



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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October xx, 2024

Board President Carol Pigoni: Cloverdale Fire Protection District

Dear President Pigoni,

The Northern Sonoma County Fire Protection District (NSCFPD) is committed to working with the Cloverdale Fire Protection District (CFPD) collaboratively toward full or “functional” consolidation. This requires a jointly developed vision and associated plan. The vision will integrate annexation and Measure H funding as both Districts evolve. The vision will likely identify the need for future funding sources.

After discussion of your request our board is unwilling to agree to a tax sharing agreement with the CFPD for any portion of the Geysers property tax currently being received by the NSCFPD. To contractually commit funds being paid for the express purpose of fire response/prevention by this community to an entity that has no legal jurisdictional responsibility to this area would not be responsible governance on the part of the NSCFPD.

We do wish to move forward with the CFPD toward crafting a plan and potentially associated funding that utilizes the annexation funding. This would also require modifying the existing JPA.

Sincerely,

Scott Newman, Board President



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

Minutes of the Regular Board of Directors' Meeting

Thursday, September 19, 2024 at 6:00 PM

Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

1. Opening Greeting

a. Meeting called to order by President Scott Newman at 6:00 PM

b. Pledge of Allegiance

c. Roll Call

- Rob Stewart, Larry Heiges, Scott Newman, and Fred Peterson were present. Pat Abercrombie was absent. Fire Chief Marshall Turbeville, Clerk Anneke Turbeville, and Treasurer Michael Pigoni were also present.

a. Approval of the agenda

- **A motion was made and seconded (Peterson/Stewart) to approve the agenda. All ayes.**

2. Public Discussion

- Member of the public Nick Gloyd announced that a GMRS repeater is up at Pepperwood Preserve. He wants to place GMRS radios at Knights Valley Fire Station, Alexander Valley Fire Station, and Geyserville Fire Station.

3. Old Business

a. Strategic Planning

- Strategic Plan - Chief Turbeville announced that he provided his input to the Center for Excellence and hopes to adopt the plan at the October meeting.
- Master Plan - The Board wants a Master Plan- a three-to-five-year plan of facilities and budget. Peterson said that a master plan uses the strategic plan and the budget to create a plan, considering taxes and demographics. He noted that costs never go down, and revenues never go up as fast as needed. As a Director, Peterson does not want to make financial commitments without knowing how those commitments will play out. He wants to prepare a road map looking out ten years. He wants to know where we are going, and if it is realistic to get there. Peterson proposed starting a committee to begin the framework of a master plan. This process would be led by the Board. Directors Stewart and Peterson volunteered to be on the Master Plan Ad Hoc Committee. This will be an agenda item next month.

b. District Collaboration Updates

- i. Meeting with Sonoma County Winegrowers President and CEO Karissa Kruse*
 - No update.
- ii. Communications*
 - No update.

c. Measure H Planning

- i. The Board will discuss the status of legal representation*
 - No update.
- ii. The Measure H Vegetation Management Ad Hoc Committee will provide an update.*
 - No update.

d. Facilities Planning Updates

- i. Geyserville Fire Station remodel*
 - No update.
- ii. Alexander Valley Fire Station remodel*
 - No update.
- iii. East District Fire Station*
 - No update.

e. Board Development

- Assembly of Board of Director's Handbook: Newman asked Board Members if they want to hire someone for this. Michael Pigoni noted that he previously brought information on this topic to the Board. He explained that a consultant could provide training to new members, which would be similar to what was provided by the FDAC. The handbook would be a roadmap for new members. Anneke Turbeville noted that some of the current policies under development could also help board members.

f. Risk Management

- Update regarding the status of Ben Fay's review: Peterson reported that Fay has been focused on this topic and will have a written report soon. He noted that they are fairly well protected as Board Members, but the district may need to look at purchasing supplemental insurance.

g. Fiscal Year 2024/2025 Budget

- Treasurer's Budget Report: Heiges reported that Michael Pigoni laid out the preliminary plans for 24/25. He noted that there are a lot of moving parts to the budget, and complimented Michael Pigoni for creating the budget. He explained that Pigoni has taken a conservative approach and feels that this budget is a good representation of what to expect over the fiscal year.
- Michael Pigoni presented the latest version of the 2024/2025 budget. He noted that we have not yet had a stable year to lay down a history to calculate our revenue and expenses; sometime in March we should receive our first installment of sales tax funds, and this was our first full year of annexation (previous year was only 2 or 3 months of additional income). Pigoni summarized the budget, noting that about fifty percent of our budget is personnel. Professional services include consultants such as Cloverdale Health Care, Bells Ambulance, Cloverdale Fire, Healdsburg Fire, and the architect. He projected 6 months of Measure H revenue, using estimates from the study that came out. The budget is balanced and includes additional firefighters and engineers from Measure H funds, as well as a battalion chief and assistant chief.

The budget also includes approximately half of a million dollars of apparatus. The vegetation management budget does not go into the detail of each project- those details are available on QuickBooks. Pigoni noted that encumbered funds are now included in the financials- those are funds the District is committed to, including purchase orders and grant money not spent yet. This allows the Board to see the amount that needs to be spent. Another section of the budget is reserves, which is a policy we will be working on. He noted that we need a fee schedule for dealing with vegetation management; the District owns lots of equipment, and as we start Measure H projects, we need to charge for the use of our equipment. We have been tracking this, and Pigoni should have something ready to come before the Board next month. **A motion was made and seconded (Peterson/Heiges) to approve the Fiscal Year 2024/2025 General and Vegetation Management Budgets. All ayes.**

4. New Business

a. Prop 4 Resolution

- Review and adoption of Resolution 2024-2025-0919-01 Adopting the Proposition 4 Appropriation Limit for the Fiscal Year 2024/2025: Michael Pigoni noted that this is something we do every year; the limit is normally increased each year based on cpi and population. Last year we spelled out why we increased the amount and set a new amount. This year we used the same philosophy using real numbers. The Proposition Limit does not include grant or Measure H revenue- this is strictly property tax. **A motion was made (Peterson/Stewart) to approve of Resolution 2024-2025-0919-01 Adopting the Proposition 4 Appropriation Limit for the Fiscal Year 2024/2025. All ayes.**

b. Discussion and Approval of New Grants

- Review and approval of Resolution 2024-2025-0919-02 Approving the Department of Forestry and Fire Protection Agreement #7GF24310.*
 - **A motion was made and seconded (Stewart/Peterson) to authorize a Board Member or District Employee to sign Grant Agreement, Approve and sign Board Resolution, authorize Anneke Turbeville to complete and sign AD-1048 Form, and authorize spending \$12,330 from Account 52021. All ayes.**
- Office of Traffic Safety: Crash Response and Extrication Improvement Program- not a match, modernize extrication equipment. Fred/Larry to sign this grant.*
 - **A motion was made and seconded (Peterson/Heiges) to authorize Marshall Turbeville to sign Grant Agreement as Grant Director, authorize Scott Newman to sign Grant Agreement as Authorizing Official, authorize Ashlee Romero to sign Grant Agreement as Fiscal Official, and authorize spending \$91,002 from Account 52141. All ayes.**

c. Tax Share Agreement (Request from Cloverdale Fire Protection District)

- Discussion of proposal from Carol Pigoni and Jason Jenkins to memorialize a tax share agreement with the Cloverdale Fire Protection District.
- Assign Directors Fred Peterson and Rob Stewart to provide a written response to be discussed at the October Board meeting to include:*
 - 1) Request to meet regarding tax sharing.
 - 2) Request for increased collaboration and coordination including the hiring of additional personnel to be assigned to the Geyserville Fire Station and/or future second staffed station.
 - 3) Discuss JPA renewal. The current JPA is set to expire in 2025.
- Chief Turbeville noted that there was an error in the staff report for this topic- Rob Stewart and Pat Abercrombie were at the last committee meeting. Chief Turbeville reviewed his staff report, including some of the history of the relationship between the two agencies. He noted that the

JPA is coming due. Carol Pigoni commented that the Ad Hoc Committee needs to discuss this topic. She explained that when her Board saw annexation money starting to materialize, they wanted to send a letter to open discussion on tax sharing. Her Board wants to work collaboratively to get through this and future issues of JPA. She noted that they need to have some serious discussions at committee meetings and formalize some of the things currently handled at the staff level. She said the purpose of this letter is to make sure operational issues are worked out at a higher level of management. She looks forward to having this dialog on how to move forward. Director Stewart asked Carol Pigoni if they are willing to meet monthly- she said yes, they are. Peterson noted that initially, the plan was to fully consolidate. However, that didn't happen, and this District moved forward and now has responsibility for the Geysers Area. He said that he is not willing to do a tax share agreement with an agency that has no accountability up there. Peterson suggested holding a joint Board meeting. He has been frustrated with the lack of progression toward consolidation. Peterson wants the work done at the Ad Hoc Committee level and wants to make sure there is a shared vision. Carol Pigoni pointed out that her District has taken on the unfunded liability for our people. Directors Peterson and Stewart will work on constructing a response to the letter from Chief Jenkins and Carol Pigoni.

ii. *Authorize consulting with legal counsel if deemed necessary.*

- **A motion was made and seconded (Heiges/Stewart) to approve the use of legal counsel by the Ad Hoc Committee. All ayes.**

d. Policies

i. *Presentation of Policy Committee Staff Report*

- No discussion.

ii. *Introduction of the following policies to be approved at the next Board meeting:*

- 200 (Emergency Action Plan)
- 209 (Post Incident Analysis)
- 214 (Petty Cash Management)
- 308 (Response Time Standards)
- 309 (Aircraft Response)
- 333 (Earthquake Response)
- 334 (Volunteer Program)
- 335 (Chaplains)
- 616 (Training Records)
- 1002 (Promotions and Transfers)
- 1003 (Position Descriptions)
- 1004 (Classification Specifications)
- 1005 (Career Tracks)
- 1013 (Personal Projects on Duty)
- 1015 (Outside Employment)
- 1021 (Grievance Procedure)
- 1022 (Critical Incident Stress Debriefing)
- 1030 (On-Duty Injuries)
- 1107 (Standardization of Station Files)

5. Minutes

- **A motion was made and seconded (Stewart/Heiges) to approve the minutes of the August 15, 2024, regular meeting minutes. All ayes.**

6. Financial Report

- Larry Heiges presented the financial report on the past month's income and expenditures.

