

Coastside Fire Protection District

LOGO

Coastside Fire Protection District Volunteer Policies and Procedures Manual

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1. Introduction

PURPOSE

In order to establish and maintain the necessary uniformity of action within the Coastside Fire Protection District, this **Volunteer Firefighters Handbook** has been developed and will be maintained and updated as needed. All proposed changes or updates will be processed as outlined in section 10. It will be the responsibility of the Fire Chief of the Coastside Fire Protection District (CFPD) to prepare and issue any approved changes.

The intention of this Handbook is to provide a set of guidelines for Volunteer Firefighters. It includes state and federal mandated requirements as well as additional requirements recommended by the attendees of the Company Officers' meetings. Mandated requirements will be clearly identified wherever mentioned and are also collected in an Appendix for ease of reference.

2. Coastside Fire Protection District

Description

The CFPD provides fire protection services for the City of Half Moon Bay as well as the communities of Montara, Moss Beach, Princeton, El Granada and Miramar plus the surrounding unincorporated areas. The CFPD operates three fully staffed fire stations to serve and protect an area of approximately 50 square miles containing a population of approximately 30,000 residents. Fire Station 40 (also serving as the CFPD's administrative headquarters) is located in Half Moon Bay at 1191 Main Street. Fire Station 41 is located at 531 Obispo Road in El Granada, and Fire Station 44 is located at 501 Stetson Street in Moss Beach. The District responds to approximately 2,200 calls for service each year.

Board of Directors

The Board of Directors (Board) is the policy-making body for the CFPD. The Board consists of 5 publicly elected members and is responsible for establishing the policies that are implemented within the Fire Protection District. The Board recognizes that its major functions are to serve as the custodians of the Fire Protection District, to govern the activities of the Fire Protection District, and to shape the future of the Fire Protection District. The Board preserves for the Chief of Operations and professional staff the responsibility of day-to-day administration and operations of the Fire Protection District in a manner consistent with the policies and rules of the Board.

Mission

"The mission of the Fire Protection District is to protect the lives, environment, and property of the community through fire protection, suppression, emergency medical services, rescue actions, and public education."

Values

1. Complete public transparency is mandatory on all District deliberations and decisions.
2. Ethical conduct and integrity is required for all Board members, contractors, and employees.
3. Civility and courtesy are expected in all District operations.
4. Excellent, complete performance is required of all contractors and employees.
5. The District Board of Directors accepts complete fiduciary responsibility for all District financial actions.
6. The District Board of Directors' decisions and management actions will reflect responsible use of taxpayers' funds.
7. District will achieve and maintain "District of Distinction" status.

CFPD Staffing

Each station is continually staffed with a minimum of one Fire Captain (or equivalent) and two Fire Apparatus Engineers, including at least one qualified as a paramedic to provide advance life support (ALS) service. Shift staffing is complimented by a Battalion Chief. The CFPD also has a volunteer department with a maximum authorized strength of 20 members.

3. Organization & Authority

Through contractual agreement CALFIRE provides to the CFPD the following services:

- Supervision and management of operations of all paid and volunteer firefighters
- Preparation and administration of the annual CFPD budget

- Development and delivery of training programs for paid and volunteer personnel
- Fire suppression and emergency medical services through volunteer and paid companies
- Operations management at emergency incidents
- Fire safety and public education programs
- Assistance to County emergency medical service agencies to provide CPR and first aid training
- Automotive fleet management including preventive maintenance and repairs
- Provision of emergency dispatch services
- Planning and coordination of facilities maintenance
- Development and maintenance of a unified District response map

4. Half Moon Bay Volunteer Fire Department (Auxiliary)

History

The Coastside Fire Protection District first came into existence in 1879 as the Half Moon Bay Volunteer Fire Department, initially known as "Hose Company No. 1." Funds and equipment were scarce. The department simply consisted of well-meaning and dedicated volunteers who were equipped with nothing more than 300 feet of hose, several buckets and a small number of axes. In 1880 the community took up a collection and purchased their first hose cart to provide public fire suppression. After a serious fire on Main Street, the community decided to earnestly support a volunteer fire department and fund it by resident subscription. On November 8, 1899, the first official meeting of Hose Company No. 1 was held at the IOOF Hall, and later that year city funds were authorized for the purchase of hydrants and additional hose.

In 1900, Hose Company No. 1 held its first fundraiser, a masquerade ball, thus beginning a long tradition of that event. Later in 1900 (and as a direct result success of the Masquerade Ball) the Hose Company bought a second hose cart as well as a fire bell that would muster the volunteers when their services were needed. That bell is currently located in front of District Headquarters at Fire Station #40.

In 1926 a fire district was formed and the department was reorganized. The hose carts were retired in 1928 following the purchase of the department's first pumper. In 1936 the District's first formal fire house was built on the 600 block of Main Street, accompanied by the purchase of additional equipment and the installation of fire alarm boxes throughout the City. In 1944 a new fire district was formed that covered the area from Torres Lane in Moss Beach to the north

and extending as far south as Martins Beach. Later that same year the department hired its first full-time paid firefighters. During the post-war years, the department mirrored the growth and change of the surrounding community all while continuing to provide excellent service to the citizens of the ever evolving Coastsides.

In 1990 the HMBVFD was officially incorporated and made retroactive to its inception date of December 13, 1899. The HMBVFD is a not-for-profit organization under IRS Rule 501 (c) 3. Since its very beginning the HMBVFD has prided itself on selfless dedication to the citizens of Half Moon Bay and the surrounding coastal communities. The members of the HMBVFD reside within the boundaries of the Coastsides Fire Protection District and are proud to serve their family, friends, and neighbors within the Coastsides community.

In 2007 the Half Moon Bay Fire District and the Point Montara Fire District consolidated and to form the Coastsides Fire Protection District. As part of the formation of the new district the HMBVFD became part of the CFPD.

In 2019 the CFPD board recognized a need to reorganize how the relationship between the CFPD and the HMBVFD was managed and represented. The reorganization brought all active members of the HMBVFD into the CFPD as Coastsides Volunteer Firefighters. As part of the reorganization the district would recognize the HMBVFD as an auxiliary organization to the CFPD.

Executive Board

The HMBVFD Auxiliary is governed by the Executive Board comprised of a President, a Vice-President, and three elected board members. Each June, the HMBVFD members elect the members of the Executive Board for the following fiscal year (July 1 - June 30.) The Executive Board meets on an as needed basis and is responsible for establishing HMBVFD policies for managing the auxiliary organization.

Administrative Positions

Each June the HMBVFD members elect: a Secretary and Treasurer.

The Volunteers also use standing and ad-hoc committees to address ongoing and special needs.

These committees include:

- Scholarship Committee
- Retirement Committee
- Pumpkin Festival Committee

Voting

By majority vote of the HMBVFD Auxiliary members approve department actions and expenses at the monthly business meeting.

Funding

The HMBVFD maintains its own individual budget for charitable contributions, social events and miscellaneous operational needs. The HMBVFD is a not for profit 501(c)(3) organization (#943097698) and may hold fund raising events in the community to purchase items not funded through the normal CFPD budgeting process.

The HMBVFD is an auxiliary membership to the CFPD.

5. Coastside Volunteer Firefighter Position Descriptions

The Coastside Volunteers (CV) are comprised of individuals who fill the following operational positions:

- **CV Captain:** In coordination with the CAL FIRE IC, performs duties of a company officer. Directs suppression/rescue activities assigned to Volunteer Companies while on scene. Acts as qualified apparatus operator. Maintains supervisory responsibilities of subordinate CFV members assigned to him/her.
- **CV Apparatus Operator / Engineer:** Drives and operates all pumping, aerial, and utility apparatus in the CFPD inventory, as authorized. Has sufficient ability to pump basic attack and supply evolutions. Holds all necessary licenses to drive CFPD apparatus. Is responsible for assuring operability and safety of a vehicle before operating. Assures that all occupants of their vehicle are seated and wearing a seat belt before moving said vehicle.
- **CV Firefighter:** Performs basic firefighting, rescue, hazmat, and emergency medical service under direction from a company officer. Fully trained in SCBA use and structural firefighting operations. Direct supervision in accomplishing tasks is not required.
- **CV Probationary Firefighter ("Blue Stripe"):** Has completed initial academy training yet lacks sufficient experience/knowledge to complete assignments independently. Not qualified in SCBA use, rescue operations, or interior structural firefighting. Must be directly supervised by qualified personnel at all times while at an incident.

