



LINDEN – PETERS FIRE DISTRICT

17725 E. Hwy 26, Linden, CA 95236
Phone: 209.887.3710 Fax: 209.887.2821
lpfd@sjgov.org
Kirk Noffsinger, Fire Chief

Board Members

President: John E. Plotz
Vice-President: Thomas G. Watkins
Secretary: David Frison
Member: Paul Castellou Jr.
Member: Kenneth Watkins III

AGENDA

BOARD OF DIRECTORS MEETING

7:00 P.M. Thursday, March 4, 2021

The Agenda for this regular meeting was posted in the lobby window of the Fire Station at least 72 hours prior to the meeting. Kirk Noffsinger – Fire Chief

- (I.) CALL TO ORDER
 - (II.) ROLL CALL OF BOARD MEMBERS
 - John E. Plotz, Board President
 - Thomas G. Watkins Board Vice President
 - David Frison, Board Secretary
 - Paul Castellou Jr., Board Member
 - Kenneth Watkins III, Board Member
 - (III.) PUBLIC COMMENT - (Public comment/input is welcome. All comments/input are limited to three minutes per individual)
 - (IV.) MINUTES
 - A. Discussion & Possible Action re: Regular Board Meeting Minutes – February 4, 2021
 - (V.) BOARD COMMITTEE REPORTS
 - A. Succession Planning Committee Report – Board Member Paul Castellou, Jr.
 - (VI.) FINANCIAL SUMMARY AND REPORT
 - A. Monthly Financial Current Events Summary for February 2021 – Fire Chief Kirk Noffsinger (Treasurer)
 - (VII.) CONSENT AGENDA
 - A. Discussion & Possible Action re: Approval of the February 2021 Monthly Financial Report and expenditures.
 - (VIII.) CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE - (Current Event Summaries are regarding activities of the Fire District and the status and progress relating thereto)
 - A. Departmental Report – (Fire Chief Kirk Noffsinger)
 - B. Union Report – (Union Representative)
 - (IX.) NEW BUSINESS - (Public comment/input is welcome before each agenda item of New and Unfinished Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.)
 - A. Discussion & Possible Action re: 300 Incident Management Policy
 - B. Discussion & Possible Action re: 302 Fireground Accountability Policy
 - C. Discussion & Possible Action re: Rapid Intervention Two-In/Two-Out Policy
 - D. Discussion & Possible Action re: 325 Performance of Duties Policy
 - E. Discussion & Possible Action re: 328 Line-of-Duty Death Investigations Policy
 - F. Discussion & Possible Action re: 1028 Personal Appearance Standards Policy
 - G. Discussion & Possible Action re: 1013 Conduct and Behavior Policy
 - (IX.) UNFINISHED BUSINESS –
 - A. Discussion & Possible Action re: F&M Bank CalPERS Liability Loan Financing
 - B. Discussion & Possible Action re: Station Improvement Project
 - (X.) BOARD QUESTIONS AND COMMENTS
 - (XI.) CLOSED SESSION
 - A. Conference with Labor Negotiators (\$54957.6)
Agency Negotiator: Fire Chief Kirk Noffsinger
 - (XII.) ADJOURNMENT
- CURRENTLY THE NEXT SCHEDULED REGULAR BOARD MEETING
April 8 @ 7:00PM
- Agenda Posted: March 1 @ or before 4:00 PM
- SIGNED ORIGINAL ON FILE
DAVID FRISON, BOARD SECRETARY



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Member: Paul Castillou Jr.
Member: Kenneth “Kenny” Watkins III

Minutes of Board Meeting Thursday, February 4, 2021

The meeting of the Linden–Peters Rural County Fire Protection District Board of Directors was called to order by President John E Plotz at 7:00 PM. Members present: Vice President Thomas G. Watkins and Board Secretary David Frison. Board Member Paul Castillou, Jr. arrived at 7:16 p.m. Members Absent: Kenny Watkins III L.P.F.D. on duty staff present: Fire Chief Kirk Noffsinger, Captain Jacob Reed, and Administrative Assistant Lorena Coose.

(I.) Call to Order.

(II.) Roll Taken

Minutes for February meeting were taken by Administrative Assistant Lorena Coose.

(III.) Public Comment – None

(IV.) Minutes:

- A. Discussion & Possible Action re: Regular Board Meeting Minutes- January 2021
Board Minutes approved on motion by D. Frison and seconded by T. Watkins. Motion passed with a vote of 3-0.
- B. Discussion & Possible Action re: Special Board Meeting Minutes- January 7, 2021
Board Minutes approved on motion by D. Frison and seconded by T. Watkins. Motion passed with a vote of 3-0.
- C. Discussion & Possible Action re: Special Board Meeting Minutes- January 20, 2021
Board Minutes approved on motion by D. Frison and seconded by T. Watkins. Motion passed with a vote of 3-0.

(V.) Board Committee Reports

- A. Finance Committee Report – Vice President T. Watkins and Board Secretary David Frison. No report at this time. The next meeting is scheduled for April 8.
- B. Succession Planning Committee Report – Vice President T. Watkins and Board Member Paul Castillou ,Jr. No report at this time. The next meeting is scheduled for February 17.

(VI.) Financial Summary and Report

- A. Monthly Financial, Current events summary for January 2021 - Presented by Fire Chief Kirk Noffsinger. Fire Chief Kirk Noffsinger provided an update on the January 2021 Financial Reports.

(VII.) Consent Agenda:

- A. Discussion & Possible Action re: Approval of the January 2021 Monthly Financial Report and expenditures. A motion to approve the financial report was made by D. Frison seconded by T. Watkins. Motion passed with a vote of 3-0.

Board Member Paul Castillou Jr. arrived at this point in the meeting.

(VIII.) Current Events Summaries, Reports, and/or Correspondence:

Current Events and Reserve Report for the Linden-Peters Fire District was presented by Fire Chief Kirk Noffsinger

- A. Departmental Report-Fire Chief Kirk Noffsinger: Chief Noffsinger provided an update on the events and meetings held for the month January 2021. Captain Jacob Reed provided the shift, training, and volunteer reports. Board Secretary D. Frison enquired about the Multi-Story Operations training. Captain J. Reed noted that some shifts train at Diamond Walnut, while other shifts go to the Morado Fire District jurisdiction and train at hotels in the area. Chief Noffsinger noted that staff is working with Morada Produce to do alarm testing and water tank testing. Chief Noffsinger provided an update on the process for the Single Resource Deployed staff in Long Beach. Chief Noffsinger noted that all expenses including expenses for the 10- day quarantine will be reimbursed. Deployed staff will be allowed to return to work once they receive a negative Covid-19 test result.
- B. Union Report – None

(IX.) New Business

- A. Discussion & Possible Action re: FY 2019 – FY 2020 Financial Audit prepared by Croce, Sanguinetti, & Vander Veen. Mark Croce and Lyndsay George provided a presentation on the audited financials. There was some discussion on the need to reconcile the San Joaquin County reports because the auditors found an error where Woodbridge Retirement fees were charged to the Linden-Peters fund account. All funds were returned to the District. A motion to accept the FY 2019-FY 2020 Financial Audit as presented by Croce, Sanguinetti, & Vander Veen was made by T. Watkins and seconded by D. Frison. Motion passed with a vote of 4-0.
- B. Discussion & Possible Action re: Approval of Agreement between MacLoed Watts, Inc. and the LPFD to conduct the June 30, 2020 OPEB Valuation; FYE 2021 GASB 75 Report; FYE 2022 GASB 75 Report for an amount of \$5,350.00. At the direction of the Board, this item was pulled from the Agenda. Chief Noffsinger explained that this is a budgeted expense. This service will be budgeted in the operating budget annually and will no longer be placed on the Board Agenda for approval.
- C. Discussion & Possible Action re: 202 Department Directives Policy - A motion to approve the 202 Department Directives Policy was made by D. Frison and seconded by J. Plotz. The motion passed with a vote of 4-0.

- D. Discussion & Possible Action re: 1045 Member Speech, Expression and Social Networking Policy – A motion to approve the 1045 Member Speech, Expression, and Social Networking Policy was made by D. Frison and seconded by J. Plotz. The motion passed with a vote of 4-0.
- E. Discussion & Possible Action re: 206 Electronic Mail Policy – A motion to approve the 206 Electronic Mail Policy was made by D. Frison and seconded by J. Plotz. The motion passed with a vote of 4-0.
- F. Discussion & Possible Action re: 207 Administrative Communications Policy – A motion to approve the 207 Administrative Communications Policy was made by D. Frison and seconded by J. Plotz. The motion passed with a vote of 4-0.
- G. Discussion & Possible Action re: 704 Information Technology Use Policy – A motion to approve the 704 Information Technology Use Policy was made by D. Frison and seconded by J. Plotz. The motion passed with a vote of 4-0.
- H. Discussion & Possible Action re: 709 Photography and Electronic Imaging Policy – A motion to approve the 709 Photography and Electronic Imaging Policy was made by D. Frison and seconded by J. Plotz. The motion passed with a vote of 4-0.

