - the member ordering/purchasing the chemical shall inform the Hazardous Chemical Coordinator of the order/purchase so a hazard determination may be made before the chemical is placed into use; and
  - e. Copies of SDSs shall be provided to the HCC/HSO.
3. Hazardous chemical list:
  - a. A list of all known hazardous chemicals used by the District shall be maintained and:
    - documented and posted as required by District *Procedure 2-20-09 “Health & Safety Program Documentation”*;
    - kept in other locations at designated by the HCC/HSO; and
  - b. The HCC/HSO shall ensure that the hazardous chemical list is updated and kept current as necessary.
4. Container labeling:
  - a. All containers of hazardous chemicals shall be labeled, marked or tagged with:
    - The identity of the hazardous chemical using either the chemical or common name;
    - Appropriate hazard warnings which give general information about the relevant health and physical hazards of the chemicals. This includes health effects information, such as information about organs most likely to be affected by the chemicals;
  - b. Labels may use words, pictures, symbols or a combination of these to communicate the hazards of the chemicals;
  - c. The HCC/HSO will verify that all containers received for use will be clearly and appropriately labeled;
  - d. The member shall ensure that all secondary containers are labeled with the appropriate hazard warning. EXCEPTION - if a member transfers a hazardous chemical into a secondary container and the member making the transfer uses and controls the secondary container during the shift, the secondary container is not required to be labeled;
  - e. Chemicals with a “household use” label are those chemicals that are used in the workplace in a manner, for a duration and at a frequency that is not greater than the range of exposures that could reasonably be experienced by consumers when used at home for the intended purpose. The District is not required to have an MSDS for these chemicals; and
  - f. Chemicals with a “janitor use only” label are chemicals that are not allowed to be used by District members. The District will keep an MSDS on these chemicals for emergency purposes.
5. Member training:
  - a. All new members shall receive training on hazardous chemicals:
    - Prior to initial assignment;
    - Whenever a new physical or health hazard related to chemical exposure is introduced into a member’s work area.
  - b. Members successfully completing CHC program training shall document such training on appropriate District forms as directed by the District Training Officer.
  - c. Training shall be approved by the HCC/HSO and District Training Officer, and shall include:
    - An overview of the requirements of the Washington State Chemical Hazard Communication Standard;

- Information on obtaining a copy of the CHC program, and details of the related/relevant portions of the District Health & Safety Program including the location(s) of the hazardous chemical lists and SDSs;
  - Any operations in the work area where hazardous chemicals are present;
  - The physical and health hazards of the chemicals in the work area, including the likely physical symptoms or effects of overexposure;
  - Steps members can take to protect themselves from the chemical hazards in the workplace, including specific procedures the District has implemented to protect members from exposure to hazardous chemicals, such as appropriate work practices, engineering controls, emergency procedures, and personal protective equipment available;
  - Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area; and
  - An explanation of the labeling system, how to read labels and using SDSs to obtain hazard information.
6. Hazardous non-routine tasks: Periodically, members may be asked to perform hazardous non-routine tasks. An example of this may be using a cutting torch to cut open a metal door in a warehouse. Prior to starting such work, each affected member will be given information by the supervisor about the hazardous chemicals the member may encounter during the activity. This information will include specific chemical hazards, protective and safety measures the member can use and steps the District is using to reduce the hazards.


#### **4.0 RECORDKEEPING**

1. SDSs are specifically recognized as exposure records and must be maintained for 30 years. *Exception* – the District may discard SDSs as long as a record of the following information is maintained:
  - Identity (chemical name if known) of the substance or agent
  - Where it was used
  - When it was used.
2. If a member sustains an exposure to a chemical hazard, a copy of the SDS shall be attached to the exposure record for that member.
3. Exposure records shall be kept in the member's confidential medical file.



# 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	<ul style="list-style-type: none"> <li>• <b>Member</b> completes forms</li> <li>• <b>Supervisor</b> ensures forms complete</li> <li>• <b>HSO</b> ensures originals are filed</li> </ul>	Duration of employment + 30 years	Member Medical File
II) District vehicle accidents	Member completes appropriate form(s), then, proceed to item (III) investigation	<ul style="list-style-type: none"> <li>• <b>Member</b> completes forms</li> <li>• <b>Supervisor</b> ensures forms complete</li> <li>• <b>HSO</b> ensures originals are filed</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>HSO</b> designated member/party investigates and writes report</li> <li>• Investigation report reviewed by <b>Fire Chief or designee</b>, HSO, ISO, Safety Committee</li> <li>• <b>HSO</b> ensures originals filed</li> </ul>	Kept for 7 years (Settlement plus 6 years)	District H&S File
IV) Near miss report	Member completes appropriate form(s)	<ul style="list-style-type: none"> <li>• <b>Member</b> completes forms</li> <li>• <b>Supervisor</b> ensures forms complete</li> <li>• <b>HSO</b> ensures originals are filed</li> </ul>	Kept for 7 years ( <i>consistent with accident reports</i> )	District H&S File
V) OSHA 301	Completed by HSO for each recordable injury	<ul style="list-style-type: none"> <li>• <b>HSO</b> maintains and sends information to Fire Chief</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>HSO</b> maintains and sends information to Fire Chief</li> <li>• HSO maintains (updates) for retention period</li> </ul>	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 1 <sup>st</sup> through April 30 <sup>th</sup> of year following data collection	<ul style="list-style-type: none"> <li>• <b>HSO</b> ensures Fire Chief has 300 log information</li> <li>• <b>HSO</b> calculates hours, signs and posts summary</li> <li>• <b>HSO</b> maintains (updates) for retention period</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>HSO</b> maintains (updates) for retention period</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>Professional Licensed Health Care Provider</b> provides approval</li> <li>• <b>HSO</b> ensures completion and maintenance</li> </ul>	Duration of employment + 30 years	Member Medical File
X) Fit test records	Fit tester completes fit record for each member fit tested	<ul style="list-style-type: none"> <li>• <b>Fit Tester</b> generates fit test record</li> <li>• <b>HSO</b> ensures maintenance</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>Facilities &amp; Equipment (F&amp;E) Coordinator</b> (inventory, records)</li> <li>• <b>HSO</b> ensures currency of records</li> </ul>	Maintained for duration of use/ownership with District	District Equipment File District Asset Inventory
XII) SCBA records	<ol style="list-style-type: none"> <li>1) Inventory list with identification number(s) for SCBA components</li> <li>2) Testing and frequency of tests according to manufacturer guidelines</li> <li>3) Monthly SCBA checks</li> </ol>	<ul style="list-style-type: none"> <li>• <b>F&amp;E Coordinator</b> (inventory, records of maintenance, etc.)</li> <li>• <b>HSO</b> ensures currency of records</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>F&amp;E Coordinator</b> (inventory, records of maintenance, etc.)</li> <li>• <b>HSO</b> ensures currency of records</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>Supervisors</b> ensure station inspections occur by various assigned staff (rotation) and are documented</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>Supervisors</b> ensure apparatus inspections occur and are documented</li> </ul>	Kept for 3 years (SRRS S50)	District Equipment File
XVI) Pump testing	Annual pump testing via District assigned personnel or contracted	<ul style="list-style-type: none"> <li>• <b>F&amp;E Coordinator</b> ensures pump test records kept</li> </ul>	Maintained for duration of use/ownership with District	District Equipment File
XVII) Hose testing	Annual hose testing via District assigned personnel or contracted	<ul style="list-style-type: none"> <li>• <b>F&amp;E Coordinator</b> ensures hose test records kept</li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>Supervisors</b> ensure apparatus inspections occur and are documented</li> </ul>	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	<ul style="list-style-type: none"> <li>• Inspections performed by qualified personnel</li> <li>• Document repair &amp; approved modifications</li> <li>• Records maintained by <b>F&amp;E Coordinator</b></li> </ul>	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	<ul style="list-style-type: none"> <li>• <b>Chair</b> ensures minutes are taken</li> <li>• <b>HSO</b> ensures minutes are posted and filed</li> </ul>	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	<ul style="list-style-type: none"> <li>Signed by member and <b>supervisor</b></li> </ul>	Kept for duration of membership	Member Personnel File
(XXII) Safety Data Sheets	Provided by vendor to District and reviewed annually	<ul style="list-style-type: none"> <li><b>HSO</b> ensures SDS for each chemical and that old SDSs archived</li> <li><b>HSO</b> reviews annually</li> <li><b>HSO</b> keeps copy of SDSs</li> </ul>	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	<ul style="list-style-type: none"> <li><b>HSO</b> ensures members receive copy of test results</li> <li>HSO ensures copy filed in Member Medical File</li> </ul>	Duration of employment (WAC 296-817)	Member Medical File
XXIV) Audiometric testing room records	Testing agency provides information	<ul style="list-style-type: none"> <li><b>HSO</b> ensures District receives and retains copy</li> </ul>	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	<ul style="list-style-type: none"> <li><b>HSO</b> ensures information retained</li> </ul>	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 HEALTH PROCEDURE

POLICY TITLE:	Peer Support & CISD Programs
POLICY NUMBER:	2-20-PR-10
REVISION:	1
DATE ISSUED/REVISED:	23 June 2023
FIRE CHIEF SIGNATURE:	

### I. OVERVIEW/PURPOSE/SCOPE

The District has a strong commitment to its members to provide a safe work environment and to promote high standards of member physical and mental wellness. Understanding the unique challenges to the emergency responder, special emphasis should be made to support their physical and mental health. The District provides various resources to support the mental health of its members including third-party member resources (e.g. employee assistance programs), Chaplaincy services, critical incident stress debriefing (“CISD”) and a Peer Support Program (“PSP”).

### II. DEFINITIONS

- A. **Peer Support Team** – The Peer Support Team (“PST”) is a voluntary and confidential<sup>1</sup> resource to provide assistance for members experiencing problems ranging from work-related issues to personal problems like divorce, financial strain, parenting or elder-care concerns, serious illness or death. The role of the PST staff is to provide support, not to evaluate mental health. PST staff are trained to be effective listeners and to provide feedback, clarify issues and assist members in identifying options for problem solving. When appropriate, the PST may assist the member with referrals to mental health professionals or other outside resources.
- B. **PSP Advisory Committee:** The District Health & Safety Officer (“HSO”) shall act as the primary coordinator for the District’s PSP and CISD program. A committee to assist the HSO in supporting the District’s PST/CISD Team will consist of, in addition to HSO, the District Chaplain, the District Secretary and the IAFF Local 2903 Shop Steward. They will assist in the recruitment and retention of PST/CISD Team members, help coordinate the services provided to members from the various available District resources, provide any recommendations/requests to the Fire Chief for resources to support the program and generally serve to help promote robust PSP/CISD programs for the District.
- C. **Thurston County Critical Incident Stress Debriefing Team:** The CISD Team is a multi-discipline team comprised of local firefighters, law enforcement officers, 9-1-1 dispatchers and mental health professionals designed to facilitate assistance to a group of people for stress related impacts from a critical incident. The team is available on request from any agency regionally and operates in the Thurston, Lewis, Mason and Grays Harbor counties area.

### III. PRINCIPLES/AREAS OF SUPPORT:

The PST and CISD Team have been trained to offer the following support:

- A. Individual Support: provide one-on-one emotional support during and after times of personal or professional crisis to others who express a need for assistance. The PST is available to:

<sup>1</sup> To the extent allowed by applicable law.

1. offer support to members and their families when in need of assistance;
  2. provide assistance during and after personal or professional conflict;
  3. check on the status of injured and sick and provide support where desired and needed;
  4. refer members to appropriate resources, when beneficial; and
  5. assure confidentiality, within legal parameters, to those who seek assistance.
- B. On-Scene Support: used only on significant events – a brief crisis intervention with those in distress and giving advice and counsel to the Incident Commander.
- C. Demobilization: a group intervention used after a large-scale incident (*very rare and NOT for line of duty death*) to provide information on critical incident stress during the transition from the event to normal routine. Demobilizations allow for normalization and assessment when personnel are released from the incident and may be performed by mental health professionals, PST/CISD staff and later by formal group work.
- D. Crisis Management Briefing: large group intervention by the CISD Team to disseminate information, provide rumor control, reduce the sense of chaos and provides coping resources during a large-scale incident.
- E. Defusing: informal and brief interventions conducted by the CISD Team immediately following a disturbing event. This is an informal meeting with a small number of members immediately after the event. Used to provide facts, minimize rumors and reduce the emotional impact from the event. If needed, a more intense formal group session may be organized.
- F. Significant Injuries: a member with an injury requiring extended time off-work may receive PST assistance.
- G. Formal Group Session: a formal group educational intervention by the CISD Team is designed to mitigate stress responses due to a critical incident. This small group intervention initiates psychological closure. A formal group session requires a mental health professional as well as the PST and CISD Team.
1. It is optimally conducted within 48-72 hours of the incident, and generally not beyond one-week. A 24-hour normalizing period following the incident is recommended. If large numbers of individuals are involved, the formal group session may begin with those most involved with the incident. The ideal group size is 4 to 20 people.
  2. A location should be selected that is free of distractions and represents a neutral environmental, i.e., school, church, or other meeting facility as opposed to a firestation.
  3. Other emergency responders involved in the incident may be invited to the formal group session, including fire, law enforcement, 9-1-1 dispatch and EMS personnel.
  4. A time for the formal group session should be selected that is most convenient for those members/responders anticipated to attend.
- H. Follow-up: the PST and/or CISD Team will follow up with those they have assisted. Specific concerns are member's delayed or prolonged stress symptoms.

#### IV. TRIGGERS

- A. Individual and unique factors, such as the member's personality, pre-existing conditions, coping skills and support systems all play a role in their reaction to incident-related stress.
- B. Individual triggers are different for everyone but could include:
1. dealing with the serious injury/illness or death of family or friends
  2. relationship issues (family, co-workers, friends, children);
  3. substance use issues;
  4. anxiety issues;
  5. grief;
  6. financial issues; and
  7. legal issues.
- C. Work related triggers could include:
1. serious injury or death of a District member or other emergency responder in the line of duty;

2. loss of life of a patient following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by members;
3. serious injury or death of a civilian resulting from District operations;
4. any negative outcome involving a child;
5. an incident that is charged with profound emotion (e.g. member(s) placed in danger due to firearms, hostage situation, or threats of physical harm);
6. incidents that attract extremely unusual or critical new media coverage;
7. mass casualty incidents;
8. suicide of a member, family or other emergency responder; and/or
9. victims/patients known to District members.

## V. CONTACTING PROCEDURES

The PST and CISD Team are available 24 hours a day, 7 days a week.

- A. Anytime: members may choose to select PST on their own and/or make direct arrangements for private counseling. Names of all PST staff will be listed at <https://tcpeersupport.com/>
- B. On-Scene: the role of PST and/or CISD staff on-scene is to give advice and counsel to the Incident Commander. Crew defusing will be given after an incident. Because of the time involved in even a minimal PST response, activation to a scene should be limited to extended operations.
  1. The Incident Commander can ask for PST/CISD Team response in the following ways:
    - a. call the HSO or designee with incident type, address and cell phone number of the Incident Commander.
    - b. utilize the District wireless paging system to send a group notification to PST/CISD Team staff; and/or
    - c. call PST/CISD Team staff directly (a list with all contact information will be available for all District chief officers).
- C. Post Incident Response: the Incident Commander or on-duty Battalion Chief may request the PST/CISD Team by contacting them directly or by contacting the HSO or designee.
- D. Compensation: in the case of activation of the PST/CISD Team by the on-duty Battalion Chief, Incident Commander or HSO, if the responding District PST/CISD Team staff-person is an off-duty career member, they will be compensated as per the terms of the current *FD8-IAFF 2903 Collective Bargaining Agreement* (Section 11.5 "Call Backs"). If the call back time duration exceeds 2 (two) hours, authorization for additional time/compensation must be approved by the Fire Chief or designee in advance.

