

**NORTH SAN  
JUAN  
FIRE  
PROTECTION  
DISTRICT**

*Professional Service  
Volunteer Dedication*



**POLICIES &  
PROCEDURES**

POLICIES AND PROCEDURES  
GUIDING DAY-TO-DAY OPERATIONS

JUNE 2019

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# **1000: DISTRICT ORGANIZATION**

## **1100. THE DISTRICT**

*(Section 1100 adopted 11/4/2003)*

### **1101. NAME OF THE DISTRICT**

The name of the District shall be “North San Juan Fire Protection District”, NEVADA COUNTY, CALIFORNIA.

### **1102. FORMATION: OPERATIVE LAW**

The District was established and shall operate under the provisions of the Fire Protection law of 1987, (Sections 13800 et. seq. of the Health and Safety Code) as amended from time to time.

### **1103. BOUNDARIES**

The boundaries of the North San Juan Fire Protection District shall be as shown on the attached map, adopted by Resolution 85-594 of the Board of Supervisors, County of Nevada, State of California on December 16, 1985.

### **1104. BUSINESS OFFICE**

*(Section 1104 adopted 10/19/2004)*

The business offices of the District shall be in such locations in the District, County of Nevada, State of California, as may be selected from time to time by resolution or motion of the Board. Business office hours shall be determined by staff availability and working schedule.

### **1105. DISTRICT ORGANIZATION**

The North San Juan Fire Protection District consists of a Board of Directors, part time paid employees, paid call firefighters, and two support associations.

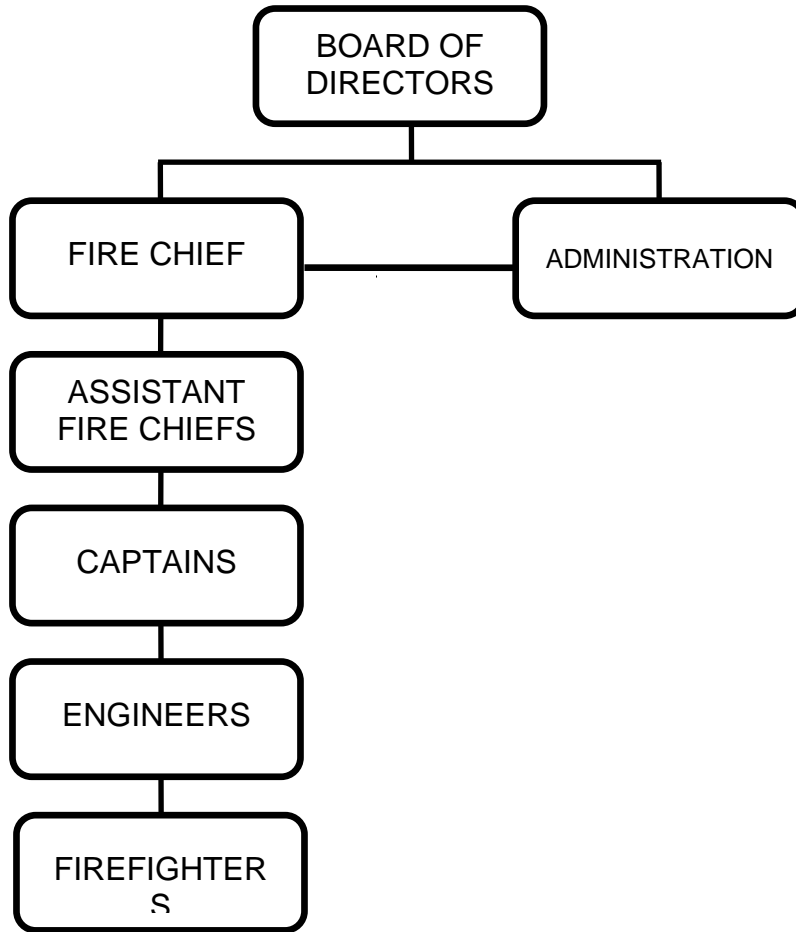
The district is organized into three functional divisions:

**1105.1. Administration:** Consists of the business and financial affairs, personnel and office management of the district.

**1105.2. Operation:** Comprised of fire/rescue, training, fire prevention, safety, supply and maintenance. The North San Juan Fire Protection District has delegated day to day operations to the North San Juan Volunteer Fire Department, under the direction of the Fire Chief.

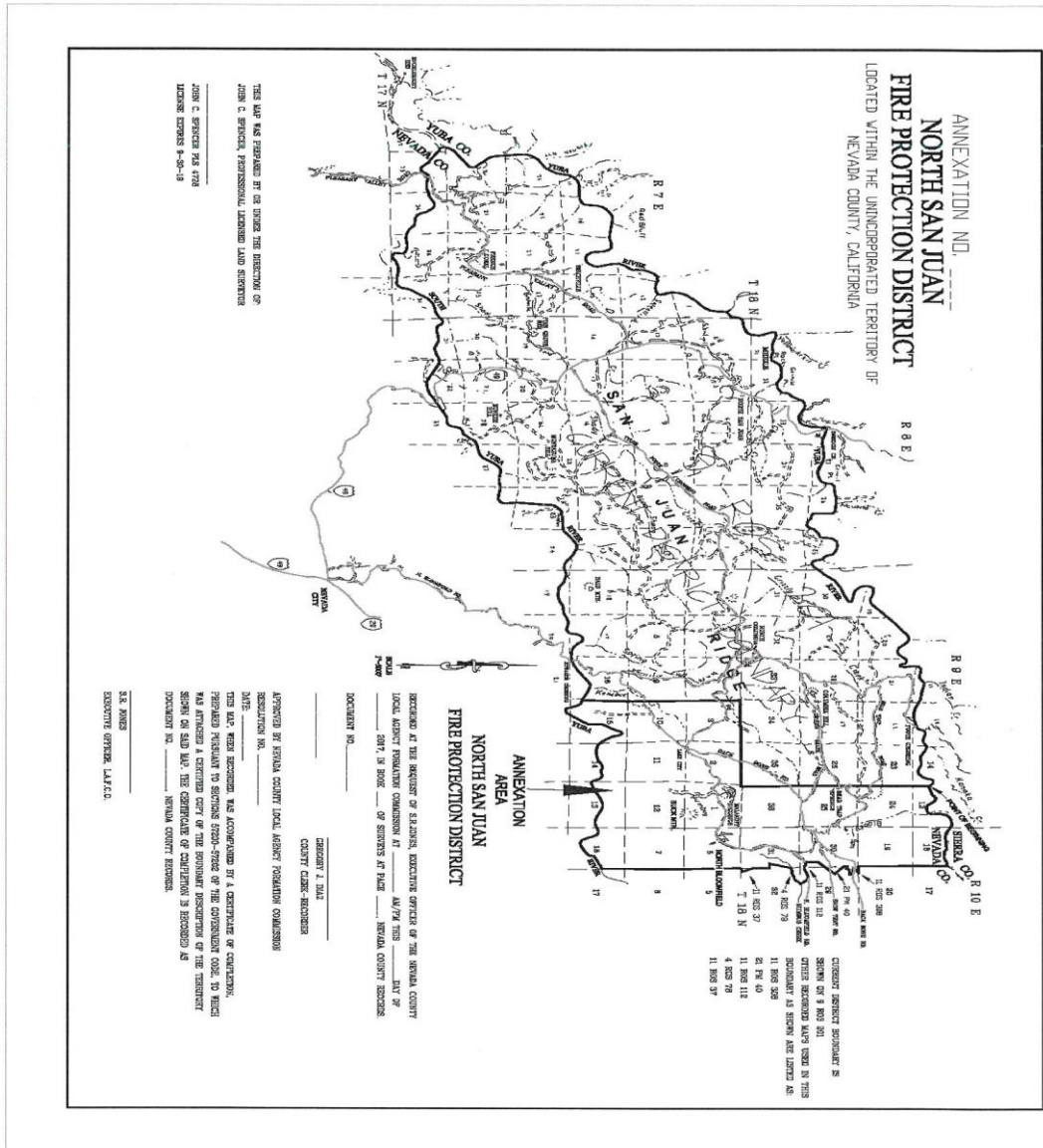
**1105.3. Support:** Consists of the Fire Auxiliary and the Firefighters Associations. Each is governed by its own by-laws and has no formal governance role within the District.

**1106. DISTRICT ORGANIZATIONAL CHART**  
*(Section 1106 updated and adopted 5/18/2010)*





# 1107. DISTRICT MAP



## **1108. MISSION STATEMENT**

As committed volunteers, we are dedicated to serving and protecting our community through the delivery of professional firefighting and emergency medical services.

## **1200. DISTRICT ADMINISTRATION**

*(Section 1200 adopted 11/4/2003)*

### **1201. POLICY DEVELOPMENT, AUTHORIZATION AND AMENDMENT PROCEDURES**

**1201.1.** District Policies serve as direction for the administration and operation of the District.

**1201.2.** District Policies include, but are not limited to, Ordinances, Resolutions, Minute Orders, Personnel Codes and Standard Operating Procedures.

**1201.3.** New district policy, or amendments to existing policy, that are deemed an ordinance or a resolution, require a first and second reading at two consecutive regular meetings, each with drafts circulated in information packets, each approved by an affirmative vote of a quorum of the Board.

**1201.3.1.** Any Board Member may agendize a first reading of a draft policy or amendment for any regular meeting.

**1201.3.2.** If substantive changes are made, the policy will be revised for a first reading at the next regular meeting.

**1201.3.3.** If lengthy revision is required, the Board may continue review to a Special Meeting, direct to the Policy Committee or any other designated party for revision before accepting as first reading.

