



**Policy and Procedures Manual**  
**Deer Springs Fire Protection District**  
**As of: July 6, 2016**

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**Policy # A01**

**Members of the Board of Directors**

**Duties**

The members of the Board of Directors have the ultimate authority to insure the lawful and efficient operation of the District. They are the disciplinary body for the District and may act as the administrative board in all disciplinary hearings involving all District employees other than the Fire Chief. The Board has the authority to approve all annual budgets and expenditures, and to participate in and/or approve District annual salaries, wages and benefits.

The members of the Board of Directors set the official policy of the District. Said policies are to be mindful of the constitutional rights of all employees and are to be set with care and in accordance with law.

On behalf of the District the Board may enter into contracts that are within the scope of its authority and are in the line of duty. Board members are not personally liable thereon unless it is clear by the terms of the contract that the Board members intended to bind themselves.

However, any contracts which exceed the authority given to Board members may subject the Board members to personal liability for the amounts due there under.

Board members are expected to be familiar with the rules of the Brown Act regarding open meetings, required notice therefore, and the requirements for entering into closed session. Participation in retroactive feigned compliance with Brown Act meeting requirements could subject a Board member to criminal liability. All Board members should be aware of any issue of self-dealing and should abstain from voting on any questions in which the member has financial interest, or on those issues which could somehow affect their tenure or benefits.

## **Board Meetings**

### **A. Monthly Board Meetings**

The Board of Directors of the Deer Springs Fire Protection District shall hold a regular meeting on the second Wednesday of each month at 2:00 p.m. The meeting shall be held in a place to be designated pursuant to the Brown Act. All members of the public are encouraged to attend. All meetings are open to the public except for executive sessions, which will be closed to the public. All regular monthly meetings shall be conducted in accordance with the Brown Act including the agenda and all action items taken at the meeting. All members of the Board of Directors are expected to attend all regular meetings.

### **B. Special Board Meetings**

Special Board Meetings may be held at any time by the Deer Springs Fire Protection District, provided meetings are held in accordance with provisions of the Brown Act. All Board members are expected to attend all special meetings.

### **C. Officers**

On an annual basis, the Board of Directors of the Deer Springs Fire Protection District shall elect a President, Secretary/Treasurer and at least one Vice-President. The President shall preside over all Board meetings. The Fire Chief may seek counsel of the President in the absence of an assembled Board. In the absence of the President at any regularly scheduled or Special Board meeting, the Vice-President shall preside over the meeting. The Secretary with the assistance of the Fire Chief and Clerk of the Board shall prepare all minutes of Board meetings and assure that all legal documents are signed and minutes of the meetings are compiled.

Approved: January 12, 2010  
Revised: June 12, 2013

**Policy #: A03**

### **The Board Interaction with the Fire Chief**

The Board:

1. Makes policy
2. Directs the Fire Chief to implement policy; and
3. Monitors implementation and outcome of policy.

The Board of Directors determines the District's mission, goals, and objectives and the resources available to accomplish them, and the Fire Chief implements the decisions of the Board.

The Board of Directors has the authority to appoint and remove the Fire Chief if necessary. The Board of Directors will determine if the Chief is executing the will of the Board. The Fire Chief assesses the performance of individual staff members and makes recommendations to the Board of Directors. The Board of Directors will also allocate line items in the budget for District salaries.

Approved: June 12, 2013

**Policy #: A04**

**Grievance Policy**

The stated intent of the Deer Springs Fire District Board is to provide a safe working environment free from harassment, sexual or otherwise. As the Chief Administrative Officer for the District, the Fire Chief has the responsibility to be constantly aware of the workplace environment and make corrections as required. The Board recognizes that it has no direct authority over the conduct of contract CAL FIRE employees, but it may request action in the event that CAL FIRE employees are found responsible for any form of harassment.

Employees who are directly employed by the District and who have experienced any form of harassment are encouraged to seek to have the problem resolved by the Fire Chief. In the event that a problem cannot be resolved by the Fire Chief, the employee may bring the issue directly to the Board of Directors without prejudice. The Board President will take immediate action to resolve the problem as quickly as possible and shall place the matter on the next agenda for consideration by the full Board.

Approved: July 8, 2015

**Policy #: A05**

### **Meeting Attendance**

During regular and special meetings, Directors can only participate by attending the meeting at the location listed on the agenda.

During emergency meetings, Directors can participate by either attending the meeting in person or via teleconference as provided for in the Ralph M. Brown Act.



Approved: February 9, 2010

**Policy #: B01**

**Amendment of Policy**

The Board of Directors may amend this policy manual at any time by an affirmative vote of the majority of the Board.

**Policy #: B02**

Approved: February 9, 2010  
Revised: April 3, 2013

## **Use of Legal Counsel**

### **Policy:**

It is the policy of the Deer Springs Fire Protection District that the legal services of District's legal counsel shall be in accordance with the following procedure:

### **Procedures:**

1. Request for legal services by individual Board Members shall be with the approval of the Board, the Board President or, in the absence of, Vice President. The nature of all requests made for legal counsel shall be made available to all Board members upon request as shall the resulting counsel opinions.
2. Requests for legal counsel may be made by the Chief and by the Fire Marshal in the course of their normal work. The nature of those requests will be made available to the Board as a part of their monthly Board report.
3. Requests for legal services from Board Committees shall be made to the Board President or, in the absence of, Vice-President and Secretary/Treasurer. In the event of an emergency situation where the Committee(s) is unable to contact the Board President, Vice-President or Secretary/Treasurer and significant legal situation have/has arisen then the Committee(s) may contact the legal counsel. It is the intention of the Board that legal services for Committees be anticipated so as not to create an emergency situation.
4. Individual Board Members may not request legal services from District legal counsel except in accordance with this policy.
5. Legal counsel shall be present at regular or special Board meetings when requested by the Board President, the Vice-President, the Fire Chief or when a closed session matter on the agenda requires the presence of legal counsel.