## VI. CONFIDENTIALITY

- A. The PST/CISD Team provide confidential services to members of the District to the extent permitted by applicable law. District members will be advised of the confidential nature of discussion and the exceptions to the confidentiality rule prior to any diffusing, formal group work or peer support meeting. The PST and CISD Team are generally protected (subject to some exceptions) under Washington State Statute (RCW 5.60.060) which provides that communication with the PST/CISD Team is privileged and is not subject to disclosure in a judicial or administrative proceeding if:
  1. the communication occurs during a counseling session (meaning both parties are aware that the PST/CISD staff is acting within his/her capacity); and
  2. the communication is with (a) PST/CISD Team staff member(s) properly trained, designated and assigned by the Fire Chief or designee.
- B. The confidentiality laws does not apply to:
  1. any threat of suicide or homicide made by a participant in a peer support counseling session, or any information conveyed in a peer support counseling session relating to a threat of suicide or homicide;

2. any information relating to abuse of children or of the elderly, or other information that is required to be reported by law; and/or
3. any admission of criminal conduct.

## **VII. SELECTION PROCESS**

- A. If and when the PSP Advisory Committee deems it necessary, a survey may be initiated to identify potential PST or CISD Team staff through a nomination process.
- B. The PSP Advisory Committee shall work with the HSO, the Thurston County Peer Support Consortium network and/or the CISD Team to recruit, evaluate, select and appoint new District PST and CISD staff as needed.

## **VIII. TRAINING PROCESS**

The PSP Advisory Committee, District Training Officer, the Thurston County Peer Support Consortium and the CISD Team will coordinate all District PST and/or CISD training. The major emphasis will focus on skill development for conducting peer assistance.

- A. Initial training for PST staff will consist of classes through the International Association of Firefighters PEER Support Program or equivalent (as determined appropriate by the Fire Chief or his/her designee).
- B. CISD initial training will be coordinated through the CISD Team.
- C. Ongoing education may be offered through classes and meetings.


## **IX. DURATION OF THIS PROCEDURE**

- A. The Fire Chief is adopting this Procedure on a trial basis in order to measure the effectiveness and outcomes of the PSP and CISD programs.
- B. The Fire Chief reserves his/her right to revoke this Procedure (and the PSP and CISD program) if determined appropriate in his/her discretion.



# 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 that 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**



<b>POLICY TITLE:</b>	Operations Support Program
<b>POLICY NUMBER:</b>	2-30-PO-00
<b>REVISION:</b>	1
<b>DATE ISSUED/REVISED:</b>	9 October 2018
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard S. Seably</i>

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:	1
DATE ISSUED/REVISED:	8 September 2021
BOARD APPROVAL SIGNATURE:	

Based upon the current version of Policy 2-30 “Operations Support Program” (“OSP”), the following procedures shall be in effect:

### Covered Program(s):

- 1) Water supply group: non-firefighting and non-EMS responders supporting water supply at fire incidents.

### 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 20<sup>th</sup> 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) One OSP stand-by nominal stipend allotment per day is budgeted.
- 4) The OSP schedule calendar will be available on the District’s *CrewSense* account.
- 5) Any vacancy on the OSP schedule calendar may be filled by an OSP member by contacting the on-duty Battalion Chief prior to 18:00 hr on weeknights or 06:00 hr on weekends and verify they will fill that shift vacancy.

### 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” electronic report 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 non-EMS incidents. When responding, check-in with the on-duty Battalion Chief, command officer or Incident Commander.
- 3) Water Supply OSP members are not authorized to provide any District health care services and are prohibited from entering into any area designated as immediately dangerous to life and health.

### 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 to schedule their participation in weekend drills that include OSP provided services (e.g. tender water supply).

# **Thurston County Fire Protection District 8**

## **DISTRICT POLICY MANUAL**



<b>POLICY TITLE:</b>	Training Frequency, Standards and Documentation
<b>POLICY NUMBER:</b>	2-40-PO-00
<b>REVISION:</b>	2
<b>DATE ISSUED/REVISED:</b>	9 October 2018
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard Heisey</i>

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



<b>POLICY TITLE:</b>	Driving District Vehicles
<b>POLICY NUMBER:</b>	2-61-PO-00
<b>REVISION:</b>	11
<b>DATE ISSUED/REVISED:</b>	13 October 2020
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard Buckley</i>

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 loses 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 loses sight of the Spotter, he/she shall stop the apparatus until they are in his/her sight.
- If more than 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 than 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 PROCEDURE



PROCEDURE TITLE:	Non-Members Riding on Apparatus
PROCEDURE NUMBER:	2-61-PR-03
REVISION:	0
DATE ISSUED/REVISED:	16 June 2023
FIRE CHIEF APPROVAL SIGNATURE:	

**I. Procedure:** 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 Procedure, and the ride-along is approved 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;
  - d. Operational inspection or audit by an authorized organization; or
  - e. Community relations event(s).
- 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 designated District officer.
- 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 designated District officer.
- 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 engage in recording any visual, audio or photographic images unless specifically permitted to do so by the Fire Chief or designee.
- 12) The non-member agrees to abide by any instructions from the designated District officer including safety procedures regarding use of seatbelts in the apparatus, wearing personal protective equipment, location for observing and any other directions.
- 13) The non-member understands that the designated District officer 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 Procedure, 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 Battalion Chief or designated District officer 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 or designee.
- 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 or designee.

**III. Process:** The process for application and conducting the ride-along is as follows:

- 1) The non-member will make a request for coordination of a ride-along to the Fire Chief or designee, who then inquires about the possibility of accommodation with the scheduled Battalion Chief.
- 2) If the accommodation is agreed to, the Fire Chief or designee will provide the non-member an *Observer Authorization Form*.
- 3) After completing the form, the non-member will submit it to the scheduled Battalion Chief on the day(s) scheduled for the ride-along.
- 4) The Battalion Chief (or their designated District officer) understands that they will be responsible for the supervision and control of the non-member during the ride-along; the Battalion Chief then signs approval of the form.
- 5) The non-member will be briefed by the designated 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 Procedure 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 designated District officer.

# OBSERVER AUTHORIZATION FORM

PROCEDURE 2-61-03

Name of Requestor: \_\_\_\_\_ D/O/B: \_\_\_/\_\_\_/\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Telephone: \_\_\_\_\_

Purpose of Ride-along: \_\_\_\_\_

Date(s) Requested: \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

## NON-MEMBER AGREEMENT:

I have read, understood and agree to abide by all requirements outlined in the Procedure.

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 Procedure.

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 or their designee.

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: \_\_\_/\_\_\_/\_\_\_

(*If under 18*) Parent or Guardian Name (*Please Print*): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

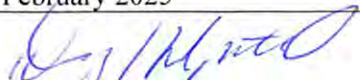
## AUTHORIZATION:

Approved by District Chief Officer: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



# ***Thurston County Fire Protection District 8***

## ***DISTRICT POLICY MANUAL***

<b>POLICY TITLE:</b>	Appointment of Incident Readiness and Response Members
<b>POLICY NUMBER:</b>	3-01
<b>REVISION:</b>	9
<b>DATE ISSUED/REVISED:</b>	11 February 2025
<b>BOARD APPROVAL SIGNATURE:</b>	

It shall be the policy of the District to appoint qualified persons to fill volunteer and career Incident Readiness & Response (IR&R) positions within the organization. Appointment shall be based upon defined qualifications for each 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 and appointment process.

The Policy shall authorize the Fire Chief to develop procedures for the recruitment, screening, testing, selection and appointment of personnel into the IR&R responder and officer ranks. Any process for recruiting, screening, promoting, testing, selection and appointment of career IR&R employees of the District shall be consistent with the provisions of the current District-IAFF 2903 Collective Bargaining Agreement (CBA).

**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 non-US citizen with an immigration status that provides 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"* and the current *Position Description* for that position) .

**II. Application & Testing for Membership:** Applications may be accepted for vacant or pending IR&R vacancies throughout the year. Applications for career IR&R positions will be accepted in a process set forth by the Fire Chief. 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 or promoted to the position for which they applied shall be subject to a probationary period as established by the Fire Chief and/or the provisions of the current CBA for IR&R personnel. The probationary period for a probationary member may be extended by the Fire Chief if deemed necessary or desirable.

**IV. Appointment:** The Fire Chief shall approve all appointments for IR&R members.



# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Recruit & Probationary Process
PROCEDURE NUMBER:	3-01-PR-01
REVISION:	8
DATE ISSUED/REVISED:	12 February 2025
FIRE CHIEF APPROVAL SIGNATURE:	

### 1. Definitions:

- **Applicant:** an individual expressing interest in becoming an Incident Readiness & Response (IR&R) member for the District and having submitted the necessary application documents.
- **Recruit:** an applicant officially offered and accepted conditional membership as a responder for the District.
- **Probationer:** Recruits will undergo a probationary period to demonstrate skills and suitability for approval for full membership.
  - Career member: defined by the provisions of the current *Collective Bargaining Agreement* between the District and IAFF Local 2903 (CBA).
  - Volunteer member: a recruit who has successfully completed a course of initial training (or has the required previous experience) and is given an IR&R unit assignment (shift).
- **Initial Training:** the formal training program(s) recognized by the District that provide the recruit the necessary knowledge and skills for the requirements for the position for which they have applied.
- **Orientation:** the initial in-processing phase familiarizing new probationers with the District's policies, procedures, and organizational structure. Probationers shall complete documentation, receive initial training, and undergo appropriate medical and psychological evaluation.

### 2. Steps in Process:

- **Career Members:** the conditions for processing of career members shall be consistent with any applicable terms of the current CBA.
1. Qualified applicant:
    - a) Entry-level: any person meeting the general requirements as specified by *District Policy 1-30* and completes the Fire Chief approved application process where they will be ranked for eligibility for interviewing and further assessment. The Fire Chief approves the use of the firm of Public Safety Testing to provide written, physical and character evaluations to applicants.
    - b) Lateral: any person meeting the general requirements as specified by *District Policy 1-30* and can demonstrate a minimum of two (2) years experience as a certified Fire Fighter I and EMT (as recognized by appropriate Washington State rules) and actively practicing within the previous twelve (12) month period.
  2. Interview and assessment: selected applicants will undergo interviews by a team of three current career IR&R members (including at least two officers) and skills (Firefighter I and EMT) assessment to evaluate suitability. The candidates will be ranked and scheduled to proceed to a Fire Chief's interview.
  3. Background investigation: a detailed background investigation of vetted applicants will be conducted by a qualified third-party.
  4. Conditional offer: the Fire Chief or designee may make a conditional offer to the vetted applicant.

5. Psychological and medical evaluation: recruits will undergo psychological and medical assessments by a qualified third-party.
  6. Member's official start date: the probationer will partake in the initial orientation program for their position including assignment to required fire and/or EMS training; the probationary start date shall be the first official work day for that member.
  7. Probationary period: career member's probationary period is one (1) year and is extendable if needed based on progress assessment and the Fire Chief's approval and as provided by the current CBA. The assessment shall be based upon the probationer's evidence of competency based upon the successful completion of tasks in the recruit's "Probationary Firefighter Manual" (as approved by the Fire Chief).
  8. Full membership: the probationer's platoon Battalion Chief and the District Training Officer will advise Fire Chief or designee of their recommendation before the end of the probation period. Approved probationers gain "full membership" status.
  9. Documentation and recognition: approved members shall receive a probation completion letter signed by the Fire Chief, filed in the member's personnel file.
- **Volunteer Members**: the Assistant Chief will determine needed volunteer positions to be filled through the recruitment and testing process.
1. Qualified applicant: completes the District's online application process and becomes eligible for further processing. Volunteer applicants are encouraged to partake in at least one (1) ride-along with District staff (refer to *District Policy 2-61 "Non-Members Riding on Apparatus"*) prior to, or as part of the application process.
    - a) Entry-level: any person meeting the general requirements as specified by *District Policy 1-30*.
    - b) Lateral: any person meeting the general requirements as specified by *District Policy 1-30* and can demonstrate a minimum of three (3) years experience as a certified Fire Fighter I and/or EMT (as recognized by appropriate Washington State rules) and actively practicing within the previous thirty-six (36) month period.
  2. Interview and assessment: The Assistant Chief will schedule and coordinate interviews; background checks shall be conducted by a qualified third-party; an interview panel will be created and conduct interviews with recommendations for membership offers to be forwarded to Fire Chief or designee.
  3. Conditional offer: the Fire Chief or Designee may make a conditional offer; accepted applicants become "recruits" assigned to a mentors and platoon; the District Secretary or designee will enroll the recruit with i) an email address and ii) applicable department software (e.g. Target Solutions).
  4. Psychological and medical evaluation: recruits will undergo psychological and medical assessments by a qualified third-party.
  5. Orientation: recruits will attend designated orientation, understanding District values, expectations, and completing initial training and documentation. District Secretary or designee will send out a recruit list that includes contact information, mentors and shift assignment to officers and mentors.
  6. Initial training: recruits will undergo basic "pre-training" as per their approved training plan. As recruits complete all orientation assignments they will notify their mentor and the District Training Officer, who in-turn will notify the platoon Battalion Chief when the recruit is ready for shift or is registered for initial training. Recruits shall complete all orientation and assigned pre-training prior to starting their initial training.
  7. Probationary period: after initial training graduation, recruits are immediately assigned as probationers to a platoon/shift for a period of six (6) months. The probationary start date shall be the day they graduate from their initial training (fire or EMT). For lateral members, the probationary start date shall be the first day they are assigned and attend their first shift. Any

certifications required for the probationer should be obtained within the 6-month probationary period. (For example, a fire academy graduate shall achieve HazMat Awareness and Operations and Firefighter 1 certification and an EMT graduate shall achieve Thurston County EMT certification). The Fire Chief or designee may approve/deny any requested extensions for probation.

8. Full membership: probationers that complete all probationary requirements, training and certifications will be considered having “full membership”. Probationers who do not successfully complete their probation will not be eligible for “full membership”.
9. Full membership recognition: members will be scheduled to attend collar brass “pinning” and be recognition at a regularly scheduled Board meeting in February or September. The platoon Battalion Chief will advise the Fire Chief or designee in January or August of the names of probationers who have successfully completed the probation period and will be attending the Board meeting in February or September. If a new member cannot attend the scheduled Board meeting then appropriate recognition shall be arranged by the platoon Battalion Chief.





# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE MANUAL

PROCEDURE TITLE:	Promotional Registers
PROCEDURE NUMBER:	3-01-PR-02
REVISION:	6
DATE ISSUED/REVISED:	12 February 2025
FIRE CHIEF APPROVAL SIGNATURE:	

The Fire Chief shall maintain a register of personnel qualified to be promoted into Incident Readiness & Response (IR&R) officer positions as needed. The Fire Chief shall authorize procedures for the recruitment, screening, testing, selection and appointment of volunteer fire officers and shall observe the provisions for the notification, testing, interviewing, appointment, management of challenges and maintenance of a promotional register for career fire officers based on the current District-IAFF Local 2903 Collective Bargaining Agreement (CBA).

**I. Minimum Qualifications:** In addition to those general qualifications defined in this 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. Any additional minimum qualifications for the position being promoted into shall be determined by that position's current District Position Description.

**II. Candidate Evaluation Process:** The Fire Chief shall determine when a promotional register needs to be opened. Registers should 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 District Position Description) and what the general schedule for application, testing and availability are. Interested qualified applicants will notify the Fire Chief or designee of their interest in participating in the candidate evaluation process.

- 1) **Volunteer officer positions:** The Fire Chief will direct the Assistant Chief to prepare and conduct a candidate evaluation process. Generally, the candidate evaluation process will include a knowledge test in writing and an oral interview with a panel of senior District volunteer and career officers. The results of the candidate evaluation process shall include a ranked register of candidates, and be provided to the Fire Chief.
- 2) **Career officer positions:** Provisions provided under Article 17.2 of the current CBA shall be followed.

**III. Appointment & Probationary Orientation Period:** As positions for IR&R officer become available, appointment of personnel by the Fire Chief will be consistent with (a) the ranked order on the volunteer candidate register or (b) the provisions of the current CBA for appointment of career candidates. 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 twelve (12) months. The Fire Chief may extend the probationary period if so indicated.

The probationary officer, their supervisor and the Assistant Chief shall establish a plan to meet officer training requirements as defined in the District Position Description, and submit the plan to the Fire Chief for approval. The probationary officer, their supervisor and the Assistant 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 (a) the same volunteer status they held prior to the promotion to a volunteer officer position with no loss in seniority or (b) for a career officer position, revert back to their original position based upon the provisions of Article 5.3 of the CBA.