*Probationary Firefighters **do not** count towards minimum emergency personnel staffing levels on CV responding apparatus.*

- Support Personnel: Provide support services to operational personnel. Will not engage in fire suppression or all-risk activities. *Support Personnel **do not** count towards minimum emergency personnel staffing levels on CV responding apparatus.* All support personnel will check in with the IC.

6. Active Duty Member Minimum Requirements

The following are qualifications for prospective and active duty members of the CFPD Volunteers:

- Must be at least 18 years of age.
- Must be a high school graduate or have a G.E.D equivalency.
- Be of good moral character and maintain good physical condition.
- Have a legal right to live and work in the United States.
- Pass an initial Physical Ability Test, and pass recurring "Fitness for Duty" medical examinations.
- Must not have a felony criminal record. (Will face dismissal upon conviction of a felony criminal action. May face possible dismissal for misdemeanor criminal conviction depending upon the nature of the offense as determined by the CALFIRE Chief
- Must reside within the Coastside Fire Protection District
- Must possess a valid Class C California Driver License
- Have uninterrupted access to reliable transportation for the purpose of responding to general alarms.
- Must maintain valid vehicle registration and at least minimum personal vehicle insurance coverage necessary to operate said vehicle on public roads.
- Must agree to abide by all policies, rules and regulations set forth by Policies and Procedures of the CFPD.

7. Support Member Minimum Requirements

The qualifications for support members of the CFPD are the same as those of active members. Additionally, in order to serve as a support member, individuals must have served as an active member of the CFPD for a minimum of five years prior to filling a support member position.

8. Coastside Volunteer Company Composition

The Volunteers will be divided into three companies: Company 401, Company 402 and Company 403. At the beginning of every month, one of the three companies will be designated as the "In-House Company" on an alternating basis. During General Alarms the In-House Company will respond to Station 40 with the intent of mobilizing the reserve engine to respond to the alarm. The remaining volunteer fire company members will respond to the incident scene via personal vehicle and immediately report to the Incident Commander (IC.) Once checked in with the IC, CV personnel will be assigned to a function- or geographically-based assignment. CV members will work at the incident until it is terminated or the volunteer is permitted to leave by direct authorization of the Incident Commander.

Note: The above policy regarding members of the In-House Company and their obligation to respond to Station 40 to staff the reserve engine in the event of a general alarm is not intended to be exclusively binding. Each volunteer shall use good judgment to determine the most effective selection for their location to which to report (station vs. incident location) during a General Alarm. Factors such as a volunteer's present location, nature of the incident, traffic, road conditions, etc. shall be taken into consideration.

In recognition of the need for pre-existing coordination plans in the event of large scale incidents requiring mutual aid, San Mateo County has created a Greater Alarm Plan. This plan includes one of the CFPD's reserve engines. When called upon, this engine will be staffed by CFPD Volunteers and will function as a fully staffed Basic Life Support (BLS) type-1 fire apparatus as part of the San Mateo County Greater Alarm Plan.

9. Candidate Qualifications & Admission Process

Individuals interested in joining the CFPD Volunteers must complete a written application which may be obtained at the District's administrative office. Completed applications will be held on file until the recruitment process is initiated for an upcoming training academy class. At that time, all persons with applications on file shall be notified of the upcoming recruitment effort and the timeline for hiring.

Note: Applicants should be aware that the CFPD participates in the "Pull Notice Program." This program allows the CFPD to obtain a Volunteer member's driving record for review *at any time*. Application to, or membership in, the CFPD constitutes an individual's expressed consent for DMV driving record procurement and review by the CFPD according to the aforementioned guidelines.

Orientation

Prior to the interview process, all prospective applicants must attend a mandatory orientation session conducted by CFPD. Prospective recruits will be briefed on the CFPD's organizational structure, program commitment requirements and membership expectations. Following the orientation, prospective candidates are instructed to complete the Candidate Physical Ability Test (CPAT) administered by the California Fire Fighters Joint Apprenticeship Committee (JAC.) The initial cost of the CPAT will be borne by the candidate, but shall be reimbursed upon the applicant's completion of the CFPD training academy.

Interview Process

Following the orientation session, candidates wishing to continue will be invited to an initial structured oral interview conducted by current members of the Coastside Volunteers. At the interview, candidates must provide proof of successful CPAT completion. Upon successful completion of the initial oral interview candidates are then scheduled for an interview with the CFPD Fire Chief or his /her designated CV Captain and other CFPD representative. Successful candidates are then notified of their conditional acceptance into the training academy dependent upon the CFPD mandated medical examination, drug screening, and modified background check.

The medical examination includes the following tests (as a minimum):

- Complete medical history questionnaire
- Comprehensive physical examination
- Vision acuity and peripheral vision testing including color perception
- Pulmonary function testing
- Audiometry testing
- Comprehensive blood panel (metabolic chemistry panel, hemogram & hemocrit, lipid panel)
- Urinalysis
- TB skin test
- DIP/TET test
- Baseline EKG
- Coronary risk panel
- Any additional test(s) as deemed necessary by the examining physician in agreement with the CFPD.

Acceptance Process

After completion of the orientation, interview, and medical review, all successful applicants will be contacted by telephone, electronic correspondence, or any other suitable means, and invited to attend the upcoming training academy.

10. Medical Standards

Medical Examinations

Firefighting, by its very nature, is a strenuous, demanding and dangerous task. The purpose of each medical examination (both pre-employment and during employment) is to detect pre-existing or evolving medical conditions within a CFPD Volunteer member that may be exacerbated by training and/or activities within the scope of firefighting duties.

Respiratory Protection Program

To comply with Cal-OSHA requirements regarding the use of self-contained breathing apparatus (SCBA) and to improve safety for all personnel, the CFPD has implemented a Respiratory Protection Program (RPP). The RPP process ensures all active duty CFPD Volunteer members are medically qualified to use an SCBA and to determine the proper size mask for each individual (Fit Test).

1. An RPP Medical Questionnaire (EMQ) will be sent out to each CFPD Volunteer member annually. The EMQ must be filled out completely and any responses requiring clarification should be explained as requested by the CFPD's designated physician.
2. Each CFPD Volunteer member is required to complete a health questionnaire annually. The reviewing physician will determine from the medical questionnaire if a further physical examination is required. Some personnel may also have to complete a treadmill test as determined by the examining physician. If a physical exam and/or treadmill test is required, CFPD administrative staff will make arrangements for the test. The cost of any required tests will be borne by the CFPD.
3. During the initial training academy, trainees will be given their initial Fit Test which will be valid for twelve (12) months.
4. After initial Fit Testing volunteers are required to undergo annual Fit Testing, in accordance with CALFIRE employee policy.
5. Present CFPD policy mirrors CALFIRE policy prohibiting beards or any facial hair which may interfere with SCBA mask seal.

The cost of all medical examinations required by the CFPD to initiate or maintain membership in the CFPD Volunteer program, or as deemed necessary due to participation in the CFPD, shall be borne by the CFPD.

11. Training Requirements

Training for CFPD members is provided by the designated CAL FIRE Training Battalion Chief, CAL FIRE Training Officer, CALFIRE career firefighters, outside training vendors, and CFPD Volunteer company officers.