## **District Travel Reimbursement Policy**

### **POLICY**

The Deer Springs Fire Protection District (DSFPD) Travel Policy defines standards and guidelines for business travel required and authorized by the District. The DSFPD's Travel Policy objective is to minimize travel expenses while addressing the productivity, comfort and safety of District personnel when traveling on District business.

### **SCOPE**

This policy is applicable to all Deer Springs Fire Protection District Directors and staff.

### **PROCEDURES/GUIDELINES**

**What is reimbursed**—The Deer Springs Fire Protection District will reimburse employees for reasonable and necessary business expenses, as determined by the District and in compliance with legal and tax regulations. Travel expenses charged to Deer Springs Fire Protection District should represent typical or economical levels of service. Reimbursable expenses incurred while traveling on District business include but are not limited to:

- Transportation, including car rentals, tolls, parking fees and transportation taxes
- Personal Auto Reimbursable mileage at the IRS approved rate per mile available when a personal vehicle is used for a business trip. The traveler must document business miles using the Deer Springs Fire Protection District mileage log to determine the total mileage for the trip less the normal commute to and from work (see below). The business mileage rate covers all costs of operating the vehicle including gasoline, oil, insurance and repairs. Receipts for tolls and parking fees are reimbursed separately and not included in the business mileage rate.
- Hotel accommodations
- Meal expenses
- Seminar fees
- Tips/gratuities
- Occasional laundry fees
- Communication charges incurred to conduct DSFPD business
- Customer business entertainment (Pre-approved by DSFPD)
- ATM fees

#### **What is not Reimbursable...**

- Clothing, sun glasses, over-the-counter medicine, toiletries, books and magazines
- Personal services incurred when on District travel such as baby-sitting or other dependent care-related expenses, house sitting, lawn care, pet care, calls made on personal calling cards and charge card delinquency fees
- Personal Auto — The DSFPD will not reimburse individuals for the cost of auto insurance (see below) or for other expenses including but not limited to driving or parking violations, fines,

gasoline, automobile repairs, vehicle damage or insurance deductibles as a result of an accident, break down, tow or resultant meals and lodging. Business mileage does not include the normal commute to and from work. When your business travel originates from home, subtract your normal commute from the total miles associated with the trip. Under IRS Reg. § 1.262-1(b) (5), costs of commuting to the place of business or employment are personal expenses. You cannot be reimbursed for commuting expenses even if you work during the commuting trip.

**Insurance...Individuals** who use their personal automobiles for business travel must have adequate liability insurance coverage. The individual's coverage is primary to any other available coverage. The DSFPD will not reimburse individuals for the cost of insurance.

- Entertainment expenses without business purpose, including, but not limited to in-room and in-flight movies and entertainment/sporting events not associated with the conduct of business
- Meals, gifts or any other financial reimbursement as payment for lodging at a friend or a family member's home
- Airline or hotel upgrades
- Credit/charge card or travel supplier affinity program membership fees

**How to request reimbursement...** Expense Reports must be submitted within seven calendar days after the end of the trip. DSFPD staff may submit more than one expense report per trip for lengthy business trips or if all receipts are not available within seven days of the trip's end. DSFPD staff must maintain adequate expense records and receipts for each trip and must post all pertinent information in support of each expenditure using the travel expense reporting and reimbursement process designated by the District. All expenses must be reported by expense category rather than in total (e.g., meals charged to the hotel bill should be reported as meals, not lodging). Original receipts may be required to meet local District and governmental regulations.

When a receipt contains both personal and business expenses, the personal expense is not reimbursable. For example, if an employee's hotel bill includes a charge for double occupancy because the spouse accompanied him/her on the business trip, the personal expense is the difference between the charges for the double occupancy and the cost of the hotel for one person. This difference is a personal expense and is not reimbursable by DSFPD

If mileage is incurred while conducting local business, the request for reimbursement is submitted on the DSFPD Mileage Log and Reimbursement form. If mileage is incurred while conducting out-of-town business, the request for reimbursement is submitted on a Travel Expense Reimbursement Report along with all other expenses for the trip (See how to request reimbursement above). The DSFPD Mileage Log and Reimbursement form is reviewed and approved by the Chief or designated staff.

**Policy #: B04**

Approved: May 11, 2010  
Revised: April 3, 2013

**District Policies Sunset Provisions**

All District policies are subject for review on a continuous basis and updated as needed. However, no policy will be considered enforceable unless it has been reviewed and or updated by the District Board of Directors at least once every four years from the date of policy's initial approval.

**Policy #: B05**

Approved: August 10, 2010  
Revised: July 10, 2013

**Policy for Employee Overtime**

Excluding participation at Board Meetings, District Employees may work beyond their assigned/scheduled hours only with the explicit prior authorization of their supervisor. If they report directly to the Board of Directors, they must have prior approval of the Board President or appropriate Board Officer.

"Written approval may be in the form of E-mail from the authorizing party."

Approved: August 7, 2013

**Policy #: B06**

**Policy for District Holidays**

The Deer Springs Fire Protection District will observe the same holiday schedule as the State of California. Those holidays include:

New Year's Day

Martin Luther King Jr. Day

Presidents' Day

Cesar Chavez Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas

This policy shall be updated whenever the State of California changes holidays or as required.

