



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, April 8 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

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| <p>(I.) CALL TO ORDER</p> <p>(II.) ROLL CALL OF BOARD MEMBERS</p> <ul style="list-style-type: none">• 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 <p>(III.) PUBLIC COMMENT - (Public comment/input is welcome. All comments/input are limited to three minutes per individual)</p> <p>(IV.) MINUTES</p> <p>A. Discussion & Possible Action re: Regular Board Meeting Minutes – March 4, 2021</p> <p>(V.) BOARD COMMITTEE REPORTS</p> <p>A. Finance Committee Report – Vice President Thomas G. Watkins</p> <p>B. Succession Planning Committee Report – Board Member Paul Castellou, Jr.</p> <p>(VI.) FINANCIAL SUMMARY AND REPORT</p> <p>A. Monthly Financial Current Events Summary for March 2021 – Fire Chief Kirk Noffsinger (Treasurer)</p> <p>(VII.) CONSENT AGENDA</p> <p>A. Discussion & Possible Action re: Approval of the March 2021 Monthly Financial Report and expenditures.</p> <p>(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)</p> <p>A. Departmental Report – (Fire Chief Kirk Noffsinger)</p> <p>B. Union Report – (Union Representative)</p> <p>(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.)</p> | <p>A. Discussion & Possible Action re: Replace Water Tender 52</p> <p>B. Discussion & Possible Action re: 900 Illness and Injury Prevention Program Policy</p> <p>C. Discussion & Possible Action re: 1032 On-Duty Injuries Policy</p> <p>D. Discussion & Possible Action re: 1033 Temporary Modified-Duty Assignments</p> <p>E. Discussion & Possible Action re: 1035 Return to Work Policy</p> <p>F. Discussion & Possible Action re: 915 Personal Protective Equipment</p> <p>(IX.) UNFINISHED BUSINESS –</p> <p>A. Discussion & Possible Action re: F&M Bank CalPERS Liability Loan Financing</p> <p>B. Discussion & Possible Action re: Station Improvement Project</p> <p>(X.) BOARD QUESTIONS AND COMMENTS</p> <p>(XI.) CLOSED SESSION - NONE</p> <p>(XII.) ADJOURNMENT</p> <p style="text-align: center;"><u>CURRENTLY THE NEXT SCHEDULED REGULAR BOARD MEETING</u></p> <p style="text-align: center;">May 6 @ 7:00PM</p> <p style="text-align: center;">Agenda Posted: April 5 @ or before 4:00 PM</p> <hr/> <p style="text-align: center;"><u>SIGNED ORIGINAL ON FILE</u>
DAVID FRISON, BOARD SECRETARY</p> |
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Member: Paul Castillou Jr.
Member: Kenneth “Kenny” Watkins III

Minutes of Board Meeting

Thursday, March 4, 2021

The meeting of the Linden–Peters Rural County Fire Protection District Board of Directors was called to order by Vice President Thomas G. Watkins at 7:00 PM. Members present: Board Secretary David Frison. Board Member Kenny Watkins III, Board Member Paul Castillou, Jr. arrived at 7:12 p.m. Members Absent: President John E. Plotz L.P.F.D. on duty staff present: Fire Chief Kirk Noffsinger, Captain Marcel Mojalli, 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

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

(IV.) Minutes:

A. Discussion & Possible Action re: Regular Board Meeting Minutes- February 2021 Board Minutes approved on motion by D. Frison and seconded by K. Watkins III. Motion passed with a vote of 4-0.

(V.) Board Committee Reports

A. Succession Planning Committee Report –Board Member Paul Castillou Jr. provided an update.

(VI.) Financial Summary and Report

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

(VII.) Consent Agenda:

A. Discussion & Possible Action re: Approval of the February 2021 Monthly Financial Report and expenditures. A motion to approve the financial report was made by K. Watkins III seconded by D. Frison. Motion passed with a vote of 4-0.

(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 February 2021. Captain Marcel Mojalli

provided the shift reports. Chief Noffsinger reported that there was the Vaccination Event at Linden Highschool provided vaccinations to approximately 400 people. There was little prior notice that this event would occur at the high school; however, B-Shift personnel helped as much as possible. The Chief noted that the Linden County Water District had raised their rates and provided the correspondence to the Board members. Chief Noffsinger noted that the Volunter Association Dinners will be scheduled quarterly instead of monthly – the dinners may coincide with staff meetings.

B. Union Report – None

(IX.) New Business

- A. Discussion & Possible Action re: 300 Incident Management Policy -
A motion to approve the 300 Incident Management Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.
- B. Discussion & Possible Action re: 302 Fireground Accountability Policy – A motion to approve the 302 Fireground Accountability Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.
- C. Discussion & Possible Action re: 303 Rapid Intervention Two-In/Two-Out Policy – A motion to approve the 303 Rapid Intervention Two-In/Two-Out Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.
- D. Discussion & Possible Action re: 325 Performance of Duties Policy – A motion to approve the 325 Performance of Duties Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.
- E. Discussion & Possible Action re: 328 Line-of-Duty Death Investigations Policy – A motion to approve the 328 Line-of-Duty Death Investigations Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.
- F. Discussion & Possible Action re: 1028 Personal Appearance Standards Policy – A motion to approve the 1028 Personal Appearance Standards Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.
- G. Discussion & Possible Action re: 1013 Conduct and Behavior Policy – A motion to approve the 1013 Conduct and Behavior Policy was made by K. Watkins III and seconded by D. Frison. The motion passed with a vote of 4-0.

Board Member Paul Castellou Jr. left at this point in the meeting.

(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 were too expensive to move forward with the project. There may be adjustments made to the project. Chief Noffsinger noted that he would order a bathroom trailer so that the upstairs bathroom can be remodeled.

(XI.) Board Questions and Comments None

(XII.) Closed Session

Board Vice President Thomas G. Watkins announced that the Board would not go into closed session.

(XIII.) Adjournment: Motion made by K. Watkins III and seconded by D. Frison to adjourn the meeting. Vote in favor 3-0. Motion carried and so ordered at 7:50 pm.

ABSENT

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

04/07/21

Balance Sheet

Accrual Basis

As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · F&M Checking- General	37,655.91
102 · F&M Zone 1 Fund	130,451.74
104 · F&M- Capital Outlay	1442029.63
106 · F&M- Benefits Reserve Fund	30,038.41
123 · F&M Equipment Replacement F...	134,327.48
124 · F&M CD	101,679.19
	<hr/>
Total Checking/Savings	1876182.36
	<hr/>
Total Current Assets	1876182.36
	<hr/>
TOTAL ASSETS	1876182.36
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00

04/07/21

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

	<u>Mar 21</u>
AFLAC - Refund	9.10
Fire Recovery USA, LLC Trust Acco...	143.62
Linden County W.D.	676.57
Martin Garcia II	0.00
Podesta Farms	700.00
San Joaquin County	825.00
State of California	<u>45,375.75</u>
TOTAL	<u>47,730.04</u>

04/07/21

Linden-Peters Rural County Fire Protection District

Expenses by Vendor Summary

March 2021

	<u>Mar 21</u>
Amazon	49.99
BG Agri	25.80
Blue Cross of California	87.75
Brandon K. Wright	330.00
Butte Therapy Systems	17.50
California Employers Association	2,295.00
California Waste Recovery Systems	294.45
Card Services	651.77
Cintas	299.40
Clutch & Brake Xchange, Inc.	184.98
Comcast	432.91
Croce, Sanguinetti, & Vander Veen	12,525.00
Denise Moore	238.25
Diesel Performance, Inc.	2,647.08
Dohrmann Insurance Agency	20,836.00
E.F. Kludt & Sons	2,052.80
Employment Development Dept.	28.50
F & M Bank	79.75
Fail Safe Testing	491.50
FDAC/FASIS	1,564.00
Frontier Communications	46.25
James Goins	20.20
Jim Avansino	1,151.69
Joint Radio Users Group	2,812.08
Ken Dahlenburg	3,425.50
Ken Snyder Jr.	238.25
Kirk Noffsinger	75.00
L.N. Curtis & Sons	678.83
Lee Owing Jr.	1,151.69
Life Assist	430.72
Linden-Peters Chamber of Commerce	130.00
Linden County Water District	768.44
Martin Garcia	330.00
Mike Verdon	4,774.29
MyFleetCenter.com	86.22
Pacific Gas & Electric	1,160.81
PERS Health Benefits Division	24,044.49
Plus IT, Inc.	54.65
Premier Access Dental	3,378.78
Public Employees' Retirement System	41,445.86
Rinaldi's Market	16.15
Rod Ruegsegger	26.40
Small Business Benefit Plan Trust	227.30
The Record	332.22
Tyler L. Watson	149.00
Vic Solari	1,151.69
Woodbridge Fire District	425.00
Zylstra Auto & Hardware	47.76
TOTAL	<u>133,711.70</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	51.27	76.00	-24.73
450-2 · Interest - Benefits Reserve	11.97	70.00	-58.03
450-3 · Interest - CO	0.00	150.00	-150.00
450-4 · Interest - General Fund	665.50	2,000.00	-1,334.50
450-5 · Interest -Equipment Replace F...	58.45	30.00	28.45
450-6 · Interest - CD	0.00	1,500.00	-1,500.00
450 · Interest - Checking	1.68	5.00	-3.32
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	10,455.77	15,000.00	-4,544.23
475 · Strike Team Reimbursement	275,669.69	0.00	275,669.69
480 · LCWD Fuel Reimbursement	2,966.56	5,500.00	-2,533.44
492-3 · Service Fees	2,892.42	6,000.00	-3,107.58
495 · Miscellaneous	45,122.60	5,000.00	40,122.60
Total Income	1,903,120.73	2,480,224.00	-577,103.27
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	866,152.75	1,150,000.00	-283,847.25
512 · Salaries - Overtime	52,538.80	110,000.00	-57,461.20
513 · Salaries - FLSA	20,081.55	26,000.00	-5,918.45
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	6,235.00	18,000.00	-11,765.00
519 · Educational Incentive	6,692.80	10,000.00	-3,307.20
521 · Retirement	382,772.43	430,000.00	-47,227.57
525 · Social Security	1,228.22	2,000.00	-771.78
527 · Social Security - Medicare	16,456.34	18,000.00	-1,543.66
530 · Insurance- Medical	183,136.45	200,000.00	-16,863.55
531 · Insurance- Medical (retirees)	45,183.87	58,000.00	-12,816.13
532 · Insurance- Dental	9,188.64	12,000.00	-2,811.36
533 · Insurance - Vision	1,562.44	2,100.00	-537.56
534 · Insurance -Life	778.35	850.00	-71.65
535 · Insurance- Worker's comp	88,192.00	105,000.00	-16,808.00
536 · Director's Fees	4,400.00	6,000.00	-1,600.00
Total 500 · Personnel	<u>1,982,072.13</u>	<u>2,237,950.00</u>	<u>-255,877.87</u>
540 · Vehicle & Equipment			
542 · Fuel, Lube, & Oil	13,412.77	22,000.00	-8,587.23
543 · Tires	5,325.35	2,500.00	2,825.35
544 · Parts/Supplies	9,986.44	10,000.00	-13.56
545 · Maintenance & Repair	20,571.92	20,000.00	571.92
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	1,420.16	3,000.00	-1,579.84
552 · Ladder Purchase/ Maintenance	491.50	600.00	-108.50

