



Eastern Plumas Rural Fire Protection District

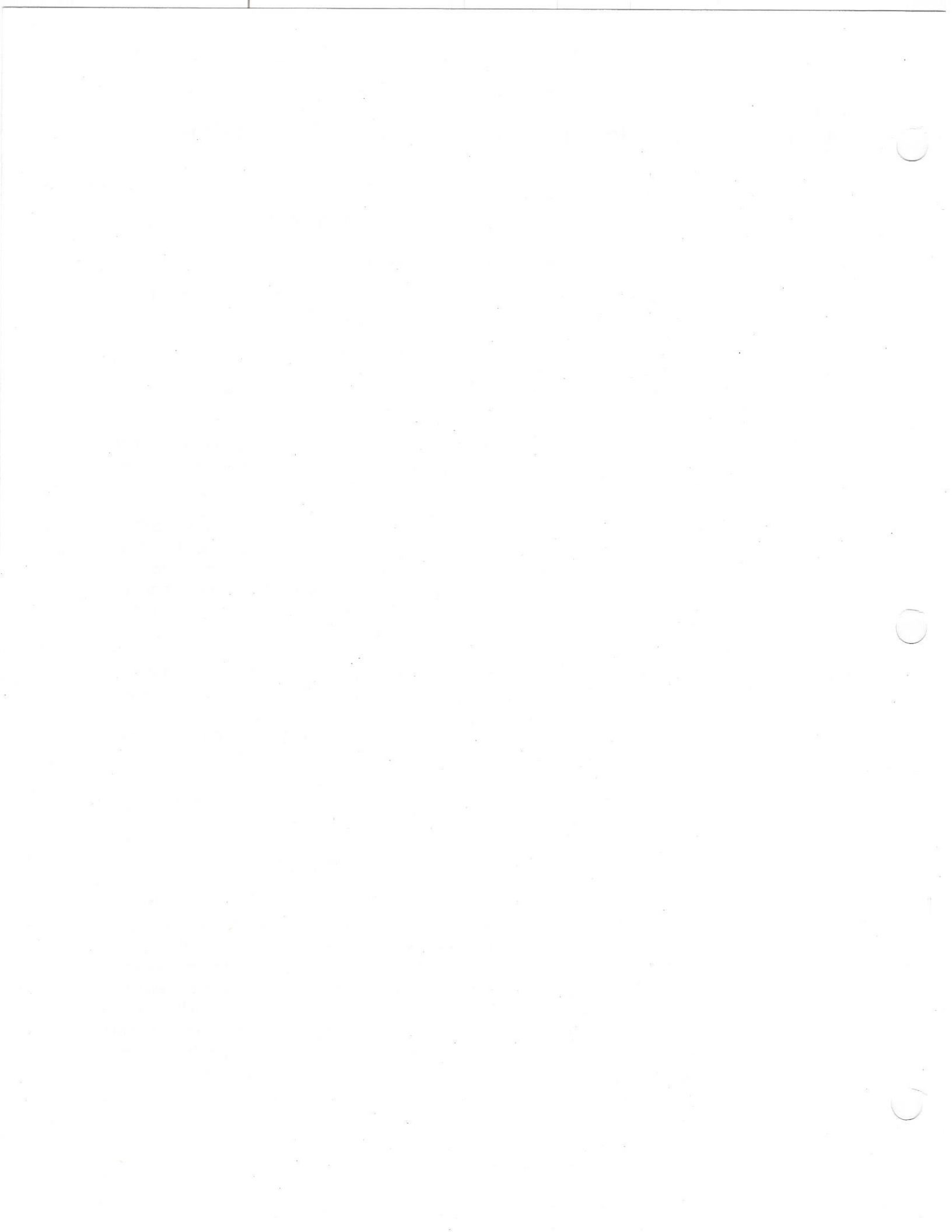
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Rules and Regulations

These Rules and Regulations are adopted by The Eastern Plumas Rural Fire Protection District (EPRFPD) Board of Directors at their regular meeting on February 12, 2018 and will govern all members of EPRFPD.