**VII. Volunteer 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 District Position Description and participate in the volunteer candidate evaluation process. Their appointment would be made from the volunteer officer 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:	1
DATE ISSUED/REVISED:	12 February 2025
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 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 an appropriate electronic format and stored with appropriate security for those personal data elements that are protected. 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 Assistant Chief is responsible for producing and maintaining this table, and will be approved by the Fire Chief.
- 3) **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.
- 4) **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. The supervisor shall notify the Assistant Chief and the District Secretary of any personal changes.

# Thurston County Fire Protection District 8

## DISTRICT POLICY MANUAL



<b>POLICY TITLE:</b>	Acting & Apprentice Officers
<b>POLICY NUMBER:</b>	3-02-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	8 October 2019
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard A. Beekley</i>

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**



<b>PROCEDURE TITLE:</b>	Drill, Shift, and Response Attendance
<b>PROCEDURE NUMBER:</b>	3-03-PO-01
<b>REVISION:</b>	4
<b>DATE ISSUED/REVISED:</b>	9 October 2018
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard M. Buckley</i>

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.*”

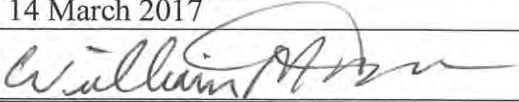
**II. Shift Attendance:** The IR&R IDMT shall schedule personnel into duty shifts and duty personnel are expected to attend their scheduled shifts. If a volunteer IR&R member is unable to attend their shift it is their responsibility to find a qualified member to fill in. All shift trades shall be approved 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.

# Thurston County Fire Protection District 8

## DISTRICT POLICY MANUAL



<b>POLICY TITLE:</b>	Salaries & Benefits
<b>POLICY NUMBER:</b>	3-04-PO-00
<b>REVISION:</b>	5
<b>DATE ISSUED/REVISED:</b>	14 March 2017
<b>BOARD APPROVAL SIGNATURE:</b>	

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 1<sup>st</sup> 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

<b>POLICY TITLE:</b>	Standards for Uniforms and Personal Protective Equipment
<b>POLICY NUMBER:</b>	3-05-PO-00
<b>REVISION:</b>	2
<b>DATE ISSUED/REVISED:</b>	5 February 2002
<b>BOARD APPROVAL SIGNATURE:</b>	

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
POLICY 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 *Perماشine* 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 1<sup>st</sup> through September 30<sup>th</sup>.

# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE MANUAL



POLICY TITLE:	Standards for Uniforms and Personal Protective Equipment
POLICY 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 1<sup>st</sup> – September 30<sup>th</sup>;
- 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"







# 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

Firefighter	EMT	OSP	Lieutenant	Battalion Chief	Asst. Chief / Chief
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### 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



## STANDARD ISSUE OF UNIFORMS & PPE, POLICY & PROCEDURE 3-05-01

Firefighter	EMT	OSP	Lieutenant	Battalion Chief	Asst. Chief / Chief
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**Class A Uniform:**

Permethane 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: Chaplain specifications included in Procedure 3-05-02 "Optional Uniform Items".

# Thurston County Fire Protection District 8

## DISTRICT POLICY MANUAL




<b>POLICY TITLE:</b>	Drug & Alcohol Free Workplace
<b>POLICY NUMBER:</b>	3-06-PO-00
<b>REVISION:</b>	2
<b>DATE ISSUED/REVISED:</b>	11 June 2024
<b>BOARD APPROVAL SIGNATURE:</b>	

- I. **PURPOSE:** The District is committed to operating a drug and alcohol free workplace. Accordingly, the manufacture, distribution, dispensation, possession or use of controlled substances, is strictly prohibited while the member is on duty. Members who possess or use drugs or alcohol in violation of this Policy are subject to disciplinary measures in accordance with Policy 3-07 "Disciplinary Process". This Policy and attendant Procedure will provide for:
- A. Definition of related terms;
  - B. Assignment of responsibilities of each party;
  - C. Prescribe testing for pre-employment, reasonable suspicion, post-accident, return-to-duty and post-treatment situations;
  - D. Prescribe the methodology of such testing;
  - E. Search notice and conditions;
  - F. Member disciplinary actions;
  - G. Reporting of violations;
  - H. Member training and education;
  - I. Member rehabilitation options;
  - J. Member privacy considerations;
  - K. Member commitment to Policy, notice and training;
  - L. Member right of appeal; and
  - M. Considerations of conflicts with other laws.

# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE



PPROCEDURE TITLE:	Drug & Alcohol Free Workplace
PROCEDURE NUMBER:	3-06-PR-01
REVISION:	0
DATE ISSUED/REVISED:	11 June 2024
FIRE CHIEF APPROVAL SIGNATURE:	

- I. PURPOSE:** This Procedure shall be based upon the currently adopted Policy 3-06 “Drug & Alcohol Free Workplace”.
- II. DEFINITIONS:** For the purposes of this Policy, the following definitions shall apply:
- A. **ACCIDENT:** Any incident in which a member was involved in that results in injury or harm to the member, other individuals, equipment, or property.
  - B. **ADMINISTRATIVE STATUS:** The status a member may be placed into when removed from active duty as a result of drug and alcohol testing; for bargaining unit career employees, it will be considered either “light duty” as per the provisions of the current Collective Bargaining Agreement or “administrative leave” (either paid or unpaid, depending on the circumstances). For non-bargaining unit employees and other members, administrative status places the member off-duty and not subject to Public Safety Position duties and responsibilities.
  - C. **DRUG:** means the substances defined under the most current version of 49 Code of Federal Regulations (CFR) Part 40.85 and Part 40.91 or alcohol, the use of which impairs a member's ability to perform a job or duty, or poses a threat to the safety of an individual or others.
  - D. **DRUG AND ALCOHOL [SUBSTANCE] ABUSE PROFESSIONAL (SAP):** licensed physician with knowledge of drug and alcohol abuse disorders.
  - E. **DRUG TEST:** a blood, breath, hair follicle and/or urinalysis test (as appropriate) for the presence of drugs or alcohol.
  - F. **FAILING A DRUG OR ALCOHOL TEST:** a test result, as determined by the District’s MRO, documenting positive evidence of the presence of any alcohol at a level greater than 0.02 in a member's system or the presence of a drug or drug metabolite that is at or above the determined threshold cutoff level. Failing a drug or alcohol test shall be referred to as "testing positive."
  - G. **IMPAIRED:** a diminishing or worsening of a member's mental or physical condition, which is the result of using alcohol or drugs.
  - H. **MEMBER:** any full-time career, part-time career, volunteer, probationary, temporary or elected person of the District organization.
  - I. **MEDICAL REVIEW OFFICER (MRO):** a licensed healthcare professional with knowledge of substance abuse disorders and appropriate medical training as designated by the District.
  - J. **ON DUTY:** a member is considered “on duty” whenever the member is being compensated for their time by the District, driving a District vehicle, whenever the member is working (or on-call) for the District and/or conducting District business.
  - K. **PASSING A DRUG AND/OR ALCOHOL TEST:** a test result, as determined by the District’s MRO, documenting no evidence of the presence of any alcohol at a level of 0.02 or greater in the member's system, or no presence of a drug or drug metabolite that is at or above the pre-determined threshold cutoff level for initial and confirmatory drug

testing set forth in the most current version of 49 CFR Chapter 40. Determination of THC concentration will comply with RCW 46.04.586 and/or RCW 46.61.506 for presence of delta-9 tetrahydrocannabinol.

- L. **PUBLIC SAFETY POSITION:** any District member in a uniform firefighter or emergency medical services position.
- M. **PROPER MEDICAL AUTHORIZATION:** a prescription or other written approval from a licensed practitioner/physician or dentist for the use of a drug in the course of medical treatment, which must include the name of the substance, the period of authorization, and whether the prescribed drug may impair job performance.
- N. **REASONABLE SUSPICION:** A belief based on objective facts sufficient to lead a reasonable person to suspect that a member is under the influence of drugs or alcohol to the extent that the member's ability to safely and efficiently perform a job or duties is impacted, or poses a threat to the safety of the member or others. Refer to "Appendix D" of this Policy for additional information regarding the determination of "reasonable suspicion".
- O. **SAMHSA:** Substance Abuse and Mental Health Services Administration.
- P. **UNDER THE INFLUENCE ("IMPAIRMENT"):** condition which is the result of using drugs or alcohol, the result of which limits/impacts an individual member's ability to safely and efficiently perform a job or duties, or poses a threat to the safety of the member or others.

### III. **RESPONSIBILITIES:**

- A. **The Board of Fire Commissioners:** The Board of Fire Commissioners is responsible for:
  - i. Adopting this Policy and for establishing a drug and alcohol free workplace in compliance with applicable laws and regulations.
  - ii. Adopting a drug and alcohol awareness information program and associated policies and procedures for the membership.
- B. **Management:** The Fire Chief or designee is responsible for:
  - i. Implementing and enforcing this Policy and applicable procedures.
  - ii. Insuring that all members have access to this Policy and information concerning the impact of the use of drugs and alcohol on job performance.
  - iii. Providing adequate drug and alcohol training for management to allow for the appropriate implementation of this Policy and its procedures including but not limited to training in the detection of drug and alcohol use and the behaviors which may indicate drug or alcohol abuse by a member.
- C. **Members:** Members shall comply with this Policy as a condition of career or volunteer membership. Members are responsible for:
  - i. Not reporting to duty while under the influence of drugs or alcohol.
  - ii. Not using or being under the influence of drugs or alcohol while on duty.
  - iii. Not manufacturing, distributing, dispensing, or possessing any controlled substance while on duty.
  - iv. Fully informing themselves of the content of this Policy and the District's drug and alcohol testing procedures.
  - v. Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy.
  - vi. Cooperating and complying with applicable testing procedures established in this Policy and passing all such tests successfully.

- vii. Any member who is taking a drug or medication, whether or not prescribed by the member's healthcare provider, which may reasonably adversely affect that member's ability to perform work in a safe or productive manner is required to report such use of medication to the member's supervisor and the District Health & Safety Officer (HSO). This includes drugs that are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those that may cause drowsiness or dizziness. Member's using prescription drugs may be required to provide Proper Medical Authorization prior to reporting for duty while taking prescription medications. The HSO in conjunction with the Fire Chief or designee then will determine whether the member can remain on duty and whether any restrictions will be necessary.
- viii. Notifying the member's immediate supervisor of any conviction for violation of a state or federal drug statute no later than five (5) days after such conviction.

#### IV. TESTING:

- A. **Pre-Employment Testing:** Public Safety Position applicants seeking District membership who have been offered conditional membership (either on a career or voluntary basis) must successfully pass a Drug Test (reference *Appendix A and B*). An applicant who fails the Drug Test will be informed of test results and will not be eligible for membership with the District at that time. An applicant that tested positive may request a re-test in accordance with Section V of this Policy.
- B. **Reasonable Suspicion Testing:** When reasonable suspicion is believed to exist that a member may be under the influence or impaired by drugs or alcohol, and law enforcement is not involved, the following procedure shall be followed:
  - i. If law enforcement is involved, such agency shall be responsible for determining reasonable suspicion.
  - ii. The member shall be informed of reasonable suspicion, removed from assignment (active duty) and placed on Administrative Status pending results of interview and/or testing.
  - iii. Immediate notification of the Fire Chief or designee.
  - iv. A supervisor assigned by the Fire Chief or designee and a witness, at the discretion of the member in question, shall accompany said member at all times during the interviewing and testing procedure.
  - v. If a questionable substance is present, an appropriate sample shall be secured.
  - vi. The supervisor assigned shall, if feasible interview the member to verify that a reasonable suspicion exists.
  - vii. If, after the interview, a reasonable suspicion still exists:
    - a. The member shall be tested as soon as possible, but not more than eight (8) hours after the reasonable suspicion is determined for alcohol or more than thirty-two (32) hours after reasonable suspicion is determined for drugs.
    - b. Members under reasonable suspicion shall refrain from alcohol or drugs until such time as necessary testing can be conducted.
    - c. Members who leave the premises or refuse to partake in the testing process shall be considered to have refused required testing and shall be subject to disciplinary action under Policy 3-07 "Disciplinary Process".
    - d. If reasonable suspicion drug and/or alcohol testing is not administered as noted in Subsection IV.B.vii.a above, the supervisor shall document the reasons why the test was not administered. Such documentation shall be forwarded to the Fire Chief or designee as soon as possible.
    - e. A supervisor shall transport the member to the testing facility and the appropriate testing procedures will be implemented.
    - f. The member will be required to sign a consent form for the testing.



- g. Following the test, a supervisor shall transport the member to the member's residence.
  - h. If test results are positive, the time off (for a career employee) will be charged to the their earned/accrued leave bank.
  - i. If test results are negative, the time off will be charged to Administrative Status.
- viii. If a determination is made that there is no violation or failed test, this process shall be immediately discontinued and all operations returned to original status. Furthermore, all documentation and records of the event shall be placed in a separate secure file and retained for the period of time required by Washington State's record retention laws – after which time the information shall be destroyed in compliance with applicable law.
- C. **Post-Accident Testing:** Members shall be subject to post-accident testing if they are involved in an on-duty accident and are determined to be under reasonable suspicion for impairment, or, as may be otherwise required by law.
- D. **Follow-up/Return to Duty Testing:** As part of a follow-up to counseling or rehabilitation for drug or alcohol use due to a failed drug or alcohol on-duty related test, a member may be required to submit to follow up testing. The following procedure shall be followed:
- i. If a member has been removed from duty through use of counseling or rehabilitation services, the member will not be permitted to return to duty until the member has a) passed a drug/alcohol test as documented by the SAP, b) has the approval of the appropriate rehabilitation program coordinator and/or MRO and c) complies with the provisions of Policy 3-15 "Emergency Responder Fit for Duty Status" if applicable.
  - ii. Such members may be required by the Fire Chief or designee to undergo frequent drug and/or alcohol testing for a period of time to be determined by the SAP's professional recommendations.
  - iii. The Fire Chief or designee shall review all documentation and ensure strict compliance by the member for all terms for follow-up and return-to-duty testing.
- E. **Post Treatment:** If, after an initial positive test in violation of this Policy, a member again violates this Policy he/she will be subject to the disciplinary process under Policy 3-07 "Disciplinary Process".

## V. METHODOLOGY:

- A. **General:** To ensure the accuracy and fairness of the testing program, all testing will be conducted according to SAMHSA guidelines where applicable and will, at a minimum include using SAMHSA certified laboratories, chain of custody procedures, and equipment. Testing procedures may include a screening test; a confirmation test; the opportunity for a split sample; review by the MRO, including the opportunity for member who tests positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.
- B. **Positive Test Results.** All positive test results shall first be reviewed by the MRO. The MRO shall review the member's medical history and afford the member with an opportunity to offer any clarifying information that would explain the positive test. If the MRO, after review, determines there is no appropriate explanation for a positive test result, then they should report the test as positive. If they determine there is an explanation for the result then it shall be reported as negative.
- C. **Compliance with Testing:** Any member who refuses to comply with a request for testing from the District, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately pending further investigation. Refusal can include an inability to provide a specimen or breath sample without a valid medical reason or delaying arrival at the collection site. Such refusals will be treated as insubordination and subject to the District's disciplinary process under Policy 3-07 "Disciplinary Process".
- D. **Re-Tests and Observed Tests.** Any member who tests positive for drugs may request, within 72 hours of notification, a test of the split sample, as all specimens are split and the untested portion stored for a period of time. The member must notify the MRO of his/her request and the member will be responsible for the cost of the split

sample test. There are certain situations that may require the member to provide, at the collection site, another urine or breath sample, e.g., when insufficient volume or breath provides an inadequate sample or the technician has reason to suspect tampering with the sample. Under the latter circumstances, a second collection may be under observed conditions.

