

Coastside Volunteer Firefighter Program Handbook



Coastside Fire Protection District

Version: 1.5.2022

Contents

PROGRAM INTRODUCTION	4
Purpose.....	4
ABOUT THE COASTSIDE FIRE PROTECTION DISTRICT (CFPD)	4
Overview.....	4
History.....	4
Half Moon Bay Volunteer Fire Department.....	5
Board of Directors.....	5
Mission.....	5
Values.....	6
CFPD Staffing.....	6
CAL FIRE Contract.....	6
COASTSIDE VOLUNTEER FIREFIGHTER POSITION DESCRIPTION	6
Volunteer Captain.....	6
Volunteer Apparatus Operator / Engineer.....	7
Volunteer Firefighter.....	7
Probationary Volunteer Firefighter.....	7
Support Volunteer.....	8
Volunteer Battalion Chief / Volunteer Company Administrator.....	8
COASTSIDE VOLUNTEER ISSUED EQUIPMENT	8
COASTSIDE VOLUNTEER COMPANY COMPOSITION	9
VOLUNTEER PARTICIPATION REQUIREMENTS	9
Volunteer Firefighter Minimum Requirements.....	9
CANDIDATE QUALIFICATION AND ADMISSIONS PROCESS	10
Orientation.....	10
Interview Process.....	10
Acceptance Process.....	11
Medical Examinations.....	11
Respiratory Protection Program.....	11
TRAINING REQUIREMENTS	12
Probationary Volunteer Firefighter Initial Operations Training (Fire Academy).....	12
Continuing Education.....	13
Weekly Training.....	14

Required Currency of Certifications/Licenses	14
In-Service Training	14
Computer Based Training	15
Apparatus Operator Training	15
Company Officer Training	15
Special Training Opportunities	16
VOLUNTEER RESPONSES	16
General Alarm Responses	16
Arrival on Scene/Check-In Process	16
On Scene	17
Incident Conclusion and Scene Departure/Check Out Process	17
Ride-Along Program	17
STANDARDS OF CONDUCT	18
Harassment Policy	18
Rules of Conduct	18
Public Representation	19
Performance Competency Testing	20
ACCIDENT AND INJURY REPORTING	20
Job-Related Personal Injury/Illness Reporting	20
Returning to Active Duty After an Injury	21
Vehicle Accident Reporting Procedures	21
DISTRICT-OWNED UNIFORMS, PPE, TOOLS, AND EQUIPMENT	21
Uniforms and Personal Protective Equipment (PPE)	21
Return of District Equipment	22
Apparatus and Tools Care and Maintenance	22
Apparatus Maintenance	23
Tool and Equipment Markings	24
BUSINESS PRACTICES	24
Complaint and Disciplinary Procedures – Personnel	24
Complaint Procedures – Operational Concerns	24
Complaint Procedures – Formal	24
CFPD Operations Policy and Volunteer Disciplinary Process	25
Informal Discipline – Corrective Interview	25

Formal Discipline; Letter Warning	25
Serious or Recurring Offenses	26
CFDP policy for serious/recurring offences is as follows:	26
Purging of Files	27
Confidentiality of Files	27
CFPD PROVIDED BENEFITS	27
Worker’s Compensation Benefits	27
Critical Incident Stress Management	27
Employee Assistance Program (EAP)	27
California State Firefighter’s Association	28
Public Safety Officer’s Benefit Act	28
CPFD Private Insurance	28
End of Service	28
Volunteer Equipment Allowance	29

PROGRAM INTRODUCTION

Purpose

To establish and maintain the necessary uniformity of action within the Coastside Fire Protection District, this handbook has been developed. It 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 procedures, and operating 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.

ABOUT THE COASTSIDE FIRE PROTECTION DISTRICT (CFPD)

Overview

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. 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 CFPD's administrative headquarters) is in Half Moon Bay at 1191 Main Street. Fire Station 41 is located at 555 Obispo Road in El Granada, and Fire Station 44 is located at 501 Stetson Street in Moss Beach. CFPD responds to approximately 2,300 calls for service each year.