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	61,890.81	71,100.00	-9,209.19
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	1,691.68	4,000.00	-2,308.32
607 · Postage	187.05	500.00	-312.95
608 · Station Supplies	3,615.94	3,800.00	-184.06
612 · Towel Service & Chemicals	1,977.80	2,600.00	-622.20
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	12,232.80	16,000.00	-3,767.20
626 · Utilities- Water	2,707.24	3,500.00	-792.76
627 · Utilities- Cable TV	1,452.10	2,600.00	-1,147.90
630 · Utilities - Telephone/Cell/CAD	4,769.88	5,400.00	-630.12
631 · Utilities - Garbage	2,701.31	3,400.00	-698.69
635 · Fire Fighting Foam	3,097.08	3,000.00	97.08
Total 600 · Supplies	53,996.68	63,800.00	-9,803.32
650 · Services			
652 · Insurance/ Casul/ Eq/Bond	20,836.00	25,000.00	-4,164.00
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	10,406.81	12,500.00	-2,093.19
658 · Computer Support	5,866.89	9,000.00	-3,133.11

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	166.15	3,000.00	-2,833.85
670 · Assoc. Memberships	2,775.00	3,200.00	-425.00
675 · Training	4,217.72	13,000.00	-8,782.28
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	15,610.61	5,000.00	10,610.61
691 · Bank Fees	646.90	800.00	-153.10
Total 650 · Services	<u>99,204.83</u>	<u>138,800.00</u>	<u>-39,595.17</u>
695 · Zone 1			
696 · Hydrant Rental	855.00	1,200.00	-345.00
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>6,899.66</u>	<u>13,500.00</u>	<u>-6,600.34</u>
Total Expense	<u>2,205,980.94</u>	<u>2,532,150.00</u>	<u>-326,169.06</u>
Net Ordinary Income	<u>-302,860.21</u>	<u>-51,926.00</u>	<u>-250,934.21</u>
Net Income	<u><u>-302,860.21</u></u>	<u><u>-51,926.00</u></u>	<u><u>-250,934.21</u></u>

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

	<u>Jul '20 - Mar ...</u>	<u>Jul '19 - Mar ...</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	51.27	56.32	-5.05	-9.0%
450-2 · Interest - Benefits Reserve	11.97	13.56	-1.59	-11.7%
450-4 · Interest - General Fund	665.50	1,304.43	-638.93	-49.0%
450-5 · Interest -Equipment Replace F...	58.45	34.88	23.57	67.6%
450-6 · Interest - CD	0.00	1,514.81	-1,514.81	-100.0%
450 · Interest - Checking	1.68	2.46	-0.78	-31.7%
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	10,455.77	20,010.84	-9,555.07	-47.8%
475 · Strike Team Reimbursement	275,669.69	91,489.06	184,180.63	201.3%
480 · LCWD Fuel Reimbursement	2,966.56	4,990.33	-2,023.77	-40.6%
492-3 · Service Fees	2,892.42	4,226.95	-1,334.53	-31.6%
495 · Miscellaneous	45,122.60	23,252.74	21,869.86	94.1%
Total Income	1,903,120.73	1,575,119.93	328,000.80	20.8%
Expense				
500 · Personnel				
510 · Salaries - Regular	866,152.75	827,393.77	38,758.98	4.7%

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

	Jul '20 - Mar ...	Jul '19 - Mar ...	\$ Change	% Change
512 · Salaries - Overtime	52,538.80	61,368.81	-8,830.01	-14.4%
513 · Salaries - FLSA	20,081.55	19,083.24	998.31	5.2%
514 · Salaries - Strike Team Overtime	219,854.81	53,480.67	166,374.14	311.1%
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	6,692.80	6,692.80	0.00	0.0%
521 · Retirement	382,772.43	316,591.33	66,181.10	20.9%
525 · Social Security	1,118.79	1,538.07	-419.28	-27.3%
527 · Social Security - Medicare	16,430.75	13,768.61	2,662.14	19.3%
530 · Insurance- Medical	160,906.26	144,480.93	16,425.33	11.4%
531 · Insurance- Medical (retirees)	40,376.09	44,336.98	-3,960.89	-8.9%
532 · Insurance- Dental	9,188.64	8,429.91	758.73	9.0%
533 · Insurance - Vision	1,562.44	1,484.72	77.72	5.2%
534 · Insurance -Life	778.35	658.80	119.55	18.2%
535 · Insurance- Worker's comp	88,192.00	77,807.00	10,385.00	13.4%
536 · Director's Fees	3,900.00	3,725.00	175.00	4.7%
Total 500 · Personnel	1,952,634.14	1,671,434.95	281,199.19	16.8%
540 · Vehicle & Equipment				
542 · Fuel, Lube, & Oil	13,412.77	14,829.53	-1,416.76	-9.6%
543 · Tires	5,325.35	109.99	5,215.36	4,741.7%
544 · Parts/Supplies	9,568.39	6,210.12	3,358.27	54.1%
545 · Maintenance & Repair	19,867.46	33,631.05	-13,763.59	-40.9%
547 · Radios	8,694.21	3,420.24	5,273.97	154.2%
549 · SCBA	0.00	250.43	-250.43	-100.0%
550-4 · Small Tools & Equipment	1,988.46	714.51	1,273.95	178.3%
551 · Medical equip, supplies, oxygen	1,420.16	1,902.01	-481.85	-25.3%
552 · Ladder Purchase/ Maintenance	491.50	463.50	28.00	6.0%

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

	<u>Jul '20 - Mar ...</u>	<u>Jul '19 - Mar ...</u>	<u>\$ Change</u>	<u>% Change</u>
Total 540 · Vehicle & Equipment	60,768.30	61,531.38	-763.08	-1.2%
560 · Buildings & Grounds				
564 · Furniture	440.70	872.23	-431.53	-49.5%
580 · Maintenance & Repair	1,476.13	9,141.35	-7,665.22	-83.9%
Total 560 · Buildings & Grounds	1,916.83	10,013.58	-8,096.75	-80.9%
600 · Supplies				
600-1 · Grant Expense-Supplies	4,300.00	0.00	4,300.00	100.0%
602 · Computer Hardware & Software	13,983.64	9,829.30	4,154.34	42.3%
606 · Office supplies	1,691.68	2,791.94	-1,100.26	-39.4%
607 · Postage	187.05	147.30	39.75	27.0%
608 · Station Supplies	3,363.73	2,910.88	452.85	15.6%
612 · Towel Service & Chemicals	1,977.80	1,973.00	4.80	0.2%
613 · Clothing-uniforms	0.00	697.54	-697.54	-100.0%
616 · Clothing- Safety	1,280.16	2,333.28	-1,053.12	-45.1%
617 · Clothing- Boots	0.00	374.04	-374.04	-100.0%
625 · Utilities- Electric/ Gas	12,232.80	11,895.87	336.93	2.8%
626 · Utilities- Water	2,707.24	2,629.98	77.26	2.9%
627 · Utilities- Cable TV	1,452.10	1,717.22	-265.12	-15.4%
630 · Utilities - Telephone/Cell/CAD	4,694.88	4,047.28	647.60	16.0%
631 · Utilities - Garbage	2,701.31	2,580.67	120.64	4.7%
635 · Fire Fighting Foam	3,097.08	2,907.10	189.98	6.5%
Total 600 · Supplies	53,669.47	46,835.40	6,834.07	14.6%
650 · Services				
652 · Insurance/ Casul/ Eq/Bond	20,836.00	18,301.00	2,535.00	13.9%
655 · Annual Audit	13,875.00	13,460.00	415.00	3.1%
656 · S.J. Co. Tax Admin Chg	20,030.50	19,474.00	556.50	2.9%
657 · Dispatching	10,406.81	8,835.00	1,571.81	17.8%

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

	Jul '20 - Mar ...	Jul '19 - Mar ...	\$ Change	% Change
658 · Computer Support	5,812.24	2,057.61	3,754.63	182.5%
665 · Physical Exams	4,465.75	2,008.25	2,457.50	122.4%
667 · Fire Prevention Bureau	166.15	1,660.02	-1,493.87	-90.0%
670 · Assoc. Memberships	2,775.00	3,403.22	-628.22	-18.5%
675 · Training	4,217.72	5,823.22	-1,605.50	-27.6%
678 · Attorney Fee's	307.50	1,750.00	-1,442.50	-82.4%
690 · Services Contingencies	15,365.03	7,685.75	7,679.28	99.9%
691 · Bank Fees	646.90	684.00	-37.10	-5.4%
Total 650 · Services	98,904.60	85,142.07	13,762.53	16.2%
695 · Zone 1				
696 · Hydrant Rental	855.00	855.00	0.00	0.0%
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	6,899.66	3,260.54	3,639.12	111.6%
Total Expense	2,174,793.00	1,878,217.92	296,575.08	15.8%
Net Ordinary Income	-271,672.27	-303,097.99	31,425.72	10.4%
Net Income	-271,672.27	-303,097.99	31,425.72	10.4%



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

April 8, 2021

FINANCIAL SUMMARY AND REPORT:

For the month ending March 31, 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 March 31, 2021.

