ALFALFA FIRE DISTRICT POLICY MANUAL

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(6/8/2021)

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ALFALFA FIRE DISTRICT

CHAPTER 1

GOVERNANCE BY POLICIES

Reviewed: 5/12/2021

Revised: 5/12/2021

101. *GOVERNANCE BY POLICIES*

The primary duty and function of the Board of Directors is to establish policies for the governance of the District. It is the policy of the Board to delegate to the Fire Chief and staff the responsibility for the day-to-day administration of the District, in a manner consistent with the policies and directions of the Board.

102. *COMPLIANCE WITH LAW*

Policies shall comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy shall be deemed void without further Board action. It shall be the responsibility of all District personnel to bring any such conflict to the Board's attention immediately upon discovery.

103. *COMPLIANCE WITH POLICIES*

All District personnel shall comply with the policies adopted by the Board of Directors. Any failure to comply shall constitute grounds for discipline or termination.

104. *POLICIES DO NOT CREATE RIGHTS*

Policies of the District shall not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy shall not in itself render any District action invalid, void or voidable, nor shall such deviation constitute evidence of negligence. The Board may deviate from policy when to do so, serves the public interest or would avoid hardship as the Board may determine.

105. *ADOPTION, AMENDMENT AND REPEAL OF POLICIES AND OTHER REGULATIONS*

The Board shall base its regulations on the best available information and input from affected parties. Whenever the Board enacts amends or repeals any policy or other regulation, it shall do so in accordance with applicable state and federal laws.

106. *COMPILATION OF POLICY MANUALS*

A designated Board member shall compile all of the policies and procedures adopted by the Board into a District Policy and Procedure Manual. The designated Board member shall be responsible for updating the Manual regularly.

107. *DISTRIBUTION OF POLICY MANUALS*

Updated Policy and Procedure Manuals shall be kept at each fire station maintained by the District. The following persons shall maintain an updated Manual:

1. All Board members; (may be electronic)
2. Fire Chief; (hard copy to be available to the public upon request)
3. Other persons designated by the Fire Chief or the Board;

108. *DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC*

The Policy and Procedure Manual is a public record. At least one copy of the updated Policy Manual shall be available for inspection and use by the public at the District's office during regular business hours.

109. *REVIEW AND REVISION OF POLICY MANUAL*

The Policy manual should be reviewed no less than every three years or sooner if a situation requires. The date of review and/or revision will be noted at the top left of the first page of each chapter.

110. *CREATION AND MANAGEMENT OF RESOLUTIONS AND ORDINANCES*

Resolutions and Ordinances shall be drafted by the person sponsoring the proposal with input and review from the Board and Chief prior to final approval at regular Board meetings. Notebooks for filing signed documents shall be kept on file at the fire station and updated by a designated Board member. An index will list documents by numerical sequence, beginning with the calendar year followed by the document number (i.e. 2021-1 – the first resolution created in CY 2021.) Resolutions and Ordinances will be kept in separate notebooks but in the same location. Signed documents will scanned and stored electronically (in the Cloud) and the hardcopies will be filed in the notebook, including the updated index. No document will be proposed without a confirmed document number assigned to the proposal.

End – "Governance by Policies"

ALFALFA FIRE DISTRICT

CHAPTER 2

BOARD OF DIRECTORS

Reviewed: 4/14/2021

Revised: 4/14/2021

201. *POSITIONS AND TERMS*

The Board of Directors of the District shall consist of five (5) members serving four (4) year, staggered terms. No person shall be eligible to be a Board member who is not at the time of election or appointment a resident or property owner in the District.

Each Board member shall be identified by a position number. Position numbers shall be transferred to the successors of each Board member.

All Board members shall serve at large.

202. *ELECTION OF BOARD MEMBERS*

The election of Board members shall be conducted as provided by ORS 478.221 and ORS Chapter 255.

203. *QUALIFICATIONS*

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in ORS 478.050. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

204. *OATH OF OFFICE*

Each newly elected or appointed Board member shall take an oath of office at a Board meeting prior to assuming the duties of the position.

205. *TERM OF OFFICE -- STARTING DATE*

Except where the Board of Directors is filling a vacancy on the Board, terms of office shall start on July 1.

206. *VACANCIES*

Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board within 60 days of such vacancy. The period of service of a person appointed to fill a vacancy shall expire on the June 30 after the next regular District election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 following his or her election.

207. *MEETING THE FIRE AND LIFE SAFETY NEEDS OF THE DISTRICT*

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the fire and life safety needs of the District.

208. *FORMULATION AND INTERPRETATION OF DISTRICT POLICY*

The most important activity of the Board is the formulation and interpretation of Fire District policies. The Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to the Fire Chief or other District personnel.

209. *BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY*

No individual Board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines or policies of the District.

210. *ETHICAL STANDARDS*

Board members act as representatives of the citizens of the Fire District in maintaining and promoting fire and life safety and providing fire protection and emergency medical services. Therefore, Board members shall adhere to the highest ethical standards in the conduct of District business **(See Appendix 2.1 – "Board of Directors Code of Conduct" – Resolution 2014-6)**

211. ***NON-DISCRIMINATION*** It is the policy and commitment of the Alfalfa Fire District that it does not discriminate or allow harassment on the basis of race, age, color, sex, sexual orientation, physical or mental ability, religion, or otherwise as prohibited by Federal or state law. Any employee, board member, volunteer, client or any other affiliate of this organization who believes s/he has been discriminated against or harassed is strongly encouraged to report this concern promptly to the Fire Chief and the President of the Board for a full discrete investigation and appropriate action as warranted. No person will be adversely affected in relationship with the AFD as a result of bringing a complaint of discrimination or harassment. **(See Appendix 2.2 – "Discriminatory Workplace Harassment Policy")**

212. *BOARD MEMBER EDUCATION*

In order to effectively carry out their duties, Board members must be adequately informed. Members are encouraged to attend the annual state conference of the Oregon Fire District Directors Association and such other conferences as the Board may authorize.

213. *COOPERATION WITH BOARD CANDIDATES*

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations and other aspects of the operation of the District.

214. *ORIENTING NEW BOARD MEMBERS*

The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
2. The Fire Chief shall provide material pertinent to District meetings and be responsive to questions regarding said material.
3. New members shall be invited to meet with the Fire Chief and other District personnel to discuss the services each performs for the District.
4. The Fire Chief will give each new Board Member:
    A. An updated copy of the District's Policy and Procedure Manual.
    B. A copy of the Attorney General's "Public Records and Meetings Manual."
    C. Copies of the minutes of all Board meetings, except for executive sessions, for the preceding twelve (12) months.
    D. Copies of the District's last three (3) budgets.
    E. Copies of the District's insurance policies.
    F. Copies of all such documents as the attorneys for the District may recommend with respect to any pending claims or lawsuits.
    G. A list of all District personnel by position.
    H. Such other materials as the Board may direct or the Fire Chief may deem appropriate.

215. *BOARD MEMBER COMPENSATION AND REIMBURSEMENT*

Board Members shall also be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official District duties pending Board approval.

216. *REIMBURSEMENT DOCUMENTATION*

Board Members incurring reimbursable expenses shall submit proper documentation of such expenses to the Fire Chief or the Chief's designee for reimbursement by the District.

217. *EXPECTATIONS OF BOARD MEMBERS*

The responsibility of serving as an effective member on the Alfalfa Fire District Board of Directors requires a strong commitment to fulfill the obligations of the position. Elected or appointed board members are expected to attend all regular and special meetings, electronically or in person, and required or elective training and annual budget meetings. Members will notify the President, Vice president, or another board member if they cannot attend a meeting. Numerous excused or unexcused absences will be grounds for board review and regarding the member's continuing status.

Personal hygiene and appearance should reflect a professional appearance and attitude toward the position as a public figure when representing the fire district.

End – "Board of Directors"

ALFALFA FIRE DISTRICT

CHAPTER 3

DUTIES OF THE BOARD OFFICERS

Reviewed: 8/12/2020

Revised: 8/12/2020

301. *DUTIES OF THE PRESIDENT*

1. The President of the Board shall preside at Meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
2. The President shall consult with the Clerk of the Board regarding the preparation of each Board meeting agenda.
3. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
4. The President may call Special Meetings of the Board as described by the Oregon Public Meetings Law and Policy.
5. The President of the Board shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.

302. *DUTIES OF THE VICE-PRESIDENT*

In the President's absence, or during any disability of the President, the Vice-President shall have the powers and duties of the President of the Board as prescribed in Policy 301. The Vice-President shall have such other powers and duties as a majority of the Board may from time to time determine.

303. *DUTIES OF THE SECRETARY OF THE BOARD*

The Secretary of the Board shall provide notice of Board meetings in accordance with the Public Meetings Law. The Secretary of the Board shall cause accurate minutes of each Board Meeting to be taken, Transcribed and distributed to each Board Member in a timely manner for review prior to approval. The Secretary shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary. Call to the Board's attention legal requirements and those matters for which the District is responsible.

304. *DUTIES OF THE TREASURER OF THE BOARD*

1. The Treasurer of the Board shall assure that accurate accounting and financial records are maintained by the District.

2. The Treasurer shall annually review the District's financial audit with District personnel prior to submitting the audit to the balance of the Board. The Treasurer shall send copies of the audit to state or local agencies requiring its submission.

305. *DUTIES OF THE CLERK OF THE BOARD*

The Clerk of the Board shall be the Fire Chief, or such other person as may be designated by the Board. The duties of the Clerk of the Board are:

1. Respond directly to routine correspondence.

2. Handle correspondence of special interest to the Board as follows:
   A. Draft replies in advance, when possible, for Board consideration.
   B. Seek instruction for reply when necessary.
   C. Prepare correspondence as the Board directs.

3. Board meeting duties:
   A. Attend all Board meetings or designate an alternate.

4. Maintain the District's Policy and Procedure Manual.

End – "Duties of the Board Officers"

ALFALFA FIRE DISTRICT

CHAPTER 4

BOARD MEETINGS

Reviewed: 9/9/2020

Revised: 10/14/2020

401. *DISTRIBUTION OF MATERIALS TO BOARD MEMBERS*

The Agenda shall be given to each member of the Board of Directors at least three (3) days prior to any regularly scheduled Board meeting.

At the same time, the Fire Chief shall provide members detailed information relative to the Agenda, including existing Board policy pertinent to Agenda items.

402. *DISTRIBUTION OF AGENDA TO THE PUBLIC*

The proposed Agenda will simultaneously be distributed to all District fire station locations, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

403. *BOARD MEETING AGENDA*

The Clerk of the Board shall draft the Agenda after conferring with the President of the Board. The following general order shall be observed:

1. Call to order.
2. Roll call by Secretary or designee.
3. Approval of the minutes.
4. Audience participation (testimony from citizens).
5. Act on Bills
6. Staff Reports/Monthly Activity Report
7. Old business.
8. New business.
9. Final comments/concerns
10. Adjourn Meeting.

404. *NOTICE AND LOCATION OF MEETINGS*

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

405. *COMPLIANCE WITH LAW*

All meetings shall be conducted in accordance with the Oregon Public Meetings Law.

406. *LOCATION OF MEETINGS*

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. All meetings shall be held in places accessible to the handicapped.

407. *MEETINGS HELD BY TELEPHONE*

Meetings held by telephone or other electronic communications are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance.

408. *REGULAR MEETINGS*

The Board shall hold regular monthly meetings on the second Wednesday of each month. Such meetings shall be held at the Alfalfa Fire Station, 25889 Alfalfa Market Road at 6:00 p.m. or at such other places and times as the Board may designate from time to time.

409. *SPECIAL MEETINGS*

The Board shall hold special meetings at the request of the President or any three members of the Board. If the President is absent from the District, special Board meetings may be held at the request of the Vice President. No special meeting shall be held upon less than 24 hours public notice.

410. *EMERGENCY MEETINGS*

Emergency meetings may be held at the request of persons entitled to call special meetings upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Director or Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

411. *NOTICE OF MEETINGS*

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive.

For special meetings, press releases shall be issued or phone calls made to wire services and other media; and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting. A sample "Notice of Meetings" is contained in the Appendices to this Manual in the "Outline of the Oregon Public Meetings Law."

412. *EXECUTIVE SESSIONS*

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

413. *INTERPRETERS FOR THE HEARING-IMPAIRED*

The District shall comply regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

1. The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, other state or local agencies that maintain a list of qualified interpreters, local churches, and the Circuit and District Courts of the county in which the District is located.
2. If a meeting is held upon less than 48 hours notice, the District shall make reasonable efforts to have an interpreter present.
3. The requirement for an interpreter does not apply to emergency meetings.
4. The Fire Chief shall be responsible for developing and maintaining a list of qualified interpreters, and shall have the responsibility for making the required effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

414. *PRESIDING OFFICER*

The President shall preside at Board meetings. In the President's absence, the Vice President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.

415. *AUTHORITY TO CONDUCT MEETINGS*

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

416. *PUBLIC PARTICIPATION*

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. (**See Appendix 4.1 -- "Public Meeting Policy**"). Upon failure to do so, such persons become trespassers.

417. *ELECTRONIC EQUIPMENT*

The authority to control the meetings of the District Board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

418. *RECORDING OF VOTES*

Votes shall be recorded. Any member may request that his or her vote be changed if such request is made prior to consideration of the next order of business.

419. *QUORUM REQUISITES*

Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

420. *VOTE EXPLANATIONS*

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

421. *CONFLICT OF INTEREST*

Members may declare a conflict of interest and abstain from voting.

422. *SMOKING*

Smoking or use of tobacco products is strictly prohibited on District property.

423. *ADJOURNMENT*

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

424. *EXECUTIVE SESSIONS*

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

The Board shall not take any votes during any executive session, nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.

Executive sessions shall be held only for the following purposes:

Employment of Personnel

To discuss the employment of a public officer, employee, or staff member, but only if the following requirements have been met:

1. The vacancy for the position has been advertised.
2. Regularized procedures for hiring have been adopted.
3. There has been opportunity for public input into the employment of such employee or officer;
4. Where employment of a Chief Executive Officer is under consideration, the standards, criteria and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment. No executive session may be held for purposes of filling a vacancy in an elective office.

Discipline of Public Officers and Employees

To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, unless the person complained against requests an open hearing.

Consultation with Labor Negotiator

To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.

Real Property Transactions

To conduct deliberations with persons designated by the Board to negotiate real property transactions.

Exempt Records

To consider records that are exempt by law from public inspection. Examples of such records include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law.

Litigation/Consultation with Legal Counsel

To consult counsel concerning the District's legal rights and duties, as well as current litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may utilize an executive session to discuss the writing, as well. This section authorizes an executive session to consider records which are exempt by law from public inspection.

Performance Evaluations

To review and evaluate the employment-related performance of the Chief executive officer, other officers, employees or staff members, pursuant to standards, criteria and policy directives adopted by the District, unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria and policy directives to be used in evaluating chief executive officers must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment.

Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective or operation, and may not include any directive to the Fire Chief or other District personnel concerning agency goals, objectives, operations or programs.

Labor Negotiations

Labor negotiations may be held in executive session if either side requests an executive session.

425. *MINUTES OF MEETINGS*

The Board shall keep written minutes of all of its meetings in accordance with all applicable laws. Minutes of public meetings shall include at least the following information:

1. Members of the Board present.
2. Motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. The name of any document discussed at the meeting.

426. *MINUTES OF EXECUTIVE SESSIONS*

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required.

427. *DISCLOSURE OF EXECUTIVE SESSION MATTERS*

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.

428. *RETENTION*

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District for not less than ten (10) years.

429. *AVAILABILITY TO THE PUBLIC*

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

End – "Board Meetings"

ALFALFA FIRE DISTRICT

CHAPTER 5

PUBLIC RECORDS

Reviewed: 9/9/2020

Revised: 10/14/2020

501. *COMPLIANCE*

The Alfalfa Fire District shall fully comply with the Oregon Public Records Law.

Custodian of Records

Records of meetings shall be kept by the Secretary of the District. Records of calls, training, and other operational activity shall be kept by the Chief or his acting. General filing of documents and financial records shall be done by the Fire Chief.

Specificity of Request

In order to facilitate the public's access to records in the District's possession, and to avoid wasted staff time, persons requesting access to public records for inspection or copying, or who submit **written requests** for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as is necessary to enable District personnel to readily locate the records sought.

Acknowledgement of the request: The District will respond, within 5 business days, to acknowledge the request or to complete the request. To acknowledge the request the District shall: a) confirm that the District is the custodian of the requested record; b) inform the requester that the District is not the custodian, or c) notify the requester that the District is unsure whether it is the custodian of the record.

Completing the request: After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the District shall: a) complete the request, or b) provide a written statement that the District is still processing the request and provide a reasonable estimated completion date. To complete the request the District shall: a) provide access to or copies of all non-exempt requested records, b) assert any exemptions to disclosure, c) complied with ORS 192.505 (separate exempt from non-exempt material and make non-exempt material available, d) provide a written statement that the District is not the custodian of record, e) provide a statement that federal or state law prohibits the District from acknowledging whether any requested record exists, and f) tell the requester appeal rights if exemptions were asserted.

Access

The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Board may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained.

Certified Copies

Certified copies of non-exempt public records shall be furnished upon request and receipt of payment there for.

502. *FEES FOR PUBLIC RECORDS*

In order to recover its costs for responding to public records requests, the following fee schedule is adopted:

1. Copies of Public Records; Certified Copies:
   Copies of public records shall be $5.00 per copy for standard, letter size copies, per page. Copies shall be certified for an additional charge of $5.00.
2. Copies of Sound Recordings:
   Copies of sound recordings of meetings shall be $10.00 per copy.
3. Copies of Maps and Other Nonstandard Documents:
   Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
4. Research Fees:
   If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be $25.00 per hour. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

5. Additional Charges:

   If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.