**1201.3.4.** Upon approval of the first reading, the second reading shall be agendized for the next regular meeting.

**1201.3.5.** Any substantive changes made during the second reading shall cause that reading to be deemed a first reading if so approved by an affirmative vote of a quorum of the Board.

**1201.3.6.** Once adopted or amended at the second reading by a roll call vote, the new policy becomes a part of previously existing policies and supersedes any previously existing policy that contradicts the new policy.

**1201.3.7.** A copy of the approved policy will be included with the minutes of the meeting.

**1201.3.8.** These ordinances, resolutions and minute orders will be numbered consecutively per year.

**1201.3.9.** New policies passed by resolution or minute order will take effect immediately on approval of the Board; policies passed by ordinance will take effect 30 days after approval by the Board.

**1201.4.** The Public may request a policy review through a Board Member. The Chair will determine if the request should be agendaized for discussion at a subsequent meeting.

**1201.5.** Authority has been delegated by the Board to the Fire Chief to issue standard operating procedures (SOP) and temporary directives, numbered similar to policies.

**1201.6.** All District Policies shall be consistent with Federal State, and Local laws.

**1201.7.** Upon adoption or amendment, all District Policies shall be provided to each District Board member, posted in some manner and made available to District personnel and to the public on request.

**1201.8.** Policies are to be reviewed and revised as needed.

## **1202. SCOPE**

These policies and procedures are not expected to provide a solution to every situation or problem which may arise in an organization established to render emergency service, nor are they intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations. They are expected, however, to cover specifically or generally the obligations and duties of the members of this district.

## **1203. COMPLIANCE**

Policies and procedures are the governing documents of the District and Department.

# **1300. DEFINITIONS AND TERMS**

*(Section 1300 adopted 11/4/2003)*

## **1301. GENERAL DEFINITIONS AND TERMS**

**1301.1. POLICY AND PROCEDURES MANUAL:** A guide to district personnel in the policies and procedures of this district.

**1301.2. APPARATUS:** Any district vehicle equipped with a radio and more than minor firefighting or rescue equipment.

**1301.3. FINANCE AND FACILITIES MANAGER:** Oversees financial and business operations of the District under the direction of the Fire Chief and oversight of the Board Treasurer.

**1301.4. BOARD:** Board of Directors of the District. The Board consists of the elected officials with overall responsibilities of the District, both financial and operational.

**1301.5. CALFIRE:** California Department of Forestry and Fire Protection.

**1301.6. CHAIN OF COMMAND:** The transmission of orders and communications through intermediate officers and levels in ascending and descending order of rank.

**1301.7. CHIEF OFFICER:** Assistant Chief or officer of higher rank.

**1301.8. OPERATIONS AND PERSONNEL MANAGER:** Performs administrative and secretarial duties as assigned by the Board and the Fire Chief.

**1301.9. DUTY OFFICER:** Appointed by the Fire Chief to fulfill duty shift, departmental, and incident responsibilities.

**1301.10. EMPLOYEE:** An individual who works for the Fire District for compensation, as defined by the Internal Revenue Service.

**1301.10.1 CONFIDENTIAL EMPLOYEE:** Any employee who, in the course of his/her regular duties has access to information and records relating to personnel files, medical incident records, and records of legal proceedings that must be kept confidential by law. A confidential employee works under the direct supervision of District staff responsible for maintaining the integrity of all confidential records at the direction of the Board. *(Section 1301.10.1 adopted 10/17/2006)*

**1301.11. ENGINES:** Vehicles with pumping capabilities, hose, water and more than minor firefighting equipment.

**1301.12. EQUIPMENT:** Implements, tools and appliances, including hose.

**1301.13. FAE:** Fire Apparatus Engineer. Personnel responsible for fire stations and Fire Department equipment as assigned.

**1301.14. FC:** Fire Captain. Assumes command of administration, operations, equipment and facilities as assigned.

**1301.15. FIRE CHIEF:** Operational and administrative head of the District and Department as appointed by the Board.

**1301.16. FIRE DEPARTMENT:** The operational subdivision of the fire district.

**1301.17. FIREFIGHTER:** A member of the Fire Department trained to perform fire suppression, emergency medical response and other emergency duties.

**1301.18. FIRE MARSHAL and/or FIRE PREVENTION OFFICER:** Assumes responsibility for District fire safety programs, fire inspections, District review of development projects, and fire marshal responsibilities as defined by District, County, and State codes and regulations.

**1301.19. FIRE DISTRICT:** The North San Juan Fire Prevention District, a public agency, organized as a special district under applicable State laws.

- 1301.20. INCIDENT:** Any emergency that the District responds to.
- 1301.21. INCIDENT COMMANDER:** Officer in charge of an incident.
- 1301.22. PAID CALL FIREFIGHTER:** He or she receives compensation for responses, training, and other authorized district business on an on-call basis.
- 1301.23. PERSONNEL:** Directors, employees, volunteer and paid call firefighters are personnel of the District.
- 1301.24. RESERVE FIREFIGHTERS:** Persons in good standing with the Department who may be called on to assist the Department in time of need.
- 1301.25. SOP/SOG:** Standard operating procedures and guidelines, guides to personnel in the operational procedures of the department.
- 1301.26. TRUCK:** Vehicle equipped with an aerial ladder or platform and several ground ladders of different types and length.
- 1301.27. WATER TENDER:** Vehicle with pumping capabilities and a minimum water tank capacity of 1000 gallons.

## **1400. BOARD OF DIRECTORS**

*(Section 1400 adopted 11/4/2003)*

### **1401. ELECTED OFFICIALS OF THE DISTRICT**

#### **1401.1. AUTHORITY**

Authority for the establishment of the Board of Directors, election requirements, terms of office, responsibilities and duties shall be found in Health and Safety Code Section 13840 regarding governance by board of directors, Section 13841 regarding residence and voter registration of Board members, Section 13842 regarding number of Board members, Section 13843 regarding terms of office, Section 13853 regarding selection of officers, Section 13855 regarding meetings of the Board, Section 13856 regarding quorum and majority vote, and Section 13861 listing the powers of the district to appoint necessary employees and to adopt ordinances. (Ordinance 2002-01)

#### **1401.2. COMPOSITION, TERMS OF OFFICE AND ELECTION REQUIREMENTS**

The North San Juan Fire Protection District shall be governed by a Board of five (5) Directors each elected for four (4) year terms with two members being elected in one year and three elected in alternate years. Elections shall be held in even numbered years. Each member of the Board shall be a registered voter and a resident of the District. (Ordinance 2002-01)

#### **1401.3. EXCLUSION OF EMPLOYEES AS DIRECTORS**

Members of the Board, as duly elected public officials, shall not remain as active duty Fire Chief, Fire Officer, or Firefighter while serving on the Board. Status as "Reserve Firefighter" may be conferred where appropriate, on a case

by case basis, as determined by the Board. Upon leaving the Board, any member may apply to be reinstated to the active duty roster. (Ordinance 2002-01) At no time shall a Director be an employee of the District.

## **1402. BOARD OF DIRECTORS RESPONSIBILITIES AND DUTIES**

The Board has a responsibility for the development of District policy, financing, purchasing, planning and public education. The Board alone authorizes or sets policy authorizing the use of District owned real property and may enact ordinances and establish mutual aid agreements. The Board shall retain final oversight over all District functions, business and operations as prescribed by law and to the extent that it has not otherwise specifically delegated its authority.

Specific Board responsibilities are as outlined below.

### **1402.1. BASIC RESPONSIBILITIES OF INDIVIDUAL DIRECTORS**

- 1402.1.1.** To be familiar with the laws governing the district and to obey those laws
- 1402.1.2.** To understand the nature of the fire service business
- 1402.1.3.** To understand the nature of the organizational design
- 1402.1.4.** To maintain regular attendance at board meetings
- 1402.1.5.** To support decisions made by the board
- 1402.1.6.** To refrain from involvement in day-to-day operations
- 1402.1.7.** To actively participate in board appointed committees
- 1402.1.8.** To be familiar with district financing
- 1402.1.9.** To be an ambassador for the district (*Section 1402.1.9 updated and adopted 10/17/2006*)
- 1402.1.10.** To practice open and timely communications
- 1402.1.11.** To be familiar with policies governing the operation of the district
- 1402.1.12.** To comply with California Assembly Bill 1234 ethics orientation for state officials (*Section 1402.1.12 updated and adopted 10/17/2006*)

### **1402.2. LIMITATIONS OF INDIVIDUAL DIRECTOR AUTHORITY**

- 1402.2.1.** Individual directors have no authority without express direction from the Board to speak for the District on issues that have not been discussed at a public meeting (*Section 1402.2.1 updated and adopted 10/17/2006*)
- 1402.2.2.** Individual directors do not have authority to encumber district funds or enter contract without express consent of the board
- 1402.2.3.** Individual board members do not have the authority to direct, assign, order or supervise staff without express consent of the board.
- 1402.2.4.** Individual directors have no special prerogatives

### **1402.3. BASIC ROLES AND RESPONSIBILITIES OF THE BOARD**

- 1402.3.1.** To ensure district staff complies with applicable State and Federal mandates
- 1402.3.2.** Define critical issues
- 1402.3.3.** Develop a Mission Statement
- 1402.3.4.** Develop a Strategic Plan to serve the district's mission

- 1402.3.5.** Steward district property – asset preservation
- 1402.3.6.** Steward the district’s finances and affairs
- 1402.3.7.** Monitor progress towards reaching established goals
- 1402.3.8.** Develop a list of qualifications, job descriptions and evaluation process for the Fire Chief and other employees of the District
- 1402.3.9.** Develop policies which define responsibilities and eliminate ambiguities
- 1402.3.10.** Give appropriate authority to staff members
- 1402.3.11.** Provide organizational direction and guidance
- 1402.3.12.** Ensure that district business is conducted in compliance with applicable laws, statutes, regulations, codes, etc.
- 1402.3.13.** Develop grievance procedures
- 1402.3.14.** Develop disciplinary procedures

**1403. OFFICERS OF THE BOARD**

**1403.1. DESIGNATION OF OFFICERS**

**1403.1.1.** The officers of the Board shall be the Chair, Vice Chair and the Treasurer and shall be elected from among the members of the Board.