**Policy #: B07**

**Policy for Military Leave**

Eligible employees who are members of a United States Uniformed Service are provided time off to participate in short-term compulsory active duty assignments. Military leave is a form of a personal leave of absence subject to federal and state applicable laws and regulations. A copy of the applicable official military orders for training or active duty must accompany an employee's request for a leave of absence.

Short-term Compulsory Active Duty Assignments – short-term involuntary activations, required Annual Tours (ATs), or required compulsory Annual Training Tours (ADTs). A combination of these assignments, for up to four weeks per calendar year, is authorized unless additional time is approved by the Board of Directors. Inactive Duty Training (IDT) drills/assignments or voluntary assignments do not constitute short-term compulsory active duty assignments under this policy.

Long-term Compulsory Active Duty Assignments – long-term involuntary activations, including mobilizations and required training/schools (normally greater than two weeks). At the conclusion of an employee's long-term military leave, and upon proper request for reinstatement by an employee, the district will make every effort to return the employee to the position that he/she held prior to taking the leave.

Under this policy, an employee who is assigned to a United States Uniformed Service reserve organization and is subject to active or inactive duty training will be granted leaves of absence without pay,

Regardless of the length of the break in active employment, all seniority/longevity credits will continue to accrue for the duration of the leave period provided that the employee returns to full-time, at least 50% part-time employment, or to an equal part-time status if less than 50% prior to leave.

Proper request for reinstatement is governed by the duration of the military orders:

- Service of 1 to 30 days: The employee must report back to work not later than the beginning of the first full regularly-scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight hours after a period allowing for the safe transportation of the person from the place of that service to the person's residence
- Service of 31 to 180 days: Request for reinstatement must be submitted not later than 14 days after completion of military duty
- Service of 181 or more days: Request for reinstatement must be submitted not later than 90 days after completion of military duty



Approved: May 14, 2014

**Policy #: B08**

**Policy for Jury Duty**

This policy shall apply to probationary and regular employees in all classifications.

An employee summoned for jury duty will immediately notify his/her immediate supervisor, to include the beginning date of the service, jurisdiction of the court, and contact information for the court.

While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday.

Approved: December 03, 2013

**Policy #: B09**

**Policy for Time Off to Vote**

Deer Springs Fire Protection District believes that it is the responsibility and duty of employees to exercise the privilege of voting in federal, state or local governmental elections. In accordance with this philosophy, the district will grant its employees advance arranged and approved time off to vote. All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the work day to vote. Time off for voting should be coordinated to occur at the beginning or end of a work shift where possible and reported and coded appropriately on timekeeping records.

Where time off to vote would not be feasible, employees are encouraged to register and vote by mail.

Approved: April 9, 2014

**Policy #: B10**

**Bereavement Leave**

This policy shall apply to probationary and regular employees in all classifications.

In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days. This is in addition to regular sick leave and vacation time.

"Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

Approved: February 9, 2010

**Policy #: C01**

### **Statuary Duties and Obligations**

The Board of Directors financial responsibilities also include the following obligation set by statute (all reference to the California Health & Safety Code)

Section 13890: adopt a preliminary budget;

Section 13893: publish a preliminary budget;

Section 13895: adopt a final budget;

Section 13902: establish a reserve for capital outlays;

Section 13910: raise revenues;

Section 13916: charge fees for costs of services and enforcement of regulations;

Section 13919: may waive fees and payments.

**Policy #: C02**

Approved: February 9, 2010  
Revised: April 3, 2013

## **FINANCIAL RESPONSIBILITIES**

The Board sets financial policies such as long term goals and the annual budget. The Fire Chief actually spends the money allocated. The Board members should not get involved on a day by day basis with the District's expenditure of funds. However, the Board may set a spending limit for the Fire Chief.

The Board shall monitor the overall spending of the Fire Chief on a monthly basis to ensure that the financial goals of the District are met as originally set for the budget established by the Board.

The Board must approve the following actions:

1. Annual Budget to include Capital Reserve Plan
2. Capitol purchase
3. Decisions on building renovation, leasing and expansion
4. Major repairs

The Board shall establish a policy and budget for supply purchases, contracts for recurring services and minor repairs.

**Policy #: C04**

Approved: July 11, 2012  
Revised: June 12, 2013

## **Purchasing Procedures**

### **Article I. Overview**

It is the policy of Deer Springs Fire Protection District intent to fulfill its fiduciary obligations through responsible purchasing practices. Except as otherwise directed by the Board of Directors, purchase materials, services or construction shall be made for the Deer Springs Fire District in accordance with this policy.

### **Article II. Authorized purchasers:**

The Deer Springs Fire Chief and the District Administrator shall have the authority to initiate purchases on behalf of the Deer Springs Fire Protection District, within the guidelines described in this policies manual.

### **Article III. Purchases up to \$5000**

- a. Budgetary purchases approved by the Fire Chief or the District Administrator up to the amount of \$5,000.
- b. Any non-budget items over \$1,000 requires Board approval.
- c. Any purchases over \$2,000 require minimum three (3) written or documental solicitation quotations from vendors. If three bids are not received or available the Purchaser may proceed with the lowest bid.

### **Article IV. Purchases over \$5000**

- a. Any purchases over \$5,000 require Board approval.
- b. In the Board discretion Legal counsel can be consulted on any purchases if they feel is necessary.