(X.) Unfinished Business –

- A. Discussion & Possible Action re: F&M Bank CalPERS Pension Liability Loan Financing – No update at this time. This item will continue to be placed on the Agenda until the loan is finalized.
- B. Discussion & Possible Action re: Station Improvement Project
Chief Noffsinger noted that the Request for Bids for the Station Improvement Project was placed in the Stockton Record with a deadline of March 1, 2021.

(XI.) Board Questions and Comments

Board Secretary D. Frison enquired about the California Special District Association Correspondence. Chief Noffsinger noted that LPFD is a member of the Fire Districts Association of California (FDAC); however, the California Special District Association also provides training and lobbying for Special Districts in California. Chief Noffsinger wanted the Board to receive the communications; however, he does not recommend membership in the California Special District Association because dues are relatively high compared to the dues for the FDAC.

(XII.) Closed Session

Board President J. Plotz announced that the Board would recess into closed session at 7:54 pm to discuss the following items:

- A. Conference with Labor Negotiators (§54957.6)
Agency Negotiator: Fire Chief Kirk Noffsinger

The Board returned to open session at 8:15 pm. Board President J. Plotz announced that no reportable action had taken place in closed session.

(XIII.) Adjournment: Motion made by P. Castillou Jr. and seconded by D. Frison to adjourn the meeting. Vote in favor 4-0. Motion carried and so ordered at 8:16 pm.

John E. Plotz, President

Thomas G. Watkins, Vice President

David Frison, Secretary

Paul Castillou, Jr., Member

Kenneth "Kenny" Watkins III

Linden-Peters Rural County Fire Protection District

03/03/21

Balance Sheet

Accrual Basis

As of February 28, 2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · F&M Checking- General	5,699.79
102 · F&M Zone 1 Fund	130,540.81
104 · F&M- Capital Outlay	1703796.59
106 · F&M- Benefits Reserve Fund	30,037.03
123 · F&M Equipment Replacement F...	184,621.26
124 · F&M CD	101,679.19
	<hr/>
Total Checking/Savings	2156374.67
	<hr/>
Total Current Assets	2156374.67
	<hr/>
TOTAL ASSETS	<u>2156374.67</u>
	<hr/>
LIABILITIES & EQUITY	0.00

03/03/21

**Linden-Peters Rural County Fire Protection District
Income by Customer Summary
February 2021**

	<u>Feb 21</u>
Academy of Learners	290.00
Fire Recovery USA, LLC Trust Acco...	52.00
Linden County W.D.	196.16
Linden Fraternal Hall	225.00
Orlando's Market	440.00
Pearl Corp, Inc.	1,195.00
Prima Frutta Packing, Inc.	1,747.00
State of California	<u>203,566.09</u>
TOTAL	<u><u>207,711.25</u></u>

03/03/21

Linden-Peters Rural County Fire Protection District

Expenses by Vendor Summary

February 2021

	<u>Feb 21</u>
A-1 Saw & Mower, Inc.	25.00
Albert Paper Company	383.68
Amazon	72.34
Armor Fire Extinguisher Co.	468.61
BG Agri	174.64
Blue Cross of California	87.75
Butte Therapy Systems	35.00
California Waste Recovery Systems	292.94
Card Services	148.80
Cascade Fire Equipment Company	4,559.04
Cintas	199.60
Comcast	431.49
Denise Moore	238.25
F & M Bank	66.75
Frontier Communications	46.25
HI-TECH E.V.S., Inc.	250.00
Jacob Reed	108.98
James Goins	107.23
Jim Avansino	1,151.69
Ken Snyder Jr.	238.25
Kirk Noffsinger	75.00
L.N. Curtis & Sons	6,957.65
Lee Owning Jr.	1,151.69
Les Schwab Tire Center	37.00
Lexipol, LLC	6,216.00
Life Assist	171.70
Pacific Gas & Electric	1,067.70
PERS Health Benefits Division	24,583.28
Plus IT, Inc.	119.20
Public Employees' Retirement System	26,674.24
R & C Pest Control	80.00
Rinaldi's Market	7.83
San Joaquin EMS Agency	426.00
Scott's PPE Recon Inc.	238.50
Small Business Benefit Plan Trust	246.90
Trinity Urgent Care	95.00
Vic Solari	1,151.69
Zylstra Auto & Hardware	35.15
TOTAL	<u>78,420.82</u>

Linden-Peters Rural County Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
410-1 · Property Tax See- Z1	7,438.20	13,260.00	-5,821.80
410 · Property Tax Current Secured	1,370,762.06	2,200,000.00	-829,237.94
415-1 · Property Tax Unsecured - Z1	711.01	816.00	-104.99
415 · Property Tax Curr Unsecured	124,338.90	180,000.00	-55,661.10
420-1 · SB813 - Z1	271.64	153.00	118.64
420 · SB813 Supplemental	46,314.70	40,000.00	6,314.70
425-1 · Prior Tax - ZZ1	0.60	31.00	-30.40
425 · Prior Years	101.53	500.00	-398.47
440-1 · Interest Income-48901 SJC Acct	1,760.09		
450-1 · Interest - Z1	45.34	76.00	-30.66
450-2 · Interest - Benefits Reserve	10.59	70.00	-59.41
450-3 · Interest - CO	0.00	150.00	-150.00
450-4 · Interest - General Fund	559.78	2,000.00	-1,440.22
450-5 · Interest -Equipment Replace F...	49.95	30.00	19.95
450-6 · Interest - CD	0.00	1,500.00	-1,500.00
450 · Interest - Checking	1.54	5.00	-3.46
460-1 · State - Hmownrs Prop Tax	52.23	133.00	-80.77
460 · State - Hmownrs Prop Tax Relief	9,173.86	10,000.00	-826.14
462 · Grant Income	4,300.00		
465 · Fire Prevention Service	8,930.77	15,000.00	-6,069.23
475 · Strike Team Reimbursement	230,293.94	0.00	230,293.94
480 · LCWD Fuel Reimbursement	2,289.99	5,500.00	-3,210.01
492-3 · Service Fees	2,748.80	6,000.00	-3,251.20
495 · Miscellaneous	45,113.50	5,000.00	40,113.50
Total Income	1,855,269.02	2,480,224.00	-624,954.98
Expense			
500 · Personnel			

Linden-Peters Rural County Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
510 · Salaries - Regular	780,970.96	1,150,000.00	-369,029.04
512 · Salaries - Overtime	44,090.40	110,000.00	-65,909.60
513 · Salaries - FLSA	18,107.73	26,000.00	-7,892.27
514 · Salaries - Strike Team Overtime	219,854.81	0.00	219,854.81
515 · Salaries - Extra Help	11,595.00	22,000.00	-10,405.00
517 · Salaries - Holiday	66,022.68	68,000.00	-1,977.32
518 · Salaries - Volunteers	4,470.00	18,000.00	-13,530.00
519 · Educational Incentive	6,023.52	10,000.00	-3,976.48
521 · Retirement	364,983.05	430,000.00	-65,016.95
525 · Social Security	1,118.79	2,000.00	-881.21
527 · Social Security - Medicare	15,218.28	18,000.00	-2,781.72
530 · Insurance- Medical	164,617.56	200,000.00	-35,382.44
531 · Insurance- Medical (retirees)	40,376.09	58,000.00	-17,623.91
532 · Insurance- Dental	8,235.00	12,000.00	-3,765.00
533 · Insurance - Vision	1,401.18	2,100.00	-698.82
534 · Insurance -Life	690.60	850.00	-159.40
535 · Insurance- Worker's comp	86,628.00	105,000.00	-18,372.00
536 · Director's Fees	3,700.00	6,000.00	-2,300.00
Total 500 · Personnel	<u>1,838,103.65</u>	<u>2,237,950.00</u>	<u>-399,846.35</u>
540 · Vehicle & Equipment			
542 · Fuel, Lube, & Oil	12,381.11	22,000.00	-9,618.89
543 · Tires	5,325.35	2,500.00	2,825.35
544 · Parts/Supplies	9,460.12	10,000.00	-539.88
545 · Maintenance & Repair	18,432.78	20,000.00	-1,567.22
547 · Radios	8,694.21	10,500.00	-1,805.79
549 · SCBA	0.00	1,000.00	-1,000.00
550-4 · Small Tools & Equipment	1,988.46	1,500.00	488.46
551 · Medical equip, supplies, oxygen	946.14	3,000.00	-2,053.86
552 · Ladder Purchase/ Maintenance	0.00	600.00	-600.00