The CFPD's mission statement for training is:

"...to provide professional leadership and clear direction in implementing quality training programs that serve the Coastside Fire District and its cooperators"

Probationary Volunteer Firefighter Operations Training ("Fire Academy")

The initial training program consists of a formal training academy comprising approximately **216** hours of classroom and field training. Subjects covered in the academy include:

- Safety and orientation
- Emergency Medical Responder (EMR) training*
- CPR training and certification
- SCBA operation
- Ropes and knots
- Hydrant operation
- Building construction
- Tool safety
- Wildland fire fighting
- Structure fire fighting
- Fire hose manipulation
- Ladders
- Hazardous Materials First Responder - Operational (HAZMAT-FRO)
- Property conservation and overhaul
- Firefighter survival
- Incident Command Systems (ICS 100/200)

*Candidates already possessing of a valid and current Emergency Medical Technician (EMT) certificate issued by San Mateo County may, at the discretion of the designated CALFIRE Training Battalion Chief, omit the EMR portion of the CFPD Volunteer training academy.

The duration of the training academy is approximately 4 months with training sessions conducted primarily on Thursday nights in addition to two weekends per month. Candidates are required to attend all academy training sessions. In the event of unavoidable absence(s), make-up training sessions *may* be made available at the discretion of the designated CALFIRE Training Battalion Chief.

Excessive or unexcused absences may result in disqualification from the CFPD Volunteer training academy.

Two practical skill tests are administered during the training academy; a mid-term and a final. The tests are essentially identical and designed to assess the trainee's physical and cognitive abilities through practical application of subjects presented in the academy. These exams are comprised of various skill "stations" that must be completed with speed and accuracy. These stations include:

- SCBA donning
- Knot tying (while wearing PPE gloves)
- Establishing a hydrant connection with 5" supply hose
- Two-person 24-foot ladder operation
- Tying off tools aloft
- SCBA bottle replacement
- Fire hose cross lay deployment and operation

Each skill station must be performed in consecutive order with no breaks. Applicants are allotted a maximum time for each station, as well as an overall total time standard. Should a candidate fail to complete the task within the allotted time for that station, or fail to perform the task to required standards, then that station will be deemed a fail. A failed station may be re-attempted a maximum of once after the completion of the complete test evolution.

Successful completion of the training academy will be dependent upon the candidate's satisfactory performance on the mid-term and final exams, as well as the validation of the academy trainee's skill set by the designated CAL FIRE Training Battalion Chief or CAL FIRE Training Officer.

After completion of the training academy and a successful completion of the final performance exam, the trainee transitions from trainee to probationary firefighter ("Blue Stripe").

Note: The name "Blue Stripe" is derived from the practice that a reflective blue horizontal stripe will be affixed to the probationary firefighter's helmet to indicate their probationary status.

Upon designation of an individual as a probationary volunteer firefighter, they will be issued a CFPD pager and expected to attend all general alarms, as per the general alarm policy outlined later in this document. In addition, probationary CFPD Volunteer firefighters will be authorized to "ride along" with CFPD career personnel and allowed to participate to the extent permitted by the respective CALFIRE company officer for that shift, in accordance with the following statement:

Per CFPD policy, *a probationary volunteer firefighter is prohibited from making interior fire attack and is prohibited from engaging in roof operations during any fire event.* These restrictions are absolute and shall be re-iterated by the probationary volunteer firefighter to any individual issuing an instruction to the contrary.

Promoting from Probationary Volunteer Firefighter Status to Active Duty Volunteer Firefighter Status

Probationary Volunteer firefighter status will last a minimum of twelve months starting from the time the member finishes the training academy. After completion of this specified time, the candidate may be promoted to the rank of volunteer firefighter. The decision to promote an individual will be made by the CAL FIRE Training Battalion Chief in agreement with the CFPD Volunteer Captain. Factors influencing the decision to promote the probationary firefighter will include: physical ability, cognitive ability, professional attitude, skill proficiency, training participation, and the confidence of CFPD Volunteer Company Officers that the individual can perform safely and effectively without constant oversight. Should a probationary volunteer firefighter fail to demonstrate the necessary attributes for promotion within the allotted time, then the probationary volunteer firefighter's case shall be reviewed on an individual basis. This review shall be conducted by the CALFIRE Training Battalion Chief, CFPD Volunteer Captain, and the Probationary Volunteer Firefighter's company officer. After completion of this review, one of the following outcomes will occur:

1. Probation shall be extended for a defined time concluding with a second review by the above-named officers. Failure to pass the second review will result in dismissal .
2. An additional individual training plan may be formed and implemented by the CALFIRE Training Battalion Chief and, upon completion, shall conclude with a second review by the above-named officers. Failure to pass the second review will result in dismissal.
3. The probationary volunteer firefighter shall be asked to resign from the CFPD in advance of involuntary dismissal. *

*Probationary volunteer firefighters asked to resign shall be eligible to reapply to the CFPD Volunteers during the next hiring cycle, however, no credit shall be given for previous training academy completion.

Continuing Training

The typical annual training calendar revolves around subjects that are necessary to maintain competency in those subjects taught during the initial training academy. In addition, new skills will be taught, and updates to existing skill sets will be presented as changes/updates occur within the profession.

12. CFPD Issued Personal Equipment

After completion of the training academy, the CFPD shall equip each CFPD Volunteer member with NFPA compliant personal protective equipment (PPE) and all other items necessary for participation as CFPD Volunteer.

These items include:

1. Structural firefighting helmet
2. Structural firefighting pants + suspenders
3. Structural firefighting coat
4. Nomex hood
5. Structural firefighting gloves
6. Wildland firefighting helmet
7. Wildland web gear + protective shelter
8. Wildland firefighting pants
9. Wildland firefighting coat
10. Wildland firefighting gloves
11. Wildland firefighting boots
12. Pager + charger
13. Dress shirt + dress pants

All CFPD supplied equipment will be maintained/repared/replaced at the expense of the issuing entity.

13. Attendance & Participation Requirements

While physically present within the Coastside Fire Protection District service area, each CFPD Volunteer member shall wear or be within immediate reach of his/her pager and be able to respond to any general alarm*.

**Exception to this rule is provided under Title 14 – “Rules of Conduct” regarding prohibition of engaging in CFPD activities while under the influence of alcohol, narcotics, or impairing pharmacological agents.*

Weekly Training

With the exception of recognized holidays and special events, weekly training occurs every Thursday night beginning at 19:30. Attendance for all meetings is recorded by CFPD Volunteer Company Officer and forwarded to the CALFIRE Training Battalion Chief or CAL Fire Training Officer for retention.

In order to maintain proficiency in necessary skills CFPD Volunteer members are required to attend a minimum of 60% of all weekly training sessions per quarter. If a member's attendance falls below 60% for two consecutive quarters, their status as an active duty firefighter will be evaluated. In addition, a remedial training plan may be designed and implemented by a CFPD company officer with the approval of the designated CALFIRE Training Battalion Chief.

When a member cannot attend a scheduled weekly training meeting, he/she is required to personally notify their respective Volunteer Company officer at the earliest convenient opportunity. Should a member fail to notify their Volunteer Company officer, the member's absence shall be documented as an “unexcused absence.” After a member accrues two consecutive *unexcused* absences within a quarter, they may be placed on suspension at the discretion of the CFPD Fire Chief or his/her designee. This suspension will continue until the root cause of the absenteeism can be determined, and a plan for improved attendance can be implemented.

Certifications/Licenses

CFPD Volunteer members are required to maintain numerous certifications and licenses to maintain active status with the CFPD. Among these are:

- CPR
- EMR or EMT or EMT-P

- CA Driver License
- Annual RPP fit testing

Should a member fail to renew any of the required certifications and/or licenses within the prescribed limits as set forth by governing body issuing the certification/license, then that volunteer member will be immediately suspended from participating in CFPD emergency response activities. The member shall not respond to any General Alarms, may not participate in the CFPD ride-along program, and will not act in any official capacity providing service to the general public until such time as the member renews the required license/certification and provides formal documentation to the designated CAL FIRE Training Battalion Chief or CAL FIRE Training Officer.