History

CFPD 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 CFPD 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 CFPD's boundaries 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 to form CFPD. As part of the formation of the new district the HMBVFD became part of CFPD.

In 2019 the CFPD Board recognized a need to reorganize. The reorganization brought all active members of the HMBVFD into CFPD as Coastsides Volunteer Firefighters. As part of the reorganization, the District recognized the HMBVFD as an Auxiliary Organization to CFPD.

Half Moon Bay Volunteer Fire Department

The Half Moon Bay Volunteer Fire Department (HMBVFD) is an independent not-for-profit 510(c)(3) organization (#943097698) that maintains its own individual budget for charitable purposes. The Half Moon Bay Volunteer Fire Department is not an operational firefighting organization and does not operate volunteer firefighters within the District.

Board of Directors

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

Mission

"The Coastsides Fire Protection District (District) will aggressively work to protect lives, the environment, and property through fire protection, suppression, emergency medical services, rescue actions, and public education."

Values

- Influencing and communicating ethics by example
- Building long term relationships founded on trust and respect
- Achieving organizational success through recruitment, accountability, development, and promotion of our employees
- Striving continually to conduct ourselves with competency, compassion, and uncompromising integrity

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. CFPD also has a volunteer department with a maximum authorized strength of 25 members.

CAL FIRE Contract

Through a cooperative fire protection contractual agreement, CAL FIRE provides to 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 paid and volunteer 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 CFPD response map

COASTSIDE VOLUNTEER FIREFIGHTER POSITION DESCRIPTION

The Coastside Volunteer Firefighters are comprised of individuals who fill the following operational positions:

Volunteer 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 Coastside Fire Volunteer members assigned to him/her.

Volunteer Apparatus Operator / Engineer

Drives and operates all pumping, aerial, and utility apparatus in the CFPD inventory, as authorized. Has enough 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 vehicles are seated and wearing a seat belt before moving said vehicles.

Volunteer Firefighter

Performs basic firefighting, rescue, hazmat, and emergency medical service under direction from a company officer. Fully trained in SCBA use and structural and wildland firefighting operations. Direct supervision in accomplishing tasks is not required.

Probationary Volunteer Firefighter

Has completed initial academy training yet lacks enough experience/knowledge to complete assignments independently. Under direct supervision may perform, rescue operations, exterior structural firefighting, and wildland suppression activities. Must always be directly supervised by qualified personnel while at an incident. Probationary Firefighters **do not** count towards minimum emergency personnel staffing levels on Coastside Volunteer responding apparatus.

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"). 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 Coastside Volunteer firefighters will be authorized to "ride along" with CFPD career personnel and allowed to participate to the extent permitted by the respective CAL FIRE company officer for that shift, in accordance with the following statement:

Per the direction of the Fire Chief, 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.

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 Coastside Volunteer Captain. Factors influencing the decision to promote will include physical ability, cognitive ability, professional attitude, skill proficiency, training participation, and the confidence of Coastside 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 CAL FIRE Training Battalion Chief, Coastside 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 Coastside Volunteers in advance of involuntary dismissal. Probationary Volunteer Firefighters asked to resign shall be eligible to reapply to the Coastside Volunteers during the next hiring cycle, however, no credit shall be given for previous training academy completion.

Support Volunteer

The Support Volunteer position is no longer an approved role within the Fire District.

Volunteer Battalion Chief / Volunteer Company Administrator

This is a Non-Operational position. As symbolic gesture, the position of Battalion Chief will be held by Roger Pimentel until such time that he steps down or retires. This position will be for administrative purpose only. For operational functions, Roger Pimentel will perform the duties of Volunteer Captain. When Roger Pimentel steps down or retires, this position will become a Volunteer Company Administrator. At such time, the Coastside Volunteer Firefighters shall elect the Company Administrator annually, at the first meeting of each calendar year. This person will act as the singular leadership for the Volunteer Firefighters.