Linden-Peters Rural County Fire Protection District
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 540 · Vehicle & Equipment	57,228.17	71,100.00	-13,871.83
560 · Buildings & Grounds			
564 · Furniture	440.70	2,000.00	-1,559.30
580 · Maintenance & Repair	1,476.13	5,000.00	-3,523.87
Total 560 · Buildings & Grounds	1,916.83	7,000.00	-5,083.17
600 · Supplies			
600-1 · Grant Expense-Supplies	4,300.00		
602 · Computer Hardware & Software	13,983.64	10,000.00	3,983.64
606 · Office supplies	1,545.85	4,000.00	-2,454.15
607 · Postage	187.05	500.00	-312.95
608 · Station Supplies	3,363.73	3,800.00	-436.27
612 · Towel Service & Chemicals	1,778.20	2,600.00	-821.80
613 · Clothing-uniforms	0.00	2,000.00	-2,000.00
616 · Clothing- Safety	1,280.16	7,000.00	-5,719.84
625 · Utilities- Electric/ Gas	11,071.99	16,000.00	-4,928.01
626 · Utilities- Water	2,418.02	3,500.00	-1,081.98
627 · Utilities- Cable TV	1,275.48	2,600.00	-1,324.52
630 · Utilities - Telephone/Cell/CAD	4,002.74	5,400.00	-1,397.26
631 · Utilities - Garbage	2,406.86	3,400.00	-993.14
635 · Fire Fighting Foam	3,097.08	3,000.00	97.08
Total 600 · Supplies	50,710.80	63,800.00	-13,089.20
650 · Services			
652 · Insurance/ Casul/ Eq/Bond	0.00	25,000.00	-25,000.00
655 · Annual Audit	13,875.00	17,000.00	-3,125.00
656 · S.J. Co. Tax Admin Chg	20,030.50	40,000.00	-19,969.50
657 · Dispatching	7,984.33	12,500.00	-4,515.67
658 · Computer Support	5,757.59	9,000.00	-3,242.41

Linden-Peters Rural County Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
665 · Physical Exams	4,465.75	3,300.00	1,165.75
667 · Fire Prevention Bureau	150.00	3,000.00	-2,850.00
670 · Assoc. Memberships	2,645.00	3,200.00	-555.00
675 · Training	3,132.72	13,000.00	-9,867.28
677 · Consultant Services	0.00	2,000.00	-2,000.00
678 · Attorney Fee's	307.50	5,000.00	-4,692.50
690 · Services Contingencies	14,877.35	5,000.00	9,877.35
691 · Bank Fees	567.15	800.00	-232.85
Total 650 · Services	<u>73,792.89</u>	<u>138,800.00</u>	<u>-65,007.11</u>
695 · Zone 1			
696 · Hydrant Rental	760.00	1,200.00	-440.00
697 · Fire Hose and Appliances	5,000.00	5,000.00	0.00
698 · S.J. Co. Tax Admin Chg	114.00	300.00	-186.00
699 · Fire Hydrant Purchase	930.66	7,000.00	-6,069.34
Total 695 · Zone 1	<u>6,804.66</u>	<u>13,500.00</u>	<u>-6,695.34</u>
Total Expense	<u>2,028,557.00</u>	<u>2,532,150.00</u>	<u>-503,593.00</u>
Net Ordinary Income	<u>-173,287.98</u>	<u>-51,926.00</u>	<u>-121,361.98</u>
Net Income	<u><u>-173,287.98</u></u>	<u><u>-51,926.00</u></u>	<u><u>-121,361.98</u></u>

Linden-Peters Rural County Fire Protection District
FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison
July 2020 through February 2021

	<u>Jul '20 - Feb ...</u>	<u>Jul '19 - Feb ...</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
410-1 · Property Tax See- Z1	7,438.20	7,096.31	341.89	4.8%
410 · Property Tax Current Secured	1,370,762.06	1,185,266.10	185,495.96	15.7%
415-1 · Property Tax Unsecured - Z1	711.01	700.88	10.13	1.5%
415 · Property Tax Curr Unsecured	124,338.90	185,230.85	-60,891.95	-32.9%
420-1 · SB813 - Z1	271.64	243.82	27.82	11.4%
420 · SB813 Supplemental	46,314.70	39,916.88	6,397.82	16.0%
425-1 · Prior Tax - ZZ1	0.60	0.65	-0.05	-7.7%
425 · Prior Years	101.53	102.96	-1.43	-1.4%
440-1 · Interest Income-48901 SJC Acct	1,760.09	0.00	1,760.09	100.0%
450-1 · Interest - Z1	45.34	44.03	1.31	3.0%
450-2 · Interest - Benefits Reserve	10.59	10.70	-0.11	-1.0%
450-4 · Interest - General Fund	559.78	1,085.55	-525.77	-48.4%
450-5 · Interest -Equipment Replace F...	49.95	27.14	22.81	84.1%
450-6 · Interest - CD	0.00	1,514.81	-1,514.81	-100.0%
450 · Interest - Checking	1.54	1.89	-0.35	-18.5%
460-1 · State - Hmownrs Prop Tax	52.23	55.77	-3.54	-6.4%
460 · State - Hmownrs Prop Tax Relief	9,173.86	9,609.33	-435.47	-4.5%
462 · Grant Income	4,300.00	0.00	4,300.00	100.0%
465 · Fire Prevention Service	8,930.77	11,752.72	-2,821.95	-24.0%
475 · Strike Team Reimbursement	230,293.94	40,333.46	189,960.48	471.0%
480 · LCWD Fuel Reimbursement	2,289.99	4,651.54	-2,361.55	-50.8%
492-3 · Service Fees	2,748.80	4,226.95	-1,478.15	-35.0%
495 · Miscellaneous	45,113.50	21,995.63	23,117.87	105.1%
Total Income	1,855,269.02	1,513,867.97	341,401.05	22.6%
Expense				
500 · Personnel				
510 · Salaries - Regular	738,532.82	702,973.14	35,559.68	5.1%

Linden-Peters Rural County Fire Protection District
FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison
July 2020 through February 2021

	Jul '20 - Feb ...	Jul '19 - Feb ...	\$ Change	% Change
512 · Salaries - Overtime	38,995.07	47,880.01	-8,884.94	-18.6%
513 · Salaries - FLSA	17,120.82	16,211.16	909.66	5.6%
514 · Salaries - Strike Team Overtime	204,676.84	53,480.67	151,196.17	282.7%
515 · Salaries - Extra Help	11,595.00	20,925.00	-9,330.00	-44.6%
517 · Salaries - Holiday	66,022.68	66,753.14	-730.46	-1.1%
518 · Salaries - Volunteers	4,470.00	2,916.17	1,553.83	53.3%
519 · Educational Incentive	5,688.88	5,688.88	0.00	0.0%
521 · Retirement	353,306.08	289,904.84	63,401.24	21.9%
525 · Social Security	1,118.79	1,538.07	-419.28	-27.3%
527 · Social Security - Medicare	14,381.61	11,960.11	2,421.50	20.3%
530 · Insurance- Medical	143,304.93	129,848.68	13,456.25	10.4%
531 · Insurance- Medical (retirees)	35,568.31	40,008.84	-4,440.53	-11.1%
532 · Insurance- Dental	6,832.44	7,691.96	-859.52	-11.2%
533 · Insurance - Vision	1,434.20	1,338.28	95.92	7.2%
534 · Insurance -Life	690.60	579.00	111.60	19.3%
535 · Insurance- Worker's comp	86,628.00	65,520.00	21,108.00	32.2%
536 · Director's Fees	3,300.00	2,750.00	550.00	20.0%
Total 500 · Personnel	1,733,667.07	1,467,967.95	265,699.12	18.1%
540 · Vehicle & Equipment				
542 · Fuel, Lube, & Oil	11,278.57	13,879.16	-2,600.59	-18.7%
543 · Tires	5,325.35	109.99	5,215.36	4,741.7%
544 · Parts/Supplies	9,438.83	3,331.21	6,107.62	183.4%
545 · Maintenance & Repair	17,092.41	27,863.17	-10,770.76	-38.7%
547 · Radios	8,694.21	3,420.24	5,273.97	154.2%
550-4 · Small Tools & Equipment	1,988.46	714.51	1,273.95	178.3%
551 · Medical equip, supplies, oxygen	946.14	1,869.01	-922.87	-49.4%
552 · Ladder Purchase/ Maintenance	0.00	0.00	0.00	0.0%
Total 540 · Vehicle & Equipment	54,763.97	51,187.29	3,576.68	7.0%

Linden-Peters Rural County Fire Protection District
FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison
July 2020 through February 2021