**1403.1.2.** Board members may decline to serve as an officer of the Board by declining nomination.

**1403.1.3.** The Board may appoint such other officers (permanent, acting, or temporary) as may be appropriate. The Board may determine the qualifications, duties and compensation of Board officers.

**1403.2. TERMS OF OFFICE**

**1403.2.1.** The Chair, Vice-Chair and Treasurer shall be elected by voice vote at the regular January meeting of the Board. The terms of office for Chair, Vice-Chair and Treasurer shall commence immediately and extend for two years, or for the portion thereof remaining after election to office. Should any of the offices of Chair, Vice-Chair or Treasurer become vacant, the Board at the next regular meeting shall elect a successor for the unexpired term. The Chair, Vice-Chair and Treasurer shall hold such office until successors are elected and assume office. The Board will attempt when practicable to rotate these positions among Board Members.

**1403.2.2.** Officers of the Board may be removed from their Board office (but not from the Board itself) by vote of the Board. In the event of removal, the office shall be declared vacant and filled as provided in Subsection 1402.1 above.

**1403.3. DUTIES AS BOARD OFFICERS**

**1403.3.1. THE CHAIR**

*(Section 1403.3.1 adopted 10/19/2004)*

The Chair shall preside at Board meetings and perform such other duties as directed by the Board or delineated in District policy, including but not limited to:

Allocate resources of District staff to achieve Board-adopted programs, policies, and procedures for District operational efficiency  
Coordinate communication between the Board and District staff  
Direct the work of the Operations and Personnel Manager  
Appoint Committee members  
Act as Chief Information Officer for the District  
Interact with news media  
Initiate correspondence and respond to correspondence directed to the District and regarding District business.

#### **1403.3.2. THE VICE-CHAIR**

The Vice-Chair, in the absence or incapacity of the Chair, shall perform the duties of the Chair. Should the office of the Chair become vacant, the Vice-Chair shall perform the duties of the Chair until the Board elects a new Chair.

#### **1403.3.3. TREASURER**

The Treasurer shall oversee the fiscal affairs of the District and shall also supervise the care and custody of all properties.

### **1404. ADVISORY COMMITTEES**

The Board of Directors of the North San Juan Fire Protection District recognizes the value of public involvement in investigating and making recommendations concerning Fire District business. It is the Board's intent to encourage community involvement in the decision-making process. The appointment of advisory committees should be as follows:

#### **1404.1. BOARD RESPONSIBILITIES**

**1404.1.1.** The Board may appoint advisory committees to investigate and/or make recommendations on items of Board interest. No more than two Board members may serve on any committee and a Board member will serve as the Committee Chair unless otherwise designated by the Board.

**1404.1.2.** Upon determination that a Committee is necessary, the Board may determine if a specific composition is desirable and endeavor to obtain interested members before making Committee appointments.

**1404.1.3.** The Board may appoint only those persons that have requested such appointment.

**1404.1.4.** Upon the appointment of a Committee, the Board may:

Specify the length of time the Committee is expected to serve.

Specify in writing the task requested, including any specific guidelines or criteria.

Specify deadlines or dates that reports are to be submitted to the Board.

Provide copies of By Laws, maps, legal documents or other pertinent material to committee members necessary to perform their task.



## **1404.2. COMMITTEE RESPONSIBILITIES**

- Committee members will provide the District with their names, addresses and telephone numbers.
- Committees shall report to the Board on member attendance, the status and/or progress of their task and any difficulties in meeting time limits.
- Committees are advisory to the Board and are not authorized to make decisions for nor speak on behalf of the District.
- The Operations and Personnel Manager will be responsible for notifying Committee members of meetings and posting notice.
- Committee recommendations to the Board shall be by majority vote of the appointed members.
- Notices and Committee reports shall be submitted to the Operations and Personnel Manager for record keeping.

## **1404.3 FINANCE COMMITTEE**

*(Section 1404.3 adopted 10/17/2006)*

A Finance Committee, consisting of two Board members, the Finance and Facilities Manager, the Fire Chief, and a public member, will be constituted to make recommendations to the Board regarding adoptions and quarterly adjustments to the budget. Recommendations of the Finance Committee may only be changed by the Board.

## **1405. APPOINTMENTS BY THE BOARD**

### **1405.1. BOARD VACANCIES**

The Board may fill a vacant Board position by appointment or election as prescribed by Government Code Section 1780 et seq.

### **1405.2. FIRE CHIEF**

The Board shall appoint a Fire Chief who shall have duties, responsibilities, and authority to plan, organize, direct, and administer the operations of the District in accordance with the District Mission Statement and as delineated in the job description for Fire Chief as approved by the Board which shall be contained in the District Policies.

### **1405.3. DISTRICT STAFF**

The Board shall appoint District Administrative Staff who shall be responsible for conducting District business. The Staff shall communicate with District personnel and other local agencies in handling District business and shall be responsible for keeping the District records. The Staff shall report directly to the Board of Directors and shall have duties as delineated in their job descriptions as approved by the Board under the direction of the Board or the Fire Chief. The District Administrative Staff shall be considered confidential employees of the District.

## **1406. COMPENSATION AND REIMBURSEMENT**

*(Section 1406 adopted 10/17/2006)*

**1406.1** A Board member will not be compensated for his/her services for attending District Board meetings or committee meetings.

**1406.2** Board members are encouraged to attend meetings that are pertinent to the operation of the District such as workshops or training sessions on the responsibilities of board members of special districts and may be reimbursed at the discretion of the Board for the following expenses:

**1406.2.1 Mileage allowance:** Travel by private transportation shall be compensated by the rate established by, and effective when published by, the Internal Revenue Service for reimbursement. If more than one director travels in the same vehicle, reimbursement shall be made only to the director who provides the vehicle.

**1406.2.2 Lodging and Meals:** Overnight lodging and meals may be reimbursed at the maximum limits set by the Government Services Administration (GSA) with the requirement of submitting a receipt or appropriate log and not to exceed without prior Board approval GSA per diem allowances.

**1406.2.3 Other:** Other expenses which may be reimbursed include bridge and road tolls, long distance telephone charges (if date, place and party called are shown), taxi fares when necessary.

**1406.3 Personal Expenses:** No reimbursement shall be made for personal expenses such as laundry, barbering, entertainment, recreation, or alcoholic beverages.

**1406.4 Travel reimbursement forms:** Travel reimbursement forms may be obtained from the District Office. Completed expense reports will be kept on file.

## **1500. MEETINGS**

*(Section 1500 adopted 1/27/2004)*

### **1501. TYPES OF MEETINGS**

All meetings of the Board of Directors shall be conducted subject to provisions of the Ralph M. Brown Act and other applicable laws.

#### **1501.1. GENERAL OR REGULAR MEETINGS**

#### **1501.2. STANDING ADVISORY COMMITTEE MEETINGS**

#### **1501.3. SPECIAL MEETINGS**

#### **1501.4. EMERGENCY MEETINGS**

**1501.4.1.** In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities the District Board may hold an emergency meeting without

complying with the 24-hour notice requirement or the 24-hour posting requirement.

**1501.4.2.** For the purposes of this section an “emergency” means any of the following:

Work stoppage which impairs public health or safety as determined by a majority of the Board

Crippling disaster which severely impairs public health and safety as determined by a majority of the Board.

### **1502. NOTICING MEETINGS; AGENDA REQUIREMENTS**

All meetings shall be noticed, and agendas made available subject to provisions of the Ralph M. Brown Act.

### **1503. AGENDA INFORMATION**

**1503.1.** The Board Chair and Operations and Personnel Manager will be responsible for formation of the Agenda. The Board Chair will review the agenda prior to distribution to insure all pertinent items of business are included, such as

- Any business item continued from previous meetings
- Committee and informational reports at the request of the Board Chair
- Correspondence requiring immediate Board action.
- Regular (including annual) items of business requiring Board action (i.e. actions required by law or in the District Resolutions and Ordinances, budget approval, resolutions for collecting parcel charges or consolidating elects, etc.)
- Notice or request from another agency that Board action is required (i.e. LAFCO ballots, JPA, Mutual Aid agreements, Grand Jury responses, etc.)
- Items submitted for Board action or discussion by members of the Board.
- Any items from the above list requiring action by the Board shall be agendized as such. Items of routine business, (i.e. minutes, financial reports, items which are non-controversial) shall be agendized under Consent Items.
- Action items continued from previous meetings shall be agendized as Old Business. Items new to any monthly agenda shall be listed under new business for possible action.
- Any member of the Board may place an item of business on the Agenda by contacting the Board Chair.
- The deadline for placing an item of business on an agenda for a Regular Board meeting will be 10 working days prior to the meeting date.
- Any accompanying material to be included in the Board Agenda packet must also be submitted in final form 10 working days prior to the meeting date.
- Any Director who has placed an item on the agenda and wishes to remove it may do so by contacting the Operations and Personnel Manager.
- Members of the Board and community may address questions concerning the Agenda to the Chair or Operations and Personnel Manager.

**1503.2.** The Board may act on items of business not appearing on the posted agenda under the following conditions:

- Upon determination by a majority voted of the Board that an emergency situation exists.
- Upon determination by a two-thirds vote of the Board present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Board subsequent to the agenda being posted.

