



Memorandum of Understanding:

It is the purpose of this document to describe the Idyllwild Fire Protection District's Volunteer Firefighter Program. This document is to be used to identify the following:

- Mission Statement
- Working Conditions
- Job Descriptions
- Payment Schedule

Mission:

The objective of this organization shall be to promote and maintain a harmonious association among the members of the Idyllwild Volunteer Fire Company, Inc. to further the efficiency of the Fire Company in all aspects and to raise funds in support of fire prevention for the community of Idyllwild.

Outline:

The Idyllwild Fire Protection District is a Special District and is the Agency Having Jurisdiction (AHJ) which is entrusted with the Fire and EMS response needs of the community of Idyllwild as well as Mutual and Automatic Aid to the surrounding Mountain communities and other communities throughout the State and Nation when requested.

For use in this MOU the following will be recognized:

Idyllwild Fire Protection District Volunteer Firefighter Program will be known as:
Idyllwild Volunteer Fire Company Inc.

The operational structure of the Idyllwild Fire Protection District is as follows:

Fire Board of Commissioners
Fire Chief
Battalion Chief
Duty Staff (Full time employees)/ Administrative Assistant
Limited Term FF EMT/ Intern Reserve Firefighter EMT
Volunteer Firefighter Company Inc. members.

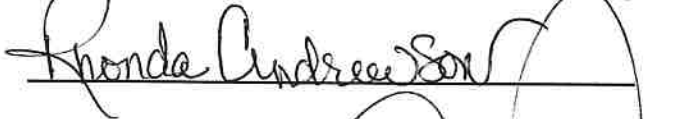
IT IS UNDERSTOOD BETWEEN IDYLLWILD FIRE PROTECTION DISTRICT AND IDYLLWILD VOLUNTEER FIRE COMPANY INC THAT THE ATTACHED VOP/MOU MAY BE CHANGED, UPGRADED AND ENHANCED FROM TIME TO TIME EVEN AFTER THE ORIGINAL SIGNING OF THE MOU BETWEEN THE PARTIES HEREIN AFTER KNOWN AS "IDYLLWILD FIRE PROTECTION DISTRICT & IDYLLWILD VOLUNTEER FIRE COMPANY, INC."

ANY AND ALL CHANGES TO THIS ATTACHED MOU WILL BE DONE WITH A READABLE AND TYPED DOCUMENT HEREIN AFTER CALLED "ADDENDUM." EACH AND EVERY ADDENDUM MUST DENOTE THE PAGE NUMBER IN THE CURRENT MOU ALONG WITH THE PARAGRAPH NUMBER OR OTHER EXPLAINING INFORMATION SO WHEN CHANGES ARE MADE, IT IS EASILY FOUND, UNDERSTOOD AND NOTED IN THE CURRENT MOU AND EACH ATTACHED ADDENDUM. EACH ADDENDUM MUST BE SIGNED, DATED, INITIALED AND AGREED TO BY ALL APPROPRIATE MANAGING PARTIES AND MUST BE ATTACHED TO THE ORIGINAL MOU. WHEN A TOTAL OF 12 (TWELVE) ADDENDUMS AND OR CHANGES ARE EFFECTED, THE ORIGINAL MOU MUST BE UPDATED AND THIS PROCESS IS THEN STARTED ALL OVER AGAIN. THAT MEANS THE FIRST MOU IS RENDITION NUMBER ONE (1) AND IT THEN SEGUES TO RENDITION NUMBER TWO AFTER TWELVE ADDENDUMS HAVE BEEN EFFECTED AND SO ON...

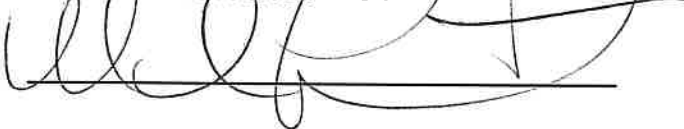
IT IS PARAMOUNT THAT THERE ARE TWO COPIES OF THE ORIGINAL MOU, ONE FOR EACH PARTY, IDYLLWILD FIRE PROTECTION DISTRICT AND IDYLLWILD VOLUNTEER FIRE COMPANY INC. THERE MAY BE ADDITIONAL COPIES NEEDED HOWEVER; THE TWO ORIGINAL COPIES ARE TO BE HELD BY EACH PARTY IN A SAFE AND SECURE LOCATION TO BE DETERMINED BY EACH PARTY TO THE MOU. IT IS ALSO UNDERSTOOD THAT THE MOU ATTACHED IS THE UNDERSTANDING BETWEEN THE PARTIES AND THERE ARE NO OTHER DOCUMENTS BINDING THE PARTIES OTHER THAN THE MOU AND ITS SUCCESSIVE ADDENDUMS AND MOU SUCCESSIONS IF ANY.

DATED THIS 7th DAY OF OCTOBER, 2017

APPROVED BY THE PRESIDENT OF THE "IDYLLWILD FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS"



APPROVED BY CHIEF OR BATTALION CHIEF OF "IDYLLWILD FIRE PROTECTION DISTRICT"



APPROVED BY PRESIDENT OR ACTING MANAGER OF "IDYLLWILD VOLUNTEER FIRE COMPANY INC"



Minimum Membership Requirements:

The Idyllwild Fire Protection District/ Idyllwild Volunteer Fire Co. Inc. Volunteer:

Administrative Member MUST:

- Be 18 years of age.
- Meet all requirements as outlined within the IVFC Inc. By-Laws.
- Be a US citizen or documented worker.
- Have a Valid CA State Driver's license.
- Be voted in by the IVFC Inc. Membership.
- Follow all IFPD Rules and Regulations including Oath, and Conduct.

Basic Support Member, in addition to above MUST:

- Complete all training and certifications for work in support related activities as are "task related". (Runner, Rehab, Traffic Control Etc.)
- Live within a 30 minute response time to the District boundaries. (Unless approved for variance by IFPD Liaison and IVFC Inc.).
- Follow all IFPD Rules and Regulations including Oath, Knowledge and skills and Conduct.

EMS/EMT Response Member, in addition to above MUST:

- Attend Fire and EMS training drills two times monthly. (time commitment, Wednesday evenings or Saturday Drills) 20 hrs per month.
- Maintain all required certifications, Licensures, CE, Minimum training requirements.
- Maintain a Valid CA State Ambulance Operators endorsement.
- Maintain a driving record that allows member to be ensured for agency vehicle operations.
- Meet all minimum requirements as found in the IFPD Rules and regulations as applicable to position, including, Oath, Knowledge and Skills, Qualifications, and Conduct.

Local FIRE Suppression/ EMS Response Member, in addition to above MUST:

- Complete State Fire Marshalls FF1 certification within One year from start date: All training for this requirement will be provided by the IFPD. Extensions and exemptions at the direction of an IFPD Chief Officer.
- Pass the annual IFPD IPAT (Idyllwild fire physical abilities test) or equivalent as acceptable by an IFPD Chief Officer.
- Pass all required CPS (company performance standards) practical application as assigned annually.
- Meet all minimum requirements as found in the IFPD Rules and regulations as applicable to position, including, Oath, Knowledge and Skills, Qualifications, and Conduct.

Unrestricted FIRE Suppression/EMS Response member, in addition to above MUST:

- Meet all minimum requirements for 310-1 red card certification, and IFPD annual Wildland Fire Training Refresher.

Vision

Volunteers, Support members, EMS members and Fire Suppression members represent an essential part of the overall Service, Fire and EMS response for the people of the Mountain Communities. The camaraderie shared between all members, Career, Intern Reserve, Limited Term and Volunteer, are essential elements. The ability to maintain communications will allow all members to work together as a team!

This Volunteer Fire Company Operating Policy hereinafter referred to as the Memorandum of Understanding provides the standard terms and agreement for all to adhere to when administering the Volunteer Program.

Revisions to the contents or enforcement of this Policy are permitted only with the written approval of an IFPD Chief Officer. Standardization is crucial for maintaining our success as a professional services department.

In order for this policy to remain current, input is needed from the people that use it. If a VFC Inc. member has a question that is not addressed in this policy, or the answer is not clear, please immediately follow the outlined chain of command to address the question.

The policy must be easily accessible for all members to review. The fire station copy must be maintained at the station at all times. If your policy is misplaced or lost, please contact a company officer for assistance.

Volunteers are highly dedicated to the communities we serve by providing essential services including support, fire protection and emergency medical services, through continued training and commitment.

Through cooperation and partnership with all agency personnel we will limit the impact of incidents and emergencies in an ongoing effort to protect and enhance the standard of living by limiting the loss of lives and property.

We continue to be a critical part of a longstanding tradition of Volunteers. We will continue to take pride in our Organization and the part we play in enhancing the standard of living for all the citizens of this Community, County, State and Nation.