### **Article V. Special Purchasing Conditions**

- a. Emergencies - Where equipment, materials, parts, and/or services are needed, multiple quotations will not be required if, in the opinion of the Fire Chief and with the concurrence of the Board President, the health, welfare, safety, of staff and/or District property is at risk.
- b. Single Distributor/Source -Where there is only one (1) distributor for merchandise or services needed and no other product or service meets the stated needs or specifications, quotations will not be necessary.

Deer Springs Purchase Coding Form is to be used for all purchases.

### **Policy for Grant Writing and Submission**

Property taxes are the primary means of funding for the Deer Springs Fire Protection District; however, the Board of Directors recognizes that various grants can also be a valuable means of supplementing the revenues available to the District. The Board of Directors also recognizes that said Grants frequently require some level of financial contribution from the District toward the project for which the Grant is written. Therefore, the Board of Directors has determined that the following procedure should be followed when a Grant is written and submitted.

1. In coordination with the District Administrator, the Fire Chief shall establish a list of potential Grant opportunities to meet District needs and the expected District financial requirements if received. This shall be accomplished as part of the budget development process each fiscal year.
2. The Chief shall manage the grant application process as part of his budget execution responsibilities. His monthly report to the Board of Directors shall also include the status of each grant opportunity to include dates, objectives, general description, and District financial requirement.
3. If a new relevant grant opportunity arises, the Chief shall include the information in his next regular report for Board determination. Understanding that some new opportunities may not have the lead time necessary to allow for full Board review, the President may authorize these applications on a case by case basis. These new applications shall be included in the next regular report and must be agreed to by the Board of Directors prior to award acceptance, to include any necessary changes to the budget.
4. For all grants received, the Chief shall work with the President to establish a method of expressing thanks to the issuing organization.

**Policy #: C06**

**Surplus Property Disposal**

The purpose of this policy is to establish a procedure for the determination and disposal of surplus property owned by the District. The procedure is to insure that the District does not waste scarce storage space by warehousing property that is determined to be surplus or is no longer being used by the District.

Policy statement:

Property that is no longer usable, has no value to the District, or is surplus to the District's needs shall be declared surplus property. In case of Property not purchased by District funds, clearance should be obtained from the original funding source. The Fire Chief shall have the authority to dispose of surplus property which has a value of not more than \$1,000.00 per item. Surplus property that has a value greater than \$1,000.00 per item shall be submitted to the Board for approval prior to disposal.

Property that has been declared surplus may be disposed of by one of the following methods:

1. Transfer of the surplus property to another public agency, educational institution, or non-profit (501.C) upon written request and determination that it is in the public interest to do so.
2. Direct sale.
3. Sealed bid.
4. Auction.

When disposal is made to the general public through direct sale, sealed bid, or auction the final determination of value shall be the highest responsible bid or offer.



Approved: July 11, 2012

**Policy #: C07**

## **Contracts**

Deer Springs Fire Protection Policies regarding Contract for Services, Construction, and contracts for purchases of major equipment such as; Fire Apparatus, vehicles and Fire Equipment.

All requests for contracts must be approved by the Board of Directors prior to being sent out to bid.

Contracts shall be written or approved first by the Fire Chief or District Administrator.

Bid requests must include when applicable:

1. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurement such as description shall not contain features that unduly restrict competition.
2. A description whenever practicable if technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
3. Required delivery or performance status/schedules.
4. Length of contract if applicable.

Once the bids are in by the required date, the Board of Directors will decide at their discretion on the bid that they will honor. The Board of Directors can contract Legal Counsel if necessary prior to accepting the bid.

Approved: January 12, 2010

**Policy #: DO1**

**Establishment of Fire Codes and Regulations**

The District shall adopt a fire prevention code with the District Board acting as the legislative body (H&S § 13869).

The District shall adopt building standards relating to fire and safety that are more stringent than those building standards adopted by the State Fire Marshal and contained by the California Building Standards Code. The adopted building standards shall be reasonably necessary because of local climatic conditions geological or topographical conditions. Before adopting the ordinance, the District shall make an express finding that the ordinance is reasonably necessary, and the finding shall be available as public record (H&S §13869.7)

The District or its authorized representative may issue a written order to correct or eliminate a fire hazard or a life hazard (H&S § 13870).

The District may, by ordinance, authorize its Fire Chief and his/her duly authorized representative, to issue citations for violation of fire prevention codes or for impersonating a member of the Board or an office or employee of the District (H&S § 13871, 13872).

**Building Projects**

Any Director who is submitting a building project to the District for approval must disclose the check list of requirements upon receiving it at the next regularly scheduled Board meeting and again upon completion of the project noting any changes.

**Policy #: D02**

**Fire Protection Plans (FPP)**

In keeping with Resolution 2008-04, the Deer Springs Fire District Board intends to implement the following policy and procedures for the specified FPPs that involve any project that has more than ten (10) units or that depends upon the "shelter in place" concept, whether expressly or by implication.

The intent of this policy is to allow for a timely turnaround in the review of FPPs, but also to allow the Board to have input on FPPs meeting the specified criteria. The Board wishes to insure that there is time to review the specified FPPs in the event that significant issues might arise on which the Board will want to have input.

When the District's Fire Marshal receives a FPP that satisfies the specified criteria, the Fire Marshal shall, within, three (3) business days of receipt of the FPP, notify each Board member by email that such an FPP has been received and is available for review at the District's headquarters, currently located on Circle R Drive. If any Board member wishes **to** comment on the FPP, that Board member shall, within seven (7) days notify the Board President, with a copy to the Fire Marshal and the Fire Chief. The Board President shall either place the item on the agenda for the next regular Board meeting or shall call a special meeting for the consideration of the FPP. Any comments made by the individual Board members shall be included as an attachment to the Fire Marshal's comments on the FPP.

