

MINUTES

Regular Board Meeting

August 8, 2023

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

Board of Directors

Blaine Maynor (Division 1) - President, Eric Loudenslager (Division 4) - Vice President, Jason Akana (Division 5) - Director, Nicole Johnson (Division 2) - Director, Randy Mendosa (Division 3) - Director

CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Blaine Maynor at 5:30 pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Maynor.

ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present: President Blaine Maynor, Vice President Eric Loudenslager, Director Jason Akana, Director Nicole Johnson, and Director Randy Mendosa.

Additional District administrative staff included Fire Chief Justin McDonald, Assistant Chief Chris Emmons, and Board Secretary Becky Schuette.

APPROVAL OF AGENDA

Prior to approval of the agenda, Secretary Schuette reported that the next meeting date listed on page 3 of the agenda should be September 12th instead of July 11th.

Additionally, the Chief requested that the closed session item in the front of the agenda, be moved to the end with the other two closed session items.

It was moved to approve the agenda with the requested modifications.

Motion: Johnson; Second: Mendosa

Roll Call: Ayes; Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

PUBLIC COMMENT

There were no public comments.

Senior Management Group – Nothing to report.

Local 4981 – President Marcus Lillard reported they had made two donations to both (Arcata & McKinleyville) High School Safe & Sober Graduations. He also reported that there were two new duty qualified Acting Company Officers available among the career staff.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed their submitted report.

CONSENT CALENDAR

1. Minutes from June 10, 2023, Regular Meeting
2. Minutes from June 19, 2023, Special Meeting
3. June 2023 Financial Report
4. July 2023 Financial Report
5. Approve the Side Letter Between the Arcata Fire Protection District & Arcata Professional Firefighters Local 4981 - Duty Officer Coverage & Assignment Out of Grade
6. Adoption of Policy
7. Elimination of Policy
8. Job Classification Update to Fire Captain and Assistant Chief

Prior to approval of the consent calendar, Chief McDonald advised he had made updates to Policy 360 and 938, which had been handed out prior to the meeting. The updated versions are attached to the minutes as Attachments **1** and **2**.

Director Akana requested items 5 (Side Letter) and 6 (Attachments 5, 8 and 9) be pulled for discussion and clerical corrections.

The Side Letter had a spelling error in the fourth paragraph of the third “Whereas;” hire “hack” was corrected to “hire back.” The corrected version is attached to the minutes as Attachment **3**.

The corrections made to Policies 422, 939, 1002 and 1054 were numbering errors, with no substantive changes to the documents. Those corrected versions are attached in the minutes reflected in track changes as Attachments **4, 5, 6, and 7**.

It was moved to accept the consent calendar with the noted corrections.

Motion: Akana; Second: Loudenslager

Roll Call: Ayes; Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

DISTRICT BUSINESS

1. Discussion of the Timeline and Review of the Cal Poly, City of Arcata, and Fire District Working Group: The Chief provided an abbreviated review of his staff note.

Director Loudenslager pointed out that an activity was missing from the timeline. On August 4, 2022, he made a presentation to the Planning Committee, as a representative of the District. That event will be added to the timeline.

Chief McDonald explained that the next step will be for the Board to be presented with the responses to the RFQ and they will need to approve the final bid and costs.

Director Mendosa requested that this be a standing agenda item each month.

There were no public comments.

This item was for information only, no action was taken.

2. Discussion and Consideration of Live Broadcast of Board Meetings: Chief McDonald reviewed his staff report.

There were a several questions and clarification requests from the Directors to staff.

The following member of the public commented:

Roy Willis

It was moved to look to going farther into the live broadcast of meetings.

Motion: Loudenslager; Second: Akana

Roll Call: Ayes; Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Maynor reviewed the submissions aloud.

2. Committee Reports:

- a. Budget Development Ad-hoc Committee (*Johnson, Loudenslager*) – The Chief advised we are still waiting on the fund registers from the County, although they have been requested. The meeting will be scheduled once those have been received.

3. Fire Chief's Monthly Report – The Chief reviewed his monthly report aloud. He added that the Humboldt County Fire Chief's Association approved the budget for the planning work group by allocating \$90,000 which can be used toward the annexation process. The annexation will close the gap between the Kneeland and Arcata jurisdictions out at the end of Jacoby Creek Road. The application has been sent to the State Board of Equalization to begin developing the new tax rate area. The Chief's final addition to his report was the press release reporting the "imposter" Fire Inspector.

4. Director Matters – President Maynor requests an agenda topic for the next meeting regarding the relationship between AFD and AVFA.