#### **VI. SEARCH NOTICE AND CONDITIONS:**

- A. When a supervisor or the Fire Chief or designee has reasonable suspicion to believe that a member possesses drugs or alcohol in violation of this Policy, the member will be required, at the Fire Chief or designee's direction, to submit to a search of any room, desk, file, locker or other container provided by the District. Members shall have no expectation of privacy in any of the foregoing areas.
- B. Any drugs or alcohol discovered on District premises in violation of this Policy will be confiscated and the Fire Chief or designee will coordinate with appropriate law enforcement officials as necessary. Prior to the search occurring, the member shall be informed of the suspected situation with an explanation of reasonable suspicion at that time.

#### **VII. DISCIPLINARY ACTION:**

- A. Violations of this Policy will be grounds for appropriate disciplinary action on a case-by-case basis, up to and including termination as provided for under Policy 3-07 "Disciplinary Process". Additionally, law enforcement authorities will be notified in appropriate situations.

#### **VIII. REPORTING VIOLATIONS:**

- A. If any party (member or otherwise) has reasonable suspicion of drugs or alcohol on District property or in District vehicles, or observes or has knowledge of a member who either (1) violates this Policy; or (2) is in a condition which might impair that member's ability to perform job duties or which poses a hazard to the safety and welfare of others, shall promptly report the situation to the Fire Chief or designee. To the degree possible (subject to investigative and legal requirements), the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.
- B. If any party (member or otherwise) has reasonable suspicion that the Fire Chief or designee is violating this Policy, the member shall report this to the Chair of the Board of Fire Commissioners. To the degree possible (subject to investigative and legal requirements), the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.

#### **IX. TRAINING & EDUCATION:**

- A. The District shall provide supervisors training on an annual basis consistent with the requirements of 49 CFR Part 382.603, regarding recognition of the signs of drug and alcohol use that support reasonable suspicion testing.

#### **X. REHABILITATION PROGRAM:**

- A. **Voluntary Request For Rehabilitation:** The District shall not discipline members who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem, prior to the occurrence of any work performance or misconduct issue, solely for making such a request. To that end, no disciplinary action will be taken against a member for making such a request. Prior to returning to duty, the member shall comply with the applicable standards set forth in Policy 3-15 "Emergency Responder Fit for Duty Status".
- B. **Rehabilitation Process:** For any member who tests positive for drugs or alcohol, the District may choose to have that member be medically evaluated, counseled and treated for rehabilitation as recommended by the SAP. Members who complete a rehabilitation program under these circumstances may be required to undergo frequent drug and/or alcohol testing and other such conditions as determined by the SAP. A member may voluntarily enter a rehabilitation program without prior testing. All or a portion of the treatment and rehabilitation may be paid for by the member's health insurance program if available. Career members will be allowed to use their accrued and earned leave for the necessary time off involved in the rehabilitation program unless otherwise provided for in the Collective Bargaining Agreement for bargaining unit career employees. If a member does not have available insurance or have available accrued or earned leave, the District will not be responsible for any costs associated with treatment or loss

of wages from missed work. Prior to returning to duty, the member shall comply with the treatment/rehabilitation terms as determined by the SAP and meet the applicable standards set forth in Policy 3-15 "Emergency Responder Fit for Duty Status".

#### **XI. PRIVACY:**

- A. Subject to legal and investigative requirements, confidentiality shall be maintained to the extent possible throughout the testing process. The District shall retain records in its possession relating to the testing process as required by Washington State's record retention laws. Only individuals with a legitimate business reason to know will be made aware of the test results. Such information will not be released to a third party without specific written authorization by the member, or upon court order or valid legal process. The District shall maintain records and reports as required by appropriate government authorities/applicable law.

#### **XII. POLICY COMMITMENT, NOTICE AND TRAINING:**

- A. All members shall have reasonable access to this Policy. As part of the District's annual performance review process, (reference Policy 3-30 "Member Performance Evaluations") the member shall acknowledge their understanding of the terms of this Policy. The District shall make training available for members to help prevent drug and alcohol abuse problem situations and appropriately deal with such problems should they occur.

#### **XIII. RIGHT OF APPEAL:**

- A. The member has the right to appeal the results of the drug or alcohol tests. To initiate an appeal, the member must fill out and sign the attached "Drug Test Appeal" (*Appendix C*) form within 5 business days of being notified of a positive test result. The appeal process will be conducted without cost to the member. The member will be scheduled to meet with the Fire Chief or designee within 14 calendar days to present the appeal. Following the meeting the Fire Chief (or designee) will provide the member with a written decision on the appeal.

#### **XIV. CONFLICT WITH OTHER LAWS:**

- A. This Policy is in no way intended to supersede or waive any constitutional or other rights that the member may be entitled to under Federal, State, or Local laws, rules or regulations.

#### **APPENDIX:**

Appendix A: Pre-membership Drug Testing Consent Form  
Appendix B: Member Drug and Alcohol Testing Consent Form  
Appendix C: Drug Test Appeal Form  
Appendix D: Reasonable Suspicion Checklist

**APPENDIX A**

**THURSTON COUNTY FIRE PROTECTION DISTRICT 8**

*APPLICANT CONSENT FORM AND AUTHORIZATION FOR SPECIMEN COLLECTION,  
SUBSTANCE TESTING, AND RELEASE OF INFORMATION*

I, \_\_\_\_\_ as an applicant for a public safety position, voluntarily consent to provide a specimen at the designated drug testing services provider, or any other site designated by Thurston County Fire Protection District 8 (“District”). I understand that the specimen will be tested for the presence of alcohol, drugs or controlled substances prohibited by the District’s drug and alcohol-free workplace policy. I give my consent for the release of such test results to the District's Medical Review Officer, who shall interpret such results for the District’s Fire Chief and/or the Fire Chief's designee. I further authorize the District and its management to use this information as necessary in considering my application for membership. I understand that I may not be allowed to be a member if I test positive for drugs or controlled substances prohibited by District Policy. Upon request, the District shall give me a copy of written test results it receives.

I further acknowledge that the District has made me a conditional offer of employment (or volunteer membership) prior to requiring me to participate in the foregoing testing. I understand the District may revoke my conditional offer of employment (or volunteer membership) if I test positive for drugs or controlled substances in violation of District policy.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

## APPENDIX B

### *Thurston County Fire Protection District 8 (“District”)*

#### *MEMBER*

#### CONSENT AND RELEASE FORM FOR DRUG/ALCOHOL TEST PROGRAM

I acknowledge that I have received a copy of, have been duly informed, and understand the District’s drug and alcohol testing policy and procedures. I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed on how the tests are conducted, what the tests can determine, and the consequence of testing positive for drug use. I give my consent to participate in the testing process and for the release of such test results to the District.

I understand that if I voluntarily come forward and ask for assistance to deal with a drug or alcohol problem through the substance abuse program, prior to the occurrence of work performance or misconduct issues, I will not be disciplined by the District for asking for help.

I understand how drug/alcohol tests are collected and further understand that these are medical tests that are conducted under the auspices of the District’s Medical Review Officer (“MRO”). I understand that the MRO will review and interpret any positive test results, and that I will have the opportunity to be interviewed by the MRO to review my status, my medical history, and any relevant biomedical factors prior to the District being informed whether I passed or failed the test. The District will maintain the findings in a confidential manner to the extent possible, subject to legal and investigative requirements. The District will not divulge information relating to the testing process to anyone without a legitimate business need for the information (without my consent).

I understand the District may use the findings and information from my testing process as necessary in a grievance process and/or in legal proceedings/litigation.

I understand that a confirmed positive drug or alcohol test may result in my referral to a drug and alcohol substance abuse professional or serious discipline, up to termination.

Based on the foregoing, I give my consent to the collection/testing of a urine, hair, blood, breath, saliva, and/or other sample (and the analysis thereof) for all of the purposes described in the District’s Drug & Alcohol Free Workplace Policy.

---

Printed or typed name of member

---

Signature of member

---

Date

**APPENDIX C**  
**DRUG TEST APPEAL FORM**

If you disagree with the accuracy of a positive test result to a test that you have submitted to you may file an appeal by completing this form and filing it with the Fire Chief or designee within five business days of your receipt of your test results.

Name \_\_\_\_\_

Date Sample Provided \_\_\_\_\_

Location Sample Provided \_\_\_\_\_

What are the reasons for your appeal (please be specific)

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Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**APPENDIX D: PAGE 1 OF 4**  
**REASONABLE SUSPICION CHECKLIST**

**Documentation Form For a Reasonable Suspicion Behavior Incident**

Name and Rank of Employee Completing this Form: \_\_\_\_\_

Name and Rank of Witness Confirming Observations: \_\_\_\_\_

Name and Rank of Employee Observed: \_\_\_\_\_

Date and Time of Observation: \_\_\_\_\_

Date of Form Completion: \_\_\_\_\_

**Observations**

**I. Basis of Reasonable Suspicion (Check All That Apply)**

- Observed possession of a prohibited substance
  - Alcohol or drug odor on breath or body
  - Apparent intoxication from drugs or alcohol
  - Observed abnormal, erratic, and/or unusual behavior
  - Involvement in a motor vehicle accident while operating a vehicle on duty which resulted in a non-minor injury, a medical transport, and/or significant property damage
  - Other (please specify): \_\_\_\_\_
- 

**II. Unusual Behavior Observed (Check All That Apply)**

- Verbally abusive
  - Physically abusive
  - Extreme aggressiveness, hostility, and/or agitation
  - Impaired judgment
  - Significant inattentiveness, listlessness, hyperactivity, mood swings/changes, and/or unresponsiveness
  - Other erratic or inappropriate behavior (for example: hallucinations, disorientation, excessive euphoria, confusion, etc.):  
Please specify: \_\_\_\_\_
- 
-

**APPENDIX D: PAGE 2 OF 4**

**III. Physical Signs or Manifestations for Reasonable Suspicion (Check All That Apply)**

- Slurred or incoherent speech
- Irregular or unusual speech patterns
- Uncoordinated walking, movement, and/or other loss of physical control
- Dilated or constricted pupils and/or unusual eye movement
- Bloodshot or watery eyes
- Extreme fatigue or sleeping on the job (at inappropriate times)
- Excessive sweating or clamminess to the skin
- Flushed or excessively pale face or skin
- Inappropriately excited or nervous
- Nausea or vomiting
- Dry mouth (frequent swallowing or lip wetting)
- Dizziness or fainting
- Shaking hands or body tremors/twitching
- Irregular or difficult breathing
- Runny sores or sores around nostrils
- Puncture marks or tracks
- Other (please specify): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**IV. Additional Relevant Comments or Details I Observed:**

\_\_\_\_\_  
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**APPENDIX D: PAGE 3 OF 4**

**Supervisor Review and Signature**  
**(If Feasible, the Reviewing Supervisor Will Not be the Same Person as the Initial Observer)**

Reviewing Supervisor's Name and Rank: \_\_\_\_\_

Date of Supervisor's Review: \_\_\_\_\_

Name of Subject Employee: \_\_\_\_\_

Supervisor's Determination – Is there reasonable suspicion to test the subject employee?  
(check one):

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

Supervisor's Confirmation that Employee Signed the Testing Consent and Release Form  
(check one):

\_\_\_\_\_  
Yes, the Employee Signed

\_\_\_\_\_  
No, the Employee Refused to Sign

Name of Subject Employee's Union Representative to Whom the Supervisor Provided Notice of the Testing (Also State the Manner and Time in Which the Notification Occurred): \_\_\_\_\_

\_\_\_\_\_

Name and Address of the Testing Facility: \_\_\_\_\_

\_\_\_\_\_

Name of District Employee/Personnel Who Transported the Subject Employee to the Testing Collection Site: \_\_\_\_\_

Date and Time of Transportation: \_\_\_\_\_

**APPENDIX D: PAGE 4 OF 4**

**Employee Signature**

**I understand that:**

- 1. I have been referred for a reasonable suspicion drug and/or alcohol test(s) and must report for the test(s) immediately;**
- 2. My failure to take the test(s) may result in disciplinary action, up to and including termination of my employment; and**
- 3. The District will provide me with a separate consent form to sign prior to testing process.**

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date and Time

# 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:

# 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



<b>POLICY TITLE:</b>	Disciplinary Process
<b>NUMBER:</b>	3-07-PO-00
<b>REVISION:</b>	3
<b>DATE ISSUED/REVISED:</b>	11 September 2018
<b>BOARD APPROVAL SIGNATURE:</b>	

### 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***

<b><i>Offense</i></b>	<b><i>Explanation</i></b>	<b><i>1<sup>st</sup> Occurrence</i></b>	<b><i>2<sup>nd</sup> Occurrence</i></b>	<b><i>3<sup>rd</sup> Occurrence</i></b>
<b>Insubordination (minor)</b>	Deliberate delay or refusal to obey legitimate orders; disrespect, insolence or like behavior over issues of a minor nature	Written Warning	Suspension	Termination
<b>Insubordination (major)</b>	Deliberate delay or refusal to obey legitimate orders; disrespect, insolence or like behavior over major issues or egregious nature	Suspension	Termination	
<b>Deception, false statement, misrepresentation, concealment (minor)</b>	When evidence of potential misunderstanding & member has not attained personal gain, and District relations are not adversely effected	Written Warning	Suspension	Termination
<b>Deception, false statement, misrepresentation, concealment (major)</b>	Deliberate misrepresentation, fraud, falsification or major concealment	Suspension	Termination	
<b>Under the influence of intoxicants, drugs; possession of same in the firestation or scene</b>	Physically or mentally impaired to perform duties because of use of intoxicants or drugs (includes odor of intoxicants or drugs)	Suspension	Termination	
<b>Tardiness &amp; Absenteeism</b>	Habitual lateness for assignments. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism	Verbal Warning	Written Warning	Suspension
<b>Disorderly conduct</b>	Any violent act or language which adversely affects the morale or maintenance of discipline; fighting or threatening bodily harm	Written Warning	Suspension	Termination
<b>Theft</b>	Actual or attempted taking and removal of District owned property, or the property of others, for member's own gain	Suspension	Termination	
<b>Damage, misuse or loss of District owned property (minor)</b>	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
<b>Damage, misuse or loss of District owned property (major)</b>	Misuse of, or causing the damage or loss of District owned property when willfulness or purposeful intent is involved	Written Warning	Suspension	Termination
<b>Misconduct</b>	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
<b>Failure to meet standards in appearance or habits</b>	Personal hygiene, poor appearance, disagreeable habits, poorly maintained uniform items	Verbal or Written Warning	Written Warning or Suspension	Suspension or Termination
<b>Creating or contributing to a hostile environment</b>	Unlawful discrimination against, bullying, or unlawful harassment of, another District member or the public.	Suspension	Termination	
<b>Violent, criminal, indecent or immoral conduct</b>	Conduct considered to be outside the norm of community standards for acceptance, or criminal in nature	Suspension	Termination	
<b>Failure to follow District Policy, rules &amp; regulations</b>	Self explanatory; repetitive occurrence for violation of same policy, rule or regulation	Verbal or Written Warning	Written Warning or Suspension	Suspension or Termination
<b>Accumulation of, or pattern of related or unrelated offenses</b>		Degree of penalty determined by the Fire Chief.		
<b>NOTE:</b> 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**



<b>POLICY TITLE:</b>	Unpaid Leave of Absence
<b>POLICY NUMBER:</b>	3-08-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	9 November 2021
<b>BOARD APPROVAL SIGNATURE:</b>	

The District may grant a leave of absence without pay to any career member who requires leave from work for medical or non-medical reasons. Unpaid leave of absence may be used when the reason is not covered by any other type of leave and/or if the career member has exhausted other available leave options. The decision as to whether a career member shall receive an unpaid leave of absence shall be made by the Fire Chief or his/her designee. This decision shall be made on a case-by-case basis as determined appropriate in the Fire Chief's sole discretion, considering the District's operational needs. No career member is entitled to receive a leave of absence without pay under this policy unless otherwise required by law.

**1) Definition:** For the purposes of this Policy, "career members" include all uniformed and non-uniformed part- and full-time employees. This Policy does not include elected officials and volunteers (refer to *District Policy 3-09 "Volunteer Leave of Absence"*).