In the event that no Board member requests the FPP to be added to the Agenda within the seven (7) working review periods, the Fire Marshal shall complete the FPP using the District's current procedures.

In keeping with Resolution 2008-04 the Fire Marshal shall notify us in the following format when notifying Board members that an FPP is available which meets the specified criteria:

- Number of units in the development
- Single Family Units
- Multi-unit (Apartment or Condos)
- Topography (Mountainous or Level)
- Sufficient existing ingress or egress
- Shelter in Place Community (YIN)
- Name of Developer

Approved: May 14, 2014

**Policy #:D03**

**Policy for Abatement of Nuisance**

The report of fire hazards on public or private property can be received by the District from, but not limited to: employees of the District, personnel under contract with the District, Property owners/residents of the District or officials or agencies working within the District.

The District will send a representative to investigate such reports in a timely manner. Upon verification that a public nuisance exists, the appropriate property owner(s) will be notified via an official notice (citation) compelling the abatement of such hazards as described in the notice. Deer Springs Fire Protection District Ordinance #2002-03 references the related authorities, codes and procedures to be adhered to by the property owner.

The hazard shall be clearly described, in writing, by the District. The property owner has the sole responsibility to cause the abatement of such nuisance to the satisfaction of the District.

Personnel designated by the District will afford reasonable flexibility and cooperation with an owner who is motivated to comply with the requirements of the applicable ordinance.

In most cases property owners comply with the requirements in a timely fashion and to the satisfaction of the District's representative. In the rare instances of continued non-compliance with abatement orders, the District will select a contractor from an existing list of qualified companies to abate the nuisance.

A representative of the District will review the specific abatement requirements for the subject property with the contractor to ensure that the scope of work to be performed is accurate and mutually understood. The contractor will be accountable to the District to supervise the project.

Once the District representative has approved the completed abatement, the contractor will bill the property owner. Payment will be due as prescribed by the contractor.

Should the property owner fail to pay the contractor in a timely fashion, provisions of Section 8 of Deer Springs Fire Protection District Ordinance 2002-03 will be invoked (**See Section 8 Government Code Provisions Adopted and Collection Assessments**).

Approved: February 9, 2010  
Revised: July 6, 2016

**Policy #: E01**

**Policy on District Vehicles**

The Deer Springs Fire Protection District (DSFPD) has the responsibility to purchase, maintain, and insure all vehicles owned by the district, which includes fire apparatus.

The Fire Chief, or his designee, has the authority to authorize the use of all District owned vehicles, including support of operations outside the District. Responses in support of Automatic Aid Agreements are exempt from this additional authorization requirement. The Chief will inform the Board President of strike team requests and related actions within 12 hours. The Chief shall inform the Board, in his monthly report, the readiness of each vehicle and assignments made outside the District. (H&S Code §13877)

All vehicles shall display the District logo and that of a cooperating agency if applicable (e.g. CAL FIRE). In addition, Daily Equipment Reports will be maintained for all vehicles.

Each time a utility vehicle is requested to be used, the driver must:

1. Notify Captain on duty (or his designee)
2. Report to District Headquarters the information below, to be recorded in the

Headquarters Vehicle Log:

- Name
- Purpose
- Date and time in/out service
- Authorizing official

Utility vehicles shall primarily be utilized for District purposes including, but not limited to:

- Transport of supplies, materials, or other items to and from District Facilities
- Support of District projects
- Inspections or other District Fire Prevention activities
- District required training for personnel as authorized by the Fire Chief
- Projects or events deemed necessary by the Fire Chief or the Board of Directors

**Policy #: E02**

**Policy for Community Emergency Response Team**

Deer Springs Fire Protection Districts recognizes that:

- In the event of a major all-hazard emergency or disaster within the district or surrounding areas, there is likelihood that most emergency management and public safety resources, such as fire and rescue, emergency medical services, and law enforcement agencies will be overwhelmed.
- Assistance from neighboring communities is probable; however, response time is unknown.
- Citizens within Deer Springs may need immediate response.
- The Community Emergency Response Team (CERT) program offers a resource of citizens, trained by local emergency management and public safety professionals, who can provide an immediate and deliberate response that, may have the capability to save lives and property.

Requirements for Membership:

- Be able both physically and mentally as required; execute any or all competencies taught during basic CERT training.
- Not be a convicted felon or is not currently under felony charges.
- Not be known to be a member of any terrorist or subversive organization.
- Be of a character that can be trusted under adverse conditions where victims of disaster could be at disadvantage. (CERT members must be trusted to treat victims and their property with highest respect and dignity.)
- Complete all the required paperwork and training to be a CERT member.

Chain of Command (administrative)

- The CERT members will determine amongst themselves a coordinator who will be confirmed by the Fire Chief.
- The coordinator will be responsible for maintaining all volunteer records and establishing regular training sessions. He/she will also be responsible for managing the CERT organization and appoint volunteers to additional leadership positions as appropriate.
- The District Fire Chief will appoint a District liaison who will be responsible for assisting the coordinator in areas that a volunteer may not be able to complete (e.g. coordination with county Office of Emergency Services, identification of trainers for requested training, etc).

Chain of Command (disaster/mobilization)

- All CERT activities will follow the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). CERT volunteers will report to the Incident Commander (IC) upon arrival and await assignment. All operations will

fall within the established command structure and CERT volunteers will report for demobilization following their assignments.

