

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT FIRE DEPARTMENT OPERATIONS MANUAL

Organization

1. Firefighting and EMS operations execute under the direction of the board of directors of the Albion Little River Fire Protection District (District).
2. All District firefighters, whether paid or volunteer, are employees of the District per District Bylaws and California Health and Safety Code Section 13861.
3. District employment positions include the positions of probationary and regular volunteer firefighter.
4. The positions of probationary and regular volunteer firefighter will be filled by the employment procedures detailed in District Bylaws Personnel section.

Volunteer Firefighter Status

1. A Volunteer Firefighter begins employment as a probationary employee.
2. The probationary period is six months. The probationary period may be extended by the Chief, but may not exceed one year from the date of hire. The probationary period may be reduced by recommendation from the chief for returning or demonstrably qualified volunteer firefighters.
3. To continue employment beyond the probationary period, a probationary volunteer firefighter must:
 - a. Meet certain requirements during the probationary period:
 - i. Obtain a Driver License Firefighter Endorsement from the California Department of Motor Vehicles.
 - ii. Obtain CPR and first aid (or district valid EMT) certifications.
 - iii. Complete FEMA's ICS-100 course.
 - b. Receive a favorable evaluation by the chief and the board.
4. The driver license firefighter endorsement requirement may be temporarily or permanently suspended by the Board of Directors for cause (general feasibility, individual capability).
5. To continue employment as a regular volunteer firefighter, minimum training and certification requirements as required for probationary volunteer firefighters must be maintained. In addition, minimum participation requirements must be met during each calendar year:
 - a. 33% of training
 - b. 20% of calls
 - c. 33% of meetings
6. Regular volunteer firefighters unable to maintain minimum training, certification and participation requirements specified in item 5 above may qualify to retain regular firefighter employment status by making some other recognized valuable contributions to Fire Department operations to justify her/his continued employment by the District. Determination of eligibility under this requirement is at the sole discretion of the chief.
7. A volunteer firefighter who fails to maintain the stated minimum training, certification and attendance may be placed on probationary status for up to one year, until s/he can meet the requirements. If minimum requirements are not reached within this additional probationary period, employment shall be terminated.

8. A regular volunteer firefighter who maintains her/his regular firefighter status throughout the calendar year may qualify for benefits as determined by District policy.

Officers

1. **Chief** – The chief is chosen by the board of directors from a candidate or candidates nominated by a majority of regular volunteer firefighters as detailed in District bylaws.
2. **Assistant Chief** – The assistant chief is elected annually at the December regular District business meeting by a majority vote of regular volunteer firefighters.
3. **Captains** – Three captain positions are elected annually at the December regular District business meeting by a majority vote of regular volunteer firefighters.
4. **Special Officers** – The positions of Fire Marshal, Safety Officer, Training Officer, Vehicle Maintenance Officer, Property Maintenance Officer, and/or other special officer(s) are to be appointed by the chief.

Duties of Officers include but are not limited to the following:

1. **Chief**
 - a. Develop the fire department mission and execution plan.
 - b. Coordinate all fire department activities.
 - c. Author a monthly report with content and quality appropriate for publication.
 - d. Facilitate communication between the fire department and the district board of directors.
 - e. Facilitate communication among officers and firefighters.
 - f. Monitor, coordinate and verify necessary fire department records and reports.
 - g. Coordinate and facilitate annual FY budget preparation.
 - h. Monitor, coordinate and verify budget expenses.
2. **Assistant Chief**
 - a. Coordinate all fire department operations.
 - b. Coordinate all vehicle and property service and maintenance.
 - c. Coordinate all firefighter training and safety awareness.
3. **Captains**
 - a. Assist in mentoring District firefighters.
 - b. Perform duties as directed by the Chief and Assistant Chief.

Department Operations

Revisions approved by unanimous vote of the board of directors at the April 12, 2012 regular business meeting.

1. Transparency

- a.** Transparency, the foundation of accountability, instills public trust, participation and collaboration. Except where prohibited by law or by district policy, open communication between all parties, including the community at large, shall be encouraged.

2. Hepatitis B vaccination

- a.** Hepatitis B vaccinations shall be offered free of charge to employees. Because the vaccination series is not always 100% effective in developing the anti-bodies necessary to protect the individual from the disease, a blood test and titer shall also be offered free of charge to employees.

Incident Operations

1. ICS

- a.** The response structure shall utilize the Incident Command System.

2. Priorities

- a.** Priorities in descending order of concern: employee safety, protection of life, protection of property, protection of the environment.

3. Common Sense

- a.** Unforeseen circumstances inherent in firefighting impede the ability to create hard rules for all potential incidents. Volunteer firefighters are empowered to use individual judgment to deviate from industry best practices as reasonably necessary.

4. Personal Vehicles

- a.** Firefighters may respond to scene in personal vehicles when sufficient district fire/rescue vehicles have been deployed, when responding to a station would cause the firefighter to pass the scene or when time is of the essence for life saving equipment present in the personal vehicle to reach the scene.

5. Ability

- a.** Firefighters shall perform tasks according to their level of training and physical ability.
- b.** As a means to ensure safety of the employee, other district employees and members of the public, firefighters must verbalize rejection of tasks when requested to perform beyond their ability.

6. Employee injury

- a.** Firefighters must report injuries suffered in the course of district activity as soon as reasonably possible to the chief or board of directors.

7. EMS Incidents

- a.** Firefighters shall follow Coastal Valleys EMS treatment protocols.
- b.** Firefighters shall utilize body substance isolation.

8. Fire Incidents

- a. Where possible, firefighting tasks shall be solved using methods documented by Essentials of Fire Fighting, Fifth Edition or otherwise accepted by the International Fire Service Training Association.

9. Intoxication

- a. Firefighters shall not respond when under the influence of alcohol or otherwise intoxicated.

10. Issued equipment

- a. Firefighters shall properly maintain issued equipment.
- b. Firefighters shall notify the chief when issued equipment becomes lost or damaged.
- c. All issued equipment remains property of the District and must be returned immediately upon termination of employment.

11. Personal protection

- a. Firefighters shall not perform tasks without appropriate personal protective equipment.
- b. Firefighters lacking necessary PPE must inform the chief.

12. Patient confidentiality

- a. Patient confidentiality shall be respected to the greatest extent possible.
- b. All publication must conform to the rules of the Health Insurance Portability and Accountability Act of 1996.

13. Radio Communication

- a. Radio communications shall be conducted in plain English following protocol specified by dispatch.
- b. Accidental radio traffic can severely impact operations elsewhere in the county. Firefighters shall take necessary precautions to prevent unintended transmissions.

14. Restock Apparatus

- a. Supplies used on an incident must be restocked, reconditioned or organized at the close of the incident. The incident commander shall confirm restocking upon close of incident.