INTRODUCTION

VOLUNTEER FIRE COMPANY BACKGROUND

In 1946 the Idyllwild Volunteer was born out of a need to protect and serve its community. We have continued this service throughout the years ever changing and adapting to the service needs of our people. The Idyllwild Fire Protection District has continually met the service needs by implementing Volunteer Firefighters, Career Staff and Paramedic services. Volunteerism is in our roots as a nation. In 1717, one of the first organized volunteer fire companies in America was formed in Boston, Massachusetts. In 1736, statesman Benjamin Franklin founded and served in the Union (volunteer) Fire Company in Philadelphia. Today a vast majority, over one million, of the firefighters in the United States serve as volunteers. It is estimated that over 25,000 fire departments are staffed with volunteers or volunteer and career firefighters.

VOLUNTEER FIRE COMPANY ORGANIZATION.

In 1939 the State of California enacted section 14825 of the Health and Safety code. This is the law that allows citizens of a community to form a Volunteer Fire Company. In 1964, the Riverside County Board of Supervisors extended official recognition and support to the volunteer fire companies serving Riverside County communities.

The umbrella of Volunteer affiliation was amended by the Riverside County Board of Supervisors in 2012 and no longer provides that each community have the ability to provide support for its community based in a volunteer fire company. Due to the unique nature of the 1969 California State Fire Protection District Law, the IFPD as the Agency Having Jurisdiction for the Community of Idyllwild is able to sponsor and provide oversight for the Idyllwild Volunteer Fire Company Inc. It is required that each new volunteer applicant be accepted and placed into the membership of the Volunteer Fire Company in order to participate in this volunteer fire service program.

VOLUNTEER FIRE COMPANY RESPONSIBILITY.

Each volunteer must be familiar with and follow the IVFC bylaws, procedures and policies, as well as this operating manual. In addition, each member must be familiar with and follow all IFPD Operating Policies, Rules and Regulations, Job Descriptions, Codes of Conduct and other requirements as set forth by the IFPD. It is important that all company members take an active part in the IVFC operations. While members are not employees they are expected to meet and maintain professional standards.

VOLUNTEER FIRE COMPANY MEMBERSHIP and OPERATING POLICIES

1.1 APPLICATION

The applicant must apply for membership with the Idyllwild Fire Volunteer Company Inc. and meet the minimum qualifications for specific membership class. At the same time, The IVFC will advise the IFPD that the applicant is seeking approval for membership, so that the Department offers may be afforded to review the individual's application. (e.g., background, workers comp., training, liability protection, etc.).

It is agreed, that the applicant must reside within 60 minutes of the IFPD district boundary. (Unless approved for exception/exemption by the IVFC and an IFPD Chief Officer.)

1.2 CITIZENSHIP

Upon acceptance (see 2.7), the recruit shall complete the INS-I-9 form. The completed form shall be sealed in an envelope and placed with the member's records as required in item 3.14. No criminal background investigation shall be done at the station level.

1.3 PHYSICAL CONDITION

Response level applicants must be in good physical condition and able to perform the manipulative skills of the training requirements for his/her level of volunteer certification.

Administrative Members (non-firefighter honorary members) do not need to meet the requirements as stated above.

1.4 AGE REQUIREMENT

VFC applicants must be at least eighteen (18) years of age.

1.5 APPLICATION Time Line:

Upon acceptance of an individual's application, the Volunteer liaison will ensure that said application is acted upon in a timely manner. Application will be delivered to Liaison within one week. (30 day maximum, Except during Fire Season – May 15th – November 1st.)

1.6 INTERVIEW

The Liaison Officer shall notify the new applicant of an interview date and time. The interview panel will normally consist of other Volunteer FF's, the liaison officer or designee and a few members of the IFPD staff. The interview panel will make

recommendations to the Fire Chief. This process will be completed in a timely manner. (not to exceed 30 days.)

1.7 APPROVAL:

Once the proposed applicant is accepted, applicants will receive notification in writing and may start any position required training as soon as the liaison officer has approved him/her to do so.

A new applicant approved to begin firefighter training shall be considered a "Fire Suppression Member". It is agreed each new volunteer "Member" shall serve a probationary period of 90 days from the date of acceptance. Unless otherwise stated in the policy (or articles of incorporation) new members on probation do not have voting or statutory rights until the probationary period is completed.. The probation period may be adjusted, if warranted, by a vote of 50% plus 1 of the eligible voting members. In no event shall the probationary period end before 90 days. Recruits shall not respond to any incident as a Suppression Member until the training requirements have been met, as outlined in this volunteer operating policy.

1.8 DENIAL

A denial or rejection of an applicant will be made according to a reasonable cause, denial or rejection during probation must be reasonable, defensible and non-discriminatory (race, religious creed, color, national origin, ancestry, sex, marital status, political affiliation or age).

1.9 OTHER

Members, must comply with the Fair Labor Standards Act (FLSA) requirements..

Members shall only wear the approved uniform while performing as a Member.

1.10 VOLUNTARY RESIGNATION/TERMINATION

A Volunteer may resign his/her firefighter status and/or membership at any time by notifying the Department liaison officer and company president in writing. All issued/loaned safety gear, Volunteer ID card, equipment and supplies must be returned immediately, (upon resignation or termination), with proper Department documentation completed. Failure to return all issued/loaned items will result in legal action.

1.11 REINSTATEMENT

After voluntary termination of membership status, a member may apply for reinstatement. During this period, the member shall receive refresher training as identified by the station liaison officer. The company performance standards manual shall be utilized for overall drill review.

Any individual with an absence of one (1) or more consecutive years from active fire service duty will be treated as a new applicant. All training and standards must be met for certification. Any previous training that has expired must be repeated.

1.12 ADMINISTRATIVE / BASIC SUPPORT MEMBERS

The policies may provide for a category of membership that does not directly participate in emergency incidents or regular firefighter training. This may include but not limited to:

Basic Support Team Members. Although not prohibited from holding firefighter status these members may be utilized to play significant roles in support duties.

Administrative and Honorary members. As determined by policy, these members may participate in such services as: Committees, fund raising programs, local community relations assistance. These types of non-fire members must comply with all applicable policies. They shall generally report to the Volunteer President as outlined.

1.13 WORKERS COMPENSATION COVERAGE PROCEDURES

Members that will participate in company training, vehicle maintenance or incident related operations, in accordance with all policies shall have their name and information listed on the workers compensation roster. The roster may contain confidential information and is to be treated as such. The Liaison Officer, working with the VFF President, shall ensure that all aforementioned members, including new members, are correctly listed on the workers compensation roster. (Cost of this coverage to be the responsibility of VFC Inc.)

Members who are on Leave Of Absence (LOA) or Inactive and will not be participating in any VFC or station level activities for sixty days or more shall be identified as "LOA" on the appropriate workers compensation roster. The "LOA" designation shall be placed in the separation/ termination column.

Administrative and Basic Support Members that are not providing incident related support services, vehicle maintenance or training instruction shall NOT be listed on the monthly workers compensation roster.

ADMINISTRATION

2.1 IDYLLWILD VOLUNTEER FIRE COMPANY (herein after called VFC)

In reference to the VFC organizational system, VFC make-up may include but not be limited to a President, Vice President, Treasurer or Secretary. VFC membership will typically supervise its internal affairs and non-emergency operations as outlined in this manual with the approved VFC bylaws, articles of incorporation and written VFC policies.

2.2 VOLUNTEER FIRE COMPANY ADMINISTRATION

Each Volunteer Fire Suppression Member shall, in accordance with the California Health & Safety Code, Section 14825, comply with the rules and regulations as identified in this manual. VFC organized as nonprofit/charitable organization shall comply with applicable state and federal regulations governing such 501© 4 not for profit organizations.

The IFPD liaison officer will routinely confer with the VFC President on applicable station or community level issues. Typically, elected Officers will be responsible for the business affairs and routine operational procedures.

2.3 ADMINISTRATIVE DOCUMENTS

The Volunteer Fire Company is required to meet and maintain professional business-like practices. Donor lists should not be disclosed to the public. VFC records and documents shall remain securely stored and/or filed at the IFPD fire station, unless otherwise approved by the membership. The Treasurer shall provide the membership with monthly financial reports, including a financial year-end summary.

Minutes of any and all VFC meetings shall be posted or maintained at the fire station. Draft minutes are not final until approved by the VFC. Confidential VFC (Personnel) issues shall only be discussed by voting members and Liaison in closed session and the minute contents shall reflect only the action taken, if any. Minute contents from those sessions should be excluded from "ANY" public view.

In order to accommodate and encourage business-like practices, the liaison officer will establish and set aside, a suitable interior area for a work station, a bulletin board, Roster Board, filing cabinet(s) computer, member mail boxes.

2.4 VOLUNTEER FIRE COMPANY BYLAWS, POLICIES AND PROCEDURES

The bylaws, written policies and other related documents involved with the internal affairs of the VFC should be reviewed by the Fire Chief or his/her designee prior to implementation.

Bylaws are encouraged to be a document that establishes the foundation and basic administrative framework. The bylaws should not specifically identify meeting or training days/nights and times as these may change from time to time. The bylaws (and Articles of Incorporation, if any) must be adhered to by all members. Disregarding and/or violating these documents may be considered a serious violation and subject to investigation. A current set of the bylaws and any written policies and procedures must be placed in the volunteer operating policy manual binder and maintained at the fire station at all times.