General Alarm Response

Volunteers are required to respond to a minimum of 25% of general alarms. Responses are monitored annually, and if a member's response report percentage falls below standard then the individual will be interviewed to determine the causal factor(s) for their lack of attendance. Extenuating circumstances shall be considered. However, if an individual's below-average general alarm attendance continues for an extended period (as determined by the CFPD Fire Chief or his/her designee), then the individual may be asked to request a leave of absence or resign from the CFPD.

Ride-Along Program

CFPD Volunteer Members have the *privilege* to ride along for shifts of an indeterminate length at any station within the District. CFPD Volunteer members are highly encouraged to utilize this opportunity to reinforce skills, acquire actual on-scene experience, and to build team cohesion with the career firefighter staff. Prior to reporting to a respective station for the ride along, CFPD Volunteer members will coordinate with the designated CAL FIRE Training Battalion Chief or CAL FIRE Training Officer a minimum of 24 hours in advance. The CAL FIRE Training Battalion Chief or designated CALFIRE Training Officer will forward the CFPD Volunteer member's ride along request to that shift's respective company officer who will then approve/deny the request.

Ride along shifts generally begin at 08:00 with early arrival necessary to check in with the CAL FIRE company officer. Other start times may be approved, but care should be taken to avoid interrupting the normal daily routine of the fire house. Upon check in, the CFPD volunteer member will still request permission from the CAL FIRE Company Officer to ride along for that day and will only place their bunker gear on the engine/truck/rescue after receiving permission to ride along.

14. Standards of Conduct

The CFPD prides itself on cooperation and a team-oriented approach to all facets of its operations both during routine matters and emergency operations. Every CFPD member must put aside all personal preferences and work toward the same common goal: to be of greatest benefit to the community we serve, to our department, and to our fellow members in the public service community.

Harassment Policy

The Coastside Fire Protection District complies with San Mateo County policy as well as CA State, and Federal law with regards to Equal Employment Opportunity (EEO), nondiscrimination, and sexual harassment.

Rules of Conduct

The following rules are designed to help promote a positive team attitude and an efficient, effective working environment. Compliance is mandatory, and necessary for continued employment by the CFPD.

1. No CFPD Volunteer member shall commit any act which might in any way bring discredit to the Coastside Fire Protection District, Half Moon Bay Volunteer Fire Department Auxiliary, CALFIRE, San Mateo County, or the State of California.
2. No CFPD Volunteer member shall be present at an incident, nor may any CFPD Volunteer member depart from an incident unless they have complied with the incident check in/check out policies and procedures as set forth in this manual.
3. No CFPD Volunteer member shall use any language deemed offensive in the presence of the public at the scene of an incident, at the fire station, or while acting in an official capacity for the CFPD.
4. No CFPD Volunteer member shall use/consume/purchase any alcoholic beverage, recreational drug, or controlled substance nor be under the influence of any of the aforementioned substances, while in uniform or acting on behalf of the CFPD. This includes while responding to alarms on CFPD apparatus or in a personal vehicle.

5. No member may be under the influence of a pharmacological agent which may interfere with their ability to drive a vehicle and/or operate machinery while acting on behalf of the CFPD.
6. Only CFPD Volunteer members and other persons authorized by the Fire Chief or his/her designee may ride on any CFPD apparatus.
7. All CFPD Volunteer member shall be in physical possession of a valid California State Driver license at all times while acting in an official capacity.
8. All CFPD Volunteer members shall comply with all applicable State motor vehicle laws and regulations when operating Department vehicles *and personal vehicles* when in service as a member of the CFPD.*

**Emergency Response: District Volunteers' private vehicles are prohibited by law from having emergency type warning lights and/or sirens. The flashing of vehicle headlights while in route to an incident is also prohibited. The use of four-way flashers is only permitted when parked. No volunteer firefighter shall exceed the posted speed limit while in route to any call. Personal vehicles will be driven safely and all California State Vehicle Code laws must be followed.*
9. All members shall use good judgment and common sense at all times while at incident scenes and while conducting district business.
10. All CFPD Volunteer members, while acting in an official capacity for the CFPD, shall do so in a professional, courteous, and respectful manner at all times.
11. Gambling, alcoholic beverages, recreational drugs, controlled substances, and firearms are not permitted in any fire station or on grounds of same, nor are they permitted in any CFPD vehicle.
12. No CFPD member shall use the name of the, CFPD, HMBVFD, CALFIRE, San Mateo County, or the State of California for personal gain. No member shall use his/her badge, ID card, etc., in any commercial or private enterprise for any personal gain.
13. No CFPD Volunteer member shall accept any reward, gift, gratuity, tip, fee, or personal compensation from any source for services rendered in the performance of duty, except as authorized by the CFPD Fire Chief.

14. No CFPD Volunteer member shall be discourteous, disrespectful, or insubordinate to any member of the public, any member of the CFPD Volunteers any CAL FIRE employee, any CFPD employee or any individual from a cooperating agency.
15. No CFPD Volunteer member shall change, alter, add, remove, or modify any equipment from any station or apparatus without first receiving proper authorization from the CFPD.
16. Every CFPD Volunteer member shall always exercise proper precautionary safety measures to avoid injury to themselves and/or other.
17. Every Volunteer member shall comply with all Coastside Fire Protection District policies, rules, and regulations and all County, State and Federal laws. Failure to do so may result in disciplinary action up to and including dismissal from the CFPD.

Public Representation

At no time is a member of the CFPD allowed to speak in any official capacity with members of the media, unless specifically authorized by the Fire Chief.

All media and civilian inquiries regarding a particular incident must be directed to the IC or respective incident company officer. Inquiries pertaining specifically to the CFPD shall be directed to the Fire Chief or his/her designee.

The above policy is designed to safeguard the privacy of individual CFPD Volunteer members, maintain patient confidentiality, and protect the integrity of the citizens served by the CFPD. This statement does not prohibit a CFPD Volunteer member from providing *general* information about the CFPD to their neighbors or other concerned citizens.

Furthermore, CFPD Volunteer members are obligated to maintain patient confidentiality at all times. Patient information will only be divulged to relevant outside parties when required by law or for the continuity of medical care, as dictated by HIPPA law.

Arrival on Scene/Check In Policy

Upon arrival via personal vehicle to any general alarm scene or other incident scene *the CFPD Volunteer member's initial responsibility will be to park their vehicle in a location so as not to interfere with the operation of any apparatus already on scene nor interfere with the arrival and/or operation of any apparatus arriving subsequently.*

After parking and securing their vehicle in accordance with the above policy, the CFPD Volunteer member will don the appropriate PPE (as dictated by the nature of the general alarm) and proceed directly to the Incident Command Center (IC) to check in and await duty assignment. In the event that the CFPD Volunteer member is intercepted beforehand by a CFPD Volunteer Company Officer or other paid firefighter and instructed to assume a task, the CFPD Volunteer member shall inform the person assigning the task that they have not checked in with the IC and are not officially accounted for on the incident grounds. If the person assigning the task still insists upon the CFPD Volunteer member performing the assigned task, then the CFPD Volunteer member shall accept the assignment. However, the CFPD Volunteer member must either delegate check in with the IC to another responsible person or check in personally at the first available opportunity.

On Scene

For purposes of accountability the CFPD Volunteer member shall remain in contact with their assigned supervisor at all times. Tasks on the incident ground will only be accomplished under the order of this assigned supervisor. "Freelancing" will not be tolerated. The performance of tasks on the incident grounds outside the scope of assigned duty may result in disciplinary action up to and including dismissal from the CFPD.

Incident Conclusion and Scene Departure/Check Out Policy

The CFPD Volunteer member shall remain at the incident scene until completion of the incident and/or until formally relieved of duty by their appropriate supervising Company Officer.

In addition, the CFPD Volunteer member shall personally check out with the IC prior to departing the incident grounds, unless the notification can be delegated to another responsible person who shall make sure that the CFPD Volunteer member's departure has been noted. *

*Strict adherence to the above-mentioned policy is mandatory to ensure that CFPD Volunteer members departing the incident grounds are not mistakenly unaccounted for and presumed to be lost or in peril at the incident scene. In the event that a CFPD Volunteer member delegates the notification of their departure to another responsible person, and that responsible person fails to notify the IC, then the departing CFPD Volunteer member will still be held personally accountable for the violation of Check Out Policy.