CURRENT EVENT SUMMARIES, REPORTS, AND/OR CORRESPONDENCE:

- **Meetings for the month**
 - 3/2 Policy Committee Meeting
 - 3/3 SJC Fire Chief's Meeting
 - 3/3 Volunteer Association Meeting
 - 3/4 LPFD Board Meeting
 - 3/8 Potential Traffic Signal Meeting
 - 3/9 Policy Committee Meeting
 - 3/10 DOC Meeting
 - 3/17 JRUG Meeting
 - 3/18 SJC Fire Marshalls Meeting
 - 3/25 Linden USD Safety Meeting/Table Talks
 - 3/31 Succession Planning Meeting
- **Correspondence/Events**: None
- **Current Projects/Updates**: None

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

Activities for the Month

- Responded to 23 calls for service
- Repaired driver side flashing grill light
- Ordered two sets of AED pads for our new Heartstart FRX
- Sent E52 to Hi-Tech to repair pump not going into gear when actuated
- Replaced batteries on WT52
- Repaired ball valve passenger side 2.5” suction on WT52
- Assisted with COVID-19 vaccines at LHS
- Instructed an extinguisher class for employees at North County Landfill
- Attended Lexipol Policy Meeting
- Attended Succession Planning Meeting
- Tested and inspected all spare hose on the rack
- Tested and inspected all attack lines on E51

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

Activities for the Month

- Responded to 25 calls for service
- Completed inspection at Academy of Learners
- Reported that tire rotation and oil change was completed on C51

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

Activities for the Month

- Responded to 23 calls for service
- Reported that E52 was taken to Diesel Performance for a check engine light. Diesel Performance replaced the sensor and repaired a coolant leak at the compressor.
- Reported that Cisco Fire serviced and inspected ansul system and all extinguishers.
- Met with Cascade Fire staff to discuss maintenance and annual inspection of mobile air trailer.
- Replaced the LED reds on E52.
- Reported that Hi-Tech repaired pump out put shaft, replaced bushings on front of cab, and rebuilt primer valve on E52.
- Rebuilt primer valve on E54.
- Reported that Hi-Tech repaired seatbelt sensor on E51
- Completed Target Hazard Training at Prima Frutta

DEPARTMENT FIRE PREVENTION REPORT:

- Completed three inspections and issued three permits have been issued in the month of March.
 - Projects: Morada Produce Solar Project and Orlando’s Market Patio
 - Project Completed: None
-

On Duty Training

Fire Scene Ops: Ladder Throws & Carries / Ventilation & Roof Ops
EMS: Femur Fractures
LPE Policy: Multiple Lexipol Policy/Procedure Review
SJCEMS Policy: #5585 Extremity Trauma
Other: NFPA 1001 Portable Fire Extinguishers

Volunteer Firefighter Training

- 3/8 EMS Skills

Outside Training

- 3/29 - 4/2 D. Dennis attended Rescue Systems 1 in Woodbridge CA

FIRE VOLUNTEERS, FIRE CADETS, AND VOLUNTEER FIREFIGHTERS ASSOCIATION

Volunteer Personnel: During the month of March, Volunteer Firefighter M. Winston worked a 24 hour shift assignment.

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 March.

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

Events: None.

Memorial Donations: The association has received a total of \$12,605.00 in memorial donations- updated amount to be provided at the Board meeting.

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: Mar-21	
INCIDENT TYPE	NO.	POSTED	CANCELED	PAID STAFF	
STRUCTURE FIRE	8		5	102 B. RUEGSEGGER	5
VEGETATION FIRE	3			106 M. MOJALLI	9
VEHICLE FIRE	1			108 J. REED	3
FIRE OTHER	1			105 J. GOINS	8
EMS CALL	43	9	5	107 K. DAHLENBURG	2
MVA	4		3	110 R. RUEGSEGGER	13
RESCUE CALL				111 T. WATSON	3
HAZARDOUS CONDITION				118 M. GARCIA	2
SERVICE CALL (NON EMERGENCY)	1			119 M. VERDON	2
GOOD INTENT CALLS				120 B. WRIGHT	2
FALSE ALARMS	4			122 D. DENNIS	4
WEATHER / DISASTER				123 J. DAVIS	1
SPECIAL INCIDENTS/OTHER	6				
TOTAL FOR THE MONTH:	71			TOTAL:	54
TOTAL FOR THE YEAR:	185			VOLUNTEER STAFF	STA COV.
PREVIOUS YEAR COMPARISON		Diff	%	117 G. SCHAEDE (VFF)	17
MONTH:	51	20	28%	148 M. WINSTON (VFF)	3
YEAR:	188	-3	-2%	130 B. Carr (VFF)	
DAY CALLS (8AM - 5PM):	42			TOTAL:	20
NIGHT CALLS (5PM - 8AM):	29				
CALLS PER SHIFT					
A:	23				
B:	25				
C:	23				
AUTOMATIC AID					
	GIVEN	POSTED	CANCELED	RECEIVED	
WATERLOO MORADA (WMR)	9	2	3	4	
MOKELUMNE (MKE)	6	1	4	7	
CLEMENTS (CLE)	1				
FARMINGTON (FAR)				1	
COLLEGEVILLE (CVG)				1	
STOCKTON (STO)					
MONTEZUMA (ZUM)					
LODI (LOD)	1				
WOODBIDGE (WOO)					
LIBERTY (LIB)					
ESCALON (ESL)					
RIPON (RIP)					
CALAVERAS CONSOLIDATED				4	
CalFire (TCU)					
OES, XSJ, EOC, SQF, VNC, BEU, MMU					
TOTAL:	17	3	7	17	

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			1									
Montezuma												
Lodi			1									
Stockton												
Manteca												
Total FIU Callouts	0	0	2									

- ***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.

March

Lodi – Structure fire. Covered by Brandon Wright on duty, George Wells (WMR), Jaime Ramirez (WOO)

Thornton – Boat fires. Covered by George Wells (WMR)

Illness and Injury Prevention Program

900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Linden-Peters Rural County Fire Protection District, in accordance with the requirements of Labor Code § 6401.7 and 8 CCR 3203.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by department procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Districtwide safety efforts.

900.2 POLICY

The Linden-Peters Rural County Fire Protection District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
 1. New member orientation, including a discussion of safety and health policies and procedures.
 2. Regularly scheduled safety meetings.
 3. Regular member review of the IIPP.
 4. Providing access to the illness and injury prevention plan to members or their representatives as set forth in 8 CCR 3203.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) A system for reviewing whether safety mandates are being met that relate to:
 1. Communicable diseases.

Linden-Peters Rural County Fire Protection District

Policy Manual

Illness and Injury Prevention Program

2. Respiratory protection (8 CCR 5144).
 3. Bloodborne pathogens (8 CCR 5193).
 4. Aerosol transmissible diseases (8 CCR 5199).
 5. Heat illness (8 CCR 3395).
 6. Personal protective equipment.
 7. Emergency Action Plan (8 CCR 3220).
 8. Fire Prevention Plan (8 CCR 3221).
 9. Workplace Violence Prevention Plan (8 CCR 3342).
 10. Hazards associated with wildfire smoke (8 CCR 5141.1)
- (l) Availability of forms that address:
1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (m) Establishing a safety and health committee, which will:
1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the Department to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

900.4 DIVISION SAFETY COORDINATORS (SHIFT CAPTAIN)

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.

Linden-Peters Rural County Fire Protection District

Policy Manual

Illness and Injury Prevention Program

- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration.
- (e) Notifying the HSO when:
 - 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational injuries and illnesses occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

900.5 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration via the chain of command.

The Administration will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.6 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

Linden-Peters Rural County Fire Protection District

Policy Manual

Illness and Injury Prevention Program

900.7 RECORDS

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

STANDARD OPERATING PROCEDURES

REMOVED

Chapter: 600 – INJURY AND ILLNESS PROGRAM

Replace with policy
#900

Subject: 601 – INJURY AND ILLNESS PROGRAM POLICY

Adopted: 02-04-2010

Revised:

601.01 POLICY

- A. It is the policy of the District that accident prevention shall be considered of primary importance in all phases of operation and administration.
- B. It is the intention of the District to provide safe and healthful working conditions and to establish and insist upon safe practices at all times by all employees.
- C. The prevention of accidents is an objective affecting all levels of the District and its activities. It is therefore a basic requirement that each supervisor make the safety of employees an integral part of his or her regular duty. It is equally the duty of each employee to accept and follow established safety regulations and procedures.
- D. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.
- E. Employees are expected to assist management in accident prevention programs and activities. Any unsafe condition must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the duties that pertain to his/her job.
- F. Any injury that occurs on the job, even as slight as a cut or strain, must be reported to the employee's immediate supervisor as soon as possible. In no circumstance, except an emergency, should an employee leave a shift, the fire station, the emergency scene or location of District activity without reporting an injury that occurred on the job.
- G. When you have an accident, everyone loses. Please work safely.

601.02 Responsibility and Authority for the Plan

- A. Board of Directors (Directors)
 - 1. The Directors of the District have the ultimate responsibility to ensure the implementation of the Injury and Illness Prevention Plan, and for the District's compliance with all Federal, State, and Local regulations concerning employee safety.
- B. Fire Chief (Chief)
 - 1. The Directors have delegated to the Chief the overall authority to implement the Injury and Illness Prevention Plan.

STANDARD OPERATING PROCEDURES

C. Safety Officer

1. The Safety Officer shall have the responsibility, as delegated by the Chief, for implementation of the Plan. He/She is responsible for formulating safety and accident prevention programs as well as incentives for employees to work safely.