**1504. CLOSED SESSIONS**

A Closed Session of the District Board is a meeting of a quorum, excluding the public, and including the Operations and Personnel Manager (and legal staff when applicable). All closed sessions are subject to provisions of the Ralph M. Brown Act and other applicable laws.

**1505. NOTICE OF PUBLIC HEARINGS**

Notice of the time and place of public hearings shall include a general explanation of the purpose of the hearing and shall be published in a local paper of general circulation at least ten (10) calendar days before the date of the hearing. In addition, notice shall be sent by first-class mail to any person who has requested such notice in writing, if the person provides a stamped, self-addressed envelope or pays a reasonable sum in advance for the cost of mailing such notices.

**1506. QUORUM**

Three (3) members of the Board of Directors shall constitute a quorum for the purpose of conducting its business, exercising its powers, and for all other purposes. A smaller number of Board members may continue or adjourn a meeting from time to time until a quorum is present.

**1507. TRANSACTIONS OF THE BOARD**

The District Board shall only act by ordinance, resolution or motion. Except as otherwise provided by law, every act or decision done or made by a majority of the Directors of the District (i.e. three (3) Directors) at a duly held meeting is the act of the Board.

**1508. CONDUCT OF THE MEETING**

The Board Chair, or in his/her absence, the Vice Chair, or if both are absent any director selected by the present Directors to act as Acting Chair Pro-Tem, shall preside at meetings of the Board.

**1509. DEFENSE OF ACTION**

The District, upon request of an employee or former employee, shall provide for the defense of any civil action or proceeding brought against him/her in official or individual capacity, or both, on account of any act or omission in the scope of employment (Government Code Section 995 and 995.2).

## **1600. OFFICERS AND EMPLOYEES**

*(Section 1600 Updated and adopted 5/18/2010)*

### **1601. DESIGNATION: LISTING OF OFFICERS AND EMPLOYEES**

There shall be, in addition to the Board Officers, the following positions within the Fire Department of the District:

- 1601.1.** Fire Chief
- 1601.2.** Operations and Personnel Manager
- 1601.3.** Finance and Facilities Manager

All other department positions are appointed by the Fire Chief. See job descriptions in the Firefighter's Guide adopted by the Board.

### **1602. CONFIDENTIAL EMPLOYEES**

*(Section 1602 adopted 9/19/2006)*

The following positions shall be considered confidential employees:

- Fire Chief
- Operations and Personnel Manager
- Finance and Facilities Manager
- Administrative Volunteers as determined by the Board

### **1603. BACKGROUND CHECKS**

*(Section 1603 adopted 9/19/2006)*

All employees (at the time of hiring) and firefighters (timing to be determined by the Fire Chief) will be required to submit to a State and Federal background check. The District will bear the cost of the background check

### **1604. APPOINTMENT: TERMS AND CONTRACTS**

**1604.1.** By Board Resolution the Fire Chief is appointed every two years.

**1604.2.** The Board shall appoint the Operations and Personnel Manager and the Finance and Facilities Manager.

**1604.3.** The Fire Chief shall appoint all other positions under his command.

**1604.4.** All District employees shall sign a written contract as prepared and approved by the Board.

### **1605. JOB DESCRIPTIONS AND QUALIFICATIONS**

#### **1605.1. THE FIRE CHIEF**

##### **General Duties**

The Fire Chief shall plan, organize, direct, and administer the operations of the District and Department in the protection of life and property from loss due to fire. The Chief shall manage the operation of the Department, develop programs for fire prevention and perform related work as required. The Fire Chief shall

report directly to the Board of Directors and shall have the specific duties as follows.

### **Specific Duties**

The Fire Chief:

Shall be responsible for all fire and rescue activities including extinguishing of fires, fire protection, fire prevention services, emergency medical hazardous material response, incident investigation and reporting, and fire alarm communications.

Within the discretion and authority granted by the Board, District ordinances and resolutions, and applicable State statutes, the Fire Chief shall enforce all laws pertaining to fire control and fire hazards within the District.

The Fire Chief shall implement the ordinances, resolutions, policies and procedures of the District as directed by the Board.

Shall communicate to the Board any and all information that could assist the Board in the administration, operation, and maintenance of the services provided by the District in order for the Board to fulfill its public oversight responsibility. The Chief shall conduct Fire Department correspondence and inform the Board of Fire Department activities and actions. Copies of all relevant Department correspondence and documentation shall be forwarded to the Operations and Personnel Manager when received.

Shall attend all District Board meetings or send an alternate representative.

Shall help formulate, prepare, and administer Department budget and Master Plan in conjunction with the Board.

Shall work to facilitate communication within the Department and between the Department, the Board, and the community.

When requested to do so by the Board, shall assist in drafting and shall recommend modifications of District policy as necessary to carry out the responsibilities of the District. Shall help develop and maintain a Firefighters Guide of Standard Operating Procedures (SOP's) that includes prescribed specifications and manner of wear of Department uniforms and personal protective equipment (PPE).

Has full responsibility and authority for the general supervision of all response personnel.

Shall promote a sense of public service and responsibility in all response personnel.

Shall appoint officers, develop job descriptions, promote officer training and rotation, and ensure that the Department has adequately trained successor officers.

Shall maintain a firefighter recruitment program for the District. Shall maintain a formalized new recruit Fire Department Training Program.

Shall be responsible for planning, directing, coordinating, administering, and oversight of the Fire Department Training Program and certify that required programs are being provided. Shall delegate Department responsibilities as necessary for the efficient operation of the Department. Shall develop a Fire Department training calendar on an annual basis. Shall inform all volunteers of all training opportunities.

Shall maintain an accurate roster of current firefighters and their training records. Shall inform the Operations and Personnel Manager of any changes as they occur.

Shall supervise the maintenance of driver's license records, First Aid, CPR and EMT certificates for all response personnel and shall give immediate notice of any changes therein. Shall notify the Board of the revocation of driver's licenses or expiration of EMT or firefighter certifications. Shall ensure that annual physical exams are undergone.

Shall be responsible for the discipline, suspension, and/or termination of all subordinate officers and response personnel in accordance with District ordinances, resolutions, policies and procedures. Disciplinary decisions of the Chief may be appealed pursuant to procedures established by District policy. Maintains a record of verbal or written formal warnings, complaints and disciplinary actions against response personnel and shall advise individuals of such entries into their personnel file. Personnel files on members of the Department shall be kept confidential and under the control of the Operations and Personnel Manager.

Shall exercise command over all fire and rescue equipment belonging to the District and shall maintain an inventory of same, recommending to the Board the purchase of new equipment and sale of old. Shall notify the Board of any damage to District property or any damage caused to third parties by District personnel. Shall have authority to site District equipment.

Authorizes and approves invoices for payment with signature and date. Purchases and disposes of Department property in accordance with Board direction.

Assumes the duties and responsibilities of the Fire Marshal/Fire Prevention Officer unless delegated to a subordinate officer. Shall be responsible for the implementation of Fire Marshal duties as set forth by State law and District policy.

Except in an emergency shall seek Board approval for utilization of resources used outside the District. Shall not leave the District on strike team duty unless otherwise determined by the Board. Prior to each fire season shall develop a fire plan based on availability of resources to review with the Board.

The Fire Chief shall develop and maintain a logical chain of command and shall provide a management plan with an organizational chart to the Board on an annual basis.

The Fire Chief shall have responsibility for delegating authority and tasks.

Nothing in this job description shall be construed to limit the inherent or statutory responsibility, power, and authority granted to the Fire Chief by the Board of Directors or other applicable statutes (County, State, or Federal) in the

operations of extinguishing any fire and taking the necessary precautions to prevent the spread thereof.

### **Qualifications**

Applicants for the position of Fire Chief shall meet the following minimum qualifications:

A minimum of three (3) years experience with a Fire Department (preferably rural). One (1) year experience in the position of a Fire Officer.

Candidates without prior professional fire service experience must serve one year as a North San Juan Fire Department Administrative Captain or North San Juan Fire Department Assistant Fire Chief.

Must meet minimum Firefighter qualifications of this section.

Extensive and demonstrated experience in the fire service and demonstrated leadership ability.

The Fire Chief shall reside within the boundaries of the North San Juan Fire Protection District.

### **Additional Desired Qualifications**

CA Fire Officer Certification

Additional Fire/EMS Instructor Qualifications

Valid California Class B driver's license

### **1605.2. OPERATIONS AND PERSONNEL MANAGER – (O & P)**

*(Section 1605.7. Updated. First reading: 6/28/2018. Adopted: 7/24/2018)*

The District Manager O & P shall be hired by the Board and shall be responsible for executing the District Board and Department business as defined below. The District Manager O & P interfaces with District personnel, local and state agencies and the public in handling Board and Department duties. The District Manager O & P serves at the will of the Board of Directors under the supervision of the Fire Chief and shall be considered a confidential employee. The District Manager O & P shall have duties as assigned by the Chief, as follows:

### **ESSENTIAL DUTIES**

Duties include, but are not limited to the following:

### **SPECIAL DISTRICT**

- Act as Secretary to the Board:
  - Attend all Board meetings and record/transcribe/provide minutes.
  - Prepare, post and distribute agendas for all Board meetings.
  - Notify Committee members of meetings/post notices.



- Prepare Ordinances and Resolutions in accordance with State law.
- Be knowledgeable of Brown Act and Public Records Act.
- File appropriate forms with the Secretary of State & Nevada County Clerk.
- Record Board members Form 700 filings and other FPPC filings annually.
- Type letters and general District correspondence.
- Serve on committees as requested.
- Other duties as assigned by the Chief at the request of the Board.