COASTSIDE VOLUNTEER ISSUED EQUIPMENT

Coastside Volunteer Firefighters will be issued the following equipment:

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 and protective shelter
8. Wildland firefighting jacket
9. Wildland firefighting gloves
10. Wildland firefighting boots
11. Pager and charger
12. Coastside Fire District approve tee-shirts

13. Coastside Fire District sweatshirt
- 14.
15. Uniform shirt with Coastside Fire Protection District patches
16. Tactical uniform pants
17. Structural firefighting boots (volunteers may purchase their own boots and be reimbursed by the District up to \$500.00)
18. Volunteer Firefighter Badge
- 19.

All CFPD supplied equipment will be maintained/repaired/replaced by CFPD.

COASTSIDE VOLUNTEER COMPANY COMPOSITION

The Coastside 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

Coastside Volunteer 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, Coastside Volunteers will be assigned to a function- or geographically based assignment. Coastside Volunteers 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 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.

VOLUNTEER PARTICIPATION REQUIREMENTS

Volunteer Firefighter Minimum Requirements

The following are the minimum qualifications for all Coastside Fire Volunteers:

- Be at least 18 years of age
- A high school diploma graduate or have a G.E.D. equivalent
- Be a 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
- Free from felony criminal record
- Possess a valid CA class C driver license
- Reside within the service boundaries of CFPD
- Have uninterrupted access to reliable transportation for responding to general alarms.
- Valid vehicle registration and at least minimum personal vehicle insurance coverage necessary to operate said vehicle on public roads.
- Agree to abide by all CFPD policies, rules, regulations set forth by Policies and Procedures.

CANDIDATE QUALIFICATION AND ADMISSIONS PROCESS

Individuals interested in joining the Coastside Volunteers must complete a written application which may be obtained at CFPD'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.

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

Orientation

Prior to the interview process, all applicants must attend a mandatory orientation session conducted by CFPD. Prospective recruits will be briefed on CFPD's organizational structure, program commitment requirements and membership expectations.

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. Upon successful completion of the initial oral interview, candidates are then scheduled for an interview with the CFPD Fire Chief or his /her designee, Volunteer Captain and other CFPD representative. Successful candidates are then notified of their conditional acceptance into the training academy dependent upon CFPD's 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
- Urinalysis
- TB skin test
- DIP/TET test
- Basic EKG or if required Stress EKG
- Coronary risk panel
- Any additional test(s) as deemed necessary by the examining physician in agreement with 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.

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 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, CFPD has implemented a Respiratory Protection Program (RPP). The RPP process ensures all active-duty Volunteers are medically qualified to use an SCBA and to determine the proper size mask for everyone, (Fit Test), as follows:

1. An RPP Medical Questionnaire (EMO) will be sent out to each Volunteer annually. The EMO must be filled out completely and any responses requiring clarification should be explained as requested by CFPD's designated physician.
2. Each Volunteer 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 Volunteers 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 determine the test. The cost of any required tests will be borne by CFPD. Physical examinations will be required at least once every three years for Volunteers under the age of thirty and once every two years for Volunteers aged thirty and over.
3. During the initial training academy, Volunteers 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 CAL FIRE policy.

5. Present CFPD policy mirrors CAL FIRE policy prohibiting beards or any facial hair which may interfere with SCBA mask seal.

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

TRAINING REQUIREMENTS

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

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 Initial Operations Training (Fire Academy)

The initial training program consists of a formal training academy comprising approximately 280 hours of classroom and field training. Subjects covered in the academy include:

- Safety and orientation
- Public Safety-First Aid
- 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)
- National Incident System (NIMS 700/800)
- S130 Firefighter training /Firefighter Behavior
- S190 Introduction to Wildland Fire Behavior
- Firefighter Safety and Survival
- Confined Space Awareness
- L180 Human Factors in the Wildland Fire Service

Candidates already possessing a valid and current Emergency Medical Technician (EMT) certificate issued by San Mateo County may, at the discretion of the designated CAL FIRE Training Battalion Chief, omit the EMR portion of the Coastside 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 CAL FIRE Training Battalion Chief.

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

Two practical skill tests are administered during the training academy and a final written exam. 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. Candidates 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 failure. A failed station may be re-attempted a maximum of once after 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 candidate'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 candidate transitions from trainee to probationary firefighter ("Blue Stripe").