- Chain of command is a critical function that maintains the continuity of the operations and ensures that there is a structured conduit for operational communications and decisions. It also establishes a line of succession for leadership of the organization.
- For the overall disaster or emergency, ICS will be used to establish leadership and operational and support functions of the available resources.
- At the scene, the IC will be in charge. Initially, the first person of competent authority may be the IC. This could be a professional public safety or emergency management official, or it could even be a CERT member.

#### Identification and Equipment

- All equipment, identification, and materials issued to the CERT volunteer are the property of the Deer Springs Fire Protection District and must be returned upon request. CERT volunteers are encouraged to supplement their equipment ensemble with items they feel are useful and appropriate. Equipment that is determined to be outside the scope-of-practice of CERT (firearms, chain saws, etc.) are not authorized for inclusion in the volunteers equipment bag.
- CERT volunteers are expected to maintain their equipment in proper working order and to bring the equipment to all necessary training sessions, exercises and incidents. Equipment that is lost, stolen or broken is to be reported immediately to CERT leadership. Remnants of broken equipment should also be returned.
- Deer Springs CERT volunteers will be readily identified by wearing the CERT green helmet, green vest, and San Diego County Office of Emergency Services photo ID badges. CERT volunteers will openly display the photo ID when in a duty status.

#### Utilization

- CERT teams are primarily intended for use during disasters or large scale local emergencies where firefighters, law enforcement and emergency medical services are overwhelmed, yet there is a need for immediate assistance by the victims. CERT teams and/or members are not intended to be used for routine emergencies such as house fires, car wrecks, heart attacks, etc.
- CERT teams can operate in a pre-determined area of operations, or be directed by an IC to operate at a specified location relevant to a disaster.
- CERT teams should only be used in situations for which they are trained, and execute tasks within the scope of their training. They can operate in buildings with moderate to light damage as long as, in the judgment of the person in charge, the structure is safe. They can conduct light search and rescue (SAR), suppress small fires, conduct medical triage, conduct light medical treatment, and organize the area for relief by appropriate agencies when they arrive.
- CERT teams should not be used for law enforcement, heavy fire fighting, heavy SAR, complex and technical medical treatment and procedures.
- CERT teams may be used to assist professional public safety personnel in the logistical and administrative support. They may also be used in a non-disaster situation as public safety or emergency management resources of a low risk nature.

## Activation

- Spontaneous Response: Deer Springs CERT recognizes that volunteers may find themselves suddenly involved in an emergency that happens in their home, neighborhood, workplace or immediate area, or they may come upon an emergency in the course of normal activities. In such spontaneous incidents, CERT volunteers:
- Should ensure that emergency response authorities have been contacted with accurate information.
- Identify themselves as a CERT volunteer to 911 operators and emergency responders when appropriate.
- May render assistance within their current training and abilities.
- Shall relinquish command of the scene to proper authorities upon their arrival and may render assistance as requested by IC.
- Inappropriate Self-Deployment: CERT volunteers are prohibited from self-deploying to routine emergencies in which they are not immediately involved nor requested. Such inappropriate self-deployment is a barrier to proper emergency response and may result in immediate suspension and termination.
- CERT volunteers may often be notified before specific response needs are determined. This is to enable local authorities the opportunity to assess the resources available, stage and deploy these resources.

## Deactivation

- Normally, CERT teams will be deactivated by County Disaster Services, irrespective of how they are activated. This is to ensure all information has been passed, and that everyone has been accounted for.

## Documentation

- Training Documentation
  - All training conducted for and by CERT will be documented.
  - Each class will receive documentation on: title, dates, times, locations, students completing, etc. This information will be provided to the District liaison and maintained by Deer Springs for their use.
  - Each CERT member will have a file containing information on training received. This file will be maintained by the coordinator or his/her designee.
- Emergency Operations Documentation
- All CERT operations will be documented.
  - CERT leaders are responsible to furnish the CERT coordinator and/or appropriate officials on-scene (as necessary) documentation relating to the operation which includes such things as: how and when notified, how activated, arrival date and time, team members present, team organization, description of activities and results, visitations by others, logistical needs, problems encountered and solutions, date and time of stand-down order, after action report, etc.

## Training

- The CERT Basic Training Course, as defined by FEMA curriculum, is the foundation of CERT training and the minimum requirement for membership. Additional training made available to CERT members by partner organizations is intended to increase their



awareness, knowledge and abilities, but does not authorize members to work outside their role as CERT volunteers. Membership, training or experience in other organizations does not allow the volunteer to work outside the CERT mission as a CERT volunteer.

- CERT members will participate in a minimum of two training scenarios each calendar year to maintain proficiency. If a member is not able to meet the minimum required training, alternatives may be authorized by the District liaison.

**Policy #: E03**

**Policy for Ride Outs**

This policy shall apply to any and all personnel wanting to participate in a ride out on District equipment.

**PURPOSE:**

To provide guidelines for the implementation of the ride out program for such purpose as to allow civilians an opportunity to view, understand and respect the daily duties of firefighters and staff in the Deer Springs Fire Protection District.

**POLICY:**

In order for a civilian to participate in the ride out program (ROP), they must meet the minimum requirements and submit a DSF Form 01 to the Fire Chief for review and consideration.