I. Membership

- A. Any person eighteen (18) years of age or older, who has good moral character and is physically sound, may submit an application to join the EPRFPD.
- B. Applicants are required to submit a copy of their Driver's License and a DMV Driver Record Printout, participate in the DMV PULL program, and agree to self report any adverse action related to their drivers license IE: DUI, suspension, etc. Also required is proof of TB test and HBV vaccination, or signed HBV Declination Form (these two provided by EPRFPD) as well as copies of any EMS certifications the applicant may have.
- C. Applications for membership shall be given to the Nominating Committee, which shall consist of the Fire Chief, Assistant Chief/Battalion Chief, Captains and Lieutenants. If the Nominating Committee's report is unfavorable the application will be rejected. If the report is favorable the applicant will serve up to a 1 year probationary period.
- D. Admission to the EPRFPD after the probationary period shall be subject to a review and majority vote by the command staff.
- E. All members shall receive and adhere to all written Rules & Regulations, Policies, and SOG's of EPRFPD.
- F. Any member or officer may resign at any time. Resignation must be submitted in writing to the Fire Chief. All property belonging to the EPRFPD shall be returned to representative of the Command staff upon resignation. Property also includes all department issued t-shirts, sweatshirts, beanies etc. that are issued by EPRFPD and contain any Logo's or identifying EPRFPD insignias. Any property missing or negligently damaged beyond use will be the responsibility of the volunteer to repair or replace at their own expense. In the event a volunteer fails to return all property, the fire district will take legal action to recover department property.



II. Duties of the Members

- A. It shall be the duty of all members of EPRFPD to adhere to all Rules and Regulations, Policies, SOG's, oral or written orders, plus respond promptly to all pages.

III. Conduct of Members

- A. All members of EPRFPD shall at all times conduct themselves in a professional manner so as not to discredit, damage or cause detriment to the Department in any way.
- B. No member of the Department may attend emergencies, meetings, or other Department functions, drive or operate Department equipment while under the influence of drugs or alcohol. EPRFPD considers being under the influence of alcohol as any measurable amount of alcohol to be in your system.
- C. Any member violating Article II or section A or B above may be subject to one of the following by the Fire Chief :
 1. Removal by ranking officer, from incident, meeting, training or department function.
 2. One (1) month to a six (6) month suspension from the Department.
 3. Immediate dismissal from the Department.
- D. No member may leave a regular or special meeting, the scene of an incident, or the fire station until "**ALL EQUIPMENT AND APPARATUS ARE BACK IN ITS READY STATE.**" Unless approved by supervising Officer or Firefighter.
- E. No member under any condition shall operate any equipment or apparatus in a careless or reckless manner.
- F. Smoking and Tobacco use: NO SMOKING or CHEWING of tobacco is allowed on department property. This includes during department training sessions. There is to be NO SMOKING or CHEWING inside any department equipment or while on scene.
- G. Volunteers shall not discuss any department business, fire or EMS calls, criticize, or make derogatory remarks about another member to others in the department or to anyone outside of the department. If a volunteer has a concern, they should approach command staff to discuss it.
- H. No member of EPRFPD by any means shall engage in any action or conversation that disparages or demeans any Other Fire Department or their members. Any member found violating this section may face disciplinary action.