15. Performance Reviews

Competency Testing

Each volunteer is tested annually on the knowledge and skills required to demonstrate competency for the cumulative rank which that member holds (Firefighter/ Apparatus Operator/Captain.) Each individual rank requires a separate competency test to maintain that respective rank. It is important to note that persons holding higher rank are required to successfully complete the required competency testing for all lower ranks in addition to the competency tests required for rank which they currently hold.

In the event that a CFPD Volunteer member fails to demonstrate competency at a particular level, that member will be demoted to the lower rank for which they actually display competency. This person will be assigned that lower rank for the entirety of the calendar year and will have the opportunity to re-test for reinstatement to the previously held higher rank the following year.

16. Training

In-Service Training Plan

The CFPD In-Service Training Plan, in conjunction with the office of the designated CALFIRE Training Battalion Chief, provides training to maintain minimum competency levels for all CFPD Volunteer members. The target value is 72 hours per year but may be subject to change depending upon subject matter variability and realistic drill times.

The training blocks within a calendar year will follow a general theme. These themes shall be:

- EMS + CPR
- Wildland Fire Control
- Technical Rescue + HAZMAT
- Structure Fire Control
- Other topics as deemed necessary

The designated CALFIRE Training Battalion Chief or CAL FIE Training Officer shall be responsible for coordinating and conducting the primary training drills with the CFPD Volunteer companies. The Training Officer has the authority to change the topic of the weekly

drill if necessary, as well as introduce new topics or remediate previous topics if deemed in the interest of the CFPD.

Computer Based Training

All members of the CFPD (including candidates) are provided with personal accounts to access *TargetSolutions.com*. Target Solutions is an outside vendor used by the District to provide all firefighters with a portal to access on-line training tools necessary for CFPD operations. Web site content includes both mandatory and voluntary on-line training assignments, dissemination of District policies, District policy updates, training modules to maintain EMS certifications, District event calendars, tracking of job-based credentials, and numerous other functions. All CFPD Volunteer members are required to log on to Target Solutions with sufficient frequency so that they may complete all computer-based training assignments prior to that particular assignment's due date. Repetitive failure to complete assignments within the prescribed time may be grounds for disciplinary action.

Special Training Opportunities

CFPD Volunteer members are encouraged to attend training on specialized topics offered within CALFIRE or by outside agencies. These topics may include auto extrication, low- and high-angle rescue, EMT certification, water rescue...etc.

Full or partial reimbursement for outside training may be provided from a limited amount of funds dedicated from within the CFPD budget. In addition, special training courses for career progression within the CFPD (Apparatus Driver/Operator, Company Officer, etc.) will be offered periodically and are arranged by the designated CAL FIRE Training Battalion Chief. Any CFPD Volunteer member wishing to self-fund a training event may enroll and attend without limitation. However, if a CFPD Volunteer member wishing to receive reimbursement for a training event, then the member must submit a written request to the designated CAL FIRE Training Battalion Chief and receive authorization to attend prior to course enrollment. For courses taken within the CAL FIRE training regime, a TR-7 form must be completed and submitted to the CAL FIRE Training Battalion Chief for admission into the requested course.

17. Accident/Injury Reporting

Job Related Personal Injury/Illness Reporting

All injuries/illnesses that a CFPD Volunteer member believes to be job related shall be reported to a CFPD Company Officer and CAL FIRE company officer as soon as possible. In addition, the illness/injury shall be followed up with a Report of Injury form within 24 hours

of the occurrence whenever possible. All cases of possible exposure to a potential health threat will be recorded on an exposure report within 24 hours of the exposure or within 24 hours of the knowledge of possible exposure. The CFPD will arrange medical treatment and file all necessary reports. Prompt reporting is crucial. The on-duty Battalion Chief will coordinate treatment and report processing.

For urgent conditions, the first priority shall be to seek appropriate medical care. As soon as practicable, proper reporting shall be initiated. However, in non-urgent situations, any ill or injured CFPD personnel shall notify their Company Officer and follow CFPD policy before initiating medical treatment.

If non-emergency medical attention is required, it will be scheduled as necessary by the CFPD's administrative staff. The Volunteer Firefighter may be sent to a CFPD sanctioned physician who may be other than the CFPD Volunteer member's primary care physician. If a volunteer firefighter wishes to change to a different physician for any reason, he/she shall ask the CFPD representative or health insurance agency claims representative. The CFPD representative and the insurance company claims representative shall seek to comply with the injured fire fighter's request whenever practicable.

The CFPD Volunteer firefighter is entitled to be treated by their personal physician if the volunteer firefighter has notified the Coastside Fire Protection District of the doctor's name and address in writing prior to the occurrence of any injury/illness.

Returning to active duty after an injury

A physician signed physical/mental fitness report acknowledging that the CFPD Volunteer member can return to duty may be required prior to returning to active duty following a lost time injury (whether incurred on- or off-duty) if so required by the Fire Chief. The designated CAL FIRE Training Battalion Chief shall notify the CFPD Volunteer member of the need for this report, and the designated CAL FIRE Training Battalion Chief will collect this report upon submission and will notify the CFPD Volunteer member of their official RETURNED TO DUTY status.

Vehicle Accident/Incident Reporting Procedures

When acting as a member of the CFPD all vehicle accidents/incidents involving the CFPD volunteer member shall be reported as soon as circumstances allow to the CFPD on-duty Battalion Chief. All necessary vehicle accident/incident forms will be completed on line as soon as practicable (not to exceed 24 hours from time of occurrence unless the involved individual is unable due to illness/injury.) The on-duty Battalion Chief will be responsible to

investigate the incident and ensure that it is reported to District Risk Management within 48 hours of the initial report. The on-duty Battalion Chief will notify the Fire Chief of circumstances related to the incident.

18. District Equipment

Care and Maintenance

To ensure that all CFPD owned apparatus and equipment is in safe operating condition and ready to respond, a regular equipment inspection program shall be established and maintained by the CFPD. This equipment inspection shall be accomplished on a weekly basis (at minimum) in conjunction with the Volunteer weekly drill meetings. Standard policy shall be for the personnel of the In-House Company to report to Station 40 approximately 30 minutes before the scheduled drill to perform all necessary inspections.

These inspections shall include at minimum all of the following:

- SCBA Inspections: Removal of each individual SCBA from the apparatus and inspected for proper bottle pressure (≥ 4000 psi), condition of straps and harness, and a complete functionality check of the PASS device. Completion of the inspection, along with any defects noted, will be recorded in the SCBA log located in the passenger compartment of the apparatus.
- Spare SCBA Bottle Check: All spare bottles located on the apparatus will be inspected for proper pressure (≥ 4000 psi) and replaced as necessary.
- Engine Driven Device Check: Each piece of equipment operated by a gasoline engine (Eg: smoke ejector, chain saw, portable hydraulic pump, etc.) shall be removed from the apparatus, tested for functionality and ease of starting, and completely filled with the proper fuel and any additional operating fluids.
- Defibrillator Check: The automated external defibrillator ("Lifepak") will be turned ON to check for battery status. Any battery indicating less than a full charge will be replaced. The defibrillator will be tested via the "USER TEST" function. Upon completion of the user test, the paper strip indicating the completion of the test will be printed and placed in a conspicuous and secure location on the unit. In addition, all packaged ECG and defibrillation adhesive electrodes will be checked to ensure that they have not exceeded their expiration date.