	<u>Jul '20 - Feb ...</u>	<u>Jul '19 - Feb ...</u>	<u>\$ Change</u>	<u>% Change</u>
560 · Buildings & Grounds				
564 · Furniture	440.70	237.58	203.12	85.5%
580 · Maintenance & Repair	1,379.22	8,948.54	-7,569.32	-84.6%
Total 560 · Buildings & Grounds	1,819.92	9,186.12	-7,366.20	-80.2%
600 · Supplies				
600-1 · Grant Expense-Supplies	4,300.00	0.00	4,300.00	100.0%
602 · Computer Hardware & Software	13,983.64	3,795.30	10,188.34	268.5%
606 · Office supplies	1,545.85	2,585.10	-1,039.25	-40.2%
607 · Postage	187.05	129.50	57.55	44.4%
608 · Station Supplies	3,337.26	2,105.24	1,232.02	58.5%
612 · Towel Service & Chemicals	1,678.40	1,684.52	-6.12	-0.4%
613 · Clothing-uniforms	0.00	697.54	-697.54	-100.0%
616 · Clothing- Safety	1,280.16	847.71	432.45	51.0%
617 · Clothing- Boots	0.00	374.04	-374.04	-100.0%
625 · Utilities- Electric/ Gas	11,071.99	10,992.84	79.15	0.7%
626 · Utilities- Water	2,128.80	2,340.76	-211.96	-9.1%
627 · Utilities- Cable TV	1,275.48	1,521.53	-246.05	-16.2%
630 · Utilities - Telephone/Cell/CAD	3,927.74	3,413.56	514.18	15.1%
631 · Utilities - Garbage	2,406.86	2,284.18	122.68	5.4%
635 · Fire Fighting Foam	3,097.08	2,907.10	189.98	6.5%
Total 600 · Supplies	50,220.31	35,678.92	14,541.39	40.8%
650 · Services				
652 · Insurance/ Casul/ Eq/Bond	0.00	18,301.00	-18,301.00	-100.0%
655 · Annual Audit	1,350.00	13,460.00	-12,110.00	-90.0%
656 · S.J. Co. Tax Admin Chg	20,030.50	19,474.00	556.50	2.9%
657 · Dispatching	7,984.33	6,270.21	1,714.12	27.3%
658 · Computer Support	5,757.59	2,057.61	3,699.98	179.8%
665 · Physical Exams	4,316.75	1,748.00	2,568.75	147.0%

Linden-Peters Rural County Fire Protection District
FY 20-21 vs FY 19-20 Profit & Loss Prev Year Comparison
July 2020 through February 2021

	<u>Jul '20 - Feb ...</u>	<u>Jul '19 - Feb ...</u>	<u>\$ Change</u>	<u>% Change</u>
667 · Fire Prevention Bureau	150.00	1,460.02	-1,310.02	-89.7%
670 · Assoc. Memberships	350.00	1,108.22	-758.22	-68.4%
675 · Training	2,453.89	5,147.33	-2,693.44	-52.3%
678 · Attorney Fee's	307.50	0.00	307.50	100.0%
690 · Services Contingencies	6,345.34	2,338.91	4,006.43	171.3%
691 · Bank Fees	567.15	617.70	-50.55	-8.2%
Total 650 · Services	<u>49,613.05</u>	<u>71,983.00</u>	<u>-22,369.95</u>	<u>-31.1%</u>
695 · Zone 1				
696 · Hydrant Rental	665.00	760.00	-95.00	-12.5%
697 · Fire Hose and Appliances	5,000.00	2,294.54	2,705.46	117.9%
698 · S.J. Co. Tax Admin Chg	114.00	111.00	3.00	2.7%
699 · Fire Hydrant Purchase	930.66	0.00	930.66	100.0%
Total 695 · Zone 1	<u>6,709.66</u>	<u>3,165.54</u>	<u>3,544.12</u>	<u>112.0%</u>
Total Expense	<u>1,896,793.98</u>	<u>1,639,168.82</u>	<u>257,625.16</u>	<u>15.7%</u>
Net Ordinary Income	<u>-41,524.96</u>	<u>-125,300.85</u>	<u>83,775.89</u>	<u>66.9%</u>
Net Income	<u>-41,524.96</u>	<u>-125,300.85</u>	<u>83,775.89</u>	<u>66.9%</u>



LINDEN – PETERS FIRE DISTRICT

17725 E. Hwy 26, Linden, CA 95236
Phone: 209.887.3710 Fax: 209.887.2821
lpfd@sjgov.org
Kirk Noffsinger, Fire Chief

Board Members

President: John E. Plotz
Vice-President: Thomas G. Watkins
Secretary: Duane R. Brown
Member: David Frison
Member: Paul Castillou Jr.

LINDEN – PETERS FIRE DEPARTMENT MONTHLY BOARD REPORT

March 4, 2021

FINANCIAL SUMMARY AND REPORT:

For the month ending February 28, 2021

- Accounts Balance Sheet (See attached)
- Income for the Month (See attached)
- Bills Paid Listing (See attached)
- Budget Report (See attached)
- Budget Comparison Prev. Year (See attached)
- All Accounts Balanced as of January 31, 2021.

CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE:

- **Meetings for the month**

- 2/2 Policy Committee Meeting
- 2/3 SJC Fire Chief's Meeting
- 2/4 LPFD Board Meeting
- 2/9 Policy Committee Meeting
- 2/12 SJC Fire Chief's Meeting
- 2/16 AFLAC Open Enrollment
- 2/17 Board Ethics Training
- 2/17 Succession Planning Meeting
- 2/18 AFLAC Open Enrollment
- 2/18 Linden Vaccine Clinic Meeting

- **Correspondence/Events:**

- Letter from Linden County Water District regarding rate increases.
 - State Response Single Resource – Lt. Dahlenburg and FF/EN Verdon responded as single resource EMTs to Memorial Care Long Beach and Olympia Medical from 1/24/2021 through 2/12/2021.
-

- **Current Projects/Updates**

- Station Improvement Project – Haggerty Construction submitted another bid. No other bids were received.
- Staffing Updates – Contract Firefighter Parker Whitaker resigned effective 2/14/2021. Volunteer Firefighter Dakota Steinkamp resigned effective 2/8/2021.

A SHIFT PERSONNEL: Captain J. Reed / Lieutenant R. Ruegsegger / Firefighter Engineer B. Wright / Firefighter Engineer D. Dennis

Activities for the Month

- Responded to 20 calls for service
- Issued volunteers new wildland PPE
- Washed and inspected all Structural and Wildland PPE
- Purchased, labeled, and placed 300' of 3" hose and 250' of 2.5" hose in service
- Purchased new wildland packs and placed in service for E53
- Sent and retrieved E52 to Diesel Performance for check engine light & coolant leak
- Filled air trailer @ WMR
- Placed 2020 ERG books in service on apparatus

B SHIFT PERSONNEL: Captain B. Ruegsegger / Lieutenant K. Dahlenburg / Firefighter/Engineer M. Garcia / Firefighter J. Davis

Activities for the Month

- Responded to 18 calls for service
- Completed a driveway inspection
- Completed inspection at Morada Produce

C SHIFT PERSONNEL: Captain M. Mojalli / Lieutenant J. Goins, Firefighter/Engineer T. Watson / Firefighter/Engineer M. Verdon

Activities for the Month

- Responded to 16 calls for service
- Reported that class A foam was delivered
- Ordered seven glucometers
- Met with Craig Hopper of California Safety and Health to discuss Mobile Air Trailer repairs needed and annual maintenance.

DEPARTMENT FIRE PREVENTION REPORT:

- Completed four inspections and issued five permits have been issued in the month of February.
- Projects: Morada Produce Solar Project and Orlando's Market Patio
- Project Completed: Morada Produce two buildings completed

On Duty Training

Fire Scene Ops: Firefighter Survival / SCBA Confidence Course / Search & Rescue / VEIS
EMS: Date Rape Drugs
LPE Policy: Multiple Lexipol Policy/Procedure Review
SJCEMS Policy: #5542 Poisoning & Overdose
Other: NFPA 1500 Bloodborne Pathogens Safety

FIRE VOLUNTEERS, FIRE CADETS, AND VOLUNTEER FIREFIGHTERS ASSOCIATION

Volunteer Personnel: During the month of February, Volunteer Firefighter M. Winston worked a 24 hour shift assignment. Volunteer Firefighter Dakota Steinkamp resigned effective 2/8/2021.

Association Activities: The Association held a dinner meeting on March 3, 2021. The volunteer association did not participate in any activities in the month of February.

Correspondence: The association did not receive any correspondences for the month of February.

Events: None.

Memorial Donations: The association has received a total of \$11,560 in memorial donations.

Donations made by the Association: The association did not make any donations in the month of February.