D. Officers

1. All Officers/Supervisors are responsible for the safety of personnel under their command. They are required to enforce all safety rules and guidelines, provide training in safety practices and procedures as required, and to prevent accidents and injuries to personnel by correcting any known hazards that may exist.

E. All Fire Department Personnel

1. All employees of the District are responsible for the compliance with safety rules and regulations and for participating in training for accident and illness prevention. Unsafe work conditions, equipment, practices or environments will be reported by any employee who is aware, or made aware, of these conditions.

601.03 INSPECTIONS

- A. The Safety Committee, as outlined in Section - 601.11, will conduct safety inspections biannually.
- B. The President of the Volunteer Association will appoint the volunteer member.
- C. Inspections will include, but not be limited to:
 1. Stations and grounds.
 2. Apparatus and equipment.
 3. Personal Protective Equipment (PPE).
- D. Safety inspections may be conducted during the monthly inspections performed for station and apparatus condition, as outlined in Section 300 – Apparatus and Facilities Maintenance. Inspections shall be recorded.
- E. All employees have the responsibility to constantly be on the lookout for any safety hazards. The more serious the potential hazards, the more vigilant the supervisor should be.
- F. In addition to routine vigilance, written inspections shall be conducted whenever a new hazard is recognized and whenever a hazard exists from new substances, processes, procedures, or equipment.

STANDARD OPERATING PROCEDURES

- G. If a hazard is identified during a written inspection the solution and date of correction shall be recorded.
- H. Hazards may also be submitted anonymously without fear of reprisal. Reports can be made in writing and submitted in an unmarked envelope and placed on the Chief's desk.

601.04 ACCIDENT INVESTIGATION

- A. Investigations *shall* be conducted for all accidents according to Section 116 of the Policy and Procedures Manual.

601.05 CORRECTING UNSAFE CONDITIONS

- A. Anyone who observes an unsafe act or condition has the responsibility of either immediately reporting it or correcting it. If it is beyond an employee's ability or authority to correct an unsafe situation, they should report the matter to their immediate supervisor, an officer, or the Chief. Corrections of unsafe situations will be done in a timely manner based on the severity of the hazard.

601.06 SAFETY TRAINING

- A. New employees will receive a safety orientation from the Training Division.
- B. All employees will receive appropriate training from either their supervisor or the Training Division on all of the equipment, methods, and chemicals they use. When new substances, processes, procedures, equipment, or previously unrecognized hazards are identified, appropriate additional training will be given. Records will be kept of the names of the employees trained, training dates, types of training, and names of the trainers.
- C. Supervisors will receive appropriate training concerning safety hazards, necessary precautions, and principles of safety management.

601.07 REINFORCEMENT AND DISCIPLINE

- A. All levels of management will require safe work behavior from all of the employees that they supervise. Employees will be periodically reinforced for safe work behavior. Unsafe work behavior will be immediately corrected. Disciplinary action will be taken when appropriate.

601.08 SAFETY COMMUNICATION

- A. Safety communication with all employees will be accomplished by the Safety Committee, safety meetings, safety posters, written handouts, and safety films.
- B. Safety committee meetings will be held monthly. Departmental safety meetings are to be held monthly or more often if needed. In lieu of these monthly meetings, safety concerns may be covered at monthly drills and/or meetings.

STANDARD OPERATING PROCEDURES

- C. If employees have questions or concerns regarding safety, they should discuss it with their immediate supervisor, an Officer or the Chief. If the problem or concern does not get resolved, then the employee should contact the safety committee. There will be no reprisals against employees for addressing safety problems or concerns.

601.09 PROGRAM REVIEW AND RECORD KEEPING

- A. The safety program and the safety performance of those responsible for carrying it out will be reviewed annually. The review will be conducted by the Safety Committee and reviewed by the Chief.
- B. Written records of inspections, training, and corrections of hazards will be kept for five years.

601.10 ILLNESS PREVENTION

- A. District work related illness might include, but are not limited to, heart problems, hearing reduction, pneumonia or respiratory problems, hernia and some cancers. Additionally, exposures during emergency medical calls to diseases such as HIV/AIDS, Hepatitis, Tuberculosis, and Measles may include them in the occupational disease category.
- B. Prevention for these work-related illnesses includes, but is not limited to the following:
 - 1. Voluntary exercise programs.
 - 2. Manuals and classes on infection control.
 - 3. Blood Borne Pathogens training and information.
 - 4. Medical supplies to prevent the transfer of body fluids.
- C. THE DISTRICT SAFETY PROGRAM ALSO INCLUDES THE FOLLOWING SECTIONS OF THE MANUAL OF POLICIES AND PROCEDURES:
 - 300 Apparatus and Facilities Maintenance
 - 406 Vehicle Drivers Policy
 - 500 Linden-Peters Fire District Standard Operating Procedures (S.O.P.).
 - 504 Respiratory Program Policy
 - 505 Hazard Communication Policy
 - 506 Smoking Policy.
 - 512 Confined Space Policy
 - 601.11 Safety Committee Policy and Procedure.
 - 601.12 (C) Safety Responsibilities of Supervisors.

STANDARD OPERATING PROCEDURES

601.03 Safety Program General Guidelines.

601.14 Safety Procedures (specific).

All Standard Operating Guides (S.O.G.)

601.11 SAFETY COMMITTEE POLICY AND PROCEDURE

A. Policy

1. It is the policy of the District that a Safety Committee assists the Safety Officer with the District's Occupational Safety and Health Program.

601.12 PROCEDURE

A. The Safety Committee, with the Safety Officer, shall meet not less than biannually, to review accident reports and recommendations, conduct research and review matters pertaining to occupational safety and health within the District.

B. The Safety Committee shall consist of the following:

1. The Chief
2. The Safety Officer
3. A member of the Union.
3. A member of the Fire Reserves.
4. A Director.

C. Safety Responsibilities of Supervisors

1. Provide periodic training of all employees.
2. Train all new employees.
3. Train employees when new equipment is introduced.
4. Train employees when new procedures are introduced.
5. Train employees when new materials are used.
6. Train employees when new hazards are recognized.
7. Provide necessary motivation so employees will work safely.
8. Periodically reinforce employees for safe work behavior.
9. Immediately correct any unsafe behavior that is observed.
10. Conduct thorough accident investigations for all accidents.
11. Conduct periodic formal written safety inspections.
12. Document appropriate safety activities. (Safety inspections, meetings, training, accident investigations, etc.)

STANDARD OPERATING PROCEDURES

13. Know the CAL/OSHA regulations that pertain to your type of work.
14. Help develop specific safety rules that apply to your type of work.
15. Enforce safety rules fairly and consistently.
16. Make recommendations as needed to improve safety.
17. Encourage employee participation in the safety program.
18. Maintain acceptable level of morale and “lead by example”.
19. Ensure all needed safety equipment is available to do the job at hand.
20. Anticipate hazards before they cause problems.
21. Take corrective action. Correct any unsafe conditions and any unsafe work behavior as soon as it is observed.
22. Follow through. See to it that what is necessary is done.
23. Plan for emergencies before they occur.
24. Provide first aid to injured employees.
25. Keep in contact with injured employees when they are unable to return to the job. Show concern for their condition and encourage them to return as soon as they can safely do so.
26. Solicit, evaluate, and implement valid employee suggestions concerning safety.
27. Provide constant vigilance for unsafe working conditions and behaviors.
28. If you need help fulfilling the safety responsibilities of your job, make sure that you get it.

601.13 SAFETY PROGRAM GENERAL GUIDELINES

A. Scope

1. These safety rules shall serve as a guideline to employee safety. They are by no means a complete list of all circumstances, which may be encountered. Each situation calls for individual attention to the safety and welfare of all personnel. Each situation must be dealt with on an individual, common sense basis, taking into consideration these safety guidelines and any local, state and federal rules, regulations and guidelines that may apply.
2. Every employee must comply with these safety guidelines under circumstances when they are applicable, and these guidelines are effective as of the date of issuance. Acceptance of employment of the District constitutes knowledge of, and acceptance of these rules.

STANDARD OPERATING PROCEDURES

B. Education

1. It shall be the responsibility of every supervisor/officer to make certain that employees under his/her supervision have been instructed and advised concerning these safety rules and all local, state and federal rules, regulations and guidelines that may apply to the type of work being performed.

C. Knowledge

1. Every employee is required to know, understand and adhere to the safety rules, which apply to the work he/she performs. Willful disregard of these safety rules or other pertinent safety rules, regulations or guidelines may result in disciplinary action or termination.

D. Enforcement

1. Employees acting in a supervisory capacity shall require employees working under his/her supervision to comply with all applicable safety instructions and safe practices.
2. If a difference arises in the interpretation of the application of these rules, the decision of the supervisor in charge at the time shall be followed. Subsequent appeal of the decision may be made through established channels.
3. Safety devices, tools or equipment that the employee finds unsafe, shall not be used and will be reported to his/her supervisor.

601.14 SAFETY PROCEDURES (Job Specific)

A. In House Safety

1. Egress from all areas of the station to the apparatus room shall always be clear of obstructions and hazards.
2. Electrical equipment cords should be inspected on a regular basis for damage.
3. Use caution when floors are wet.
4. All contaminated materials, rubber gloves, used needles, etc., shall be disposed of in the proper containers and utilizing established policies.
5. Storage of all chemicals shall be in properly labeled containers and stored appropriately.
6. Use chemicals shall be for their intended use only.
7. Adequate ventilation is required while running apparatus/equipment, painting, welding, and performing other maintenance operations.

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8. All storage areas will be kept clean, neat, orderly, and free of any trip hazards, foreign objects, or spills of any kind.
9. All tools are to be cleaned after each use and returned to their proper place.
10. Always wash hands thoroughly after handling any harmful material or substance.
11. Keep all soiled rags/towels in an approved container.
12. Restrooms, eating areas, living areas, and office areas are to be kept clean at all times.
13. Any unsafe situation or condition should be corrected immediately.