2.5 ANNUAL POLICY REFRESHER REQUIREMENT

As mutually agreed a joint meeting will be held between the VFC President, Director or designee and IFPD Department liaison officer to review the contents and requirements.

2.6 INTERNAL AFFAIRS

All internal administrative matters, not directly related to public service, are normally the concern of the membership only. Guidance by IFPD Department liaison officer shall be required only to ensure that each member is conforming to this manual, and any written bylaws, policies and procedures approved by the membership and the Department.

2.7 MEMBERSHIP MEETINGS

The voting membership shall determine the best date and time to hold the regular monthly VFC business meeting. The VFC President and IFPD Department Liaison may consider posting the anticipated annual and monthly meeting schedule (dates and times) at the Fire Station. Minutes of all meetings shall be maintained at the Fire station (or VFC Office) and forwarded to the Liaison Officer. The membership meeting minutes shall indicate the Motion number of Yes, No and Abstention votes for each motion voted upon.

Adverse action/corrective counseling proceedings shall be conducted in closed-session. Non-voting members are to be excused from these proceedings.

3.1 PERSONNEL

Trainee
Squad Operator.
FF1 Certified
FF2 Crew Leader
FAE (CPO)

3.2 MEMBERSHIP SIZE

Membership size shall not exceed thirty-five active members with out the approval of the Membership and the Fire Chief. Setting a goal for a minimum number of active Members that should be maintained to serve the local community is mandatory. In all cases, this minimum should be at least five "active" members. The Membership shall conduct local and frequent volunteer firefighter recruitment campaigns in a professional like manner.

The President shall notify the Department Liaison in writing when the active membership has dropped below that of operational capacity.

3.3 I.D. CARDS

Each active Member in good standing shall be issued a picture identification card. This card shall only be used for fire service functions or to gain access during a

emergency incident. The card is the property of the IFPD and must be returned upon separation along with all other issued items.

3.4 ADMINISTRATIVE RECORDS

Maintenance of administrative files for each member. The file shall contain:

- A. Issued equipment record
- B. Copies of Emergency Medical training certificates
- C. Copies of Firefighter training certificates
- D. Copy of Driver's license
- E. Defensive driving training records
- F. Copies of all letters
- H. Copies of Training Documentation

In a separate and secure filing location the following confidential files shall be maintained:

- A. Membership Application interview results
- B. Membership application
- C. Sealed INS I-9 form / W4
- D. Adverse Action letters

These files shall have restricted access, but shall be open to review by the individual, appropriate administrative officer(s) and/or the Liaison Officer. The aforementioned file(s) shall be maintained and stored at the station. Individual records must be kept for seven (7) years after the member separates.

3.5 PERSONNEL DISCIPLINE

As a public safety organization, there are established rules of conduct, which apply to all volunteers. These rules are based on the minimum acceptable standards of good behavior. Each member should become familiar with these rules. Provisions are established so that any member who violates the rules of conduct may be subject to an Adverse Action.

3.6 RULES OF CONDUCT

Idyllwild Volunteer Fire Company members shall:

- Maintain courtesy to the public and other agencies.
- Avoid arguments at emergency scenes.
- Refrain from horseplay during fire company operations.
- Not appear at fire company operations under the influence of "ANY" intoxicating substances.

- Perform their duties as assigned.
- Complete all fire company operations in a professional manner.
- Comply with reasonable directions and orders from appropriate supervisors.
- Not misuse equipment, supplies or funds.
- Comply with Department safety rules and regulations.
- Comply with the adopted by-laws.
- Comply with approved written policies
- Comply with the Volunteer Operating Policy manual.

In addition, a member is subject to Adverse Action for any of the following violations:

- Fraud in securing appointment
- Incompetency during duty
- Inefficiency during duty
- Inexcusable neglect of duty
- Insubordination during duty
- Dishonesty during duty
- Drunkenness on duty
- Intemperance
- Use of illegal narcotics or habit-forming drugs, or inappropriate use of prescription drugs while in the course of duty.
- Inexcusable absence without leave
- Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of “nolo contendere,” to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.
- Immorality
- Discourteous treatment of the public, other members or Paid Staff.

- Improper political activity during duty
- Willful disobedience during duty
- Misuse of property
- Taking advantage of the position to achieve personal or private gain
- Conduct either during or in the course of duty which is of such a nature that it causes discredit.
- Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, sexual orientation or age, against the public or other members or Paid and/or Volunteer Staffs while acting in the capacity of a Volunteer Member

3.7 SEXUAL HARASSMENT / DISCRIMINATION

All Employees and Volunteers shall adhere to a standard of conduct that respects all people they come in contact with during the course of their employment or other activities related to work. Unprofessional, disrespectful behavior will not be tolerated.

Volunteers and representatives shall adhere to the following established policies. Failure to adhere to these policies is unacceptable and will result in serious consequences to the individuals involved and for the Department.

NON-DISCRIMINATION

VFC personnel procedures ensure all hiring, working conditions, training, promoting, compensation, benefits, transfers, and layoffs will be administered fairly to all applicants, Volunteer members, regardless of age, sex, race, color, ancestry/ethnicity or national origin, ancestry, disability, marital status, sexual orientation or preference, native language, political affiliation, or pregnancy.

Personnel decisions motivated by prejudice or by factors not related to the requirements of the job have no place in the Department.

All decisions related to personnel policies and practices in such areas as recruitment, testing, selection, placement, employee development, training, and advancement shall be made on the basis of merit. Any action by an individual counter to this policy is unacceptable.

No person will be: (1) excluded from participation in, (2) denied the benefits of, or (3) be subjected to discrimination, because of age, sex, race, color, ancestry/ethnicity or national origin, creed or religion, regardless of age, sex, race,

color, religious creed, national origin, ancestry, disability, marital status, sexual orientation or preference, native language, political affiliation, or pregnancy.

The IFPD maintains a zero tolerance policy for discriminatory behavior or practices. Volunteers of the IFPD shall maintain a work environment free from discrimination.

A Volunteer who witnesses an incident of discrimination or harassment has the responsibility to report it to an appropriate supervisor, i.e., the supervisor having responsibility for the work-site or work-related service being provided.

Volunteers who violate anti-discriminatory laws, rules or policies, or knowingly or negligently allow unchecked violation of these, will be subject to disciplinary action up to and including dismissal. Under state and federal law, liability and monetary damages may be ascribed to the harasser, the harasser's supervisor, and the Department.

Sexual harassment is a form of discrimination that deprives its victim of equal employment opportunities. It is against federal and state law for any employee to sexually harass another, this includes permanent staff members, contractors, vendors, volunteers, paid-call firefighters, other employees, or members of the public encountered during or because of work.

Sexual harassment may be overt or subtle.

Some behavior that may be tolerated in social setting is not appropriate in the workplace. Sexual harassment complaints may be substantiated by the complainant's perception of the situation, if the conduct is sexually based.

Sexual harassment includes unsolicited and unwelcome sexually based behavior when:

- Submission or toleration of the behavior is either explicitly or implicitly understood as a term or condition of employment.
- Submission (or rejection) by an employee is used as a basis for any employment decision, or:
- Conduct creates a work environment that a reasonable person would find to be intimidating or hostile by interfering with the ability to work or maintain his or her emotional well being.

Sexual harassment may take different forms including (but certainly not limited to) the following:

VERBAL

- Sexual innuendoes, suggestive comments, profanity, wolf whistling, jokes of a sexual nature, sexual propositions, threats.

VISUAL

- Sexually suggestive objects, pictures, cartoons, graphic commentaries, or leering and obscene gestures.

PHYSICAL

- Unwanted physical contact like touching, pinching, brushing against someone, assault, and sexual intercourse.

OTHER

- Sexual advances which are unwanted. This may include those situations that started in a reciprocal manner but are terminated by one or the other party.
- Actions or omissions affecting terms/conditions of employment (e.g. shift changes) for sexually based reasons. This may include situations where a third person is affected by treatment of less favorably because others have acquiesced to sexual advances.
- Implying or actually withholding support for appointment, promotion, transfer or changes in assignment based upon non-job relevant issues.
- Suggesting that a poor performance report will be prepared if requests for sexual favors are not met.
- Making threats of reprisal or actual reprisal, after meeting with a negative response to harassing behavior, such as initiating a rejection on probation or adverse action based upon non-job relevant issues.

3.8 PROHIBITING DISCRIMINATION BASED ON SEXUAL ORIENTATION OR PREFERENCE

In compliance with State of California Executive Order B-54-79, IFPD prohibits discrimination based upon sexual orientation/preference.

3.9 PROHIBITING DISCRIMINATION BASED ON PREGNANCY

A woman affected by pregnancy and related conditions must be treated the same as other applicants and employees on the basis of ability to work and perform the essential duties of the classification. A woman cannot be fired or

refused a job or promotion solely on the basis of being pregnant. Any action by any individual counter to this policy is unacceptable.