INCIDENT AND COVERAGE REPORT:

LINDEN - PETERS FIRE DISTRICT				MONTH - YEAR: Feb-21	
INCIDENT TYPE	NO.	POSTED	CANCELED	PAID STAFF	
STRUCTURE FIRE	2			102 B. RUEGSEGGER	1
VEGETATION FIRE	3			106 M. MOJALLI	13
VEHICLE FIRE				108 J. REED	
FIRE OTHER	2			105 J. GOINS	3
EMS CALL	32	7	3	107 K. DAHLENBURG	2
MVA	8			110 R. RUEGSEGGER	4
RESCUE CALL				111 T. WATSON	1
HAZARDOUS CONDITION	1			118 M. GARCIA	3
SERVICE CALL (NON EMERGENCY)				119 M. VERDON	1
GOOD INTENT CALLS				120 B. WRIGHT	1
FALSE ALARMS	4		2	122 D. DENNIS	
WEATHER / DISASTER				123 J. DAVIS	1
SPECIAL INCIDENTS/OTHER	2	1		152 P. WHITAKER	
TOTAL FOR THE MONTH:	54			TOTAL:	30
TOTAL FOR THE YEAR:	114			VOLUNTEER STAFF	STA COV.
PREVIOUS YEAR COMPARISON		Diff	%	117 G. SCHAEDE (VFF)	28
MONTH:	66	-12	-22%	128 D. STEINKAMP (VFF)	
YEAR:	137	-23	-20%	148 M. WINSTON (VFF)	1
				130 B. Carr (VFF)	
DAY CALLS (8AM - 5PM):	24			TOTAL:	29
NIGHT CALLS (5PM - 8AM):	30				
CALLS PER SHIFT					
A:	20				
B:	18				
C:	16				
AUTOMATIC AID					
	GIVEN	POSTED	CANCELED	RECEIVED	
WATERLOO MORADA (WMR)	2			4	
MOKELUMNE (MKE)	2			5	
CLEMENTS (CLE)	1			1	
FARMINGTON (FAR)	1			1	
COLLEGEVILLE (CVG)					
STOCKTON (STO)					
MONTEZUMA (ZUM)					
LODI (LOD)					
WOODBIDGE (WOO)					
LIBERTY (LIB)					
ESCALON (ESL)					
RIPON (RIP)					
CALAVERAS CONSOLIDATED	1				
CalFire (TCU)					
OES, XSJ, EOC, SQF, VNC, BEU, MMU					
TOTAL:	7	0	0	11	

San Joaquin County Joint Fire Investigation Unit

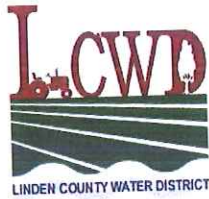
2021 Linden-Peters Fire Investigator Activity

Fire Investigators – FF/ENG Martin Garcia and FF/ENG Brandon Wright

Agency	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Escalon												
Ripon												
Lathrop-Manteca												
Farmington												
Linden-Peters												
Clements												
Woodbridge												
South County Fire Authority												
French Camp/Mountain House												
Liberty												
Mokelumne												
Collegeville												
Waterloo-Morada												
Thornton												
Montezuma												
Lodi												
Stockton												
Manteca												
Total FIU Callouts	0	0										

- ***Black** = FIU callout attended to by a LFPD investigator
- ***Green** = FIU callout NOT attended to by a LFPD investigator
- ***Red** = In District investigation, not a county FIU callout

January – No activity to report.
February – No activity to report.



DIRECTORS
 David Fletcher, President
 Lawrence Knapp, Vice-President
 Myron Blanton
 Elaine Reed
 Steven M. Lagorio

At the January 21, 2021 Linden County Water District Board of Directors meeting, the Board voted to adopt Ordinance 21-01, Establishing Rates for Water Service and Ordinance 21-02, Establishing Rates for Sewer Service.

New rates become effective July 1, 2021 and will be on your August 10th billing statement.

SEWER RATES as of JULY 1, 2021

Customer Category * OUT Tax Area accounts	Fiscal Year					
	2022	2023	2024	2025	2026	
Residential	<i>Effective</i>	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025
Single Family		\$48.30	\$52.59	\$57.58	\$63.11	\$67.79
--SF Out Tax Area *		\$57.14	\$61.62	\$66.79	\$72.50	\$77.39
Dual Unit Account		\$84.27	\$91.38	\$99.63	\$108.74	\$116.51
Non-Residential				per month		
Commercial 1 Unit		\$28.67	\$31.42	\$34.63	\$38.20	\$41.20
--Comm'l 1 Unit Out Tax Area *		\$37.51	\$40.45	\$43.85	\$47.60	\$50.80
Commercial 2 Units		\$42.06	\$45.86	\$50.29	\$55.19	\$59.34
Commercial 3 Units		\$105.24	\$113.99	\$124.14	\$135.35	\$144.91
Bank		\$182.46	\$197.26	\$214.40	\$233.33	\$249.49
Restaurant		\$75.30	\$81.71	\$89.15	\$97.37	\$104.36
Grocery		\$904.29	\$975.61	\$1,058.13	\$1,149.18	\$1,227.09
Laundromat & Car Wash		\$273.31	\$295.22	\$320.59	\$348.60	\$372.53
Light Industrial		\$100.49	\$108.87	\$118.59	\$129.33	\$138.48
Schools						
Linden High *		\$600.34	\$647.35	\$701.72	\$761.70	\$813.06
Linden Elementary *		\$299.76	\$323.23	\$350.38	\$380.33	\$405.98
Out Tax Area Add'l Customer Charge [1]		\$8.85	\$9.03	\$9.21	\$9.40	\$9.60

* New rate
 current rate is
 \$55.42

[1] For a new Out Tax Area customer without a rate shown, apply the In Tax rate plus the additional customer charge.

WATER RATES as of JULY 1, 2021

Charges	Monthly Allowance	METERED RATES				
		2022	2023	2024	2025	2026
	Effective	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025
METERED RATES						
Service Charge	In Tax	per month				
3/4"	In Tax	\$34.05	\$36.88	\$38.28	\$39.74	\$41.38
1"	In Tax	\$48.35	\$52.17	\$54.09	\$56.10	\$58.33
1.5"	In Tax	\$61.78	\$66.39	\$68.80	\$71.30	\$74.07
2"	In Tax	\$168.84	\$180.80	\$187.13	\$193.68	\$200.92
3"	In Tax	\$345.52	\$369.90	\$382.73	\$396.02	\$410.68
4"	In Tax	\$597.77	\$639.13	\$661.17	\$683.99	\$709.11
6"	In Tax	\$1,220.87	\$1,305.34	\$1,350.24	\$1,396.73	\$1,447.89
8"	In Tax	\$2,679.35	\$2,865.74	\$2,964.24	\$3,066.24	\$3,178.54
Service Charge	Out Tax					
3/4"	Out Tax	\$44.51	\$47.57	\$49.20	\$50.89	\$52.75
1"	Out Tax	\$58.81	\$62.86	\$65.01	\$67.25	\$69.70
1.5"	Out Tax	\$72.24	\$77.08	\$79.72	\$82.45	\$85.44
2"	Out Tax	\$179.30	\$191.49	\$198.05	\$204.83	\$212.29
3"	Out Tax	\$355.98	\$380.59	\$393.65	\$407.17	\$422.05
4"	Out Tax	\$608.23	\$649.82	\$672.09	\$695.14	\$720.48
6"	Out Tax	\$1,231.33	\$1,316.03	\$1,361.16	\$1,407.88	\$1,459.26
8"	Out Tax	\$2,689.81	\$2,876.43	\$2,975.16	\$3,077.39	\$3,189.91
Use Charge	HCF	per HCF greater than base allowance per month				
Residential [1]	6	\$1.90	\$2.04	\$2.11	\$2.19	\$2.27
Commercial	3	\$1.06	\$1.14	\$1.18	\$1.23	\$1.27
Schools	381	\$1.98	\$2.13	\$2.20	\$2.28	\$2.36

Water Conservation, Supply Shortage & Sustainability Program Charges [2]

Conservation & Sustainability Surcharge	20%	@ Stage 2
Emergency Supply Surcharge	54%	@ Stage 3
E. San Joaquin Groundwater Subbasin Relie	-13%	@ Permanent Conservation

Flat-Rate Customers

	FLAT RATES per month				
Commercial 1"	\$48.35	\$52.31	\$54.25	\$56.30	\$58.54
Commercial 2"	\$157.69	\$169.43	\$175.41	\$181.62	\$188.48
Fire Protection 6"	\$95.70	\$102.49	\$106.04	\$109.72	\$113.73
Fire Protection 8"	\$214.37	\$229.58	\$237.52	\$245.77	\$254.75

[1] Residential allowance is per unit. Dual accounts have an allowance of 12 HCF per month.
 [2] Only applied to consumption.

Current rate
 \$ 33.06
 \$ 200.74

7/1/2021

\$ 58.36 increase per mo

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the Department to use in the management and mitigation of all-hazards emergency incidents.

300.1.1 DEFINITIONS

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

300.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 PROCEDURES

The Fire Chief should ensure the Department adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Whenever an emergency incident occurs in the jurisdiction of the Linden-Peters Rural County Fire Protection District, it is the responsibility of the Incident Commander (IC) to assess the potential for the incident to involve property, structures or persons within either a State Responsibility Area (SRA) or a Federal Responsibility Area (FRA). If the incident involves or threatens to involve any SRA or FRA, the IC shall immediately notify the California Department of Forestry and Fire Protection (CAL FIRE) or the United States Forest Service (USFS) and the Dispatch Center of the incident.