6. Reduced Fee or Free Copies:
   Whenever it determines that furnishing copies of public records in its possession at a fee or without costs would be in the public interest, the Board may so authorize.

All Fire District run reports, pre-hospital care reports and State Fire Marshal Form 10 may only be released to persons through the Fire Chief or a designated assistant. Pre-hospital care reports are confidential in nature and are not to be released other than the following:

1. Criminal investigations, police and fire agencies
2. Attorneys with a subpoena
3. Persons with a valid subpoena that are affected in some manner in the report
4. Third party designated in writing by the patient

The copy fee for these Fire District reports, shall be $5.00 per page.

503. *AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS*

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors of the District.

504. *ON-SITE REVIEW OF ORIGINAL RECORDS*

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with paragraph 503, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

505. *UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS*

If any person attempts to alter, remove, or destroy any records, the District representative shall immediately terminate the review and notify the attorney for the District.

End – "Public Records"

ALFALFA FIRE DISTRICT

CHAPTER 6

DISTRICT COMPLIANCE WITH LOCAL BUDGET LAW

Reviewed: 9/9/2020

Revised: 10/14/2020

601. *COMPLIANCE WITH LOCAL BUDGET LAW*

Compliance with Oregon's Local Budget Law is required prior to the expenditure of any monies or the levy of any tax upon property located within the District. The District shall comply with the provisions of the Local Budget Law, and with the instructions and requirements of the Department of Revenue, which has been charged by the Legislature with responsibility to interpret and administer the Local Budget Law. In preparing and adopting its Budget, the District shall be guided by the Budget Manual for Municipal Corporations, published by the Department of Revenue, and the Department's various forms and instructions.

602. *APPOINTMENT OF BUDGET OFFICER*

The District Board of Directors shall designate a Budget Officer to prepare or supervise the preparation of the District's Budget. The Budget Officer shall fully acquaint himself/herself with the Local Budget Law and the budget preparation process. The Budget Officer shall act under the direction of the Board.

603. *PREPARATION OF THE PROPOSED BUDGET*

The Budget Officer shall prepare or supervise preparation of the proposed Budget. The Budget Officer shall then publish a "Notice of Budget Committee Meeting".

604. *BUDGET COMMITTEE*

The District shall establish a Budget Committee consisting of the members of the Board of Directors and an equal number of qualified electors of the District. At its first meeting the Budget Committee shall elect a chairperson and a secretary. The Committee shall review and revise or approve the proposed Budget presented by the Budget Officer. All meetings of the Budget Committee are subject to Oregon's Public Meetings Law. Members of the Budget Committee receive no compensation for their services. The appointive members of the Budget Committee shall not be considered officers, agents, or employees of the District. Each member shall serve a three year term. Terms of office on the Budget Committee shall be staggered as the Board of Directors shall determine.

605. *PUBLICATION OF BUDGET SUMMARY AND NOTICE OF BUDGET HEARING*

After the budget has been approved by the Budget Committee, a budget hearing shall be held by the Board of Directors of the District. Fifteen (15) to twenty-five (25) days before the scheduled hearing, the Board of Directors shall publish a "Financial Summary and Notice of Budget Hearing." This information must appear in a newspaper of general circulation published in the District. Eight to fourteen days before the scheduled hearing, a second notice of budget hearing shall be published. It need not contain the summarized financial information found in the first notice. However, the second notice shall repeat significant information about the scheduled budget hearing and set forth the date on which the Financial Summary was first published. Since there is no general circulation newspaper published in the District, budget information will be posted on public bulletin boards located at Alfalfa Market/Juniper Road, Alfalfa Market/Dodds Road, the Alfalfa Store, the Alfalfa Fire Station, and on the Alfalfa Fire District website (www.alfalfafiredistrict.org.)

606. *BUDGET HEARING*

The Board of Directors of the District shall hold the scheduled budget hearing on the date specified in the public notices given. The purpose of the hearing is to take citizen testimony on the Budget approved by the Budget Committee. Additional hearings may be held if necessary. All hearings are open to the public, and subject to Oregon's Public Meetings Law.

607. *BUDGET ADOPTION, APPROPRIATIONS, AND TAX LEVY*

The District's Board of Directors may make changes in the approved budget before it is adopted, subject to the limitations set forth in ORS 294.435. These limitations cannot be exceeded without first publishing a revised Financial Summary and holding another budget hearing. Once all budget hearings have been concluded, and upon consideration of relevant testimony received at such hearings, the District's Board of Directors shall adopt the Budget. This shall be done in the latter part of June so that revisions to revenue or expenditure estimates can be incorporated. The District's Board of Directors shall prepare a resolution or ordinance formally adopting the Budget. This resolution or ordinance shall be adopted no later than June 30.

608. *CERTIFICATION OF LEVY*

The District shall certify its tax levy to the County Assessor. Two complete copies of the District's budget, as adopted, shall be submitted to the County Assessor's office by July 15. An additional copy shall be delivered to the County Clerk by July 15. The complete budget documents submitted shall include the following:

1. The budget calendar.
2. The budget message.

3. The newspaper clipping of the notice of the first Budget Committee meeting showing the date published, or an affidavit of publication accompanying the actual publication.
4. The newspaper clipping of the Notice of Budget Hearing and the Financial Summary showing the date published, or an affidavit of publication accompanying a copy of the actual publication, or an affidavit of posting or mailing and a copy of the summary that was posted or mailed.
5. The newspaper clipping of the second notice of the budget hearing showing the date published, or an affidavit of publication accompanying a copy of the actual publication.
6. All budget detail sheets.
7. The three resolution statements that adopt the budget, make appropriations, and levy taxes.
8. The certification form (Form LB-50 -- Department of Revenue form).
9. Sample ballots of all new tax bases and levies outside the tax base approved by the voters. Bond elections are not required to be submitted.

609. *POST-ADOPTION CHANGES TO THE BUDGET*

Post-adoption changes to the budget are restricted by state statutes.

End – "District Compliance with Local Budget Law"

ALFALFA FIRE DISTRICT

CHAPTER 7

FINANCIAL MANAGEMENT

Reviewed: 1/27/2021

Revised: 1/27/2021

701. *GENERAL POLICY*

It is the policy of the Alfalfa Fire District that all financial transactions and procedures shall be conducted with utmost integrity and efficiency; financial processes and expenditures shall be above reproach. Debt or bills incurred by the District shall be paid on time and checks shall be issued as needed.

702. *BILL PAYING AND PROCEDURES*

The District shall pay its bills in a timely manner:

1. The Chief or his designee will open the mail, sort bills, attached purchase orders, etc., and notify or distribute to the Treasurer.
2. The Chief or his designee will review invoices and designate appropriate budget categories (line items).
3. All bills will be paid when received. A bill will not be permitted to go unpaid beyond 30 days, unless there is a disputed amount, or an unauthorized transaction occurs requiring resolution. **(See Appendix 7.1 -- Resolution 2021-2 – Payment of Bills)**
4. A check totaling $2500 or more for a single item purchase requires Board approval prior to payment.
5. Invoices with multiple items from a single vendor with a total not to exceed $2500 do not require prior approval before payment. However, a copy of that check together with a copy of an itemized invoice must be presented if requested by the Board at their regular meeting.
6. All checks require two signatures. The banking depository is not required to verify if checks have two signatures. Check signers will be authorized by resolution. This may include the Board of Directors, Fire Chief, or anyone specifically authorized by the resolution. **(See Appendix 7.2 – Signatories for Checks – Resolution 2021-7).**
7. All checks submitted for signature must have invoices or other documentation attached.
8. Prior to payment, all invoices must be signed by the authorizing person for approval.
9. Normal recurring monthly expenditures (utilities, fuel, rent, mortgage payments, etc.) shall be paid upon receipt of bill and does not require approval of the Board before payment unless there is an abnormality with the amount.
10. All local purchases picked up shall be accompanied by a signed receipt.
11. The District may utilize electronic or on-line bill payment when practical, especially for recurring bills, such as electricity, propane, water, fuel, memberships, credit cards, and insurance.

12. All checkbooks, ledgers, petty cash, and sensitive mail will be kept in a secured area within the fire station. Second-party accountants or bookkeepers will be expected to meet this requirement.
13. Due to the potential of mail theft, all outgoing mail and particularly hardcopy payments (checks) will be mailed from a secured mailbox (like the mail collection box at Johnson Ranch Rd. /Alfalfa Market Rd.) provided by the U.S. Postal Service. The AFD roadside mailbox will not be used for outgoing mail.

703. *PURCHASING LIMITS*

It is the policy of the Alfalfa Fire District that limits shall be placed on purchasing. The Board of Directors or the Fire Chief must approve all purchasing.

704. *PURCHASING GUIDELINES*

1. The District has adopted an annual budget. To assure timely and efficient District operations the Fire Chief, or his designee, shall have authorization to purchase materials and services and commit the expenditure of capital outlay funds on behalf of the District, in accordance with the following guidelines:
    a. The purchases must be within the current budget appropriation. Payments for routine services such as utilities may be made in accordance with the District's regular billing policies.
    b. All such expenditures or commitments to expend funds, whether or not Board approval is required, shall be reported to the Board of Directors in summary fashion at their monthly Board meeting.
    c. The Fire Chief may adopt his own internal purchasing guidelines for any purchases or commitments within his authority.

2. All budgeted single item expenditures will be made within the following guidelines:
    a. $2500 or less – Shall have approval of the Chief Officer responsible for control of that area of the District budget.

    b. $2501 to $10,000 – Shall have approval of the Fire Chief. All request for approval shall have a minimum of three (3) competitive quotes recorded on the appropriate form before the expenditure is made. Purchased orders will be attached to the request.

    c. $10,001 to $150,000 – Shall have the approval of the Board of Directors prior to commitment. All requests for approval shall have a minimum of three (3) competitive quotes recorded on the appropriate form before the expenditure is made. Purchase order will be attached to the request.

    d. $150,000 and above requires sealed competitive bids which will be reviewed and approved by the Board of Directors in accordance with ORS 270B.

705. *PURCHASE ORDER GUIDELINES*

Expenses in excess of $2500 will be made in accordance with this policy. To adequately track and account for expenditures the following guideline governing the use of Purchase Orders will be followed:

1. All purchases not having a signed receipt shall be authorized by a signed purchase order.

2. All purchases will have a Purchase Order issued and will contain the following items at a minimum:
    a. Vendor name
    b. Date of purchase
    c. Quantity of items purchased
    d. Item name
    e. Price for each and total
    f. Budget category number
    g. Signature of employee authorized to spend from that account

    Distribution: Top original (white) with receipt to Finance or Accounting Officer
    Second copy (yellow) stays in Purchase Order book.

Completed purchase order books will be maintained as per normal record retention guidelines (10 years.)

706. *DISTRICT CREDIT CARDS*

a. The District provides credit cards for use in connection with District business only. A credit card is issued for employee convenience and is issued only at an employee's request as approved by the Chief.
b. Credit card limits ($2500) shall be pre-approved by the Board of Directors.
c. The employee is responsible for all charges incurred while the employee has possession of the card.
d. The employee is responsible for submitting all receipts generated from the use of the card to the accounts payable department. Employees will be held personally liable for any charges to the card while in their possession and for which the employee fails to turn in a receipt.
e. Only District business related expenses are to be charged to the credit card issued to the employee. No personal charges of any nature may be charged to the District credit card.
f. The employee is responsible for contacting the Chief immediately upon the District credit card being stolen, misplaced, or misused. If an employee fails to report a lost or stolen credit card, the employee may be personally responsible for any cost the District may incur due to the failure to report the card missing. Amount of personal liability will be at the discretion of the Fire Chief and the Board of Directors.

707. *MEDICAL SERVICE BILLING*

This policy establishes a service rate schedule that provides for reimbursement of emergency medical services rendered by the Alfalfa Fire District.

Ambulance users shall bear the majority of the service cost in order to minimize general property tax burden as much as possible while maintaining EMS service. **(See Appendix 7.5 – Cost Recovery Schedule—Resolution 2020-10)**

708. FEE SCHEDULE FOR ILLEGAL OUTSIDE BURNING

Illegal outside burning constitutes a threat to life and property as well as imposing an additional unnecessary workload to the department. Resolution 2020-09 gives the Fire Chief discretion to impose fines relative to the circumstances in individual illegal outside burns. The fee schedule for these types of violations is established by resolution. **(See Appendix 7.4 – Fee Schedule for Illegal Outside Burning Violations – Resolution 2020-9)**

709. COST RECOVERY SCHEDULE

ORS 478.310 allows a fire district to recover costs when it responds to emergencies involving a vehicle, aircraft, and/or transportation routes within the fire district and/or when responding outside the limits of the district and/or those incidents require fire or specialized rescue services. The Fire District may recover from the person or property owner receiving the direct fire or rescue services, as a result of the incident, any costs incurred for the following:

a. The contract or reasonable value of the use, including repairs or depreciation, of the apparatus and equipment used; and

b. Other expenses or costs reasonably incurred in furnishing the assistance, as adopted by the Fire District, when:

1. The incident is outside the tax district or person(s) who are involved in the incident does not reside in the Fire District boundaries, and

2. Costs not otherwise exempt due to standing mutual aid agreements.

(See Appendix 7.5 -- Cost Recovery Schedule, Resolution 2020-10)

710. *DISPOSAL OF PROPERTY*

The following rules will apply when disposing of surplus property:

1. Any property with a value of $1000 or less can be liquidated to the general public at auction for 30 days. If not sold after 30 days at general auction, it may be sold to fire department staff, as long as it is made available to all members and there are no parties of interest and it is offered as fair market value.
2. If, after staff is advised and more than one party has interest, item will go to the highest bidder.
3. Any item with a value of $1000 or higher will automatically go to public auction.
4. If the department cannot liquidate items of $1000 or higher at public auction after 30 days, it will be made available to staff for the assessed value of the item.
5. If the department cannot liquidate the item at auction, or after being made available to department staff, the item will then go to the Board for possible donation approval to a department in need.

6. If the item is valued at over $1000 and Operations feels that another department may benefit more by donation, the Board of Directors will discuss the matter before placing it for public auction. Funds acquired from the sale of liquidated items will be placed into the appropriate item account. (For example, proceeds from the sale of a vehicle will go into either the Vehicle Maintenance Account or the Equipment Replacement Fund.)

7. All identifying agency marking shall be removed (logos, license plates, "E" plates, etchings, etc.)

711. *CAPITALIZATION POLICY*

To properly account for capital items, the Alfalfa Fire District will:

1. Inventory and list items with an individual or aggregate value of $500 or more, and which have a useful life of at least one year. These items will be capitalized and depreciated over their useful lives, which shall be determined in accordance with Generally Accepted Accounting Principles (GAACP).

Examples:

a. All costs for labor and materials used in construction of the fire station shall be capitalized.
b. A computer purchased for $400 would be expensed in the fiscal year purchased.
c. Two radios purchased at a cost of $250 (total cost of $500) would be capitalized even though the individual cost is less than $500.

End – "Financial Management"

ALFALFA FIRE DISTRICT

CHAPTER 8

PERSONNEL RULES

Reviewed: 12/9/2020

Revised: 12/9/2020

801. *PURPOSE OF PERSONNEL POLICIES*

These policies provide rules and regulations for all employees, including all volunteers, of the District relating to matters of personnel administration. These rules and regulations are intended to set a general framework for effective personnel administration.

In the event that the District has a collective bargaining agreement(s) and it is in conflict with these rules and regulations, the language contained in the collective bargaining agreement(s) shall take precedence over these rules and regulations for employees covered by such agreement(s).

Any provisions of this policy relating to policies or agreements not in existence are not intended to have any force or effect until such time they have either been negotiated or adopted.

These policies replace and supersede all pre-existing policies, procedures or orders relating to personnel matters of the District and its employees. Department heads shall assure that these policies are implemented.

802. *INTRODUCTION*

This section contains the District's personnel policies and procedures. It is designed to inform all personnel of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District, and to provide personnel an understanding of what is expected of them. It is also intended to assure consistent, fair and uniform treatment of District personnel.

The District reserves the right to change these policies and procedures from time to time, as necessary. These policies and procedures do not and are not intended to confer any property right in continued employment, to constitute an express or implied contract, or to give rise to a binding past practice under any collective bargaining agreement.

Employees and the District reserve the right to end the employment relationship, with or without cause, at any time. Further, except as might be approved in writing by the Board of Directors, no employee or representative of the District has the authority to enter into an agreement on behalf of the District for employment for any specified period of time or to make any agreement contrary to Board approved policies.

Each employee can assist in keeping the District personnel program up to date by notifying the Fire Chief whenever problems are encountered or improvements can be made. When the need for a new or revised policy presents itself, a recommendation should be submitted to the Fire Chief for consideration. The Fire Chief will then consult with the Board of Directors to jointly formulate a new or revised policy.

The Fire Chief may vary or modify any District personnel policy, on a case-by-case basis, if the Chief finds that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance, however, shall not be binding in the future.

803. *PERSONNEL ADMINISTRATION GENERALLY*

The Board of Directors in consultation with the Fire Chief shall formulate the District's personnel policies through adoption and implementation of the District budget, pay plans, collective bargaining agreements, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

The Fire Chief is charged with responsibility for the effective operation of the District's personnel system. The Fire Chief shall be responsible for interpreting, implementing, and enforcing the District's personnel policies.

