



**NORTH SAN JUAN
FIRE PROTECTION
DISTRICT**

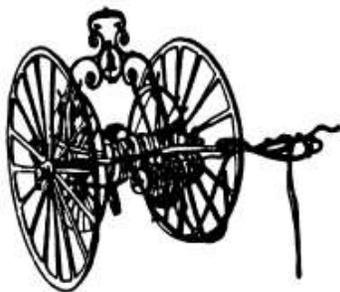
Firefighter's Guide

ADOPTED SEPTEMBER 3, 2002

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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**NORTH SAN JUAN
FIRE PROTECTION DISTRICT**

Post Office Box 299
North San Juan, CA 95960
(530) 292-9159

Serving Since 1862

NORTH SAN JUAN FIRE PROTECTION DISTRICT

MISSION STATEMENT

This District shall provide fire protection, rescue and emergency medical services, education in fire safety and emergency standards, and other services to protect lives and property while maintaining the highest level of safety for firefighters/rescue personnel. Services shall be provided in a professional manner within the economic and demographic limitations of our community and in recognition of the need for dedicated volunteer involvement, using innovation and flexibility in response to local needs and conditions.

The NSJFPD has delegated to the North San Juan Volunteer Fire Department headed by the Fire Chief the day-to-day operations of the Fire District. The men and women of the North San Juan Volunteer Fire Department are dedicated public servants. They provide the highest quality fire prevention, fire suppression, rescue and emergency medical services; prevent or minimize the loss of life and property; protect the environment and mitigate the consequences of disasters through professional, timely and effective service to all who live in, work in, or visit the North San Juan Fire Protection District.

As a firefighter or officer of the North San Juan Volunteer Fire Department, I agree to fulfill the Mission of the North San Juan Fire Protection District and the requirements of my position by delivering emergency services safely and in accordance with department practices as outlined in District Policies, the *Firefighters Guide* and Department *Standard Operating Guidelines*. I will act responsibly for my own safety and that of my fellow firefighters and, where necessary, work beyond the duties of my position or assignment to ensure the completion of our mission.

Printed Name: _____

Signature: _____

Date _____

Welcome To The North San Juan Volunteer Fire Department

This guide is intended to give you an overview of the North San Juan Volunteer Fire Department and explain what is required to become a North San Juan Firefighter. Members of the NSJVFD have been providing fire suppression and emergency services to the town of North San Juan and surrounding areas for 140 years. Participation in this fire department offers a unique opportunity to learn firefighting and rescue/medical skills while providing a necessary and valuable service to your community. The spirit of who we are, what we do and how we do it is expressed in our mission statement:

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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WHAT WE DO

The men and women of the North San Juan Volunteer Fire Department are dedicated public servants. We provide the highest quality fire prevention, fire suppression, rescue and first aid services; prevent or minimize the loss of life and property; protect the environment and mitigate the consequences of disasters through professional, timely, and effective service to all who live in, work in, or visit the North San Juan Fire Protection District.

The NSJVFD provides professional level training and a number of our volunteers have gone on to become paid firefighters with federal, state and local agencies. Firefighters with the department receive a modest per-call reimbursement and are covered by workers compensation, supplemental insurance, and reimbursement for the costs of some training.

We are not only a fire department, but an independent fire district as well. This means that we operate under the *Fire Protection District Law of 1987* (revised) and that our funding

comes from the North San Juan Fire Protection District's tax-payers, who elect a Board of Directors. The Board, guided by state and federal laws, governs the NSJVFD and our service to the public.

The NSJVFD covers about 70 square miles between the south and middle forks of the Yuba River. We also provide mutual aid response in areas toward Camptonville, Graniteville, and the South Yuba River State Park.

The NSJVFD operates out of 3 fire stations: Station No. 1 in downtown North San Juan houses Engine 6182, a Type I 1000 gallon pumper and Tender 6195, a 4000 gallon water tender (the fire hall there is used mostly by the Department's Auxiliary and for public events); Station No. 2 in French Corral on Pleasant Valley Road houses Engine 6160, a compressed air foam (CAFS) initial attack engine; Station No. 3 (on Tyler Foote Road in the center of the district) houses District and Department offices and most fire department training occurs here. Station No. 3 has living-quarters and houses Engine 6164, our initial attack engine with extrication/rescue equipment and Rescue 6134, our primary medical and duty officer response vehicle. Weather permitting Engine 6162 is located in the eastern upper end of the district at the home of one of our engineers; otherwise it operates out of Station No. 3.

We are a basic life-support (BLS) pre-hospital medical care provider, offering emergency medical technician (EMT) basic level service. We use automatic external defibrillators (AEDs) in our two primary response vehicles with four additional AEDs carried by individual firefighters around the district to reduce emergency response times. We have extrication equipment for vehicle accidents including a "jaws of life," rope equipment for over-the-bank and low to high angle rescue, and swift water equipment for river rescues.

WHAT YOU WILL BE ASKED TO DO

As a firefighter or officer of the North San Juan Volunteer Fire Department, you are asked to fulfill the Mission of the North San Juan Fire Protection District by delivering emergency services to our residents safely and in accordance with District policies, Fire Department practices as outlined in the Firefighter's Guide, and Fire Department Standard Operating Guidelines (SOGs). You are responsible for your own safety and the safety of your fellow firefighters and, where necessary, work beyond the duties of your position or assignment to ensure the completion of our mission.

Becoming a firefighter involves two steps. After joining a "rookie" firefighter learns basic firefighting, medical aid, and rescue skills and becomes familiar with the organization and operation of the fire department. All new firefighters and fire officers will serve a probationary period in their position - for one year for new firefighters, six months for officers (or longer if determined by Chief Officers). Your participation and performance in the Fire Department is evaluated during this period. If you are a new firefighter without prior experience, one year is a short time to learn all the required skills along with the organization and operating methods of our department.

Probationary Firefighter – Minimum Requirements:

- Complete the application process.
- Be 18 years of age.
- Attend at least half of all Wednesday night trainings during probationary period.

- Attend six one-day orientation/rookie trainings within six months or another NSJVFD approved rookie class plus NSJVFD orientation.
- Be willing and able to take direction from others and operate within the Chain of Command.
- Be willing and able to work as a team member.
- Understand and follow NSJVFD policies and guidelines.
- Complete Healthcare Provider C.P.R. and (Title 22) First Aid for Public Safety Personnel.
- Serve at least one 12 hour firefighter duty shift per week.
- Complete regularly scheduled work assignments.
- Complete department required physical exam, TB Test, Hepatitis B shots or sign a waiver.
- Have a valid California driver's license, Class B permit within one year.
- State if you have ever been convicted of a felony and be subject to a background investigation.