The IC should assess the potential for the incident to involve or negatively impact any persons or property in neighboring jurisdictions. If the IC determines that the potential exists, he/she shall immediately direct the Dispatch Center to notify the appropriate jurisdiction of the incident.

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.1.1 DEFINITIONS

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify their safety.

302.2 POLICY

It is the policy of this department that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

302.3 RESPONSIBILITIES

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained. Individual crew names must be posted in a conspicuous location in the cab of department vehicles.

Supervisors are responsible for tracking all personnel on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The Incident Commander should designate an accountability officer to monitor who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

Division / Group supervisors should be assigned to keep track of all crews assigned to their area / group. Company officers should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

Fire Ground Accountability

302.4 REPORTING

Ongoing, routine tactical accountability should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

A PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

STANDARD OPERATING PROCEDURES

REMOVED
REPLACE WITH
POLICY #302

Chapter: 500 – STANDARD OPERATING PROCEDURES

Subject: 508 – PERSONNEL ACCOUNTABILITY SAFETY SYSTEM (PASS)

Adopted: 12-06-2001

Revised:

508.01 PURPOSE

- A. To establish a procedure to effectively account for personnel at the scene of an emergency incident.
- B. The PASS gives Fire Ground Commanders a fast and efficient means to account for Fire/Rescue personnel:
 - 1. Assignment(s),
 - 2. Status at the scene of an emergency,
 - 3. Access important medical data, and specialized qualifications.

508.02 BACKGROUND

- A. The National Fire Protection Association Standard 1500 (Fire Dept. Occupational Safety and Health Program), and Standard 1561 (Fire Dept. Incident Management System) both address the need for a personnel accountability safety system.
- B. NFPA 1500 references a standard system being used to identify and account for the assignment of each employee at the scene of an incident.
- C. NFPA 1561 recommends the fire dept. adopt and routinely use a standard personnel identification system to maintain accountability for all personnel on the incident scene.
- D. The personnel identification system shall include a means to specifically identify and keep track of personnel entering and leaving hazardous areas such as confined spaces or areas where special protective equipment is required.

508.03 RESPONSIBILITY

- A. The Company Officer (Company Officer means highest ranking person in the Company) is responsible for the safety and tracking of personnel assigned to their Company.
- B. The Company Officer shall exert control over all personnel assigned to them and be prepared to account for all personnel at all times.
- C. The Incident Commander (IC) is responsible for the implementation of the PASS.
- D. The incident Safety Officer will insure the PASS is conducted properly.
- E. The PASS shall be activated for:
 - 1. Structure fires,

STANDARD OPERATING PROCEDURES

2. Confined space incidents,
3. Incidents using three or more companies, or
4. Other similar large incidents.

508.04 COMPONENTS OF THE PASS

A. PASS Tag (PAT)

1. All employees shall be issued a PAT.
2. The PAT will consist of:
 - a. A fastener attached to
 - b. A personnel data information tag.
3. The PAT will be color coated according to rank:
 - a. white = Chief Officers,
 - b. red = Captains,
 - c. orange = Driver/Engineers,
 - d. yellow = Firefighters,
 - e. green = Vol. Firefighters and Probationary Fire-fighters.
4. The PAT will provide valuable information to the IC regarding specialized qualifications: EMT-P, Trench Rescue, Haz.Mat. etc.
5. The PAT will provide medical providers with information regarding the employee's medical history, i.e. blood type, allergies and special medical problems.
6. Each employee shall keep his/her PAT attached to his/her turnout gear for use when needed at an incident.
7. Replacement PAT's are available through the responsible Officer.

B. Vehicle Identification Tag. (VIT)

1. Each emergency vehicle, except automobiles, shall be equipped with a VIT.
2. The VIT will consist of:
 - a. A tag identifying the apparatus or vehicle,
 - b. A ring attached at the top of the tag and holes across the bottom for attaching the PAT's.
3. The VIT's are black with white letters.
4. The VIT shall be maintained in the cab of each unit and shall be removable.

STANDARD OPERATING PROCEDURES

5. Additional VIT's will be located in a command vehicle and S51.
6. As personnel arrive at the scene, not in a fire district vehicle, additional Phantom Companies or Crews will be created. These will be identified by Company or Crew. (i.e. E5-4, E5-5, etc.)

508.05 ACTIVATION AND USE OF THE PASS

- A. Responding personnel shall clip his/her PAT to the VIT of the apparatus they are responding on.
- B. Upon arrival at the incident the Company Officer shall be responsible for delivering the VIT, with PAT's attached, to the command post. If a command post has not been established the VIT shall be left attached to the apparatus.
- C. If personnel respond to the scene by private transportation they shall report to the command post. When assigned to a company he/she shall clip their PAT to that company's or crew's VIT.
- D. Qualified personnel may be assigned to the position of Manpower Officer. He/she will be responsible for the collection of the VIT's of the first arriving units and maintaining the Accountability Control Board.
- E. The Manpower Officer will have the Accountability Control Board organized at the Command Post or Staging Area.
- F. The Manpower Officer will be responsible for maintaining the Accountability Control Board. This includes recording crew assignments and reassignment made on the incident.
- G. Conducting a Personnel Accountability Report (PAR)
 1. At anytime during the course of the incident, the IC has the ability to account for the personnel operating at the incident by means of PAT's and VIT's by calling for a Personnel Accountability Report (PAR).
 2. During incidents an accounting of all personnel shall be done at the request of the IC or Incident Safety Officer, and may be done at 20 minute intervals. To conduct this accounting a PAR shall be requested.
 3. The IC will announce, on the radio, that a PAR will be conducted.
 4. The IC, or his/her designee, will conduct a roll call of each company assigned to the incident.
 5. Each company officer shall report back to the IC; their PAR -including the number of personnel under his/her supervision and their location on the incident.
 6. The total PAR shall include the company officer.

EXAMPLE:

STANDARD OPERATING PROCEDURES

IC: “All personnel, Bellota IC, prepare for a PAR.

IC: “S51, Bellota IC, what is your PAR?”

S51: “Bellota IC, S51 PAR 2 in the back bedroom.”

IC: “S51, Bellota IC, copy PAR of 2 in the back bedroom.”

- I. If anyone is not accounted for an IMMEDIATE SEARCH SHALL BE INITIATED.
- J. When the IC determines that the incident requires more stringent accountability, he/she may implement “Point of Entry Control (PEC)”.
- K. This could be in the case of confined space, hazardous materials, large building fire or other similar incidents.
- L. To implement the PEC the designated person(s) will monitor all points of entry into the structure, confined space or area involved. These personnel will be referred to as “Entry Control”.
- M. Prior to reporting to Entry Control the SCBA pressure shall be logged onto the PAT.
- N. Entry Control will ensure that each person’s name, company number, air supply (p.s.i.), time of entry, and assignment is recorded on an Entry Control Chart.
- O. Entry Control will notify the Manpower Officer of the time of entry for each team entering the Controlled area. The Manpower Officer will document the time on the individual team member’s PAT. This allows the Manpower Officer to anticipate replacement of personnel working at the incident.
- P. Entry Control will ensure that sufficient personnel are standing by for relief purposes at least five minutes before relief is needed.
- Q. Entry Control shall ensure that at least two personnel are on standby with SCBA’s for emergency purposes throughout the time of the controlled operation.
- R. As personnel exit a control point, the time of exit shall be recorded. Members who exit at a point remote from the control point shall inform Entry Control of their exit as soon as possible.
- S. Entry Control shall ensure that search and rescue operations are initiated immediately for unaccounted personnel. He/she shall immediately notify the IC of this search and rescue operation.
- T. Company officers shall ensure that all personnel assigned to their unit are accounted for prior to leaving their assigned area.
- U. It shall be the responsibility of the company officer to ensure that the VIT is removed from the Accountability Control Board or the Command Post Assignment Board at the completion of the incident or before leaving the incident.

STANDARD OPERATING PROCEDURES

- V. Personnel responding directly to the incident, not on fire apparatus or not assigned to a company, shall deliver his/her PAT to the Command Post or to the Manpower Officer. These personnel are responsible to ensure that their PAT is removed from the Accountability Control Board or the Command Post Assignment Board at the completion of the incident or before leaving the incident.
- W. Companies placed in “available on scene” status will maintain their VIT’s on their apparatus.

Rapid Intervention Crew/Two-In Two-Out

303.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters while operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention groups (RIG) (29 CFR 1910.134(g)(4)).

303.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial rapid intervention group (IRIG) or two-in/two-out - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention crew (RIC) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. **An IRIG is also known as two-in/two-out.**

Rapid intervention crew (RIC) - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

303.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

303.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4)).