Continuing Education

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.

Weekly Training

Except for recognized holidays and special events, weekly training occurs every Thursday night beginning at 19:30 hrs. Attendance for all meetings is recorded by Coastside Volunteer Company Officer and forwarded to the CAL FIRE Training Battalion Chief or CAL Fire Training Officer for retention. While attending weekly training, Volunteers shall wear their CFPD uniform, provided by the District.

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 Volunteer 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.

Required Currency of Certifications/Licenses

Coastside Volunteers are required to maintain numerous certifications and licenses to maintain active status with CFPD. Among these are:

- CPR
- EMR or EMT or EMT-P
- CA Driver License
- Annual RPP fit testing
- Defensive Driving
- EEO
- HAZMAT FRO

Should a Volunteer 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 will be immediately suspended from participating in CFPD emergency response activities. The Volunteer 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 public until such time as the Volunteer renews the required license/certification and provides formal documentation to the designated CAL FIRE Training Battalion Chief or CAL FIRE Training Officer. Any additional specialized training must be authorized at the discretion of the Fire Chief before attending.

In-Service Training

The CFPD In-Service Training Plan, in conjunction with the office of the designated CAL FIRE Training Battalion Chief, provides training to maintain minimum competency levels for all

Volunteers. The target value is 144 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 CAL FIRE Training Battalion Chief or CAL FIRE Training Officer shall be responsible for coordinating and conducting the primary training drills with the Coastside Volunteer companies. The Training Officer has the authority to change the topic of the weekly drills, if necessary, as well as introduce new topics or remediate previous topics if deemed in the interest of CFPD.

Computer Based Training

All members of CFPD (including candidates) are provided with personal accounts to access www.TargetSolutions.com/sccfire. Target Solutions is an outside vendor used by CFPD 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 CFPD policies, policy updates, training modules to maintain EMS certifications, CFPD event calendars, tracking of job-based credentials, and numerous other functions. All Volunteers are required to log on to Target Solutions with sufficient frequency so that they may complete all computer-based training assignments prior to that assignment's due date. Repetitive failure to complete assignments within the prescribed time may be grounds for disciplinary action.

Apparatus Operator Training

To be eligible for promotion to Apparatus Engineer the Volunteer Firefighter must complete the following:

- Have a minimum of 1 year of experience and be off probation
- Possess a California Class C Driver's license with the firefighter endorsement or hold a Class A or Class B license
- Have a current medical certificate on file with the DMV
- Have successfully completed OSFM SFT Driver/ Operator 1A and Driver/ Operator 1B
- Have successfully completed the San Mateo County Apparatus Engineer Task Book

Company Officer Training

To be eligible for promotion to Company Officer the Volunteer Firefighter must complete the following:

- Must hold the rank of Apparatus Operator
- Successfully complete:

- Company Officer 2A
- Company Officer 2D
- Company Officer 2E
- HAZ MAT IC

Special Training Opportunities

Volunteers are encouraged to attend training on specialized topics offered within CAL FIRE 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 CFPD (Apparatus Driver/Operator, Company Officer, etc.) will be offered periodically and are arranged by the designated CAL FIRE Training Battalion Chief.

Any Volunteers wishing to self-fund a training event may enroll and attend without limitation. However, if a Volunteer wishes to receive reimbursement for a training event, then the Volunteer must submit a written request to the designated CAL FIRE Training Battalion Chief and receive authorization from the Fire Chief to attend prior to course enrollment. Reimbursement will be provided upon proof of successful completion.

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.

VOLUNTEER RESPONSES

While physically present within the CFPD jurisdictional area, each Volunteer Firefighter shall wear or be within reach of their radio pager and be able to respond to emergency incidents. 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.

General Alarm Responses

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

Arrival on Scene/Check-In Process

Upon arrival via personal vehicle to any general alarm scene or other incident scene the Volunteer’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 Volunteer will don the appropriate PPE (as dictated by the nature of the general alarm) and proceed directly to the Incident Command post (ICP) to check in and await duty assignment.