Firefighter – Minimum Requirements:

- Satisfactory complete all probationary firefighter requirements.
- Attend required Department trainings.
- Complete the required certifications on the roster board.
- Serve at least one 12 hour duty shift per week.
- Complete regularly scheduled work assignments.

After joining the Department you will be issued protective safety gear as you complete required trainings. With CPR and T-22 First Aid training you will be issued a brush jacket, pager, isolation kit and be able to respond to medical aids. After successful completion of your "rookie" training you will be issued turnout gear and be able to participate at structure fires and vehicle accidents. Wildland firefighting gear will be issued after completion of USFS Wildland 32/CDF Wildland 40 or equivalent. Firefighters without approved wildland training and junior firefighters will not be issued wildland equipment and are not authorized to respond on initial attack to wildland fires but may provide backup, support, and station coverage. After successful completion of your probationary period you will be issued an NSJVFD badge, ID card, and license plate marker.

Your issued gear will include a radio pager, complete safety gear including structure fire turnout protective gear and wildland firefighting clothing worth about \$2000.00 You must buy your own boots for wildland fires. These must be 8" high and all leather with aggressive soles. Your wildland gear will include nomex outerwear, a cotton long sleeve shirt, fire shelter, protective face shield, wildland helmet with nomex shroud, goggles and gloves. You will need to carry all-cotton long pants and a long-sleeve shirt with you to wear at fires under your nomex wildland gear.

You will not be permitted to operate emergency vehicles until authorized by the Fire Chief. For 6134 all you need is a class C driver's license. For Engines 6160, 6162 and 6164, you will need a CA Class B driver license. For 6182 and 6195 you will need a CA Class B driver license with tanker and air brake endorsements as a state requirement; you also need a manual transmission endorsement for 6195. Depending on experience you may be cleared temporarily to operate the 60 series engines until you are able to obtain a Class B license.

_____ (initial)

Because we are a volunteer department, some firefighters may respond in their personal vehicles depending on the location of the call. Therefore, the department will need a record of your vehicle liability insurance. It is essential if you respond to an emergency call either in your vehicle or a department vehicle that you use the greatest of caution, obey traffic laws at all times and follow fire department response procedures. Some firefighters also carry BLS (Basic Life Support) kits in their personal vehicles. These are issued based on firefighter location, skill level, and on availability of kits. _____(initial)

We have no age requirements for attending trainings, but you must be 18 years old to become a firefighter. We have a junior firefighter program operating in conjunction with the Boy Scouts of America. Junior firefighters are between ages 14 and 17; they have many of the responsibilities of firefighters but are restricted from performing some firefighter tasks such as the operation of heavy equipment, interior attack at structure fires, and initial attack on wildland fires. Children under the age of 14, may come to trainings and participate to a limited extent under adult supervision, but will not be put on the roster until age 14.

As a North San Juan Firefighter you will have many opportunities to learn new skills. Fire Department participation offers classes in hazardous materials, swift-water rescue, vehicle extrication, low to high-angle rope rescue and fire apparatus engineering. Some of these skills are taught in-house, others will require your attendance away from the Fire Department. Classes not available through the Department will be posted in the training room and may be paid for by the Fire District. Though you will not be required to become an expert in any or all of these fields, you must have a general knowledge of each to operate safely and effectively. If you have further questions regarding the North San Juan Fire Volunteer Fire Department please contact the Fire Chief at the Fire District Office, Tel. 292-9159. _____(initial)

THANK YOU FOR JOINING US!

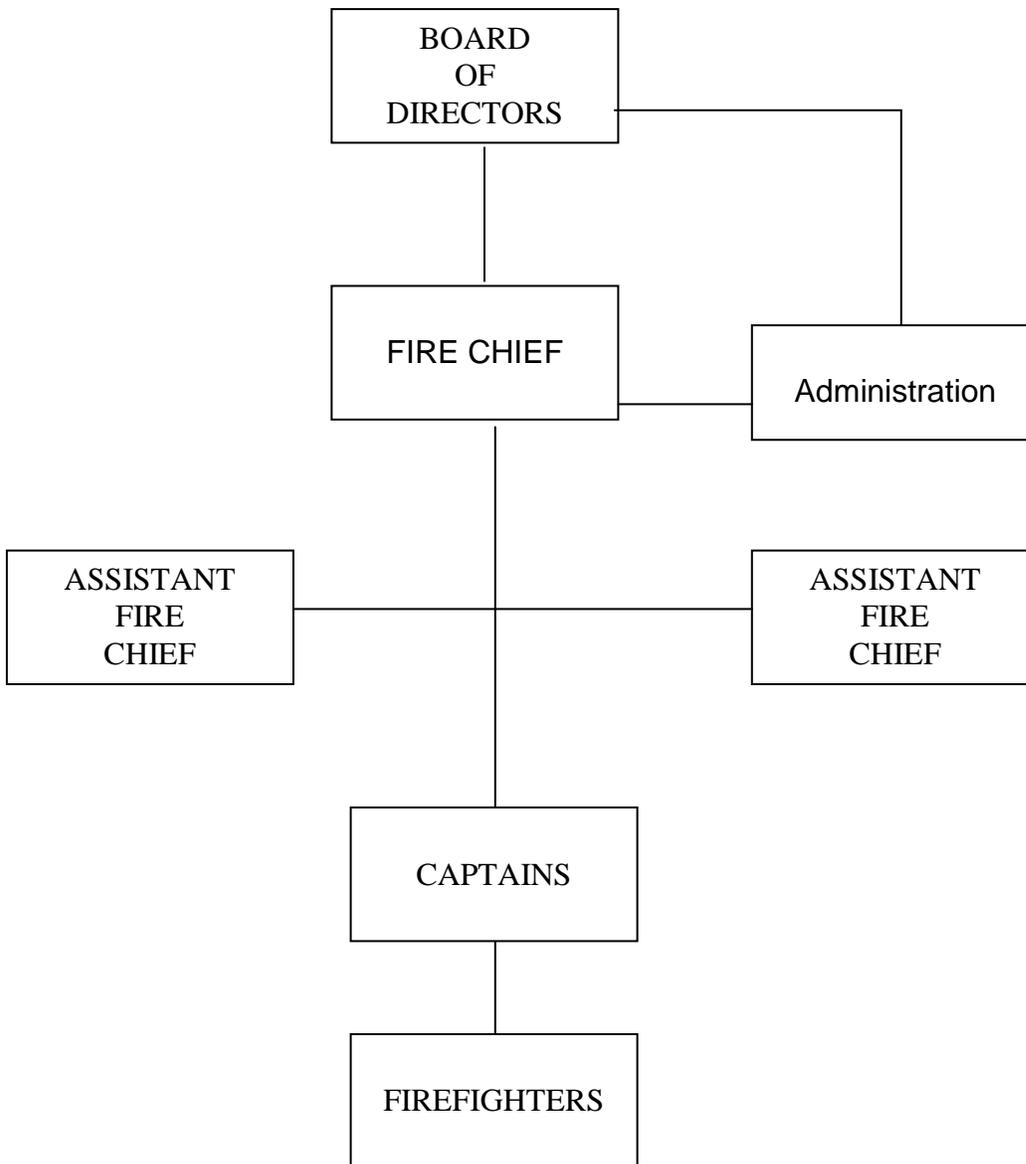
I have read and understand the information contained in the ‘Welcome’ portion (pg 3-6) of the Firefighters Guide.