## **OPERATIONS**

- Tasks:
  - Chief administrative and clerical support.
  - Aid Staff meetings
  - Answer phones; direct public inquiries/requests to appropriate personnel.
  - Records and files management.
  - Pick-up and distribute mail.
  - Order and maintain inventory of office supplies.
  - Help prepare and mail District newsletter, and other mailings as needed.
  - Order road signs/collect payments.
  - Assist public with burn permits and mitigation fees.
  - Maintain Advanced Life Support records.
  - Oversee reporting of ALS to SSV (Sierra Sacramento Valley).
  - Coordinate with other state, local agencies and PIO in communicating with public about District operations through social media, email and broadcasts.
  - Train and oversee NFIRS Data Entry and Reporting personnel.
  - Liaison between NSJFPD and Cal Fire's incident reporting system.
  - Update & maintain NSJFPD Website.
  - Manage District's Email Account.
  - Information technology (IT) support.
  - Other duties as assigned by the Chief.

## **PERSONNEL**

- Processing and Records:
  - Pre-employment Intake/Processing.
  - Background Checks - FBI/DOJ Clearance.
  - Maintain confidential personnel files.
  - Monitor Medical Certifications for Pre-employment & Current Clearance.
  - Monitor Employee/Personnel records/training/certifications, update and post reminders of expiration dates.
  - Online Training Administrator.

- Monitor Policy Compliance with EEOC Guidelines & State Labor Regulations.
- Employee Benefits Management
- DMV Clearance/Monitor/ Manage program.
- Maintain incident statistics and paid-call reimbursement records.
- 
- Workers Compensation Administration:
  - Intermediary for administration of Workers Compensation.
  - Prepare/monitor claims.

## **MINIMUM REQUIREMENTS**

- Knowledge of standard office administrative practices and procedures including operation of common office equipment.
- Experience with organizing and maintaining records and various files.
- Excellent written and verbal communication skills.
- Demonstrated experience composing letters, memos, and reports.
- Ability to use initiative and independent judgment within established guidelines.
- Ability to use tact and discretion in developing and maintaining effective working relationships with both District staff and members of the public.
- Demonstrated experience using the Internet, word processing, and spreadsheet software to prepare correspondence, reports, charts, and graphs.
- Demonstrated ability providing excellent customer service in a challenging environment.
- Demonstrated ability to work independently, deal with frequent interruptions, handle high transaction volume, prioritize, meet deadlines, and work with speed and accuracy.

## **PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PHYSICAL REQUIREMENTS**

**Strength:** Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push pull or move objects; May involve significant periods of remaining stationary, moving, pushing and/or pulling; Frequent fingering, typing and frequent extension of the neck upward, downward and side to side; Occasional periods of remaining stationary, moving, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders and driving a motor vehicle with and without passengers.

**Vision:** Visual acuity that can be corrected sufficiently to perform the essential functions of the position.

**Hearing:** Effectively detect/comprehend oral instructions and communication.

**Communication:** Effectively communicate orally with staff, Board members and members of the public.

## **ENVIRONMENTAL CONDITIONS**

Works indoors constantly; goes outdoors occasionally; constant use of computer; works both alone and with others; on rare occasion drives a motor vehicle. On occasions is exposed to dust.

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a position.

### **1605.3 FINANCE AND FACILITIES MANAGER – (F & F)**

*(Section 1605.3 updated: First reading 6/28/2018. Adopted 7/4/2018)*

The Finance and Facilities Manager:

The District Manager shall be hired by the Board and shall be responsible for conducting District financial and business operations. The District Manager F & F interfaces with District personnel, other local agencies and the public in handling District business. The District Manager F & F shall be responsible for the receipt and disbursement of funds and the keeping of District financial and business records. The District Manager F & F serves at the will of the Board of Directors under the supervision of the Fire Chief and shall be considered a confidential employee. The District Manager shall have duties as assigned by the Chief, as follows:

#### **ESSENTIAL DUTIES**

**Duties include, but are not limited to the following:**

#### **FINANCE**

With oversight by the Board:

- Maintain General Ledger, create proposed annual budgets and long-term financial projections.
- Receive and deposit, with receipts, all incoming monies in the District's accounts with the County Treasurer.
- Prepare warrant requests from County Treasury General funds for deposit in District checking account and/or from County Treasury Mitigation funds payable to vendors.

- Perform or supervise all disbursements of funds, such as but not limited to: payroll taxes, workers' comp insurance, payments to vendors, employees, strike team(s), and other agencies; initiate interfund transfers as needed; transfer funds between other District accounts; sign checks and obtain additional signature from authorized persons.
- Reconcile all District cash, credit cards, and bank accounts monthly.
- Maintain District and Department business and personnel payroll records using an approved accounting program to maintain financial data.
- Provide employees an itemized written statement for each payroll period including: employee's full name and address and the last four digits of the employee's Social Security number, dates of pay period, gross wages, total hours worked, deductions, net pay, and all hourly rates in effect during the pay period and the number of hours the employee worked at each rate.
- Maintain all District insurance and workers compensation policies.
- Authorize District and Department purchasing as approved by the Board.
- Prepare financial reports and statements of expenditures and budget account balances for Board review and approval.
- Attend Board meetings.
- Serve on Finance Committee; serve on other committees as requested by Board.
- Perform internal auditing; recommend and implement internal controls.
- Provide information and assistance to District's independent auditor and perform changes and updates to District books as recommended by annual audit.
- Provide financial data as requested by working committees.
- Establish administrative procedures that fulfill Board-approved goals.
- Recommend additions, deletions, and changes to Board policy and District practices.
- Update life insurance records as needed.
- Communicate with Finance and Facilities Manager - Operations and Personnel to ensure efficiency in District business needs.
- Prepare and administer contracts with outside vendors.
- Ensure transparency of District's finances for stakeholders.
- Other duties as assigned by the Chief at the request of the Board.

## **FACILITIES**

Under the direct supervision of the Fire Chief and subsequently each Station Captain, as identified in the District's Chain of Command structure:

- Assist the Fire Chief in identifying, planning, and budgeting for new projects;
- Assist with budgeting and administrative management of all contract work on facilities;
- Serve in a support role for all infrastructure repair, maintenance, and improvements on the District's real property and facilities;

- Maintain a Log of required and pending work projects at each station, coordinating with the Station Captain;
- Other tasks as assigned.

## **MINIMUM REQUIREMENTS**

- Knowledge of standard office administrative practices and procedures including operation of common office equipment.
- Experience with organizing and maintaining records and various files.
- Excellent written and verbal communication skills.
- Demonstrated experience composing letters, memos, and reports.
- Ability to use initiative and independent judgment within established guidelines.
- Ability to use tact and discretion in developing and maintaining effective working relationships with both District staff and employees and members of the public.
- Demonstrated experience using the Internet, word processing, and spreadsheet software to prepare budgets, correspondence, reports, charts, and graphs.
- Demonstrated ability providing excellent customer service in a challenging environment.
- Demonstrated ability to work independently, deal with frequent interruptions, handle high transaction volume, prioritize, meet deadlines, and work with speed and accuracy.

## **PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PHYSICAL REQUIREMENTS**

**Strength:** Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push pull or move objects; May involve significant periods of remaining stationary, moving, pushing and/or pulling; Frequent fingering, typing and frequent extension of the neck upward, downward and side to side; Occasional periods of remaining stationary, moving, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders and driving a motor vehicle with and without passengers.

**Vision:** Visual acuity that can be corrected sufficiently to perform the essential functions of the position.

**Hearing:** Effectively detect/comprehend oral instructions and communication.

**Communication:** Effectively communicate orally with staff, Board members and members of the public.

## **ENVIRONMENTAL CONDITIONS**

Works indoors constantly; goes outdoors occasionally; constant use of computer; works both alone and with others; on rare occasion drives a motor vehicle. On occasions is exposed to dust.

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a position.

## **1700. GENERAL ADMINISTRATION**

*(Section 1700 adopted 1/27/2004)*

### **1701. AUTHORITY TO BIND DISTRICT**

No member of the Board, officer, agent or employee of the District, without approval of the Board, shall have any power or authority to bind the District by any contract, to pledge its credit, or to render it liable for any purpose in any amount.

### **1702. CONTRACTS, DEEDS AND OTHER DOCUMENTS**

*(Section 1702 updated and adopted 5/18/2010)*

The Chief, designee of the Board, or designees of the Chief shall execute on behalf of the district all contracts, deeds and other documents and instruments as authorized by the Board. Nothing herein contained shall prohibit or be construed to prohibit the Board or the Chief from designating any other officer or employee of the District to so execute such instruments and documents.

### **1703. PAYMENT OF MONEY, NOTES OR OTHER INDEBTEDNESS**

All checks, drafts, warrants or other negotiables for the payment of money, notes or other evidence of indebtedness issued in the name of the District shall be signed or endorsed by such person or persons and in such a manner as from time to time shall be determined by the Board.

### **1704. STATEMENTS BY BOARD MEMBERS AND DISTRICT PERSONNEL**

#### **1704.1 PUBLIC STATEMENTS**

When a board member, fire chief or fire district personnel makes a public statement regarding any matter in which the district may be directly or indirectly involved, they shall make a specific disclaimer that he/she is speaking as an individual, unless:

- He/She has previously been authorized to speak for the Board on that particular matter, or;

- He/She is stating for informational purposes a previous determined Board action or policy.

In all cases a Board member shall use discretion in expressing personal opinions (especially if a Board action is in dispute or in the appeal process or in possible litigation matters), recognizing that in the past such opinions, statements and suppositions may have been misunderstood, misused or could reflect in a negative manner on the District Board or Fire Department.