**2) Temporary Nature:** The Fire Chief also reserves the right to otherwise verify the necessity of the leave, and to require supporting documentation, to the extent permitted by law. Due to the District's staffing limitations, leave without pay under this Policy, if granted to a career member, shall generally be of a temporary and short duration, and in no case exceed six (6) months. The District reserves the right to terminate an unpaid leave of absence at any time not otherwise prohibited by law and require the career member to immediately return to work.

**3) Medical Condition:** The District reserves the right to require any career member requesting leave without pay due to a medical condition to present an appropriate medical certification verifying the need for the leave. If a career member is unable to return to work and perform the essential functions of his/her job (either with or without a reasonable accommodation) after receiving leave without pay, their employment with the District may be terminated in accordance with provisions in the current Collective Bargaining Agreement (if the career member is in the bargaining unit) and applicable policy and law.

**4) Benefits:** Career members receiving leave without pay shall not receive or accrue any employment benefits while on unpaid leave unless otherwise required by law. Career members may, however, be able to continue their health insurance, at their own expense, during a leave without pay as coordinated with the District Secretary.

**5) Beginning of Leave Period:** Career members receiving leave without pay shall return all District property, equipment, documentation, files and records in his/her possession or control on or before the commencement of his/her leave unless the District, in its sole discretion, notifies the career member otherwise.

If applicable, the District may require any unpaid leave of absence under this policy to run concurrently with any other type of leave to which the career member may be entitled under federal, state, or local law.

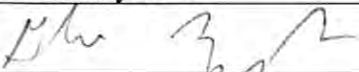
**6) End of Leave Period:** The District may presume that any career member who fails to report back to work promptly at the scheduled end of their unpaid leave of absence has resigned their employment and then process that career member's separation of employment from the District accordingly. Further, the Fire Chief may direct the career member to receive a skills assessment prior to returning to their normal duties.

The District reserves the right to require a career member returning from an unpaid leave of absence necessitated by their own illness or health condition to present a statement from their healthcare provider certifying they are fit to return to duty and perform the essential functions of their job (with or without a reasonable accommodation). For career uniformed readiness & response members, refer to *District Policy 3-15 "Emergency Responder Fit for Duty Status"*.



# ***Thurston County Fire Protection District 8***

## ***DISTRICT POLICY MANUAL***

<b>PROCEDURE TITLE:</b>	Volunteer Leave of Absence
<b>PROCEDURE NUMBER:</b>	3-09-PO-01
<b>REVISION:</b>	3
<b>DATE ISSUED/REVISED:</b>	11 January 2022
<b>BOARD APPROVAL SIGNATURE:</b>	

Leave of Absence (“LOA”) may be granted to volunteer members by the Fire Chief or Assistant Chief for extended periods of time due to work, health, educational and personal matters. This Policy does not cover career members (refer to *District Policy 3-08 “Unpaid Leave of Absence”*).

**I. Notice:** A volunteer member who applies for a LOA from the District must notify their Battalion Chief with as much advance notice as possible. The volunteer member may take up to six (6) months of leave. An additional 6-month extension may be approved by the Fire Chief or designee if extenuating circumstances exist.

The requesting volunteer member’s Battalion Chief will notify (email) the Assistant Chief of their recommendation and the effective dates. The Assistant Chief will review the application/recommendation. If approved, the Assistant Chief will notify all senior staff (chief officers and District Secretary) to make adjustments to membership status reporting and calendar tracking. The volunteer member is expected to maintain communications with their Battalion Chief or supervisor. All District issued PPE and equipment assigned to the volunteer member must be submitted to the District Facility and Equipment Manager or designee for the duration of their LOA. The volunteer member’s accounts for District access and security will also generally continue to be available during the leave period.

**II. Leave Period:** Volunteer members on LOA should contact the District Secretary if their address or contact information changes. Also, any volunteer member that is an EMT will be expected to continue to obtain ongoing training & education through Thurston County Medic One to maintain their certification status. The member on LOA is expected to keep their Battalion Chief briefed if any status changes.

If the volunteer member requests additional time for leave of absence beyond the initial 6-month period, they must communicate with their Battalion Chief. If the Battalion Chief agrees and recommends the extension, they will forward the request to the Fire Chief or their designee at least two weeks in advance of the end of their leave period. In no case will LOA be permitted for over one year. Lack of reasonable follow-up notification by the volunteer 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 volunteer member shall communicate (their intention to return to their Battalion Chief. The Battalion Chief will contact the Assistant Chief with the date the volunteer member plans to return to duty. The Assistant Chief will review and (if approved) forward the notice to all senior staff to ensure appropriate adjustment of records and calendars.

**IIIa: The District Safety Officer shall review or process:**

- 1) Review and confirm eligibility for return to active status, and

- 2) Review the need for the volunteer member to obtain a fit for duty evaluation (*District Policy 3-15 "Member Fit for Duty Status"*).

**IIIb: The District Training Officer shall review or process:**

- 1) Status of their EMS certification (if any);
- 2) Need for return-to-active status evaluation and/or re-training; and
- 3) Schedule or assign required training.

Upon successful completion of the above requirements, the District Safety Officer and Training Officer will notify the Assistant Chief to confirm the completion and the effective date they approve the member to return to duty. Fire Chief or designee will assign the volunteer member to an IR&R shift as applicable.

**IV. Resignation with opportunity for reinstatement:** Volunteer personnel will be eligible for a period of twelve (12) months from the date of resignation to request reinstatement to the next available volunteer recruitment that the individual is qualified for, at such time that they obtain eligible membership status.



# 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***



<b>POLICY TITLE:</b>	Employee Sick Leave Donations
<b>POLICY NUMBER:</b>	3-11-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	14 April 2020
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard J. Gasky</i>

### **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**



<b>POLICY TITLE:</b>	Annual & Sick Leave
<b>POLICY NUMBER:</b>	3-12-PO-00
<b>REVISION:</b>	6
<b>DATE ISSUED/REVISED:</b>	10 September 2024
<b>BOARD APPROVAL SIGNATURE:</b>	<i>[Handwritten Signature]</i>

The District shall provide annual and sick leave benefits to qualified 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), Workers' Compensation Act (Title 51 RCW) and any other applicable law, regulation or authority. Specifications for annual and sick leave for bargaining unit staff are covered under the current District Collective Bargaining Agreement ("CBA") with IAFF Local 2903.

**I. Annual Leave:** Employees are encouraged to utilize their annual leave benefit to promote a healthy, well-rounded life style. 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 the CBA 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 approved by the Fire Chief or designee.

Employees shall notify their supervisor of desired leave dates as far in advance as possible, and may be required to use alternate dates if a conflict exists with work or other leave requests from other paid staff members. Provisions for scheduling annual leave for bargaining unit employees will be governed by terms of the current CBA.

No more than the time accrued at start of the annual leave period may be taken. Unless otherwise approved by the Fire Chief, a maximum of a two-week limit for any continuous block of annual leave is allowed due to impacts for other employee's. Any changes to annual leave scheduling after posting may be approved by the supervisor if mutually agreed to by any other employees affected.

**II. Annual Leave Accrual:** Annual leave shall be computed for each non-bargaining unit employee based upon their years of continuous 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

Provisions for annual leave accrual for bargaining unit employees will be governed by terms of the current CBA.

No more than 240 hours of annual leave may be accumulated by an employee as of January 1<sup>st</sup> of each year; from January 2<sup>nd</sup> through December 31<sup>st</sup> of each year, employees may have an accrued annual leave balance in excess of 240 hours. An exception to the 240 hour 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.

**III. Annual Leave Cash Out:** Full-time fully-compensated non-bargaining unit employees may cash out up to 96 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 1<sup>st</sup> 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 employee 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.

Provisions for bargaining unit employees shall be governed by the CBA.

**IV. Sick Leave:** Sick leave may be used for any purpose permitted under Washington or federal law. 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. Provisions for accrual of sick leave for bargaining unit employees will be governed by terms of the current CBA. Part-time employees shall accrue sick leave as provided by RCW 49.46.210 and any other applicable Washington State law. 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.

**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. Part-time employees are ineligible to receive sick leave cash-out.

**VII. Holidays:** Full-time non-bargaining unit employees shall be paid for twelve holidays. Bargaining unit employees' holidays shall be subject to the terms and conditions of the CBA. "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 1 <sup>st</sup>              |
| • Martin Luther King Jr. Birthday                | 3 <sup>rd</sup> Monday in January    |
| • Presidents Day                                 | 3 <sup>rd</sup> Monday in February   |
| • Memorial Day                                   | Last Monday of May                   |
| • Juneteenth                                     | June 19 <sup>th</sup>                |
| • Independence Day                               | July 4 <sup>th</sup>                 |
| • Labor Day                                      | 1 <sup>st</sup> Monday in September  |
| • Veteran's Day                                  | November 11 <sup>th</sup>            |
| • Thanksgiving Day                               | 4 <sup>th</sup> Thursday in November |
| • The day immediately following Thanksgiving Day | 4 <sup>th</sup> Friday in November   |
| • Christmas Day                                  | December 25 <sup>th</sup>            |
| • 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 POLICY MANUAL***

<b>POLICY TITLE:</b>	Volunteer Benefits Programs
<b>POLICY NUMBER:</b>	3-13-PO-00
<b>REVISION:</b>	1
<b>DATE ISSUED/REVISED:</b>	18 April 2008
<b>BOARD APPROVAL SIGNATURE:</b>	

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.

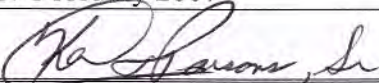
**III. Student Tuition Reimbursement Program:** Any District volunteer may apply for reimbursement for tuition, books and other related costs upon successful completion of accredited college courses. Interested District volunteers must make application to the Assistant Chief for Volunteer Services at 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**

<b>POLICY TITLE:</b>	Member Assistance Program
<b>POLICY NUMBER:</b>	3-14-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	27 February 2007
<b>BOARD APPROVAL SIGNATURE:</b>	

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



<b>POLICY TITLE:</b>	Emergency Responder Fit for Duty Status
<b>POLICY NUMBER:</b>	3-15-PO-00
<b>REVISION:</b>	1
<b>DATE ISSUED/REVISED:</b>	9 November 2021
<b>BOARD APPROVAL SIGNATURE:</b>	

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. Refer also to District Policy 3-16 “Members’ Disability Compensation”.

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.

**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. Refer also to District Procedure 2-20-02 “Accident Reporting, Investigation and Documentation”.

**III. Light/Alternative Duty:** As provided for by Washington State disability compensation authorities and Article 25 of the District-IAFF Local 2903 Collective Bargaining Agreement, 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 (based upon the medical restrictions as identified by the LHCP), 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). The District will establish and maintain a “light duty work/task description” that will be reviewed and approved by the Emergency Responder’s LHCP prior to assignment to such duty. A copy of the LHCP approved light duty/task assignment shall be forwarded as appropriate to the Washington Department of Labor & Industries.

**IV. Returning to Duty/Work:** If an Emergency Responder is absent from three or more shifts 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 an 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.

**VI. Essential Functions for Emergency Responders:** essential functions for emergency responders assigned to structural firefighting duties ("FF") or emergency medical duties ("EMS") include:

<i>FF</i>	<i>EMS</i>	<i>Essential Function</i>
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:**

<b>1) Emergency Responders:</b>	<ul style="list-style-type: none"><li>▪ Report to shift fit for duty</li><li>▪ Verbally inform the supervisor or a District chief officer when a sick day is needed</li><li>▪ Complete <i>District Return to Duty Form</i> 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</li><li>▪ Stay in contact with the District, preferably the supervisor, if unable to work for an extended period of time</li><li>▪ Inform the supervisor as far in advance as possible if a medical event (e.g. surgery) is planned</li></ul>
<b>2) Supervisor:</b>	<ul style="list-style-type: none"><li>▪ Stay informed about the status of assigned personnel</li><li>▪ Understand the scope and application of this Policy</li><li>▪ Inform subordinates of this Policy and associated expectations</li><li>▪ Apply policy, procedures, and standards appropriately</li><li>▪ Inform the shift Battalion Chief if an Emergency Responder misses 3 or more regularly scheduled shifts or weekly drills for a medical reason (i.e. under a LHCP care).</li><li>▪ Check in (talk to) the Emergency Responder on a regular basis if the <u>Emergency Responder is not working for an extended period of time</u></li></ul>
<b>3) District:</b>	<ul style="list-style-type: none"><li>▪ Ensure all Emergency Responders are fit for duty</li><li>▪ Administer Policy</li></ul>

# 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"*.

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**

## **DISTRICT POLICY MANUAL**



<b>POLICY TITLE:</b>	Members' Disability Compensation
<b>POLICY NUMBER:</b>	3-16-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	12 October 2021
<b>BOARD APPROVAL SIGNATURE:</b>	

The District shall provide compensation for a member's disability that is consistent with the member's classification (position, volunteer/career) at levels prescribed by legal requirements and contractual obligations. Such compensation will be designed to promote a member's timely return to productive work.

- 1) **Procedures:** The Fire Chief shall assure necessary procedures and guidelines are established and maintained to support implementation of this Policy. Procedures attendant to this Policy include:
  - a. Career member's disability received while on duty;
  - b. Volunteer member's disability received while on duty;
  - c. Disability event reporting procedures; and
  - d. Career member's disability received while off duty.
  
- 2) **Definitions:** For the purposes of this Policy, the following definitions shall apply:
  - a. Disability: any physical impact to a member because of an illness, injury or exposure.
  - b. Non-uniform career member: any part- or full-time civilian employee of the District who is engaged in a managerial, staff or support role and who is participating in the State Public Employees Retirement System Plans 2 and 3 (PERS2-3) retirement system.
  - c. Non-uniform volunteer member: any member performing services without any expectation of compensation who is not engaged in the District incident readiness & response program, but does provides for staff or support roles; elected officials are not considered to be non-uniform volunteer members.
  - d. On-duty: the act of a member serving in a career or voluntary status and performing their assigned duties and responsibilities; the District is considered as the "employer" or "supervisor".
  - e. Uniform career member: any part- or full-time employee of the District who is defined qualified for incident readiness & response and participating in the State Law Enforcement Officers and Firefighters Retirement Plan 2 (LEOFF2) retirement system.
  - f. Uniform volunteer member: any member performing services without any expectation of compensation who is engaged in the District incident readiness & response program and is participating in the State Volunteer Firefighter & Reserve Office pension & relief system.
  
- 3) **References:** Refer also to District Policy 2-20 "District Health & Safety Program" and related Procedures and Operating Guidelines, Policy 3-08 "Unpaid Leave of

*Absence”, Policy 3-09 “Volunteer Leave of Absence”, Policy 3-11 “Employee Sick Leave Donations”, Policy 3-12 “Annual & Sick Leave”, and Policy 3-15 “Emergency Responder Fit for Duty Status”.*

- 4) **Limitations:** Compensation payments related to a disability shall, as provided by law, not exceed the net-after-tax amount of which the member would normally be due if not in a disabled state and performing their regular duties. Any extension of disability compensation beyond what is provided for in this Policy must be reviewed and approved by the Board.

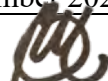
If a member is unable to perform their essential job functions with or without reasonable accommodation for a period of six (6) months or more, the District will consider whether separation from membership (employment) is appropriate. The circumstances of the member’s situation will be taken under consideration. If the member is part of the District’s Bargaining Unit, any applicable provisions of the current Collective Bargaining Agreement shall also apply.

- 5) **Review:** If a proposed change to this Policy or its Procedures may produce more than a de minimis impact, the Fire Chief shall provide the proposed change to the Board for review and approval. Furthermore, the Board may review provisions of this Policy when:
- a. Significant changes are made in disability compensation legislation/regulations;
  - b. Reviewing the terms of the District’s Collective Bargaining Agreement; or
  - c. Insurance and District risk management practices are under consideration.

# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE



POLICY TITLE:	Career Member On-Duty Disability
POLICY NUMBER:	3-16-PR-01
REVISION:	0
DATE ISSUED/REVISED:	5 November 2021
FIRE CHIEF SIGNATURE:	

This procedure, as part of *District Policy 3-16 "Disability Compensation"*, shall cover disabilities as received while on-duty for all career uniform and non-uniform members. Member light duty and return-to-duty is covered under *District Policy 3-15 "Emergency Responder Fit for Duty Status"*.