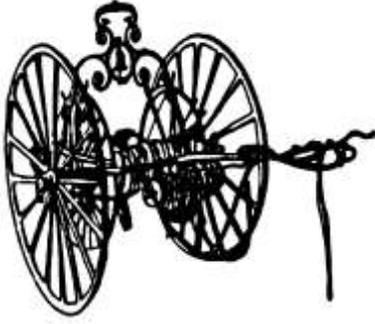
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Signature: _____ Date _____

OUR ORGANIZATION

All organizations have a structure that defines different positions and how individuals are to relate to each other. The NSJ Fire Protection District is managed by its Board of Directors, a group of local citizens who have been elected by our community to oversee the District. The Board has the power to appoint a Chief who is responsible for running the day-to-day operations of the District. The NSJFPD has delegated to the North San Juan Volunteer Fire Department headed by the Fire Chief the day-to-day operations of the Fire Department. The balance of the organization is shown below.





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NORTH SAN JUAN FIRE DEPARTMENT

CHAIN OF COMMAND

The North San Juan Fire Department operates according to the following Chain of Command:

Board of Directors

Fire Chief

Assistant Fire Chief(s)

Captain(s) (Administrative, Station, Rescue/Medical, Training)

Engineer(s)

Firefighters

Fire Department operations are managed in accordance with the Incident Command System (ICS) in which **the first unit/person at scene is the IC (Incident Commander) until replaced by a person of higher authority.**

It is important to remember that appointed rank in a community-based volunteer fire department may not necessarily relate to level of training or experience and that consultation with department members of greater expertise or experience is appropriate when firefighters, officers, or Incident Commanders (IC) make decisions.

If you do not know who is in charge at an incident, find out by asking at scene. If you do not know what your job is at an incident, report to the nearest fire officer or the IC to receive an assignment.

North San Juan Fire Protection District

ETHICS POLICY

POLICY

All members of the North San Juan Fire Protection District will maintain the highest level of ethical standards as outlined in this policy.

PURPOSE

As members of the North San Juan Fire Protection District, we recognize our responsibility to those we serve and the ethical standards that are expected of us. The purpose of this policy is to ensure that we put the interests of our citizens first and carry out our duties in the most effective and appropriate manner.

DEFINITION

Ethics: The rules or standards governing the conduct of members of a profession; a set of moral principles or values.

PROCEDURES

In recognition of our responsibilities, we agree to:

- A. Recognize that we serve in a position of public trust that imposes responsibility to use publicly owned resources effectively and judiciously.
- B. Keep in mind our obligation not to seek advantages or favors for ourselves, friends, or family.
- C. Use information gained by virtue of our position only for the benefit of those we are entrusted to serve.
- D. Conduct our personal affairs in a manner that will not improperly influence the performance of our duties.
- E. Recognize and avoid situations in the line of duty where our actions may affect our personal financial interests.
- F. Seek no favor and accept no form of personal reward for influence or official action.
- G. Engage in no employment or professional activities that may impair or conflict with our primary responsibilities as fire officials.

- H.** While on duty, refrain from participation in the election of members of political governing bodies, and all political activities which may impair professional performance.
- I.** Handle all personnel matters on the basis of merit.
- J.** Carry out policies established by elected officials and policy makers to the best of our ability, even when they are contrary to our recommendations.
- K.** Refrain from financial investments and business that conflicts with, or is enhanced by, our official positions.
- L.** Refrain from personally endorsing specific political candidates, causes, commercial products, whether paid or not, through quotation, photographs, etc. identifying you with the Fire District or Fire Department.

North San Juan Fire Protection District

GENERAL CONDUCT

POLICY

- A. Every member of the North San Juan Fire Protection District is expected to operate in a highly self-disciplined manner.
- B. Members will abide by the standards of personal conduct outlined in this policy.

PURPOSE

To establish guidelines concerning the general conduct of members of the North San Juan Fire Protection District.

OBJECTIVE

To outline the basic standards of personal conduct expected of Fire Department members.

RESPONSIBILITY

Every member of the North San Juan Fire Protection District is responsible to regulate his or her own conduct in a positive, productive, and mature way.

ALL MEMBERS WILL:

- A. Follow the Operations Manual and written directives of both the North San Juan Fire Protection District and the North San Juan Fire Department.
- B. Use their training and capabilities to protect the public at all times, both on and off duty.
- C. Work competently in their position to enable all Department programs to operate effectively.
- D. Always behave in a manner that reflects credit on the Department.
- E. Lead in an effective, considerate manner; follow instructions in a positive, cooperative manner.
- F. Always display conduct that creates good order inside the Department.
- G. Stay informed in order to do their job effectively.
- H. Be concerned about and protective of each member's welfare.
- I. Operate safely and use good judgment.

- J.** Keep physically fit.
- K.** Obey the law.
- L.** Be careful with District equipment and property.

MEMBERS WILL NOT:

- A.** Engage in any activity that is detrimental to the Fire District.
- B.** Engage in any conflict of interest to the Fire District or Fire Department, or use their position with the department for personal gain or influence.
- C.** Use alcoholic beverages, debilitating drugs, or any substance that could impair physical or mental capabilities while on duty.

North San Juan Fire Protection District

Job Description Firefighter

General Duties

Under supervision of and taking direction from the Fire Chief and Fire Officers, a firefighter performs as a team member the full range of firefighting duties in accordance with the NSJ chain of command and/or the ICS System. Firefighters shall assist in the suppression of fires, at emergency scenes medical, rescue and life-saving operations, or as assigned and will be responsible for fire station and fire department equipment maintenance, repair and other duties.