CLOSED SESSION

1. Public Employee Performance Evaluation (Gov. Code Section 54957)

Title: *Fire Chief*

2. Conference with Labor Negotiators (Gov. Code Section 54957.6)

Agency designated representatives: *Chief McDonald*

Employee organization: *Arcata Professional Firefighters L4981*

3. Conference with Real Property Negotiators (Gov. Code Section 54956.8)

Property: *APN: 021-041-002-000, 631 9th Street, Arcata*

Agency Negotiators: *District Counsel, Ryan Plotz*

Under Negotiation: *Lease Agreement*

President Maynor adjourned to closed session at 6:43 pm.

Chief McDonald was requested into closed session at 7:12 pm.

The meeting reconvened at 8:24 pm.

Report out of closed session by President Maynor;

Item 1: The Chief received his evaluation, and it will be made public at the next meeting.

Item 2: There was no discussion needed on this item.

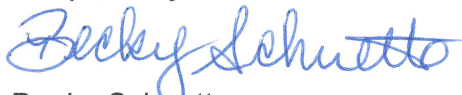
Item 3: The item was referred back to staff.

ADJOURNMENT

Following a motion by Director Johnson and a second by Director Mendosa President Maynor adjourned the meeting at 8:26 pm.

The next Regular Meeting is scheduled for **September 12, 2023, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,



Becky Schuette,
Clerk of the Board

Volunteer Program

360.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers to help improve service to the community, increase district responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the District and prompt new enthusiasm.

360.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the District without promise, expectation or receipt of compensation for services rendered.

360.2 POLICY

It is the policy of the Arcata Fire Protection District to utilize volunteers to the extent reasonably practicable to assist district staff with logistical scene support tasks, administrative support tasks, participate in public education opportunities, and in any other capacity that is intended to support district personnel or provide a service to the community.

360.3 PROCEDURE

Volunteers are intended to supplement and support, rather than supplant firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the District. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to district operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

360.4 VOLUNTEER MANAGEMENT

360.4.1 VOLUNTEER COORDINATOR

There shall be at least one Volunteer Coordinator, appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator(s) is to provide a central coordinating point for effective volunteer management within the District, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator(s) will work with other district

Revised:	
Board President:	Fire Chief:

staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Assist with maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other community volunteer programs and assisting in communitywide efforts to recognize and promote volunteering.

360.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public.

- Be at least 18 years of age
- Possess a valid insurable California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Be willing to commit to the minimum training and incident/activity hours
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer assignment

360.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator(s) or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Fingerprints
- (b) Traffic and criminal background check
- (c) Employment history
- (d) References

Revised:	
Board President:	Fire Chief:

360.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by the Fire Chief or his or her designee. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the District. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

360.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator(s). Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are firefighter or other full-time employees of the District. They shall always represent themselves as volunteers.

360.4.6 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to district-approved dress consistent with their assignment. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official district assignments or functions.

Volunteers shall be required to return any issued uniform or district property at the termination of service.

360.5 MINIMUM PERFORMANCE STANDARDS

To be in "good standing" for the District as determined by the Fire Chief, or his designee, a volunteer must meet these criteria:

- Participate in at least 70% of the available quarterly training
- Participate in at least 2 hours a quarter in incident or district sponsored activities
- Perform all assignments outlined in their particular job description

If a volunteer does not meet these minimum standards for any quarter, the volunteer will not be considered in "good standing". Volunteers who remain not in good standing after two quarters shall

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meet with the Volunteer Coordinator(s) to develop a plan to meet the required minimum training and activities.

If after three quarters of not being in good standing, a meeting will be scheduled with the Fire Chief or designee to determine suitability for continuing as a volunteer.

360.6 CONFIDENTIALITY

Unless otherwise directed by a supervisor, the duties of the position or district policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Revised:	
Board President:	Fire Chief:

Declaring a Mayday on Non-fire Incidents

938.1 PURPOSE

To give crews who are on the scene of a non-fire incident, the ability to communicate the immediate need of CODE 3 law enforcement assistance with minimal radio traffic due to an imminent or direct threat to the crew. A non-fire related MAYDAY should not be confused with use of “New Incident” or “Emergency Traffic”

938.2 POLICY

A non-fire related MAYDAY call should be initiated anytime you or a crew member are faced with an imminent life-threatening scenario, such as a combative patient, increasingly hostile crowd on scene, or you are attacked and your ability to retreat is limited or cut off, etc.