- 1) **Filing Requirements:** When any on-the-job disability event occurs, the career member must ensure their supervisor is immediately notified and that a claim for workers' disability compensation is filed by the attending physician/hospital/medical care facility (or other appropriate person/entity) in accordance with State law and regulations. The Washington State Department of Labor & Industries (L&I) is the agency charged with the responsibility for administering the workers' compensation program. Refer to *District Procedure 2-20-02 "Accident Reporting, Investigation and Documentation"*.
- 2) **Compensation Options:** When a career member is unable to perform their essential job functions due to an eligible on-the-job disability, the Fire Chief may choose (if determined appropriate in their discretion) to utilize one or more of the compensation options discussed in this section. Those options are: (1) place the disabled career member off-duty and coordinate time loss compensation (Section 3) and supplemental compensation (Sections 4 and 5); (2) if the disabled career member is capable and bona fide work is available, they may be assigned to light duty in conjunction with L&I's "Stay at Work" program; (3) continue to pay the off-duty disabled career employee at their regular compensation rate; or (4) a combination of the foregoing compensation program(s).

In the event the Fire Chief determines any of the foregoing options is appropriate to a particular case, the District will proactively work with the career member and L&I (to the extent necessary) to ensure the District fully complies with all applicable requirements. Compensation payments related to a disability shall, as provided by law, not exceed the net-after-tax amount of which the member would normally be due if not in a disabled state and performing their regular duties.

- 3) **Labor & Industries Time Loss Payments:** Per L&I's guidelines, time loss compensation is paid to eligible career members if they are unable to work more than three (3) days immediately following the date disability event. Disabled career members are not compensated for those first three days unless they are still unable to work on the fourteenth (14<sup>th</sup>) day following the disability event. Therefore, career members must immediately begin drawing accrued paid time off (sick leave or annual leave) for time loss from work if they wish to be paid for these first three days. Time loss payments from L&I are not subject to Federal income tax, social security taxes, and other payroll taxes/deductions.
- 4) **LEOFF Disability Leave Supplement:** For career members participating in the State Law Enforcement Officers and Firefighters Retirement Plan 2 (LEOFF2), and, in accordance with

RCW 41.04.550, disabled career members receiving workers' disability compensation are eligible for a wage supplement benefit. The supplement shall be an amount which when added to the time loss benefits, will result in wages equivalent to that which the career member would have received based on their regular schedule.

The disability leave supplement shall begin with the sixth (6<sup>th</sup>) calendar day from the date of the disability event which entitles the career member to benefits under RCW 51.32.090. For the purposes of this Policy, the date of the disability event shall constitute the first calendar day. One half (1/2) of the supplement shall be paid by the District and one half (1/2) of the supplement shall be charged to the career member's accrued paid time off in the following order: sick leave, then, annual leave. The supplemental benefits shall continue as long as the career member is receiving time loss benefits, to a maximum of six (6) months.

Per RCW 41.04.530 if a career member's accrued sick leave is exhausted during the period of disability, the employee may, for a period of up to two (2) months following their return to active service, draw prospectively upon sick leave the employee is expected to accrue up to a maximum of three (3) shifts worth. In any event, the District's supplemental contribution shall continue as long as the career member is receiving time loss benefits to a maximum of six (6) months.

Any sick leave drawn prospectively by the disabled career member (as provided for above) shall be charged against their earned sick leave until such time as the career member has accrued the amount needed to restore the amount used. In the event a career member terminates active service without having restored sick leave drawn prospectively, the District shall deduct the actual cost of any payments made under this Procedure from compensation or other money payable to the terminating career member, or otherwise recover such payment.

After six (6) months, if the disabled career member is unable to perform the essential job functions of their position (with or without a reasonable accommodation), or, the disabled career member continues to receive time loss benefits beyond the supplemental benefits period of six (6) months, the disabled career member may cash out their remaining paid time off (including annual leave and holiday time), and may be terminated as a District employee, or as otherwise provided for in the current District-IAFF Local 2903 Collective Bargaining Agreement (CBA) if in the Bargaining Unit.

- 5) **PERS Temporary Disability Leave:** Career members participating in the State Public Employees Retirement System Plans 2 and 3 (PERS2-3) receiving workers' disability compensation due to any occupational related disability may use accumulated paid time off to supplement workers' compensation payment to the level of their normal wage amount, less any voluntary deductions. In such instances, the total wages shall not exceed the regular amount normally due to that career employee. The accumulated leave is subject to regular Federal payroll taxes.
- 6) **Medical & Dental Insurance:** Career members receiving supplemental benefits will continue to be eligible for medical benefits per the District's insurance plan for a maximum of six (6) months. At the end of six (6) months, the career member may choose to be placed into "COBRA" coverage (if otherwise eligible), where the career member is responsible for the policy premiums.
- 7) **Leave Accruals During Periods of Disability:** Vacation, holiday or sick leave shall not accrue during the period that a disabled career member receives supplemental payments as defined in this Policy except for the portion of any payment attributed to the use of the career member's accrued leave.

- 8) **Seniority During Periods of Disability:** When a disabled career member is on paid time off, they shall retain their position on the seniority list as if continually employed for duty if they return to work full-time within six (6) months of the date of the disability event.
- 9) **Department of Retirement System Service Credit:** In accordance with the Washington State Department of Retirement Systems (DRS) regulations, workers' compensation time loss benefits are not considered eligible for service credit, therefore are not reportable. Also, per RCW 41.04.525, disability leave supplement payments for LEOFF 2 covered employees not attributable to the career member's use of his/her accrued leave are not considered as wages therefore are not eligible for service credit and not reportable. LEOFF 2 covered career members may apply for optional service credit while on "temporary duty disability" by applying to the DRS.


Accumulated paid time off used to supplement workers' compensation time loss payments for career members covered under the PERS 2-3 plan are wages and are reportable for service credit with the DRS.

- 10) **Deferred Compensation:** District deferred compensation payments shall not be deducted and remitted to DRS from a disabled career member's wages during the period in which they are receiving workers' compensation benefits.
- 11) **Re-injury After Returning to Work:** If after returning to full-duty a career member becomes disabled again within thirty (30) days, and it is determined by competent medical authority to be due to the (same) previous disability, the schedule/calendar for the original six (6) month timeframe (from the original disability event) shall apply.
- 12) **Full Disability:** In accordance with this Procedure and the provisions of the current CBA as appropriate, when a disabled career member is unable to perform their essential job functions, with or without a reasonable accommodation, for a period of six (6) months the District shall consider whether separation of employment is appropriate, taking into account the particular circumstances applicable to the career member's situation. Refer also to *District Policy 3-15 "Member Fit for Duty Status"* and *District Policy 3-08 "Unpaid Leave of Absence"*.
- 13) **Overpayments:** Any over-payment to a disabled career member for supplemental paid leave (beyond the amount equal to their normal wages for that time period) will be deducted from that career member's wages and corresponding hours of service (if applicable) will be adjusted to the correct paid time off balance(s). In no event shall the career member receive more in combined benefits under this Policy or procedure than he/she would have received if they were actively working.
- 14) **Employee Purchased Benefits:** Members may also have access to various benefit programs which they decide to purchase at their own expense which could relate to some of the situations covered by this procedure. Members should consult the summary plan descriptions, or other governing documents, for such self-purchased benefits in regard to their applicability (if any) to the situations covered by this policy/procedure.
- 15) **Long-Term Disability Policy:** The District may provide a long-term disability policy for all eligible members. Members should review the summary plan description and/or consult with the District Secretary in regard to whether this long-term disability policy is applicable to their respective circumstance.

# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE



POLICY TITLE:	Volunteer On-Duty Disability
POLICY NUMBER:	3-16-PR-02
REVISION:	0
DATE ISSUED/REVISED:	5 November 2021
FIRE CHIEF SIGNATURE:	

This procedure as part of *District Policy 3-16 "Disability Compensation"* shall cover disabilities as received while on-duty for all volunteer uniform and non-uniform members.

- Filing Requirements:** When any on-duty disability event occurs, the uniform volunteer member must ensure their supervisor is immediately notified and that a claim for volunteer relief provision is filed by the attending physician/hospital/medical care facility (or other appropriate person/entity) in accordance with State law and regulations. The Washington State Board for Volunteer Firefighters and Reserve Officers (BVFF) is the agency charged with the responsibility for administering the volunteers' relief program. Refer to *District Procedure 2-20-02 "Accident Reporting, Investigation and Documentation"*.

Non-uniform volunteer members are not covered under the BVFF volunteers' relief program, however, the District has third party insurance coverage with benefits equal to those provided by BVFF for disabilities incurred while in the service of the District. A non-uniform volunteer member shall immediately notify their supervisor and/or District Secretary who will coordinate the claim for the member.

- Relief Provisions:** The BVFF and District non-uniform volunteer relief provisions include a) payment of medical fees, b) hospitalization, c) initial disability compensation not to exceed the normal wage (up to six months), d) [after six months] a maximum amount as specified per month and e) reimbursement of disability related out-of-area travel costs based upon the Washington State rate.
- Tenure During Periods of Disability:** When a disabled volunteer member is on disability leave, they shall retain their tenure on the volunteer membership list as if continually in active status as long as they return to active duty full-time within six (6) months of the date of the disability event.
- Return to Duty:** Refer to *District Policy 3-15 "Member Fit for Duty Status"*.
- Permanent Disability:** In accordance with this Procedure when a disabled uniform volunteer member is unable to perform their essential job functions for a period of six (6) months the Fire Chief shall consider whether termination of membership is appropriate, taking into account the particular circumstances applicable to the volunteer member's situation. The Local Board of the BVFF shall consider the case and make a recommendation to the State Board of the BVFF for request of a full disability status for any uniform volunteer member.

If a uniformed volunteer member sustains a permanent partial disability as a result of an on-duty disability event, the State Board of the BVFF will examine the case to determine the extent of the disability based on the report of an independent examining physician or panel in accordance with State Department of Labor & Industries criteria. A settlement will then be offered to the permanently disabled uniform volunteer member.



# Thurston County Fire Protection District 8



## HR/LF POLICY

<b>POLICY TITLE:</b>	Anti-Harassment and Anti-Discrimination Policy
<b>POLICY NUMBER:</b>	3-20-PO-00
<b>REVISION:</b>	2
<b>DATE ISSUED/REVISED:</b>	8 October 2024
<b>BOARD APPROVAL SIGNATURE:</b>	

It is the District's intent to provide a work environment free from all forms of unlawful harassment and discrimination. It is expected that every member treat their co-workers, citizens, and anyone else with whom they come into contact while representing the District with respect and dignity. All forms of harassment and discrimination (either on or off-duty), by or against any member, citizen, vendor, independent contractor or other individual, whether due to gender, sexual orientation (including gender identity and gender expression), genetic information, pregnancy, marital status, family status, military or veteran status, race, color, national origin, citizenship status, religion, age, physical or mental disability, or any other classification protected by federal, state, or local law (also collectively referred to in this policy as a "protected class") are strictly prohibited. The District also prohibits unlawful discrimination and harassment against members and applicants based upon their association with a person who is member of a protected class.

**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.
- Supervisory 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. Prohibited Conduct:** *Non-exclusive* examples of the conduct prohibited under this Policy are set forth below:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to a person's membership in a protected class.
- Written or graphic material brought to, displayed at, or circulated in the District's workplace which denigrates or shows hostility or aversion toward an individual or group because of their membership in a protected class.
- Intimidating, hostile, derogatory, contemptuous, or otherwise offensive conduct or remarks that are directed at a person because of that person's membership in a protected class.
- Using the District's resources (such as voicemail, e-mail, or Internet access) to obtain, deliver, forward, circulate, or store inappropriate or offensive materials and/or materials which are derogatory toward any protected class.

With respect to sexual harassment, examples of the conduct the District prohibits include:

- Vulgar or sexual comments, jokes, stories, and innuendo.
- Graphic or suggestive comments about someone's body or manner of dress.
- Gossip or questions about someone's sexual conduct or orientation.
- Vulgarity, leering, inappropriate touching, and obscene or suggestive gestures.

- Displaying, accessing, or circulating in the workplace (including via e-mail or Internet) sexually suggestive photographs, cartoons, graffiti, jokes, and the like.
- Unwelcome and repeated flirtations, request for dates, and the like.
- Subtle pressure for sexual activity, including unwelcome but apparently sanction-free sexual advances by a supervisor to a subordinate.
- Solicitation or coercion of sexual activity, dates, or the like by the implied or expressed promise of award or preferential treatment.
- Solicitation or coercion of sexual activity, dates, or the like by the implied or expressed threat of punishment.
- Sexual assault.
- Intimidating, hostile, derogatory, contemptuous, or otherwise offensive conduct or remarks that are directed at a person because of that person's sex, regardless of whether the remarks themselves are sexual in nature.
- Retaliation against an employee for refusing sexual or social overtures, for complaining in good faith about sexual harassment, or for cooperating in good faith with the investigation of a complaint.

The District is also committed to maintaining a safe and healthy work environment, and will take appropriate health and safety precautions, when necessary, which are consistent with current medical knowledge. Accordingly, members may not refuse to work with or otherwise harass, or isolate a coworker because of a known or suspected disability or disease, or because of a coworker's association with a person with a disability or disease.

Because of the potential for miscommunication, misunderstandings, and conflicts of interest, the District does not permit supervisors to date those they directly or indirectly supervise. This applies to all members who have the authority or practical power to supervise, appoint, remove, or discipline another member or who are responsible for auditing the work of another employee.

### **III. Reporting Harassment or Discrimination:**

Sometimes, harassment and discrimination can be difficult to define. For this reason, the District strongly urges all members to use the reporting procedure set forth below in this Section III without worrying about whether the conduct involved would be considered harassment or discrimination in a legal sense. If a member considers the conduct to be inappropriate, it must be immediately reported. This is intended to assist the District in addressing not only illegal harassment and discrimination, but also any conduct that is offensive and inappropriate.

A member who believes they have been subjected to harassment or discrimination should (if they are comfortable doing so) immediately inform the perpetrator (preferably at the time of the conduct) that their behavior is unwelcome/offensive and request that the perpetrator stop. This applies to harassment or discrimination caused by anyone with whom the member comes into contact as part of their relationship with the District (i.e., co-workers, supervisors, citizens, vendors, or others). **In addition, the member must also promptly report the incident to their direct supervisor.** If the member's supervisor is the person engaging in the behavior at issue, then the member must promptly report the incident to the next level up the chain of command above their supervisor. If the Fire Chief is the person engaging in the behavior at issue, then the member must promptly report the incident to the Chairperson of the of Board of Fire Commissioners.

Members must also report any harassment or discrimination directed at other District members of which they become aware.

Any Supervisor who receives a complaint of discrimination or harassment (or whom otherwise becomes aware of conduct which may constitute discrimination or harassment which may violate this

Policy) must immediately notify the Fire Chief (or the Board Chair - if the Fire Chief is the subject of the concern).

**IV. Investigations:** All reported complaints (as well other potential violations of this policy regarding which the District becomes aware) will be promptly investigated to the extent determined necessary under the following guidelines:

1. Upon notification of a complaint under this Policy or a potential violation of this Policy, the Fire Chief (or the Board Chair - if the Fire Chief is the subject of the concern) shall conduct an initial review of the matter to determine if there could be a Policy violation if the alleged conduct were proven true. If no potential policy violation is found, the Fire Chief (or the Board Chair, if applicable) may meet with the parties involved to attempt to conciliate the complaint or conflict between the parties. If, however, after the Fire Chief (or Board Chair) conducts their initial review it is determined there could be a violation of this Policy, the District shall commence an investigation of the matter.
2. The Fire Chief (or Board Chair) will advise the subject member(s), in writing, that they are the subject of an investigation and provide a summary of the alleged misconduct. If the subject member is also a member of the District Collective Bargaining Unit, the District shall copy the Union Local representative on the foregoing notice.
3. The District shall, to the extent possible, keep the complaint confidential. This means the District will only disclose the complaint as it deems necessary to conduct the investigation and respond to the complaint, to management, and as may be required by law.
4. Depending upon the circumstances of the matter, the District may choose to conduct the investigation itself with internal staff or it may choose to hire an outside independent investigator to conduct the investigation.
5. If, after investigation, the District concludes a member has violated this Policy, that member will be subject to disciplinary action, up to including termination of employment. Disciplinary action will depend upon the circumstances, including the gravity of the misconduct. The District will impose discipline consistent with its provisions of its *District Policy 3-07 "Disciplinary Process"* (as well as any applicable Collective Bargaining Agreement terms for Collective Bargaining Unit members). The District shall take whatever action it deems necessary to prevent the misconduct from being repeated.
6. The District will inform the individual who initiated the complaint of the findings of the investigation and, to the extent possible, the remedial steps taken as the conclusion of the matter (if applicable).