3.10 PROHIBITING DISCRIMINATION BASED ON DISABILITY

It is the policy of the IFPD that the disabled shall have access to and be included in its Equal Employment Opportunity programs. No paid or volunteer members of the IFPD are to discriminate against any person with a disability. Decisions regarding personnel policies and practices will be made on the basis of the disabled applicant's or employee's ability to perform the essential functions of a particular job (with or without reasonable accommodation).

Evaluation of requests for reasonable accommodation shall be considered on a case-by-case basis, in the context of the needs of the individual making the request, as well as the essential duties of the particular position for which the accommodation is being requested.

3.11 NON-RETALIATION

No employee or volunteer shall be retaliated against for filing and/or opposing an EEO violation. Nor shall the employee or volunteer be retaliated against for participating in an EEO investigation either as a complainant, respondent or witness.

Retaliation in any form against anyone who complains about discrimination or sexual harassment is absolutely forbidden.

3.12 UNPROFESSIONAL BEHAVIOR

The IFPD has **zero tolerance** for employees or volunteers who instigate or participate in practical jokes, hazing, use demeaning terms, abusive or profane language, gestures, or actions that have the effect of creating a hostile, unprofessional, and/or disruptive work environment and working relationships.

Complaints of such unprofessional behavior may be pursued as a complaint and should be discussed with the Volunteer Fire Company President, Station supervisor, Liaison or Fire Chief.

Formal complaints should be filed in writing.

3.13 WORKPLACE VIOLENCE, THREATS AND SECURITIES

ZERO TOLERANCE STANDARD

The IFPD will not tolerate any type of workplace violence committed. Volunteers are prohibited from making threats or engaging in violent

activities. The list of Zero Tolerance behaviors with regard to threats and/or violence shall include, but not be limited to, the following proactive measures and/or prohibited behaviors:

- No person shall engage, or be allowed to engage, in violent conduct or make threats of violence, implied, actual, direct, or indirect, or cause actual physical injury to another person at a Fire Department workplace or in connection with the conduct of Fire Department business.

NOTE: Violations occurring between two or more Volunteer Fire members during business meetings or activities will be referred to the Volunteer Fire Company President and Liaison.

- All threatening comments, remarks or violent behavior, implied, actual, direct or indirect at any county location or at any location where county business is being conducted are to be taken seriously, and are never to be dismissed and are to be reported immediately to the VFC President and the station or department supervisor. Supervisors shall take necessary steps to ensure the incident is immediately reported.
- Any aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging Fire Department property or property of another.
- Being in possession of an unauthorized firearm or illegal knife while on Fire Department property or while on Fire Department business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situation must be reported immediately to a supervisor at (951) 659-2153. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and results of the investigation will be discussed with them. The IFPD will actively intervene if any indication of a possible hostile or violent situation exists.

The supervisor to whom an incident is reported shall immediately provide security for the threatened individual.

Immediately placing a VFC Member alleged to have made threats or engaged in violent behavior on administrative leave pending the outcome of an investigation;

Immediately contacting an appropriate Law Enforcement Agency if necessary to ensure removal of the offender from the scene; and

Ensuring that a Volunteer Staff who have been the victim of a job related threat or violence occurring away from Fire Department work site(s) does not revisit the scene until an investigation has been completed.

Enforcement:

- a. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any VFC Member determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-Paid or VFC Members engaged in violent acts on Fire Department premises will be reported to the proper authorities.
- b. All reports of threats and violent behavior, implied, actual, direct, or indirect, are to be documented and investigated. Such documentation shall include a narrative of the incident including names and other appropriate identification of the parties involved, verbal comments made or description of the violent behavior, witness names, and witness statements.
- c. Any VFC Members who engage in threats or violent behavior, direct, indirect, implied or actual, against co-workers or any other person in connection with Fire Department business, are to be subject to legal action by law enforcement authorities and disciplinary actions, up to and including termination.
- d. Managers and supervisors who fail to carry out their responsibilities in accordance with this policy and procedure will be subject to disciplinary action up to and including termination.
- e. Unless specifically required or authorized in the course of Employment, Fire Department Paid and/or Volunteer Staffs are prohibited from possessing offensive or defensive weapons (firearms, illegal knives, clubs, mace, pepper spray, tear gas, etc.) at any Fire Department Facility or in connection with the conduct of Fire Department business without regard to location as outlined in 171b of the California Penal Code.

3.14 NOTIFICATION OF ADVERSE ACTION

A. WARNING - WRITTEN OR VERBAL:

A warning, whether written or verbal, is an appropriate corrective action for less serious violations or infractions. The Liaison Officer or any VFC member, in accordance with its bylaws or policies, may initiate a warning. In the case of an IFPD issued written warning, it must be reviewed with and signed by the member with copies forwarded to President and Liaison.

B. PROBATION, DEMOTION, SUSPENSION OR SEPARATION

More serious violations or infractions, or progressive disciplinary situations, may be dealt with using more severe forms of adverse action. In all cases, the following procedures will be used:

- a. Adverse action shall be done in accordance with the Bylaws or policies and shall be issued in writing to the member within five (5) days of their occurrence or knowledge of their occurrence. The member shall be provided with and/or charged with specific policy violations. New probationary members may be dismissed or denied acceptance with or without cause during a probationary evaluation/review.
- b. The Membership in accordance with its bylaws and/or written policies, shall consider adverse action matters or hearings in a closed session meeting. If the member is in attendance, he/she shall be given an opportunity to present his/her position and/or answer questions related to the matter. In cases where automatic progressive disciplinary action was previously, or is proposed to be, carried out in accordance with this manual bylaws/policies, the individual shall be allowed to present any relevant information that may cause a re-consideration or overturning of the action previously taken.
- c. In the event bylaws and/or adopted policies do not address adverse actions, any motion to apply adverse action (or motion to overturn adverse action Previously initiated by the VFC Officer so authorized to do so), will require the approval of fifty percent plus one of all VFC members eligible to vote. Unless otherwise approved, adverse action will apply to both the firefighter and voting membership status of the individual.

Nothing in this manual shall prohibit a Member from utilizing the above process.

Written notification of adverse actions must be served to the member within 5 days of the action taken. Service can be by certified mail or presented in person.

3.15 IMMEDIATE OPERATIONAL ADVERSE ACTION PROCEDURES

In the event a member's action or inaction will jeopardize the health and/or safety of any firefighter or citizen during any operational activity (e.g., emergency incident, vehicle operations, training, etc.), the immediate supervisor may order the member to cease his/her participation. In the event the operational violation is of such a nature that it would be unacceptable or inappropriate to allow the member to continue responding to emergency incidents, an appropriate IFPD supervisor may: (1) request the VFC to take specific immediate action as provided for by Bylaws, and/or (2) place the member on immediate temporary leave from active or responding duty until a hearing can be held .

3.16 VFC ADVERSE ACTION APPEAL RIGHTS

Any adverse action initiated in accordance with bylaws/ policies may only be appealed by the adopted written appeal procedures.

3.17 COMPLAINT PROCEDURES

INFORMAL PROCEDURE:

All complaints should be resolved at the lowest possible level and in the most expeditious manner. Members with problems or concerns should first discuss them with the Liaison officer. If a satisfactory resolution can not be achieved by informal discussions with the liaison officer, a formal complaint may be made in writing, following the procedures below.

FORMAL COMPLAINT

The formal written complaint should briefly describe the problem and the suggested resolution. The signed and dated complaint should be forwarded to the appropriate Chief who will provide a written response within thirty (30) calendar days after receipt of the formal complaint.

If the Chief's response is felt to be unsatisfactory, the Volunteer may request a meeting with the Fire Chief, Volunteer President and the Liaison.

A final decision shall be rendered within 15 days of said meeting.

3.18 HARRASMENT/DISCRIMINATION COMPLAINT PROCEDURES

For complaints related to instances of harassment or discrimination, the complainant may exercise any of the following options. It is recommended that resolution be sought at the lowest possible level.

INFORMAL

Meet with the offending party and discuss the problem and resolve the complaint.
Meet with the President, , Liaison Officer, as appropriate to discuss the problem and resolve the complaint.

FORMAL

1. File a formal complaint with the Fire Chief.
2. File a formal complaint with the Department of Fair Employment and Housing.
3. File a formal complaint with the Equal Employment Opportunity Commission.

Note: if the complainant chooses to follow one or more of the informal options he/she does not lose the right to file a formal complaint.

3.19 EQUIPMENT ISSUE AND ACCOUNTABILITY

Once a volunteer has completed a majority of his/her entry firefighter trainee program, the Liaison Officer may authorize the issuance of personal protective equipment (PPE) through the VFC president.. To obtain the PPE, the Liaison officer (or designate) will make an appointment with the member to be issued the PPE. Upon issuance, the PPE will be securely stored at the station for future practical drills until the volunteer has completed 1 year of service and has completed all required recruit training. (All PPE to be the responsibility of VFC Inc. Including cost.)