1. Must be at least 18 years of age (16-17 with Fire Chief's and parent approval)
2. Must have no felony record
3. Must be physically and mentally aware

After the completion of DSF Form 01, the Company Officer who took in the form will submit to the Fire Chief, the form will be reviewed and either approved or denied. Should the form be denied, a brief explanation will be provided and returned. If approved, it will be returned to the Company Officer who submitted on behalf of the individual requesting the ride out. The Fire Chief and/or the Company Officer have the right to revoke the approved day should any unexpected circumstances arise.

**GENERAL GUIDELINES:**

All ride out participants will comply with the following:

1. Hair must be neat, clean, trimmed and present a groomed appearance.
2. Navy or Black pants will be worn with a professional top to match (polo shirt, uniform shirt with no patches, pullover.)
3. Black soled boots or shoes will be worn.
4. Earrings, nose rings or other facial jewelry will not be worn during the ride out period. Any other jewelry that may interfere with their job performance will not be worn.
5. Baseball caps may be worn pending they are solid in color: Black or Navy.
6. All participants will be under the direct supervision of the on duty Company Officer.
7. Will remain in the cab of the Fire Engine unless instructed otherwise by the Firefighters.
8. On all 911 calls they will wear the appropriate PPE that was given to them for the day.

9. Shall not interfere with any Fire or EMS Company activities.
10. Tape recorders, cameras, phones or any other recording devices will not be allowed unless approved by the Fire Chief.
11. All Federal and State laws will be abided by. At no point during the ride out or afterwards will patient and/or other sensitive information be discussed.
12. Will act in a professional manner at all times.
13. Required to be physically able to enter and exit the fire engine cab, perform minor tasks given by the company officer.
14. No smoking of tobacco will be permitted on Fire station grounds or equipment.
15. Are not allowed to use department computers, networks or other IT equipment.
16. Are considered an observer only and therefore will not become physically or verbally involved in an incident unless directed by the Company Officer.
17. Will not be left alone in the Fire Station.
18. Must be able to handle the stress of any 911 calls.
19. Will not touch any of the equipment on the Fire Engine or Ambulance unless instructed to do so.
20. Will wear their seatbelt anytime the vehicle is in motion.
21. Should be prepared to bring a lunch.

Should any of these guidelines be broken the ride out will be sent home. Any future ride outs with the Deer Springs Fire Protection District will not be permitted.

**Policy #: F01**

**Press Releases/District Spokesperson**

It is the policy of the Deer Springs Fire Protection District that press releases and District spokesperson be in substantial conformity with the following:

Procedures:

1. Only the Board President or his/her designee or the Fire Chief shall be the official spokesperson for the District. Requests by the media for the position of the District on an issue or request for information should be directed to the President of the Board or the Fire Chief. No Board member, employee, independent contractor, or representative shall be the spokesperson for the District except as provided by this policy. Requests for documents shall be in conformity with District Policy and applicable State Law.

Nothing contained herein is intended to curtail or prevent the Constitutional rights or free speech of an individual as afforded by State or Federal Law. However, information or comments provided by Board members, employees, independent contractors and representatives (except the Board President or his/her designee and the Fire Chief) shall be made with the statement that the information or comment is the "individuals opinion or position" and not necessarily the "official opinion of the Deer Springs Fire Protection District". The intent of this policy is to insure conformity with the official policy of the District.

2. All non-emergency District press releases must have the prior written approval of the Board President or the Fire Chief.

3. Information and press releases regarding emergencies shall be handled under the following procedure:

a. When a newsworthy emergency occurs, the Board President or his/her designee or the Fire Chief or his designee shall respond to all requests for information and/or provide press release.

b. At the scene of a fire or other emergency the officer in charge is authorized to issue a verbal statement, upon the request of media. Representative briefly summarizing the emergency. The statement should not contain the names of those involved, the cause of the emergency, nor the amount of the monetary loss. Requests for further information should be directed to the Fire Chief or the Board President.

**Policy #: G01**

**Fire Chief Duties and Responsibilities**

**Reports To:** Board of Directors, Deer Springs Fire Protection District

**Job Characteristics**

- Provides continuous leadership, management, direction, control, supervision, for the District's suppression resources
- Adjusts operations based on call volume, weather conditions, fire hazards, and other factors
- Ensures fire stations are appropriately staffed and that employees are properly supervised at all times
- Ensures compliance with established minimum standards at all times in accordance with District policy
- Acts as a District liaison with community leaders, private landowners, as well as cooperating and allied agencies
- Participates on behalf of the District in a variety of meetings and conferences
- Provides technical guidance and coordination, assists in determining priorities, and establishes methods and procedures for performance and evaluating results achieved in: fire protection planning and engineering, training, automotive and preventive maintenance, and structure and facility maintenance
- Identifies regular workforce replacements, assists in the selection and placement of field employees
- Maintains a system of employee development and performance evaluation
- Makes decisions and recommendations relating to grievances and adverse actions
- Coordinates employee training
- Responds to complex emergency incidents to provide leadership and command
- Assists in developing budgets
- Authorizes necessary expenditures consistent with budgetary goals and District priorities
- Enforces compliance with State, County, and District Fire Prevention Ordinances, Codes, and Regulations
- Evaluates proposals for development with regard to impacts on fire suppressions resources
- Understands and complies with pertinent Federal, State, and Local laws regarding Health and Safety, Labor, and EEO matters
- Maintains a strong understanding of requirements under the MOU with Labor

**Policy #: G02**

Approved: July 9, 2014  
Revised: July 6, 2016

## **District Administrator Duties and Responsibilities**

**Reports To:** Board of Directors, Deer Springs Fire Protection District

### **Job Characteristics**

This position is an employee of Deer Springs Fire Protection District (DSFPD). Day to day Supervision is delegated from DSFPD Board of Directors to the Fire Chief. The District Administrator (DA) provides all aspects of administrative support for the DSFPD. The DA's duties are more diverse than most positions, ranging from basic clerical tasks such as telephone calls and office equipment operation, to accounting and organizational activities. Also preparation of reports for accounts receivable/payables, payroll, budgets, grants accountability, and organizational planning. Performance Reviews are conducted by the Board of Directors.