938.3 PROCEDURES

NON-FIRE RELATED MAYDAY PROTOCOL

- A. A crew member identifies a situation that presents a life-threatening scenario in which they cannot avoid or retreat from.
- B. The crew member will broadcast on the assigned Command Frequency “MAYDAY, MAYDAY, MAYDAY” followed by the Conditions, Actions taken, and Needs (CAN report) to mitigate the life-threat.
- C. If the crew does not have the ability to give the CAN report, the CalFire Emergency Command Center will conduct an “All Call” page for all additional engines and duty officer to respond and will request Law Enforcement CODE 3 to the location of the MAYDAY.
 - The ECC will inform LE they are requesting the closest available resources code 3.
 - The additional responding company officer(s) and/or duty officer may need to develop an action plan in the event they arrive prior to the LE units.
 - In these situations, the CO or DO has the authority to waive the requirement to stage.
- D. If the need for the MAYDAY response is mitigated prior to responding units arriving at scene, the requesting resources will notify the Emergency Command Center via the radio on the designated Command Frequency.

Approved:	Revised:
Board President:	Fire Chief:

Side Letter Between the Arcata Fire Protection District
&
Arcata Professional Firefighters Local 4981

This Side Letter Agreement (“Agreement”) between the Arcata Fire Protection District (“District”) and the Arcata Professional Fire fighters Local 4981 (“L4981”) (Collectively “Parties”) have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act is entered into with respect to the following;

WHEREAS, pursuant to Resolution No. 22-260, the Parties entered into a 2021-2024 Memorandum of Understanding (“MOU”) regarding wages, hours, and terms and conditions of employment; and

WHEREAS, the Parties have determined that Article 19 Duty Officer Coverage and Article 22 – Assignment Out of Grade of the current MOU need to be revised to meet the operational needs of the organization; and

WHEREAS, the Parties agree that Article 19 can be streamlined by moving the hire ~~back~~ ^{back} procedures to the “Time Off- Hire Back – Forced Shift Procedures” document and agreeing to hour-for-hour renumeration for time in duty status; and

WHEREAS, the Parties agree that in Article 22, Section “b” needs to be updated with a requirement to be qualified to work the position.

NOW THEREFORE, BE IT RESOLVED that the following updates to Article 19 and Article 22 set forth in this Agreement, which will supersede and run parallel to the 2022-2024 MOU, which continues in full force in accordance with Article 27 of the MOU.

Article 19: Duty Officer Coverage

- A. The Local recognizes that the Captain’s position may occasionally serve as the Acting Duty Officer in the absence of a Chief Officer.
- B. Acting Duty Officer will be assigned to the least hours qualified captain who is on duty and back fill for the company officer position will be provided through the hire back process. In the event there are no qualified captains on duty, the position will be offered pursuant to the hire back process as overtime.
- C. Compensation for a Captain acting as the Duty Officer shall be set at 10% over the employee’s base rate or overtime rate.
- D. Renumeration shall be earned on an hour-for-hour basis. There will be a minimum of two (2 hours) compensated time per duty assignment. All hours will be tracked in the scheduling program.

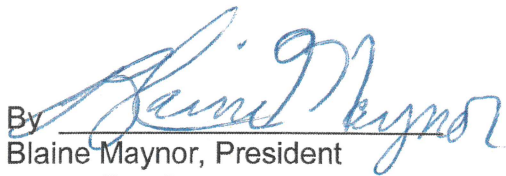
- E. Compensation shall be rendered on the payday for which pay-period the duty was covered in.
- F. The Employee will use the assigned District vehicle for duty coverage.

Article 22: Assignment Out of Grade

- B. An Employee selected to fill a temporary position shall be appointed from a current eligibility list. In the absence of a current promotional eligibility list, the most qualified employee, as it pertains to the relevant job description shall receive the temporary appointment. In the event of multiple equally qualified members, the senior most member shall receive the temporary appointment.

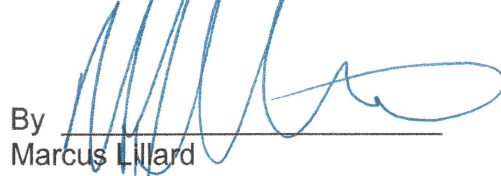
The Parties by and through their authorized agents and representatives agree to the terms of this Side Letter Agreement subject to the adoption of this agreement by the District Board of Directors, this date, August 8, 2023

For the District

By 
Blaine Maynor, President
Arcata Fire Protection District

Date 8/8/23

For Arcata Professional Firefighters L4981

By 
Marcus Lillard
L4981 President

Date 08/01/2023

False Alarm Response Fee

422.1 PURPOSE

The purpose of this policy is to promote the responsible use of fire alarm systems, to set forth additional regulations for the use of fire alarm systems and to provide for service fees and for cost recovery of service fees for violations of this policy. Furthermore, the provisions of this policy are intended to reduce the number of false alarm activations and responses by the Arcata Fire District.