Each volunteer will be personally responsible for all issued items including PPE, I.D. cards, badges, patches, name tags, signs, pagers, radios, fire shelters, and any other material or equipment. Individuals leaving either permanently or for a leave of absence shall turn in all equipment and material issued or loaned by the Volunteer Fire Company and IFPD. All IFPD equipment is to be turned in directly to the liaison officer. The receiving Staff will then immediately inventory the items and provide a return receipt to the individual. Failure to return all items loaned may result in legal action. Each Volunteer will sign for PPE and other equipment and material distributions.

3.20 PERSONAL HYGIENE

Due to the Department's PPE requirements, the hazardous environment in which volunteers are required to operate and the legal requirement of the Health and Safety Code, liberal grooming standards are precluded. Volunteer firefighters will adhere to the following standards.

- When a volunteer is involved in any response or Fire Suppression function, the hair shall not extend below the bottom of the shirt collar. The hair must be contained under the helmet and not interfere with the proper fit of any element of the PPE.
- The Health and Safety Code specifically prohibits the wearing of beards and facial hair that interferes with the sealing surface of breathing apparatus by responding personnel. The following temporary exceptions may be permitted; however, the member will not be allowed to respond to incidents but may participate in drills or other non-emergency activities:
 - Medical reasons - this requires a doctor's statement.
 - For locally sponsored events, for example, "western days" or holiday pageants, that includes the wearing of beards or facial hair.
- The personal hygiene of each member must be that of a generally accepted, clean well-groomed individual.

3.21 VOLUNTEER FIREFIGHTER APPAREL & UNIFORM

Members uniforms will be of the same general style and material as the approved IFPD uniform. Uniforms shall not be worn in a manner or place that brings discredit to the Department.

- The wearing of jewelry is discouraged. Any jewelry that is worn must be conservative and not constitute a safety hazard. Because of health and safety considerations, the wearing of body piercing jewelry is strongly discouraged.
- The use of contact lenses by fire-going personnel is prohibited during fire fighting operations.

Response level volunteers are authorized to wear collar brass, silver in color, round, button-type to be worn on each collar of the uniform shirt, in a manner as outlined in policy and approved by the IFPD.

- The following are approved collar brass :

TBD (IFPD Fire Chief Officer will approve style of any collar brass to be worn.)

3.22 STANDARD BADGE

As per the IFPD Fire Chief

3.23 VFF PATCHES/LOGOS AND HATS

The Fire Chief must approve the basic design of the patch/logo.

3.24 PUBLIC REPRESENTATION

The VFC and/or its individual members are not authorized to speak for the IFPD or represent a position that is related to the policies, operations, or internal affairs of the Fire Department. As the general public does not always know who is authorized to speak for a public agency, and may assume that a position represented by a VFC or member is a position of the IFPD, it is mandatory that no such action be taken by any VFC or member without prior Department authorization.

3.25 FUND RAISING AND DUES

As approved by the Fire Chief.

3.26 PAY POLICY GUIDELINES

EMERGENCY ASSIGNMENT - FIRES

- Volunteer Engine - A maximum of one volunteer engineer and three volunteer firefighters per responding unit. (In County)
- Volunteer Squad, Breathing Support & Water Tender - A maximum of one volunteer engineer and three volunteer fire fighters per responding unit. (In County)
- Large or complex fires requiring additional staffing beyond that outlined above must be authorized and justified by the IFPD Fire Chief.
- Volunteers are traditionally not paid for their services; However; Pay or reimbursements for any fire calls will be decided upon on a case by case basis in writing as approved by the IFPD Fire Chief.
- Unnecessary staffing will be immediately released.

ALL OTHER EMERGENCIES

Traditionally, volunteer firefighters are not paid for emergency responses. Occasionally, on extended emergency incidents (floods, earthquakes, special events, etc.) pay may be authorized by the Fire Chief on a case by case basis. Authorization must be made in writing by the Fire Chief.

- Emergency worker rates will be determined on a case by case basis.
- Volunteers will not normally be paid for training, EMS calls, engine movement, education, or other such activity. Under some circumstances, volunteers may be compensated for special activities. In these instances, the Fire Chief must approve payment in advance in writing.
- In those cases where apparatus is to be in service for an extended period, the number of individual volunteers receiving compensation must be approved by the Fire Chief in writing.

INSURANCE/LIABILITY

All Volunteer firefighters shall be provided general liability, workers compensation and hold harmless protection by the IFPD's carrier (SDRMA) when conducting the business affairs of the IFPD and/or when operating IFPD vehicles, ancillary tools and equipment in compliance with IFPD policies and regulations. Liability

for damage suffered to apparatus or equipment assigned to emergency incidents rests with IFPD unless such damage is the result of negligence on the part of the Volunteer Operator. (Cost of said insurance is to be maintained by the VFC Inc.)

Privately owned vehicles being operated by Volunteers responding to emergencies are not covered by the IFPD. Volunteers are subject to all laws regarding the operation of motor vehicles in the State of California.

3.27 VOLUNTEER SUBPOENA/DEPOSITION

Volunteers are considered authorized agents while performing firefighter duties of the Department, it is the IFPD policy that any subpoena served upon a Volunteer for fire service related items must first be processed through the IFPD. (as accepted by state and local law) The Dept. will compensate volunteers for such appearances at a rate as approved by the Fire Chief.

3.28 PURCHASE OR DONATION OF EMERGENCY EQUIPMENT

Prior to the purchase of any emergency warning light, siren, new or replacement fire or rescue equipment from donated funds, excluding standard replacement items and miscellaneous supplies, the Department Liaison is to be notified in writing of such intent so that approval will be obtained from the Fire Chief, or his/her designee.

No donated fire/rescue equipment is to be placed in service until approved by the Department Liaison, Fire Chief or designee. All equipment must meet IFPD standards.

3.29 ACCOUNTABILITY OF EQUIPMENT

All equipment will be identified by name and number. The volunteer company is responsible for the security; maintenance and bi annual inventory of all vehicles and equipment operated by the Volunteers.

3.30 ELECTION OF OFFICERS

All elected officers of the VFC must be elected every two (2) years as outlined in the bylaws. A roster of all Officers will be kept by the Membership at all times.

TRAINING

4.1 GENERAL

All volunteers shall utilize the Department's standardized certification and training program for volunteer firefighter certification(s). The State 4300 manual will be used for basic training requirements.

No fees will be charged for Department-mandated training. The cost of optional certificates and credits (e.g., State Fire Marshal or college credit) will be the responsibility of the individual volunteer.

4.2 TITLES/RANK/PAY

Response level Members must meet the Department standard before advancing to the next certification level. The program has the Following levels and pay grades:

<u>VOLUNTEER RANK/CERTIFICATION TITLE</u>	<u>PAY LEVEL</u>
Probationary (P)	(\$ 0.00 – Chiefs approval)
Trainee Firefighter (FF-T)	(\$ 0.00 – Chiefs approval)
Certified Firefighter (FF-C) FF1	(\$ 0.00 – Chiefs approval)
Cert. Firefighter/Crew Leader (FF-CL) FF2	(\$ 0.00 – Chiefs approval)
Cert. Pump Operator/FAE Trainee (CPO)	(\$ 0.00 – Chiefs approval)
Fire Apparatus Engineer (FAE)	(\$ 0.00 – Chiefs approval)

4.3 SPECIALIZED OPERATIONS TITLE **PAY LEVEL**

Water Tender Operator	(\$ 0.00 – Chiefs approval)
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4.4 VOLUNTEER TRAINEE FIREFIGHTER (FF-T)

Trainee Fire Suppression Members with no EMS certification are allowed to respond to emergency incidents on Fire Apparatus with at least two other EMS qualified Firefighters. In order to respond on emergency medical calls as the second crewmember on an Engine/Squad/Ambulance, the Trainee Firefighter shall have successfully completed Emergency Medical First Responder and Cardio-Pulmonary Resuscitation (CPR) or Emergency Medical Technician Basic (EMT) courses. These courses should be completed as soon as possible. *Non-EMS* Trainee Fire Suppression Members may however respond as the second Crew Member for support or on the Engine for fire related responses. Once Trainee Firefighter certification has been received a FF-T may respond in a private vehicle to incidents, other than EMS and Hazardous Materials Incidents. The department encourages all Volunteer fire suppression members to respond to working fires in the department's area.

Trainee firefighter status shall be revoked if any of the following courses are not successfully completed within one year of starting the FF-T training: the Emergency Medical First Responder and CPR (or EMT) and Hazardous-Materials – First Responder Operations (FRO). The helmet of a Trainee firefighter, with or without medical training, shall be identified with a green "T" placed on the helmet per Department policy.

Personal protective clothing, communications and fire equipment shall not be taken home until the Trainee Firefighter certification has been signed off by the Department Liaison.

The Volunteer must successfully complete each training task of the trainee firefighter checklist within one (1) year after the training has started in order to receive certification.