A firefighter shall perform all operations necessary to ensure the confinement and extinguishing of fires or mitigation of other hazardous conditions, and maintain a state of readiness to respond to emergency calls. This includes, but is not limited to, the following duties and responsibilities:

Responds to various emergency calls including structural and wildland fires, vehicle accidents, hazardous materials spills, medical aids and public assists. Uses radios in accordance with Department guidelines and maps. Connects and lays hose lines, selects and operates hose nozzles according to conditions and supervisors directions, directs hose water and foam onto fires or provides backup by feeding hose lines; operates other fire extinguishing appliances. Performs ventilation or entry procedures by opening up walls and other structures with the use of hand or power tools; raises, lowers, and climbs ladders to access buildings or rescue persons; makes forcible entry into, and enters burning buildings or other locations. Performs salvage and overhaul procedures to protect property by using salvage covers, brooms, mops, shovels and similar equipment. Performs search and rescue procedures, utilizing hand and power tools, hydraulic tools, portable saws, chain saws, power generators, ropes, webbing and similar equipment. Provides emergency medical aid to the ill and injured according to the scope of practice allowed by the local Emergency Medical Services Authority and departmental authority, operates any and all related emergency medical equipment that may be provided and is allowed within one's scope of practice. Participates in drills, demonstrations and classes in firefighting techniques, medical aid, rescue, hazardous materials, vehicle extrication, confined space, and various equipment procedures; studies local conditions and factors affecting fire operations; studies departmental policy and safety procedures; studies inspection regulations and fire prevention laws; maintains physical fitness and health. Inspects business and institutional occupancies and performs follow up procedures to insure compliance with Fire Codes, state and local regulations. Participates in local school fire prevention programs by presenting and preparing presentations, performs other public education activities to promote fire safety and public awareness; completes appropriate paperwork. Participates in maintenance of fire department equipment and facilities. Completes other tasks as assigned.

Specific Requirements and Responsibilities

Rookie firefighters will serve a probationary period of one year (or longer if determined by Chief Officers). All firefighter shall be given annual performance evaluations.

Probationary firefighters will not be issued pagers until they have completed department CPR and first aid requirements. Issuance of gear and participation at incidents will be limited until completion of appropriate safety training. Wildland firefighting gear will not be issued to firefighters until their completion of required wildland fire training. If the department receives an emergency call for which you are not yet qualified, you may go to Station No. 3 or the nearest fire station and still get credit for responding to the call. While at the station you should complete an assignment or whatever else needs to be done.

Firefighters who do not meet Fire District and/or Fire Department requirements may be placed on "Reserve" status.

Consistent with California Law and fire district policy, volunteer firefighters on probation may be removed from membership without specification of cause. After the probationary period demotion or dismissal may be for non-performance, insubordination or actions detrimental to the fire department and may occur after documented performance reviews and an opportunity to correct deficient performance. Demotion or dismissal shall occur after consultation with Fire Department Chief Officers with the Fire Chief having the final determination. Non-probationary firefighters may appeal disciplinary actions in accordance with the District's grievance procedure.

Probationary Firefighters – Requirements and Responsibilities:

1. Respond as a member of a crew to perform a full range of firefighting duties and render aid at medical emergencies.
2. Show care for the maintenance, safety and well being of district property and equipment including general housekeeping and securing fire stations and equipment after each use.
3. Assist with maintenance of all assigned facilities, apparatus, and equipment; and required or assigned record keeping.
4. Insure that any valuable or personal property found at the scene of an emergency is turned over to its rightful owner or the officer in charge of the scene.
5. Show willingness to carry out complex directions and follow orders.
6. Perform work with thoroughness and care and use good judgment in the performance of duties.
7. Act in a professional manner at all times which brings credit to the North San Juan Fire District, Fire Department and its personnel.
8. Support and participate in NSJFPD's *Workplace Injury & Illness Prevention Program and Safety Plan*
9. Fulfill weekly duty shift assignment.
10. Complete monthly work assignment.
11. Assist in special assignments or programs.

12. Demonstrate commitment to honesty and personal integrity.
13. Work well with others and promote teamwork and pride in the Department.
14. Interact constructively and respectfully with Fire Department personnel, the Board of Directors, members of other agencies and the public.
15. Participate fully and constructively at trainings and act as a mentor to other NSJ fire/rescue personnel.
16. Other duties as assigned, required or directed.

Qualifications

1. Must be at least 18 years of age.
2. State if you are a convicted felon and submit to a criminal background check.
3. Must not be addicted to or use illegal drugs.
4. Possess valid California Class C driver's license and clean driving record.
5. Provide proof of personal vehicle insurance.
6. Obtain a Class B permit within one year of joining department.
7. Complete department required physical exam, TB test, and hepatitis B shots or sign waiver.
8. Meet NSJ Firefighter training requirements for CPR and First Aid, NSJ Rookie Training or equivalent, Wildland Fire Training, ICS 200, Hazardous Materials, Confined Space Awareness, S.I.D.S., and Bloodborne Pathogens.

Additional Desired Qualifications

1. CSFM Firefighter I
2. CDF Basic Firefighter I
3. Previous experience with a local, state, federal, military, or private fire suppression organization

North San Juan Fire Protection District

Job Description Fire Apparatus Engineer

General Duties

The Fire Apparatus Engineer (FAE) is responsible for fire stations and fire department equipment as assigned. The FAE, under the direction of the Fire Chief and Fire Officers, assumes command of fire and emergency scenes and rescue operations in accordance to the ICS System or as assigned. As part of an Incident Management Team, Engineers may direct Fire Department Personnel in fire suppression, medical or rescue operations; and perform additional duties as assigned. The Engineers shall report directly to a Station Captain, Assistant Chiefs or the Fire Chief and shall have the specific duties and responsibilities listed in this job description as well as additional duties and responsibilities as assigned which may include station, training, rescue/medical, maintenance or administrative responsibilities.

Engineers are appointed by the Fire Chief in consultation with the Assistant Fire Chief(s).

Engineers will serve a probationary period of six months and be given quarterly performance evaluations.

Engineers may attend weekly Officer's Meetings and participate in monthly performance evaluations.

Demotion or dismissal may be for non-performance, insubordination or actions detrimental to the fire department and shall occur after consultation with the Fire Officers, the Fire Chief making the final determination.

Specific Duties and Responsibilities

1. **Responsible for the response readiness and maintenance in good and safe working order of all assigned apparatus, equipment, facilities; and required or assigned record keeping.**
2. Responsible for returning Department equipment to in-service readiness after incidents.
3. Operates fire/rescue apparatus and equipment as assigned.
4. Performs work with thoroughness and care and uses good judgment.
5. Assumes command at incidents in accordance with NSJ Standard Operating Guidelines/ICS.
6. Assumes Duty Officer responsibilities as assigned.
7. Supervises fire/rescue personnel at incidents, training, special assignments, and at other times as assigned.