## **1704.2 SOCIAL MEDIA POLICY**

*Section 1704.2 approved 11/21/2017)*

The purpose of these guidelines is to regulate the use of social media by the North San Juan Fire Department volunteers, employees and members of the board.

### ***NSJ Fire Protection District Social Media:***

NSJFPD social media sites will not be created without the approval of the NSJFPD Fire Chief or the NSJFPD fire chief's designee.

The NSJFPD Fire Chief or his/her designee shall approve all content posted on North San Juan Fire Protection District's social media.

Social media content on NSJFPD social media sites shall adhere to all applicable laws, regulations and policies.

### ***Personal Social Media:***

Any information, videos, or pictures gathered while on any NSJFPD incident shall not be posted or shared in any format by NSJFPD firefighters or other employees on their personal sites without prior approval from the NSJFPD Chief, PIO, or their designee. The fire chief, chief officers, PIO or their designee are allowed to gather pictures, videos, and information on NSJFD incidents which may then be sent to the fire chief's PIO or other designee to be approved and posted on the fire district's social media sites. The fire chief, chief officers, PIO or their designee shall adhere to all applicable laws, regulations, and policies regarding social media posts, shares, and the gathering of photos, videos, and information.

Speech that impairs the performance of NSJFPD, undermines discipline and harmony among co-workers, or negatively affects the public perception of NSJFPD is prohibited and may be sanctioned.

Social media content shall adhere to all applicable laws, regulations and NSJFPD policies.

### ***Guidelines:***

Do not share confidential or proprietary information of the NSJFPD.  
Do not violate NSJFPD policies and procedures.

Do not display NSJFPD logos, uniforms, or similar identifying items without permission from NSJFPD fire chief or their designee.  
Do not publish materials that could reasonably be considered to represent the views or positions of NSJFPD without authorization.

***Ownership of Data and Monitoring:***

NSJFPD owns the right to all data files in any NSJFPD owned computer, network, cell phone, or other information system.

NSJFPD also reserves the right to monitor electronic mail messages and their content created, viewed or accessed on NSJFPD computers, networks and cell phones.

All laws, policies, and procedures shall be adhered to when using NSJFPD computers, networks, cell phones, or other information systems.

***Noncompliance:***

Inappropriate use of social media and district-owned electronic devices may result in disciplinary actions, up to and including termination as an employee or volunteer member of NSJFD.

**1704.3 ELECTRONIC COMMUNICATIONS POLICY**

*(Section 1704.3 approved 11/21/2017)*

As a public agency, the Board of Directors at the North San Juan Fire Protection District is required to consider and create a policy regarding access to electronic communications.

This is based on the March 2<sup>nd</sup> California Supreme Court Ruling in *City of San Jose v. Superior Court*, which concluded that the California Public Records Act applies to electronic communications that public agency officials and employees send on private devices on private accounts.

CPRA is the existing law that requires disclosure of public records upon request. A public record “includes [1] any writing [2] containing information relating to the conduct of the public’s business [3] prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” (Gov. Code § 6252, subd. (e)).

To avoid the use of personal email accounts, the district will establish and assign email accounts for NSJFPD board members and employees to be used for all NSJFPD communications. These communications will be stored indefinitely.

Use of personal devices is allowed, but board members must use email accounts assigned by the District when transmitting communications regarding matters of the board. The Board of Directors will thus be in compliance with the California Supreme Court ruling by requiring that all electronic communications be stored on official email accounts.



Any board-related emails on personal accounts must be kept for a minimum of two years and the account holder agrees to search the account (or allow the District to do so) when it is necessary to comply with record requests.

Board members will not discuss matters of the board on social media.

## **1705. STATEMENTS BY THE BOARD ON ISSUES WHICH AFFECT THE DISTRICT**

*(Section 1705 adopted 10/19/2004)*

Prior to the release of a public statement on an issue of importance to the District, a majority vote will first be taken to approve the wording of the public statement. An “issue of importance” shall be defined as any matter that may come before the Board for which the District needs to make a decision by a vote of the Board.

## **1706. POLITICAL ENDORSEMENT**

*(Section 1706 updated and adopted 5/18/2010)*

The North San Juan Fire Protection District shall not support or endorse any candidate for political office (local, state, federal) except as required as part of their regular Board duties. This policy shall not be interpreted as an interference in the civil rights of individuals, as individuals, to engage in political campaigns.

## **1707. USE OF DISTRICT FACILITIES AND EQUIPMENT**

### **1707.1. STATION ACCESS**

It is the policy of the North San Juan Fire Protection District to grant access to District stations to District employees and to those active firefighters listed on the most current department roster as developed by the Fire Chief. All others not included in the above categories (active firefighters, and district employees) are always denied access to District stations/property unless under the supervision of appropriate District personnel . Exceptions may be made by the Chief during incidents and emergencies .

Access to the District’s business office is restricted to the Chief and his designees and to other employees as designated by the Board.

The purpose of the Station Access policy is to limit the District’s financial liability and legal responsibility in the event that someone other than those covered by District insurance policies is injured while on District property. It is also the intention of this policy to ensure that District property is maintained in a secure and locked environment through the proper following of building security and safety procedures.

### **1707.2. RENTAL OF DISTRICT FACILITIES**

The Board or its designee may rent or allow to be used District facilities subject to all requirements of the District and the District’s insurer. The Board shall set the rental rates and approve the rules and regulations under which the facilities are rented or allowed to be used. The District may waive rental fees and/or waive self insurance for community not-for-profit events or for private events

related to the Fire Department. No alcohol may be served at such events without the express approval of the Board at a regularly scheduled meeting.

**1708. RECORDS RETENTION SCHEDULE**

*(Section 1708 updated and adopted 5/18/2010)*

District staff shall be responsible to maintain and archive in secure and weatherproof locations all records for periods of time outlined below.

|  |                         |
|--|-------------------------|
| Board & Standing Committee meeting minutes     | Permanently             |
| Resolutions and ordinances                     | Permanently             |
| Payroll records                                | Permanently             |
| Employee time cards                            | 7 years                 |
| Employee personnel records (after termination) | 4 years                 |
| Employment applications                        | 3 years                 |
| Audit reports                                  | Permanently             |
| Contracts and leases (expired)                 | 7 years                 |
| Contracts and leases (in effect)               | Permanently             |
| Fixed assets and depreciation schedules        | Permanently             |
| Insurance records and open claims              | Permanently             |
| Accident reports and claims (settled)          | 7 years                 |
| General ledgers and year-end trial balances    | Permanently             |
| Financial statements (year-end)                | Permanently             |
| Bank statements and cancelled checks           | 7 years                 |
| Vendor invoices and accounts payable ledgers   | 7 years                 |
| General and routine correspondence             | 2 years                 |
| Legal and important correspondence             | Permanently             |
| Safety records                                 | 6 years                 |
| Electronic media                               | 1 year                  |
| Recordings of District meetings                | 1 year                  |
| Deeds  | permanently             |
| Grant applications and correspondence          | 5 years                 |
| Strike team records                            | 5 years                 |
| Incident reports                               | 5 years                 |
| Document drafts                                | Until adoption of final |

The Operations and Personnel Manager shall be responsible for the destruction of records that have aged beyond the archive schedule.

**1709. REQUESTS FOR PUBLIC INFORMATION**

*(Section 1709 updated and adopted 5/18/2010)*

The California Public Records Act, Section 6250, states the following:

In enacting this chapter, the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state.

The District's intention is to provide the public with the information it seeks timely and to the best of our ability. Requests for public information will be answered during normal District business hours by the Operations and Personnel Manager who has been designated to manage the District's records and files. The Operations and Personnel Manager will respond to requests as required by law and within the District's resources. The Operations and Personnel Manager will coordinate requests for financial records with the Finance and Facilities Manager.

# 2000: ADMINISTRATION

*(Section 2000 adopted 10/1920/04)*

## 2100. PERSONNEL MANAGEMENT

The District's personnel are one of three definitions:

- Directors – Elected or appointed
- Fire personnel – Volunteer or paid call
- Employees – Hired by the Board and paid for time worked

### 2101. EQUAL OPPORTUNITY EMPLOYER

The District is an equal opportunity employer and makes employment decisions on the basis of merit. District policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics. All such discrimination is unlawful.

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations and prohibits unlawful discrimination by any personnel of the District.

Personnel subjected to any form of unlawful discrimination must submit a written complaint to the supervisor. The District will immediately undertake an objective investigation. If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The District will not retaliate against personnel for filing a complaint and will not knowingly permit retaliation by other personnel.

### 2102. PERSONNEL CONDUCT

#### 2102.1 GENERAL CONDUCT

*(Section 2102.1 updated and adopted 5/18/2010)*

District personnel shall

Conduct themselves in an ethical, self-disciplined, positive, productive, cooperative, considerate, and mature manner that reflects credit on the District

Be subject to all policies and operational procedures adopted by the Board

Display conduct that creates good order in the District

Stay informed about their jobs

Be concerned about all other District personnel

Operate safely and use good judgment

Observe work hours

Keep physically fit  
Obey all laws  
Use District property and equipment properly

District personnel shall not

Engage in any activity that is detrimental to the District or conflicts with its interests  
Engage in, condone, or ignore any manifestation of behavior that could be interpreted as sexual harassment

Use their position with the District for personal gain or influence

Provide, distribute, submit, use, or fail to report knowledge of falsified documents

Disseminate false information about the District, Department, or personnel

Reveal Department or District information contained in records and ordinarily accessible only to personnel and considered confidential in nature, except as required by law.

### **2102.2 ETHICS**

District personnel shall recognize their responsibility to those served by the District and shall be subject to the rules or standards governing the conduct of members of our profession (i.e., the acknowledged moral principals and values of the Fire Service).