422.2 DEFINITIONS

- ERS: Emergency Reporting Software is the records management software utilized by the Arcata Fire Protection District. Incident information is recorded in this database.
- Alarm System: Any combination of alarm system devices or equipment which is designed or intended to notify persons of an emergency at a particular location to which the AFD responds. The term "alarm system" includes any equipment which is designed to detect an emergency, or which is designed to be activated by a person to report an emergency.
- Alarm User: Any person owning or using an alarm system at his/her place of residence or business, whether it be owned, leased or rented and made available for use by his/her agents, employees, representatives or family.
- False Alarm: An alarm signal that prompts a response by the AFD when an emergency does not exist.
- Company Officer: Fire department individual responsible for documentation of actions taken and input into Emergency Reporting Software.
- Response: The point in time that an engine company has moved the fire apparatus to respond to an alarm activation.

422.3 POLICY

The Arcata Fire District shall level a false alarm response fee to all occupancies except for R-3 single family residential or duplex occupancies. False alarm response fees are intended to reduce the number of false alarm responses by the suppression staff within the District. Upon response to a false alarm, it will be the responsibility of the Company Officer to determine (1) whether the incident is inside the District, (2) if the cause of the false alarm fits the definition of the policy as defined below, (3) upon clearing the scene, record the determination; billable or non-billable, and (4) to see that the incident report is completed accurately with regard to the response so that proper billing will occur.

Approved:	Revised:
Board President:	Fire Chief:

442422.4 PROCEDURE

Examples of False Alarms that qualify under Ordinance 19-18, Current Fee Schedule Resolution 22-271.

- A. An alarm caused by improper installation or maintenance of the fire alarm system. This includes missing backup batteries, loose connections, smoke detectors mounted near air vents or otherwise overly sensitive detectors.
- B. An alarm caused by the alarm user or alarm company working on the system or testing the system without prior notification to the Arcata Fire District Business Office at (707) 825-2000.
- C. A false alarm set off by the alarm user or an employee when no emergency exists.
- D. The occupant conducting a fire drill without prior notification of the Arcata Fire Protection District Arcata Fire District Business Office at (707) 825-2000.
- E. An alarm caused by normal cooking where the alarm user could relocate a smoke detector, provide better ventilation, or control heat to prevent burning of food.
- F. An alarm caused by dust from construction.
- G. A burglar alarm reported by an alarm company as a fire alarm.
- H. An alarm for which there is no explanation. If a cause for the alarm cannot be identified -- no pull station was activated, smoke was not present, etc. -- the alarm system will be assumed to have malfunctioned, and the ordinance applies.

Examples of False Alarms That DO NOT Qualify Under the Ordinance

- A. An activation of the alarm caused by a fire, potential fire, or hazardous situation. For instance, smoke from an overheated stove produces a potential fire situation.
 - 1. Natural Disasters:
 - Earthquakes
 - Any other natural disturbance, which is reasonable beyond the owner/user's ability to control.
- B. Any other unusual occurrence, which may be determined by the department to be beyond the owner/user's ability to control.
- C. A test by the Fire District or other regulatory agency.
- D. A malicious activation of a pull station by someone who is not an employee of the alarm user unless management could relocate the pull station or provide protective covers to prevent easy activation.
- E. An alarm caused by unauthorized tampering with an alarm system by someone other than an employee of a business or member of the family occupying a residence where the alarm activates.

- F. A burglar alarm, medical alarm, or elevator alarm that is reported as a fire alarm by an occupant.
- G. A beeping smoke detector in a residence that the occupant wishes the fire department to check.
- H. Occupants' Negligence
 - 1. In cases where someone's negligence causes a fire alarm to activate, it is important to determine who caused the alarm and what his or her relationship is to the alarm user. If an alarm is caused by a fire alarm user or an agent or employee, the policy applies.
 - These would include the property manager and his or her staff, employees of the business occupying the building and persons using the building under contract to the business.
 - Occupants of a residence where an alarm occurs also qualify.
 - 2. If an alarm is caused by someone who is not the alarm user or an agent or employee, the ordinance does not apply unless the alarm user could have taken reasonable measures to prevent the false alarm.