8. Supports and participates in NSJFPD's *Workplace Injury & Illness Prevention Program* and *Safety Plan*.
9. Participates fully and constructively at trainings and acts as a mentor to all NSJ fire/rescue personnel.
10. Interacts constructively and respectfully with Fire Department personnel, the Board of Directors, members of other agencies and the public.
11. Works well with others and promotes teamwork and pride in the Department.
12. Acts in a professional manner at all times which brings credit to the North San Juan Fire District, Fire Department and its personnel.
13. Performs other duties as assigned.

Qualifications

1. Meet NSJ firefighter qualifications.
2. Possess valid California Class B driver's license and clean driving record.
3. Provide proof of personal vehicle insurance.
4. Knowledge of Fire District maps and geography.
5. Knowledge of engine and pump operations demonstrated by successful completion of NSJ Engineering test.

Additional Desired Qualifications

1. Driver Operator 1A & 1B
2. Pump Operations

North San Juan Fire Protection District

Job Description Duty Officer

General Duties

The Duty Officer, under the direction of the Fire Chief and/or Assistant Chief(s) and Fire Captains, manages the daily operation of the fire department, assumes command of fire and emergency scenes and rescue operations in accordance to the ICS System and may be responsible for fire stations and fire department equipment as assigned. As part of an Incident Management Team, Duty Officers may direct Fire Department Personnel in fire suppression, medical or rescue operations; and perform additional duties as assigned. The Duty Officer shall have the specific duties and responsibilities listed in this job description as well as additional duties and responsibilities as assigned which may include station, training, rescue/medical, maintenance or administrative responsibilities.

An officer position in the volunteer fire service is a privilege maintained only by a contribution in example and effort above and beyond that made by volunteers in non-leadership positions.

Duty Officers are appointed by the Fire Chief in consultation with the Assistant Fire Chief(s).

Duty Officers will be given annual performance evaluations.

Duty Officers may attend weekly Officer's Meetings with permission of the Fire Chief.

Duty Officers may have use of a department vehicle as determined by the Fire Chief and may receive compensation as determined by the Fire District.

During their duty shift Duty Officers will hold the rank of Captain.

Duty Shift assignments will be determined by the Fire Chief.

Demotion or dismissal may be for non-performance, insubordination or actions detrimental to the Fire Department and shall occur after consultation with the Chief Officers with the Fire Chief making the final determination.

Specific Duties and Responsibilities

1. **Responsible for the response readiness and maintenance in good and safe working order of all assigned apparatus, equipment, facilities; and required or assigned record keeping.**

2. Fulfill 12-hour duty shifts as assigned.
3. Remain in the Fire District unless otherwise required in the performance of their duty or as assigned.
4. Respond to all calls unless cancelled by NSJ personnel at scene or ECC.
5. Complete Incident Report forms and other paperwork as assigned.
6. Assume command at scene in accordance with NSJ Standard Operating Guidelines/ICS and manage District resources unless reassigned by a chief officer.
7. Performs work with thoroughness and care and uses good judgment in the performance of his/her duties.
8. Supervises fire/rescue personnel at incidents, training, special assignments, and at other times as assigned.
9. Participates fully and constructively at trainings and acts as a mentor to all NSJ fire/rescue personnel.
10. Interacts respectfully and constructively with fire department personnel, the Board of Directors, members of other agencies, and the public.
11. Works well with others and promotes teamwork and pride in the Department.
12. Acts in a professional manner at all times which brings credit to the North San Juan Fire Protection District, Fire Department and its personnel.
13. Performs other duties as assigned.
14. Supports and participates in NSJFPD's *Workplace Injury & Illness Prevention Program* and *Safety Plan*.

Qualifications

1. Meet NSJ firefighter qualifications.
2. Possess valid California Class B driver's license and clean driving record.
3. Provide proof of personal vehicle insurance.
4. Knowledge of engine and pump operations demonstrated by successful completion of NSJ Engineering test.
5. Demonstrated knowledge of Fire District maps and geography.
6. Leadership potential as determined by NSJ Chief Officers.

North San Juan Fire Protection District

Job Description

Captain

General Duties

The Fire Captain, under the direction of the Fire Chief and/or Assistant Chief(s), assumes command of fire and emergency scenes and rescue operations in accordance to the ICS System and shall be responsible for fire stations and fire department equipment as assigned. As part of an Incident Management Team Captains may direct Fire Department Personnel in fire suppression, medical or rescue operations; and perform additional duties as assigned. The Fire Captain shall report directly to the Fire Chief and/or Assistant Fire Chief(s) and shall have the specific duties and responsibilities listed in this job description as well as additional duties and responsibilities as assigned which may include station, training, rescue/medical, maintenance or administrative responsibilities.

An officer position in the volunteer fire service is a privilege maintained only by a contribution in example and effort above and beyond that made by volunteers in non-leadership positions. NSJ Fire Officers will devote their full effort to their officer responsibilities and will not hold officer positions in the NSJ Firefighters Association or positions with the NSJFPD Board of Directors.

Captains are appointed by the Fire Chief in consultation with the Assistant Fire Chief(s).

Captains will be given annual performance evaluations.

Fire Captains will attend weekly Officer's Meetings and participate in firefighter performance evaluations.

Demotion or dismissal may be for non-performance, insubordination or actions detrimental to the fire department and shall occur after consultation with the Assistant Fire Chiefs, the Fire Chief making the final determination.

Specific Duties and Responsibilities

- 1. Responsible for the response readiness and maintenance in good and safe working order of all assigned apparatus, equipment, facilities; and required or assigned record keeping.**
2. Supervises fire/rescue personnel during incidents, trainings, special assignments, and at other times as assigned.
3. Assumes command at incidents according to NSJ Standard Operating Guidelines and ICS.

4. Assumes Duty Officer responsibilities as assigned.
5. Operates fire/rescue apparatus and equipment as assigned or needed.
6. Participates with Assistant Fire Chiefs in the performance review of NSJ Fire Department personnel as assigned.
7. Acts in a professional manner at all times bringing credit to the North San Juan Fire District, Fire Department and its personnel.
8. Performs work with thoroughness and care and uses good judgment in the performance of his/her duties.
9. Participates fully and constructively at trainings and acts as a mentor to all NSJ fire/rescue personnel.
10. Works well with others and promotes teamwork and pride in the Department.
11. Interacts constructively and respectfully with Fire Department personnel, the Board of Directors, members of other agencies and the public.
12. Performs other duties as assigned.
13. Supports and participates in NSJFPD's *Workplace Illness & Injury Prevention Program* and *Safety Plan*.