- Airway Bag and O₂ Bottle Check: The O₂ bottle in the Airway Management Bag will be inspected for adequate pressure and replaced if necessary. In addition, supplies within the bag will be inspected to ensure an adequate supply and that no contents have exceeded their expiration date.
- Medical Bag Inventory/Inspection: The medical bag shall be inventoried to assure appropriate quantities of all necessary supplies. In addition, all shelf-life limited supplies are to be inspected to assure that no contents have exceeded their expiration date.
- Spare Fluids: The quantity of 1) spare gasoline, 2) spare fuel/oil mix and 3) spare chain bar oil shall be verified to be adequate and replenished as necessary.
- Portable Fire Extinguishers: the portable fire extinguishers on the apparatus shall be verified to be within their appropriate operating pressures and not past their date of inspection.
- All compartments are to be opened and checked to verify that they contain the appropriate equipment and that said equipment is secured in a proper fashion.
- Overall condition of the apparatus.
- Apparatus Operator ranked personnel shall conduct a *thorough* vehicle pre-trip inspection to include emergency lights, service lights, pump operation, and all necessary fluids (fuel, oil, transmission fluid, power steering fluid, pump lubricating fluid, pump primer fluid...etc.)

Any defects/deficiencies observed during the weekly inspection will be recorded in the vehicle log and verbal notification will be made to a Company Officer.

Apparatus Maintenance

All scheduled maintenance and regulatorily required inspections of the firefighting apparatus shall be conducted by qualified technicians designated by the Coastside Fire Protection District. No unauthorized person may make modifications to the apparatus nor may they conduct maintenance, unless under the direct supervision of qualified personnel.

Tool/Equipment ID Markings:

All tools and equipment issued by the District to the volunteer company shall be identified by a small piece of tape affixed to the equipment to indicate that it is assigned to the volunteer apparatus inventory. This allows for easier recognition of volunteer company equipment at an incident scene when co-mingling of firefighting tools is common place. Currently the unique identifier tape marking for the CFPD Volunteer equipment is desert scheme digital camouflage.

19. Business Practices

Complaint and Disciplinary Procedures - Personnel

All complaints shall be handled and addressed in compliance with the California Firefighters Procedural Bill of Rights.??

Complaint Procedures - Operational Concerns

General concerns or complaints that pertain to an individual CFPD volunteer or CFPD Company must be brought to the attention of the responsible Company Officer (preservation of chain-of-command.)

Unresolved issues that affect the operation of the CFPD Volunteers, as a whole, shall be brought before the Fire Chief. These concerns might include but are not limited to:

- Training issues
- Equipment/ Apparatus maintenance
- Small tools
- Medical supplies
- Personal Protective Equipment (PPE)

Any matter prompting a complaint shall first be directed to the appropriate Company Officer. The volunteer Company Officer or their designee must then contact the Fire Chief with the details of the matter. It is incumbent that the Fire Chief or his /her designee adequately research and address all legitimate concerns. Items for discussion will be brought to the Fire Chief for consideration and appropriate action.

Complaint Procedures – Informal

Volunteer firefighters are encouraged to act promptly through an informal meeting with their Company Officer to attempt to resolve a disputed matter before it becomes the basis for a

formal grievance. Should a complaint not be rectified at the informal level then it shall be upgraded to the status of a formal complaint.

Complaint Procedures – Formal

If the complaint cannot be satisfactorily resolved at the informal level, then within thirty (30) calendar days of the occurrence (or discovery of the occurrence) the event shall be formally presented to the respective offending CFPD member's Company Officer. The Company Officer shall then present the complaint to the Battalion Chief assuming responsibility for the investigation. This Battalion Chief shall then respond to the appropriate Company Officer within 10 calendar days to resolve the grievance. If the complaint is not resolved or the Battalion Chief fails to respond to the offending CFPD Volunteer member's Company Officer within the allotted time, the Company Officer may, on behalf of the complainant, appeal to Fire Chief or his/her designee. The Fire Chief or his /her designee shall have 10 calendar days to resolve the issue with the Company Officer. The decision of the Fire Chief shall be final.

CFPD Operations Policy and Volunteer Disciplinary Process

CFPD Volunteer members, other than probationary Volunteer Firefighters, shall not be removed from membership except for gross incompetence, misconduct, or failure to comply with the rules and regulations set forth by the CFPD. The removal or suspension of a volunteer firefighter shall only be made after compliance with the following procedures.

(Note: For examples of misconduct, refer to the State Personnel Handbook – Section 1092.2. This document can be accessed from the Training Office website at www.czutrain.org)

Informal Discipline: Corrective Interview

In the event of a minor infraction that requires a simple change in the volunteer's behavior, an informal consultation with the volunteer will be conducted by the supervisor who witnessed the infraction. Written notification will be made to CFPD Volunteer member's Company Officer and Battalion Chief in a timely manner. If this informal consultation is not sufficient to remedy the situation, then a corrective interview will be held with the volunteer by the Battalion Chief and respective Company Officer.

The purpose of this interview will be to communicate standards of performance and behavior, point out deviations or errors, indicate remedies, and detail a plan for follow-up, including a review date to assess progress, if necessary. A written summary of the interview will be prepared, and copies will be provided to the CFPD Volunteer member, the CFPD Volunteer member's Company Officer, and the Battalion Chief. If, during the progress review, it is determined that the problem(s) identified during the Corrective Interview have been

remedied, a note will be added to the written summary indicating that the issue(s) has/have been resolved. If the problems have not been corrected, then this will be documented and further disciplinary action may be taken. The Fire Chief or his/her designee will retain all documentation created during the disciplinary process and place it in the Volunteer's personnel file.

Formal Discipline; Letter of Warning

For moderately serious misconduct, repeated minor infractions and/or failure to meet requirements for behavioral change detailed in a corrective interview, a letter of warning will be issued by the Fire Chief or his/her designee in consultation with the respective CFPD Volunteer member's Company Officer. This letter will be retained in a secure confidential file in the CFPD Training Office.

The Letter of Warning shall contain the following information:

1. Nature of the misconduct, offense, or deficiency.
2. Date(s) and time(s) offense or misconduct occurred.
3. A statement of expected behavior.
4. A statement regarding future action should the misconduct or deficiency continue
5. Set a date and time to evaluate compliance
6. Advice on the process for submitting a letter of rebuttal.

"Serious" or Recurring Offenses

For offenses deemed "Serious" (actions which endanger the life/health of the public or other persons on an emergency scene, actions committed with malintent, insubordination, gross incompetence, gross negligence, actions *willfully* committed in conflict with standards set forth in this document, or any other actions deemed to be "Serious" by CALFIRE or CFPD personnel at the level of Company Officer or above) or for multiple/repeated actions of misconduct, a suspension and/or dismissal from the CFPD may be implemented.

CFDP policy for serious/recurring offences is as follows:

1. The charges against a CFPD Volunteer member shall be in writing and presented by the CALFIRE Battalion Chief assuming responsibility for the investigation, in consultation with the respective CFPD Company Officer of the accused volunteer firefighter. The burden of proof proving incompetence or misconduct shall be on the person or persons alleging the infraction.

2. A hearing on the charges shall be held by the Fire Chief or his/her designee having the power to remove the CFPD Volunteer member.
3. In the case another officer is designated as stated in above 2., he/she shall, for purpose of the hearing, be vested with all of the power of the Fire Chief and shall make a record of the hearing, which shall be referred to the Fire Chief for review with his/her recommendation.
4. The notice of the hearing shall specify the time and place of the hearing and state the person before whom the hearing will be held. The hearing will be closed, with only those involved and their representative(s) in attendance. The notice of hearing and a copy of the charges shall be served personally upon the volunteer at least 10 days, but not more than 30 days before the hearing.
5. The Fire Chief (or their duly appointed representative) shall have the power to remove the volunteer from duty and may place the concerned person on administrative leave pending disposition of the charges. Should the hearing result in a verdict removing the volunteer from duty, the administrative leave shall be converted to a suspension for a period not to exceed one year, or formal dismissal from the CFPD.
6. Regulations governing the removal or suspension of a volunteer firefighter shall not be interpreted as creating a property right in the volunteer firefighter job or position.
7. After a formal hearing concludes resulting in a final decision rendered by the Fire Chief, a CFPD Volunteer member may commence a proceeding in accordance with the provisions of Section 1094.5 of the Code of Civil Procedure to set aside the decision of the Fire Chief, on the ground that the decision is not supported by substantial evidence. This process as outlined in the above-named civil procedure shall be commenced within 90 days from the date that the Fire Chief renders their final decision pertaining to the matter(s) involved. This remedy shall be the exclusive method for review of the decision rendered by the Fire Chief.