### **2102.3. UNLAWFUL HARASSMENT**

The District's policy is contained in the Illness and Injury Prevention Program.

### **2102.4. DRUG-FREE WORKPLACE**

The District is committed to maintaining a work environment free of alcohol, illegal drugs, or controlled substances. Use of these substances, whether on or off the job, can detract from work performance, efficiency, safety, and health, and therefore seriously endanger the welfare and safety of other personnel and members of the public.

District personnel are prohibited from behavior that violates District policy when they are working for or representing the District, operating or responsible for the operation or custody of District equipment and property, wearing clothing or insignias identifying the District.

Behavior that violates District policy includes

Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;

Operating District vehicles or equipment while under the influence of alcohol, illegal, or controlled substances;

Distribution, sales, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. The District will take disciplinary action, up to and including termination, against any employee in violation of this policy. The District shall report the matter to the attention of appropriate law enforcement authorities.

## **2102.5. SICK LEAVE**

*(First Reading 10/27/2020. Adopted 12/1/2020)*

The District shall provide Paid Sick Leave under the provisions of the California Paid Sick Leave Law (AB1522). Every employee, including part-time and temporary is eligible to receive paid sick leave, provided the employee has worked for more than thirty (30) days for the District.

- Employees shall accrue sick leave after they have worked for the District for ninety (90) days.
- An employee shall accrue one (1) hour of sick leave for every thirty (30) hours of paid work time.
- Sick leave shall be carried over from year to year with no cap on hours accrued.
- Sick leave begins accruing from the first date of employment by the District.
- Paid sick leave time shall be calculated in the same manner as the regular rate of pay for the work week in which the employee uses paid sick leave time.
- Paid sick leave shall be calculated on an hourly basis with a minimum of at least two (2) hours at a time.
- The employee shall notify the employer in advance or as soon as practical in the case of a sudden illness.
- Paid sick leave shall be provided for the following purposes:
  - 1). Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member.
  - 2) For an employee who is a victim of domestic violence, sexual assault, or stalking as defined and described in AB 1522.
  - 3). Bereavement related to a family member or next of kin.
- The District shall allow an employee to take a minimum of twenty four (24) hours or three days of paid sick leave per year.
- Accrued sick leave time will not be paid out at the time an employee leaves employment by the District.
- If an employee is rehired within one year of termination previously accrued unused sick leave shall be restored.
- The District shall post the Sick Leave Policy in the workplace pursuant to the requirements of AB1522

## **2103. PERSONNEL FILES**

Files will be maintained for all District personnel. Such files are confidential and will be made available only to the Fire Chief, the Operations and Personnel Manager, the Finance and Facilities Manager, and to the Board of Directors in the event of a grieved disciplinary termination. Personnel may access their own files upon request and in the presence of District administrative personnel.

Personnel files will contain records of employment, compensation, evaluation, and any action resulting in termination. The files of fire personnel also will contain records of gear issued, medical certificates, training, status, commendations, evaluations, and disciplinary actions.

## **2104. HIRING AND APPOINTMENTS**

The Board of Directors authorizes the establishment of new positions and hiring of replacement personnel. The Board is responsible for hiring the Fire Chief and District and administrative staff. The Board grants to the Fire Chief the authority to select and appoint individuals for positions and vacancies in the Department chain of command. Conditions and terms of employees shall be outlined in employee contracts, subject to approval by the Board of Directors.

## **2105. DISTRICT RIGHT TO PERFORM BACKGROUND CHECKS**

The District has the right to obtain information of criminal convictions or arrest information. Such information shall be reviewed in hiring, promotion, and evaluation of personnel. The District shall maintain such information in locked files and in strict confidence.

## **2106. PERSONNEL PROBATIONARY PERIOD**

Employees are subject to a six-month probationary period beginning on the date of hire. Fire personnel are subject to a one-year probationary period beginning on the date of Fire Chief's approval. Fire officers are subject to a six-month probationary period beginning on the date of appointment by the Chief. Probationary personnel may be released without cause at any time during the probationary period. Notice of termination shall be in writing, and personnel shall be without the right of review.

Firefighter applicants approved by the Chief shall be acknowledged by the Board of Directors at a regularly scheduled meeting. At the end of their probationary period, firefighters shall be formally inducted into the Department at a meeting of the Board of Directors.

## **2107. PERSONNEL EVALUATIONS**

Personnel, except for Directors, shall be evaluated in writing at least annually by their immediate supervisor. The performance evaluation report shall be maintained in the personnel file permanently. Personnel have the right to attach to the performance evaluation document a written statement regarding the evaluation.

Probationary personnel shall be evaluated semi-annually by their immediate supervisor. The Fire Chief or designated officer shall review the performance evaluation of fire personnel. Upon completion of the probationary period, all performance evaluations shall occur annually.

Failure to conduct a performance evaluation shall result in a presumption of satisfactory performance.

## **2108. DISCIPLINARY ACTION**

### **2108.1. AUTHORITY TO DISCIPLINE**

California Health & Safety Code authorizes the District to exercise all rights and powers to establish and enforce rules and regulations for the administration, operation, and maintenance of the District.

**2108.2. AUTHORIZATION OF PERSONS TO CONDUCT DISCIPLINARY ACTION**

The Board of Directors shall directly administer disciplinary action against the Fire Chief and administrative personnel and grants authority to the Fire Chief or his/her designated officers to administer disciplinary action against fire personnel of the District.

**2108.3. FIRE PERSONNEL DISCIPLINE**

Any Department officer may institute temporary disciplinary action against a subordinate. The Fire Chief must be notified concerning such action within twenty-four hours or as soon as reasonably possible. The Chief shall confirm, modify, or deny the action.

Disciplinary actions taken by an officer remain in effect until that action is referred to and acted upon by the Chief. The Chief's action shall be final unless overturned by following the established Grievance Procedure. All actions and findings of the Grievance Procedure shall be included in the personnel file of the aggrieved fire personnel.

**2108.4. GRIEVANCE POLICY**

The Board of Directors has adopted by Resolution 2002-01 a procedure for addressing personnel grievances.



## **2200. INSURANCE**

*(Section 2200 adopted 3/16/2004)*

### **2201. INSURANCE COVERAGE**

To provide the District with protection from legal liability exposure, the District shall contract with a reputable, state-certified insurance carrier for liability insurance and shall maintain the following coverages : Property damage (building & contents and equipment), general liability (errors & omissions and malpractice), automobile liability (physical damage, bodily injury and property damage), worker's compensation, and all other coverages required by law. The monetary value of liability coverage shall provide sufficient protection to the District as determined by the Board of Directors.

### **2202. ADDITIONAL INSUREDS**

The District shall list the Fire Auxiliary and Firefighter's Association as additional insureds under its general liability insurance policy.

### **2203. PROOF OF INSURANCE**

All District personnel shall provide the District with a Certificate of Insurance for any non-District vehicle used to respond to and from emergency incidents. Failure to keep current certifications on file will result in loss of authorization to respond to emergency incidents.

## **2300. FINANCE**

*(Section 2300 adopted 3/16/2004 and updated 9/22/2020)*

### **2301. BUDGETS**

*(Section 2301 updated and adopted 9/22/2020)*

The Board shall meet to adopt a budget by a process consistent with state and local laws and governmental reporting requirements and shall from time to time adjust said budget to reflect actual income and expenses. The meeting shall be noticed as required by law.

### **2302. ACCOUNTING**

The District shall maintain accounting records in accordance with generally accepted governmental accounting standards and retain financial records in accordance with applicable state law and prudent business practices.

#### **2302.1. AUTHORIZED SIGNATORIES**

*(Section 2302.1 updated and adopted 9/22/2020)*

Nevada County warrant requests shall be signed by any two (2) Board members. Nevada County warrant requests for the Tri-Counties Bank petty cash fund may be signed by any two (2) Board members. All Tri-Counties Bank checks shall have two (2) signatories of Board Members, or one (1) Board member and the Fire Chief.

## **2302.2. REVENUES**

### **2302.2.1 SPECIAL TAX ASSESSMENTS**

An annual District Resolution authorizing the County Treasurer-Tax Collector to collect a special tax shall be approved by the Board of Directors. Included shall be a listing of split parcels and parcels exempt from the assessment. Resolution(s) and input for applying special charges to the tax roll shall be submitted to the Auditor-Controller's office for validation annually on or before July 1 or as otherwise directed by the County.

### **2302.2.2 MITIGATION FEES (AB 1600)**

The District has established a capital improvement fee as a condition of approval for all developments within the Fire district. The District's capital improvement plan shall be annually updated by a Resolution of the Board of Directors and adopted at a Public Hearing. The AB1600 program shall be implemented according to law.

### **2302.2.3 MITIGATION FEE REFUNDS**

*(Section 2302.2.3 updated and adopted 9/22/2020)*

Requests for mitigation fee refunds must be made within one (1) year of the fee payment. Requests for refunds shall be submitted to the Board of Directors. The request must be in writing and include a copy of the fee receipt and written evidence that the project for which fees were paid has had the building permit officially withdrawn, closed, or terminated by the Nevada County Building Department.

Mitigation Fee recalculation and refund for new construction due to installation of sprinklers can be requested from the District Office within one (1) year of receipt of payment, and A) must be submitted in writing; B) include a copy of the fee receipt; C) have the sprinklers inspected and confirmed by the North San Juan Fire Chief or his/her appointee.

### **2302.2.4 DISTRICT FUNDS**

*(Section 2302.2.3 adopted 5/18/2010)*

The District will maintain accounts with the Nevada County Treasurer as required by law. The District shall maintain a petty cash account at a local bank.