Qualifications

1. Meets NSJ Fire Apparatus Engineer requirements.
2. Two years experience as a firefighter and/or demonstrated leadership ability.
3. ICS-200 and Command 1A or equivalent within one year.

Additional Desired Qualifications

1. Driver Operator 1A & 1B
2. Pump Operations
3. Command 1A & 1B
4. Instructor 1A & 1B
5. Additional Fire/EMS instructor qualifications.

North San Juan Fire Protection District

Job Description Assistant Fire Chief

General Duties

The Assistant Fire Chief, in the absence of the Fire Chief or when assigned, assumes command of fire and emergency scenes and rescue operations in accordance to the ICS System and may be responsible for fire stations and fire department equipment. As part of an Incident Management Team Assistant Fire Chiefs may direct Fire Department personnel in fire suppression, medical or rescue operations; and perform additional duties as assigned. The Assistant Fire Chief shall report directly to the Fire Chief and shall have the specific duties and responsibilities listed in this job description as well as additional duties and responsibilities as assigned which may include station, training, rescue/medical, maintenance or administrative responsibilities. An Assistant Fire Chief, when assigned, shall assume the duties of the Fire Chief in his/her absence.

An officer position in the volunteer fire service is a privilege maintained only by a contribution in example and effort above and beyond that made by volunteers in non-leadership positions. NSJ Fire Officers will devote their full effort to their officer responsibilities and will not hold officer positions in the NSJ Firefighters Association or positions with the NSJFPD Board of Directors.

Assistant Fire Chiefs are appointed by the Fire Chief in consultation with other Assistant Fire Chief(s).

Assistant Fire Chiefs will be given annual performance evaluations.

Assistant Fire Chiefs will attend weekly Officers Meetings and participate in performance evaluations of Fire Department personnel.

Demotion or dismissal may be for non-performance, insubordination or actions detrimental to the Fire Department and shall occur after consultation with other Chief Officers the Fire Chief making the final determination.

Specific Duties and Responsibilities of the Assistant Fire Chief:

1. In the absence of the Fire Chief shall be responsible for and have full authority over all activities and operations of the Fire Department.
2. Participates in the general supervision of Fire Department personnel, equipment and activities. Supervises fire/rescue personnel during incidents, trainings, special assignments, and at other times as assigned.

3. Responsible for supervision and maintenance in good and safe working order of all assigned facilities, apparatus, equipment; and required record keeping.
4. Assumes command at incidents according to NSJ Standard Operating Guidelines/ICS.
5. Fulfills Duty Officer responsibilities as assigned.
6. Recommends and assists in formulating Department Standard Operating Guidelines, policies and procedures.
7. Evaluates department personnel in regard to their proficiency, abilities and attitudes toward the Department and the Fire District for the purpose of promoting safety, teamwork and pride within the department.
8. Operates fire/rescue apparatus and equipment as needed or assigned.
9. Performs work with thoroughness and care and uses good judgment in the performance of his/her duties.
10. Interacts constructively and respectfully with Fire Department personnel, the Board of Directors, members of other agencies and the public.
11. Works well with others and promotes teamwork and pride in the department.
12. Participates fully and constructively at trainings and acts as a mentor to all NSJVFD fire/rescue personnel.
13. Acts in a professional manner at all times which brings credit to the North San Juan Fire Protection District, Fire Department and its personnel.
14. Performs other duties as assigned.
15. Supports and participates in NSJFPD's Workplace Illness & Injury Prevention Program and Safety Plan.

Qualifications

1. Meets NSJ Captain requirements.
2. Extensive and demonstrated experience in the fire service and demonstrated leadership ability.

Additional Desired Qualifications

1. California Fire Officer Certification

2. Fire Prevention Qualifications
3. Additional Fire/EMS instructor qualifications.

North San Juan Fire Protection District

Job Description Fire Chief

DRAFT ORDINANCE

Previous version adopted by Resolution 2002-01 on 2/11/02

General Duties

The Fire Chief shall plan, organize, direct, and administer the operations of the District 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

1. 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.
2. 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.
3. The Fire Chief shall implement the ordinances, resolutions, policies and procedures of the District as directed by the Board.
4. 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 District Office Administrator when received.
5. Shall attend all District Board meetings or send an alternate representative.
6. Shall help formulate, prepare, and administer Department budget and Master Plan in conjunction with the Board.

7. Shall work, through their position to facilitate communication within the Department and between the Department, the Board, and the community.
8. 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 Firefighter's Guide of Standard Operating Procedures (SOP's) that includes prescribed specifications and manner of wear of Department uniforms and personal protective equipment (PPE).
9. Has full responsibility and authority for the general supervision of all response personnel.
10. Shall promote a sense of public service and responsibility in all response personnel.
11. Shall appoint officers, develop job descriptions, promote officer training and rotation, and ensure that the Department has adequately trained successor officers.
12. Maintains a firefighter recruitment program for the District. Maintains a formalized new recruit Fire Department Training Program.
13. 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. Develops a Fire Department training calendar on an annual basis. Shall inform all volunteers of all training opportunities.
14. Maintains an accurate roster of current firefighters and their training records. Informs the District Office Manager of any changes as they occur.
15. Shall supply the District Office Administrator with 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.
16. 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 District Office Manager.
17. Exercises 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.
18. Authorizes and approves invoices for payment with signature and date. Purchases and disposes of Department property in accordance with Board direction.

19. Assumes the duties and responsibilities of the Fire Marshal and 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.

20. 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.

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

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

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. A minimum of three (3) years experience with a Fire Department (preferably rural). One (1) year experience in the position of a Fire Officer.
- B. Candidates without prior professional fire service experience must serve one year as an NSJ Administrative Captain or NSJ Assistant Fire Chief.
- C. Must meet minimum Firefighter qualifications of this section.
- D. Extensive and demonstrated experience in the fire service and demonstrated leadership ability.
- D. The Fire Chief shall reside within the boundaries of the North San Juan Fire Protection District.