7. Consent Calendar

- **A motion was made and seconded (Peterson/Stewart) to approve the Consent Calendar items. All ayes.**

a. Approval of the August/September bills to be paid.

b. Approval of policies introduced at the August board meeting:

- 601 (AED Training)
- 617 (Firefighter Health and Safety)
- 712 (Social Media)
- 909 (Health and Safety Officer)
- 912 (Ground Ladder Testing)
- 918 (Roadway Incident Safety)
- 1037 (HIPAA Release)
- 1105 (Fire Detection Systems)

8. Chief's Report

- Chief Turbeville's monthly report was included in the Agenda Packet. Chief Turbeville reported that it has been relatively slow; there was a recent drowning at Lake Sonoma; Foundation ordered SCBAs; we are doing inspections; we started working on Fitch Mountain; we are also working on ADA compliance, newsletter, and our annual mailer.

9. Correspondence

- There was no correspondence, other than the letter from Cloverdale Fire discussed earlier.

10. Good of the Order

- Heiges announced that he won't be here for the October meeting (he will be in south Africa). On November 5th he will have back surgery and is not sure if he can attend November meeting.
- Peterson thanked the Chief for showing up at Mountain View Ranch Rd. CAL FIRE will be releasing a video on the Point Fire. The measures taken by the Fire Chief came under praise.

11. Adjournment of the Meeting

- **A motion was made and seconded to adjourn the meeting at 4:46 PM. All ayes. Set date and time of next meeting.**

**FISCAL YEAR 2024/2025 FINANCIALS SUMMARY
SEPTEMBER 30 2024 YTD**

Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	93,898.39	Monthly Revenue
\$	(340,508.77)	Monthly Expenditures
\$	(120,000.00)	Withdrawal (Transfer to Payroll)
\$	(83,398.39)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	450,008.77	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending September 30, 2024

Summit State Bank August Deposits

\$	3,040.85	Cloverdale FEMA Grant
\$	54,206.19	COPE Payment
\$	24,630.92	Cloverdale FEMA Grant
\$	1,520.43	Cloverdale FEMA Grant
\$	10,500.00	Redeemer Ranch - Yellow Engine
\$	93,898.39	Total Deposits

Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	26,615.08	Beginning Month Balance
\$	(121,908.17)	Withdrawal- Payroll
\$	120,000.00	Deposit (Transfer from Summit Enterprise)
\$	24,706.91	Balance for Period Ending September 30, 2024

Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	716,952.41	YTD Revenue
\$	(1,325,041.92)	YTD Expenditures
\$	(380,000.00)	Withdrawal (Transfer Payroll)
\$	(655,262.11)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	1,643,351.62	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending September 30, 2024

Encumbered Funds

\$	487,000.00	Grant Reserves for Fuel Reductiion
\$	781,960.00	Vehicle Replacement Payments
\$	1,268,960.00	Total Encumbered Funds

Reserved Funds

\$0.00	Vehicle Repalcement
\$0.00	Capital Equipement Replacement
\$0.00	New Station (Measure H Funds)
\$0.00	Measure H General Fund
\$0.00	Measure H Vegetation Funds

Summit State Bank ICS Account Monthly Summary

\$	1,678,964.19	Beginning Month Balance
\$	(429,441.42)	Withdrawal (Transfer to Checking)
\$	83,398.39	Deposit (Transfer from Checking)
\$	1,332,921.16	Balance for Period Ending September 30, 2024

Summit State Bank CDRS Account Summary Maturity Date 01/16/25

\$	562,101.01	Beginning Balance
\$	578,560.16	Last Month Balance
\$	-	Transfer Out of CD
\$	2,210.98	Interest
\$	580,771.14	Balance for Period Ending September 30, 2024

Combined Balance

\$	2,188,399.21	Balance for Period Ending September 30, 2024
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Tonight's Bills

10/17/2024	\$	220,463.33
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Total	\$	<u>220,463.33</u>
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2024-2025 September 30 YTD General Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40002 Prop Tax - Current Year	\$ -	\$ 3,110,488	\$ 3,110,488	\$ 3,110,488	0.00%
40003 Direct Charges - Current Year	\$ -	\$ 160,320	\$ 160,320	\$ 160,320	0.00%
40012 SB2557 Prop Tax - Admin Fee	\$ -	\$ (32,160)	\$ (32,160)	\$ (32,160)	0.00%
40101 Prop Tax - Current Unsecured	\$ -	\$ 92,645	\$ 92,645	\$ 92,645	0.00%
40111 Prop Tax - Supplemental	\$ -	\$ 65,831	\$ 65,831	\$ 65,831	0.00%
40201 Prop Tax - Previous FY	\$ -	\$ (800)	\$ (800)	\$ (800)	0.00%
40202 Direct Charges- Prior Year	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
40211 Prop Tax - Prev FY (Unsecured)	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
40221 Prop Tax - Prev FY (Secured)	\$ -	\$ (100)	\$ (100)	\$ (100)	0.00%
40404 Prop Tax - Timber Yield Tax	\$ -	\$ 819	\$ 819	\$ 819	0.00%
42111 State - Other In-Lieu Tax	\$ -	\$ 100	\$ 100	\$ 100	0.00%
42291 HOPTR- State	\$ -	\$ 9,137	\$ 9,137	\$ 9,137	0.00%
42627 IRP 61 Geysers Revenue	\$ -	\$ (251,774)	\$ (251,774)	\$ (251,774)	0.00%
44002 Interest - Pooled Cash from County	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	0.00%
44003 Other Interest Earnings - CDRS	\$ 6,753.69	\$ 20,000	\$ 20,000	\$ 13,246	33.77%
46001 Government Revenue- Grant Rev	\$ 15,222.76	\$ -	\$ -	\$ (15,223)	#DIV/0!
46003 OES Strike Team/Incident Reimb	\$ 28,060.67	\$ 10,000	\$ 10,000	\$ (18,061)	280.61%
46004 ABH Reimbursements	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
46007 Defensible Space Inspections	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	0.00%
46010 Measure H - Current Year	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	0.00%
46022 Public Records Request Fees	\$ 15.00	\$ 100	\$ 100	\$ 85	15.00%
46023 Sale of Fixed Assests - Surplus	\$ 10,500.00	\$ 50,000	\$ 50,000	\$ 39,500	21.00%
46027 Workers Comp Reimbursement	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
46028 Misc. Revenue, Other	\$ 6,855.78	\$ 153,330	\$ 153,330	\$ 146,474	4.47%
46029 Reimbursements	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
47000 Grant/Contract Admin Fee (transfer from Fuel Projects)	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	0.00%
47001 Project Manager	\$ 1,797.24	\$ -	\$ -	\$ (1,797)	#DIV/0!
49001 Transfer to Reserves	\$ -	\$ -	\$ -	\$ -	#DIV/0!
49003 Transfer in from Reserves	\$ -	\$ 190,596	\$ 190,596	\$ 190,596	0.00%
General Fund Total Revenue	\$69,205.14	\$ 5,405,832	\$ 5,405,832	\$ 5,336,627	1.28%

<u>General Fund Expenditures</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 53,338.43	\$ 265,000	\$ 265,000	\$ 211,662	20.13%
50702 Stipend/Extra Help	\$ 450.00	\$ 25,000	\$ 25,000	\$ 24,550	1.80%
50703 Overtime	\$ 3,515.93	\$ 25,000	\$ 25,000	\$ 21,484	14.06%
50704 FLSA Overtime	\$ 1,721.40	\$ 6,000	\$ 6,000	\$ 4,279	28.69%
50705 Overtime -Strike Team	\$ 28,392.11	\$ 1,000	\$ 1,000	\$ (27,392)	2839.21%
50706 Uniform Allowance	\$ 1,093.75	\$ 5,000	\$ 5,000	\$ 3,906	21.88%
50708 Contract Employees	\$ 317,820.25	\$ 2,000,000	\$ 2,000,000	\$ 1,682,180	15.89%
50709 Temporary Employees	\$ 66,028.80	\$ 220,000	\$ 220,000	\$ 153,971	30.01%