B. Apparatus Safety

1. Always remain seated whenever a vehicle is in motion.
2. Seatbelts are to be worn at all times, when the apparatus is in motion.
3. Utilize caution when entering and exiting the vehicle.
4. Avoid stepping backwards off of the vehicle. Always look where you're stepping.
5. Have a thorough understanding of the proper manner concerning removal and replacement of equipment on the apparatus.
6. Donning of safety equipment should be done before responding to emergencies or after arriving on scene if at all possible.
7. Maintenance work under vehicles should be done only after the vehicle has been properly secured to prevent accidental movement.
8. A spotter is responsible for observing vehicle backups and warning persons who might be endangered. The Driver is to be made aware of any obstacles in the way. (See Section 502 Apparatus Backing)
9. Make sure that all compartment doors are fully closed and latched before any apparatus is set into motion.
10. Be aware of traffic before exiting the vehicle.

C. LADDER AND ROPE SAFETY

1. Always face the ladder and use both hands when climbing and descending.
2. Ladders should be properly positioned and secured before using.
3. Only ladders in a safe condition are to be used.
4. Use the appropriate ladder for the task at hand.
5. Keep all ladders, as other tools and equipment, clean at all times.

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6. Inspect the halyard on a regular basis for damage.
7. Always be aware of electrical lines, antenna wires, and any other overhead obstructions when using ladders.
8. Inspect all ropes thoroughly before storage.
9. Dry all ropes thoroughly before storage.
10. Have a thorough understanding of all of the uses of each type of rope; it may save your life or the life of someone else.
11. Never stand on a rescue rope, it will be damaged and compromise the strength of the rope.

D. PERSONAL PROTECTIVE EQUIPMENT (PPE) Safety

1. All PPE safety clothing (turnout pants and coat, helmet w/eye protection, fire resistive hood, gloves and boots) is each employee's responsibility. PPE should be periodically inspected and maintained in a safe, clean and reliable condition. Employees shall not alter their personal protective equipment in any way. Only qualified personnel as designated by the Chief and in accordance with manufacturer recommendations shall perform such alterations. If at any time an employee feels that any of his/her PPE is approaching a level of compromised effectiveness, their immediate supervisor shall be notified at once.
2. All employees are to wear full PPE (including SCBA) when exposed to any possibility of a hazardous environment (IDLH as described by CAL-OSHA).
3. Personal alarm devices (PAL) are to be utilized anytime a firefighter enters a hazardous condition (IDLH).
4. Latex gloves should be worn anytime a firefighter makes contact with a patient. (For more detail, see Communicable Disease and Infection Control, Section 506)
5. During drills, the instructor in charge of the drill will be responsible for designating the required personal protective equipment. All personnel will wear required equipment during drills.
6. When using SCBA, the firefighter shall perform a quick-fit test before connecting to regulator. (See Procedures for Proper Use of Respirators, Section 504.5) All firefighting personnel shall undergo annual qualitative (QLFT) fit testing with SCBA face pieces. Facial hair (beards, goatee, etc.) is not allowed for employees involved in firefighting activities requiring the use of SCBA.

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E. PHYSICAL FITNESS - LIFTING

1. Do not attempt to lift or carry more than you can easily handle. If necessary, ask for help.
2. Proper lifting techniques are to be used whenever and wherever possible.
3. Utilize proper lifting techniques when lifting moderate to heavy loads.
 - a. Use your legs to lift, bend your knees.
 - b. Keep your back straight.
 - c. Do not twist your body while lifting; reposition your feet to avoid twisting.
 - d. To lift heavy objects, get your body as close to the object as possible.

F. SMOKING SAFETY

1. Employees shall not smoke in the proximity of flammable liquids, explosives or gasses, or where "NO SMOKING" signs are displayed, either on property owned by the District or on the premises of other persons.
2. Smoking is not allowed on any emergency scene or incident.
3. Smoking is not allowed during any drill, class, exercise or training offered by, or in conjunction with the District.
4. Cigarettes, cigarette butts, matches etc. shall be discarded only in appropriate containers.
5. All employees shall abide by the regulations set forth in Section 405 - SMOKING POLICY in this manual.

G. ILLNESS AND INJURY

1. Do not come to work when you are ill or injured to the point that it affects your job performance.
 - a. You may increase the severity of the illness or injury.
 - b. You may spread your illness to others.
2. Notify your supervisor of any injury that occurs on the job, no matter how minor. The injury should be noted in the incident report and necessary paperwork completed.
3. If you incur an injury that is not work related and are under a physicians care, you must provide a written release from the physician permitting you to return to work. The release must state what limitations, if any, you are subject to.

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H. INTOXICANTS AND DRUGS

1. Use of intoxicants or drugs by any employee during working hours (scheduled or non-scheduled) is prohibited, and the Fire Chief will deal with any violation. If you are off duty and called back, or as a Fire Reserve you receive a call, do not respond if you are under the influence of intoxicants.
2. Any employee reporting for duty while under the influence of intoxicants or drugs shall not be allowed to assume his/her duties. Any such actions will subject the employee to disciplinary action or termination from the District.

I. EMERGENCY SCENE SAFETY

1. Knowing and utilizing the chain of command is a must at the emergency scene.
2. Clear, brief and concise information and communications are a must at the emergency scene.
3. If you don't understand a command given to you at the emergency scene ask to have the command repeated. You must have a thorough understanding of what you are ordered to do.
4. Never free-lance at an emergency scene; follow the direction of the person you are assigned to.
5. If you are given an assignment by an officer while performing an assignment, given to you by your immediate supervisor, you must explain that you already have an assignment and that you must complete it, or your immediate supervisor shall be notified of the change in plans.
6. Any time you are working in a hazardous area, work in pairs; utilize the "Buddy System".
7. If your safety equipment fails, immediately inform the person you are working with and your supervisor.
8. If you run out of air, become disoriented or need to get out of the fire, inform the person you are working with and: activate your Personal Alarm Device (PAL), follow a hose line out of the building or go to a window and signal for help.
9. If you become trapped in a room, close the door to that room, activate your PAL, go to the window and signal for help.
10. If you become lost or disoriented during a fire, never go to higher ground, always go below the fire. Always activate your PAL.
11. If you are on a roof that feels soggy or spongy, leave the roof immediately and notify your supervisor of that condition.

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12. Always have two means of escape when working on a roof.
13. Always assume that all electrical lines at all emergency scenes are energized.
14. Self-Contained Breathing Apparatus shall be worn at all overhaul operations until the officer in charge determines that it is safe to proceed without them.
15. Respiratory protection shall be worn when working around, or with, building insulation or airborne dusts or particles.
16. Helmets and gloves will be worn at all times during overhaul. Turnout coats or Wildland jackets may be worn with the approval of the officer in charge.

J. SHOP SAFETY

1. The following safety procedures shall be used when working in the District shop or at station benches.
 - a. Grinders and Buffers.
 - 1.) Eye protection will be worn at all times.
 - 2.) Grinding wheels and metal wire wheels will be changed when worn.
 - 3.) When practical, clamps or vice grip type pliers will be used to hold material to be ground.
 - 4.) All grinders shall have the required shrouds and safety covers. They shall not be removed under any circumstances.
 - 5.) All grinders shall have upper shields or guards in place (between grinding wheel and upper shroud). The shield shall be adjusted to ¼" from the grinding stone.
 - 6.) All grinders shall have lower tool rests in place. The tool rests shall be adjusted 1/8" from the grinding wheel.
 - 7.) Signs shall be permanently posted in plain sight and in close proximity to the grinder with the message "Eye Protection Required".
 2. Electric Welders (arc welders)
 - a. Electric welders may only be used with the permission of the Chief.
 - b. Electric welders may only be operated when the proper protective equipment is worn.
 - 1.) Welding hood with proper eye protection (correct darkness of lenses).
 - 2.) Leather welding gloves.

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- 3.) Leather welding apron or other protective clothing.
3. Oxygen/Acetylene Welding and Cutting
 - a. Gas welding and cutting torches may only be used with the permission of the Chief.
 - b. The following guidelines for welding, cutting and compressed gases will be adhered to:
 - 1.) Open flames shall not be applied to or brought near to (including welding processes, brazing, soldering, or flame cutting) any empty container, tank or any vessel which has or may have previously contained a flammable or explosive substance until one or more of the following precautions are taken to prevent explosion or fire. (AND ONLY WHEN SAFE TO DO SO)
 - 2.) Fill containers or vessels with water or inert gas, such as carbon dioxide or nitrogen; and/or
 - 3.) Clean inside with stream, caustic solution or sandblasting.
 - 4.) Residue or other flammable material shall be removed from the work area or an observer shall be present (when safe to do so), equipped with the proper safety equipment such as fire extinguishing devices to safeguard surrounding areas; and,
 - 5.) If the container is filled with inert gas, the means shall also be provided to prevent air from entering the vessel while work is in process.
 - 6.) Oil or grease shall not be allowed to come in contact with valves, regulators, or any other parts of oxygen cylinders or apparatus. (Oxygen contacting oil or grease may cause an explosion.)
 - 7.) Portable gas cylinders or containers shall be handled with extreme care and shall be stored in a suitable, well-ventilated location, properly secured in a vertical position with valve cap in place.
 - 8.) All connections to piping, regulators, and other appliances shall be kept tight to prevent leakage. Should leaks develop, never test with open flame. When cylinders or containers are not in use, always keep valves tightly closed.
 - 9.) Compressed gases shall not be used from a cylinder or cylinder manifold or other containers unless an acceptable pressure-regulating device is installed on the cylinder, valve or manifold.
 - 10.) When shipping or transporting cylinders of compressed gas, the valves shall be protected by:

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- 11.) Securely attached metal caps;
 - 12.) Boxing or crating the cylinders so as to give proper protection to the valves; or
 - 13.) By loading the cylinders compactly in an upright position and securely bracing them in place.
 - 14.) Compressed gas or welding fuel-gas cylinders in portable service shall be securely fastened in a suitable fashion with valves tightly closed before moving. Pressure regulating devices may remain in place during transport of compressed gas or fuel-gas cylinders used in portable service.
- K. General rules to be followed for all types of welding, cutting or burning:
1. Welding processes, flame cutting, brazing, soldering and the use of open flames on vessels is subject to accordance with approved procedures by fully qualified personnel who shall always observe the following additional precautions:
 - a. Keep away from vessel openings as far as possible.
 - b. Provide suitable fire protection equipment adjacent to the work.
 - c. Hazardous areas shall be designated by signs and be protected by approved barricades as required.
 - d. It shall be the responsibility of the welder to see that where practical, screens are properly placed to prevent eye injury to other personnel in the area. Any helpers shall wear suitable eye protection when assisting in welding procedures.
 2. Whenever lead, cadmium, galvanized or other toxic fume producing material is welded, burned, or otherwise heated to such a degree that fumes may develop, the work shall be ventilated to protect the operator and the people nearby. If respiratory equipment is required to protect the operator and/or persons nearby, then the following additional precautions shall be observed:
 - a. Sufficient ventilation shall be provided for the protection of yourself and others to prevent accumulation of harmful quantities of fumes in the work area; and/or
 - b. The operation shall be isolated; and/or
 - c. The work shall be performed outdoors, in such a location that no harmful fumes will enter any building.
 - d. The use of open flames in and around battery storage areas is prohibited.
 3. Spray Painting

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- a. Spray painting will only be allowed in well-ventilated areas.
 - b. The proper respirator will be worn by the person applying the paint.
 - c. Observers or employees assisting the spray painter are required to wear the proper respirator.
 - d. All proper fire safety rules will be observed while mixing, applying or storing flammable paints and finishes.
 - e. Paint and solvents will be stored in a proper manner that complies with all fire codes.
 - d. Rags, filters and stir sticks, along with used masking tape and paper will be disposed of in an approved manner.
4. Small Tool Safety
- a. Small tools shall be properly maintained.
 - 1) Chisels and punches shall be properly dressed when the striking surface (or Head) is mushroomed.
 - 2) Hammers shall be discarded if the striking surfaces are cracked or rounded.
 - 3) Handles shall be replaced if damaged.
 - b. Specialized tools shall only be used after proper instruction in the use of the tool.
 - c. Eye protection should be utilized at all times.
5. Cleanliness
- a. The shop and workbench areas shall be kept clean and tools stored in their proper place.

601.15 CONCLUSION

- A. Three things determine just how safe you will do your job:
1. Job Skills - How well you know and implement your job skills will be a major deterrent of how safely you will be doing your job.
 2. Physical Fitness – Your physical condition will determine if you will be a high or low risk for injury at the emergency scene. Remember, if you get hurt, you become part of the problem, not part of the solution.
 3. Attitude - If you have a positive mental attitude towards safety, you are well on the road to being a safe employee.
 4. Our job as Fire Fighters and EMS Providers requires us to take some risks. If you "Think Safety" at all times you will lower the percentages of those risks.

On-Duty Injuries

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to assist the Linden-Peters Rural County Fire Protection District in accurately reporting work-related illnesses and injuries and managing workers' compensation costs. The policy also provides department members with information concerning California state-mandated workers' compensation benefits and assistance to members who are either injured or develop a work-related illness as a result of their employment (8 CCR 9880).

Nothing in this policy is intended to confer any rights greater than those provided by state workers' compensation laws.

1032.1.1 DEFINITIONS

Definitions related to this policy include:

Permanent and stationary - The status of an injured member whose medical condition has reached maximum medical improvement.

Permanent disability - The status of an injured member who is permanently disabled.

Temporary disability - The status of an injured member who is unable to return to work because the member has not yet achieved a permanent and stationary status.

Third-party administrator - An entity responsible for adjusting workers' compensation claims on behalf of an employer.

Work-related injury - Any injury, disease, or mental health issue arising out of employment or occurring in the course of employment duties (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212.15); includes the contraction of a communicable disease (Labor Code § 5500.5).

1032.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to provide workers' compensation benefits and assistance to all members who incur a work-related illness or injury. The Department shall display a notice to employees regarding access to benefits and provide new members with a written notice concerning their rights, benefits, and obligations under workers' compensation laws (8 CCR 9880 and 8 CCR 9881).

1032.3 PROCEDURE

Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the Linden-Peters Rural County Fire Protection District. To be considered work-related, the injury or illness must arise from and occur in the course of employment. When authorized by a physician, medical expenses related to the treatment of a work-related injury or illness may include doctor, hospital, surgical, physical therapy, prescription medication, or medical equipment. Workers' compensation may pay for wages lost as a result of an injury or illness, provided that absence from work is related to a work injury or illness and is authorized by a physician.

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On-Duty Injuries

1032.3.1 MEMBER RESPONSIBILITIES

A member who is injured on the job must immediately report his/her injury to a supervisor or the Administration. Any member who is involved in any accident while on-duty shall report such injury, illness, or accident as soon as practicable to his/her supervisor (8 CCR 14300.35).

An injured member or member who has suffered a work-related illness shall report as soon as practicable to his/her immediate supervisor the medical findings concerning the injury, the extent of any work restrictions and the anticipated duration, if known. In addition, such members are required to promptly submit all medical releases, whether partial or full releases, to a supervisor.

Members should contact the person designated by the Department for more information concerning workers' compensation benefits and payment of wages while off-duty due to a work-related injury or illness.

A member may be treated for an on-duty injury or illness by a personal physician that the member pre-designates in writing, prior to the injury or illness. The member may use the optional DWC Form 9783 Pre-designation of Personal Physician for this purpose (8 CCR 9780.1).

Members shall report any near-miss incident to their supervisor as soon as practicable. A near-miss incident is one where a mishap occurs but the member avoids serious injury or illness (e.g., slipping on an uneven surface but not falling).

1032.3.2 SUPERVISOR RESPONSIBILITIES

If injury is life-threatening, Emergency Medical Services (EMS) should begin or be summoned immediately.

If the injury is of a less emergent nature, the supervisor should ensure the member contacts the department-designated occupational medical provider. If the member has a pre-designated personal physician on file, the member may be treated by that physician.

If the injury does not require medical attention, the supervisor shall report the injury. The supervisor shall sign the report and indicate that the member desired no medical attention at the time of the report.

Within 24 hours of notification of an injury, the supervisor shall give the member a DWC-1 Employee's Claim for Workers' Compensation Benefits Form. The supervisor should have the injured member complete the member's portion of the form. If the member is unable to complete the DWC-1, the form may either be sent to the member's home or completed by the supervisor. The supervisor should complete the employer's portion as well.

The supervisor shall ensure that an Employer's Report of Occupational Illness/Injury (Form 5020) is filed with the Department of Industrial Relations within five days of the notice of injury (8 CCR 14004).

Supervisors receiving a report of a near-miss incident should prepare a detailed description of the incident and any recommendations or efforts to mitigate any identified hazards. Supervisors should forward the report to the Administration Division.

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On-Duty Injuries

1032.3.3 ADMINISTRATION RESPONSIBILITY

The Administration should evaluate the request to return to work and any necessary medical verification and make a determination whether:

- The member may return to work based on the medical documentation provided by the member.
- It is necessary to engage in an interactive process to determine a reasonable accommodation.
- It is necessary and appropriate to send the member to a fitness-for-duty evaluation.

The Administration, in consultation with the appropriate Captain will make a recommendation to the Fire Chief or the authorized designee whether the member should be returned to full-duty or modified-duty, and will communicate the decision to the member regarding his/her return to work.

1032.3.4 RETURN TO WORK FOLLOWING INJURY OR ILLNESS

It is the member's responsibility to keep the Department informed regarding his/her absence and to immediately advise the person designated by the Department when the member believes that he/she will be released to return to work, with or without limitations. If practicable, the member shall provide advance notice of his/her potential return to work. If requested, it is the member's responsibility to provide medical verification.

A summary of steps for returning to work following an injury or illness can be located in the Return to Work Policy.

1032.3.5 TEMPORARY MODIFIED-DUTY ASSIGNMENT

A temporary modified-duty assignment may be available for a member with temporary limitations on his/her ability to perform normal job duties. See the Temporary Modified Duty Assignments Policy for additional information.

1032.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, a member's work-related injury or illness results from the negligent or wrongful acts of another, for which the member, the District, and/or other insurers are entitled to recover civilly. To ensure that the District's interests are protected and that the member has the benefit of the District's experience in these matters, the following procedure shall be followed.

1032.4.1 MEMBER OFFERS TO SETTLE

When a member sustains a work-related injury or illness caused by another person and is then approached by the person or an agent, insurance company or attorney and offered a settlement of claims, that member shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

1032.4.2 SETTLEMENT AUTHORIZATION

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an on-duty injury, the member shall provide the Fire Chief with written notice of

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the proposed terms of such settlement. In no case shall the member accept a settlement without first providing such written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damages to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

1032.5 MONTHLY WORKERS' COMPENSATION CLAIM REVIEW

A representative from the Administration Division will ensure there is a monthly workers' compensation claim review with appropriate managers from the Administration and any third-party administrator, ~~and the~~ -. At these monthly meetings, the following should be reviewed and discussed:

- Notable cases, such as those with customer relations, legal, time lost, medical, and other related claim issues
- Number of the previous month's new claims categorized by battalion and or section
- Number of permanent disability settlements approved the previous month
- Notable positive claim results
- Any actuarial studies, workers' compensation program audits, and injury trends
- Executive management direction on complex cases, such as those with organization-wide impact, future precedent, sub-rosa investigations and the direction of the workers' compensation and the safety and injury prevention programs.

1032.6 MANAGEMENT REPORTS

There are three key management reports that shall be completed. These reports will provide management with the necessary reports to ensure the department's workers' compensation program is accomplishing the following:

- Meeting the needs of members following an injury or illness
- Complying with workers' compensation laws
- Minimizing workers' compensation costs while ensuring the provision of benefits to injured/ill members.