## **2303. EXPENDITURES**

*(Section 2303 updated and adopted 9/22/2020)*

The Board of Directors shall have final responsibility and control of District funds. The disbursement of funds shall be as follows:

- The Finance and Facilities Manager, and Operations and Personnel Manager shall be authorized to spend District funds in accordance with the current Board-approved budget for routine and usual bills as well as for specifically budgeted programs, special projects, grants, and office furniture and equipment. Such expenditures shall be reported to the Board at regular meetings.

- The Fire Chief or his/her appointee shall purchase Board-approved firefighting, rescue, medical and related equipment. The provisions of this section shall not limit the authority of the Board to appoint other person(s) to make specific purchases.
- The Fire Chief may authorize the purchase of goods, supplies, and equipment, not to exceed the amount set by the Board.
- Purchases required for emergency situations in which the public health, safety or welfare are at stake may be authorized by the Fire Chief. The Chief shall notify the Board in writing within five (5) days of the amount, terms of payment, fund, etc. of the emergency purchase.
- The Board shall annually authorize any two (2) Board Members to co-sign Nevada County warrants requests, and any two (2) Board Members or one (1) Board member and the Fire Chief to sign bank checks for the District.
- All purchases shall be made within the constraints of the annual budget as approved by the Board of Directors or as otherwise addressed in Board policy.

#### **2304. PAYROLL**

*(Section 2304 updated and adopted 9/22/2020)*

Payroll for Administrative Staff shall be processed once a month and staff shall be paid-in-full for the current month no later than the 26<sup>th</sup> of the month. (CA Labor Code Section 204) *see note on last page*

#### **2305. MUTUAL AID REIMBURSABLE INCIDENTS**

*(Section 2305 updated and adopted 9/22/2020)*

Responding firefighters will be paid as soon as possible after funds are received from the requesting Agency and deposited into the District's account at the County. The District shall not pay volunteer firefighters for non-reimbursable incidents. As participants in the California Master Mutual Aid Agreement, the District will, upon approval of the Fire Chief, respond to requests from CalFire, USFS, and OES for emergency assistance.

#### **2306. AUDIT**

The District shall contract the services of an external Certified Public Accountant to perform an annual audit of the District's financial records. The audit shall be conducted in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States and the State Controller's Minimum Audit Requirements for California Special Districts. The audit shall be filed with the State Controller and the County Auditor within 12 months of the fiscal year end. NOTE: Term struck above should be "Biennial (2-year)".

In addition to an audit, the District is to file an annual Financial Transaction Report with the State Controller's Office within 90 days of the fiscal year end.

**2307. PURCHASING POLICY**

*(Section 2300 adopted 5/18/2004)*

**2307.1** Non-discretionary purchases are those made from a line item budget account specifically detailed and approved by the Board. Changes must be approved by the Board.

**2307.2.** Discretionary purchases are those made from a line item account that are not otherwise detailed in the budget document and shall be made within the following limits.

Discretionary purchases of assets and service contracts for amounts more than \$2000 shall be approved by the Board before implementation.

The Fire Chief and Finance and Facilities Manager are authorized to make discretionary purchases up to the amount appropriated in the Board approved budget. Requests for discretionary purchases above this limit shall be approved by the Board of Directors.

The Finance and Facilities Manager and Fire Chief are authorized to make a one-time discretionary purchase of up to \$2000 each for supplies, equipment, or services that cannot be postponed until the next Board meeting. Such purchases shall be reported at the next scheduled Board meeting and the budget updated as needed.

Due to fiscal limitations, the Board of Directors may issue a temporary directive requiring prior approval or further limiting discretionary expenditures from a line item account.

**2307.3. QUOTES AND BID REQUIREMENTS**

**(Includes Tax, Excludes Shipping)**

*(Section 2307.3 Updated and adopted 5/18/2010)*

For purchases of assets and professional services:

|                   |  |
|-------------------|--|
| \$2000 - \$25,000 | At least two documented written quotes (if possible to obtain) required and presented to Board for approval before expenditure occurs. |
|-------------------|--|

|                |   |
|----------------|---|
| Over \$25,000: | Request for Proposal shall be prepared, approved by the Board, and provided to vendors. All qualified bids shall be considered by the Board of Directors, the Chief, and the Finance and Facilities Manager. No expenditure shall occur until the Board awards the bid to a vendor. District will comply with state law |
|----------------|---|

pertaining to public bidding and awarding of contracts.

All capital expenditures are subject to applicable laws.

**2307.4. GENERAL PURCHASING REQUIREMENTS**

The District shall not be bound to accept the lowest bid, unless the price, product, service, and reputation of the vendor are satisfactory and beneficial to the District. The District will comply with state law pertaining to public bidding and awarding of contracts.

The District may purchase an item without multiple quotes and/or bids, if a specific product is available only from a single vendor.

**2307.5. CREDIT CARD USAGE POLICY**

*(Section 2307.5 adopted 10/22/2019)*

The purpose of this policy is to prescribe the internal controls for the management of the District's US Bank (Cal-Card) credit cards.

This policy applies to all individuals who are authorized to use the District's Cal-Cards and/or who are responsible for managing the credit card accounts and paying the credit card invoices, as provided by US Bank.

A Cal-Card credit card, as provided by US Bank, shall be issued to the Fire Chief, and other command personnel, as determined by the Fire Chief. Those eligible would include Battalion Chiefs and strike team leaders. In addition, the District Manager (Operations & Personnel) shall also be issued a Cal-Card. Cal-Cards shall not be issued to or used by members of the Board of Directors.

All Cal-Card (US Bank) statements shall be paid in a timely manner to avoid late fees and finance charges.

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card.

All credit card transaction shall have third-party documents (receipts) attached with the District purpose annotated by the cardholder. Each cardholder will certify the accuracy of the US Bank card statement and sign the document as provided.

The Fire Chief shall review and approve all credit card transactions undertaken by District staff and operations personnel.

The monthly credit card statement shall be included for presentation, discussion, and approval as a supporting document for the monthly Treasurer's Report.

## **2308. PROPERTY ACCOUNTING**

Property owned or controlled by the District is to be managed by methods and procedures which will insure an economical and efficient system for the accountability, protection and disposition of all the District's equipment as prescribed by law and prudent business practices. The District's property is classified into two general groups: accountable property and expendable property.

### **2308.1. ACCOUNTABLE PROPERTY**

*(Section 2308.1 updated and adopted 5/18/2010)*

Accountable property (fixed assets) has all the following characteristics:

- Normal useful life (including normal repairs) of two years or more.
- Unit cost of \$500.00 or more.
- Repeated use with no change in its characteristics or depreciation of usefulness.

The District shall maintain and update at least annually a schedule of fixed assets that includes estimated useful lives and accumulated depreciation, as well as other data required by law.

### **2308.2 DEPRECIATION OF CAPITAL ASSETS**

*(Section 2308.2 adopted 10/19/2004)*

The District will establish the following General Fixed Assets Account groups:

Land  
Structures and Improvements  
Vehicles and Fire Apparatus  
Furniture and Equipment

The District will depreciate capital assets using the straight-line method with the following estimated useful lives:

#### Land:

- Indefinite life; no depreciation

#### Structures and Improvements:

- Buildings: 40 years
- HVAC systems: 20 years
- Roofing: 20 years
- Electrical & plumbing: 20 years
- Exterior facility improvements: 20 years
- Interior facility improvements: 5 years

#### Vehicles and Fire Apparatus:

- Motor vehicles: 10 years
- Fire apparatus: 20 years

#### Furniture and Equipment:

- Furniture and office equipment: 5 years
- Computer equipment: 3 years
- Telephone and radio equipment: 5 years
- Firefighting equipment: 10 years
- Medical equipment: 5 years

**2308.3. EXPENDABLE PROPERTY**

Expendable property has the following characteristics:

- Consumed or worn out with use.
- Changes identity with use.
- Is a component (i.e. tools within a tool box, flashlights, gloves, brooms and mops).
- Unit cost of less than \$500.00.

**2308.4. SURPLUS PROPERTY**

*(Section 2308.4 adopted 11/16/2004)*

Surplus property is defined as property which the District or Department no longer needs or can use for its operations.

Expendable property no longer serviceable (i.e., broken, outdated, malfunctioning, and not able to be used by the District or Department) and under the current value of \$500 shall be disposed of by District administration employees. Documentation of disposal information shall be maintained and provided to the Board upon request.

Expendable property no longer needed but still having intrinsic value over \$250 shall be declared surplus property by action of the board of Directors.

All accountable property no longer serviceable or needed by the District or Department shall be declared surplus by action of the Board of Directors.

Surplus property shall be offered for sale, donated to other agencies or persons, recycled, or scrapped.

The process for declaring real or titled property surplus shall be done in accordance with State Law.

| Employee Classification  | Rule   | Labor Code Section                                      |
|--|--|---|
| <ul style="list-style-type: none"> <li>• <a href="#">Executive</a>, <a href="#">administrative</a> and <a href="#">professional</a> employees</li> </ul> | <ul style="list-style-type: none"> <li>• May be paid once a month on or before the 26<sup>th</sup> day of the month during which the labor was performed if the entire month's salary, including the unearned portion between the date of payment and the last day of the month, is paid at that time. Such employees may be paid more frequently, however.</li> </ul> | <ul style="list-style-type: none"> <li>• 204</li> </ul> |

# **3000: OPERATIONS**

## **3001. DELEGATION TO FIRE CHIEF TO DEVELOP OPERATIONAL POLICIES**

When requested to do so by the Board, the Chief shall assist in drafting and shall recommend modifications of District policy as necessary to carry out the responsibilities of the District. The Chief shall help develop and maintain a Firefighters Guide of Standard Operating Procedures (SOP's) that includes prescribed specifications and manner of wear of Department uniforms and personal protective equipment (PPE).