2024-2025 September 30 YTD General Fund

50712	Fire Prevention	\$	15,075.28	\$	150,000	\$	150,000	\$	134,925	10.05%
50753	FICA Retirement	\$	10,770.17	\$	31,748	\$	31,748	\$	20,978	33.92%
50754	457 Retirement Contributions	\$	4,096.61	\$	31,125	\$	31,125	\$	27,028	13.16%
50755	457 Plan Mgmt	\$	-	\$	5,000	\$	5,000	\$	5,000	0.00%
50756	Medicare	\$	2,518.84	\$	9,933	\$	9,933	\$	7,414	25.36%
50801	Health Insurance	\$	2,813.58	\$	61,000	\$	61,000	\$	58,186	4.61%
50803	Dental Insurance	\$	512.61	\$	4,800	\$	4,800	\$	4,287	10.68%
50805	Vision Insurance	\$	102.12	\$	1,200	\$	1,200	\$	1,098	8.51%
50806	Unemployment Insurance	\$	209.06	\$	19,685	\$	19,685	\$	19,476	1.06%
50808	Workers Comp	\$	88,653.00	\$	100,000	\$	100,000	\$	11,347	88.65%
51021	Phone Costs	\$	2,091.40	\$	9,743	\$	9,743	\$	7,652	21.47%
51032	Janitorial	\$	894.00	\$	8,000	\$	8,000	\$	7,106	11.18%
51041	Liability Insurance	\$	80,979.21	\$	80,000	\$	80,000	\$	(979)	101.22%
51060	Vehicle Maint/Outfitting	\$	7,087.90	\$	50,000	\$	50,000	\$	42,912	14.18%
51061	SCBA Maint/Repair	\$	-	\$	2,500	\$	2,500	\$	2,500	0.00%
51062	Field Equip Maint	\$	60.48	\$	38,000	\$	38,000	\$	37,940	0.16%
51063	Office Equip Maint	\$	-	\$	9,000	\$	9,000	\$	9,000	0.00%
51071	Station Maint	\$	1,439.40	\$	10,000	\$	10,000	\$	8,561	14.39%
51205	Payroll Costs	\$	814.70	\$	4,000	\$	4,000	\$	3,185	20.37%
51206	Accounting/Audit Services	\$	-	\$	8,000	\$	8,000	\$	8,000	0.00%
51211	Legal Services	\$	4,725.50	\$	15,000	\$	15,000	\$	10,275	31.50%
51221	Medical/Laboratory Services	\$	-	\$	5,000	\$	5,000	\$	5,000	0.00%
51225	Training Services	\$	910.00	\$	30,000	\$	30,000	\$	29,090	3.03%
51235	Dispatch Services	\$	-	\$	50,000	\$	50,000	\$	50,000	0.00%
51241	Outside Printing/Binding	\$	92.65	\$	8,000	\$	8,000	\$	7,907	1.16%
51242	Bank Charges/Finance Fees	\$	10.00	\$	100	\$	100	\$	90	10.00%
51244	Permits/Licenses/Fees	\$	10.00							
51249	Professional Services	\$	123,015.98	\$	830,000	\$	830,000	\$	706,984	14.82%
51250	Planning/Mapping/Inspection	\$	-	\$	3,500	\$	3,500	\$	3,500	0.00%
51301	Publications & Legal Notices	\$	-	\$	1,000	\$	1,000	\$	1,000	0.00%
51401	Rent/Lease, Equipment	\$	2,704.15	\$	6,000	\$	6,000	\$	3,296	45.07%
51602	Business Travel/Mileage	\$	-	\$	10,000	\$	10,000	\$	10,000	0.00%
51902	Telecommunication Usage	\$	4,168.96	\$	35,000	\$	35,000	\$	30,831	11.91%
51916	County Service Charges	\$	6,376.00	\$	10,000	\$	10,000	\$	3,624	63.76%
52021	Safety Clothing	\$	522.59	\$	52,330	\$	52,330	\$	51,807	1.00%
52022	Clothing & Boot Reimb	\$	-	\$	3,000	\$	3,000	\$	3,000	0.00%
52031	Food & Beverages	\$	101.19	\$	2,000	\$	2,000	\$	1,899	5.06%
52041	Station Supplies	\$	1,609.97	\$	6,000	\$	6,000	\$	4,390	26.83%
52061	Fuel/Oil Costs	\$	11,559.28	\$	60,000	\$	60,000	\$	48,441	19.27%
52081	Medical/Lab Supplies	\$	778.43	\$	8,000	\$	8,000	\$	7,222	9.73%
52091	Memberships/Certifications	\$	448.00	\$	7,000	\$	7,000	\$	6,552	6.40%
52111	Office Supplies	\$	663.92	\$	2,000	\$	2,000	\$	1,336	33.20%
52115	Subscriptions	\$	195.98	\$	16,000	\$	16,000	\$	15,804	1.22%
52117	Mail & Postage Supplies	\$	5.58	\$	2,500	\$	2,500	\$	2,494	0.22%

2024-2025 September 30 YTD General Fund

52141	Small Tools/Equip <\$1,000.00	\$	2,037.41	\$	121,000	\$	121,000	\$	118,963	1.68%
52142	Computer Equip/Accessories	\$	6,295.79	\$	20,000	\$	20,000	\$	13,704	31.48%
52143	Computer Software/Licensing	\$	2,608.36	\$	15,000	\$	15,000	\$	12,392	17.39%
52191	Utilities	\$	1,102.72	\$	5,000	\$	5,000	\$	3,897	22.05%
52193	Utilities - Electricity	\$	1,066.83	\$	14,000	\$	14,000	\$	12,933	7.62%
54305	Capital Assest - Machinery/Equip	\$	-	\$	100,000	\$	100,000	\$	100,000	0.00%
54331	Capital Asset - Mobile Equip	\$	236,313.73	\$	600,000	\$	600,000	\$	363,686	39.39%
54405	Capital Asset - Buildings/Imprv	\$	-	\$	0	\$	0	\$	0	0.00%
59003	Transfer - Apparatus Reserve Fund	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
59004	Transfer - Building Reserve Fund	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
59005	Transfer - Grant Reserve Fund	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
85001	Transfer to Operational Reserves	\$	-	\$	187,668	\$	187,668	\$	187,668	0.00%
85005	Transfer to Building Fund Reserves	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
85010	Transfer to Equipment Reserves	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
85015	Transfer to Measure H Reserves	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
General Fund Total Expenditures		\$	1,097,802.05	\$	5,405,832	\$	5,405,832	\$	4,308,040	20.31%
Net Position		\$	(1,028,596.91)	\$	(0)	\$	(0)			

2024 -2025 Vegetation Management Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40003 Property Taxes - Special Tax Zone 1	\$ -	\$ 50,000	\$ 50,000	\$ 50,000.00	0.00%
46001 Govt Rev- Grant Revenue	\$ 300,562.22	\$ 830,000	\$ 830,000	\$ 529,437.78	36.21%
46015 Measure H	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000.00	0.00%
46021 Fuel Reduction - Private	\$ 189,355.36	\$ -	\$ 0	\$ (189,355.36)	18935536000.00%
47001 Project Manager- Reimbursement	\$ 1,520.43	\$ -	\$ -	\$ (1,520.43)	#DIV/0!
49003 Transfer in from Reserves	\$ -	\$ 487,000	\$ 487,000	\$ 487,000.00	0.00%
General Fund Total Revenue	\$ 491,438.01	\$ 2,867,000	\$ 2,867,000	\$ 2,375,561.99	17.14%

<u>General Fund Expenditures</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 71,023.28	\$ 529,557	\$ 529,557	\$ 458,534	13.41%
50703 Overtime	\$ 107.57	\$ 2,500	\$ 2,500	\$ 2,392	4.30%
50706 Uniform Allowence	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
50709 Temporary Employees	\$ 52,777.24	\$ 50,000	\$ 50,000	\$ (2,777.24)	105.55%
50753 FICA Retirement	\$ 7,888.93	\$ 36,708	\$ 36,708	\$ 28,819.07	21.49%
50754 457 ER Contributions	\$ 3,332.76	\$ 39,717	\$ 39,717	\$ 36,384.24	8.39%
50756 Medicare	\$ 1,844.98	\$ 8,134	\$ 8,134	\$ 6,289.02	22.68%
50801 Health Insurance	\$ 10,574.97	\$ 111,842	\$ 111,842	\$ 101,267.03	9.46%
50803 Dental Insurance	\$ 620.40	\$ 8,133	\$ 8,133	\$ 7,512.60	7.63%
50805 Vision Insurance	\$ 124.85	\$ 2,033	\$ 2,033	\$ 1,908.15	6.14%
50806 Unemployment Insurance	\$ 537.91	\$ 21,314	\$ 21,314	\$ 20,776.09	2.52%
50808 Workers Comp - FRMS	\$ -	\$ 35,287	\$ 35,287	\$ 35,287.00	0.00%
51010 Grant & Contract Admin Costs (Transfer out to General Fund)	\$ -	\$ 300,000	\$ 300,000	\$ 300,000.00	0.00%
51060 Vehicle Maint/Outfitting	\$ 13,070.22	\$ 16,000	\$ 16,000	\$ 2,929.78	81.69%
51062 Field Equip Maint - saws, etc	\$ 2,252.99	\$ 35,000	\$ 35,000	\$ 32,747.01	6.44%
51071 Maintenance- Bldg & Improvements	\$ 895.89	\$ -	\$ -	\$ (895.89)	#DIV/0!
51211 Legal Services	\$ 3,187.50	\$ 6,000	\$ 6,000	\$ 2,812.50	53.13%
51225 Training - supplies, class fees	\$ 45.00	\$ -	\$ -	\$ (45.00)	#DIV/0!
51241 Outside Printing/Binding	\$ 612.58	\$ -	\$ -	\$ (612.58)	#DIV/0!
51249 Professional Services	\$ 87,826.06	\$ 945,000	\$ 945,000	\$ 857,173.94	9.29%
51401 Rent/Lease Costs	\$ 1,383.24	\$ 100,000	\$ 100,000	\$ 98,616.76	1.38%
52021 Safety Clothing - PPE	\$ 507.88	\$ 22,000	\$ 22,000	\$ 21,492.12	2.31%
52022 Clothing & Boot Reimbursement	\$ -	\$ 25,000	\$ 25,000	\$ 25,000.00	0.00%
52031 Food & Beverages	\$ 375.43	\$ 5,000	\$ 5,000	\$ 4,624.57	7.51%
52041 Station Supplies	\$ 313.57	\$ 10,000	\$ 10,000	\$ 9,686.43	3.14%
52061 Fuel Costs - vehicle/small tool	\$ -	\$ 36,000	\$ 36,000	\$ 36,000.00	0.00%
52111 Office Supplies	\$ 279.12	\$ 2,000	\$ 2,000	\$ 1,720.88	13.96%
52141 Small Tools/Equip <\$1,000.00	\$ 3,046.02	\$ 25,000	\$ 25,000	\$ 21,953.98	12.18%
52145 Grant Aquired Tools & Equipment	\$ -	\$ 10,000	\$ 10,000	\$ 10,000.00	0.00%
54305 Capital Assets	\$ -	\$ 100,000	\$ 100,000	\$ 100,000.00	0.00%
54331 Capital Asset - Mobile Equip	\$ 62,228.53	\$ 350,000	\$ 350,000	\$ 287,771.47	17.78%
85001 Transfer to Operational Reserves	\$ -	\$ 24,775	\$ 24,775	\$ 24,775.00	0.00%
General Fund Total Expenditures	\$ 324,856.92	\$ 2,867,000	\$ 2,867,000	\$ 2,542,143.08	11.33%