The Fire Chief shall advise the Board whenever the Chief believes it is necessary or desirable to further establish, amend, or otherwise modify these rules and regulations. The Board delegates to the Fire Chief broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Board.

Labor negotiations (including the settlement of any grievance after that grievance has been denied by the Board or a committee thereof), must and in every instance shall be approved by the Board of Directors before the District can be bound.

804. *DISTRICT POSITIONS*

The career position within the District is the Fire Chief. The volunteer positions within the District may be: Deputy Chief, Captains, Lieutenants, Firefighters, Student Firefighters, Jr. Firefighters and Associate Volunteer Members. All District positions have a list of qualifications and a job description; these are located within the Administrative Manual.

805. *JOB ANNOUNCEMENTS*

A job announcement will be made for any vacant position within the District not subject to Civil Service and shall be initiated upon the request of the Fire Chief. The announcement shall specify title and salary range of the position, the nature of the duties performed, qualification requirements, the time and place to apply, and may include information regarding the selection process to be used.

Job announcements for these positions shall be posted on appropriate bulletin boards, and published in such District publications, newspapers or newsletters as would be required were the positions subject to the District's Civil Service Rules.

806. *APPLICATIONS*

The hiring process for positions shall be made through an open competitive process based on merit and fitness. Promotional appointments may be made exclusively from employees whenever it is determined that a sufficient number of employees are interested and qualified to compete through an internal selection process. The Fire Chief shall determine whether there are a sufficient number of qualified, interested employees to proceed with an internal process for hiring.

For the Fire Chief's position, the Board will determine whether there are a sufficient number of qualified, interested employees to proceed with an internal process for hiring.

Applications for positions which have been submitted to a competitive hiring process shall be made available in the District's office. Applications will be accepted only for advertised openings. Applicants will complete the application form and any supplemental materials required by the District for these positions within the time period specified in the job announcement.

Applicants for employment shall furnish complete information requested as to education, special training, experience and skills, as well as a chronological list of prior employment, references, and other pertinent information. The Fire Chief is responsible for the hiring decisions regarding Operations.

807. *ELIGIBILITY*

At the time of application all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.

808. *SELECTION*

Selection criteria and procedures for positions will be based solely on job-related knowledge, skills, abilities, experience, education, training, and, when appropriate, prior demonstrated performance, aptitude, and character. The Fire Chief shall design selection criteria based on the classification specifications and job requirements, subject to review by the Board. Based on the results of the selection process, applicants for career positions will be selected by the Fire Chief for an employment interview to be conducted by the Board. The Fire Chief will select the individual for the position. The Board will conduct the hiring process and select the individual for the Fire Chief position.

Career and volunteer position selection procedures are application, assessment center and oral interview. Based on the results of the selection process, individuals for volunteer positions will be selected by the Fire Chief. Students will be initially selected by the Assistant Chief and approved for selection by the Fire Chief after a Chief's interview.

809. *PROBATIONARY PERIOD*

New and rehired salaried employees shall serve a probationary period of twelve (12) months commencing on the first day of employment. Upon promotion, probation is six (6) months unless otherwise specified in the position or at the time of the promotion opportunity.

Probation is part of the selection process used to confirm the initial employment decision and to reject those whose performance is not satisfactory. During this evaluation period, the employee and the District will have an opportunity to determine whether further employment with the District is appropriate.

The Fire Chief may extend the duration of the probationary period up to six (6) months if, in the Chief's sole discretion, it is determined that such an extension is appropriate. The employment relationship can be terminated by the employee or the District at any time during the probationary period for any reason. An employee who successfully completes the probationary period will be notified in writing that he or she has become a regular full-time or a regular part time employee of the District.

No employee will be deemed a "regular" employee and no longer a probationary employee until the District has so determined and notified the employee formally in writing.

810. *REGULAR FULL-TIME PART-TIME AND TEMPORARY EMPLOYMENT*

Regular Full-time Clerical or Exempt Employees

An employee who regularly works a minimum of forty (40) hours a week on a continuing basis, and who has completed the probationary period, is considered a regular full-time clerical or exempt employee. Regular full-time clerical and exempt employees are eligible for employer paid benefits.

Regular Full-time Firefighting Employees

An employee who regularly works a minimum of 173 hours in a 28-day work cycle on a continuing basis, and who has completed the probationary period, is considered a regular full-time firefighting employee. Regular full-time firefighting employees are eligible for employer paid benefits.

Regular Part-time Employees

An employee who regularly works less than forty (40) hours a week is considered a regular part time employee once the probationary period has successfully been completed. Regular part-time employees are ineligible for employer paid benefits.

Temporary Employees

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads or emergencies. Temporary employees are ineligible for employer paid benefits.

Duration of Employment

All employees except temporary employees are hired for an unspecified duration. The District does not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment relationship at any time, in accordance with District procedures and applicable collective bargaining agreements. Discipline and discharge may occur subject to the policies and procedures set forth in Section **862**, provided however, that any applicable Civil Service rules and procedures and the terms of any applicable collective bargaining agreement, if any, shall control.

Anniversary Dates

The anniversary date used to determine vacation and merit increases of an employee hired before the 15th of the month shall be the first day of the month. The anniversary date of an employee hired on or after the 15th shall be the first day of the following month.

Residence

All salaried employees are encouraged to reside within the District. Residence requirements will be determined by the Board of Directors at the time of hire.

811. *VOLUNTEERS*

Volunteers are not paid employees of the District. Volunteers are considered Personnel of the District. Volunteers receive only those benefits expressly conferred in writing or by law. Workers' Compensation insurance will be provided to volunteers. The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies and practices of the District, and are held to the same standard of performance as are regular employees.

812. *EMPLOYMENT OF RELATIVES*

Relatives of employees may be hired by the District only if the individuals concerned do not work in a direct supervisory relationship. "Relatives" shall be defined to include the same persons who are "immediate family" under the rule providing for leave in the event of a Death in the Immediate Family. Present employees who marry will both be permitted to continue work for the District only if they do not work in a direct supervisory relationship with one another. Employees will be allowed to accept a demotion to an available and suitable position to avoid direct supervision by a relative or spouse. If this cannot be accomplished, the least senior employee may be terminated.

813. *PHYSICAL EXAMINATIONS*

All offers of employment by the District may be contingent upon an applicant's successful completion of a medical examination. The District may require each applicant or finalist or leading applicant to take a pre-employment physical examination, which may include a drug screen. If required, this examination will be provided by the District at District expense.

In order to assure continued qualification for employment, the District may periodically request its employees to submit to a medical examination at the District's expense, which may include blood toxicology and a drug screen.

814. *DRIVING RECORD AND BACKGROUND CHECKS*

Personnel who may be required to drive must possess a valid Oregon driver's license and must comply with any operator's license restriction. All Personnel who may be required to drive on District business may at any time have their driving record checked by the District. If the record indicates violations, Personnel may be subject to warnings or other disciplinary action, including dismissal. As a condition of continued employment each employee who operates District vehicles must maintain a personal driving record which is within the risk criteria established by the District's insurer or by the District. Job applicants' driving records are checked prior to being hired as a condition of employment.

Personnel who may be required to drive shall notify the Assistant Chief and Fire Chief of any change in license status, and all traffic violations. Failure to report a traffic violation or change in license status is a violation of District policy. The District monitors driving records as a component of risk management, in order to identify needs for driver improvement.

815. *UNIFORMS, PROTECTIVE CLOTHING, PERSONAL APPEARANCE*

The Fire Chief will establish for all fire department personnel a uniform dress code to adhere to while on call, training, and when conducting all other official department business. This will outline the appropriate uniform and grooming requirements for all personnel. All department supervisory personnel are responsible for the enforcement of these guidelines.

Class B Station Uniform:
The class B uniform should be considered the daily work uniform. All personnel should remain in a minimum class B uniform while on calls, on any scene, r while involved in any Department business.

- Department issued T-shirt (short or long sleeved) sweatshirt, or class B dress shirt.
- Department issued blue station pants.
- Department rated footwear
- Duty belt, black, 1 ¾"
- Department issued cap, or cold weather beanie (if cap not worn, hair must be groomed.)

Wildland Uniform:

- Nomex pants (blue or green) and shirt (yellow). Boots that meet NFPA requirements for wildland compliance. Department issue helmet or hardhat.

Out-of-state deployment:
For deployments that require Alfalfa Fire and Rescue personnel to travel to the state of California, the dress code will be the same and will require a Class B button down shirt with accompanying department badge and nameplate. Shirts shall have department patches on the left sleeve and any medical patches on the right sleeve. Appropriate Class B station blue duty pants will also be worn. Wildland protective fire clothing will be worn while on the fire line and Class B uniform in camp when not wearing wildland gear.

Grooming and hygiene:
It is expected that all AF&R personnel will be groomed with appropriate hygiene kept. Facial hair shall be kept neat and tidy. While attending training or department functions, Staff shall be clean shaven, unless a mustache is grown, which will be neat and tidy, and not interfere with SCBA seal function. Staff shall keep jewelry to a minimum as to not interfere with SCBA functions. Hair should be neat and appropriate for either training or department function. It is expected that staff have appropriate and clean uniform, personal hygiene (ie. Teeth brushed, showered, deodorant – perfume/cologne kept to acceptable levels.)

Discipline:
Department heads will take appropriate steps to correct any issues that may arise. Corrective actions will be as follows:

- First offense – verbal notification and an action plan for correction will be given.
- Second offense – suspension from department operations/ functions for two weeks.
- Third offense – suspension from the department for a period of 6 months, after which staff member may reapply with department.
- Any subsequent offenses shall be grounds for permanent dismissal from the department and will include no option for reapplication.

816. *PHYSICAL ABILITY FOR FIREGROUND*

No personnel will be allowed to participate in activities at an emergency scene or live fire training that has a known heart disease, epilepsy, emphysema, or any other health condition that will limit their capability to perform their required duties. A Physician's Certificate issued to the District regarding the individual's fitness to participate in such activities may be required.

Annually, all personnel will certify that they are physically fit and meet all requirements of the Fire District to actively participate in fire scene activities. This is to be done on a form provided by the District and kept on file.

At any time during the year if health conditions arise or are discovered that will limit their ability to perform fire-ground operation, they shall notify the Assistant Chief and Fire Chief. The individual will be relieved of firefighting duty, reassigned, or asked to obtain a Physician's Certificate.

817. *LAY-OFF PROCEDURES*

Should a reduction in the District work force become necessary, the following procedures shall apply:

Lay-offs may be implemented on a District-wide basis or in one or more departments, work groups, or job classifications depending on the needs of the District.

In lieu of lay-off the District may reduce the hours of work of District personnel.

The District will make available medical and dental insurance as required by COBRA in the event of a lay-off.

818. *WRITTEN LETTER OF RESIGNATION REQUIRED*

To voluntarily resign in good standing, Personnel must submit a written letter of resignation to the Fire Chief allowing at least ten working days' advance notice. Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the District.

819. *PERSONNEL FILES*

Official personnel records shall be maintained by the Fire Chief and Asst. Fire Chief. The Fire Chief and Asst. Fire Chief shall be notified of any change of name, address, telephone number, marital status, or number of dependents.

Documents shall not be removed from a personnel file for 10 years from the date of creation.

Personnel may inspect their own personnel files during regular business hours by submitting a written request to the Fire Chief, as set forth below:

1. No material of a negative or derogatory nature shall be placed in a Personnel File unless the individual has had an opportunity to review the material. The individuals' review of the material shall be noted on the documents in writing.

2. Personnel may be allowed to include in their personnel file any material which, in the judgment of the District, is deemed relevant to job qualifications or performance.
3. Personnel may protest, or comment upon, in writing, any negative material placed in their personnel file. Such comments shall be confined to a succinct statement of relevant facts and may not contain attacks, criticism, or charges against others.
4. Personnel wishing to inspect/review their own personnel files shall make an appointment in advance with the Fire Chief.
5. Personnel may receive a copy of such records. The individual may be charged the actual cost of providing this service.

820. *ACCESS TO PERSONNEL FILES*

1. Personnel files are exempt from disclosure under the provisions of ORS 192.502(2) if disclosure would constitute an unreasonable invasion of privacy, unless the public interest by clear and convincing evidence requires disclosure in the particular instance. Records of disciplinary actions and materials supporting such actions are exempt from public disclosure ORS 192.501(13).
2. Any person seeking the disclosure of any material contained in a Personnel File shall have the burden of showing that the public interest requires the disclosure by clear and convincing evidence.
3. In no case will information in any Personnel File be released until the individual who is the subject of the request is notified and has a reasonable opportunity to comment on the request. In each case, the District must determine first whether or not the requested personnel records are subject to public disclosure. This decision shall be made by the Fire Chief following legal Counsel's recommendations. The Board of Directors will be kept informed regarding the status of the process.
4. Upon receipt of a court order or subpoena for personnel records, to the extent possible, the employee involved shall be notified. The response to the order or subpoena will be coordinated between the Fire Chief and legal counsel. The Board of Directors will be kept informed regarding the status of the process.
5. Information regarding any Personnel's address, telephone number, work history, performance or salary will not be given over the telephone. Only employment dates and job title may be released verbally.
6. Requests for verification of employment, salary or other confidential information must be in writing, signed by the individual who is the subject of the request, authorizing release of the specific information.
7. Work reference requests, for both current and previous, must be in writing and signed by the individual who is the subject of the request, authorizing release of information.

821. *MANAGEMENT REVIEW OF PERSONNEL FILES*

All personnel files will be reviewed by the Fire Chief every five years for material reflecting caution, warning, admonishment, reprimand and/or suspension, to determine the continued appropriateness of retention.

Following State Archivist's public records retention rules, materials deemed inappropriate or no longer relevant may be removed from the personnel file and the individual concerned so notified. Criteria which may be used include age of the material, seriousness of the infraction, and instances of repeated or similar infractions.

822. *WORK WEEK AND WORKING HOURS*

Firefighting Employees

Non-exempt firefighting employees are subject to Fair Labor Standard Act (FLSA) requirements and exemptions. Under FLSA section 7(k), the employees will work a 28-day cycle receiving overtime for hours worked in excess of 173 hours.

The Fire Chief shall monitor all hours of work and may limit an employee from receiving overtime as appropriate based on the situation that would cause overtime to be incurred.

Clerical Employees

Normal work week is 40 hours in a 7-day period. Overtime is not normally authorized unless otherwise approved by the Fire Chief.

Exempt Employees

The normal work week is forty (40) hours. However, all employees are expected to accomplish their service priorities in a timely fashion, regardless of the number of hours required. Specific hours of work and objectives shall be established by the Fire Chief.

823. *WAGE COMPENSATION*

Wage Policy

In arriving at salaries, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy and wage adjustments in the community, suggestions of the Fire Chief, and the District's financial condition.

Each non-exempt employee shall be entitled to a Cost-of-Living Adjustment (COLA) on July 1st of each year with Board approval. The COLA will be based on the US Bureau of Labor Consumer Price Indexes - West Coast Small Cities.

Salary Review

Compensation will be reviewed by the Fire Chief and the Board of Directors at the end of an employee's probationary period.

Regular employees' salaries will thereafter be reviewed after twelve (12) months of continuous employment in the current classification. Merit increases are not automatic. The Fire Chief makes salary recommendations to the Board of Directors based upon merit, keeping the budgetary constraints of the District in mind.

Exempt Employees

Exempt employees are salaried and will not receive overtime pay. However, if dispatched to respond under the State Conflagration Act, the employee will be entitled to receive, in addition to their regular pay from the District, pay from the State of Oregon, through the District as outlined in the State Fire Service Mobilization Plan. Every effort will be made to equalize additional hours worked by exempt employees as a result of the Conflagration Act. As applicable, employees who are dispatched to respond for land management agencies on Incident Management Teams will be entitled to receive, in addition to their regular pay from the District, overtime pay from the Agency, through the District, as outlined in the contractual agreement with the Agency.

824. *REST PERIODS*

Employees may take a 15-minute rest period during each half shift, scheduled at or as near as feasible to the middle of each half shift. Consistent with operating requirements, employees who at the request of the District work two or more hours beyond their regular quitting time shall receive a 15-minute rest period before starting on the next shift in addition to the regular rest periods occurring during the shift. Each rest period shall not exceed fifteen (15) minutes total. Rest periods shall not interfere with or be detrimental to the public safety.

825. *MEAL PERIODS*

Employees shall be granted an uncompensated meal period not to exceed one hour during each work shift. Consistent with operating requirements, meal periods shall be scheduled at or about the middle of the work shift.

826. *MANAGEMENT LEAVE*

FLSA-exempt employees shall be allowed discretionary time off with pay as approved by the Fire Chief. Supervisors shall regulate their own use of management leave, and shall endeavor to provide the Fire Chief at least one day of advance notice of any day which they intend to take off.

827. *PAYDAY*

Pay checks are issued on the last day of each month. Firefighting employees pay checks are issued as soon as possible after the end of each FLSA 28-day period.

828. *PAYROLL DEDUCTIONS*

Required Deductions

Federal and state laws require the following deductions from every paycheck.

1. Federal Withholding Tax
2. State Withholding Tax
3. Social Security Taxes (FICA)
4. State Accident Insurance-Employee Surcharge
5. Court-ordered child support payments or garnishments
6. Retirement

Optional Deductions

Other deductions may be made from the employee's paycheck upon the employee's written request, including, but not limited to:

1. Credit Union participation
2. United Way contributions
3. Insurance Contribution
4. Any other deduction of general interest to District employees affecting five or more employees may be authorized by the employee in writing, with approval of the Finance Director.
5. Union Dues
6. Monies due to the District

Deferred Compensation

Any District employee may elect to enroll in a deferred compensation plan approved by the District. Deferred compensation accounts will be established on behalf of any employee who is willing to make contributions to the plan in accordance with plan requirements.