Additional Desired Qualifications

- A. CA Fire Officer Certification
- B. Additional Fire/EMS Instructor Qualifications

NSJ Fire Department & Emergency Response Guidelines

All fire department personnel shall recognize and follow the procedures listed below:

1. Firefighters, under the direction of the Fire Officers or the Incident Commander shall assist in the suppression of fires, rescues, medical aids, other life-saving operations and public assists, **and shall assist in maintaining stations, apparatus, and equipment in response readiness.**
2. First firefighter on scene is in charge at the incident until relieved by an officer in accordance with ICS and NSJFPD Standard Operating Guidelines (SOGs), policies and procedures.
3. **If you do not know who is in charge at an incident find out by asking at scene. If you do not know what your job is at an incident report to the nearest Fire Officer or the IC to receive an assignment.**
4. Firefighters responding to or standing by for an emergency dispatch shall obey orders or directions of Fire Officers or the IC (Incident Commander). If a firefighter receives an order that is in conflict with NSJ SOGs, policies and procedures or is considered to be unsafe, the firefighter shall immediately inform the officer of his/her concerns. No firefighter shall be required to perform any unsafe action. If a firefighter receives an order which interrupts a previous assignment that officer must notify the issuer of the first order as soon as possible.
5. Firefighters shall acquaint themselves with response area maps, roads, water sources, buildings, landmarks, and helicopter landing zones.
6. Report to the Duty Officer or Fire Chief in writing the loss of/damage to any fire department equipment.
7. Firefighters shall not remove from any scene items that do not belong to the fire department or fire department personnel without approval of the IC.
8. Do not store cotton jacket fire hose on a concrete floor or other potentially damp area.
9. No firefighter shall change, alter, add or remove any equipment to/from any station or fire apparatus/equipment/clothing without prior authorization. The North San Juan Fire Department name, insignia, badges, license plate plaques, or logos may not be used for public display or modified without the permission of the Fire Chief.
10. Firefighters in uniform or other apparel identifying them with the North San Juan Fire Department shall not represent themselves or the North San Juan Fire Department to the public in ways which will bring discredit or controversy to the department.

11. No firefighter shall operate any fire apparatus or equipment until the Fire Chief or Chief Officer has checked out the competency of the operator and authorized such operation.
12. Remain at scene of an incident or assignment until released by the I.C.
13. Obey all traffic laws.
14. Firefighters shall leave keys in all vehicles at incidents except as otherwise directed.
15. Park with consideration for safety and emergency response priorities.
16. When stopped, place vehicles in Park. Always use wheel chocks.
17. Always release parking brake before moving vehicle.
18. Always use a backer.
19. Never park under power lines.
20. Department vehicles shall be parked straight in truck bays.
21. Use only authorized (clear-text) radio language. Use of profanity or abuse of the radio is unacceptable. Radio transmissions should be brief and to the point. The use of “thank you” is understood and unnecessary.
22. Report immediately to the IC or fire department officer any and all injuries sustained at incidents, the fire department or during any fire department activity.
23. Exercise appropriate safety measures to avoid injury and damage to property while engaged in firefighting, medical aids, emergency response, operation of fire department apparatus or equipment, or station tasks.
24. All firefighters/EMTs shall utilize the following safety gear during incidents:
 - Wildland or Grass Fires: Full nomex with all-cotton long-sleeved shirt and long pants under clothing, wildland helmet, shroud, goggles, face protector, leather gloves, and lug soled >8” high all-leather boots.
 - Structure or Vehicle Fires and Vehicle Accidents: Full turnout gear = helmet, shroud, bunker coat, pants, leather gloves, and boots.
 - Medical Aids: Full PPE including rubber gloves, gown, eye and respiratory protection where there is any possibility of contracting a communicable disease
25. The use of SCBAs (self-contained breathing apparatus) is mandatory in the presence of smoke, hazardous atmospheres, toxic gases, elevated temperatures or reduced oxygen levels.
26. Smoking and the use of other tobacco products are **NOT** permitted on fire department property, in fire department vehicles, at emergency scenes or during other fire department operations.
27. Fire Department equipment will not be used for private purpose without prior approval of the Fire Chief.

28. Fire Department clothing, badges, ID cards, vehicle placards, PPE and equipment are the property of the Fire District and will be returned immediately upon request of the Fire Chief.
29. Information relative to fires, rescue calls, incidents, or Fire Department business will, under no circumstances, be given to or discussed with the general public or the news media. Persons making such inquiries shall be referred to the Fire Chief, Incident Commander (IC), or public information officer (PIO).

North San Juan Fire Protection District Grounds for Disciplinary Action

Various grounds for disciplinary action are listed as an aid toward achieving consistency. It is impossible to develop any formula that will determine the proper action in every situation. This is only a guide and should be used only as a general reference. The grounds for disciplinary action shall include, but are not limited to:

1. Fraud in securing employment or volunteer position (occurs when an employee/volunteer falsifies information about his/her education, experience or health so as to materially misrepresent relevant qualifications, or when an employee/volunteer cheats on an examination or otherwise uses improper help to obtain employment).
2. Incompetence or inability to perform work satisfactorily (occurs when the employee/volunteer cannot, in the opinion of his/her supervisor, satisfactorily perform the work required of the position).
3. Inefficiency (occurs when an employee/volunteer, who appears to have the necessary ability, for some reason does not work in a satisfactory manner or does not complete assignments).
4. Inexcusable neglect of duty (occurs when an employee/volunteer fails to follow established procedures for work, is careless and/or fails to do work properly or safely).
5. Insubordination (occurs when an employee/volunteer disregards the authority of a supervisor).
6. Inability or unwillingness to follow the Chain of Command.
7. Unauthorized contact regarding the Fire District or Fire Department with other agencies outside the Chain of Command.
8. Willful disobedience (includes any intentional violation of instructions, orders, rules, or regulations).
9. Dishonesty (occurs when an employee/volunteer misappropriates or steals District property or funds or presents any false information on a sick leave request, expense account or other official document).
10. Intoxication on duty or being under the influence of drugs (occurs when an employee/volunteer is under the influence of a controlled substance or is intoxicated on duty. An employee/volunteer who drinks alcoholic beverages during work hours is normally not charged under this particular cause. In the case of drinking on duty, it may be proper to charge (3), (4), (11), or (26).

11. Intemperance (occurs in cases of continued or excessive drinking or use of narcotics. It also applies to angry outbursts, violent actions or other acts showing inability to conform to behavior standards).
12. Conviction of **ANY** felony or conviction of a misdemeanor involving moral turpitude (the phrase “involving moral turpitude” involves an element of baseness or dishonesty that would cause such disrespect so as to make the employee/volunteer unable to function in the department. Stealing (whether the conviction is petty theft or grand theft), embezzlement, sexual crimes, etc. are examples of crimes of moral turpitude).
13. Immorality
14. Discourteous treatment of public, other employees/volunteers, staff or board of directors (refers to actions by employees/volunteers who are rude, abusive or take violent action against their supervisors or fellow employees/volunteers or who fail to give the public proper service. It may also refer to cause (26).
15. Misconduct.
16. Misuse, theft, damage or destruction of District property (applies to any case where an employee/volunteer uses or takes District equipment or property without authorization, damages or loses it through lack of care, uses it for personal business or demonstrates lack of good judgment in its use).
17. Habitual tardiness.
18. Chronic or excessive absenteeism, with or without excuse.
19. Fighting and/or threatening members of the Fire Department or Fire District.
20. Violation of safety rules.
21. Falsification of reports or records.
22. Unsafe driving or driving record.
23. Violation of Fire Department or District rules, guidelines, policies, or procedures.
24. Requiring excessive supervision.
25. Sexual harassment.
26. Other failure of good behavior either during or outside of duty hours which is such that it causes discredit to the Fire District, Fire Department or his/her employment/volunteer position.