2024 -2025 Vegetation Management Fund

Net Position

\$ 166,581.09 \$ - \$ (0)

2024-2025 MEASURE H

General Fund Revenue		Actual 24/25	Final Budget	Under Budget	% Budget
46015	Measure H	\$ -	\$ 1,500,000	\$ 1,500,000	100.00%
49003	Transfer in from Reserves	\$ -	\$ 0	\$ -	0.00%
General Fund Total Revenue		\$ 0	\$ 1,500,000	\$ 1,500,000	0.00%

General Fund Expenditures		Actual 24/25	Final Budget	\$ Under Budget	% of Budget
50701	Permanent Employees	\$ -	\$ 211,225	\$ 211,225	0.00%
50703	Overtime	\$ -	\$ 2,500	\$ 2,500	0.00%
50706	Uniform Allowance	\$ -	\$ 10,000	\$ 10,000	0.00%
50709	Temporary Employees	\$ -	\$ 50,000	\$ 50,000	0.00%
50753	FICA	\$ -	\$ 16,971	\$ 16,971	0.00%
50754	457 Employer Contributions	\$ -	\$ 20,529	\$ 20,529	0.00%
50756	Medicare	\$ -	\$ 3,969	\$ 3,969	0.00%
50801	Health Insurance	\$ -	\$ 57,811	\$ 57,811	0.00%
50803	Dental Insurance	\$ -	\$ 4,204	\$ 4,204	0.00%
50805	Vision Insurance	\$ -	\$ 1,051	\$ 1,051	0.00%
50806	Unemployment	\$ -	\$ 9,854	\$ 9,000	0.00%
50808	Workers Comp	\$ -	\$ 16,314	\$ 14,900	0.00%
51010	Grant /Contract Admin Costs	\$ -	\$ 300,000	\$ 300,000	100.00%
51060	Vehicle Maint/Outfitting	\$ -	\$ 10,000	\$ 10,000	0.00%
51062	Field Equip Maintenance	\$ -	\$ 10,000	\$ 10,000	0.00%
51211	Legal Services	\$ 410.50	\$ 5,000	\$ 4,590	8.21%
51249	Professional Services- permits, backgrounds, contractors	\$ -	\$ 100,000	\$ 100,000	0.00%
51301	Publications & Legal Notices	\$ -	\$ 100,000	\$ 100,000	0.00%
52021	Safety Clothing - PPE	\$ -	\$ 20,000	\$ 20,000	0.00%
52022	Boot & Clothing Reimbursement	\$ -	\$ 40,000	\$ 40,000	0.00%
52031	Food & Beverages	\$ -	\$ 5,000	\$ 5,000	0.00%
52041	Household Supplies	\$ -	\$ 2,000	\$ 2,000	0.00%
52061	Fuel Costs - vehicle/small tool	\$ -	\$ 20,000	\$ 20,000	0.00%
52111	Office Supplies	\$ -	\$ 10,000	\$ 10,000	0.00%
52141	Small Tools/Equip <\$1,000.00	\$ -	\$ 23,572	\$ 23,572	0.00%
54305	Capital Assets - Furniture, Fixtures, Field & Shop Equipment	\$ -	\$ 200,000	\$ 200,000	0.00%
54331	Capital Assets - Mobile Equipment (>\$1000.00)	\$ -	\$ 500,000	\$ 500,000	0.00%
General Fund Total Expenditures		\$ 410.50	\$ 1,750,000	\$ 1,749,590	0.02%

Fund Balance	\$ (410.50)	\$ (250,000)	\$ (249,590)	0.16%
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Northern Sonoma County Fire Protection District Check Detail October 2024

Name	Memo	Account	Paid Amount
Advanced Security Systems Santa Rosa	708001	10002 · Summit State Bank - Operating	
	708001	51249 · Other Professional Services	-226.50
			-226.50
Allstar Fire Equipment, Inc.	259402	10002 · Summit State Bank - Operating	
	Leather turnout boots: Andrew Wallace	52021 · Safety Clothing	-389.51
			-389.51
Bell's Ambulance Service	127755	10002 · Summit State Bank - Operating	
	127755	51249 · Other Professional Services	-12,000.00
			-12,000.00
Cloverdale Auto Parts		10002 · Summit State Bank - Operating	
	714698	51062 · Field Equip Maint.	-177.53
	715348	52141 · Minor Equipment/Small Tools	-103.49
	715655	52061 · Fuel/Gas/Oil	-60.97
	715655	52141 · Minor Equipment/Small Tools	-42.59
			-384.58
Cloverdale Fire Protection District		10002 · Summit State Bank - Operating	
	Engineer/HFEO wages for 8/01-8/31/2024	50708 · Contract Employees	-15,130.29
	Wages for JPA: 8/01-8/31-2024	50708 · Contract Employees	-91,761.35
			-106,891.64
Dreiling Terrones Architecture, Inc	9100	10002 · Summit State Bank - Operating	

Northern Sonoma County Fire Protection District Check Detail October 2024

	Services through 9/30/2024 for scn23-024	51249 · Other Professional Services	-9,979.30
			-9,979.30
FRM		10002 · Summit State Bank - Operating	
	NSCF2417: scn23-024	51249 · Other Professional Services	-2,025.00
	Geysers Cal VTP	51249 · Other Professional Services	-18,418.60
			-20,443.60
FRMS	November 2024	10002 · Summit State Bank - Operating	
	Delta	50803 · Dental	-225.60
	VSP	50805 · Vision	-45.40
	Blue, Schend	50801 · Health Ins	-1,024.03
	Kaiser	50801 · Health Ins	-2,813.58
	Delta, JL/AR	50803 · Dental	-170.87
	VSP, JL/AR	50805 · Vision	-34.04
	Kaiser, AR	50801 · Health Ins	-937.86
			-5,251.38
Garrett Hardware & Plumbing, Inc.	71409, 71957, 71958, 72010	10002 · Summit State Bank - Operating	
	71409: bulk bolts	52141 · Minor Equipment/Small Tools	-20.54
	71957: hatchets, spark plugs, chain saw, oil	52141 · Minor Equipment/Small Tools	-2,560.64
	71958: chain, chainsaw bar, fuel	52141 · Minor Equipment/Small Tools	-347.67
	72010: misc bolts/tools/drywall	52141 · Minor Equipment/Small Tools	-160.00
			-3,088.85
Healdsburg Signs, Inc.	240972	10002 · Summit State Bank - Operating	
	240972: logo decals, F150	51241 · Outside Printing and Binding	-3,801.92

Northern Sonoma County Fire Protection District

Check Detail

October 2024

			-3,801.92
NBS	202409-3172	10002 · Summit State Bank - Operating	
	Quarterly Invoice: service dates 10/01-12/31/2024: [51249 · Other Professional Services		-1,323.50
			<u>-1,323.50</u>
Nick Barbieri Trucking, LLC	0160548	10002 · Summit State Bank - Operating	
	Gas: 282gal Diesel: 320gal	52061 · Fuel/Gas/Oil	-2,886.86
			<u>-2,886.86</u>
North Bay Health & Safety	NSC003	10002 · Summit State Bank - Operating	
	Delivery of Aerosol Transmissible Disease Plan	51249 · Other Professional Services	-1,300.00
	Delivery of Hearing Conservation Program	51249 · Other Professional Services	-1,200.00
			<u>-2,500.00</u>
Occu-Med, Ltd.	0924911	10002 · Summit State Bank - Operating	
	Alvarado, Francisco: Firefighter Series	51221 · Medical/Laboratory Services	-114.20
	Huber, Nathan: Forestry Tech 3-5	51221 · Medical/Laboratory Services	-70.50
	Reynoso, Joseph: Firefighter Series	51221 · Medical/Laboratory Services	-114.20
			<u>-298.90</u>
Peterson Trucks	235661	10002 · Summit State Bank - Operating	
	6182: maintenance	51060 · Vehicle Maintenance	-6,065.95
			<u>-6,065.95</u>
REDCOM		10002 · Summit State Bank - Operating	

Northern Sonoma County Fire Protection District

Check Detail

October 2024

Member contribution, Tablet Command, Device Rep: 51235 · Dispatch Services	-14,344.38
Member Contribution, Tablet Command, Device rep 51235 · Dispatch Services	-10,245.99
	-24,590.37

Sonoma County Auditor Controller	2024-2025 Property Taxes	10002 · Summit State Bank - Operating	
	2024-2025 Property Tax payments (1st/2nd)	51916 · County Service Chgs	-1,548.00
			-1,548.00

Sonoma County Fire District	1138	10002 · Summit State Bank - Operating	
	Willow Creek Burn	51249 · Other Professional Services	-470.22
			-470.22

South Coast Fire Protection District	24-12	10002 · Summit State Bank - Operating	
	Willow Quarry Rx Burn	51249 · Other Professional Services	-621.35
			-621.35

SRS Private Investigations	2024-176, 2024-183	10002 · Summit State Bank - Operating	
	Pre Employment reports: M Welch	51249 · Other Professional Services	-120.00
	Pre Employment reports: K O'Brien	51249 · Other Professional Services	-120.00
			-240.00

U.S. Bank	Closing Date 10/07/2024	10002 · Summit State Bank - Operating	
	Healdsburg Transfer Station: AP	51071 · Maintenance - Bldg & Improve	-40.00
	Body Gaurdz: AP, phone screen protector	52142 · Computer Equipment/Accessories	-9.95
	Costco: AP	52041 · Household Supplies	-80.61
	Cloverdale Saw & Mower: AP	51062 · Field Equip Maint.	-536.18
	Home Depot: AP, workbench	52141 · Minor Equipment/Small Tools	-969.99