829. *MEDICAL AND LIFE INSURANCE*

The District shall provide medical, dental, and vision care insurance. The premiums for all full-time employees and their families are paid 20% by the employee and 80% by the District. This does not create a continuing contract right of an employee and may be modified from time to time by the Board of Directors. Coverage will begin the first of the month following the employee's date of employment.

Carriers and policies may be modified as the need arises. The District shall not be responsible for changes and amendments to policies initiated by a carrier.

The employees shall be consulted and a recommendation from them shall be requested and given consideration by the District, prior to any changes in insurance carriers or any of the policies providing benefits to them.

The District shall provide life insurance policy covering the employee for the amount of $100,000. The cost of the policy will be borne by the District.

There is no District participation in the Public Employee Retirement System for employees working over 600 hours per year.

830. *TIME RECORDS*

Timecards must serve as an accurate record of the time for which each employee is paid wages and overtime. Each employee is expected to record accurately the time spent working on District business. Personal time spent in District offices outside regular working hours should not be recorded.

All non-exempt employees shall record all time worked for the District. Employees cannot volunteer for service in the same capacity as their assigned job duties. Non-emergent duties that may incur overtime by a non-exempt employee must be approved in advance the Fire Chief.

831. *UNPAID LEAVE TO PERFORM VOLUNTEER FIREFIGHTER DUTIES*

Employees of the District whose job duties do not involve firefighting or require firefighter skills and training may volunteer to serve as volunteer firefighters and respond to general alarms and other firefighter service emergencies in response to the alarm. Response time within the employee's regular shift will be considered hours worked at the employee's regular rate of pay. The employee will receive no other compensation for responding to an alarm.

832. *FINAL PAYCHECK*

A regular employee terminating employment with the District will be paid on the date of separation any earned and unpaid wages then due plus any accumulated and unused vacation pay and compensatory time. Work hours earned vacation which the employee is eligible to take off, and compensatory time shall be paid at the employee's hourly rate at the date of separation. If the employee has failed to give at least forty-eight (48) hours advance notice prior to quitting District employment, severance pay shall be paid within forty-eight (48) hours of the termination excluding weekends and holidays.

833. *EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT*

General Expectations

All District personnel are expected to use good judgment regarding the expenditure of District funds for travel expenses. Only through teamwork can the costs of travel on District business be minimized.

Documentation Objectives

The procedures for documenting the expenses involved in employee travel on District-related business activities are designed to provide public accountability in two areas:

1. Preapproval: Preapproval of all travel requests to ensure that the proposed travel is appropriate to the needs of the District, and that budgeted funds are available for specific travel requests.
2. Accounting: A complete accounting of the actual expenses for the travel ensures that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

Approval

The Fire Chief shall authorize registration, travel, and attendance expenditures in advance. All such expenditures must be within the budgeted amounts adopted by the Board for that purpose.

Travel Request

At least two weeks prior to the anticipated travel, the person should submit a completed REQUEST FOR PER DIEM TRAVEL ADVANCE form to the Fire Chief. This will ensure advance coordination of the requested vehicle, and provide for the use of the vehicle, or reimbursement for mileage traveled.

Travel Settlement

Within one week after the authorized travel has been completed, the person must turn in actual receipts for other expenses except lodging attached for lodging and mileage to be paid on an actual basis.

Guidelines

The following general guidelines apply to the reimbursement of employee travel expenses:

1. Transportation:
   The actual cost of transportation, taxi fares, telephone cost and similar items incidental and necessary to the performance of official business while in travel status will be paid by the District. If a personal vehicle is used, the District will reimburse the employee at the reimbursement rate established by the IRS for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt.

2. Lodging:
   Hotel or motel accommodations shall be completed by the District's administration office.

3. Meals:
   Personnel will be allowed up to a per diem rate of $51 per day for meals. No receipts are required for meals covered by per diem.

4. Yearly rate adjustment:
   Mileage and per diem rates will be adjusted yearly t match the current rate set for government employees under GSA guidelines.

5. Registration and Tuition Fees:
   Expenses for registrations and/or tuition fees are allowable expenses. A copy of the registration must be attached to the Request for Training form. The District will pay for registration and tuition fees in advance. These are not reimbursable expenses.

6. Accompanied Travel:
   Expenses for family members who accompany the employee on a trip are not reimbursable.

7. Board Training:
   The Board of Directors is responsible for approving Board training.

834. *TIME OFF*

Vacation Benefits

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will not be charged for vacation benefits for the day.

Accrued and unused vacation benefits shall be paid upon termination of District employment. Vacation credits shall not accrue during any unpaid leave of absence.

The District provides vacation benefits to its regular full-time employees. One day shall equal eight (8)

hours for all employees. Vacation time shall be awarded on the employee's anniversary date according to the following:

10 days per year after 1 year continuous employment
15 days per year after 5 years continuous employment
20 days per year after 10 years continuous employment

Vacations will be approved by the Fire Chief on a first-to-apply basis. Vacation time may be carried forward into the succeeding year not to exceed l year based on that employee's accumulation schedule.

Holidays

1. Regular Holidays: Regular full-time employees will receive a day off with pay on each of these recognized holidays:

New Year's Day	Martin Luther King Day
Presidents Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
The day after Thanksgiving	Christmas Eve and Christmas Day

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

If an employee works on any holiday observed by the District, the employee shall either be paid or given compensatory time for all hours worked at the rate of one and one-half times the regular rate of pay.

Employees who are off work on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

2. Floating Holidays. Regular full-time employees shall earn two (2) floating holiday per year which shall be scheduled and taken off during the year in which the holiday is earned. Floating holidays may not be carried forward into the succeeding year.

Sick Leave

1. Notification of Inability to Work. Personnel who are unable to report to work due to personal or dependent illness or injury must contact their immediate supervisor on or before their scheduled starting time. If Personnel become sick during the day, the supervisor or designee must be notified before the individual leaves work. When sick leave is taken to care for a dependent the District expects that other care arrangements will be made as soon as possible.
2. In order to minimize the economic hardships that may result from an unexpected short-term personal or dependent illness or injury, the District provides regular full-time employees with ten (10) days of accumulated sick leave per year after one full year of continuous employment.

Unused sick leave benefits accumulate from year to year. Sick leave benefits may accumulate to a maximum of 120 days. Employees are not paid for unused sick leave upon employment termination.

Bereavement

In the event of death in an employee's immediate family, the District grants bereavement leave up to three (3) working days with pay for in State travel or five (5) working days with pay for out of State travel. Under this policy, immediate family is defined as: spouse, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter, son, daughter-in-law, son-in-law, stepchild, stepparent, aunt, uncle, niece, nephew, grandparent, or grandchild.

835. *JURY DUTY*

If an employee is called for jury duty, the employee shall notify the Fire Chief. Arrangements will be made to reassign work and time off will be granted. Employees serving as jurors will pay the District the payments received for jury duty, except mileage when using a personal vehicle, and will be paid their regular wages. Employees are expected to report for work at the District when not selected for a jury on any day, or when jury duty requires only a partial day's service.

836. *MILITARY LEAVE*

Upon application, the District will grant an unpaid leave of absence to members of the reserve components of the Armed Forces of the United States or the State of Oregon, to perform military duty. Military leave shall be without loss of benefits or seniority for up to a total of fifteen (15) days per year, and the District will maintain insurance benefits ordinarily provided by the District to the employee during any military leave period which does not exceed fifteen (15) continuous days in a single calendar year. Employees electing to do so may take accrued vacation while serving on annual training duty to make up the differential, if any, between military pay and the employee's regular salary. In no event will this differential be paid for more than fifteen (15) days of military duty.

Upon application, the District will grant an unpaid leave of absence without benefits to employees leaving their employment with the District, whether voluntarily or involuntarily, to perform extended military duty. Such employees shall be accorded all rights to which they are entitled under state or federal law, as these may be periodically amended.

837. *UNPAID LEAVE OF ABSENCE*

General

Employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence without pay for a reasonable period of time up to sixty (60) days. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the District.

Requests

Requests must be submitted in writing and must be approved in writing by the Chief before the leave begins. Requests for extensions of leaves must be submitted in writing and approved in writing by the Fire Chief before the extended period of leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the Leave expires will be considered to have voluntarily resigned.

Status of Employee Benefits during Personal Leave

The District will not pay for group health or dental insurance premiums during any portion of an unpaid leave of absence. Accordingly, the premiums for such coverage are the complete responsibility of the employee. In order to keep the insurance in force, premiums for the entire period of the leave must be paid before the employee begins the leave. Vacation time and sick leave will not accrue during personal leave of absence.

838. *SAFETY AND ACCIDENTS*

The District is committed to providing and maintaining a safe and healthy workplace for Personnel and visitors. We believe that accidents can be prevented, and all personnel are entitled to work under the safest possible conditions. Every Personnel, manager and Board Director will adhere to *Chapter 10: Safety and Loss Prevention* of this manual.

The District will make every reasonable effort to promote loss prevention activities and will provide safe working equipment, necessary personal protection and, in the event of an injury, secure immediate emergency first aid and/or medical services.

It is the responsibility of every Personnel, manager and Board Director to provide for a safe and healthy work area, safe equipment and safe work practices. We need the full cooperation and effort of everyone to integrate loss prevention activities into both normal and non-routine business.

For example, Personnel shall:

1. Use the safety equipment which has been provided for use.
2. Not operate equipment while medication, drugs or alcohol are present in the body without a doctor's written approval.
3. Operate only the equipment on which they have received training.
4. Warn co-workers and management of unsafe conditions or practices. Accept with appreciation the warning of a co-worker or supervisor as an expression of concern for their own well-being.
5. Report dangerous or unsafe conditions observed at work.
6. Refrain from horseplay at all times.

839. *UNSAFE CONDITIONS*

Personnel Responsibility

All Personnel are responsible for safety as a specific job assignment. To achieve the District's goal of providing a safe workplace, everyone must be aware of safety at all times. Personnel shall report immediately any unsafe or hazardous condition directly to the Fire Chief, Assistant Chief, a Deputy and any Officer of the District or Safety Committee, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible.

Management Responsibility

The Safety Committee shall frequently review the need for implementing safety practices, policy or procedures warranted by hazards. Each accident and "near miss" is cause for review. A copy of each safety policy developed shall be delivered to all District Personnel. Officers will periodically involve other Personnel in the process. The need for periodic training shall be considered, and arranged as determined by the department Officers.

Managing Unsafe Conditions

It is all Personnel's responsibility to observe and identify conditions which could pose a hazard to employees or to the general public. After identifying a hazard, employees are expected to employ avoidance procedures, use personal protective equipment as appropriate, warn others, control and, where possible, eliminate the hazard.

840. *ACCIDENT REPORTING*

Accidents involving District Personnel or equipment must be reported in detailed writing as soon after the occurrence as possible. All accident reports shall be submitted to the Assistant Chief for processing. **Immediate verbal notification of the incident shall be given to the Fire Chief.**

Vehicular Accidents

Accidents involving other District-owned vehicles or personal vehicles being operated on District business must also be reported to a police agency for investigation. Any accident resulting in personal injuries or death must be reported immediately to the District office and to the Fire Chief. The driver may be, at the Chief's discretion, subjected to a drug test as per Policy.

Other Accidents

Accidents involving damage to equipment or property, or personal injury, must also be reported to the Fire Chief, who will determine the need for further investigation.

841. *PERSONNEL INJURY REPORT*

In case of an accident involving personal injury to any Personnel, regardless of how serious, the Fire Chief shall be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and State laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Worker's Compensation Report form and submit it as soon as possible to the Assistant Chief. All injuries must be reported in a timely manner to avoid risk of claim denial. The Assistant Chief will provide advice and assistance to any person filling out a Workers' Compensation Report.

If an injury results in the death of any Personnel, then the supervisor shall immediately notify the Fire Chief who, in turn, shall immediately notify the State Workers' Compensation Department, the District's insurance carrier, and the National Volunteer Fire Council. The Fire Chief shall process the claim report forms.

The appropriate entries shall also be made in the OSHA Report log.

842. *WORKERS' COMPENSATION INSURANCE*

If Personnel are injured on the job, the injured worker may be entitled to benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist Personnel in obtaining all benefits to which they are legally entitled.

843. *WORKERS' COMPENSATION PAYMENTS*

If a career employee receives compensation from the District's carrier for an on-the-job injury, the employee must photocopy each check before cashing it and furnish a copy of the check to the District. The District shall pay the difference between the time loss benefits paid and the employee's regular wages net (less) taxes.

844. *SAFETY TRAINING*

All District personnel shall attend required training and orientation programs designed to increase their competency in safety as provided in the District's training program.

The Training Program has classes that teach the proper use and application of all equipment, safe driving practices, proper care and use of all protective equipment, and proper firefighting techniques.

845. *PHYSICAL FITNESS TRAINING*

All career employees will be given an opportunity to participate in an approved physical fitness training program. Employees will be encouraged and allowed thirty (30) minutes, during their work shift, three (3) times a week to participate in the physical fitness program. The program shall be approved by the Chief.

846. *TEAMWORK AND EXCELLENCE*

This section has been arranged to present a general overview of some of the District's expectations of its Personnel. All Personnel should keep in mind that each is a part of a team of public Personnel, and public satisfaction with the District depends upon excellent service.

847. *PERSONAL CONDUCT*

Positive attitude, proper courtesy, and conduct on and off the job are important to the individual as well as to the District. Neatness of work performed is also important. All Personnel are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, perform work under the public eye. Personnel of the District, regardless of whether their public contacts are direct or indirect, are expected to be courteous, efficient, and helpful in all their work assignments. Favorable impressions created by Personnel's' public behavior help develop good will and support for District services.

848. *CODE OF ETHICS FOR DISTRICT PERSONNEL*

Fire District Code of Ethics

All Fire District Personnel are required to adhere to the adopted Fire District Code of Ethics. A copy of the code of ethics is located in the district policy manual and with the SOG's that are up for review and signature **(See Appendix 8.1 for the Fire District Code of Ethics.)**

Personal Interests Avoided

District Personnel may not use District time, equipment, or services for personal interest. District Personnel shall not use information or facts that have come to them by virtue of their employment for personal gain or benefit. In matters of personal interest, Personnel should conduct themselves so as not to impair their working relationship with other Personnel, officials, or the public.

Gifts and Gratuities

Personnel shall not accept any special favors, gifts, or gratuities resulting from or related to status with the District. In this regard, the appearance of impropriety can be as damaging as actual impropriety and shall be avoided as per ORS.

Special Gifts

The Fire Chief may allow acceptance of non-monetary gifts of nominal value (e.g., under $100), at holidays or special occasions which are available to be shared by all Personnel of the District.

849. *POLITICAL ACTIVITIES OF DISTRICT PERSONNEL*

Official Position – Campaigning

Personnel may not use their official authority or position with the District to promote or oppose any measure, initiative, political party, or candidate for nomination or election to any political office.

On-Duty Activity

Oregon law prohibits any public official from using or attempting to use his or her official position to obtain financial gain or to avoid a financial debt. The law also forbids personnel, while on the job, from promoting or opposing any political cause including a measure initiative, political action committee, or candidate.

Off-Duty Activity

During the term of his or her employment/membership, District Personnel may not hold any elective office that creates a conflict of interest between the duties of the individual and the prospective duties of the elective office holder. Personnel shall obtain the prior written approval of the Fire Chief before filing as a candidate for any elective office. If the Fire Chief determines that the individuals' election would present a conflict of interest, that individual will be so advised in writing. Failure to obtain prior written approval may be deemed by the District to constitute a voluntary resignation if the individual is elected to the position, and the District determines that the election to the position creates a conflict of interest with the individual's position.

Nothing in this rule is intended to restrict the political actions or activities of Personnel outside of their regular working hours.

850. *COST CONSCIOUSNESS*

Every employee/member of the District is a citizen and taxpayer and is expected to practice economy in performing all of the employee's/members duties. Failure to do so is not in the best interests of the District, and may lead to discipline, and/or discharge, as appropriate.

851. *EMPLOYEE ATTENDANCE AND PUNCTUALITY*

Each individual's performance on the job is important to the overall success of the District's operations. When an employee is absent, someone else must do his or her job. Every employee is expected to maintain regular attendance, be on time, and work as scheduled.

In accepting employment with the District, each employee is required to meet certain standards. Maintaining an acceptable level of job attendance is part of good work performance and is one of the standards by which an employee's overall contribution to the District may be measured. Continued employment carries with it the personal responsibility of each employee to be on the job on time every scheduled workday. Recurring or excessive absences and/or tardiness are disruptive to work schedules, costly to the District and its residents, and detrimental to the morale and efforts of employees who maintain a good work record.
Failure to meet these requirements may subject an employee to appropriate disciplinary action, which can include termination. The ability to attend work in a regular and punctual manner is a job requirement of every employee.

852. *PERSONAL APPEARANCE*

All Personnel are responsible to present a proper, businesslike appearance whether in the office, a District vehicle, or other work site. Good taste and good judgment in personal attire is expected of all District Personnel.

853. *APPEARANCE OF WORK AREAS*

The District's objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of all personnel to maintain a safe, neat work area, and to ensure that all working documents, desks, cabinets and equipment are secure at the close of the work shift.

854. PERSONAL TELEPHONE CALLS

District phones are to be used for District purposes during the business day. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible. Under no circumstances should Personnel charge a long-distance call to the District unless it is work-related. Friends and relatives should be discouraged from calling during working hours except in emergencies.