4.5 CERTIFIED VOLUNTEER FIREFIGHTER (FF-C)

Upon successful completion of the training tasks outlined in the trainee firefighter program, trainee firefighters are encouraged to immediately begin the certified firefighter training program. Each Trainee-FF must have one year of service from the time of the first test taken before the CERTIFIED Firefighter position is awarded. The VFC membership and IFPD Liaison Officer may jointly waive the one-year requirement if the member has had previous fire fighting experience.

Certified firefighters will be taught advanced firefighter skills necessary for most emergency incidents. Each training task of the certified firefighter checklist shall be successfully completed by the student within one year after the training has started in order to receive Firefighter certification. Should the student fail to complete these training tasks within the allotted time frame, the expired tasks may need to be repeated at the discretion of the IFPD Dept. Liaison.

Standards for vehicle operation.

Volunteer personnel operating emergency vehicles shall comply with the California Vehicle Code and the Department of Motor Vehicle regulations and IFPD policies. Operator qualifications for equipment shall be identified in written policies and procedures.

Certified fire suppression members may drive a (Squad, ambulance, rescue or support unit), under the following conditions:

- The firefighter must possess a valid First Responder/CPR or EMT card.
- The firefighter must possess a current defensive driving card.
- The firefighter must have completed the minimum standards operators class and receive certification by the IFPD Liaison.
- The firefighter must receive, Liaison Officer and VFC approval (per VFC bylaws) for vehicles, including insurance company notification.
- Ambulance drivers shall be EMT-1A trained and possess a valid DMV ambulance certificate. A copy of the certificate to be on file with the VFC and the Liaison Officer's station files.
- A copy of valid driver's license with appropriate endorsements for the type of vehicle to be operated shall be on file with the VFC and the Liaison Officer's station files.

4.6 CERTIFIED VOLUNTEER FIREFIGHTER/OPERATOR~CREW LEADER (FF-CL)

After completion of training in the certified firefighter program, a member may seek certification to operate a squad, ambulance, rescue, incident support, water tender or breathing support vehicle, if any. This would normally be the first step in accepting the responsibilities of an emergency incident crew leader. Each training task of the certified firefighter/operator-crew leader checklist shall be successfully completed by the Volunteer.

The minimum Department operator standards must be given for Code-3 driving requirements; emergency incident management and communications.

4.7 VOLUNTEER CERTIFIED PUMP OPERATOR/TRAINEE FAE (CPO)

Prior to certifying at this level, the individual shall have successfully completed Certified Volunteer Firefighter (FF-C) As this is the first level of certification for the Volunteer Fire Apparatus Engineer program. The CPO training can begin when a volunteer has completed and been certified as a FF-C and FF-CL.

The Certified Pump Operator (CPO) checklist and all other required training tasks must be successfully completed at the station level or at the FAE/Driver Operator Academy in order to qualify for certified pump operator (CPO): Vehicle maintenance, hydraulics and pump procedures.

In addition, the student must meet the pumping standards outlined in the Company Performance Standards program. The student, in brief, shall successfully function in the capacity of a pump operator only, for ten drills: Forward hose lay and preconnect; reverse lay (soft suction); Deck gun wet drill with supply line; Wildland hose lay (1-1/2"); Forward lay with attack line (2-1/2" and larger attack line). Once the student has met the above listed criteria, the individual can operate the pump on his/her own as approved by the IFPD Liaison. Qualified personnel will do pump operator testing and driver training. For training purposes, a CPO may drive Code-3 under the direct supervision of qualified Career personnel or an authorized VFC FAE.

4.8 VOLUNTEER FIRE APPARATUS ENGINEER (FAE)

Prior to certifying at this level, the individual must have served six months as a Certified Firefighter and One Year FF-CL certification. An additional Six (6) months as a certified CPO must have also been met.

After completion of the Engineer certification checklist, the new engineer shall serve a six-month probation period. Prior to completion of the probation, the new engineer must have passed the minimum ICS-200, 300 classes and have all applicable state and local licenses. The Volunteer FAE must obtain written completion of his/her probation in order to become a certified FAE, certification will be made in writing by the Department Liaison or Fire Chief. During the probation, the new Volunteer FAE will make every reasonable attempt to respond with a qualified FAE.

The IFPD Liaison officer will attempt to make arrangements, whenever possible, to allow Volunteer FAEs to drive/operate the first roll engines. This should be done in order to maintain proper Volunteer FAE/Crew Leader and Incident Commander skills while under the supervision of Department personnel. A Volunteer FAE responding and operating a fire engine, squad, breathing/lighting support, incident support, or two-axle water tender at a fire shall be paid at a predetermined rate and agreed to in writing by the Fire Chief.

4.9 VOLUNTEER WATER TENDER OPERATOR (WTO)

A volunteer may become a Water Tender Operator (WTO) after completing the following requirements:

1. At minimum, meeting Vol-Firefighter Certified qualification (see Section 4.5). A Vol-Firefighter-T with significant and verifiable experience operating similar heavy equipment (including cement truck, tractor-trailer truck, or dump truck) may, with the approval of the Department Liaison and VFC President, seek approval to complete all other Water Tender Operator training and become a WTO.
3. Possession of a valid driver's license as required by law for the vehicle being operated.
4. Completed Water Tender Operator (WTO) training.
5. Current and former Volunteer FAE's or WTO's, and retired career fire company officers, who desire to only train, cover, and respond exclusively on Water Tenders, need only be listed on a VFC workers comp. roster, maintain CPR and First Aid for support personnel, defensive driving and participate in three (3) hours per month of water tender training and/or maintenance. These operators will be limited to Code-2 vehicle operations. In the event such an operator seeks to respond on other fire apparatus, he/she will need to meet and maintain all other requirements typical for volunteer firefighters.

The IFPD will allow, the participation of those individuals who elect to respond only on Water Tenders, Breathing Supports or to medical emergencies only, due to personal preference, age or other reasons, provided the medical training requirements have been met and safety gear is worn on emergencies.

4.10 IVFC ADMINISTRATION and BASIC SUPPORT MEMEBERS:

The IFPD has authorized the utilization of non-fire suppression administrative and basic support members. These members DO NOT work as or Operate within the EMS and FIRE service structure of the IFPD. These Members are considered Non Suppression Non EMS Personnel.)

Administrate and Basic Support members may be utilized and designated by the IFPD and IVFC for activities outside of the Fire and EMS Service delivery operation. The IVFC may appoint an administrative/ basic support member liaison for communication with the IFPD and IVFC. All policies and procedures must comply with

the volunteer policy manual, the bylaws of the governing VFC and be approved by the IFPD prior to implementation.

Administrative and Basic Support Member training/participation shall be required for station level duties such as: Front Desk work, Filing, Answering Phones, Citizen Interactions, Traffic Control, Scene Safety, Scene Rehab assistance, Etc. Administrative and Basic Support member operations including Fund Raising, Administrative assistance, Bake Sales, Luncheons, Dinners, Etc. do not require special training or minimum training hours monthly or annually.

4.11 DRIVERS LICENSE CHECK PROCEDURES

The Department Liaison Volunteer President and Fire Chief are responsible to see that a driver's licenses check is completed prior to allowing any individual to drive any equipment. A recheck may be made at any time necessary, as determined by the Department Liaison. A roster will be maintained at the Fire Station with a copy of the driver's licenses with expiration date verified monthly. Volunteers may, at their own option, pay for any additional DMV checks.

4.12 STATION LEVEL TRAINING

The Training Officer shall work with the liaison officer, as well as the Vol. President to develop on-going training programs. The Training Officer along with the membership shall identify, as outlined in the bylaws, appropriate monthly training days/nights so that all active members have the opportunity to attend scheduled training or makeup training. All training minimums are to be set forth by the Department Training Officer and Department Liaison.

4.13 MINIMUM TRAINING

All active EMS and Fire Suppression Memebers shall participate in at least 20 hours of emergency operations training each month. Vehicle maintenance will not be considered as meeting the required minimum monthly training. The following adverse actions will be taken for failure to meet this requirement during any calendar year:

- | | |
|-------------------------|--|
| First Monthly Failure: | Letter of Warning. |
| Second Monthly Failure: | 30-day suspension from active/responding duty. |
| Third Monthly Failure: | Termination from Support/ EMS/ Firefighter status. |

The liaison officer shall ensure that this procedure is followed.

If a Responding Member is committed to an emergency incident during a previously scheduled station level training event, and the member cannot make up the training before the end of the month, the member shall be permitted to list the tasks performed at the incident for training purposes. Members may take credit for appropriate training received from other sources with the approval of the liaison officer and the Training Officer.

The following minimum topics of review will be offered to, and completed by, all active Fire Suppression members each year, unless otherwise noted.

1. Breathing Apparatus (SCBA) review, with required Respiratory Protection Program fit test.
2. Fire line safety – Review of the “Ten Standard Fire Fighting Orders”, the “Eighteen Situations that Shout ‘Watch Out’” and need for Lookouts, Communications, Escape Routes and Safety Zones.
3. Hazardous Materials, per training officer .
4. Medical recertification (as needed).
5. Personal Protective Equipment (including fire shelters) inspection, deployment and review.
6. Defensive driving and drivers’ licensing requirements (as needed).
7. All IFPD CPS and other training drills as assigned.