Northern Sonoma County Fire Protection District

Check Detail

October 2024

Home Depot: AP: workbench, bench vise	52141 · Minor Equipment/Small Tools	-233.28
Home Depot: AP: workbench, bench vise	52141 · Minor Equipment/Small Tools	-323.33
Healdsburg Auto Parts: AP	52141 · Minor Equipment/Small Tools	-93.73
Home Depot: AP, cleaning supplies for station 2	52041 · Household Supplies	-124.21
Home Depot: AP	52000 · Supplies	-171.32
Pacific Sanitation: AR, September	51401 · Rents & Leases - Equipment	-691.62
Pacific Sanitation: AR, October	51401 · Rents & Leases - Equipment	-692.15
Sonoma County Clerk-Assessor: AT, voter list	52115 · Books/Media/Subscriptions	-26.06
Home Depot: AT, Fuels Crew truck outfitting	52141 · Minor Equipment/Small Tools	-1,527.68
Home Depot: AT, Fuels Crew truck outfitting	52141 · Minor Equipment/Small Tools	-198.16
Clark Pest Control: AT, 421: 36079191	51032 · Janitorial Services	-125.00
Clark Pest Control: AT, 421: 36257659	51032 · Janitorial Services	-125.00
Clark Pest Control: AT, 628: 36078640	51032 · Janitorial Services	-105.00
Clark Pest Control: AT, 710: 35877765	51032 · Janitorial Services	-121.00
Clark Pest Control: AT, 710: 36078641	51032 · Janitorial Services	-121.00
Clark Pest Control: AT, 997: 36078624	51032 · Janitorial Services	-221.00
Comcast: AT, 459: TV/voice/internet	51021 · Phone Costs	-270.18
Comcast: AT 937: business cable, service dates 10/	51021 · Phone Costs	-99.91
First Net/AT&T: AT September service	51021 · Phone Costs	-283.36
Healdsburg Lumber: AT, bolts/nuts/washers	52141 · Minor Equipment/Small Tools	-38.03
Healdsburg Lumber: AT, plywood	52141 · Minor Equipment/Small Tools	-107.63
Mail Chimp: AT, monthly fee	52143 · Computer Software/Licensing	-13.00
Streamline: AT, Inv B4679E2-0025: service dates 0	52143 · Computer Software/Licensing	-126.00
Streamline: AT, Inv B4679E28-0027: service dates	52143 · Computer Software/Licensing	-126.00
Uline: AT, padlocks	52141 · Minor Equipment/Small Tools	-147.91
Uline: AT, yellow flammable storage cabinet, gas ca	52141 · Minor Equipment/Small Tools	-2,728.24
All Paid: AT, Permit fee for Dozer/NEM Grant	51244 · Permits/Licenses/Fees	-76.75
Amazon: AT, lumintrail security cable, vinyl coated t	52141 · Minor Equipment/Small Tools	-39.16
Adobe: AT, monthly charge	52143 · Computer Software/Licensing	-47.98
American Water: AT, 678: service dates 08/14-09/15	2191 · Utilities	-22.94
AT&T: AT, October bill	51021 · Phone Costs	-138.00
LN Curtis: CM, pro-tech structural firefighting gloves	52021 · Safety Clothing	-278.56
Eufy: CM, outdoor security camera and base	51071 · Maintenance - Bldg & Improve	-596.72

Northern Sonoma County Fire Protection District

Check Detail

October 2024

Full Source: CM, surveyor safety vests	52021 · Safety Clothing	-25.06
Garrett Hardware: CM, blue def, 4cycle fuel, kinetix	52061 · Fuel/Gas/Oil	-223.38
Amazon: CM, Wi-Fi system for station 2	52142 · Computer Equipment/Accessories	-119.34
Home Depot: JS, 27gal tough tote	52141 · Minor Equipment/Small Tools	-64.97
Healdsburg Transfer Station: JS	51071 · Maintenance - Bldg & Improve	-112.00
Amazon 2467422: JT	52041 · Household Supplies	-21.08
Amazon 4754608: JT	52041 · Household Supplies	-26.42
Amazon 3212219: JT	52041 · Household Supplies	-38.28
Amazon 9147407: JT	52041 · Household Supplies	-31.43
Amazon 9799436: JT	52041 · Household Supplies	-8.19
Amazon 4087401: JT	52041 · Household Supplies	-88.27
Amazon 4659424: JT	52041 · Household Supplies	-19.01
Amazon 7753063: JT	52041 · Household Supplies	-11.78
Amazon 9715428: JT	52141 · Minor Equipment/Small Tools	-454.84
Amazon 3287415: JT	52111 · Office Supplies	-9.75
Amazon 1409802: JT	52111 · Office Supplies	-117.33
Amazon 2710662: JT	52041 · Household Supplies	-31.89
Amazon 5233055: JT	52041 · Household Supplies	-36.29
Garrett Hardware: JT	52141 · Minor Equipment/Small Tools	-113.81
Garrett Hardware: JT	52141 · Minor Equipment/Small Tools	-14.56
GovX : JT, Yeti Cooler	52041 · Household Supplies	-528.71
Home Depot: JT	52141 · Minor Equipment/Small Tools	-138.99
USPS: JT, engine 6131	52117 · Mail and Postage Supplies	-91.43
Supply House: JT, asurity pro condasate pump	52141 · Minor Equipment/Small Tools	-55.06
Yeti: JT, tie-down kit	52141 · Minor Equipment/Small Tools	-86.80
Safety Vests & More: JT, safety cones	52141 · Minor Equipment/Small Tools	-925.52
Yeti: JT, security cable lock and bracket	52141 · Minor Equipment/Small Tools	-60.76
Amazon: JT, plastic envelopes for P-Fleet cards	52111 · Office Supplies	-11.38
Peterson CAT: KY	51060 · Vehicle Maintenance	-79.78
All Paid: MT, Burn Permit, Westside Rd Bishop's R	51244 · Permits/Licenses/Fees	-258.75
All Paid: MT, Burn Permit	51244 · Permits/Licenses/Fees	-76.75
Firequick Products: MT	52141 · Minor Equipment/Small Tools	-1,236.28
Garrett Hardware: MT	52141 · Minor Equipment/Small Tools	-42.98

Northern Sonoma County Fire Protection District

Check Detail

October 2024

WalMart: MT	52142 · Computer Equipment/Accessories	-54.37
Amazon: MT, Dell docking station	52142 · Computer Equipment/Accessories	-155.14
Amazon: MT, Lisle dispenser with lid/cap	52141 · Minor Equipment/Small Tools	-112.00
Amazon: MT, 2 new monitors for station 2	52142 · Computer Equipment/Accessories	-161.88
More For Less: RP	52061 · Fuel/Gas/Oil	-100.00
More For Less: RP	52061 · Fuel/Gas/Oil	-40.00
		<hr/>
		-17,460.90

TOTAL 220,463.33

DIRECTOR'S SIGNATURES

X _____	X _____	X _____
X _____	X _____	



NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • www.nosocofire.com

STAFF REPORT

Vegetation Management Equipment Purchase

October 17, 2024 Meeting

The District will be receiving Measure H funding to implement vegetation management treatments. The District currently owns all equipment that may be used. The District has identified a need for the following equipment in fiscal year 2024/2025:

- Wheeled/towed chipper to replace a chipper purchased in 2018
- Addition of utility terrain vehicles (UTV)

The chipper will be the primary chipper used for Measure H projects and allow the 2018 chipper to be placed in reserve status. The District will also be transitioning to staging equipment at a project location rather than towing to the project location each day. A third chipper will assist with facilitating this change.

The UTV is needed to reduce offroad operation of vehicles and allow access to project sites that are along fire roads, trails, ridges, etc. UTVs are also needed during wet conditions when vehicles may cause damage to unsurfaced roads. The UTV will be able to transport people as well as equipment. The goal is to eventually have a fleet of 2 – 3 UTVs designated for vegetation management and stage UTV(s) at project location rather than towing to the project location each day.

Estimates have been secured from Sourcewell for a chipper, \$105,000 (including tax), and from the dealer for the UTV, \$35,000 (including tax).

ACTIONS REQUESTED:

- Authorize \$140,000 to purchase wheeled/towed chipper and a utility terrain vehicle

Emergency Action Plan

200.1 PURPOSE AND SCOPE

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

200.2 POLICY

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

200.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

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

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (8 CCR 3220):
 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
 4. Rescue and medical duties.
 5. Means of reporting fires and other emergencies.
 6. Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
 8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to (8 CCR 3221):

Northern Sonoma County Fire Protection District

Policy Manual

Emergency Action Plan

1. Potential fire hazards and their proper handling and storage procedures, potential ignition sources (e.g., welding, smoking) and their control procedures, and the type of fire protection equipment or systems that can control a fire involving them.
 2. Names and regular job titles of those responsible for maintaining the equipment and systems installed to prevent or control ignitions or fires.
 3. Names and regular job titles of those responsible for controlling the accumulation of flammable or combustible waste materials.
 4. Procedures to control the accumulation of flammable and combustible waste.
 5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each district workplace or facility and made available for member and visitor review.

200.4 TRAINING

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

Post-Incident Analysis

209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the Fire District. This policy describes the various types of PIA that can be used in the evaluation of District performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

209.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this District to use the PIA as a tool for Incident Commanders (ICs), Training Officers and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

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

209.2.1 RESPONSIBILITIES

The Incident Commander (IC), Training Officer and command staff have shared responsibility for the overall effectiveness of the PIA process.

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

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

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

209.3 POST-INCIDENT ANALYSIS

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

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

A PIA may include the following:

- Evaluation of the overall operational effectiveness

Post-Incident Analysis

- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives
- Evaluation of the application and effectiveness of policies and/or procedures
- Specific knowledge that might be beneficial

The information gained from a PIA should be used by company officers and staff to:

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

209.4 TYPES OF POST-INCIDENT ANALYSIS

209.4.1 HOT WASH

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

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

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

209.4.2 INFORMAL PIA

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

209.4.3 COMPANY-LEVEL PIA

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

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

209.4.4 FORMAL PIA

A formal PIA should be conducted following all:

- Multiple alarm structure fires
- Multiple alarm brush fires
- Multiple alarm Emergency Medical Service (EMS) incidents
- Multiple alarm special operations incidents
- Major disaster drills
- Any unusual incident identified by the Incident Commander or other staff officers

A formal PIA should be considered for:

- A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
- Any incident in which an unusual event occurs, (e.g., explosion, collapse).
- Any fire resulting in a fatality.
- Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- Any “close call” incident where firefighters could have been injured.
- Any hazardous materials incident with multi-company involvement.
- Specialty rescue operations with multi-company involvement.
- Any incident, at the Incident Commander’s discretion or at the direction of a senior officer.