**V. Retaliation:** Retaliation in any manner against a person for filing a good faith complaint of workplace harassment or discrimination, cooperating, testifying, assisting or otherwise participating in good faith in an investigation or related events is expressly prohibited. Any member who engages in such retaliatory conduct will be subject to disciplinary action, up to and including termination.

**VI. Training:** Initial (one-time) and ongoing annual training on this Policy as well as the District's principles of "servant attitude" will be provided to all members of the District. In addition, both topics will be addressed in each member's annual performance and development plan (PDP) process for their prior year evaluation and upcoming year expectations (refer to *District Policy 3-30 "Member Performance Evaluations"*).

# 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:	<i>Paul Small</i>

**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

<b>PROCEDURE TITLE:</b>	Reporting & Investigation of Internal Complaints
<b>PROCEDURE NUMBER:</b>	3-25-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	3 October 2006
<b>BOARD APPROVAL SIGNATURE:</b>	

**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

<i>Responsibility</i>	<i>Activity</i>
Complainant	<ul style="list-style-type: none"> <li>• Notify immediate supervisor or chief officer</li> <li>• Provide honest &amp; accurate information for documentation</li> <li>• Agree to confidentiality requirements for investigation</li> </ul>
Member receiving & documenting complaint	<ul style="list-style-type: none"> <li>• Meet with Complainant in appropriate setting, obtain &amp; document complaint information</li> <li>• Review this Policy with Complainant, explaining process</li> <li>• Document (in writing) incident/complaint information including:               <ul style="list-style-type: none"> <li>○ Specific details of incident causing complaint (when, where, who was involved, witnesses)</li> <li>○ Any knowledge of similar past occurrences involving the Complainant or others</li> <li>○ Any insight into why the incident may have occurred</li> <li>○ Description of how the Complainant responded and any actions they took immediately after the incident</li> </ul> </li> <li>• Discuss what actions the Complainant believes are necessary to remedy the situation</li> <li>• Contact Fire Chief or designee to provide complaint documentation and briefing</li> </ul>
Fire Chief or designee	<ul style="list-style-type: none"> <li>• Receive briefing and documentation of complaint</li> <li>• Determine nature and scope of complaint and identify appropriate investigation process:               <ul style="list-style-type: none"> <li>○ <u>If supervisor/chief officer is investigating:</u> brief them on process &amp; documentation requirements, assist if necessary</li> <li>○ <u>If Personnel Review Board is investigating:</u> coordinate with PRB Chair for appropriate panel selection and preparation for process</li> <li>○ <u>If investigated by outside party:</u> coordinate with Board for contracting with outside party for investigation process</li> </ul> </li> <li>• Ensure appropriate investigation process is conducted and receive final investigation report</li> <li>• Ensure follow-up actions are taken including:               <ul style="list-style-type: none"> <li>○ Appropriate notification to parties involved (including Complainant, Accused and Board)</li> <li>○ Appropriate disciplinary action if indicated</li> <li>○ Appropriate modifications are proposed &amp; implemented for District policy and/or procedures if indicated</li> </ul> </li> <li>• Ensure documentation of the complaint and investigation are filed in accordance with confidential records management practice</li> </ul>
Investigator(s)	<ul style="list-style-type: none"> <li>• Coordinate activities with Fire Chief or designee (including review of complaint)</li> <li>• Conduct impartial investigation:               <ul style="list-style-type: none"> <li>○ Meetings are conducted and documented with Complainant, Accused and any witnesses</li> <li>○ All parties are briefed on District Policy and need for confidentiality</li> </ul> </li> <li>• Provide final report and written file on investigation to Fire Chief or designee</li> </ul>

# **Thurston County Fire Protection District 8**

## **DISTRICT POLICY MANUAL**



<b>POLICY TITLE:</b>	Member Performance Evaluations
<b>POLICY NUMBER:</b>	3-30-PO-00
<b>REVISION:</b>	1
<b>DATE ISSUED/REVISED:</b>	14 June 2022
<b>BOARD APPROVAL SIGNATURE:</b>	

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. All Members’ performance review cycle shall be from January 1<sup>st</sup> through December 31<sup>st</sup> of each year. Supervisors shall complete the performance review of each subordinate Member for the previous year (or portion thereof) by the end of the first quarter 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”).
- c) The PDP-Expectations and PDP-Evaluation process for the Fire Chief will be linked to the overall strategic planning process as identified in *Policy 0-02 “General Organization of the District and Strategic Direction.”*



# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE



PROCEDURE TITLE:	Member Performance Evaluations: Performance & Development Plan
PROCEDURE NUMBER:	3-30-PR-01
REVISION:	1
DATE ISSUED/REVISED:	14 June 2022
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 available as 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 or 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. (

- a) **Position Linkage with Organizational Mission and Strategic Plan:** annotation of the current District Mission Statement, Goals and Objectives should be included (reference *District Policy 0-02 "General Organization of the District and Strategic Direction"*). Also, the District's "*Servant Attitude*" principles should be discussed with each Member during this process.
- 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 <sup>1</sup>.

<sup>1</sup> Examples of key competencies include accountability, adaptability-flexibility, customer-service skills, ethics-integrity, interpersonal skills, mechanical aptitude, results orientation, safety consciousness, 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.

# Thurston County Fire Protection District 8

## PDP process



PROCEDURE TITLE:	Member Performance Evaluations: Performance & Development Plan
PROCEDURE NUMBER:	3-30-PR-02
REVISION:	1
DATE ISSUED/REVISED:	14 June 2022
FIRE CHIEF SIGNATURE:	

This procedure shall act as a guide to assist members and supervisors as they complete the Performance Development Plan (PDP) as part of the Member Performance Evaluation. PDPs are to be conducted within the first quarter each year.

### PDP Expectations (Parts 1-3)

<p>1. Supervisor downloads the PDP and current Position Description for member and reviews both; Supervisor may use the appropriate “job-aid” template for member (e.g. probationary, FF-EMT, officer etc.). PDP expectation files will be stored on a secured District electronic file accessible by the Supervisor.</p>
<p>2. Supervisor reviews “Position Linkage with Organizational Mission and Strategic Plan” section and completes Part 1 and Part 2 as appropriate.</p>
<p>3. Supervisor provides electronic (or hard copy if preferred) 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.</p>
<p>4. Member sends electronic copy of their completed PDP form to Supervisor.</p>
<p>5. Supervisor and member agree on a meeting time to discuss the PDP. Supervisor prints out hardcopy of PDP form sent by member.</p>
<p>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. The supervisor may find some changes based on the interaction with the member. It is acceptable to update and reprint a “final copy” to processing.</p>
<p>7. Supervisor and member sign under “Acknowledge of Performance Plan”; Supervisor photocopies PDP form. Member gets a photocopy of the PDP.</p>
<p>8. Supervisor saves electronic copy in PDP shared drive “expectations” for the proper year. Files shall be saved as member last name, first name, expectations. e.g. “Gogetter Johnny Expectations”.</p>
<p>9. Supervisor submits hard copy of completed PDP to their Chief Officer for their review.</p>

**10.** Chief Officer reviews (provides input to supervisor if necessary) submits and forwards draft electronic copy and completed hard copy to the Assistant Chief for processing and filing.

**NOTE: Chief Officers are responsible to track and ensure all member's expectations have been completed and PDP conducted appropriately.**

## **PDP Evaluations (Parts 4-5).**

**1.** Chief Officer reminds all supervisors when PDP are coming due and provides the supervisor the appropriate PDP.

**2.** Supervisor reviews the member's previous expectations.

**3.** Supervisor completes part 5 as is appropriate and accurate based on the members period Performance. (Note part 4 only used if a change occurred and should be noted between review periods).

**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 under "Comments and Signatures".

**8.** Member gets a copy of the completed PDP Expectation and Evaluation form.

**9.** Supervisor gives the originals to their Chief Officer.


**10.** Chief Officer reviews (provides input to supervisor if necessary) Submit final signed forms to the Assistant Chief for final review, department tracking and filing.

**11.** Supervisor and member conduct expectations for the upcoming year (part 1-3).

# Thurston County Fire Protection District 8

## DISTRICT PROCEDURE MANUAL



PROCEDURE TITLE:	Executive Performance Assessment
PROCEDURE NUMBER:	3-30-PR-03
REVISION:	0
DATE ISSUED/REVISED:	14 June 2022
FIRE CHIEF APPROVAL:	

The following Procedure shall detail the schedule and process as authorized under the current revision of *Policy 3-30 "Member Performance Evaluations"* to provide linkage with the District's Strategic Plan ("Plan"), goals and objectives. Activities identified in the Procedure are to be coordinated with activities defined in *Policy 0-02 "General Organization of the District and Strategic Direction"* the District's Strategic Plan ("Plan") and *Policy 1-60 "District Funds & Budgets"*.

Date	Task	Responsible Mgr
At the regular Board meeting in November*	<b>1. Preparation for Annual Evaluation:</b> the Board will: <ul style="list-style-type: none"> <li>▪ review of strategic planning and budgeting processes;</li> <li>▪ consider any unique circumstances and determine if they need to be accommodated; and</li> <li>▪ schedule the annual performance review of Fire Chief.</li> </ul>	Board Chair (and Fire Chief)
At the regular Board meeting in December *	<b>2. Annual District Report:</b> the Fire Chief will: <ul style="list-style-type: none"> <li>▪ summarize the progress on District Goals &amp; Objectives;</li> <li>▪ identify any barriers to the progress and changes during the previous year; and</li> <li>▪ provide any references to the <i>Annual Budget-Policy Recommendation</i> report.</li> </ul>	Fire Chief
At the first regular Board meeting in January	<b>3. Annual District Report:</b> the Board will adopt the report.	Board Chair (and Fire Chief)
At the first regular Board meeting in January ( <i>in executive session</i> )	<b>4. Fire Chief Self-Evaluation:</b> the Fire Chief will submit to the Board a draft of his/her: <ul style="list-style-type: none"> <li>▪ PDP Part 5 <sup>NOTE 2</sup> for the previous year,</li> <li>▪ PDP Parts 1 and 2 <sup>NOTE 2</sup> for the ensuing year.</li> </ul>	Fire Chief
At the first regular Board meeting in January ( <i>in executive session</i> )*	<b>5. Board Consensus Meeting:</b> the Board will meet to: <ul style="list-style-type: none"> <li>▪ review the Fire Chief's self-assessment;</li> <li>▪ identify consensus opinion of the self-assessment; and</li> <li>▪ assess its governance with respect to impacts toward achieving Plan goals &amp; objectives.</li> </ul>	Board Chair
Prior to the second regular Board meeting in January	<b>6. Fire Chief Evaluation:</b> the Chair or designee will: <ul style="list-style-type: none"> <li>▪ draft consensus language for PDP Parts 1, 2 and 5; and</li> <li>▪ collate individual statements into a report back to the Fire Chief.</li> </ul>	Board Chair
At the second regular Board meeting in January ( <i>in executive session</i> )*	<b>7. Fire Chief Evaluation and Organizational Performance Assessment:</b> the Board will: <ul style="list-style-type: none"> <li>▪ review and finalize consensus PDP language and</li> <li>▪ complete Board/organizational assessment as needed.</li> </ul>	Board Chair

Date	Task	Responsible Mgr
At the regular Board meeting in February ( <i>in executive session</i> )*	<b>8. Fire Chief Evaluation:</b> the Board will meet with the Fire Chief and finalize PDP Part 5 for the previous year and Parts 1 & 2 for the ensuing year.	Board Chair (and Fire Chief)
At the regular Board meetings in March, June, September & December ( <i>in executive session</i> )	<b>9. Interim Fire Chief Reviews:</b> (PDP Part 4 <sup>NOTE 2</sup> ) informal discussions that include: <ul style="list-style-type: none"> <li>▪ progress on District goals &amp; objectives;</li> <li>▪ performance to key competencies;</li> <li>▪ any impacts on performance or teamwork; and</li> <li>▪ identification of any immediate follow-up actions as needed.</li> </ul>	Board Chair (and Fire Chief)

NOTE \* -- may include other scheduled meetings or workshops as needed.

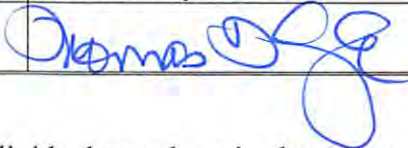
NOTE 2 – Performance & Development Plan (PDP):

- Part 1 Performance Expectations: based on adopted goals & objectives;
- Part 2 Training & Development Needs/Opportunities: proposed by member;
- Part 3 Organizational Support: proposed by member
- Part 4 Interim Reviews: a record of any interim reviews/changes; and
- Part 5 Performance Feedback: goals, objectives and key competencies review.

# *Thurston County Fire Protection District 8*

## **DISTRICT POLICY**



<b>POLICY TITLE:</b>	Tuition Reimbursement
<b>POLICY NUMBER:</b>	3-40-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	13 February 2018
<b>BOARD APPROVAL SIGNATURE:</b>	

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<sup>1</sup>. 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.

<sup>1</sup> 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 1<sup>st</sup> of each year. [FOR 2018, THE SOLE APPLICATION WINDOW DATE WILL BE SCHEDULED FOR JUNE 30<sup>TH</sup>.] 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”.

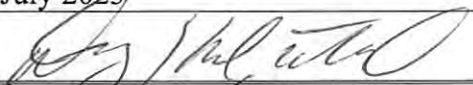
The member shall provide a copy of the invoice-receipt for all expenses for which reimbursement is sought. Upon meeting the above criteria and having received authorization from the Assistant Chief of Training & Education, a check will be issued to the member.



# **Thurston County Fire Protection District 8**

## **DISTRICT POLICY**



<b>POLICY TITLE:</b>	Resident Responder Program
<b>POLICY NUMBER:</b>	3-50-PO-00
<b>REVISION:</b>	1
<b>DATE ISSUED/REVISED:</b>	11 July 2023
<b>BOARD APPROVAL SIGNATURE:</b>	

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.

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<sup>1</sup> as a Driver-Operator on District apparatus assigned to the firestation(s) associated with the Program.

Residents shall attend a minimum of forty-eight (48) hours of duty each month in consideration of the accommodations provided, as well as the regularly scheduled hours of on-duty shifts 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.

**3. Program Coordinator:** shall ensure all provisions of the Resident Agreement are executed on behalf of the Fire Chief, by:

<sup>1</sup> As identified in *District Policy 2-61 “Driving & Riding District Apparatus”*.

- 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

*Proudly Serving Northeast Thurston County Since 1953*

## THURSTON COUNTY FIRE PROTECTION DISTRICT 8 RESIDENT AGREEMENT

This Agreement shall be between the authorized agent of Thurston County Fire Protection District 8 (“District”), the Fire Chief, and the volunteer participating in the Resident Program (“Resident”). The provisions for such arrangement are solely for the convenience for, and to meet the needs of, the District.

The Resident shall be supervised by the officer in charge of the shift to which the Resident is assigned, as directed by the Fire Chief or designee, and shall be referred to as the “Supervisor” in this Agreement. The Resident Program Coordinator will be identified by the Fire Chief or designee and is the primary contact for all facilities related matters, and has authority as delegated for and control of District owned/controlled assets.