If the Volunteer is intercepted beforehand by a Volunteer Company Officer or other paid firefighter and instructed to assume a task, the Volunteer 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 Volunteer performing the assigned task, then the Volunteer shall accept the assignment. However, the Volunteer 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 Volunteer shall always remain in contact with their assigned supervisor. 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 Coastside Volunteer Program.

Incident Conclusion and Scene Departure/Check Out Process

The Volunteer 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 Volunteer 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 Volunteer's departure has been noted. Strict adherence to the above-mentioned policy is mandatory to ensure that Volunteer departing the incident grounds are not mistakenly unaccounted for and presumed to be lost or in peril at the incident scene.

In the event a Volunteer delegates the notification of their departure to another responsible person, and that responsible person fails to notify the IC, then the departing Volunteer will still be held personally accountable for the violation of Check Out Policy.

Ride-Along Program

Volunteers have the *privilege* to ride along for shifts of a predetermined length at any station within CFPD. Volunteers 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 their first ride along, Volunteers shall coordinate with the designated CAL FIRE Training Battalion Chief or CAL FIRE Training Officer. The CAL FIRE Training Battalion Chief or designated CAL FIRE Training Officer will forward a list of individuals, to all CFPD Battalion Chiefs and CFPD Captains, approved for ride-along.

Ride along requests shall be made to the Company Officer with whom the Volunteer will be riding a minimum of 24 hours in advance. 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.

STANDARDS OF CONDUCT

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

Harassment Policy

The CFPD 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 participation as a Volunteer.

1. No Volunteer shall commit any act which might in any way bring discredit to the Coastside Fire Protection District, Half Moon Bay Volunteer Fire Department Auxiliary, CAL FIRE, San Mateo County, or the State of California.
2. No Volunteer shall be present at an incident, nor may any Volunteer 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 Volunteer 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 as a Volunteer.
4. No Volunteer shall use/consume/purchase any alcoholic beverage, recreational drug, or controlled substance nor be under the influence of any of these substances, while in uniform or acting in their capacity as a Volunteer. This includes while responding to alarms on CFPD apparatus or in a personal vehicle.
5. No Volunteer 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 in their capacity as a Volunteer.

6. Only Volunteers and other persons authorized by the Fire Chief or his/her designee may ride on any CFPD apparatus.
7. All Volunteers shall always be in physical possession of a valid California State Driver license while acting in their capacity as a Volunteer.
8. All Volunteers shall comply with all applicable State motor vehicle laws and regulations when operating CFPD vehicles **and personal vehicles** when acting in their capacity as a Volunteer. Emergency Response: 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 shall exceed the posted speed limit while in route to any call. Personal vehicles shall be driven safely, and all California State Vehicle Code laws must be followed.
9. Volunteers shall always use good judgment and common sense while at incident scenes and while acting in their capacity as Volunteers.
10. All Volunteers, while acting in their official capacity, shall do so in a professional, courteous, and respectful manner.
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 Volunteer shall use the name of, CFPD, HMBVFD, CALFIRE, San Mateo County, or the State of California for personal gain. No Volunteer shall use his/her badge, ID card, etc., in any commercial or private enterprise for any personal gain.
13. No Volunteer 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 Volunteer shall be discourteous, disrespectful, or insubordinate to any member of the public, and fellow Volunteers, any CAL FIRE employee, or any individual from a cooperating agency.
15. No Volunteer shall change, alter, add, remove, or modify any equipment from any station or apparatus without first receiving proper authorization from CFPD.
16. Volunteers shall always exercise proper precautionary safety measures to avoid injury to themselves and/or other.
17. Volunteers shall comply with all CFPD 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 Coastside Volunteer Program.

Public Representation

At no time is a Volunteer 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 an incident must be directed to the IC or respective incident company officer. Inquiries pertaining specifically to CFPD shall be directed to the Fire Chief or his/her designee.

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

Furthermore, Volunteers are always obligated to maintain patient confidentiality. Patient information shall only be divulged to relevant outside parties when required by law or for the continuity of medical care, as dictated by HIPPA law.