4.14 STATION LEVEL INSTRUCTORS

Volunteer firefighter instructors for, station level training must be approved by the liaison/ IFPD training officer. Liaison officers will, whenever possible, utilize an approved and qualified volunteer firefighter to instruct various portions of the volunteer firefighter training curriculum.

4.15 CHALLENGE TEST PROCEDURES

An individual applying for VFC Membership, who has prior fire fighting experience with an organized fire department and can provide supporting documentation to the Department, may challenge any of the training tasks and request a waiver of the minimum time frames in the volunteer Firefighter checklists. If the applicant successfully completes a challenge, then credit is to be awarded for that training task. However, before an individual can qualify as a certified volunteer trainee firefighter or higher rank, the applicant must be approved in writing by the Training Officer, Liaison Officer and the Fire Chief.

Should the individual fail the challenge for a specific rank, then the individual shall receive training for that subject and may test for the position at the direction of the Liaison / Training Officer.

4.16 EMERGENCY MEDICAL CERTIFICATION

In accordance with IFPD policy and State law, all volunteer firefighters shall obtain a current emergency medical (First Responder/CPR or EMT) certification within one year of becoming a volunteer firefighter.

In the event a firefighter fails to meet this requirement, he/she shall be removed from active firefighter status and all gear and equipment shall be returned to the station.

(Extensions or Exemptions are to be made by the Fire Chief in Writing.)

The Department will provide training in First Responder, CPR and Automated External Defibrillation. In order to encourage members to seek additional training, the Department will also pay the County EMS/EMT certification fee.

While performing in the capacity of volunteer firefighter, volunteers may provide medical assistance up to the level of EMT-1 (D) or First Responder (D) based upon level of training received. With the arrival of a Paramedic, volunteers may continue to provide assistance up to the EMT- 1 or First Responder levels, as trained, under the direction of the Paramedic. Under no circumstances shall volunteers provide assistance at the paramedic level when responding as a volunteer firefighter.

4.17 ADDITIONAL CERTIFICATIONS

The department agrees to provide Department approved instructors for Hazardous Materials – First Responder Operational, Auto Extrication, Defibrillation, Communicable Disease Awareness, Defensive Driving, and any other required certification classes at no cost to the volunteer firefighter.

4.18 TIME FRAME CHART



IDYLLWILD VOLUNTEER FIRE COMPANY INC.

TIME FRAME SHEET:

Volunteer: _____, has been accepted as a probationary member of Volunteer Fire Co. Inc.. As of : _____ Date, _____ Dept. Liaison

I _____ have received a copy of the VFC Inc. MOU and understand that I must meet certain minimum requirements as follows:

- Completion of First responder certification. (within one year from this date.)
 - Date Complete: _____ verification _____ Dept. Liaison.
- Completion of FFT (4300) training: (within three months from this date.)
 - Date Complete: _____ verification _____
- Completion of FFC (4300) training: (within one year from this date.)
 - Date Complete: _____ verification _____ Dept. Liaison
- Completion of State Fire Marshalls FF 1 (within one year from this date.)
 - Date Complete: _____ verification: _____ Dept. Liaison.
- Completion of FFCL (4300) training: (no set time minimum.)
 - Date Complete: _____ verification: _____ Dept. Liaison.
- Completion of CPO (4300) training: (no set time minimum.)
 - Date Complete: _____ verification: _____ Dept. Liaison.

OPERATIONS

5.1 GENERAL OPERATIONS

General operations (or administrative operations) of a VFC are those items which must be conducted according to applicable Department policy, as identified in this manual and appropriate sections of the IFPD policy manual.

5.2 SUPERVISION

The Station Captain is responsible for the day to day operation of the station. The station Captain shall ensure all VFC members comply with the applicable rules and regulations of the IFPD. The VFC President may assist the station liaison officer in the supervision and implementation of said operational policies and procedures.

In order to maintain a harmonious relationship, all station level officers shall maintain a free flowing system of two-way communications. Concerns or questions over operational supervision not addressed in this manual can be directed to the appropriate Officers.

5.3 GENERAL STATION PRACTICES AND PROCEDURES

1. The station Captain shall be responsible for maintaining a clean, safe and professional looking station. The VFC members will assist in ensuring that all members help to achieve and maintain this standard at all times.
2. Volunteers will reference the departmental guide for standard cover procedures and/or the daily routine of station operations. The VFC secretary will maintain a current name, rank and phone roster of the VFC in the guide. All items contained in the guide that relate to the volunteer program must comply with the requirements of this manual and not be in conflict with bylaws.
3. All volunteer crew leaders will be instructed in the proper procedures of completing fire and rescue information forms.
5. Active volunteers are permitted and encouraged to sleep at the station whenever reasonable. The VFC President will assist the Department Liaison and Station Captain in developing the guidelines for a VFC sleep-over program that will be included in the operations/cover crew guide.
7. During practical training exercises, the liaison officer shall be the supervising officer. The ranking VFC crew leader shall assist as needed or supervise in the absence of the liaison officer.

8. All firefighters will be taught the proper procedure for answering the station phone. For example, "Idyllwild Fire Department, Station 621, Engineer Smith", how may I help you?" All certified firefighters and above will be taught the proper procedures for using Fire Department radios and the correct use of clear-text.
9. Response Members will be instructed in appropriate station security measures, including the proper manner to gain access to the station and securing the premises before leaving. Emergency response vehicle operators (Volunteer FAE's, FF-CL 's, Breathing Support Operators, Water Tender Operators) will be issued appropriate keys.

5.4 INSPECTION & MAINTENANCE OF EMERGENCY EQUIPMENT

General condition inspections will be required at least once per week.. All vehicles must have a Maintenance Book in the vehicle with all inspections and maintenance up to date. Units that do not meet these criteria will be placed out of service and shall remain out of service until brought into compliance. All active members are required to participate in general maintenance and inspections.

All equipment shall be inventoried Quarterly, with proper documentation maintained. The VFC shall forward, through channels to the Liaison, a single page summary report.

5.5 CREW ASSIGNMENTS

Prior to the start of any training or meeting event, emergency response vehicle crew assignments will be made, based on those members prepared to respond. This will reduce emergency response delays and reduce private vehicle responses. The seating capacity of apparatus shall be determined by the number of seat belts, as installed by the apparatus manufacture and approved by the dept. The number of SCBA's carried on apparatus shall not be a determining factor.

5.6 EMERGENCY VEHICLE COVERAGE PROGRAM

A designated company officer will be the primary supervisor of such a program. Utilization of Crew Leaders will be necessary to establish guidelines with the appropriate Liaison Officers and Response member Officers unless otherwise ordered by the Fire Chief. Volunteers shall be familiar with IFPD Policy for Status Reporting.

5.7 MINIMUM EMERGENCY RESPONSE PROVISION

The primary purpose of VFC is to serve and protect the citizens of the mountain communities, as well as the citizens in other communities served. The IFPD Liaison Officer, VFC President and Fire Chief will decide if such a requirement is on a monthly or quarterly basis and the minimum number of responses or hours required for such a period.

5.8 PRIVATE VEHICLE RESPONSE REQUIREMENTS

Unsafe operation or violation of the California Vehicle Code (CVC) while operating a private vehicle while performing as a Volunteer Firefighter may result in adverse action. The CVC specifically prohibits private vehicles from using emergency type warning lights (red and blue) and sirens. The flashing of headlights and/or use of four-way vehicle flashers while en route to an incident is also prohibited. No private vehicle shall pass any Code-3 emergency vehicle at any time. No volunteer responding to or returning from an incident shall exceed the posted speed limit. Automotive equipment will be driven in a safe and sane manner at all times while adhering to all laws

The response of private vehicles to incidents is discouraged if the volunteer can safely arrive at the station in a timely manner to respond on emergency apparatus.

Members that respond directly to incidents must exercise caution at all times. No volunteer should arrive prior to Fire Department equipment for hazardous materials or assault/shooting type incidents. The IFPD encourages all Volunteer fire fighters to respond to working fires in their roll area. Private vehicles should park no closer to an incident than to be safe. Fires will typically require much more distance.

Any restrictions shall be in writing and distributed to all the Members and also placed in the crew guide manuals.

5.9 SAFETY PRACTICES - GENERAL

All Members are required to conduct all operations in a manner consistent with good safety practices. All Crew Leaders are required to follow and enforce all safety policies during all operations.

5.10 SAFETY PRACTICES - PROTECTIVE CLOTHING

Response Members shall only wear the approved protective clothing. When riding on apparatus, protective clothing shall be worn when enroute to any incident. Boots (wildland or structure) must be worn at all times when riding on fire equipment. Head and eye protection must be utilized by any crewmember not in a fully enclosed cab. Use of seat belts is mandatory. Full uniform clothing or a combination thereof, must be worn during routine non-emergency vehicle operations.