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.

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Rapid Intervention Crew/Two-In Two-Out

- (b) At least two additional firefighters should be located outside the IDLH environment.
 - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

303.4 INITIAL DEPLOYMENT

A written personnel accountability system will be maintained whenever companies are operating at IDLH incidents. Individual crew names will be posted in a conspicuous location in the cab of department vehicles.

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is in progress during the initial phase of an incident, emergency rescue activities may be performed before a designated two-in/two-out has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

303.5 RIC DUTIES

The RIC should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual, voice and signal line communication should be maintained between those working in the IDLH environment and the RIC outside the IDLH environment.
- (b) RIC members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
 - 1. Acceptable duties may include identifying and preparing access and emergency rescue egress points from affected areas, the pre-positioning of exterior ladders, forcible entry and other rescue equipment as needed at strategic locations.
- (c) Additional companies may be assigned to the RIC as conditions warrant. For large incidents with multiple points of entry, multiple RICs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIC

When a firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location and condition of trapped or missing firefighter, while the second person should communicate and offer support on the tactical channel.

For an emergency deployment of a RIC, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions

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Rapid Intervention Crew/Two-In Two-Out

and groups may support the Rescue Branch Director's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

The RIC supervisor should notify the IC or Rescue Group Supervisor before making entry for emergency rescue. The IC or Rescue Branch Director should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RICs, medical treatment and transportation groups or other organizational elements.

Performance of Duties

325.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

325.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

325.3 RESPONSIBILITIES

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

325.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

325.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

325.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

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Performance of Duties

325.7 DRIVER LICENSE

All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

All members should be familiar with the state vehicle code, the Fire Apparatus Driver-Operator manual and all other applicable department policies and procedures.

All members shall report to their supervisor any change in their driver license status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

325.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable department policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

325.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their name and department identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

325.10 LOSS OF EQUIPMENT

Members shall report to their supervisor the loss or recovery of any department badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

Line-of-Duty Death Investigations

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of a line-of-duty death, the documentation of the events leading to the death and to make recommendations directed toward preventing similar occurrences in the future.

328.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to identify the causal factors pertaining to any event involving a line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

328.3 PROCEDURE

As soon as practicable after a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Captain designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Linden-Peters Rural County Fire Protection District shall give their full and complete cooperation to the investigation team.
- (c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.
- (d) The Linden-Peters Rural County Fire Protection District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Linden-Peters Rural County Fire Protection District administrative report.

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Line-of-Duty Death Investigations

- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act .

328.4 INVESTIGATION TEAM

The investigation team shall consist, at a minimum, of the following team members:

- (a) Captain
- (b) Fire investigator
- (c) Department Safety Officer
- (d) Risk manager
- (e) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

328.4.1 DUTIES AND RESPONSIBILITIES

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees shall have the right to have their labor representatives present, and all firefighter interviews shall comply with the Firefighter Bill of Rights.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Liaison with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the Department.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with fire investigators to avoid interference with any criminal investigation.

328.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible,

Line-of-Duty Death Investigations

the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.
 - 1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
 - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

328.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

Personal Appearance Standards

1028.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this department and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the Department by addressing specific grooming items. However, nothing herein shall limit the department's ability to address any other grooming or personal appearance issues that may be deemed improper for members of the Department.

1028.2 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

1028.2.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Administration.

1028.2.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

1028.2.3 MUSTACHES

A ~~short and~~ neatly trimmed mustache may be worn. Mustaches shall not interfere with the seal of the SCBA mask ~~extend below the corners of the mouth~~ or go beyond the natural hairline of the upper lip.

1028.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

1028.2.5 BEARDS AND GOATEES

Beards, goatees, or any hair on the chin or near the bottom lip is prohibited.

1028.2.6 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

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Personal Appearance Standards

1028.2.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

1028.2.8 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1028.2.9 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry worn around the neck shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

1028.3 TATTOOS

At no time will tattoos on the arms below the elbow be visible while on-duty unless approved by the fire chief. Any tattoo, brand, or mutilation on the head, neck, scalp, face, or hand must be covered by way of a uniform, business attire, or neutral-colored skin patch while on-duty. Tattoos, brands, or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered. Inappropriate marks may include but are not limited to marks that exhibit or advocate discrimination; marks that promote or express gang, supremacist, or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.

1028.4 BODY PIERCING OR ALTERATION

Except for a single-stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the Department in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose, or teeth.
- (d) Branding or scarification.

1028.5 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A

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Personal Appearance Standards

member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Fire Chief should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

1028.6 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District that all members meet required personal hygiene and grooming standards while on-duty or conducting official business.

1028.7 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

STANDARD OPERATING PROCEDURES

REMOVED
REPLACED WITH
POLICY #1028

Chapter: 400 – RULES AND REGULATIONS

Subject: 402 – UNIFORMS AND GROOMING

Adopted: 02-15-2001

Revised: 01-02-2014

402.01 POLICY

A. This procedure identifies the standard uniform and hair regulations of the District and the regulations for each.

B. UNIFORMS

1. All employees while on duty, as noted below, shall wear the appropriate uniform.
2. All employees are responsible for obtaining and maintaining the uniform items required for their assignment.
3. ALL uniform items shall be maintained in presentable condition. Faded, worn or damaged clothing is not acceptable; this includes faded lettering or markings on uniform items requiring such markings.
4. Class B uniforms shirts shall display the employee’s name in plain view.
5. Civilian clothes are optional for members on special assignments as authorized by the Chief.

C. GENERAL INSTRUCTIONS

1. All shift personnel, while engaged in public contact duties, shall wear the same type of uniform at the same time.
2. The Company Officer will assure that all personnel are appropriately dressed for the specific activity.
3. The wearing of miniature replica pins, other than those issued by the District, shall not be worn on the uniform except the standard IAFF Union pin issued to members. This pin may be worn on the left breast pocket of the Class B uniform shirt or on the Class C uniform cap.

402.02 CLASS “C” UNIFORMS

- A. This is the normal uniform for wear by shift employees. An optional physical training (PT) uniform is also available for wearing while participating in PT activities. The appropriate use of the PT uniform is described later in this procedure.
- B. Volunteer employees will wear this uniform while on drill, training, while attending Volunteer Association meetings or performing other functions on behalf of the District as directed by the Chief.

STANDARD OPERATING PROCEDURES

- C. Employees may wear District issued Class C uniform clothing at anytime as long as he/she complies with all provisions of Section 400 - RULES OF CONDUCT and this manual.

D. SHIRTS

1. All shirts shall be 100% cotton or fire resistive (FR) rated material and either tee or golf shirt style.
2. The approved District logo shall be located on the front left breast of the shirt.
3. Tee shirts shall be silk-screened and rank may be printed under the logo.
4. Tee shirts will have LINDEN-PETERS FIRE DEPARTMENT on the back. "FIRE" will be red with white outline.
5. Golf shirts shall be embroidered.
6. Golf shirt buttons shall be buttoned closed. The top bottom may be unbuttoned.
7. A blue 100% cotton undershirt may be worn under the golf shirt. Undershirt sleeves shall not show outside the golf shirtsleeves.

E. Tee shirt

1. Colors shall be navy blue for all employees.
2. 100% cotton undershirts may be worn under the Tee shirt. No part of the undershirt shall be visible.

F. Golf shirt

1. Colors shall be as follows:
 - a. Chief Officer shirts shall be white or black.
 - b. All other Personnel shirts shall be Navy Blue.

G. Trousers

1. Regulation trousers shall be Workrite brand, 7.5 ounce Nomex.
2. Chief Officers Midnight Navy or Black.
3. All other employees Midnight Navy.

H. Footwear

1. Footwear shall adhere to CAL OSHA regulations concerning safety type, meeting toe impact, compression and have a protective shank.
2. They must meet the requirements of American Society for Testing materials (ASTM) F 2413-05 Standard Specification for Performance Requirements for foot protection.

STANDARD OPERATING PROCEDURES

3. They also must be constructed of plain, smooth black leather, and be cleaned and brush shined at all times –
 4. Exception would be rubber structural firefighting boots which are to be clean.
 5. Footwear shall be securely fastened while being worn.
- I. Socks
1. Shall be black, white or navy blue.
- J. Belts / Buckle(s)
1. Belts shall be 1 ½” wide (plain or basket weave) or an approved Rescue Uniform Rappel belt.
 2. All members shall use an approved buckle or the official LPFD buckle (See Appendix C).
 3. Buckles shall not distract from the uniform appearance of the employee.
- K. Jacket
1. The regulation Class B & C uniform jacket shall be Fire Navy, 720 Model, 5.11 Brand.
 2. The District approved embroidered insignia (See Appendix D) on the front left breast of the jacket.
- L. Job Shirt
1. The regulation job shirt shall be Fire Navy, ¼ zip 5.11 Brand.
 2. The District approved embroidered insignia (See Appendix D) shall be placed on the front left breast of the job shirt.
- M. Cap (optional)
1. Caps shall be Navy Blue baseball style with approved embroidered District insignia.
- N. Sweatshirts (optional)
1. Shall be regulation Navy blue and 100% cotton or F.R. sweatshirts with insignia the same as the tee shirts.
 2. Sweatshirts may be pullover or zipper, with or without hood.
- O. Coveralls
1. Employees may wear coveralls while they service apparatus, equipment and station maintenance.