The Training Officer is responsible for scheduling and facilitating the presentation of all formal incident analyses. This will include:

- Setting a presentation date and location within three days (whenever possible) of the incident.
- Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
- Notifying Shift Commanders.
- Coordinating/scheduling with other departments or outside agencies that worked the incident.

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- Arranging move-up and/or cover companies from other departments.
- Developing an After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.

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

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

Petty Cash Management

214.1 PURPOSE AND SCOPE

This policy provides for the establishment and administration of a district petty cash fund.

214.2 POLICY

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

214.2.1 DEFINITIONS

Custodian - The individual designated by the Fire Chief as having custody of and responsibility for maintaining the petty cash fund.

Petty Cash Fund - A reserve of money established to make change available for sales transactions and make small purchases when payment by other means is not practical.

214.3 RESPONSIBILITIES

214.3.1 FIRE CHIEF RESPONSIBILITIES

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

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed \$100.
- (c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than \$100.
- (d) A sales receipt for the sale of merchandise. The sales receipts should be sequentially numbered and include space for the following information:
 1. The date of sale
 2. The amount of sale
 3. The buyer's name
 4. The signature of the member selling merchandise.
- (e) A petty cash voucher for use by members to request cash from the custodian. The petty cash vouchers should be sequentially numbered and include space for the following information:
 1. The date of the disbursement
 2. The amount disbursed or reimbursed
 3. The budget expense account
 4. The vendor name
 5. The signature of the member receiving the cash

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- (f) An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:
 - 1. The name of the member receiving cash
 - 2. The amount disbursed to the member
 - 3. The reason for the disbursement
 - 4. The amount of any cash returned
 - 5. The amount of any cash received to replenish the account
 - 6. A copy of any purchase receipt
- (g) A requirement that the custodian provides a full accounting and reconciliation of all fund transactions.
- (h) A requirement that the petty cash fund is audited by the Fire Chief's authorized designee at least quarterly and that the results of the audit are provided to the Fire Chief.
- (i) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.
- (j) Designation of a physical location for the petty cash fund. The fund should be secured in the following manner:
 - 1. Use a lockbox with a key or combination lock.
 - 2. The lockbox should then be stored in a safe, securable drawer, cabinet, or locker.

214.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

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

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Replenishing funds when the funds on the account fall below the established replenishment amount of \$100 or requesting funds needed to bring the petty cash fund back to the maximum allowable amount.
- (c) Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.
- (d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.
- (e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash, vouchers and receipts before transferring petty cash responsibilities to an alternate custodian.

Petty Cash Management

214.4 PETTY CASH VOUCHERS AND SALES RECEIPTS

The Fire Chief should maintain an appropriate stock of petty cash vouchers and sales receipts and provide them to the custodian as requested from time to time.

Petty cash vouchers should be sequentially numbered.

Response Time Standards

308.1 PURPOSE AND SCOPE

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

308.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

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

308.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to document all district response times to emergency incidents and establish response time baselines and performance objectives.

308.3 PERFORMANCE OBJECTIVES

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

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute or less for turnout time for non-EMS incidents.

308.4 EVALUATIONS

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

Aircraft Operations and Emergencies

309.1 PURPOSE AND SCOPE

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

309.2 POLICY

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

309.3 ICS STANDARDS

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

309.4 AIRCRAFT EMERGENCY RESPONSE

The following guidelines will be followed for aircraft emergency response:

1. No person or vehicle shall enter the airport movement area without permission of airport personnel or the IC. Notify IC upon approach and await instructions before proceeding (Sonoma County Airport Advisory, April 17, 2000).
2. The Company Officer will determine the route and code of response.
3. Upon arrival, the first-in engine company shall park in a manner that allows optimum operations for the primary engine, including access to a water source; free and clear from falling debris, heat, flames and when possible, smokey conditions. First-in engine company shall provide a complete size up then assist escaping passengers and/or provide an escape path for the escaping passengers by using foam to cut a path through the burning flammable liquid from the escape exit door to a safe area outside the burning flammable liquid.
4. Tactical Goals are RECEO: Rescue, Exposures, Confinement, Extinguishment, Overhaul and Ventilation, in any order as tactical and strategic priorities change.
5. If foam is not available, use large volumes of water. Protect the aircraft fuselage from direct flame impingement; fire can burn through fuselage within 60 seconds. Lay supply line. Unmanned deluge (master streams) provide quick water, large volumes to extinguish fires and protect exposures using minimum staffing.
6. Get an interior attack line inside the aircraft as soon as possible without interfering with passenger escape. Fire intensity will require the use of 1-3/4" or larger handlines.
7. Provide interior ventilation as quickly as possible. Use fans or fog hose streams to ventilate. Ventilation should be started at the same time attack lines are put into operation, if possible.

Aircraft Operations and Emergencies

8. Aircraft have common attic spaces, large open cargo areas (in belly), and sidewalls that can have running fires in these confined spaces. Consider using penetrating nozzles to reach fire in confined spaces or any interior where interior attack lines cannot be placed into position for whatever reason.
9. Use ladders at the aircraft wing or other accessible points. Jumbo aircraft may require aerial ladders to reach access points.
10. Obtain a primary and secondary all-clear. Never assume that there are no survivors of the aircraft crash.
11. Provide for lighting.
12. Request law enforcement to secure the scene and assist in the control of the ambulatory passengers.
13. If saws are used for extrication or ventilation, arcing and sparking must be suppressed with water/foam from handlines.
14. Always have a safety back-up crew with charged and staffed hoselines in place to protect all personnel who will be working inside the spilled flammable liquid areas.
15. Be aware that large aircraft have oxygen cylinders on board that can explode, become missiles and/or accelerate the spread of fire.

309.5 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Northern Sonoma County Fire Protection District should develop guidelines for its own medical evacuation (medevac) landings or enter into local operating agreements for the use of medevac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., California Highway Patrol (CHP), California Transportation Authority (CALTRANS) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

Aircraft Operations and Emergencies

309.6 POLICY HISTORY

This policy replaces the following policies:

- SOPO-4 Airport Response
- SOPO-17 Responding to Aircraft Emergencies.

Earthquake Response

332.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a rapid and coordinated response in the event of any seismic activity.

332.1.1 DEFINITIONS

Windshield Survey - Systematic observations made from a moving vehicle to assess people and the environment.

332.2 POLICY

Implementation will take place by the following means:

- In the event Dispatch Center is made aware of and/or has felt seismic activity, emergency procedures known thus forward as "Emergency Earthquake Mode" will be implemented by the District as set forth by the Earthquake Response Policy.
- Any seismic activity shall be considered a possible foreshock of a devastating earthquake. Therefore, any officer aware of an earthquake tremor within the District, shall notify the Dispatch Center and begin Emergency Earthquake Mode.
- Any units in the field, having felt seismic activity and lost contact with the Dispatch Center, shall assume the worst case scenario and implement the Emergency Earthquake Mode. Field units shall monitor the Dispatch Center for any further announcements.

332.3 PROCEDURE

Upon first indication that an earthquake is occurring, all personnel shall take immediate measures to protect themselves and others from injury. All personnel are reminded that the initial earthquake may be only a prelude to a larger earthquake and aftershocks of varying magnitudes are expected to occur. All actions must be predicated on preparing for additional seismic activity and necessary safety precautions to mitigate any impact

Upon completion of earth movement all personnel are to initiate "Emergency Earthquake Mode" and begin the following actions at the company level prioritized by On-Duty Company Officer.

332.3.1 SECURE FACILITIES / PERSONNEL

- Ensure all company personnel are accounted for and assessed for injuries.
- Order all apparatus and necessary equipment to be relocated to a safe location outside of the facility.
- Check overall structural stability and integrity of facility.
- Check radios and phone lines for normal operation.
- Shut down utilities as necessary.
- Determine if facility is on normal or auxiliary power.

Earthquake Response

- Take immediate initiative actions to secure operational readiness.
- Notify on-duty Chief Officer with status report and operational status.

332.3.2 FACILITY STATUS REPORT

Facility status report will be brief, providing only pertinent information in the following order:

- Personnel: All okay, minor injuries, major injuries, trapped, fatalities
- Facility: Okay, minor damage, major damage
- Power: Normal, auxiliary, no power
- Phones: Okay, no phones
- Apparatus: Available staffed units and units trapped.

332.3.3 TRAPPED APPARATUS

In the event that structural damage prevents removal of apparatus, members shall, if safety permits, retrieve turnouts, safety equipment, breathing apparatus, portable radios and pagers. Determine the assistance required for extrication of the apparatus. Report availability and conditions to the Chief Officer.

332.3.4 SURVEY FIRST-IN AREA

It is imperative that engine companies complete a timely and complete assessment with documentation and reporting to their immediate supervisor before committing to emergency mitigation and incident stabilization.

Upon completion of the engine company's "windshield survey" company officers may have to prioritize response and self-dispatch to their units. Prioritization of incidents should be based on the following:

- Mass Casualties
- Fires with trapped victims
- Fires with high spread potential
- Medical aid's status as priority
- Major hazardous materials incidents
- Large fires with no spread potential
- Small fires with no spread potential
- Minor medical aids
- General assistance

332.4 RECONNAISSANCE/INTELLIGENCE/DOCUMENTATION

Effective operational planning depends on comprehensive information of the existing and potential situation. Reconnaissance and intelligence information must be gathered and transmitted to

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Command for compilation, evaluation and action. Proper documentation cannot be avoided as cost reimbursement can become the number one priority in the months following the disaster. Initial reconnaissance will be conducted as a windshield survey. This is to be a preliminary survey, documented by a brief summary of findings and actions taken using the ICS 201 Summary form. During the windshield survey notes should be taken, listing damaged areas, egress problems, or any other notable concerns.