Volunteers that anticipate participating in wildland firefighting need to obtain black heavy-duty, lace-type work boots, with deeply lugged soles and heels (e.g., Vibram) and leather tops at least seven (7) inches in height. The toe of the boot should be of hard material to reduce potential toe injuries.

100% cotton underclothes shall be worn under protective clothing when engaged in fire fighting activities. In addition, at least one layer of clothing must be worn under nomex protective clothing to provide a two layer protective system.

The minimum protective clothing required for specific types of incidents shall be as follows:

Structure/vehicle/refuse fires: Full structure Personal Protective Equipment (PPE) with Self Contained Breathing Apparatus (SCBA).

Hazardous Materials: Stage out of area - Full structure PPE at a minimum with SCBA Further instructions from Company Officer/Incident Commander.

Vegetation/Wildland: Full wildland PPE.

T/C Cut & Rescue: Full structure PPE.

T/C with injuries Full structure PPE as warranted.

T/C Minor injury/Minor vehicle damage - Daylight: Structure or wildland PPE as approved by the I.C.

T/C Minor injury/minor vehicle damage - Evening: Full Structure PPE.

Medical aids/Cover assignments: Company uniform or PPE.

5.11 VOLUNTEER FIREFIGHTER HELMET IDENTIFICATION TAGS

Helmets shall be marked as per IFFD policy.

EMERGENCY OPERATIONS

6.1 EMERGENCY OPERATIONS POLICY

All emergency incident operations shall be conducted according to IFFD policy.

6.2 REPORT OF A FIRE OR EMERGENCY

If you receive a report of a fire or emergency, obtain:

- The location and nearest cross street (WHERE?).
- The type of emergency: Fire/Accident/Medical Aid/etc. (WHAT?).
- The reporting party's phone number and name (WHO?).

6.3 REPORTING A FIRE OR EMERGENCY:

1. Advise your Fire Department supervisor or, if none:
2. If a working phone is available, call 9-1-1 and advise them of the emergency incident you have received, or if properly trained in radio

operations and use, contact the ECC (Emergency Command Center) by Fire Department radio:

- A. Be sure no one else is on the air.
- B. Say "PERRIS, STATION 621, FIRE (or) EMERGENCY TRAFFIC"
- C. Wait until Perris says, "Station 621 Go Ahead"
- D. Give Perris the location, type and call back number.

NOTE: When you call Perris ECC on the radio, the dispatcher may be quite busy. If there is no reply after about 15 seconds, you may try again or call 9-1 -1.

6.4 DRIVING POLICY

Automotive equipment will be driven in a safe and sane manner at all times. Emergency response does not justify excessive speed. Unsafe operation of any vehicle will not be tolerated. Unsafe operation of fire dept apparatus may result in adverse action.

6.5 CODE-3 DRIVING

Code-3 driving is the operation of a vehicle with siren and red lights. Only authorized emergency vehicles may be driven Code-3 and must be operated in accordance with IFPD policy. All emergency warning lights and sirens must be approved by IFPD; Code 3 status does not exempt any driver from the legal responsibility to consider the safety of others. The basic speed law of the CVC prohibits any driver from driving faster than traffic, road, and weather conditions safely allow regardless of the emergency.

The operator/driver of the emergency vehicle is discouraged from operating the radio and logging times during Code-3 responses.

All vehicle operators must comply with the CVC and IFPD policy on emergency vehicle operations.

6.6 RIGHT OF WAY

Legally, Code-3 status does not give an emergency driver the right of way unless other drivers hear the siren and see the red lights. Because it is difficult to tell when other drivers are aware of an emergency, all emergency drivers will assume at all times they do not have the right of way.

All emergency vehicles will stop at red light traffic signals, stop signs, and blind intersections.

6.7 PASSING OTHER EMERGENCY VEHICLES

Normally, one emergency vehicle will not overtake and pass another while both vehicles are responding Code-3.

A possible exception to this policy is during operation on a multi-lane roadway. It may be safe for one Code-3 vehicle to pass another Code-3 vehicle. Permission to pass must be obtained from the forward vehicle, prior to passing.

6.8 EMERGENCY INCIDENT SUPERVISION AND OPERATIONS

The crew leader will be responsible to issue incident duties to crew members. These duties will be carried out until otherwise directed by the crew leader. The crew leader is responsible for the operation, security and safety of the crew members and the emergency vehicle responded.

From time to time a volunteer Crew Leader will be the first to arrive as an Incident Commander. In order to gain necessary operational experience, it is permissible for the member to continue as the I.C. while under direct or indirect supervision. Anytime an I.C. is relieved by a ranking officer, the relieved officer shall be informed either face to face, or if necessary by radio.

On long incident assignments, a VFC crew leader should consider anticipated relief driver requirements.

6.9 CONCLUDING EMERGENCY OPERATIONS

- Unless excused, all members will assist in picking up at the scene of an incident.
- Unless excused, all members will return to quarters and assist in returning all apparatus and equipment to a clean/readiness condition. After late evening responses, full detail cleaning may be postponed until later in the day. The ranking Paid Staff and ranking VFC crew leader will be responsible for an inspection prior to releasing any firefighters.
- The department recognizes that certain members may need to be excused from an incident prior to its conclusion because of illness, education, employment, or child care issues. Transportation to return to his/her residence or station shall generally be the responsibility of the member. The member shall bring to the attention of the officer in charge of the operation who may excuse the member from his/her duties. Members that fail to return and assist with clean-up shall only be compensated for actual work performed. Repeated failures to return and assist with clean-up may result in the imposing of adverse action.

6.10 COVER ASSIGNMENTS & EXTENDED ASSIGNMENTS

All cover crews shall reference the station cover crew guide for the daily routine. All volunteers should carry an out of County bag for long incidents or cover assignments. Money should also be carried for meals when they are not provided at an incident base. Members may consider internal shift relief or rotation during extended assignments, as approved by the Department Liaison or Fire Chief. If volunteer accepts extended assignment(s), the volunteer could be expected to be on the assignment up to fourteen (14) days. The Volunteer member should make every attempt to work this out ahead of time.

6.11 IFPD CHAIN OF COMMAND

Fire Chief

Fire Captains/ Department Liaison/ Training Officer

Fire Apparatus Engineers.

Firefighters

Reserve Firefighters EMT's / Volunteer Firefighter EMT's First Responders.

Support Staff

Incident Chain of Command:

Remember that you are assigned to the crew leader of the vehicle that you responded on. If you arrive at an incident in your private vehicle, you should first try to meet up with your station's equipment, without interfering with operations.



IDYLLWILD VOLUNTEER FIRE COMPANY

Meeting Agenda:

Date: _____

Call to Order: _____
Time

Pledge of Allegiance:

- Acceptance of prior minutes:
- Presidents Message.
- Vice Presidents Message.
- Sec. Treasurers Report:
- Open Comment: (any member in good standing).
- Old Business.
- New Business.
- Action Items:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Additional Notes: _____

Adjournment: _____
Time.

President: _____ IFPD Liaison _____

Vice President: _____

Sec. Treasurer: _____



**Memorandum of Understanding
Attachment 1
Squad 621.**

Whereas the Idyllwild Fire Protection District is responsible for Fire Suppression, EMS and Life Safety for the citizens of Idyllwild, and whereas the Idyllwild Fire Protection District is the managing sponsor of the Idyllwild Volunteer Fire Co. 621, and in the interest of better serving and utilizing best service delivery and practices the following is hereby agreed:

The Idyllwild Fire Protection District will utilize Squad 621 for incident service requests by responding to those incidents which are best served by the use of Squad 621 in place of or in addition to other IFPD apparatus.

As a condition of use the IFPD will manage, service and insure Squad 621 as follows:

All general maintenance will be completed as per manufacturer's recommendations:
Daily vehicle check will be performed.

Oil Change including Filter.

Air filter.

Cab Filter.

Wheel bearings.

Transmission and transfer case service.

Front and rear axle service.

Lube and grease all service points.

Additional Service and maintenance to include:

Tires

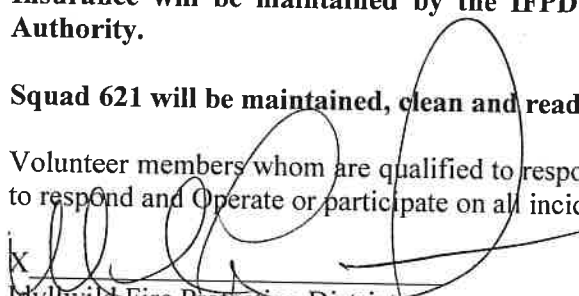
Electrical Systems

Other maintenance as required.

Insurance will be maintained by the IFPD through Special Districts Risk Management Authority.

Squad 621 will be maintained, clean and ready for service.

Volunteer members whom are qualified to respond and or Operate Squad 621 remain encouraged to respond and Operate or participate on all incidents where squad 621 is utilized.

X 
Idyllwild Fire Protection District

Mark LaMont

Dated 4/8/2017

X 
Volunteer Fire Co. 621
Paul Riggi