NORTH SAN JUAN FIRE PROTECTION DISTRICT

RESOLUTION 2002-01

PERSONNEL CODE: PERSONNEL FILES, FIREFIGHTER DISCIPLINE, GRIEVANCE PROCEDURE

Pursuant to Health and Safety Code **Section** 13861 concerning Powers of Fire Protection Districts to appoint necessary employees; to define their qualifications and duties; to adopt ordinances following procedures of Section 25120 of the Government Code; and to establish and enforce rules and regulations for the administration, operation, and maintenance of services,

The North San Juan Fire Protection District Board of Directors does hereby ordain that;

All personnel, volunteer or paid, are employees of the District and subject to the regulations contained herein and in District Policies, Fire Department structure, Fire Chief, Firefighter, and Fire Officer qualifications and job descriptions shall be as delineated and approved by the Board and shall be contained in the District Policies.

I

PERSONNEL FILES

Personnel files shall be maintained for all Firefighters and hired staff. Such files are confidential and shall be made available only to subject personnel: Fire Chief and/or District Office Administrator; the Board of Directors may also have access in the event of grieved disciplinary actions. Personnel files shall be maintained as follows;

- A. The District Office Administrator shall maintain personnel files for all hired staff. Personnel files shall contain all records of employment, compensation, and record of any action resulting in the discharge of an employee.
- B. The Fire Chief shall maintain personnel files for all Firefighters including records of issued District equipment and gear, firefighter status, commendations or disciplinary actions.
- C. In the event of disciplinary action against hired staff or Firefighter, a complete record of all events and actions shall be maintained in the personnel file.
- D. All employees of the District shall be permitted access to his/her personnel file, upon request.

II

FIREFIGHTER DISCIPLINE

The following disciplinary procedures shall apply to Firefighters of this department:

- A. Any Department Officer may institute temporary disciplinary action against a subordinate. The Fire Chief must be notified concerning such action within twenty-four (24) hours or as soon as reasonably possible. The Fire Chief shall confirm, modify, or deny the action.

- B. 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 (See Section IIIC). All actions and finding of the Grievance Procedure shall be included in the personnel file of the aggrieved Firefighter.

III

GRIEVANCE PROCEDURE

Purpose

To provide a realistic process for employees to discuss job related complaints or problems (see #C **Definition**) with management and receive fair consideration and prompt resolution.

Objectives

This procedure is established to accomplish the following objectives:

1. To settle disagreements at the employee/supervisor level, informally, if possible.
2. To provide an orderly procedure to handle complaints and grievances.
3. To resolve problems as quickly as possible.
4. To correct, if possible, the cause of the problem and prevent future similar complaints.
5. To provide for an open, two-way system of communication, to hear problems, complaints, and questions raised by employees.
6. To promote harmonious relations among employees, their supervisors, and the administrative staff.
7. To assure fair and equitable treatment of all employees.

Definition

Job related complaints or problems subject to the Formal Procedure described in Section III D 2 are those which relate to management's interpretation of application of Policies and Procedures contained in the manual which adversely affects an employee's wages, hours or conditions of employment. Specifically excluded from this procedure are:

8. Subjects involving amendment or change of a Board of Directors' ordinance, resolution, minute order, or the current Memorandum of Understanding.
9. Probationary dismissal upon original appointment.
10. Content of performance evaluations.

Procedure

11. Informal Procedure

Most problems or complaints can be settled if employees will promptly, informally, and amicably discuss them with the persons involved. Such an initial discussion should precede any use of the formal grievance procedure. If this fails to correct the problem, the employee may utilize the formal grievance procedure.

12. Formal Procedure

General Provisions

Preparation of a grievance will be accomplished in such a manner and at a time that will not interfere with normal required work procedures.

No individual member of the Board of Directors will be approached at any time that the grievance is being processed.

Failure of the employee to comply with any time limitations specified in this procedure will constitute a withdrawal of the grievance, except upon good cause shown for such failure.

Notwithstanding the above provision, an extension of time may be requested by either party and granted with the consent of the other.

Any period of time specified in this procedure excludes weekend and holidays.

Step 1 Filing with Department Officer

The employee may present the grievance to a Department Officer in writing and signed, within fifteen calendar days of the cause for the grievance. An official grievance form must be used stating names, dates, times, place and nature of the problem. The Department Officer will attempt to resolve the grievance through discussions with the employee and will reach a decision in writing within three days after receipt of the grievance. At the employee's option, Step 1 may be bypassed and a formal grievance may be filed directly with the Fire Chief.

Step 2 Appeals to Fire Chief

If the employee is not satisfied and wishes to appeal the decision, it must be done in writing within three days. It is expected that the Department Officer will encourage the employee to use this right to appeal to help rectify any remaining dissatisfaction.

Written appeal to the Fire Chief or his/her designated representative will consist of the statement of the problem and the reason why the response of the Department Officer is not satisfactory.

After submission of the appeal, the Fire Chief, or his/her representative, will reply within three days, in writing to the employee. If the appeal is rejected, the reason will be included in the response.

Step 3 Appeals to Board of Directors

If the issue is not resolved by the Fire Chief, or his/her representative, to the employee's satisfaction, then within three days, a written appeal to the Board of Directors may be filed.

An appeal to the Board of Directors must include a complete statement of facts supporting the grievance, a statement setting forth the reasons why the grievant is dissatisfied with the Fire Chief's response, a list of witnesses, if any, that would be called to testify, and a brief statement of witnesses' proposed testimony. Notwithstanding any other provisions

herein newly discovered evidence or witnesses may be presented, provided the Board is immediately notified.

The employee may request a formal hearing before the Board of Directors, may request the hearing to be a closed personnel session, and further, may include an associate representative. The Board will schedule such a hearing within ten days after receipt of the request.

The Board of Directors will express its decision, in writing, to the employee within ten days.

Passed and adopted by the Board of Directors of the North San Juan Fire Protection District this 11th day of February, 2002 by the following vote:

Ayes_____

Noes_____

Abstentions_____

Absent_____

Attest:

District Secretary