855. *TOBACCO PRODUCTS*

For health and safety reasons, the District discourages smoking. No smoking is allowed on or in District Property, this includes the use of other tobacco products.

856. *OUTSIDE EMPLOYMENT*

The District Comes First

When an individual accepts employment with the District it is understood that the District has first call upon the services of the employee, regardless of any effect on secondary employment. Situations may vary and are subject to the terms of employment within the contract.

Incompatible Work

Employees shall not engage in outside employment that conflicts in any way with District employment, detracts from the efficiency of work performance, or is in conflict with the interests of the District. The District expects employees to avoid extra work which detrimentally affects their endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, regardless of outside employment.

Notification

Employees shall notify the Fire Chief in writing, in advance, of all employment outside the scope of their employment with the District.

Conflicts

The Fire Chief shall notify the employee any time the employee's outside employment is found to conflict with the interests of the District. It shall then be up to the employee to choose which employment option is most desired.

857. *DRUGS AND ALCOHOL*

Statement of Concerns

The District has a responsibility to its Personnel, and the public to insure safe working conditions for its Personnel, and a productive District workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, the District must preserve a work environment free from the effects of controlled substances, alcohol, or other performance-impairing substances.

Policy

The misuse of alcohol, controlled substances, and over-the-counter medications can impair Personal performance, as well as physical and mental health, and may jeopardize personal safety as well as the safety of the public which relies on the ability of the Department to respond in emergencies. The District is committed to maintaining a safe and healthy workplace for all Personnel by identifying the abuse of alcohol and controlled substances, and by assisting Personnel to overcome controlled substance or alcohol related problems through appropriate treatment and, if necessary, disciplinary action.

Notwithstanding the terms of this Rule, all Personnel are responsible for meeting performance, safety and attendance standards.

The District has a responsibility pursuant to the Drug Free Workplace Act of 1988. Personnel shall not report to work under the influence of alcohol, controlled substances, or over-the-counter medications except as set forth herein. All Personnel understand that the use, sale, possession, manufacture, distribution and/or dispensing by Personnel of any alcohol, controlled substance, over-the-counter medications not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of personnel, other Personnel, or the public, is strictly prohibited, except for alcohol or medically prescribed controlled substances off-duty. Conduct in violation of this Rule may result in disciplinary action and/or criminal investigation, where appropriate. Personnel should expect this policy to be enforced and administered in a manner consistent with the statements of concern and policy set forth in this section.

All medical and rehabilitation records in the possession of the District will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by Federal law implemented at 42 CFR Part 2 or by Oregon law.

The District will not encumber the costs of testing or rehabilitating Personnel who are suspected of using, on duty, substances as defined above. There is also no guarantee that an Individual's position is available to them when they return from rehabilitation. **(Alfalfa Fire and Rescue Drug and Alcohol Policy 9-6-2020 – Appendix 8.2)**

Reports of Permitted Use

Personnel must report the use of medically authorized drugs or other substances which the individual knows or should know can impair job performance to the immediate supervisor and provide the supervisor proper written medical authorization from a licensed practitioner/physician while using such authorized substances. Any personnel whose impairment may affect job performance should take sick leave or other steps consistent with the advice of a licensed practitioner/physician. It is the individual's responsibility to determine by asking his or her practitioner or physician whether the prescribed drug or other substance will impair job performance. If Personnel report to work under the influence of prescription medication and endangers himself/herself or others, that individual may be disciplined. Any failure to report the use of such drugs or other substances, or failure to provide evidence of medical authorization, can result in disciplinary action.

Reports of Drug Conviction

No later than five (5) days after any conviction for the violation of any criminal drug statute, any convicted Personnel shall report the conviction and the facts and circumstances surrounding it in writing to the Fire Chief. Failure to report may result in a disciplinary action.

Personnel Education

The District will afford Personnel an opportunity to deal with drug and alcohol related problems. The Fire Chief maintains information relating to the hazards of and treatment for drug and alcohol related problems. Any District personnel may seek such advice, information and assistance voluntarily. Medical confidentiality will be maintained, consistent with this policy.

Employee Assistance

Any employee/member who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. The Fire Chief will assist employees/member who wish to identify and select an appropriate treatment program.

If an employee/member seeks drug treatment voluntarily and not under adverse employment circumstances, accrued sick leave benefits may be used while attending rehabilitation. After such accommodation the discontinuation of any involvement with alcohol abuse or controlled substance abuse shall be an essential requisite for continued employment/membership, and is consistent with the District's policy of maintaining a drug free workplace.

The E.A.P. (Employee Assistance Program) is available for all volunteers and district personnel.

Discipline Related to Drug or Alcohol Abuse

A Supervisor/Officer may form a reasonable suspicion of a substance abuse on the basis of any appropriate evidence including, but not limited to:

1. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a controlled substance or alcohol;
2. A pattern of abnormal conduct or erratic behavior;
3. Arrest or conviction for a controlled substance or alcohol related offense, or the identification of any personnel, by law enforcement personnel, as the focus of a criminal investigation into illegal controlled substance activity;
4. Information provided either by reliable and credible sources or independently corroborated;
5. Newly discovered evidence that any Personnel has tampered with a previous controlled substance test.
6. Any Personnel's voluntary admission.

As a result of disciplinary action arising from over-the-counter medications, controlled substance, or alcohol problem, an employee/member may be directed to consult with the Fire Chief. The disciplined employee/member may also be required to participate in a substance abuse treatment program as a condition of continued employment; if indicated necessary by an evaluation.

A Supervisor/Officer, based on reasonable suspicion that substance abuse is affecting job performance, may require Personnel to be evaluated for drug and alcohol use and treatment. Personnel may be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program based upon medical advice.

An employee/member may be required to authorize the Fire Chief to monitor the employee's/member's treatment and satisfactory participation, and to submit to random blood and urine screening for alcohol and/or controlled substances for a specified period of time not to exceed 36 months in any situation where treatment is the result of District intervention. Medical confidentiality will be preserved, subject to rights granted by the employee/member to the Supervisor/Officer to monitor treatment and program compliance through the Fire Chief, or directly with a health care provider.

Testing Upon Reasonable Suspicion

Where the Fire Chief or Asst. Chief of the District has a reasonable suspicion that an employee/member is under the influence of alcohol or controlled substances, the employee/member in question will be asked to submit to discovery testing including urinalysis or a blood screen, or both. If controlled substance or alcohol abuse is confirmed, sick leave benefits will not apply if the employee seeks treatment, even if treatment is imposed as a condition of return to work or continued employment/membership. Positive test results may only be disclosed to the employee/member, the Fire Chief, the Board of Directors, or a court of law or administrative tribunal in any adverse personnel action.

Consequence of a Positive Test

An employee/member who is found to be under the influence of or impaired by alcohol or controlled substance as a result of a test requested by the District based upon reasonable suspicion will be subject to disciplinary action including suspension or termination.

Consequence of Refusal to Submit to Testing

An employee/member who refuses to submit to discovery testing for alcohol or controlled substance will be subject to suspension or termination, or both. Alleged lack of reasonable suspicion is not grounds to refuse to submit to a test; however, it is reason to challenge discipline if discipline is imposed based on the test result alone.

Testing Procedure

When the employee/member is notified that he or she is required to consent and submit to such tests, he or she may request the presence of a representative to witness the test. The test shall not be delayed unreasonably, however, in order to wait for a representative. The absence of a representative shall not be grounds for the employee/member to refuse to consent and submit to such tests or searches. The presence of a representative shall not disrupt or interfere with the tests or searches.

The employee/member shall give consent to a blood, urine or Breathalyzer test, or any combination, upon request, by signing a consent form. The form shall contain the following:

1. A signature line for the employee/member to sign evidencing the employee's/member's consent to the release of the test results to the District;
2. An explanation of the procedure for confirming an initial positive test result for a controlled substance, including marijuana;
3. A statement of the consequences of a confirmed positive test result for a controlled substance, including marijuana;
4. A statement of the consequences of a confirmed positive test for alcohol;
5. A statement of the consequences of refusing to consent to the blood, urine, Breathalyzer or other test.

The employee shall be furnished an opportunity to include on the consent form a list of legally prescribed and over-the-counter medications which may be in the employee's body. The employee shall also be afforded the right to explain a confirmed positive test result for a controlled substance, including marijuana, or a positive test for alcohol.

In the event that the blood or urine test results are positive for controlled substance(s), including marijuana, the District shall require that a second confirming test from the same sample be conducted, using gas chromatography/mass spectrometry techniques or a qualitative equivalent, which also must be positive before concluding the employee/member has such substances(s) present in the body.

If a blood or confirmed urine test is positive, the District will instruct the laboratory to retain the blood or urine sample for a period of not less than 30 calendar days from the date the tests are complete for the purposes of allowing the employee/member to conduct an independent test at his or her own expense at a laboratory approved by the District.

The procedures to obtain, handle and store blood and urine samples and to conduct laboratory tests shall be documented to establish procedural integrity and an uncompromised chain of evidence. Such procedures shall be administered with due regard for the employee's/member's privacy and the need to maintain the confidentiality of tests results to an extent which is not inconsistent with the policies expressed in this Rule. The employee/member shall be notified of the results of all tests conducted pursuant to this Rule.

Pre-employment Controlled Substance Screening

The District may ask successful applicants who are offered conditional employment to consent to a pre-employment controlled substance screen. The applicant will be advised that the presence of one or more controlled substances may be cause for rejection from further consideration for employment, and that appointment to a position is contingent upon a negative test result. The applicant will be asked to authorize the District to conduct through the District's designated physician or laboratory testing facility a controlled substance screen test as a requirement of employment.

Applicants shall be directed to an appropriate collection facility. The controlled substance test must be undertaken as soon after notification as possible, and not later than 48 hours after notice to the applicant. Where appropriate, applicants may be reimbursed for reasonable travel expenses.

Applicants shall be advised of the opportunity to submit medical documentation that may support a legitimate use for a specific controlled substance and that such information will be reviewed only by medical consultants to determine whether the individual is lawfully using an otherwise illegal substance.

The District will decline to extend a final offer of employment to any applicant with a verified positive test result, and such applicant may not reapply to the District for a period of twelve months. The District shall inform such applicant that a confirmed presence of an illegal controlled substance in the applicant's urine precludes the District from hiring the applicant.

Definitions

Reasonable suspicion is defined as specific observations by a supervisory employee/member concerning the work performance, appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the employee/member. Any accident or incident involving physical injury to any person may be considered to constitute reasonable suspicion for discovery testing for controlled substances or alcohol where human factors contribute to the incident and a question of sobriety short of reasonable suspicion exists.

Reasonable suspicion testing may be based upon, among other things:

1. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a controlled substance or alcohol;
2. A pattern of abnormal conduct or erratic behavior;
3. Arrest or conviction for a controlled substance or alcohol related offense, or the identification of an employee/member, by law enforcement personnel, as the focus of a criminal investigation into illegal controlled substance activity;
4. Information provided either by reliable and credible sources or independently corroborated;
5. Newly discovered evidence that the employee/member has tampered with a previous controlled substance test.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard.

Under the influence is defined as any detectable level of controlled substances (in excess of trace amounts attributable to secondary exposure) in an employee's/member's blood or urine or any noticeable or perceptible impairment of the employee's/member's mental or physical faculties caused by a controlled substance, alcohol, or over-the-counter medications. With respect to alcohol, a blood alcohol content of .08 percent constitutes being "under the influence" while on duty, however, a smaller percent may qualify as being "under the influence" when paired with other indicia of impairment. Nothing in this section shall modify or affect any other restrictions on alcohol consumption or blood alcohol content levels imposed by any other rule, regulation, or law.

Controlled substances are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use or possession is prohibited or restricted by law.

Over-the-counter medications are those which are generally available without a prescription from a licensed practitioner/physician or dentist and are limited to those drugs which are capable of impairing the employee's/member's ability to safely perform his or her duties.

Prescription drugs are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Searches

Employees/members shall have no expectation to be free from search of a locker, desk or contents of other similar District-controlled spaces. The search of any area used exclusively by an employee/member (when directed at or against an employee/member due to suspicion of a violation of this policy) shall be based on reasonable suspicion that the employee/member possesses any controlled substance. Such a search shall be approved by the Fire Chief or his designee, and, if possible, notice to the employee/member and an opportunity to be present shall be given.

Refusal

Failure to appear for testing without a deferral will be considered refusal to participate in testing, and will subject an employee/member to the range of disciplinary actions, including dismissal, and an applicant to the cancellation of any offer of employment.

858. *EQUAL EMPLOYMENT OPPORTUNITY*

It is the District's policy to employ, retain, promote, discipline, discharge, and otherwise treat all Personnel and job applicants on the basis of merit, qualifications and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, veteran status, sexual preference or any physical handicap which can be accommodated reasonably.

The Fire Chief is the coordinator for the District's procedures for the implementation of this policy. It is the intent and desire of the District that equal employment opportunity will be provided in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment.

859. *HARASSMENT*

Statement of Concern

The District will work to eliminate and prevent harassment and to alleviate any effects harassment may have on the working conditions of an employee. All harassment is forbidden; including unwelcome verbal or physical actions related to any constitutional or statutorily protected class that unreasonably interferes with work performance or creates a hostile, intimidating, or offensive work environment. District personnel are also prohibited from retaliating in any way, based on an employee's/member's response to harassment. The District regards job related harassment as a serious transgression and reason for discipline or discharge.

Policy

The policy of the District is that all Personnel have a right to be free of harassment. In response to formal reports of harassment, the District will protect all parties involved from retaliation, false accusations, or future harassment; and where indicated, will take prompt and adequate remedial measures. **(See Appendix 2.2 – Policy on Workplace Harassment)**

Should an issue of harassment be raised, all related matters will be kept confidential to the extent possible throughout the investigative, counseling and disciplinary stages. Any department head receiving notice of harassment shall notify the Fire Chief who will direct an investigation and insure that the charge is resolved appropriately.

Reporting Harassment

Any Personnel who feels harassed or is aware of the harassment of another employee/member is urged to report this to an immediate supervisor, department head, or the Fire Chief. The report may be informal or formal. A formal report shall include a written statement, which may be a grievance under this policy.

Response to Reports of Harassment

Written reports concerning harassment will be forwarded to the Fire Chief unless there is an allegation against the Fire Chief, and if so, then written reports will be forwarded to the President of the Board of Directors who will delegate the matter to the District's legal counsel. This procedure will apply to written statements received from reporting employees/members or written records made by supervisory personnel. Whenever supervisory personnel become aware of allegations of harassment, they will make a written record of the allegations and will forward the record to the District in accordance with this policy.

Investigation

The Fire Chief or the District's legal counsel will begin an investigation if necessary. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will be conducted promptly on a priority basis.

The investigation will be directed at ascertaining the facts concerning the allegations. If, in the course of the investigation, evidence of other harassment is found, the District may choose to initiate separate investigations or include any findings into the initial investigation as deemed appropriate on a case-by-case basis.

The investigator shall cause the person accused of harassment to be advised of the allegations, and afforded an opportunity to reply to the allegations orally or in writing. The accused employee/member shall also be advised that any retaliatory conduct by him or her will be subject to disciplinary action, regardless of the truthfulness of the allegations of harassment.

The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the District to modify its policies or practices to correct any appearance of harassment, even if there is no finding of reasonable cause for disciplinary action or taking any disciplinary action.

The report will also include any recommendations to remedy any harm which was suffered if the evidence shows that the employee/member alleged to have been affected by harassment was injured or harmed.

A report which finds reasonable cause for disciplinary action will be maintained in the personnel file of any employee/member subject to discipline. The employee/member may place in the employee's/member's personnel file a statement of rebuttal or correction. For the purpose of this section, a former employee/member may also present such statement.

Sealing of Records Relating to Harassment

Records relating to harassment shall be in accordance with these provisions, regardless of anything otherwise provided elsewhere in these personnel policies. All such records will be retained in a sealed file. After 6 years, the Fire Chief may make a determination to remove a record form the sealed file and place it in the personnel record as appropriate, but record shall not be destroyed except in accordance the State Archivist's rules, state or federal law, or court order.

No information from the sealed file will be disclosed to persons who do not have confidential access to the personnel affairs of the District, except in the following two instances: first, an employee who reported harassment and/or an employee who was allegedly affected by harassment may request that the District provide information to another regarding the investigation of harassment. On a case-by-case basis, the District, in its own discretion, may agree to release the specified information. Secondly, whenever the District would provide general information to persons who are not officers or employees of the District regarding an employee or former employee from the District's personnel file, and the employee's personnel file reflects a finding of reasonable cause for disciplinary action, then the District may also send information regarding the investigation of harassment; except that no readily identifiable reference to other parties involved shall be included, and any statement which the employee had requested be held in the file will accompany the disclosure. Information about the finding of reasonable cause for disciplinary action shall not be given in response to a request for verification of dates of employment.

860. *EMPLOYEE PERFORMANCE REVIEWS*

The Personnel performance evaluation process will be managed to accomplish the following objectives:

1. To enhance individual Personnel performance and ensure effective and efficient business operations.
2. To summarize both formal and informal performance discussions held with Personnel throughout the review period.
3. To document performance areas in which Personnel are meeting or exceeding expectations and to identify opportunities for improvement. To establish performance goals and set action plans to correct performance shortcomings.

Each supervisor is responsible for setting and communicating clear performance standards for his/her Personnel throughout the review period. Part of this process includes the observing, documenting, and discussing of his/her Personnel both the positive and negative performance aspects. On a regular basis each supervisor is also responsible for conducting formal performance evaluations on each subordinate Personnel summarizing past discussions and setting performance goals.