Performance Competency Testing

Each Volunteer is tested annually on the knowledge and skills required to demonstrate competency for the cumulative rank which that Volunteer 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 a Volunteer fails to demonstrate competency, that Volunteer will be afforded the opportunity to retest one additional time. Retesting will be coordinated with the CAL FIRE Training Battalion Chief. Should the individual fail a second time, a performance improvement plan will be initiated.

ACCIDENT AND INJURY REPORTING

Job-Related Personal Injury/Illness Reporting

All injuries/illnesses that a Volunteer 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. 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 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 Volunteer 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 may be sent to a CFPD sanctioned physician who may be other than the Volunteer's primary care physician.

If a Volunteer 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 Volunteer's request whenever practicable.

The Volunteer is entitled to be treated by their personal physician if the Volunteer has notified CFPD 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 Volunteer 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 Volunteer of the need for this report, and the designated CAL FIRE Training Battalion Chief will collect this report upon submission and will notify the Volunteer of their official RETURNED TO DUTY status.

Vehicle Accident Reporting Procedures

When acting in their capacity as Volunteers, all vehicle accidents/incidents involving the Volunteer shall be reported as soon as circumstances allow to the CFPD on-duty Battalion Chief.

All necessary vehicle accident/incident forms will be completed online 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 CFPD's 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.

DISTRICT-OWNED UNIFORMS, PPE, TOOLS, AND EQUIPMENT

Uniforms and Personal Protective Equipment (PPE)

Prior to attending the Fire Academy, CFPD will issue Volunteers the following uniform items:

- Two (2) Coastside Fire Volunteer short sleeve tee shirts
- Two (2) pairs of tactical uniform/wildland pants
- One (1) pair of station boots
- One (1) Coastside Fire Volunteer sweatshirt or light jacket
- One (1) Coastside Fire Volunteer hat

Prior to attending the Fire Academy, CFPD will issue each Volunteer the following PPE:

- Structural firefighting helmet
- Nomex hood

- Turnout coat
- Turnout pants
- Suspenders
- Bunker boots
- Structural firefighting gloves
- Wildland fire helmet with goggle and nomex shroud
- Wildland firefighting jacket
- Wildland firefighting web gear including fire shelter
- Wildland firefighting gloves

After successful completion of the Fire Academy, new probationary Volunteers may be issued additional structural and/or wildland PPE, as needed, plus the following items:

- One (1) short sleeve uniform shirt, with Coastside Fire patches
- One (1) uniform nametag
- One (1) pair of NFPA compliant wildland firefighting boots
- Badge
- Medical equipment fanny pack
- Radio pager and charger

Return of District Equipment

When instructed to do so for reasons of voluntary/involuntary termination, temporary membership suspension, or any other reason deemed necessary by CFPD Fire Chief or his/her designee, Volunteers will return **all** issued uniforms, pagers, badges, PPE, equipment, supplies, and miscellaneous items. Items to be returned shall fall under the guideline of: "If the District issued it to you then you obligated to return it."

A Volunteer instructed to return their equipment shall do so within **fourteen days**. The Volunteer 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.

Apparatus and Tools 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 CFPD. This equipment inspection of Engine 140, Engine 640 and Utility 40 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. Volunteers will contact the on-duty crew before moving or operating any fire apparatus. If E140 is being utilized by on-duty crews, or out of service, the Volunteers will not be required to their regular weekly inspection for that week.

These inspections shall include at minimum all 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 (e.g.: smoke ejector, chain saw, portable hydraulic pump, etc.) shall be removed from the apparatus, tested for functionality and ease of starting, and filled with the proper fuel and any additional operating fluids.
- Defibrillator Check: The automated external defibrillator will be inspected to ensure that no maintenance lights are illuminated. 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 will be inspected to assure that 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 inspections will be recorded in the vehicle log and verbally reported to the Company Officer on-duty.

Apparatus Maintenance

All scheduled maintenance and regulatorily required inspections of the firefighting apparatus shall be conducted by qualified technicians designated by CFPD. No unauthorized person may

make modifications to the apparatus, nor may they conduct maintenance, unless under the direct supervision of qualified personnel.

Tool and Equipment Markings

All tools and equipment owned by CFPD shall be marked for easy recognition.