### **The District Administrator will have the following abilities:**

- High degree of independent judgment, discretion, accuracy and knowledge of District activities.
- Ability to work and communicate with the public and fellow employees in a professional manner. Also to work efficiently under pressure.
- Establish priorities and maintain an effective and flexible work schedule; available Monday thru Friday, weekends as necessary.
- Effective and thorough knowledge of secretarial and office procedures including but not limited to, usage of grammatically correct English, knowledge of administrative policies and procedures, and the routine review of procedures with the express purpose of improving efficiency and effectiveness.
- Ability to organize and prioritize multi-task workloads and complex projects.
- Positive outlook with a willingness to assume additional duties and/or responsibilities.
- Self-motivated, dependable and able to function independently with minimal supervision under deadlines.

### **General Duties**

Under the direction of the DSFPD Board of Directors, the DA will be required to maintain all District financial records in compliance with generally accepted accounting principles. The DA will also be required to monitor District contracts for compliance with District ethical standards and conflict of interest policies. In addition, the DA will obtain and evaluate updated regulations/data from local, state and federal agencies for the purpose of reporting any impact on the operations or budget of the DSFPD.

### **Specific Duties**

- As directed by the DSFPD Board of Directors, the DA will implement all Board decisions, policies, resolutions, ordinances, directives, and concerns relating to the administrative operation of the District, respond to letters, faxes, e-mails and other forms of communication from the public and organizations; answer telephone and maintain meeting schedules for the

Board and the District Fire Chief. Attend meetings as necessary and occasionally meetings outside the District during the day, evenings and on weekends.

- Serve as Clerk of the Board, providing administrative support for the Board of Directors, including document creation, board packets and distribution for each Director.
- Under request by the District Fire Chief, function as the District representative at meetings, including but not limited to, County of San Diego and CAL FIRE.
- Payroll administrator for the District, including COLA application.
- Day-to-day financial responsibilities include purchasing, expense report processing, accounts payable and accounts receivable.
- Provide monthly financial statements to the Board of Directors.
- Work with the Budget Committee to establish the annual budget, including long-term revenue and expense projections.
- Coordinate organization and maintenance of all correspondence and record files, including personnel files, follow up on attendance issues and matters, organize and review and prioritize incoming mail. Manage and supervises daily administrative functions of the District.
- Maintains communication with other jurisdictions.
- Hands-on knowledge and experience with Microsoft Office software, Quick Books Pro and standard knowledge of standard office equipment.
- Employee is required to lift and move up to 25 pounds.
- Employee will work in an office environment with normal exposure to excessive noise, dust, temperatures, etc...

**Policy #: G03**

Approved: August 13, 2014  
Revised: March 9, 2016

## **Fire Marshal Duties and Responsibilities**

**Reports To:** District Fire Chief, Deer Springs Fire Protection District

### **Duties consist of:**

1. Perform as the Fire Marshal with authority delegated by the Fire Chief
2. Enforcement of fire codes, policies, regulations, and guidelines adopted or enacted by the District or higher legal authority
3. Performing plan checks for new or altered projects
4. Investigating complaints, inquiries or reports regarding hazardous conditions
5. Providing education and guidance to the public to enable citizens to better protect their own health and safety
6. Researching issues, projects and activities to inform the Board of current conditions and challenges
7. Interacting with other fire agencies to ensure seamless fire protection efforts
8. Performing routine business, residential, site, access and evacuation route inspections
9. Locating and performing minor maintenance to fire hydrants if so directed by the Board
10. Performing other inspection, enforcement, public education, and public relations activities as directed by the Board

### **Possess the following qualifications:**

1. A minimum of 5 years of experience in a paid, professional fire agency and assigned primarily as a fire prevention officer or fire protection engineer
2. Able to communicate effectively in both written and oral form
3. A record which is law abiding and reflecting of exceptional integrity
4. Reads topographical and structural plans with ease and accuracy
5. Have a thorough knowledge and understanding of fire properties and behavior
6. Displays demeanor that is firm and persuasive, yet courteous and tactful
7. Is familiar and experienced with fire and building codes as applied in the State of California
8. Has extensive knowledge and understanding of the history and challenges of urban/wild land interface



**Policy #: G04**

Approved: August 13, 2014  
Revised: November 12, 2014

## **Fire Inspector Duties and Responsibilities**

**Reports To:** Fire Marshal, Deer Springs Fire Protection District

### **Duties consist of:**

1. Investigating complaints, inquiries or reports regarding hazardous conditions
2. Providing education and guidance to the public to enable citizens to better protect their own health and safety
3. Locating and performing minor maintenance to fire hydrants if so directed by the Board
4. Performing other inspection, enforcement, public education, and public relations activities as directed by the Board

### **Possess the following qualifications:**

1. A minimum of 2 years of experience in a professional fire agency and assigned duties related to prevention
2. Able to communicate effectively in both written and oral form
3. A record which is law abiding and reflecting of exceptional integrity
4. Have a knowledge and understanding of fire properties and behavior
5. Displays demeanor that is firm and persuasive, yet courteous and tactful