Timing

Regular-status Personnel will receive an annual performance evaluation on their employment anniversary date; more frequent evaluations may be conducted at any time at the discretion of the Fire Chief.

Volunteer Personnel shall be evaluated based on the Volunteer Membership Manual or as deemed necessary by the Fire Chief.

Newly hired employees shall be evaluated at any time throughout their probationary period, and then annually thereafter on their employment anniversary date.

Performance Evaluation Discussion

The Chief or his/her designee should meet with the evaluated Personnel regarding his/her performance evaluation. The discussion should be held at a pre-arranged time in a location free from interruptions.

Employee Signature

Employees are asked to provide comment on the evaluation and acknowledge it by signing the form. He/she should be provided with a copy of the signed evaluation form and all attachments. The original should be forwarded to the employee's file. If the employee/member declines to sign the form, he/she should be encouraged to discuss any issues and provide comment on the reviews content.

861. *PROBLEM SOLVING PROCESS*

District Policy

The District strives for fair treatment of all, however, misunderstandings and problems may occur in any organization. The District intends that such matters be resolved as early and fairly as possible.

Disagreements relating to work assignment, pay, promotion opportunity or any aspect of the work relationship should be openly discussed with the immediate supervisor. Supervisors and Personnel should make honest attempts to understand each other's perspective and make every effort to resolve differences. The problem-solving process also applies to all external partners, customers and constituents that district personnel have dealings with.

Steps to Solution

If at any time, an employee/member believes he or she is not being treated fairly, the employee/member may report the problem to the shift officer or the Fire Chief. The following steps are suggested to insure that a prompt and fair resolution is achieved.

Discussion

The Personnel should talk with his or her supervisor as soon as possible. The Supervisor is the person responsible for what goes on in the work areas. The Supervisor will review the problem, and keep the employee/member informed of its status. If a complaint is received by Personnel from someone that is not a member of the district, that Personnel shall immediately get the highest-ranking District Officer that is immediately available to communicate with the complainant in person. If no District Officer is immediately available then get the complainants name and phone number and tell them that someone will get back to them as soon as possible. The Fire Chief should be immediately notified of the complaint.

Written Statement

If an employee/member believes the problem has not been properly resolved the employee/member can file a written statement concerning the problem with the Fire Chief. The employee/member will be given a written reply by the Fire Chief within ten (10) working days after the written statement is received, unless additional time is needed.

Review

The Fire Chief shall review any decision upon request, investigate further if appropriate, and issue a decision. The employee's/member's request for consideration by the Fire Chief should be made within ten (10) working days from receipt of the supervisor's decision. The employee/member may present further facts, documents or argument. The Fire Chief shall make every effort to assure that problems are resolved fairly and in the public interest.

Filing of Appeal

If the employee/member believes that the problem has still not been resolved after the Fire Chief has issued a decision, or if the problem concerns the Fire Chief, then the employee/member may appeal the decision. The appeal must be filed, in writing, with the Fire Chief no later than fifteen (15) days after the date of the mailing of the Fire Chief's written decision to the employee/member.

Procedure

a. Upon filing of an appeal, the Fire Chief shall inform the Board of Directors of the appeal and shall provide the Board of Directors with copies of all documents which the District deems relevant to the appeal.

b. The Board of Directors shall determine whether it wishes to hear the appeal or whether it wishes to delegate the matter to an independent hearings officer.

c. A hearing shall be scheduled and the employee and the Fire Chief shall be informed of the time, date, and place of the hearing. If the hearing is to be conducted by the Board of Directors it shall be scheduled for executive session unless the employee/member requests that it is held in open session.

862. *DISCIPLINE*

The District seeks to establish and maintain standards of Personnel conduct and supervisory practices, which will, in the interest of the District and its Personnel, support and promote effective business operations. Such supervisory practices include administering corrective action when Personnel conduct or performance problems arise. Discipline, up to and including discharge, of District Personnel, may be corrective or progressive and shall be lawful and applied in a fair and consistent manner. Supervisors should work with Personnel to identify a problem, correct it and restore the employee/member to a productive employment status. Progressive discipline guidelines normally begin with oral or written warnings and may be later followed by suspension from work, reassignment or demotion, or termination. The District is not required to go through any specific number (or order) of steps. More serious offenses may warrant a suspension, reassignment or demotion, or termination at the first occurrence as determined in the District's sole discretion. Discipline and the procedures followed to impose it, shall comply with state and federal law and District policy.

General Guidelines – Applying Discipline

Discipline may include the following actions: counseling to encourage appropriate behavior, and progressing through an oral warning, written warning, suspension from work without pay, reassignment, demotion or discharge. The District will not go through any specific number (or order) of disciplinary actions. More serious offenses may warrant a suspension without pay, reassignment, demotion or discharge for the first occurrence. Alternate forms of discipline may be used when deemed more appropriate. A supervisor must determine the appropriate level of discipline to impose depending on the circumstances and consultation with the Chief. District Counsel must be consulted concerning all written warnings, suspensions, demotions, discharges, or other serious situations.

Oral Warning

An oral warning is a formal, private conversation between a supervisor and an employee/member aimed at correcting a performance or conduct problem. It is primarily a counseling session, and it generally occurs if informal conversations have failed to correct a problem. The goal is to make certain that the employee/member understands that his or her conduct or performance is creating a problem and to help the employee/member produce the desired change. A written notation of the oral warning shall be placed in the employee's/member's personnel file.

Written Warning

A written warning is appropriate to communicate a disciplinary message in writing, to inform the employee/member about the need to correct a conduct or performance problem. A written warning should clearly state: the problem and rule violated; the supervisor's performance or conduct expectations; and the consequences that will occur if the employee/member does not meet those expectations. A copy of the written warning is filed in the employee's/member's personnel file, and the ongoing performance is monitored.

The written warning should be prepared following a corrective action discussion with the employee. The employee/member will be given an opportunity to comment in writing and shall be asked to sign the warning, acknowledging receipt.

Suspension

If an employee/member fails to respond to a written warning in a satisfactory manner, or commits a violation of District policies and procedures that the supervisor reasonably believes to warrant immediate, severe disciplinary action, short of termination, the employee/member should be advised that he/she is being suspended without pay for a set period of time, e.g. five (5) working days, and the reasons as to why this action is being taken should be stated. Pre-disciplinary procedures should be followed before a suspension is imposed. A suspension, pending investigation shall be with pay but not exceed 5 days without written approval of the Fire Chief.

Demotion or Reassignment

More severe or repeated violation or failure to correct performance or conduct problems may result in a reassignment or demotion if the supervisor determines it is possible for the employee/member to be retained. Demotions or reassignment normally occurs after being duly warned in a warning letter. A demotion or reassignment will not be effective until the Fire Chief has coordinated with District Counsel to ensure that all administrative procedures and requirements are met. An employee who is demoted or

reassigned to a lower classification may be placed at any step of the range in which the position has been classified. An employee/member who is demoted or reassigned to a lower classification shall serve a six (6) month probationary employment period. If unable to perform the duties of the position, the employee/member shall be discharged. Pre-disciplinary procedures should be followed before an employee/member is demoted or reassigned for disciplinary reasons.

Discharge

For infractions management deems to be sufficiently serious, or a continued failure to respond appropriately to prior corrective action, discharge is appropriate. Discharge will not be imposed until the Fire Chief has coordinated with both the District Counsel and the Board to ensure that all administrative procedures and requirements are met.

Application of Discipline

For performance deficiencies, employees/members will normally be verbally counseled once before receiving a written warning. A supervisor may or may not choose to make the imposition of a verbal warning part of the employee's/member's personnel file.

There is no appeal from a verbal counseling or a written reprimand or warning. The employee/member may place an explanatory statement in their personnel file.

Supervisors may issue verbal counseling and written reprimands or warnings. All other discipline shall be referred to the Fire Chief.

Discharge Procedure

Pre-Disciplinary Conference:

If the Fire Chief deems it appropriate, for disciplinary reasons, to reduce pay, suspend without pay, demote, or discharge an employee/member, the Fire Chief shall notify the employee/member in writing, of the nature of the proposed discipline and of the specific reasons that the proposed discipline is being considered. The employee/member shall be provided with the facts upon which the actions are based. The Fire Chief shall afford the employee/member a formal opportunity to refute the charges orally or in writing. Once the employee/member has been afforded an opportunity to refute the charges and explain the circumstances, the employee/member may be suspended without pay. If a pre-discharge conference is to be held, it will be scheduled and held within three (3) workdays after notice of the action has been given. The employee/member will be given adequate time to develop a response and to seek necessary outside assistance if needed. The time limits may be varied by the District to meet individual needs.

The Fire Chief will conduct the conference and decide, after consultation with the Board and District Counsel, whether to impose discharge or a lesser degree of discipline. The Fire Chief shall advise the employee/member in writing of the decision, mailed to the employee/member at the last address which the employee/member has provided to the District in writing.

Appeal of Disciplinary Action:

1. Right to Appeal from Discipline. Any non-probationary full-time or part-time employee/member who has been suspended without pay, reduced in pay, demoted or discharged, shall have the right of appeal to the Board of Directors or its designee.

2. Filing of Appeal. The appeal must be filed, in writing, with the Fire Chief no later than fifteen (15) days after the date of the mailing of the Fire Chief's written decision to the employee/member.

3. Procedure.
    a. Upon filing of an appeal, the Fire Chief shall inform the Board of Directors of the appeal and shall provide the Board of Directors and the employee/member with copies of all documents which the District deems relevant to the appeal, and a written statement of the charges against the employee/member.
    b. The Board of Directors shall determine whether it wishes to hear the appeal or whether it wishes to delegate the matter to an independent hearings officer.
    c. A hearing shall be scheduled and the employee and the Fire Chief shall be informed of the time, date, and place of the hearing. If the hearing is to be conducted by the Board of Directors it shall be scheduled for executive session unless the employee/member requests that it be held in open session.
    d. At the hearing, the employee/member shall be entitled to be represented by legal counsel or other representative, present oral and written testimony, call witnesses, and cross-examine any adverse witnesses.

863. *EDUCATION AND TRAINING*

The District encourages continued education and training for Personnel to enhance job performance and assist in potential career advancement within the District. The District shall provide such in-service training as deemed necessary and beneficial to the delivery of services and performance of duties.

Personnel may request compensation for the costs of college-level technical or other academic course work, seminars, and conferences relevant to their current or future roles in the organization. Such requests shall be made in writing to the Fire Chief and forwarded with a recommendation to the Fire Chief for approval prior to the employee's/member's enrollment or participation.

Reimbursement for college-level course work will only be made if the employee/member receives a passing grade. All training activities involving a cost to the District must be approved in advance, in writing.

864. *COMMUNICATIONS & SOFTWARE SYSTEMS*

Alfalfa Fire District provides communications and computer systems (hereinafter referred to as "systems") to maintain efficient internal and external communications, recordkeeping and department operations. Systems include but are not limited to, computers, software, electronic mail (e-mail), copiers, fax machines, telephones, voice mail, communication tools, and various on-line services. All of these systems are operated and/or managed based upon this policy.

Technology resources are critical assets of the District. This policy has been designed to ensure the confidentiality, integrity and availability of the District's technology resources, information and the systems used to store, process and access information.

The District provided systems are intended to be used for business purposes. Employee's/members personal use of systems is subject to the Fire Chief's approval. Any approved personal use must not interfere with normal business activities. Any form of personal use must not involve solicitation, be associated with any for-profit, personal activity, or potentially embarrass the District.

The District reserves the right to monitor Personnel use of any systems at any time. Personnel should not consider their usage of District systems to be private. Within the bounds of current and future laws, the District reserves and intends to exercise the right to review, audit, intercept, access, and search any of these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems are the property of the District. All data and messages maintained on District systems are be subject to public records law and may be disclosed to the public upon request, unless specifically protected by law.

Any violation of this policy may result in disciplinary action up to and including discharge. Violations of this policy should be brought to the attention of the Fire Chief.

Systems Conduct

Personnel are reminded to be courteous to other users of the systems and always conduct themselves in a professional manner. Some examples of inappropriate, and therefore prohibited, systems use include, but are not limited to: installing non-business software; sending chain letters or other material that can be construed as spam; displaying sites with inappropriate sounds or visuals; transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading, or distributing sexually explicit material; and any form of online gaming or gambling.

Internet Use

As users of our computer network, Personnel may be authorized to access the Internet. Personnel should be aware that every site they visit is capable of determining who they are and who they represent. Accordingly, access should involve the use of good judgment, common sense, and careful discretion. Access is primarily for business use. Accessing adult sites for personal or other inappropriate use is prohibited. Use of the District's network in attempts to gain unauthorized access to remote systems is prohibited.

Only authorized personnel may communicate on the Internet on behalf of the District. Any information posted to the District's internet or intranet sites must first be approved by the Fire Chief.

Personnel may not express opinions or personal views that could be misconstrued as being those of the Alfalfa Fire District. Personnel, in their off-duty conduct, may not reference Alfalfa Fire District or its services or use any District logo in any internet forum, website or network without the written consent of the Fire Chief. All internet posts must comply with existing District policies regarding harassment, discrimination, confidentiality and improper disclosures.

Copyrights

Any software or other materials downloaded onto the District's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. The District honors all licenses, copyrights, patents, restrictions and terms and conditions associated with commercial proprietary computer software. Systems users are not authorized to use, copy, modify, or transfer purchased computer software in whole or in part except as expressly provided in the applicable software license, contract or purchase agreement. "Pirating" (making unauthorized copies of software or music) is a violation of federal copyright law. Any material that is posted publicly on behalf of the District should adhere to all copyright laws.

Electronic Mail System

Personnel should be aware that each e-mail message contains the author's username, user ID, and user location. Therefore, users should exercise good judgment and common sense when creating and distributing messages. All network information, including e-mail, may be accessed by the District to protect the District's legitimate business interests. As a result, personnel cannot expect use of the District's network to be private in any respect, unless regulated under the Federal HIPAA Privacy and Security Standards.

Forgery or attempted forgery of e-mail is prohibited, as is the use of an email address that is not assigned to the employee/member. Attempts to read or copy e-mail sent to anyone other than the employee/member, without management direction, are prohibited and will be grounds for disciplinary action. Using the system to distribute personal, non-business information or materials to other personnel or to the public is prohibited and may be grounds for disciplinary action.

Software Installation

In an effort to protect the integrity of our systems, all software used and installed on District computers must be approved for use by the Fire Chief. A complete virus check of downloaded software must be made before it is installed on any District computer. Copying or transferring of District owned software may be done only with the written authorization of the Fire Chief.

Telephone Usage

The Alfalfa Fire District recognizes that Personnel must occasionally make and/or receive personal telephone calls and text messages. Such calls and messaging must be held to a minimum and should impact your work as little as possible. Unauthorized use of the District's phone system, including charging long distance calls to the District, may result in corrective action, up to and including termination.

Voice Mail System

The voice mail system is the property of the District and has been provided for use in conducting District business. All communications and information transmitted by, received from, or stored in this system are District's records and the property of the District. This voice mail system is to be used for District business only and use of the system for personal purposes is discouraged. Personnel have no personal privacy rights pertaining to any information stored in, created, received, or sent over, the voice mail system. The District, in its discretion as owner of the voice mail system, reserves and may exercise

the right at any time to monitor, access, retrieve, and delete any message stored in, created, received or sent over the system for any reason, and without the permission of any employee/member. Personnel are not authorized to retrieve or listen to any voice mail messages that are not sent to their personal attention. Any exception to this policy must receive prior approval from the Fire Chief.

Systems Security

This policy applies to anyone with access to the District's systems, protected health information or technology resources, including, but not limited to, all personnel, contractors, consultants, customers, vendors, business associates, and temporary staff. It is the responsibility of each individual to comply with policies and protect property and proprietary or confidential information.

The District's information must be protected in a manner commensurate with its sensitivity, value, and criticality. Security measures must be employed regardless of the media on which information is stored (paper, overhead transparency, electronic, etc.), the systems that process it (microcomputers, mainframes, networks, voicemail systems, etc.), or the methods by which it is moved (electronic mail, face-to-face conversation, etc.). Such protection includes restricting access to information based on a "need-to-know" basis.

Network administrative passwords may not be disclosed to any users other than those specifically identified by the Fire Chief as administrative users. Requests for access to technology resources require documented management approval as well as any other required approval and user agreements.

Individuals at all levels are responsible for the security of their systems. All system users must take reasonable actions to guarantee this security, maintained mainly through access control mechanisms (user IDs and passwords).

Individually assigned user IDs and passwords must not be shared. Automated sign-on scripts should not be used. Department policies may provide for documentation of user IDs and passwords. Security of such documentation is the responsibility of the Fire Chief. Personnel must log off or otherwise secure their computers if they will be away from their computer for an extended period of time, such as for lunch or a meeting.

Anti-virus software with up-to-date virus definitions must be actively in use on all workstations connected to the District's technology resources. Software, utilities and files from outside sources, including the Internet, must be scanned using virus detection software prior to use or installation on District's technology resources. Because of the prevalence of viruses, downloading any programs, data or other material, except as expressly approved in advance by the Fire Chief is prohibited.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Departments which qualify as "covered entities" must, under this Federal Law, ensure the confidentiality, integrity, and availability of all electronic protected health information (e-PHI) the department creates, receives, maintains, or transmits, and protect against any reasonably anticipated threats, hazards, uses, or disclosures of e-PHI. (42 CFR § 164.103-164.318).

End – "Personnel Rules"

ALFALFA FIRE DISTRICT

CHAPTER 9

VOLUNTEERS

Reviewed: 1/27/2021

Revised: 1/27/2021

901. *POLICY APPLICATION*

Volunteer Firefighters play an important role in serving the District's needs. This policy shall provide a statement of the responsibilities of a Volunteer Firefighter with the Alfalfa Fire District. This policy applies to all Volunteers (recruits, probationary, and permanent) of the District.