332.5 CRITICAL FACILITY SURVEY

Critical Facility Surveys will be accomplished along with the windshield survey. If any damage is found in the area, a company officer will do an inspection of each identified critical facility in their area. Subsequent intelligence reports will require in-depth reconnaissance of each geographic area of responsibility.

Intelligence information will be concerned with the following:

- Structural Damage: Building, bridges, dams, high occupancy structures, etc.
- Hazardous Materials: Life threatening incidents, product leaks and/or spills, evacuation needs
- Water Supply: Broken mains, etc.
- Access Routes: Impassable streets, essential routes that can be readily cleared, safe, clear access routes.
- Utilities: Electrical/water/gas service, availability of emergency power.

332.6 SHORT RANGE PLANNING

Developing a plan to mitigate immediate problems and related contingencies shall be based on the windshield survey and priorities set forth by this doctrine. Such actions shall be predicated on leader's intent, unit capabilities, unit availability and realistic objectives until availability of additional resources are determined.

332.7 LONG RANGE PLANNING

Development of a plan for extended operations shall be the responsibility of the Incident Commander. Consideration must be given to the existing situation, potential problem development, operational limitation, logistical needs, and overhead requirements. This type of planning should be reviewed and updated for each operational period with use of an Incident Action Plan.

For incidents reaching extended operational periods all efforts should be made to establish a local, regional or county wide Emergency Operations Center based on incident severity and necessity. The Incident Action Plan (IAP) should be developed through a Unified Command representing all stakeholders. Implementation of the IAP should be compliant with Standardized Emergency Management System (SEMS) and components set forth through National Incident Management System (NIMS).

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The Chief Officer is responsible for establishing incident objectives and overall management Strategy. In a major disaster, the IAP may vary from general policy guidelines and objectives to more specific plans for selected divisions or geographical areas. In either event, the IAP should be written and distributed to all Section Chiefs, Unit Leaders, and Field Personnel prior to each operational period. All commands shall establish operational priorities based on problem assessment and availability of resources, considering the saving of lives and property, in that order.

332.8 FAMILY MEMBER ASSISTANCE

During a major disaster, on duty personnel want to be assured their family members are safe. Immediately following a major disaster, it is the responsibility of administrative staff to contact the on duty Chief Officer to inquire about making phone contact with the family members of on duty employees.. If deemed necessary, the administrative staff will carry out these responsibilities. If administrative staff are not available, the Chief Officer is to assure this is completed as soon as possible. This information should then be communicated to the employee.

Volunteer Program

333.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers to help improve service to the community, increase district responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the District and prompt new enthusiasm.

333.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the District without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

333.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support district personnel or provide a service to the community.

333.3 PROCEDURE

Volunteers may assist district personnel in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist the District in its public education efforts and/or in other areas within the District as needed. Volunteers are intended to supplement and support, rather than supplant firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the District. A copy of the policies and procedures will be made available to each volunteer upon appointment and they shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to district operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

333.4 VOLUNTEER MANAGEMENT

333.4.1 VOLUNTEER COORDINATOR

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the District, and to direct and assist staff and volunteer efforts to

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jointly provide more productive services. The Volunteer Coordinator should work with other district staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

333.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public.

- Be at least 18 years of age for all positions other than Explorer
- Be at least 14 years of age for an Explorer position
- Possess a valid California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer assignment

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

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333.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Fingerprints
- (b) Traffic and criminal background check
- (c) Employment history
- (d) References
- (e) Credit check

333.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the District, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the District. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

333.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are firefighter or other full-time employees of the District. They shall always represent themselves as volunteers.

333.4.6 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

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Volunteers shall conform to district-approved dress consistent with their assignment. Uniforms authorized for non-suppression volunteers should be readily distinguishable from those worn by firefighters. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official district assignments or functions, provided an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or district property at the termination of service.

333.5 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the District must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

333.6 CONFIDENTIALITY

Unless otherwise directed by a supervisor, the duties of the position or district policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the proper district personnel.

333.7 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

Chaplains

334.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Northern Sonoma County Fire Protection District chaplains to provide counseling or emotional support to members of the District, their families and members of the public.

334.2 POLICY

The District shall use Sonoma County Law Enforcement Chaplaincy (LECS) to provide support and emotional care to first responders.

334.3 DUTIES AND RESPONSIBILITIES

334.3.0 ASSISTING DISTRICT MEMBERS

The responsibilities of a chaplain related to district members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

334.3.1 ASSISTING THE DISTRICT

The responsibilities of a chaplain related to the Northern Sonoma County Fire Protection District include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.
- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the District.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of district members.
- (e) Attending district functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

Chaplains

- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the District.

Training Records

616.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

616.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Officer in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

616.3 MASTER TRAINING CALENDAR

The Training Officer will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All California Incident Command Certification System (CICCS) training provided by the District.
- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or Standardized Emergency Management System (SEMS) courses.
- (e) All NIMS, ICS, SEMS and NIMS-compliant incident management system courses.

Training Records

- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- (g) Any training opportunity scheduled by the Training Officer and intended to be provided department-wide.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Officer files based on district-established records retention schedules.

616.4 INDIVIDUAL TRAINING RECORDS

The Training Officer will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Officer should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review their file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member

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progress toward or application for licensing and certification should also be stored in the member training files. Examples include CICCIS coursework, CICCIS position task books and certification, NIMS certifications, SEMS certifications, California State Fire Marshal certifications, California Office of Emergency Services certifications (OES) and State of California pre-hospital care provider continuing education coursework, licensing and certification records (paramedic and Emergency Medical Technician).

616.5 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Officer for inclusion in their individual training file. The Training Officer will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Officer copies of any licenses, certifications and coursework that are pertinent to their position with the Northern Sonoma County Fire Protection District.

The Training Officer may request that new members obtain and submit copies of any previous employer training files for inclusion in their Northern Sonoma County Fire Protection District training file.

616.6 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Northern Sonoma County Fire Protection District member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Northern Sonoma County Fire Protection District to release copies to the named third party.

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

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

1002.2 POLICY

The Northern Sonoma County Fire Protection District determines promotions and transfers in a non-discriminatory manner. It is the policy of the Northern Sonoma County Fire Protection District to utilize the promotional testing criteria, study materials and testing instruments available from the Office of the State Fire Marshal (OSFM). This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the Northern Sonoma County Fire Protection District based on these criteria.

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

1002.3 GENERAL REQUIREMENTS

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

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

1002.4 TRANSFERS

1002.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience

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- Completion of the probationary period with the Northern Sonoma County Fire Protection District
- Expressed interest in the transfer position
- Education, training and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national required training or certification for the transfer position

1002.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) Supervisor recommendations should be submitted to the Fire Chief or designee. Each candidate should be interviewed. Fire Chief
- (c) Based on supervisor recommendations and and results of the interview, recommendations should be sent to the Fire Chief.
- (d) Transfers will be made by the Fire Chief.

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

1002.5 PROMOTIONS

Specifications for promotional opportunities are on file with the Northern Sonoma County Fire Protection District. Candidate should meet all minimum qualifications for the position as outlined in the Career Development Guide.

Position Descriptions

1003.1 PURPOSE AND SCOPE

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

1003.2 POLICY

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

1003.3 PROCEDURE

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

Position descriptions may be included in collective bargaining agreements.

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

Classification Specifications

1004.1 PURPOSE AND SCOPE

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

1004.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to coordinate with the Fire Chief for the development of job classifications unique to fire service.

1004.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the Fire Chief to develop, update and maintain the job classifications. These should include information from collective bargaining agreements with each employee group; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1004.3.1 POSITION DESCRIPTIONS

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

Career Tracks

1005.1 PURPOSE AND SCOPE

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

1005.2 POLICY

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

1005.3 PROCEDURE

The Northern Sonoma County Fire Protection District Fire Chief shall maintain all information on classification specifications, promotional opportunities and career tracks as outlined within each agency's "Career Development Guide."

Personal Projects On-Duty

1013.1 PURPOSE AND SCOPE

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

1013.2 POLICY

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

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the company officer or Fire Chief may deny or revoke permission for a personal project while on-duty.

Outside Employment

1015.1 PURPOSE

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

1015.2 POLICY

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

1015.3 PROHIBITED OUTSIDE EMPLOYMENT

The Fire Chief, at their discretion, may prohibit any outside employment which (Government Code § 1126 through Government Code § 1129):

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

1015.4 WITHDRAWAL OF APPROVAL FOR OUTSIDE EMPLOYMENT

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

Outside Employment

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

1015.5 APPEALS

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

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

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

1015.6 PROHIBITED USE OF DISTRICT RESOURCES

Members are prohibited from using any district equipment or resources in the course of or for the benefit of any outside employment without prior approval from the Fire Chief or designee. This includes access to official records or databases of this district or other agencies through the member's position with this district.

Grievance Procedure

1021.1 PURPOSE AND SCOPE

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

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

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

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

1021.1.1 GRIEVANCE DEFINED

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

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

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

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

1021.2 POLICY

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

1021.3 RETALIATION PROHIBITED

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

Grievance Procedure

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

1021.4 PROCEDURE

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

1021.4.1 COMMUNICATING GRIEVANCES

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

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

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

1021.4.2 GRIEVANCE RECEIPT

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

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

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

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

1021.4.3 RESOLVING GRIEVANCES

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.

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

1021.5 RESPONSIBILITIES

1021.5.1 MEMBER RESPONSIBILITIES

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

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

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

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

1021.5.2 SUPERVISORS

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

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shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

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

1021.5.3 COMMAND STAFF

Command staff should ensure prompt resolution of all grievances, including the following:

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

1021.6 MEMBER REPRESENTATION

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

1021.7 GRIEVANCE RECORDS

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

1021.8 GRIEVANCE AUDITS

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

1021.9 POLICY HISTORY

This policy replaces SOPA-18 Grievance Procedures.