STANDARD OPERATING PROCEDURES

402.03 CLASS “B” UNIFORM

A. Class B Shirt

1. Regulation short sleeve or long sleeve shirt shall be Workrite Brand, 4.5 ounce Nomex
2. Chief Officers shall be White or Black.
3. All other employees shall be Midnight Navy
4. Badge, nameplate, and collar insignia appropriate to the rank or title shall be properly affixed to the shirt.
5. District approved patch shall be on the left sleeve and the American flag on the right sleeve.
6. All buttons shall be buttoned closed. The top button may be unbuttoned.
7. A Navy blue 100% cotton undershirt may be worn under the Class “B” shirt (Chief Officer’s undershirts shall be 100% cotton white). Undershirt sleeves shall not show outside the short sleeve uniform shirt.
8. A plain black tie must be worn with the long sleeve shirt.

NOTE: The FlyingCoss Class “B” shirt shall be phased out by January 1, 2015. This shirt shall be worn in conjunction with FlyingCross pants.

B. Trousers

1. Regulation trousers shall be Workrite brand, 7.5 ounce Nomex.
2. Chief Officers Midnight Navy or Black.
3. All other employees Midnight Navy.

C. Collar Insignias

1. Collar insignia devices, depicting rank or title, shall be worn in a manner consistent throughout.
2. Bugle insignia shall be affixed so as to be parallel with the front edge and centered between the top and bottom edges of the collar.
3. Initials or letters style devices shall be affixed so as to be parallel with the top edge of, and centered between the top and bottom edges of the collar. The front edge of the device shall not be more than one-half to three-quarter inches from the front edge of the collar.
4. Personnel, other than officers, shall wear insignia depicting fire district lettering (L.P.F.D.)

D. Badges (See Appendix A = Paid B = Reserve)

1. Shall be worn on the left chest above the pocket of the Class “B” shirt.

E. Tie

STANDARD OPERATING PROCEDURES

1. Tie shall be plain black.
 2. Tie shall be worn with the long sleeve class A & B Shirt.
- F. Socks
1. See Section 402.02 (I)
- G. Belt / Buckle
1. See Section 402.02 (J)
- H. Jacket
1. See Section 402.02 (K)

402.04 CLASS “A” UNIFORM

- A. The Class A uniform is an optional uniform. This uniform shall be purchased by the employee. It shall only be worn for special formal occasions i.e. funerals, weddings, fire department conferences, or when approved by the Fire Chief.
- B. Shirt
1. Shall be Flying Cross long sleeve dress shirt.
 2. Shall be white in color. Style # 15W5400
- C. Trousers
1. Shall be Flying Cross pant 55/45 polyester/wool.
 2. Shall be black. Style # 28P8696C
- D. Jacket
1. Shall be Flying Cross coat 55/45 polyester/wool double breasted Class A coat.
 2. Shall be black. Style # 17B8696C
- E. Tie
1. Shall be a black, clip on breakaway wool tie.
- F. Hat
1. Shall be a Hankin Matching dress hat with patent leather chin-strap. Hat shall be black. Style CDF-Non Chief
- G. Gloves
1. Gloves shall be white.
- H. Belt / Buckle
1. See Section 402.02 (J)
- I. Socks

STANDARD OPERATING PROCEDURES

1. Shall be plain black

J. Shoes

1. Shall be the Black Swat dress shoe patent leather, Style # 1180

402.05 PHYSICAL FITNESS UNIFORM

A. This uniform is the normal wear for on duty employees participating in the Physical Fitness Program.

B. The complete PT uniform may be worn around the station after 2000 hrs. But, not after 0700 hrs. unless during PT.

C. The PT uniform must be maintained neat and clean at all times.

D. The PT uniform must be worn only at the station. Except while worn under personal protective clothing during emergencies or responses.

E. Shirt

1. Standard Class “C” tee shirt, a Navy blue 100% cotton tank top or an “old style” Class “C” tee shirt (with or without sleeves).

2. In addition, a plain white tee shirt may be allowed while participating in team sports.

3. Any shirt used shall be well kept and presentable to the public.

F. Shorts

1. Regulation Navy blue 100% cotton with the approved silk-screened logo on the front left leg.

G. Sweatpants (optional)

1. Regulation Navy blue 100% cotton with the approved silk-screened logo on the front upper left leg.

H. Shoes

1. Must be appropriate for the type of activity and should provide good ankle support.

2. High tops are required for participating in basketball.

I. Socks

1. See Section 402.02 (I)

J. Hat (optional)

1. See Section 402.02 (M)

STANDARD OPERATING PROCEDURES

402.06 HAIR AND GROOMING

- A. Hair will be clean, well-groomed and safe.
- B. Any hairstyle considered unsafe shall be trimmed accordingly or bound to eliminate the hazard.
- C. Hair shall not extend past shirt collar or extend past the top of the ear.
- D. Sideburns can extend to the bottom of the ear lobe. Sideburns and mustaches will be trimmed and well groomed.
- E. Other facial hair such as beards, ARE NOT ACCEPTABLE.
- F. Any hairstyle that significantly distracts from the uniform appearance of the employees will not be allowed.
- G. Facial hair shall not be allowed at points where the SCBA face piece is designed to seal with the face.
- H. Any facial hair considered to be unsafe shall be trimmed / shaved to eliminate the hazard.
- I. Employees, who, because of illness, are unable to shave facial hair, may not be assigned to a line position.

402.07 UPDATES

- A. This procedure will be updated on an annual basis in May of each year. Any changes prior to May will be approved by the Chief and recorded as an interim amendment to the Rules and Regulations.

402.08 UNIFORM COMMITTEE

- A. The purpose of the procedure is to establish District policy pertaining to the role of the Uniform Committee.
- B. The Uniform Committee shall be made up of two paid staff members and one reserve member.
- C. The Uniform Committee shall act as an advisory group to the Chief. The role of the Committee is to provide user input in an effort to keep uniforms safe, functional, and stylish. To insure that the District uniform remains standard and easily recognizable. The Chief shall regulate the number of uniform variations or “options”. A current listing of authorized uniform items shall be maintained in Policy 402.
- D. The wearing of clothing items other than those identified in Policy 402 shall be on approval of the Chief and will normally be for the sole purpose of evaluation.

Conduct and Behavior

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1013.2 POLICY

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1013.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

1013.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (Government Code § 12940 et seq.).

1013.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (Government Code § 12940 et seq.).

1013.6 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

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1013.7 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1013.8 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department.

1013.9 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1013.10 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

1013.11 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the Department or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

1013.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

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1013.13 ABUSE OF POSITION

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph, or official title that identifies them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1013.14 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.

1013.15 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

STANDARD OPERATING PROCEDURES

**REMOVED
REPLACED WITH
POLICY # 1013**

Chapter: 400 – RULES AND REGULATIONS

Subject: 401 – RULES OF CONDUCT

Adopted: 06 – 14 – 2000

Revised:

401.01 RULES OF CONDUCT

A. The following list of directives represents the conduct standards for members of the Linden-Peters Fire District (the District). The basis for these regulations is the following policy:

401.02 POLICY

A. Every employee of the District is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive and mature way. Failure to do so will result in disciplinary action ranging from counseling to dismissal.

B. ALL EMPLOYEES SHALL:

1. Follow all Operations Manuals and Written Directives of the District
2. Use their training and capabilities to protect the public at all times, both on and off duty.
3. Work competently in their positions to cause all District programs to operate effectively.
4. Always conduct themselves to reflect credit on the District.
5. Supervisors will manage in an effective, considerate manner. Subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the organization.
7. Keep themselves informed to do their jobs effectively.
8. Be concerned and protective of each employee's welfare.
9. Operate safely and use good judgment.
10. Keep themselves physically fit.
11. Observe the work hours of their position.
12. Obey the law.
13. Be careful of District equipment and property.

C. EMPLOYEES SHALL NOT:

1. Engage in any activity that is detrimental to the District
2. Engage in a conflict of interest to the District or use their position with the District for personal gain or influence.

STANDARD OPERATING PROCEDURES

3. Fight.
4. Abuse their sick leave.
5. Steal.
6. Report for duty, while on-duty or while performing their duties as employees use alcoholic beverages, debilitating drugs, or any substance that could impair their physical or mental capacity.
7. Engage in any sexual activity while on-duty or while performing their duties as an employee.