902. *VOLUNTEER ASSOCIATION MEMBERSHIP*

All Volunteers of the District are required to join and maintain active membership in good standing with the Alfalfa Firefighters Association.

903. *VOLUNTEER ASSOCIATION INDEPENDENT OF DISTRICT*

The Alfalfa Firefighters Association is a non-profit self-governing organization, operated independently of the Alfalfa Fire District.

904. *VOLUNTEERS SUBJECT TO DISTRICT POLICIES*

All Volunteers are considered District Personnel. Volunteers of the district shall be governed by applicable district policies. They shall be supervised and directed by the Fire Chief and other Officers as appropriate.

905. *VOLUNTEER REQUIREMENTS*

Every Volunteer with the District shall:

1. Be Eighteen (18) years of age or older; Junior Firefighters sixteen (16) to eighteen (18)
2. Possess a valid driver's license and be insurable by the District Insurance carrier.
3. Be available and follow response time limits based on Volunteer position and applicable District policy;
4. Complete an application, pass a background check, interview, a pre-employment physical and complete a District orientation prior to being accepted as a probationary Volunteer.
5. Adhere to all training requirements based on Volunteer position as set by the District;
6. Successfully complete a one (1) year probationary period.

A. Volunteer Firefighters shall successfully complete the following proficiency standards within six (6) months of entering the department:
   a. Knowledge of firefighting tools and their uses.
   b. Knowledge of compartment contents on all apparatus.
   c. Use of self-contained breathing apparatus
   d. Operations of the quick attack brush engines
   e. Rescue practices class
   f. Successfully complete FF1 academy.

B. Within the first twelve (12) months, completion of the following training:
   a. Complete an S-130/S-190 Wildland Firefighting class

906. *MAINTAINING VOLUNTEER STATUS*

Volunteers members serve at the discretion of the Fire Chief and may be released from service at any time.

A. To maintain the classification of firefighter, the individual shall:
   1. Meet the training and participation requirements as set by the Fire District. An acceptable amount of participation shall be determined by the Assistant Chief in cooperation with the Fire Chief.

   2. Adhere to the Fire District Code of Ethics. **(See Appendix 8.1)**

907. *EQUIPMENT ISSUED TO VOLUNTEERS*

All equipment received from the District by a volunteer shall be properly stored and maintained by the Volunteer. When a Volunteer resigns or is terminated, all issued equipment shall be returned to the District in acceptable condition. If any equipment is lost or missing, the District may seek reimbursement.

After a Volunteer completes the proficiency standards the District shall provide them with a uniform shirt, pants, badge, and name tag.

908. *PERSONAL CONDUCT*

All Personnel are required to adhere to the District Code of Ethics. **(See Appendix 8.1)**

End – "Volunteers"

ALFALFA FIRE DISTRICT

CHAPTER 10

SAFETY AND LOSS PREVENTION POLICY

Reviewed: 1/23/2021

Revised: 1/23/2021

1001. *PROMOTION OF SAFETY*

It is the policy of the District to promote safety in all phases of District operations. To that end, the District shall strive to provide safe equipment, necessary personal protection, and adequate training. The safety and health of all personnel is a shared goal of all who work for this District. The District's policy is that managers, supervisors, and all other personnel share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The District has a safety committee consisting of management and labor representatives and holds safety meetings. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the District's safety program.

The District expects all management and personnel to focus on the following:

- Striving to achieve zero accidents and injuries.
- Taking reasonable steps to improve safety and health rules.
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards.
- Identifying reasonable and appropriate mechanical and physical safeguards.
- Conducting reasonable safety and health inspections.
- Training workers as needed in safe work practices and procedures.
- Providing employees with personal protective equipment as appropriate to specific job tasks, and training employees in its appropriate care and use.
- Using appropriate personal protective equipment.
- Reporting hazards, unsafe work practices, and accidents.
- Assisting in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences.
- Supervising workers in safe work practices.
- Enforcing applicable safe work rules.
- Disciplining workers that fail to work safely.
- Participating in and supporting safety committee activities.
- Reviewing the District's safety and health program annually or as needed.

Discipline up to and including termination could result from a failure to pay reasonable attention to any of the above.

IF LOSS PREVENTION ASSISTANCE IS NEEDED AT ANY TIME, CONTACT:

Loss Prevention
SDAO: 1-800-285-5461

1002. *ADMINISTRATION OF SAFETY PROGRAM*

The Fire Chief shall be responsible for the day-to-day administration of the District's safety and loss prevention program. A Safety Committee shall advise and make recommendations to the Chief.

The Safety Committee members shall be selected by the Fire Chief and should be made of 50% management and 50% other personnel. The Committee shall follow the guidelines as set forth in OAR 437-001-765 http://orosha.org/pdf/rules/division_1/437-001-0765.pdf . Their duties shall also include:

1. Implementation of necessary loss prevention and risk control policies and programs, including the following:

    a. Participation and accountability for all personnel for loss prevention activities.
    b. Hazard assessments and control.
    c. Assist with accident investigations.
    d. Personal protective and safety equipment programs.
    e. Training programs.
    f. Operations evaluations.
    g. Assist with claims management and early return to work efforts.
    h. Legal compliance with all federal, state and local safety and health regulations.
    i. Providing personnel with needed resources to insure compliance with the District's loss prevention and control policies.
    j. Review of District loss data and accident investigation findings; evaluation of loss prevention activities, comparing them with current needs; assignment of responsibility for corrective action measures; and maintenance of necessary records of District activities.
    k. Assisting with consulting with the District's insurance agents and carriers in developing loss control policies and procedures.
    l. Assist with creating and managing an early return-to-work program for injured employees.
    m. Ensuring personnel policies, manuals, job descriptions, and job placement practices are in place and that all District personnel are in compliance.

End – "Safety and Loss Prevention Policy"

ALFALFA FIRE DISTRICT

CHAPTER 11

HAZARD COMMUNICATION PROGRAM

Reviewed: 1/23/2021

Revised: 1/23/2021

1101. *APPLICATION*

In order to comply with Oregon's Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication, the District has established the following Hazard Communication Program.

1102. *CONTAINER LABELING*

The District's Maintenance Officer shall be responsible to verify that all containers received for use by the District:

1. Are clearly labeled as to the contents;
2. Display the appropriate hazard warning; and
3. List the name and address of the manufacturer.

It is the policy of the District that no container will be released for use by District personnel until the above data is verified. The Maintenance Officer shall insure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a generic label containing the information required under this paragraph.

1103. *SAFETY DATA SHEETS (SDSs)*

Copies of SDSs for all hazardous chemicals to which personnel of the District may be exposed shall be kept in the dispatch area and the Maintenance office. SDSs will be available to all personnel of the District for review during regular business hours. If an SDS is not available, or new chemicals in use do not have an SDS, it shall be the responsibility of any personnel noting the absence of an SDS to report it to the Maintenance Officer.

1104. *EMPLOYEE INFORMATION AND TRAINING*

Prior to membership or employment, all personnel will attend a health and safety orientation and will receive information and training regarding the following:

An overview of the requirements contained in the State's Hazard Communication Rules, OAR Chapter 437, Division 155.

1. Chemicals present in the employee's workplace operation.
2. Location and availability of SDS files maintained pursuant to the District's Hazard Communication Program.
3. Physical and health effects of the hazardous chemicals encountered in the employee's workplace.
4. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
5. Steps taken by the District to reduce or prevent exposure to hazardous chemicals through work practices and personal protective equipment.
6. Emergency procedures to be followed if the employee is exposed to hazardous chemicals in the workplace.
7. Familiarization with labels and SDSs to obtain appropriate hazard information.

After the employee or volunteer has attended the health and safety orientation, the employee or volunteer shall be given a copy of the District's Hazard Communication Program, and shall sign a form verifying both the attendance at the health and safety orientation and the receipt of the written materials.

Prior to the introduction of any new hazardous chemical into any District workplace, each employee of the District shall be furnished the information outlined above with respect to the new hazardous chemical. The District's Maintenance Officer is responsible for assuring that MSDSs are available for each new chemical introduced.

It shall be the responsibility of the Fire Chief to provide contractors working on the District's premises with information regarding the hazardous chemicals to which they may be exposed while on the job site, and precautions the contractor or its employees can take to lessen the possibility of exposure to such hazardous chemicals through the use of appropriate protective measures.

1105. *HAZARDOUS NON-ROUTINE TASKS*

Periodically, employees of the District must perform hazardous non-routine tasks. Before starting work on any such task, each affected employee will be given information by their supervisor regarding the hazardous chemicals to which they may be exposed during the activity. This information will include at a minimum the following:

1. Specific chemical hazards;
2. Protective or safety measures employees shall take to avoid hazardous exposure; and
3. Measures the District has taken to reduce the hazards, including ventilation, the provision of specialized equipment, or the presence of another employee to monitor the hazardous task, etc.

End – "Hazard Communication Program"

ALFALFA FIRE DISTRICT

CHAPTER 12

VEHICLE USE

Reviewed: 1/23/2021

Revised: 1/23/2021

1201. *POLICY*

The use of vehicles creates special responsibilities for volunteers or members of the District. Vehicle operators have the responsibility to operate vehicles in a safe, lawful and skillful manner, and shall at all times give the highest priority to the safety and welfare of the general public. Operators shall obey all laws and District policies pertaining to operation of District vehicles.

Legal constraints for the operation of emergency vehicles are provided in the Oregon Revised Statutes. All volunteers and employees of the District will operate emergency vehicles in accordance with these statutes. Operators shall familiarize themselves with ORS 820.300 - 820.320, with particular attention to ORS 820.300 (2) (a) and (b). A copy of these provisions is contained in the Appendices.

1202. *QUALIFICATION AND LICENSURE*

Operators shall not operate a District vehicle unless they are qualified and authorized to do so as described in the district training program, and are in possession of a valid Oregon driver's license with the proper license classification.

Additional District requirements for *Driver*:

1. Must be a minimum of 18 years of age.
2. Must be a volunteer in good standing for a minimum of one (1) year, or as approved by the Fire Chief or designee.
3. Have no more than three (3) moving violations in the past five (5) years.
4. Must be physically and mentally capable of performing the duties.

Additional District requirements for *Pumper Operator*:

1. Must be a minimum of 18 years of age.
2. Must be a volunteer in good standing for a minimum of one (1) year, or as approved by the Fire Chief or designee.
3. Have no more than three (3) moving violations in the past five (5) years.
4. Must be physically and mentally capable of performing the duties.

All Driver/Apparatus Operator applicants shall meet with the Training Officer to determine if they qualify or meet the standards as outlined. A vehicle specific checklist shall be completed before the applicant is authorized to drive the vehicle. The Training Officer shall review special cases that may not need to meet all of the requirements listed.

If during an emergency there are no Driver/Apparatus Operators available the Company Officer may choose to assign the most qualified person available to drive.

1203. *RESPONSIBILITIES*

Personnel assigned to operate District vehicles are responsible for the operation, care and condition of such motor equipment. Employees and volunteers assigned to operate District vehicles are also responsible for their cleanliness.

1204. *SEAT BELTS*

Operators operating or riding in a District vehicle shall utilize seat belts while the vehicle is in motion. It is the responsibility of the operator to assure that all passengers utilize seat belts.

1205. *IDENTIFICATION*

All emergency vehicles owned by the District shall bear external identification indicating that they are property of the District.

1206. *OPERATION BY CIVILIANS*

Only District employees or volunteers shall be permitted to drive District-owned vehicles.

1207. *TRANSPORTATION OF CIVILIANS PROHIBITED; EXCEPTIONS*

Operators of District vehicles shall not transport civilians or other unauthorized persons in or on District vehicles except as authorized by a superior officer, in an official capacity, or as provided in this Policy.

Emergency Vehicles

Only District employees or volunteers shall be allowed in or on the District's emergency vehicles. Civilians are not permitted to be in or on District emergency vehicles, except when such civilians are:

1. Directly involved with an alarm or emergency.
2. Participating in an authorized ride-along program with proper forms recorded.
3. Acting as mutual-aid personnel.
4. Participating in a scheduled and approved public relations program.

Staff Vehicles

Civilians are not permitted to travel in District staff vehicles, except when such civilians are:

1.Accompanying a District employee to an official District function located outside District's boundaries.
2. Directly involved in the transaction of District business.
3. Transported in the course of District response to a public assistance call.

1208. *PERSONAL USE PROHIBITED*

District vehicles and the equipment on them shall be used only in the course of official District business, and not for personal business or private gain. However, the Duty Officer will be allowed limited personal use of the Command Vehicle. The Fire Chief's vehicle use shall be governed as per the employee contract.

1209. *USE OF STAFF VEHICLES*

Staff vehicles are to be used only for the following purposes:

1. Transportation to and from emergency scenes.
2. Transportation to and from approved schools, seminars and meetings.
3. Other District business as approved by the Fire Chief.

1210. *VEHICLE USE OUTSIDE DISTRICT BOUNDARIES*

District-owned vehicles are not to leave the District other than on official District business, for maintenance purposes, or mutual-aid response.

1211. *ASSIGNMENT*

Assignment of vehicles shall be done by the Fire Chief with notification to the Board. Employees must be cognizant of their high visibility and the potential damage to the public trust if misuse occurs. Violation of this policy or any misuse of District vehicles shall result in disciplinary action being taken.

1212. *RADIO USE*

Unless authorized by a supervisor, operators assigned to a District vehicle equipped with a radio shall maintain the radio on the appropriate frequency, and shall not turn the radio off while operating the vehicle except when responding to situations involving explosive devices believed to be electrically or electronically activated.

1213. *SIGNS AND DECALS*

Personnel are prohibited from applying or placing any signs, decals, posters, insignia, bumper stickers, window stickers or any other items on District vehicles, unless authorized to do so by the Fire Chief.

1214. *APPROPRIATE VEHICULAR SPEED*

When practical, all travel in District vehicles shall be at the designated road speed or less. When traffic conditions make such speeds impractical, the vehicle shall be operated in accordance with the general flow of traffic.

1215. *VEHICLE OPERATION CODES*

District vehicles shall be operated in strict conformance with all the provisions of the categorical designations set forth below:

Non-Emergency

Assignments which are not urgent; Units on such calls shall comply with all traffic laws.

Emergency

Emergency assignments where there is a danger or threat of danger to life or property. These calls require all practical haste. Response to these calls shall be made with the emergency light and siren in operation at all times. Traffic control devises should be observed to the extent the operator is unsure that all traffic has yielded the right-of-way. The lights and siren must be employed when the operator chooses to take advantage of the exemptions granted to an emergency vehicle, such as proceeding past a red signal or exceeding the speed limit. The vehicle shall not be operated in excess of the safe speed for the conditions present and shall not endanger persons or property. Operators must remember that the use of emergency equipment does not relieve them of the responsibility for the consequences of such operation.

Exemptions

Exemption from certain provisions of the Traffic Code does not relieve the operator of an emergency vehicle from the duty to drive with due care for the safety of all persons using the roads, nor do the exemptions protect them from the consequences of exercising such privileges. See ORS 820.300(2)(a-b).

1216. *REPORTING AND INVESTIGATING ACCIDENTS*

When any District vehicle is involved in an accident resulting in property damage or injury to any person, the following procedures shall be observed:

1. The operator shall: Immediately report such fact to the Dispatcher and to the Duty Officer; remain at the scene until a police report is made in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative; and not move any vehicle until authorized by the Duty Officer unless non-removal creates an undue hazard. In those cases where the vehicle(s) suffer only minor damage, citizens should not be delayed any longer than is necessary to exchange the required information.

The operator shall also: Promptly complete the individual accident report; take photos, and file any other reports as requested by the Fire Chief.

2. The Duty Officer shall: Respond to the scene, and insure that a police investigation is conducted; submit independent reports and complete all forms as appropriate; and report all findings and conclusions to the Fire Chief.

1217. *MAINTENANCE OF VEHICLES*

All personnel shall be responsible for the proper maintenance of district vehicles. This service shall include fuel, oil, water, tire check, wash windshield, and clean the interior of the vehicle of debris and clutter. All vehicles shall have routine maintenance as required, including lubrication, oil and filter changes, tire changes, and other preventive maintenance measures. The operator shall complete the necessary forms and documents in a timely manner.

1218. *REPAIR OF VEHICLES*

When a vehicle is found to be inoperative or unsafe to use due to damage, mechanical failure, or normal wear, the operator of the vehicle shall submit a report on the condition of the vehicle to the Maintenance Officer as soon as time permits. No employee or volunteer shall attempt to repair any District vehicle unless authorized by the Maintenance Officer or the Fire Chief.

1219. *USE OF PERSONAL VEHICLES*

All personnel must have the specific approval of the Fire Chief before using their own or other privately owned vehicle for District business. The District provides liability insurance for personnel for the acts in which they become involved. However, employees and volunteers must be advised that they must provide coverage for privately owned vehicles. Personnel who use their personal vehicles for District business shall provide a vehicle which is in good repair. When responding in a private vehicle, all traffic laws shall be complied with.

1220. *USE OF ALL TERRAIN VEHICLES WITHIN THE FIRE DISTRICT*

The operation of ATV/UTV can be high risk and their use needs to be evaluated to determine if it is essential to accomplish the mission and not as a matter of convenience. Because of the high-risk nature, the district has developed specific operational policy for the operation of ATV/UTV. Common policy requirements for wildland fire and rescue operations are highlighted below:

a. Specific authorization by the Fire Chief or his Designee are required prior to use.

b. All personnel authorized to operate an ATV/UTV for the fire district must have completed the Oregon ATV Safety Education Course.

c. All personnel operating an ATV/UTV for the fire district must use all appropriate and required Personal Protection Equipment (PPE).

d. Operators shall be evaluated every three years by the District.