The three management reports shall be:

Annual Workers' Compensation Program Report - This report will summarize the past calendar year of program activity, including but not limited to settlements, loss control, injury analysis, and recommendations for program improvement.

Annual Actuary Report - An independent actuary shall complete an analysis to project the reserves needed by the Department to insure its workers' compensation program. Annual funding needs are generally based on the actuary's analysis of the department's loss history, insurance levels, and changes in state law.

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Annual Third-Party Administrator Stewardship Report - The stewardship report will assist the Department in measuring the effectiveness of the services contract with the workers' compensation program third-party administrator. The report will include the following:

- Utilization of the third-party administrator's services
- Cost savings achieved
- The average incurred and total costs paid per claim
- Workers' compensation and temporary disability costs paid by fiscal year
- Injuries by body part and nature of loss (e.g., sprain, contusion, laceration)

STANDARD OPERATING PROCEDURES

REMOVED

Chapter: 100 – ADMINISTRATION

REPLACED WITH
POLICY #1032

Subject: 116 - ON THE JOB INJURY REPORTING

Adopted: 04 - 12 - 2000

Revised:

116.01 PURPOSE

- A. To assure employees injured, while working, receive the necessary medical care immediately and to inform his/her supervisor and the Chief of the injury.

116.02 POLICY

- A. When an employee is injured, on-the-job, he/she shall notify his/her supervisor immediately. The supervisor shall take action to assure the employee receives appropriate care for the type of injury incurred. The Chief shall be notified as soon as possible. If the employee is unable to continue his/her assignment, he/she shall be removed from duty immediately.

116.03 REPORTING

- A. Whenever an employee is injured, on-the-job, he/she will complete the Injury Report Form. The employee will explain, in writing, how the injury occurred and who, if anyone, witnessed the injury. Any witnesses may be required to make a written report regarding the situation (see Forms 116A-1 and 116A-2 in the appendix section).
- B. The injured employee's supervisor will conduct an investigation of the situation that caused the injury and make a written report to the Chief (see Form 116B in the appendix section).

116.04 BOARD OF INQUIRY

- A. If the injury is very serious (resulting in hospitalization or an extended period of job absence) or if the injury results in a death, a Board of Inquiry will be assembled to conduct a thorough investigation of the incident. The Board of Inquiry will make a written report to the District Board of Directors.
- B. The Board of Inquiry shall include the following:
 - 1. The Chief
 - 2. A District Company Officer
 - 3. A Unions representative
 - 4. A Volunteer Fire Fighters representative
- C. The Board of Inquiry shall make a full report of its findings to the District Board of Directors.

Temporary Modified Duty Assignments

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedure for assigning employees to temporary modified duty when injuries sustained on- or off-duty result in physical limitations as diagnosed by a qualified health care professional.

1033.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the Department. In some instances, the return to work may result in a temporary modified-duty assignment.

1033.3 PROCEDURE

Temporary modified-duty assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the Department to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the Department, and will generally not exceed six months. The process for evaluating an employee for a modified-duty assignment after being medically cleared with restrictions from an injury occurring on- or off-duty, or an illness as a result of an exposure, shall be as follows:

- (a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions.
- (b) The employee must provide the clearance document to the [departments occupational medical provider](#) as soon as practicable.
- (c) The [occupational medical provider](#) should contact the [Fire Chief](#) ~~respective~~ or the authorized designee to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available.
- (d) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the ~~'s~~ occupational medical provider for final medical clearance before reporting for duty.
- (e) Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the department's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and at the sole discretion of management. An authorized extension will not expand any

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Temporary Modified Duty Assignments

temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.

- (f) With the exception of employees who are disabled, as defined by the Americans With Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.), temporary modified-duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary.

Return to Work

1035.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

1035.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1035.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the Department.

1035.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the Department of his/her absence and to immediately advise the Department when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Administration.

1035.4 DEPARTMENT RESPONSIBILITIES

The [Administration](#) will evaluate the employee's request to return to work and the written medical verification, and will consult with the [Occupational Medical Provider](#) in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment **if and whether** the Department has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.
- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

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Policy Manual

Return to Work

The Administration, in consultation with the [Occupational Medical Provider](#) -representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Administration should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

STANDARD OPERATING PROCEDURES

REMOVED

Chapter: 600 – INJURY AND ILLNESS PROGRAM

REPLACE WITH

Subject: 607 – RETURN TO WORK PROGRAM

POLICY #1035

Adopted: 03-10-2004

Revised:

607.01 POLICY

It is the policy of the District to implement guidelines for returning to duty after an employee has sustained a significant illness or injury, which precluded him/her from carrying out the essential functions and/or the critical demands of his/her job.

607.02 PURPOSE

A. The purpose of this Return-to-Work Program is to help enable health recovery and resumption of full capabilities by injured or ill employees whose injury or illness initially restricts his/her ability to perform normal job duties. Employees are the organization’s most important assets, and it strives to ensure the best possible safety, health, and performance for every employee.

607.03 PROCEDURE

A. It is the employee’s responsibility to notify the Chief as soon as he/she is aware of, or when initial assessment has been made by a medical provider, that he/she is unable to perform his/her normal/essential job functions due to an injury or illness that removes him/her from duty for more than one (1) duty shift. At the time the Chief is made aware of an employee’s restricted status, the following steps shall be taken:

1. Request the diagnosing physician to submit, in writing using the “Supervisor’s Report of Injury Form – Physicians Section”, the exact medical restrictions(s) on the patient.
2. Upon receipt of completed Physical Evaluation for Modified Duty form, send a copy to the worker’s compensation insurance carrier (if applicable) and place a copy in the employee’s personnel file.
3. The Chief shall determine if a temporary modified duty assignment is appropriate, based on the written restriction(s), available temporary modified duty, and the individual’s skills and qualifications to perform such tasks/functions. A temporary modified duty assignment shall not exceed 90 days.
4. Contact the employee and inform him/her about the temporary modified duty assignment within his/her capability based on the medical restriction(s). Explain the Return-to-Work Program to the employee and how he/she will benefit by participating in it.

STANDARD OPERATING PROCEDURES

5. Once the employee is situated in a temporary modified duty assignment, the diagnosing Physician should make periodic written reassessments as to the employee's restrictions, which are to be sent to the district. These reassessments are to be based on medical evaluations occurring as deemed appropriate by the treating physician, but no less frequent than a 45 day period.
 6. It is the employee's responsibility to comply with the restrictions/limitations set forth by his/her physician. If the employee experiences an increase in symptoms while performing these duties, the employee shall immediately advise his/her supervisor. If the employee is unable to perform any of the assigned temporary job duties because of his/her injury, the employee shall immediately advise his/her supervisor. Any lost days, while assigned to a temporary modified duty will need a Work Status Report from the treating physician; otherwise, the employee will be charged sick leave for those unexcused days.
 7. When the diagnosing physician's written assessment indicates the employee is able to resume to perform the essential functions / critical demands of his/her normal duty assignment, the Chief may inform the employee to resume his/her normal duties.
 8. The District may, at the District's expense, refer the employee to the District's occupational health provider or specialist referred to by the occupational health provider, to confirm the medical release.
- B. In an effort to provide the treating physician with the tools necessary to evaluate the employee's ability to perform the essential functions / critical demands of the job, the District shall provide the treating physician with copies of the employee's Job Description and a Job Analysis, which delineate those tasks the employee is required to perform.

607.04 FIT FOR DUTY FUNCTIONAL CAPACITY EVALUATION

- A. The Functional Capacity Evaluation shall effectively and objectively assist in measuring the physical capability the injured worker has in meeting the essential functions / critical demands of the position to which he/she has been released.
- B. All employees shall be subject to a Fit for Duty Functional Capacity Evaluation when recommended or referred by the Treating Physician. The Fit for Duty/Functional Capacity Evaluation shall effectively and objectively assist in measuring the physical capabilities of the injured worker, as it relates to the injury or illness, in performing the essential functions and meeting the critical demands; evaluation is job-related and consistent with business necessity.

607.05 REQUIRED DOCUMENTATION

- A. Injured/Ill Worker:
 1. As identified in Section 126 of the Manual of Policies and Procedures.

STANDARD OPERATING PROCEDURES

B. Treating Physician:

1. Status Report
 - a. Date of current/most-recent appointment
 - b. Restrictions, if any
 - c. Release to modified duty, if appropriate
 - d. Date of next appointment
 - e. Treating physician's name, address, telephone and fax numbers

C. District

1. Notice to treating physician which includes:
 - a. Authorization for medical treatment
 - b. District contact name and phone/fax number
 - c. Billing information if applicable (name, address, phone/fax number and claims examiner's name, phone/fax number)
 - d. Billing information if applicable (District, address, phone/fax number) for first aid
 - e. Copy of job analysis
 - f. Copy of job description
 - g. Criteria/components of Functional Capacity Evaluation
 - h. Release and Authorization to participate in Functional Capacity Evaluation
 - i. Written clearance to return to unrestricted work shall be as described in Section 607.06
2. Notice to injured/ill worker includes:
 - a. Availability of modified duty
 - b. Modified job description (temporary position)
 - c. Copy of Job Analysis as provided to treating physician
 - d. Consent to participate (Functional Capacity Evaluation)
 - e. Components of Functional Capacity Evaluation
 - f. Name, address, phone number of where evaluation will occur
 - g. Evaluator's name and telephone number
 - h. Notice to Functional Capacity Evaluator

STANDARD OPERATING PROCEDURES

- i. Authorization for evaluation
- j. Job analysis
- k. Job description (permanent position)
- l. District contact
- m. Treating physician name, address, phone/fax number
- n. Billing information (Workers Comp. Carrier – if pre-approved or District)

607.06 ADMINISTRATIVE RELEASE TO DUTY

- A. Prior to an administrative release to duty the Safety Committee (as described in Section 612 excluding the Chief) shall review each case and make a recommendation to the Chief. The Safety Committee shall follow the Medical Confidentiality Act and the Privacy Rule requirements of the Health Insurance Portability and Accountability Act (HIPAA).
- B. Administrative release constitutes an inspection of the employee's injury file to confirm that all-necessary documentation has been received.
- C. In addition to the Medical Release and prior to official return to unrestricted duty, all employees must receive administrative clearance to return to duty from the Fire Chief.
- D. Paid Employees shall have the right to appeal the Chief's Decision to Board of Directors of the Fire District by following the ARTICLE XXV: Grievance Procedure in the Labor Contract.
- E. Volunteer personnel have the right to appeal the Chief's Decision to the Board of directors of the Fire District.
- F. District reserves the right, based on the recommendation of the Safety Committee and at the District's expense, to refer the employee to the District's occupational health provider or specialist referred to by the occupational health provider in order to confirm the medical release.