Purging of Files

CFPD personnel files will be purged of any adverse action three years after the date of issue upon request from the file's namesake. The exception to the section will be dismissal. Files pertaining to personnel dismissal shall be retained for a period of no less than 7 years. Dismissed CFPD members may re-apply to the CFPD after three years if approved by the Fire Chief.

Confidentiality of Files

All personnel files shall be held in the strictest confidence as per Federal and State law. All requests for verification of membership from an outside entity will be answered "Yes" or "No." No further information will be provided unless expressly authorized by the concerned member. Inquiries regarding reference for employment will be through the Coastside Fire Protection District. In the case of a dismissed member, the detail that the individual was dismissed may be issued; however, the circumstances surrounding the dismissal will not be issued except through subpoena.

21. CFPD Provided Benefits

Worker's Compensation Benefits

CFPD Volunteer members are covered by CA State Worker's Compensation coverage whenever engaged in CFPD business. In the event a volunteer firefighter sustains injuries in the course of conducting CFPD business, the CA State Worker's Compensation insurance shall provide the following per State Policy:

- Payment of all medical costs for (fire service) work related to the injury/illness.
- Payment of 75% of the volunteer's wages at his/her regular job, up to \$490/week.
- Total disability coverage up to \$1,000,000 per occurrence.
- Death Benefit:

1 Dependent:	\$125,000
2 Dependents:	\$145,000
3/+ Dependents:	\$160,000

Critical Incident Stress Management

The Coastside Fire Protection District provides Critical Incident Stress Management (CISM) services through trained counselors for incidents having the potential or direct effect of causing unusual stress for responding personnel (e.g. major vehicle accidents, multiple casualty incidents, fire deaths, shootings, etc.) CFPD Volunteer members may request CISM services or the on - duty CAL FIRE Battalion Chief may arrange for services on an individual or group basis as needed.

California State Firefighter's Association

The CFPD provides membership in the California State Firefighter's Association (CSFA) for all members who have completed their probationary period. Membership in this group allows access to a variety of benefits including supplemental individual insurance plans, supplemental AD&D insurance, discount offers on goods and services, and additional training opportunities.

Public Safety Officer's Benefit Act

Pays to a CFPD Volunteer member's survivor the sum of \$100,000 in the event that the member's death is the direct result of a traumatic injury sustained in the line of duty. The above sum is also paid in the event that the member suffers a traumatic injury in the line of duty resulting in total permanent disability.

CFPD Private Insurance

In the event of a Line of Duty Death (LODD) the CFPD's private insurance carrier will pay the sum of \$2,000. Furthermore, in the event of Line of Duty disability, the CFPD's private insurance carrier will pay a maximum of \$100 per week for lost wages to a maximum of 104 weeks.

Uniforms / Personal Protective Equipment (PPE)

During the initial phase of the training academy, each trainee shall be supplied the following:

- Two (2) "Coastside Fire Protection District Volunteer Academy" t-shirts (provided by CFPD)
- Two (2) Pair Ben Davis style work pants (provided by CFPD)
- One (1) pair station boots (provided by CFPD)
- One (1) "Coastside Fire Protection District Volunteer" sweatshirt (provided by CFPD)

The above items constitute the Academy uniform and shall be worn during all academy functions. In addition to the above stated uniform items, each Cadent shall be issued a full set of both structural and wild land firefighting Personal Protective Equipment (PPE) for use during the training academy.

The academy structural PPE shall consist of:

- Firefighter helmet

- Nomex hood
- Turnout coat
- Turnout pants
- Suspenders
- Bunker boots
- Firefighting gloves
- SCBA mask

The academy wildland firefighting PPE shall consist of:

- Wildland fire helmet with attached goggles and Nomex shroud.
- Wildland firefighting shirt
- Wildland firefighting pants
- Wildland firefighting web gear with emergency fire shelter
- Wildland firefighting gloves

These items of PPE will generally not be NFPA compliant and may be supplied from CFPD surplus stock.

Note: *Trainees will not be issued wild land firefighting boots during the academy. Each trainee will be responsible for their own proper wild land firefighting foot wear prior to the commencement of wild land firefighter training.*

After the successful completion of the training academy, a new probationary firefighter will be issued all of the PPE as stipulated in Section 12 of this document plus:

- Two (2) Coastside Fire Protection District Volunteer t-shirts. (Supplied by CFPD)
- One (1) pair of NFPA compliant wildland firefighting boots. (Supplied by CFPD)
- Badge (Supplied by CFPD)
- Medical equipment fanny pack (Supplied by HMBVFD Auxiliary)

Once issued the above items, the probationary firefighter will cease wearing the academy uniform and will begin reporting to training wearing the CFPD issued t-shirt and the dress uniform trousers or the Ben Davis style work pants previously issued.

21. End of Service

Membership within the CFPD is purely at will and may be terminated by the member at any time and for any reason. Voluntary End of service falls into two categories:

Category:	Length:
1) Voluntary temporary suspension of membership:	Period of a defined time.
2) Permanent voluntary termination of membership:	Indefinite.

For a member wishing to suspend their membership in the CFPD for a finite amount of time, a written request for temporary suspension of membership must be submitted to the Fire Chief or his/her designee as soon as practicable. This request must include the reason for the request, the intended start date for the suspension of membership, the duration, and the approximate return date.

The Fire Chief will consider the request as to the approval / denial of said request. If it is determined by the Fire Chief that a temporary suspension cannot be granted, then the request must be converted into a request for permanent membership termination.

If a CFPD member is granted a temporary suspension of membership, they may be allowed to retain possession of all issued PPE and equipment, or they may be required to return all issued gear. This decision will be made at the discretion of the Fire Chief or his/her designee.

Persons voluntarily permanently terminating their membership in the CFPD may be granted the opportunity to rejoin at a later date dependent upon evaluation by the Fire Chief or his/her designee.

Former CFPD Volunteer members wishing to rejoin should submit a written request to the Fire Chief for evaluation. These individuals may be required to appear before a panel for an abbreviated interview. As a condition of a return to active duty in the CFPD Volunteers, these individuals may be required to attend individual training sessions over and above the weekly training drills in order to refresh previous skills and/or to be brought up to date on new skills. This supplementary training regimen will be at the discretion of the CAL FIRE Training Battalion Chief, who will also be responsible for coordinating and documenting the aforementioned training.

Return of Equipment

When instructed to do so for reasons of voluntary/involuntary membership termination, temporary membership suspension, or any other reason deemed necessary by CFPD Fire Chief or his/her designee, each CFPD member will return all issued PPE, equipment, supplies, and miscellaneous items.

Items to be returned shall fall under the guide line of:

“If we gave it to you then you have to give it back.”

*A member instructed to return their equipment shall do so within **fourteen days**.* The member returning their equipment must do so by personally returning it to their Company Officer, the CAL FIRE Training Battalion Chief, CAL FIRE Training Officer, CAL FIRE Battalion Chief or any other CFPD member to whom authorization to receive the equipment was given by previous coordination with any of the above-mentioned individuals.

22. VOLUNTEER EQUIPMENT ALLOWANCE

There are incidental costs that HMBVFD firefighters incur to participate in the fire service, including private vehicle, uniform and equipment costs. To offset these costs, CFPD will pay an allowance of \$100 per year to active CFPD volunteers of record each July 1. This allowance will reimburse CFPD Volunteer firefighters for out of pocket expenses.

Memorandum of Understanding between
The COASTSIDE FIRE PROTECTION DISTRICT
and

The HALF MOON BAY VOLUNTEER FIRE DEPARTMENT, INC. (Auxiliary)

1. COASTSIDE FIRE PROTECTION DISTRICT

The Coastside Fire Protection District ("DISTRICT") provides fire protection services for the City of Half Moon Bay, the communities of Miramar, Princeton, El Granada, Moss Beach and Montara and surrounding unincorporated areas. The District serves an area of approximately 50 square miles and a population of 30,000 residents.