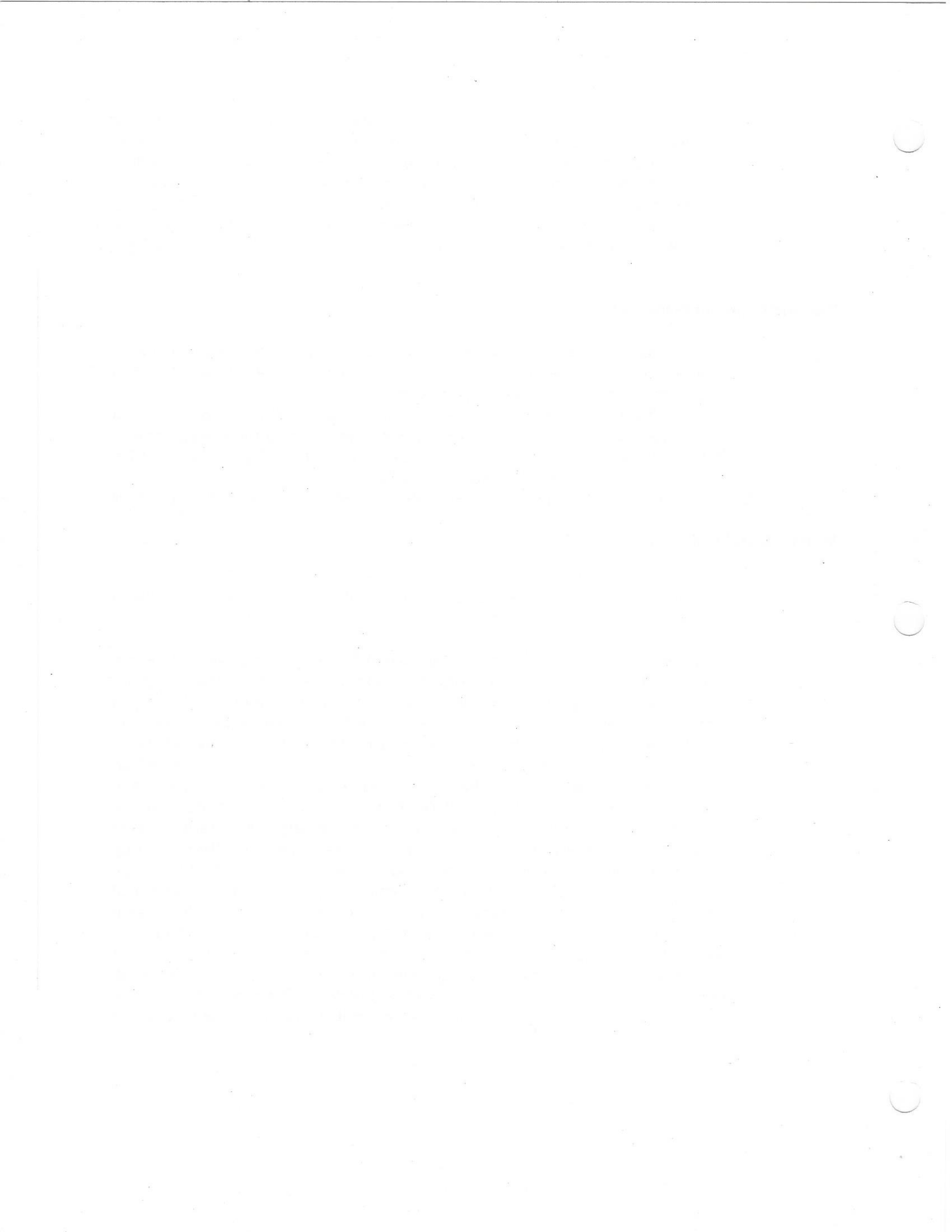
- I. If a personnel conflict arises with another volunteer that cannot be resolved by the people involved, he or she will present the conflict to his/her captain. The captain will have seven days to resolve the conflict. If the captain cannot resolve the conflict in seven days he or she will present the conflict to the chief. The chief has fourteen days to resolve the conflict. If the chief cannot resolve the conflict in fourteen days, the chief will present the conflict to the board of directors at the next board meeting.

Use and Care of Equipment

- A. Any equipment damaged when being used in the proper manner during training or in an emergency situation will be repaired or replaced by the department at no expense to the volunteer.
- B. Any Equipment damaged by the volunteer outside the performance of their duties or deemed to have been damaged due to the negligence or misuse of the equipment during the performance of their duties, will be replaced at the volunteers expense in kind.
- C. No volunteer shall remove any department property without the approval of the command staff.

Meetings and Trainings

- A. Meetings and fire trainings shall be held at Station 1 unless otherwise changed by the Fire Chief, Assistant Chief or Division Chief.
- B. All members are required to attend seventy-five (75) percent of all fire trainings. Personnel are encouraged to participate in any other specially scheduled training either by EPRFPD or other outside agencies. Training is defined as the period of time it takes to perform all activities involved in the training, return all equipment to ready status in its proper positions, ensure that the station is in the same condition it was found or better, debrief as necessary and discuss any fire department business. Any exceptions to this guideline must be made with command staff well in advance. If a volunteer does not make an honest effort to attend at least 75% of all scheduled training sessions they will be given a written warning. If the Firefighter continues not to make an honest effort to attend trainings, further disciplinary action will be taken due to the fact that they are not getting the necessary training to perform duties as a firefighter and is endangering the life of themselves and the lives of other firefighters. Members are required to participate and successfully complete OSHA mandated training in the following subjects, but not limited to: SCBA, Haz-Mat, Blood Borne Pathogens and CPR training. Members must have current medical certificates or licenses to participate in "Patient Care" on EMS calls.



- C. To be excused from meetings/trainings, members shall notify the Fire Chief or Assistant Chief by telephone or text. Any extended absence shall be discussed face to face, or by telephone.
- D. A special meeting/training may be scheduled at any time by the Fire Chief.