1221. ***PERSONAL PROTECTION EQUIPMENT***

The following are required:

a. ATV Helmet - For ATV use, helmets must meet DOT or SNELL M2005 certification.

b. ATV/Fire Helmet - For wildland/rescue firefighters on fire line duty, helmets must meet SNELL SA2005 certification. Helmets worn by Wildland/Rescue firefighters on fire line duty must be lined by Nomex/Aramid type fire resistant material.

c. Eye Protection includes goggles, face shield, and/or safety glasses.

d. Leather gloves

e. Yellow aramid shirt.

f. Nomex trousers.

g. ATV/UTV operator shall carry a personal communication device such as a two-way radio or cellular telephone.

h. ATV operators will **not** carry passengers on ATV's.

i. UTV may carry no more passengers than the number of seats installed by the manufacturer. The operator and passenger must have their own seatbelt and it must be fastened at all times that the vehicle is in motion.

j. Loads shall be mounted and secured so the vehicle's center of gravity is not affected.

k. Load weights shall not exceed manufacturers recommendations.

1222. ***USE OF WATERCRAFT***

A. Operators of the District's watercraft shall be responsible for the proper use and maintenance of the craft. Damaged or unsafe equipment will be noted both verbally to the Fire Chief and in a written report. Operation of the watercraft will be done in a safe and responsible manner and within the provisions of the catagorical designations set forth.

a. Non-emergency - Assignments that are not urgent, the operator must comply with all boater safety regulations and must have a Boater's Safety Certification showing they have completed the safety course.

b. Emergency - Assignments which are urgent and there is a danger or threat of danger to life and safety. These calls require practical haste. Response devices must be employed. Operator must know that the use of any emergency equipment does not relieve the operator from his responsibility for the consequences of such operation.

c. Refer to the Standard Operating Guidelines for the fire district.

End -- "Vehicle Use"

ALFALFA FIRE DISTRICT

CHAPTER 13

FACILITIES AND PROPERTY

Reviewed: 1/13/2021

Revised: 1/23/2021

1301. *GENERAL*

The purpose of these rules, regulations and policies is to maintain an efficient, orderly, and clean fire station. Whenever many individuals live and work in close quarters such as our fire station rules must be established and adhered to in order to maintain an environment compatible with today's high living standards and the public's expectations concerning public buildings and operations. The intent of rules is to provide an atmosphere where each individual does a share in maintaining a pleasant and healthful environment, as well as, maintaining a highly organized and efficient Fire District.

Personal gear and belongings will not be scattered about the station. All personal articles will be stowed in lockers, turnout baskets, or in other such areas as designated by the Chief.

1302. *TELEPHONE*

The business telephone shall be answered by identifying the District and stating your name i.e. "Alfalfa Fire District-- Ryan speaking". Be courteous and respectful you are creating an image of the Fire District by your actions; make sure the image is a positive one. If you cannot help the calling party, and no one is available to assist, take a message and inform the party that someone will get back to them as soon as possible.

The business telephone may be used for personal local calls. Friends and relatives should be discouraged from calling during working hours except in emergencies. Under no circumstances should personnel charge a long distance call to the District, unless it is work related or prior arrangements have been made with the Chief. Keep the calls short. This is a business telephone and is in considerable demand for both incoming and outgoing calls.

1303. *KITCHEN AND DINING*

All foodstuffs will be kept inside of cupboards or in the refrigerator. Dishes will be cleaned and placed in the dishwasher for washing. The dishes will be washed and the dishwasher emptied in a timely manner to avoid uncleanliness. Counter tops, table, microwave, and stove will be cleaned immediately after eating. The refrigerator will be kept clean inside and out. Kitchen floor will be swept and mopped as needed or at least weekly. Garbage will be emptied as needed or at least weekly. RULE: If you make a mess, clean it up. If you see a mess, clean it up.

1304. *DAYROOM*

Dayroom furniture and pool table will be kept neatly arranged and clean. Stereo, TV, and lights will turned off when not in use. Stereo, TV, and pool table shall not be in use during regular District training sessions. Heat and air conditioning will be turned to the minimum when not in use. Drink containers or food packaging will not be left lying around. Carpet will be vacuumed as needed or at least weekly. East and west stairs will be swept and mopped as needed or at least weekly.

1305. *DORMITORY AND RESTROOMS*

Beds will be made neatly and uniformly immediately upon arising. All bed linens will be changed as needed or at least weekly. Noise in the dormitory must be kept at a low level. Consider those who are trying to sleep. Loud music is not permitted. Having opposite sex visitors in the dormitory requires discretion; be considerate of others in the dorm. Remember, your actions will reflect on the image of the Fire District.

Personnel lockers and closets will be kept clean and neat at all times. Soiled laundry will be stored in suitable containers and not allowed to accumulate. Night stands or bookshelves will be kept clean, orderly, and neatly arranged.

Dormitory carpet will be vacuumed as needed or at least weekly. Restrooms will be cleaned by cleaning sinks, showers, toilet, urinals, and floor as needed or at least weekly.

1306. *APPARATUS BAYS*

UNDER NO CIRCUMSTANCES will any private vehicle be permitted to be parked in front of an in-service piece of apparatus. This prohibition includes parking private vehicles inside the station or on the pad outside for washing, maintenance, etc. The work area will be cleaned and all tools used will be stored in their appropriate place after completing the task.

1307. *VISITORS*

Visitors will be allowed in the station on a limited basis. Personnel should use discretion on having non-members using the facilities. The station and its facilities were purchased as a benefit to the personnel of the district and should be used only by personnel on a regular basis. Under no circumstances will non-members, except immediate family, be allowed to use the physical fitness equipment. Children must be supervised at all times when using this equipment. Children under the age of 16 must be supervised by an adult at all times when in the station. Non-firefighters will not be allowed to loiter on the fire apparatus. All visitors must be escorted by fire district personnel.

Personnel will be responsible for maintaining the integrity of the security system. The combination to the outside doors shall not be given to non-members. Applicants will receive the combination at the Chief's discretion.

1308. *DISTRICT PROPERTY*

No person shall damage or deface District property, equipment, or buildings. Every effort will be made to properly maintain the condition and appearance of the fire station and equipment.

Except for emergency incidents or drills, tools and equipment will not be removed from any apparatus without the express authorization of the maintenance officer, duty officer, or the Chief.

Shop tools and equipment will be replaced immediately following their use. District shop tools and equipment will not be taken from the premises without the express authorization of the maintenance officer, duty officer, or the Chief.

The District's objective is to provide and maintain clean, safe, and healthy work conditions. It is the responsibility of all personnel to maintain a safe, neat work area and to ensure that all working documents, desks, cabinets, and equipment are secure at the close of the work shift.

1309. *STATION TOURS*

Visitors requesting a station tour may be given a guided tour of the facilities and apparatus. Appointments for tours are preferred. Personnel conducting the station tour should accompany the visitors at all times, explaining our role in the District and answering any questions to the best of their ability. If the individual conducting the tour does not know the correct answer to a visitor's question, encourage the visitor to leave their name and telephone number so that a District Officer can determine the answer and contact the visitor.

1310. *BURNING PERMITS AND REGULATIONS*

Personnel will not issue burning permits or authorize burning unless they are well versed in the District's burning regulations and authorized by the Fire Chief or his designee. Reports of burning violations will be directed to the Duty Officer. References for burning permits may be found at: alfalfafiredistrict.org/burnpermits.

1311. *ALCOHOL USE*

The storage and/or use of alcoholic beverages are prohibited on District premises. All District personnel will abide by the State of Oregon rules for legal age drinking.

1312. *MAINTENANCE*

The Board recognizes the District's physical assets of facilities, apparatus and equipment represents a significant public investment. Good stewardship of these investments requires an on-going maintenance program to ensure the District's receives the full benefit of the anticipated life cycle of its assets. The Board directs the Fire Chief to manage the maintenance of the District's physical assets in a manner that that maximizes the service life on its physical investments. Board use will be for official use only or to discharge the duties of the Board.

1313. *PUBLIC USE OF FIRE STATION*

The meeting room/kitchen/restroom area of the fire station will be available for public use based on the following conditions:

1. A rental agreement, in writing with prior Board approval, will be signed by both the Fire District (Board President or designee) and the responsible party for the user prior to use.
2. Long-term rental agreements will be reviewed and/or renewed yearly, normally in January, with a signed agreement.
3. An equitable fee for use will be established with the minimum being $25 per use. Fee schedule to be reviewed and set yearly by the Board of Directors. **(See Appendix 13.1—Facility Use Fee Schedule)**
4. User will provide district with proof of liability insurance and indemnification of AFD before using the facility.
5. Users will abide by any facility policies regarding COVID 19 or other health and safety requirements.
6. Users will not exceed the allowable number of persons allowed for the area.
7. Alcohol and tobacco product use is not allowed within the building or on the grounds.

End – "Facilities and Property"

ALFALFA FIRE DISTRICT

CHAPTER 14

BLOODBORNE PATHOGENS/PANDEMIC EXPOSURE CONTROL PLAN

Reviewed: 3/10/2021

Revised: 3/10/2021

In accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

1401. *PURPOSE*

The purpose of this exposure control plan is to:

1. Eliminate or minimize personnel occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030.

1402. *EXPOSURE DETERMINATION*

OSHA requires employers to perform an exposure determination concerning which personnel may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. personnel are considered to be exposed even if they wear personal equipment). This exposure determination is required to list all job classifications in which all personnel may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications and tasks are in this category:

Administrative Assistant -first aid for walk-in injuries
Dispatcher - first aid for walk-in injuries
Firefighter/EMT -first aid for walk-in and emergency scene injuries, biting, other combative behaviors, injections, venipuncture, cleaning rescue equipment, and other areas potentially contaminated by blood and other body fluids.

1403. *IMPLEMENTATION SCHEDULE AND METHODOLOGY*

Compliance Methods

Universal precautions will be observed at this facility or at the emergency scene in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to personnel at this facility or at the emergency scene. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility or at the scene the following engineering controls will be utilized:

Sharps containers, identified waste receptacles, identification labels on potentially infectious materials, use of germicidal cleansing agents, gloves, protective eye wear, face masks.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Sharps containers - monthly - EMS Coordinator
Waste receptacle - monthly - EMS Coordinator
Identifying labels - as used - EMS Coordinator
Germicidal agents - as used - EMS Coordinator
Gloves - weekly - Maintenance Captain or his designee
Protective eye wear - weekly - Maintenance Captain or his designee

Hand-washing facilities will be in the EMS Supply room and made available to the personnel who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure.

Apparatus officers shall ensure that after the removal of personal protective gloves, personnel shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with waterless hand sanitizer or soap and water.

Apparatus officers shall ensure that if personnel incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as soon as feasible following contact.

1404. *NEEDLES*

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. An exception to this is allowed if the procedure would require that the contaminated needles be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.

1405. *CONTAINERS FOR REUSABLE SHARPS*

In this department the sharps containers are puncture resistant, labeled with a biohazard label and are leak proof. We do not allow the reuse of sharps from such containers.

1406. *WORK AREA RESTRICTIONS*

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, personnel are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

1407. *CONTAMINATED EQUIPMENT*

The Apparatus Officer or his designee is responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

1408. *PERSONAL PROTECTIVE EQUIPMENT*

All personal protective equipment used in the District will be provided without cost to personnel. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the personnel clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

The Fire Chief or his designee is responsible for actual provision and distribution of Personal Protective Equipment. Distribution and requirements for use will be a part of personnel orientation.

1409. *USE OF PPE*

Each personnel shall use appropriate personal protective equipment unless the personnel temporarily and briefly declined to use them when under rare and extraordinary circumstances, it was the personnel 's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker.

1410. *ACCESSIBILITY*

The Fire Chief or his designee shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the work site or is issued without cost to personnel. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives shall be readily accessible to those allergic to the gloves normally provided.

1411. *CLEANING, LAUNDERING, DISPOSAL*

All personal protective equipment will be cleaned, laundered, and disposed of by the District at no cost to the personnel. All repairs and replacements will be made by the District at no cost to personnel.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

When personal protective equipment is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

1412. *GLOVES*

Gloves shall be worn where it is reasonably anticipated that personnel will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposable gloves used in the District are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

1413. *EYE AND FACE PROTECTION*

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and; eye, nose, or mouth contamination can reasonably be anticipated. Situations that could require such protection are combative behaviors and injury response.

1414. *ADDITIONAL PROTECTION*

Additional protective clothing such as turnouts, gowns, or similar outer garments shall be worn in instances when gross contamination can reasonably be anticipated.

1415. *HOUSEKEEPING*

The equipment and facility will be cleaned and decontaminated by utilizing bleach solutions or other EPA registered germicides.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated as needed by the Maintenance Captain or his designee.

Any broken glassware which may be contaminated will not be picked up directly with the hands.

Reusable instruments that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires personnel to reach by hand into the containers where these instruments have been placed.

1416. *REGULATED WASTE DISPOSAL*

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on sides and bottom and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found.

The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color coded to identify its contents.

Reusable containers shall not be used by this department.

Other regulated waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

The waste must be labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents
during handling, storage, transport, or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with applicable United State, state and local regulations. (The DEQ is the controlling agency in Oregon.)

1417. *LAUNDRY PROCEDURES*

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked biohazard containers. Such laundry will not be sorted or rinsed in the area of use.

1418. *POST EXPOSURE EVALUATION AND FOLLOW-UP*

All personnel who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be performed by a licensed healthcare professional, using the established procedure "Guideline for Evaluating Needlestick/Body Fluid Exposure," revised 9/91.

All exposure incidents shall be reported, investigated, and documented. When the personnel incurs an exposure incident, it shall be reported to the Fire Chief.

Following a report of exposure incident, the exposed personnel shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route of exposure and the circumstances under which it occurred;
2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by the state or local law;
3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Fire Chief shall establish that a legally required consent cannot be obtained;
4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated;
5. Results of the source individual's testing shall be made available to the exposed employee, and the personnel shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

1. The exposed personnel 's blood shall be collected as soon as feasible and tested after consent is obtained;
2. The personnel will be offered the option of having their blood collected for testing of the personnel 's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the personnel to decide if the blood should be tested for HIV serological status.

1419. INFORMATION PROVIDED TO THE HEALTH CARE PROFESSIONAL

The Fire District shall have;

1. A copy of 29 CFR 1910.1030; outlining confidentiality rights of the personnel;
2. A written description of the exposed personnel 's duties as they relate to the exposure incident;
3. Written documentation of the route of exposure and circumstances under which exposure occurred;
4. Results of the source individuals blood testing, if available; and
5. All medical records relevant to the appropriate treatment of the personnel including vaccination status.

1420. HEALTH CARE PROFESSIONAL'S WRITTEN OPINION

The Healthcare Professional shall prepare and provide the personnel with a written opinion of the exposure risk within 15 days of the completion of the evaluation.

The written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an personnel, and if the personnel has received such vaccination.

1421. *LABELS AND SIGNS*

The Fire Chief or his designee shall ensure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

1422. *INFORMATION AND TRAINING*

The Fire Chief or his designee shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the personnel, and offered during the normal work shift. The training will be interactive and cover the following:

1. A copy of the standard and an explanation of its contents;
2. A discussion of the epidemiology and symptoms of blood borne diseases;
3. An explanation of the modes of transmission of blood borne pathogens;
4. An explanation of the Alfalfa Fire District Blood borne Pathogen Exposure Control Plan and a method for obtaining a copy;
5. The recognition of tasks that may involve exposure;
6. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment;
7. Information on the types, use, location, removal, handling, decontamination, and disposal of Personal Protective Equipment;
8. An explanation of the basis of selection of Personal Protective Equipment;
9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge;
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
11. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
12. Information of the evaluation and follow-up required after an employee exposure incident;
13. An explanation of the signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Personnel who have received training on blood borne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to personnel when there are any changes of tasks or procedures affecting the employees occupational exposure.

1423. *RECORDKEEPING*

Medical Records

The Fire Chief or his designee is responsible for maintaining medical records as indicated below. These records will be kept in the individual's personnel file. These files are kept in a locked file.

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment/membership plus 30 years. The records shall include the following:

1. The name and social security number of the personnel.
2. A copy of the personnel 's HBV vaccination status, including the dates of vaccination.
3. A copy of all results of examinations, medical testing, and follow-up procedures.
4. A copy of the information provided to the Healthcare Professional, including a description of the personnel's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

Training Records

The Training Officer is responsible for maintaining the following training records. These records will be kept in the Training Officer's office. Training records shall be maintained for three years from the date of training. The following information shall be documented:

1. The dates of the training sessions;
2. An outline describing the material presented;
3 The names and qualifications of persons conducting the training;
4 The names and job titles of all persons attending the training sessions.

Availability

All personnel records shall be made available to the personnel in accordance with 29 CFR 1910.20.

All personnel records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

1424. EVALUATION AND REVIEW

The Fire Chief is responsible for annually reviewing this program, its effectiveness, and for updating this program.

1425. COVID 19

AFD will comply with current guidelines regarding public health responses relating to the COVID 19 Virus as issued by Federal (CDC), or health authorities from the State of Oregon, or Deschutes County.

(See Appendix 14.1 -- AFD COVID Scenarios)

End – "Bloodborne Pathogens / Pandemic Plan"