The DISTRICT and the DISTRICT Fire Chief work cooperatively with the Half Moon Bay Volunteer Fire Department, Inc. (HMBVFD) as an auxiliary to protect the public through the delivery of comprehensive fire protection and rescue services. The terms and conditions of this Memorandum of Understanding (MOU) reflect current operating and funding arrangements between the DISTRICT and the HMBVFD. The MOU will be revised as necessitated based on changes in DISTRICT organization, operations or funding.

2. LEGAL STANDING

The HMBVFD is a 501-C-3 organization which operates in and supports the operation of the DISTRICT. The HMBVFD shall maintain current incorporation or charitable trust and tax-exempt status with the California Secretary of State and shall provide such documentation to the DISTRICT annually on July 1st. The HMBVFD shall comply with all applicable statutory and regulatory requirements.

3. HMBVFD - President

The HMBVFD shall have the position of President of the auxiliary.

- Serve as the President of the Volunteer Fire Department Executive Board
- Be responsible for the overall management of the HMBVFD and its members.
- Function highest ranking officer.
- Serve as the liaison between the CFPD Fire Chief and the HMBVFD.
- Represent the HMBVFD at CFPD functions.

4. APPARATUS AND EQUIPMENT

The DISTRICT provides emergency response apparatus, equipment and personal protective equipment ("Apparatus and Equipment") as specified in the CFPD Policies and Procedures Handbook to meet DISTRICT objectives. Apparatus and Equipment provided by the DISTRICT shall remain the property of the DISTRICT and meet the NFPA standards for fire apparatus capability, useable life and safety.

NFPA compliant Personal Protective Equipment (PPE) for all active fire fighters employed by the CFPD, and shall be initially furnished by the DISTRICT. This initial allotment shall conform to the guidelines as set forth in section 12 "CFPD Supplied Equipment." This PPE shall remain the sole property of the CFPD. The cost of maintenance/repair shall be borne by the DISTRICT.

The HMBVFD may augment the Apparatus and Equipment supplied by the DISTRICT, either on its own, or jointly with the DISTRICT. Apparatus and Equipment provided by the HMBVFD shall become part of the CFPD Inventory and shall meet National Fire Protection Association (NFPA) standards for fire apparatus capability, useable life and safety.

The DISTRICT Fire Chief will designate the color and marking of Apparatus and Equipment provided by the DISTRICT. The HMBVFD, after consultation with the DISTRICT Fire Chief, may designate color and marking of Apparatus and Equipment provided by the HMBVFD. The DISTRICT shall maintain and repair the Apparatus and Equipment used by the DISTRICT and the HMBVFD without regard to ownership.

5. INSURANCE

The DISTRICT shall pay premiums for insurance coverage, including liability and errors and omissions, for the operations, emergency responses and fire protection-related services provided by the DISTRICT.

The DISTRICT will maintain Workers Compensation insurance for the HMBVFD, to the statutory limit, for authorized activities such as, but not limited to, fire prevention education, and related training. The HMBVFD will annually on July 1st provide to the DISTRICT a roster of active members. The roster will be updated as necessitated by changes in HMBVFD membership.

Both the DISTRICT and the HMBVFD shall list the other agency as "Additional Insured" on any policies.

6. FINANCES

The DISTRICT shall fund all costs of providing fire and rescue services. The HMBVFD shall support the DISTRICT as needed.

7. MISCELLANEOUS SUPPORT

In addition to any other direct and indirect financial support, the DISTRICT agrees to provide to the HMBVFD the same level and types of miscellaneous support services as it does to DISTRICT or contracted employees.

The HMBVFD shall bear the costs of subscription service to "I Am Responding" (IAR) at its discretion.

8. TRAINING

DISTRICT may provide training for HMBVFD members. Efforts will be made to provide these classes in DISTRICT.

9. FACILITIES

The HMBVFD shall assist in keeping DISTRICT facilities clean, neat and orderly, and shall secure assigned DISTRICT property from theft and weather. Use of buildings owned by the DISTRICT will conform to rules, regulations and policies established by the DISTRICT. The DISTRICT shall be responsible for the maintenance, repair and utilities costs of its facilities.

10. FIRE CODE ENFORCEMENT AND INVESTIGATIONS

The DISTRICT shall have the exclusive responsibility for the enforcement of all codes and to conduct any investigations as to the cause of any fire or criminal acts as they pertain to the fire service. The HMBVFD may assist the DISTRICT where appropriate with such investigations and the delivery of public safety messages. The HMBVFD may also assist with advising the public of the existence of general fire safety codes and regulations, and at certain times of the year, the area wildfire hazard level.

11. OPERATIONAL CURRENCY

The DISTRICT Fire Chief shall promptly communicate to the HMBVFD President proposed changes in standards, levels of service and other matters that could materially impact the HMBVFD service and support of the CFPD.

12. PERSONNEL

The HMBVFD shall make its best effort to maintain adequate membership to attain the objectives of the HMBVFD and the DISTRICT.

13. VOLUNTEER FIRE FIGHTER BACKGROUND STANDARDS

Prior to accepting any new prospective firefighter into the CFPD, the DISTRICT shall complete a background check, including vehicle and criminal records. The CFPD Policies and Procedures Manual shall contain specific criteria to be considered for accepting and rejecting volunteer applicants based on the results of background checks. The DISTRICT shall fund the costs of all background checks.

14. CFPD VOLUNTEER RESPONSE AREA

A map of the CFPD VOLUNTEER RESPONSE AREA is attached as Exhibit A. The CFPD will make its Volunteer firefighters available for response outside of the CFPD Volunteer response area. The DISTRICT Fire Chief shall work cooperatively with the Volunteer Captain to determine when such requests for aid are made and where such services are to be delivered. The response area may be unilaterally altered by DISTRICT on a temporary basis during emergencies.

15. SUPPORT TO DISTRICT

The HMBVFD agrees to assist with communicating fire safety and other fire service messages to DISTRICT residents and visitors.

16. CFPD POLICIES AND PROCEDURES MANUAL

The DISTRICT Fire Chief and Volunteer Captain shall review the Policies and Procedures bi -annually in July starting in 2020, to provide operating guidelines for Volunteer Firefighters and to establish and maintain uniformity of action within the DISTRICT.

The CFPD Policies and Procedures Manual shall include policies and procedures related to:

- ~ Personnel, including procedures for background checks, and criteria for rejection of volunteer applicants
- ~ Safety
- ~ Accident/injury reporting
- ~ Training requirements and reimbursement
- ~ Records maintenance

The Volunteer Captain shall consult with and obtain approval from the DISTRICT Fire Chief for additional training above the basic level training requirements specified in the CFPD Manual. The DISTRICT will reimburse the CFPD Volunteer for approved training that is provided by outside contractors.

17. MOU REVIEW

The HMBVFD and the DISTRICT shall review the terms of this MOU periodically, and in no event less than every two (2) years. Said review may consist of any number of meetings or exchanges of correspondence, but shall at a minimum consist of a written communication exchange wherein one party indicates what revisions, if any, it proposes, and the other party responds.

18. RETENTION

The HMBVFD shall make every effort, through its recruitment preferences and general operation, to assist in the creation of long-term employees for the DISTRICT. In the event that a CFPD Volunteer member voluntarily resigns, or fails to maintain all necessary performance and attendance standards as set forth in the Policies and Procedures Manual within a period of 24 months from the completion of their training academy, then the HMBVFD shall pay to the DISTRICT the sum of \$1,000 per early departing CFPD Volunteer member.

19. HMBVFD OBLIGATIONS TO THE DISTRICT

So long as the CFPD Volunteers remains at a staffing level of 12 ACTIVE DUTY Volunteer firefighters, then the HMBVFD with CFPD Volunteers agrees to staff the Pumpkin Festival First-Aid booth with a minimum of one (1) EMT trained and certified member during Festival hours.