**I. Resident Requirements:** Each volunteer participating in the Resident Program must comply with the requirements of this Agreement as well as their separate and individual requirement as a volunteer member of the District. Failure to do so may result in termination of this Agreement. In addition, in entering into this Agreement, the Resident represents that he/she has or will commit to the following requirements of the Resident Program:

- a) The Resident must maintain currency with the qualifications contained in the District Position Description for *Volunteer Firefighter-EMT (Driver-Operator)*.
- b) The Resident must obtain and maintain currency in certification as a Driver-Operator on District apparatus assigned to the firestation(s) associated with the Program.
- c) The Resident must commit to meet the duties and responsibilities as outlined in *Section III* and rules and regulations as outlined in *Section IV* of this Agreement.

**II. Probation & Evaluation:** Subject to Section IX, the Resident will be subject to evaluation by the Supervisor at the end of the first six months of residency and continued participation in the Resident Program will be based upon the Supervisor’s recommendation to the Fire Chief or designee. The Supervisor will work with the Resident Program Coordinator on their input as to the Resident’s compliance with facilities-related terms of this Agreement.

**III. Duties & Responsibilities:** The District (i.e. Supervisor, Resident Program Coordinator or Fire Chief) shall retain the right to inspect the facility (with or without due notice to the Resident) to ensure compliance with these responsibilities or assist in maintenance & repairs functions.

- a) The Resident shall perform all duties in a professional manner. Subject to Section IX, non-compliance with the terms herewith set may be cause for disciplinary action as outlined in *District Policy 3-07 “Disciplinary Process”*, up to and including termination of membership and cancellation of this Agreement.
- b) The Resident is required to attend training and respond to emergencies per *District Policy 3-03 “Drill & Response Attendance”*.

- c) As per the provisions of *District Policy 3-50 "Resident Responder Program"*, the Resident shall be available for stand-by duty as assigned. The Resident will also be expected to participate in volunteer response and call backs when available in the District.
- d) The Resident shall also ensure proper custody and care of the resident facility in which they reside. No sexually explicit, politically sensitive, or derogatory materials are permitted to be present or displayed in any common area. The following housekeeping functions must also be followed:
  - 1) Kitchen: as appropriate, no accumulation of dirty dishes and portable appliances; counter-tops, sinks, cupboards, appliances (e.g. stove, micro-wave, refrigerator) and floor clean; no accumulation of solid refuse.
  - 2) Bathrooms: as appropriate, counter-tops, sinks, toilet, shower/tub, and floor clean; no accumulations of solid refuse.
  - 3) Common Areas: regular vacuuming of soft-floors, room in neat condition; furniture (District owned/controlled) in good repair, clean and neat in appearance.
  - 4) Laundry Room: as appropriate, no accumulation of dirty laundry and portable appliances; counter-tops, sinks, cupboards, appliances (e.g. washing machine, clothes dryer) and floor clean; no accumulation of solid refuse.
  - 5) Bedroom: the Resident must supply any bed linen; linens are required on the beds at all times; the room shall be kept clean and free of any fire hazards.
  - 6) Grounds: as appropriate, the Resident shall keep the lawn of the District owned/controlled property mowed and cared for and the yard free of natural and man-made debris and in a generally neat condition.
  - 7) Vehicles: the Resident shall have no more than two (2) motorized vehicles at the resident facility, and shall a) ensure the vehicle is in working order, b) ensure each is properly licensed for operation, c) ensure each is adequately insured and d) park each in a safe and appropriate manner. The Resident shall not conduct major vehicle maintenance at the resident facility. The District is not responsible for covered or secured storage of motor vehicles.
  - 8) General: the Resident shall report any damage, repairs needed or maintenance required to the Program Coordinator as soon as practical. The Resident shall also attempt to mitigate or minimize any damages resulting from purposeful or accidental incidents until such time that repairs can be made.
- e) The Resident will work with their Supervisor for ensuring compliance for attendance at their scheduled on-duty shifts. The Resident will also work with the Assistant Chief by submitting (on or before the 15<sup>th</sup> of each month) their schedule availability to cover Resident Program related/required on-duty shifts for the following month, a minimum of 48 (forty-eight) hours per month.

**IV. Rules & Regulations:** The Resident must comply with the rules and regulations set forth below:

- a) The District shall retain custody and control of the resident quarters subject to visitation and inspection by the District.
- b) The Resident shall not use the premises for any purpose other than as a residence or stand-by for shifts nor use said premises for any illegal or unlawful purpose.
- c) Alcoholic beverages and controlled substances shall not be allowed in any District owned/controlled facility or apparatus at any time, nor shall the Resident respond to any emergency or operate any District apparatus under the influence of alcohol or a controlled

substance. Violation of this rule may cause immediate cancellation of this Agreement in addition to the provisions outlined in *District Policy 3-06 "Controlled Substances and Alcohol"*.

- d) There shall be no smoking in any District owned/controlled facility or apparatus.
- e) "Horse-play" in the resident facility will not be tolerated. Any person causing damage to the resident facility or other District owned/controlled property through negligence or horse-play shall be responsible to reimburse the District the cost of any repairs or replacement of that property.
- f) Visitors are allowed in the resident facility only upon invitation and when being accompanied by a Resident of that facility or by a District official (e.g. Resident Program Coordinator, Chief Officer). No guest shall be allowed between the hours of 24:00 and 06:00 hours unless approved in advance by all other residents of that facility and the Resident Program Coordinator; in no case shall a guest be allowed to stay in the facility for more than seven consecutive days.
- g) The Resident, when outside of their bedroom, shall be dressed appropriately.
- h) The Resident should refrain from excessive volume on audio-video equipment in order to prevent unduly disturbing others.
- i) There will be no cooking, burning, or unprotected open flame in any bedroom at any time.
- j) There shall be no pets allowed within the resident facility at any time unless approved specifically by the Resident Program Coordinator. Approval of pets within the resident facility will be dependent upon the following conditions:
  - 1) There must be an agreement (in writing) between the resident owner of the pet and all other residents of the facility, allowing occupancy by the pet and identify any special restrictions or conditions that must be met;
  - 2) The resident owner of the pet must provide a refundable \$300 deposit;
  - 3) The resident shall, by approval of this Agreement, agree to pay for repairs of any and all damage caused by the pet to the resident facility, furnishings, grounds or other District property; and
  - 4) The resident shall, by approval of this Agreement, agree to forfeit the right to having a pet in the resident facility if the terms of this section are not complied with.

**V. Agreement:** Both the Resident and the District agree to abide by the terms and conditions contained within this Agreement and approved addenda or attachments (if any). The Resident further agrees to abide by all policies, procedures or other directives of the District.

This Agreement in no way constitutes or is intended to be a contract of employment for the purposes of the Fair Labor Standards Act, nor for any other local or federal regulation or statute. Any performance of any function included, but not limited to, items listed in *Section III* of this Agreement by the Resident shall be that of the capacity as a volunteer.

Any changes in terms or modifications to this Agreement, addenda or attachments (if any) must be approved by the Fire Chief.

**VI. Miscellaneous Terms:** Other provision include:

- a) Utilities (power, water, sewer, etc.) shall be paid for and provided by the District.
- b) If the facility is not owned by the District, certain other provisions for terms or conditions may be imposed by the owner, and shall be included as required conditions under the terms of this Agreement. These conditions shall be included with the Agreement as an Appendix.

**VII. Termination of Agreement:** The volunteer participating as a Resident may be terminated at any time by the Fire Chief. Termination as a District volunteer shall result in termination of this Agreement. Furthermore, failure to abide by the terms of this Agreement may result in cancellation of this Agreement with not less than one (1) weeks' notice. Either party may terminate this Agreement upon not less than two (2) week's written notice. In the event of termination of the Resident Program by the District, or in the event of termination of the Resident's participation in the program for any reason, the Resident agrees to vacate the facility, remove all possessions from the premises, and return all District owned property within one (1) week after notification of termination.

Upon termination of the Agreement, the Resident Program Coordinator shall inspect the premises and determine the condition it was left in by the departing Resident. Based upon that inspection and evaluation, the Resident's pending nominal stipend balance may be withheld or retained to help compensate the District in repair costs.

**VIII. Release:** The Resident releases the District from liability for any injury or loss or destruction of personal property whatsoever while the Resident resides in the facility furnished by the District.

**IX. Voluntary Program:** The Resident recognizes and understands that their voluntary participation in the Resident Program is as a result of a program created and operated at the sole discretion of the Board of Fire Commissioners. Volunteers selected to participate in such program may be terminated with or without cause at any time. The Resident acknowledges that he/she has no express or contractual right to employment with the District and accepts appointment with that understanding. The Resident further acknowledges that no reliance has been placed on any verbal, written or printed statement of the District, its agents, or employees in the offer or acceptance of the position and that no such statements constitute a contractual obligation on the part of the District to continue the participation of the Resident in the Program.

The Resident recognizes that the relationship between the District and the Resident is not the normal landlord-tenant relationship. The District in providing the residence is exercising a governmental rather than a proprietary function. Resident is permitted to reside in District owned/controlled housing for the convenience and needs of the District and not of the Resident. Pursuant to RCW 59.18.040(8), the provisions of the Washington State Landlord Tenant Act do not apply to this Agreement.

I \_\_\_\_\_ (printed name of Resident) have read, understood and fully agree to the above Agreement and addenda and attachments (if any, separately initialed) and agree to abide by its terms and conditions:

\_\_\_\_\_ Date \_\_\_\_\_ *Signature of Resident*

\_\_\_\_\_ Date \_\_\_\_\_ *Signature of Fire Chief*

# **Thurston County Fire Protection District 8**

## **DISTRICT POLICY MANUAL**



<b>POLICY TITLE:</b>	Career Staff Shift Trades
<b>POLICY NUMBER:</b>	3-60-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	14 April 2020
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard Gasky</i>

### **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***



<b>POLICY TITLE:</b>	Washington State Paid Family Medical Leave
<b>POLICY NUMBER:</b>	3-61-PO-00
<b>REVISION:</b>	0
<b>DATE ISSUED/REVISED:</b>	8 December 2020
<b>BOARD APPROVAL SIGNATURE:</b>	<i>Richard Seabek</i>

### **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.



# Thurston County Fire Protection District 8

*Proudly Serving Northeast Thurston County Since 1953*

## DEPARTMENT AWARDS & RECOGNITION MANUAL

**Overview:** An Awards & Recognition program is a valuable part of a fire/EMS organization. This document describes standard awards practices. Nothing in this document prevents the Fire Chief from designating other awards in exceptional circumstances.

**Vision:** the Awards & Recognition program shall provide:

- A spectrum of recognition, from spontaneous servant attitude awards 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 supporting timely presentations;
- Awards that recognize team performance, as well as individual achievement; and
- Awards that honor both longevity and retirement from the fire service.

**Eligibility:** Members must have been a member in good standing at the time of event (for an incident-specific award) or on December 31<sup>st</sup> of the year in question for an annual award, including longevity awards. Members on a policy-compliant leave of absence will be considered to have been in good standing during their leave of absence once they return to full duty status.

**Responsibility for ordering, tracking, and administration of Awards:** The Fire Chief shall appoint an Awards Coordinator, who is responsible for procuring scheduled and anticipated awards, to include maintaining a stockpile of appropriate items. The Awards Coordinator shall be the Assistant Fire Chief who may assign any assistants as needed.

**Publicity:** Awards may be publicized via social media, district newsletter, or other means at the discretion of the District Secretary.

**Yearly Awards:** These awards are provided public recognition at the District’s awards banquet, typically held in the first quarter of the year following the year for which the award is made.

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection &amp; Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
<b>Career Responder of the Year</b>	Career Firefighter/EMT, demonstrating dedication, skill, and teamwork.	Company Officer or Battalion Chief nomination	District officers (democratic vote)	Engraved Trophy, Engraved plate on lobby plaque.	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Volunteer Responder of the Year</b>	Volunteer EMT or Firefighter/EMT, demonstrating dedication, skill, and teamwork.	Company Officer or Battalion Chief nomination	District officers (democratic vote)	Engraved Trophy, Engraved plate on lobby plaque.	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Officer of the Year</b>	Company officer (excludes acting officers)	Battalion Chiefs’ input	District Chief Officers	Engraved Trophy, Engraved plate on lobby plaque.	Annual District Awards Banquet	District, Fund 6680; District Purchasing

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection &amp; Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
<b>Valor</b>	Any District member conducting a successful rescue of a victim in immediate danger of death or serious bodily injury, while at elevated risk of personal harm.	Incident Commander	Fire Chief	Valor Bar, plaque	Annual District Awards Banquet, or as decided by Fire Chief.	District, Fund 6680; District Purchasing
<b>Team Excellence Award</b>	One or more companies successfully acting in an exemplary and coordinated manner to achieve excellent outcome resulting in superior achievement in preservation of life, incident stabilization, or property conservation.	Incident Commander	Fire Chief	Award, plaque	Annual District Awards Banquet, or as decided by Fire Chief.	District, Fund 6680; District Purchasing

**Status Awards:** These awards recognize department members 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. For all district members not receiving any other status award at an annual district awards banquet, a printed certificate of longevity, suitable for framing, shall be presented.

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection &amp; Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
<b>Longevity Awards: 1 Year</b>	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
<b>Longevity Awards: 2 Years</b>	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
<b>Longevity Awards: 3 Years</b>	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Helmet shield style keychain	Annual District Awards Banquet	District, Fund 6680; District Purchasing

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection &amp; Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
<b>Longevity Awards: 4 Years</b>	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
<b>Longevity Awards: 5 Years</b>	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Personalized badge (refer to <i>District Pol 3-05</i> for specs)	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Longevity Awards: 8 Years</b>	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
<b>Longevity Awards: 10 Years</b>	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
<b>Longevity Awards: 15 Years</b>	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Voucher for meal or travel (of choice) \$250 value	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Longevity Awards: 20 Years</b>	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Voucher for travel (of choice) \$500 value	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Longevity Awards: 25 Years</b>	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Voucher for travel & meal (of choice) \$750 value	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Longevity Awards: Non IR&amp;R members</b>	All District non-IR&R members	Automatic (tracked by District Secretary)	N/A	As per IR&R member awards OR alternative selection of equivalent value	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Separation Award: 5 years</b>	All District members with seniority	Automatic (tracked by District Secretary)	N/A	Plaque or suitable equivalent	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Separation Award: 10 years</b>	All District members with seniority	Automatic (tracked by District Secretary)	N/A	Shadow box or suitable equivalent	Annual District Awards Banquet	District, Fund 6680; District Purchasing
<b>Separation award: 15 years or retirement</b>	All District members with seniority; those retiring under LEOFF, BVFF, or L&I/disability	Automatic (tracked by District Secretary)	N/A	Axe Plaque or suitable equivalent	Annual District Awards Banquet	District, Fund 6680; District Purchasing

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection &amp; Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
<b>FF/EMT</b>	IR&R members	Members who have Thurston County EMT and IFSAC FF 1	N/A	Pin-on silver-tone badge	Shift meeting led by BC.	District, Fund 6680; District Purchasing
<b>Member in Good Standing</b>	IR&R members	Completion of probation	Assistant Chief	Collar Brass for Class B uniform	Shift meeting led by BC.	District, Fund 6680; District Purchasing
<b>CPR Save</b>	Any district member performing CPR on a documented "patient save"	(Medic One Criteria)	Medic One (coordinated by EMSO)	CPR Save pin, suitable for Class B uniform wear.	Shift meeting led by BC or board meeting.	Medic One
<b>Stork</b>	Any district member delivering a baby on an <i>emergency</i> call	(Medic One Criteria)	Medic One (coordinated by EMSO)	Stork pin, suitable for Class B uniform wear.	Shift meeting led by BC or board meeting.	Medic One

**Informal Awards:** These awards are focused on day to day success and achievement, to be facilitated by supervisors when appropriate.

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection &amp; Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
<b>Servant Attitude Award</b>	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. \$25 gift cards	Shift meeting led by BC.	District, Fund 6680; District Purchasing or Reimburse

**Conduct/Content of Annual Awards Banquet:**

- **Schedule:** the event should be scheduled on an annual basis, in the first quarter or as per Fire Chief's discretion.
- **Repetition/Summary of other awards:** Awards already presented in other venues should be briefly recapped.
- **Awards for All:** All members should be recognized at least once in the awards banquet.
- **Entertainment, meal, and venue:** To be decided by the Fire Chief or his designee in consultation with the District membership.

**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.