Personal Protective Equipment

915.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect members by providing personal protective equipment (PPE), safety devices and safeguards for workplace activities (8 CCR 3380, 8 CCR 3381, 8 CCR 3382, 8 CCR 3383, 8 CCR 3384 and 8 CCR 3385).

915.2 POLICY

It is the policy of the Linden-Peters Rural County Fire Protection District to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard (8 CCR 3380, 8 CCR 3381, 8 CCR 3382, 8 CCR 3383, 8 CCR 3384 and 8 CCR 3385).

The Linden-Peters Rural County Fire Protection District shall **also** adopt the National Fire Protection Association (NFPA) standard for the selection, care and maintenance of PPE to reduce the safety and health risks associated with the improper selection, poor maintenance, inadequate care, excess wear and improper use.

915.3 PROCEDURES

The Department will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements and standards:

- The PPE provided shall minimally meet the standards approved by the American National Standards Institute (ANSI) or other recognized authority.
- When no authoritative standard exists for a PPE or safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Captain in charge of the division where the equipment will be used.
- PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- The Training Captain and/or PPE officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- The Department shall ensure that all PPE, whether provided by the Department or the employee, complies with the applicable state standards.
- Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.

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Personal Protective Equipment

- PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

915.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles or toxic contaminants, members shall confine their hair to eliminate the hazard (8 CCR 3381).

915.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions or burns from contact with flying particles, hazardous substances, projectiles or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Department shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with (8 CCR 3382).

915.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their body that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants or oxidizing agents shall be removed and shall not be worn until properly cleaned or destroyed (8 CCR 3383).

915.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (8 CCR 3384).

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915.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with (8 CCR 3385).

915.4 NFPA SELECTION, CARE AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets and footwear. The NFPA standard self-care and maintenance program consists of the following.

915.4.1 SELECTION

The PPE selection process will be conducted through a labor-management committee utilizing members from labor and [the Fire Chief and/or Assistant Chief](#) ~~representatives from the purchasing section.~~

Prior to procurement, a risk assessment will be performed to include expected hazards, frequency of use, past experiences, geographic location and climatic conditions. The selection process will evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) PPE performance expectations, to include thermal and physiological effects
- (b) Style and design for user comfort and wear performance
- (c) Construction for quality, durability and garment life
- (d) Manufacturer ability to meet performance demands, technical information, service, warranty and customer support needs

915.4.2 INSPECTION

NFPA standards define two primary types of PPE inspection:

Routine inspection - Each firefighter shall conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trouser, gloves and hood should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Rips, tears and cuts

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- (b) Damaged/missing hardware and closure systems
 - (c) Thermal damage, such as charring, burn holes and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage
 - (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
- (a) Soiling
 - (b) Contamination from hazardous materials or biological agents
 - (c) Physical damage to the shell, such as:
 - (a) Cracks, crazing (small cracks), dents and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping or discoloration
 - (d) Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes and melting
 - (e) Damaged or missing components of suspension and retention systems
 - (f) Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
 - (g) Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
1. Soiling
 2. Contamination from hazardous materials or biological agents
 3. Physical damage, such as:
 - (a) Cuts, tears and punctures
 - (b) Thermal damage, such as charring, burn holes and melting
 - (c) Exposed or deformed steel toe, steel midsole and shank
 - (d) Loss of water resistance

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Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified employees or from a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the NFPA standard.

915.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall not be taken home, washed in the home or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (b) Commercial dry cleaning shall not be used.
- (c) The Department will examine the manufacturer's label and user information for specific cleaning instructions.
- (d) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (f) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (g) NFPA standards identify and define three primary types of cleaning: routine, advanced and specialized.
 1. **Routine cleaning** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean his/her PPE ensemble or elements using the following process:
 - (a) When possible, initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition,

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elements that have been issued, used and soiled shall undergo advanced cleaning every twelve months, at a minimum.

- (a) The department's [PPE safety](#) officer shall perform or manage all advanced cleaning utilizing a qualified contract cleaner.
 - (b) Advanced cleaning will be coordinated with the [PPE safety](#) officer by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
 - (c) Station laundering machines shall not be used to clean PPE elements. [PPE elements shall be washed and dried in dedicated PPE machines.](#)
3. **Specialized cleaning** - PPE elements that are contaminated with hazardous materials or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.

PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged and removed from service until they undergo specialized cleaning to remove the specific contaminate. All bagged PPE shall include name, company and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements.

The department's [PPE safety](#) officer shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall identify the suspected contaminate, and if identified, the Department shall consult the manufacturer for an appropriate decontamination agent and process.

915.4.4 REPAIR OF PPE

The department's [PPE safety](#) officer shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to employees while repairs are being made.

915.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the department's [PPE safety](#) officer. All fittings shall be completed by the [PPE safety](#) officer and/or by a manufacturer representative.

- Members shall only use department-issued PPE. [Unless the PPE is approved in writing by the Fire Chief.](#)
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other department facilities.

915.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.

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- PPE shall be clean, dry and well ventilated before storage.
- PPE shall not be stored in airtight containers unless the container is new and unused.
- PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- PPE shall not be subjected to sharp objects, tools or other equipment that could damage the ensemble or elements.
- PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants.

915.4.7 PPE TRAINING

The Training Captain and/or the PPE officer shall be responsible for the following:

- (a) Upon issue, all employees shall be provided training on this policy along with the manufacturer's written instructions on the care, use and maintenance of their PPE, including any warnings issued by the manufacturer.
- (b) New firefighters shall receive training in the care, use and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

915.4.8 PPE RECORD KEEPING

Department's PPE officer shall maintain ~~or require contracted vendors to maintain~~ records on all structural firefighting ensembles or elements to include the following:

- The name of the member to whom the element is issued
- The date and condition of the element when issued
- The manufacturer, model name or design
- The manufacturer's identification number, lot number or serial number
- The month and year of manufacture
- The dates and findings of all advanced inspections
- The dates of advanced, specialized cleaning or decontamination, and by whom it was performed
- The date of any repairs, the person who repaired the PPE and a brief description of the repair
- The date the element was removed from service (retirement)

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- The date and method the element was disposed

915.4.9 PPE RETIREMENT

All PPE ensembles and elements that are worn or damaged to the extent that the Department deems that it is not possible or cost effective to repair, shall be retired. All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective or damaged, shall be retired. All PPE ensembles and elements that were not in compliance with the edition of the NFPA standard that was current when the elements were manufactured shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the Department in a manner assuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

915.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Linden-Peters Rural County Fire Protection District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- The PPE will immediately be removed from service.
- Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- The PPE shall be made available to the department's investigation team (see Line of Duty Death Investigation Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

STANDARD OPERATING PROCEDURES

Chapter: 500 – STANDARD OPERATING PROCEDURES

Subject: 501 – PERSONAL PROTECTIVE EQUIPMENT (PPE)

Adopted:

Revised:

REMOVED

REPLACE WITH
POLICY #915

501.01 POLICY

- A. It is the policy of the District that protective clothing and/or protective equipment shall be used whenever an employee is; exposed to or is potentially exposed to the hazards for which it is provided. Such hazards might be present at, but are not limited to:
1. Structure Fires.
 2. Vehicle Fires.
 3. Hazardous Materials Incidents.
 4. Emergency Medical Services
 5. Any possible hazardous (IDLH) atmosphere. (Defined as: Any condition which results or could result in any or all of the following conditions: Decreased oxygen levels, increased temperature, presence of smoke and presence of toxic gases).
- B. When possible, protective clothing and/or equipment should be donned before responding, or if provisions are made on apparatus, during response to the scene.
- C. Upon arrival at scene, no member shall engage in any action that requires protective clothing and/or equipment without donning or using said clothing and/or equipment. Such protective clothing or equipment may include any or all of the following:
1. Turnout coat.
 2. Turnout pants with suspenders.
 3. Rubber fire boots or approved foot protection.
 4. Fire Fighter's gloves.
 5. Helmet with face shield or approved eye protection.
 6. Nomex hood.
 7. SCBA (see Respiratory Program Policy).
 8. Infection control aids (see Communicable Disease Policy).
- D. Upon arrival at emergency scene, all necessary protective clothing and/or equipment shall be kept on whenever member is in the "HOT" zone as designated by the Incident Commander and/or the Safety Officer. This "HOT" zone shall not

STANDARD OPERATING PROCEDURES

include the manpower pool area, as one of the functions of this area is for rest and recuperation.

501.02 SEAT BELT USAGE

- A. It is the policy of the District that all persons riding on fire apparatus shall be seated and secured to the vehicle by seat belts at any time that the vehicle is in motion.
- B. Riding on tailboards or in any other exposed positions shall be specifically prohibited.
- C. Standing while riding shall also be specifically prohibited.
- D. It is the policy of the District that all employees, when in fire apparatus or when responding to the station in private vehicles for a call, shall wear seatbelts whenever they are available.
- E. Drivers of fire department vehicles shall not move said vehicle until all persons on the vehicle are seated and secured with seat belts or safety harnesses in approved riding positions.
- F. The only exception to the Seat Belt Use rule is in the patient compartment of an ambulance when patient care does not allow employees to apply seatbelts.