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 volunteer or 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 Volunteers shall be brought before the Fire Chief of his/her designee. 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 or his /her designee 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 – 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 Volunteer'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 Volunteer'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

Volunteers, other than probationary Volunteers, shall not be removed from membership except for gross incompetence, misconduct, or failure to comply with the rules and regulations set forth by CFPD.

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 Volunteer's Company Officer and Battalion Chief in a timely manner.

If this informal consultation is not enough 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 Volunteer, the Volunteer'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 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 Volunteer'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. 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 Coastside Volunteer Program may be implemented.

CFDP policy for serious/recurring offences is as follows:

1. The charges against a Volunteer shall be in writing and presented by the CAL FIRE Battalion Chief assuming responsibility for the investigation, in consultation with the respective Volunteer's Company Officer. 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 Volunteer.
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 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 duly appointed representative) shall have the power to remove the Volunteer from duty and place the Volunteer on administrative leave pending disposition of the charges. Should the hearing result in a decision to remove 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 Coastside Volunteer Program.
6. Regulations governing the removal or suspension of a Volunteer shall not be interpreted as creating a property right in the Volunteer position.
7. After a formal hearing concludes resulting in a final decision rendered by the Fire Chief, a Volunteer 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 a 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

Volunteer personnel files will be purged of any adverse action three years after the date of issue upon request from the Volunteer. The exception to the section will be dismissal. Files pertaining to dismissal shall be retained for a period of no less than 7 years. Dismissed Volunteers may re-apply 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 responded to by CFPD. The only information given will be the date the Volunteer began participating in the Coastside Volunteer Program and date the Volunteer ceased participating in the Program.

CFPD PROVIDED BENEFITS

Worker's Compensation Benefits

Volunteers are covered by CA State Worker's Compensation whenever acting in their official capacity. In the event a Volunteer sustains injuries, 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

CFPD 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.). Volunteers may request CISM services or the on - duty CAL FIRE Battalion Chief may arrange for services on an individual or group basis as needed.

Employee Assistance Program (EAP)

Volunteers, and their immediate family are provided the following EAP services at no charge.

- Five clinical counseling sessions per issue, per member, per policy year
- Financial Counseling, unlimited, telephonic
- Legal Services (30-minute free consultation per legal issue with a network attorney, 25% discount thereafter)
- Daily Living Services
- Childcare and Eldercare Referrals
- Identify Theft Recovery Services

- Wellness Coaching (5 sessions per issue)
- Wellness Coaching – Aware Mindfulness Stress Reduction (6 sessions)

California State Firefighter’s Association

CFPD provides membership in the California State Firefighter’s Association (CSFA) for all Volunteers 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

Volunteer’s survivor is eligible for payment of \$100,000 if a Volunteer death is the direct result of a traumatic injury sustained in the line of duty. The above sum is also paid if the Volunteer suffers a traumatic injury in the line of duty resulting in total permanent disability.

CPFD Private Insurance

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

End of Service

Membership within the Coastside Volunteer Program may be terminated by the Volunteer at any time and for any reason. Voluntary End of service falls into two categories:

Category:

- 1) Voluntary temporary suspension of membership:
- 2) Permanent voluntary termination of membership:

Length:

- Period of a defined time.
Indefinite.

Volunteers wishing to suspend their membership in CFPD for a finite amount of time shall submit a written request for temporary suspension of membership 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 and approve or deny the 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 Volunteer 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 by the Fire Chief or his/her designee.

Persons voluntarily permanently terminating their membership in the Coastside Volunteer Program may be granted the opportunity to rejoin later dependent upon evaluation by the Fire Chief or his/her designee.

Former Volunteers 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 as Volunteers, these individuals may be required to attend individual training sessions over and above the weekly training drills 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 training.

Volunteer Equipment Allowance

There are incidental costs that Volunteers incur to participate in the fire service, including private vehicle use, uniform, and equipment costs. To offset these costs, CFPD will pay an allowance of \$10.00 per general alarm attended, not to exceed \$600.00 in a calendar year. This allowance will reimburse Volunteers for out-of-pocket expenses.