IV. Discipline

- A. Members may receive oral or written reprimand, suspension for one (1) to six (6) months, or dismissal from Department by the Fire Chief, or acting Fire Chief for violations of Article III Conduct of Members, or for conduct that is detrimental to the Department.
- B. Any citizen complaint will be thoroughly investigated by the Fire Chief.

V. Grievances

- A. When a disciplinary action is taken, the member involved will receive written notification of the reason(s) for the action.
- B. Any member has the right to file a grievance. Grievances must be filed in writing within seven (7) days and presented to the Fire Chief of EPRFPD.
- C. The Grievance Committee will review and respond to the member within seven (7) days.
- D. The Grievance Committee shall consist of the Fire Chief and the Assistant Chief(s).
- E. If the Grievance Committee is unable to reach a decision by majority vote, the Fire Chief shall take the case to the EPRFPD Board of Directors. The Board of Directors decision will be final.

VII. Leave of Absence

- A. Any member of EPRFPD can request and be granted a maximum of six (6) months leave of absence. The request shall be submitted in writing to the Fire Chief.
- B. When a leave of absence is granted, all property of EPRFPD shall be returned to the Fire Chief or Assistant/Battalion Chief of EPRFPD.



- C. When a member is off work for an injury received from full time employment or with EPRFPD, the member shall not participate in EPRFPD trainings or respond to calls for service until such time the member produces a note from the doctor releasing to full duties. The member shall turn in all issued equipment from EPRFPD which shall be re-issued upon release to full duties. Exception, member may participate in class room portion of trainings and fundraisers which have a low likely hood of re-injury.

VIII. Strike Team

EPRFPD participates in the statewide mutual aid agreement with the State Office of Emergency Services (OES). From time to time the OES Coordinator may request assistance from EPRFPD and other mutual aid participants to respond to a major incident that has occurred in the state, such as a large wildland fire. Volunteers will be contacted by Officers of the department to ascertain if they would like to participate. Participation is strictly voluntary and will never be mandatory. Customarily, any member who chooses to volunteer and holds the training/job qualifications for the position requested will be eligible for participation. The members should expect at least a 14 day deployment. Depending on the type of equipment requested, either three (Type 3) or four (Type 1) members will be needed.

Compensation shall comply with the FLSA's wage and hour requirements (meaning the compensation satisfies the minimum wage for straight time worked and the one and one-half times wage requirement for overtime worked). Those participating members will be compensated for their participation from the State of California. The volunteer shall be compensated at the agreed base rate set by California OES depending on the level of certification held according to the NWCG Wildland Fire Qualification System Guide. The set base rate includes an automatic factor for overtime. It is not uncommon for receipt of payment to arrive at a minimum of 220 days after the member has been released from the assignment. The payment will be sent as a lump sum and will be distributed by Plumas County Auditor/Controller office to each participating member.

Any monies owed to the volunteer from participation will be the sole responsibility of the State of California for reimbursement and in no way will be the responsibility of EPRFPD or Plumas County.

Once the volunteers are assembled, they will be paid from the time they leave the station for the incident until they arrive back at the station and return the apparatus back to its ready state.