Critical Incident Stress Debriefing

1022.1 PURPOSE AND SCOPE

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

1022.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

1022.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

1022.3 CISD PROGRAM

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

Functions of the committee include but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops, and seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- Coordinating and following-up on requests for CISD.
- Identifying state and local peer CISD organizations and teams.

Critical Incident Stress Debriefing

1022.4 CISD COMPONENTS

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

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

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

1022.4.1 ACTIVATION

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

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

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

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

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

For additional guidance on members requesting peer support or professional help on an individual basis, see the Wellness Program Policy.

Critical Incident Stress Debriefing

1022.4.2 CISD PROVIDERS

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

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

1022.5 DEBRIEFING

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

Common formats for CISD include:

- (a) On-scene debriefing: Peer support members or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support members. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.

Critical Incident Stress Debriefing

- (c) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support members that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support members several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

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

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

Following any intervention, members who need additional assistance should contact peer support members or the wellness coordinator to obtain information.

1022.6 ATTENDANCE

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

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

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

1022.7 ROTATION OF PERSONNEL

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

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

Critical Incident Stress Debriefing

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

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

1022.8 CONFIDENTIALITY

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

Exceptions to confidentiality include when:

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

1022.9 RECORD-KEEPING

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

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

Names of participants should not be recorded.

On-Duty Injuries

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to assist the Northern Sonoma County Fire Protection District in accurately reporting work-related illnesses and injuries and managing workers' compensation costs. The policy also provides district members with information concerning California state-mandated workers' compensation benefits and assistance to members who are either injured or develop a work-related illness as a result of their employment (8 CCR 9880).

Nothing in this policy is intended to confer any rights greater than those provided by state workers' compensation laws.

1030.1.1 DEFINITIONS

Definitions related to this policy include:

Permanent and stationary - The status of an injured member whose medical condition has reached maximum medical improvement.

Permanent disability - The status of an injured member who is permanently disabled.

Temporary disability - The status of an injured member who is unable to return to work because the member has not yet achieved a permanent and stationary status.

Third-party administrator - An entity responsible for adjusting workers' compensation claims on behalf of an employer.

Work-related injury - Any injury or disease arising out of employment or occurring in the course of employment duties (Labor Code § 3208); includes the contraction of a communicable disease (Labor Code § 5500.5).

1030.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to provide workers' compensation benefits and assistance to all members who incur a work-related illness or injury. The District shall display a notice to employees regarding access to benefits and provide new members with a written notice concerning their rights, benefits and obligations under workers' compensation laws (8 CCR 9880 and 8 CCR 9881).

1030.3 PROCEDURE

Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the Northern Sonoma County Fire Protection District. To be considered work-related, the injury or illness must arise from and occur in the course of employment. When authorized by a physician, medical expenses related to the treatment of a work-related injury or illness may include doctor, hospital, surgical, physical therapy, prescription medication or medical equipment. Workers' compensation may pay for wages lost as a result of an injury or illness, provided that absence from work is related to a work injury or illness and is authorized by a physician.

On-Duty Injuries

1030.3.1 MEMBER RESPONSIBILITIES

A member who is injured on the job must immediately report their injury to a supervisor. Any member who is involved in any accident while on-duty shall report such injury, illness or accident as soon as practicable to their supervisor

An injured member or member who has suffered a work-related illness shall report as soon as practicable to their immediate supervisor the medical findings concerning the injury, the extent of any work restrictions and the anticipated duration, if known. In addition, such members are required to promptly submit all medical releases, whether partial or full releases, to a supervisor.

Members should contact the person designated by the District for more information concerning workers' compensation benefits and payment of wages while off-duty due to a work-related injury or illness.

A member may be treated for an on-duty injury or illness by a personal physician that the member pre-designates in writing, prior to the injury or illness. The member may use the optional DWC Form 9783 Pre-designation of Personal Physician for this purpose (8 CCR 9780.1).

Members shall report any near-miss incident to their supervisor as soon as practicable. A near-miss incident is one where a mishap occurs but the member avoids serious injury or illness (e.g., slipping on an uneven surface but not falling).

1030.3.2 SUPERVISOR RESPONSIBILITIES

If injury is life-threatening, Emergency Medical Services (EMS) should begin or be summoned immediately.

If the injury is of a less emergent nature, the supervisor should ensure the member contacts the District-designated occupational medical provider. If the member has a pre-designated personal physician on file, the member may be treated by that physician.

If the injury does not require medical attention, the supervisor shall report the injury. The supervisor shall sign the report and indicate that the member desired no medical attention at the time of the report.

Within 24 hours of notification of an injury, the supervisor shall give the member a DWC-1 Employee's Claim for Workers' Compensation Benefits Form. The supervisor should have the injured member complete the member's portion of the form. If the member is unable to complete the DWC-1, the form may either be sent to the member's home or completed by the supervisor. The supervisor should complete the employer's portion as well.

The supervisor shall ensure that an Employer's Report of Occupational Illness/Injury (Form 5020) is filed with the Department of Industrial Relations within five days of the notice of injury (8 CCR 14004).

Supervisors receiving a report of a near-miss incident should prepare a detailed description of the incident and any recommendations or efforts to mitigate any identified hazards. Supervisors should forward the report to the Operations Division.

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1030.3.3 DISTRICT RESPONSIBILITY

Human Resources Department should evaluate the request to return to work and any necessary medical verification and make a determination whether:

- The member may return to work based on the medical documentation provided by the member.
- It is necessary to engage in an interactive process to determine a reasonable accommodation.
- It is necessary and appropriate to send the member to a fitness-for-duty evaluation.

Human Resources Department, in consultation with the appropriate Duty Chief will make a recommendation to the Fire Chief or the authorized designee whether the member should be returned to full-duty or modified-duty, and will communicate the decision to the member regarding their return to work.

1030.3.4 RETURN TO WORK FOLLOWING INJURY OR ILLNESS

It is the member's responsibility to keep the District informed regarding their absence and to immediately advise the person designated by the District when the member believes that they will be released to return to work, with or without limitations. If practicable, the member shall provide advance notice of their potential return to work. If requested, it is the member's responsibility to provide medical verification.

A summary of steps for returning to work following an injury or illness can be located in the Return to Work Policy.

1030.3.5 TEMPORARY MODIFIED-DUTY ASSIGNMENT

A temporary modified-duty assignment may be available for a member with temporary limitations on their ability to perform normal job duties. See the Temporary Modified-Duty Assignments Policy for additional information.

1030.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, a member's work-related injury or illness results from the negligent or wrongful acts of another, for which the member, the District and/or other insurers are entitled to recover civilly. To ensure that the District's interests are protected and that the member has the benefit of the District's experience in these matters, the following procedure shall be followed.

1030.4.1 MEMBER OFFERS TO SETTLE

When a member sustains a work-related injury or illness caused by another person and is then approached by the person or an agent, insurance company or attorney and offered a settlement of claims, that member shall take no action other than to make a written report of this contact to their supervisor as soon as possible.

1030.4.2 SETTLEMENT AUTHORIZATION

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an on-duty injury, the member shall provide the Fire Chief with written notice of

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the proposed terms of such settlement. In no case shall the member accept a settlement without first providing such written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damages to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

Standardization of Station Files

1107.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines regarding the files, forms and other written instruments that should be maintained and available at all fire stations.

1107.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District that all files, forms and other written or electronic records maintained at the fire stations shall be retained within District policy and state and federal laws, and that appropriate safeguards are implemented for protected or confidential information.

1107.3 CREATING THE STANDARD FILES PROCEDURE

The scope of the forms and written instruments that should be maintained at all fire stations is quite extensive. It will vary considerably from agency to agency and from county to county.

Agencies should create a policy addressing the files, forms and written instruments that should be kept at each fire station. Agencies will also need to address how many types of files are stored at the stations. Some of the guidelines in this policy will be based on local practice, some on requirements for forms that are relevant to outside entities and some based on codes and other mandates. Agencies should work with legal counsel when developing this policy to ensure consistency with other policies and laws and that the appropriate safeguards are in place.

Agencies should consider addressing the following topics when creating this policy:

- (a) The person responsible for maintaining the station files
- (b) Specific forms, documents and other written instruments that should be kept in the station files
- (c) Specific forms, documents and other written instruments that should not be kept in station files, such as employee medical information
- (d) Security for the station files
- (e) Secure files versus open access files
- (f) Confidential employee records, documents, evaluations
- (g) Information protected by the Health Insurance Portability and Accountability Act (HIPAA)
- (h) Storage of confidential business or occupancy information
- (i) County-required forms
- (j) Emergency Medical Service (EMS) forms, blank forms, completed forms
- (k) The district's records retention requirements

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- (l) The timetable for periodic purging of station files and the person responsible



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CHIEF'S REPORT

October 17, 2024

For Previous Month

SIGNIFICANT INCIDENTS

- September 8: Responded as part of an engine strike team to Boyles Fire in Lake County
- September 14: Small arson vegetation fire on Kinley Road
- September 20: CAL FIRE made an arson arrest that included three small vegetation fires in the District including Kinley Road fire

COMMUNITY MEETINGS/OUTREACH

- September 4: Knights Valley Firewise USA Community Meeting
- Property owner outreach related to Geyser Peak to Pocket Peak fuel break project
- Property owner outreach related to the North Westside – Mill Creek Wildland Fire Management Planning Unit

FIRE OPERATIONS

- Wine Country to the Rescue Event funded self-contained breathing apparatus (SCBA) are planned to arrive in October 2024

FIRE PREVENTION

- Fire Inspector John Lilienthal conducting defensible space inspections in Fitch Mountain Community (unincorporated area)

VEGETATION MANAGEMENT

- Fuels Crew moved into Alexander Valley Fire Station at end of September
- Fuel Crew vehicle “flatbed” design and installation in progress
- Fuels Crew worked on the following projects:
 - County of Sonoma’s Free Chipper Program Assistance
 - Wohler and Chalk Hill Communities Shaded Fuel Break Demonstration Project
 - Fitch Mountain Open Space (City of Healdsburg funded via a grant)

ADMINISTRATION

- Facility needs assessment process ongoing (Geyserville Fire Station Renovation and other facility needs)