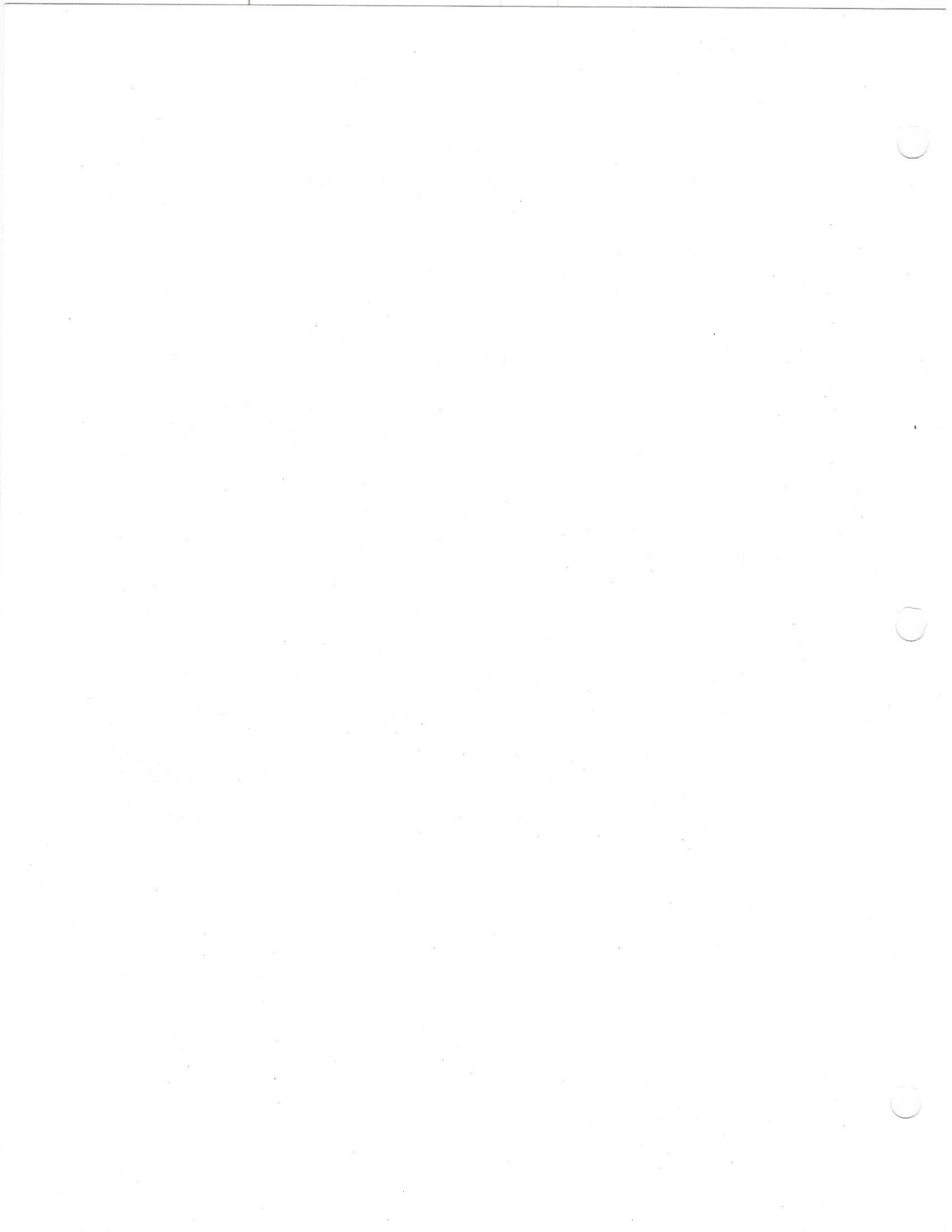
The volunteer will be covered by EPRFPD's Worker's Compensation.

MINIMUM QUALIFICATIONS FOR STRIKE TEAM DEPLOYMENT:

1. Introduction to ICS (I-100)
2. Human Factors in the Wildland Fire Service (L-180)
3. Introduction to Wildland Fire Behavior (S-190)
4. Firefighting Training (S-130)
5. Current Annual Fire line Safety Refresher (RT-130)
6. Possession of department Qualification Card (Red Card), and maintain physical requirements necessary to receive it.
7. Current certification in First Aid, CPR, AED and Oxygen Therapy.
8. At least one of the participating members shall have the Firefighter Endorsement for operating Fire Equipment, but preferably all members participating should have the Firefighter Endorsement.

IX. Department Officers

- A. The Fire Chief shall be chosen and appointed by the Board of Directors of EPRFPD.
- B. Additional officers of the department shall consist of Assistant Chief(s), Battalion Chief(s), Captain(s), and Lieutenant (s). The Assistant Chief shall be appointed by the Fire Chief with the approval of the Board of Directors of EPRFPD. In the event an officer resigns, is dismissed, or demoted their replacement will be selected by the remaining officers and approved by the board of directors. Promotions will be given when deemed necessary or appropriate by the command staff. All appointments will be based on performance evaluations, and given when command staff determines it is appropriate. In the absence of a quorum of command staff, the Board of Directors will assist with the appointment of officers.



The EPRFPD Board of Directors job is oversight of the fire department. As a general practice it is the Chiefs' responsibility to resolve personnel issues. However, if there is a situation that the Chief feels needs to be brought to the boards attention either just to inform or for guidance it is put on the board meeting agenda and is normally handled in closed session; or if a Fire Fighter has a complaint that they have not been able to resolve through their chain of command they can fill out the following form and send it to the board. All complaints must be in writing and the first thing you will be asked is if you went through your chain of command; and if not why.

Things to ask yourself before submitting a complaint to the board

1. Can this be resolved by talking with the person(s) I have a complaint with?
2. Have I attempted to resolve this at the lowest level possible?
3. Have I gone through my chain of command?
4. If my complaint involves someone in my chain of command, have I gone to the next higher person?