Documenting a False Alarm

- A. The Company Officer will be responsible for determining if the alarm is billable or non-billable.
- B. When the incident type is identified as fitting the definition of a false alarm identified in this policy it shall be recorded as such in the Company Officer's Incident Report.
- C. Provide a brief description of what appears to have caused the alarm in the narrative section of the incident report.
- E. Ensure the billable/non-billable box is checked appropriately in the Custom Tab of ERS.
- F. If possible, obtain proper identification and documentation of the persons responsible for the fire alarm and the correct location of the alarm activation. It is important to include the occupant and owner's names on the incident report. Where there are several occupancies located at the same address, the specific occupancy must be identified on the report.

Notification of Alarm Users

District Staff will identify all billable responses and:

- A. All billable false alarm response information will be queried and billed on a monthly basis; processing based upon AFD policy on FALSE ALARMS RESPONSE.
- B. No penalty fee will be applied to the first false alarm per twelve (12) month period. A notification of a false alarm activation shall be mailed to the alarm user.
- C. The second and any subsequent false alarm in a twelve (12) month period is subject to a penalty fee as set in the Arcata Fire Protection District Schedule of Fees and Charges. A statement reflecting the fees shall be mailed to property owner monthly.

D. An appeal for review of responses and billing for false alarms can be made to the Fire Chief. The appeal must be received by the District within 30 days of the date of the initial invoice.

Use of Ballistic Safety Equipment

939.1 PURPOSE

The Arcata Fire Protection District is committed to the safety of its members. It is the policy of the Arcata Fire Protection District to don any combination of District issued body armor, eye protection and Kevlar helmet prior to responding to a scene or any circumstance presenting a real or perceived imminent violent threat to member safety.

939.2 POLICY

The use of body armor, eye protection and Kevlar helmet shall be required when dispatched to the following incident types:

- Active shooter, when assigned to a rescue task force, any incident that may be interpreted as explosive devices (suspicious box, bomb threat, etc.), SWAT standby, and other violent types of incidents where it is deemed necessary by the IC or Company Officer.
- During times of civil unrest, personnel shall wear body armor, eye protection, and helmets at all times outside of quarters.

Personnel are required to wear body armor, and eye protection when dispatched to the following incident types:

- Involving gunshot wounds (GSW),
- Stabbings
- Assaults or self-harm violence with an un secure scene or an extended response from Law Enforcement
- Any incident where it is deemed necessary by the IC or Company Officer, personnel are encouraged to wear the body armor

~~339~~939.3 PROCEDURES

Body armor shall not be removed until conclusion of the incident, away from the incident location, or once back in quarters.

When required, body armor shall be donned prior to leaving the fire station or staging area. If unit is in service out of quarters upon receipt of an alarm where body armor is required, the armor shall be donned before arriving at the incident location.

Class B uniform shirts are not to be worn underneath the vest as the badges will damage the inside of the vest. Department issued short, long sleeve t-shirts, or wildland jacket are acceptable to be worn underneath the vest.

Radio straps shall be worn on the outside of the vest.

Approved:	Revised:
Board President:	Fire Chief:

Civilian ride alongs must remain in the cab of the engine if responding to any of the above listed incident types.

CARE, MAINTENANCE AND STORAGE

Ballistic equipment shall be carried on all first out engines chief officer vehicles.

See owner's manual for cleaning instructions

Performance Evaluations

1002.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1002.2 POLICY

Employee performance evaluations will be undertaken based on job-related factors specific to the position occupied by the employee without regard to race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status or sex.

1002.3 EVALUATION TYPES

Probationary Firefighter Evaluation – The probationary Engineer/Firefighter’s will receive a quarterly evaluation in a semi-formal memo form. Prior to the end of the 12-month probationary period, their assigned officer shall conduct a final performance evaluation. In addition to completing the evaluation, the employee’s Captain shall draft a memo to the Fire Chief stating that the individual has completed their probationary period requirements and recommend removing the individual from probation.

Annual Engineer/Firefighter Evaluation – It is the responsibility of the Captains to schedule their Engineer/Firefighter’s evaluation. All evaluations must be completed no later than December 15 of each year.

Probationary Captain Evaluation – At the end of a new Captain’s 12-month probationary period, the Assistant Chiefs of Operations and Training shall jointly conduct the performance evaluation. In addition to completing the evaluation, the Operations Assistant Chief shall draft a memo to the Fire Chief stating that the individual has completed their probationary period requirements and recommend removing the individual from probation.

Annual Captain Evaluation – It is the responsibility of the Operations Assistant Chief to schedule the captain’s annual evaluation. All evaluations must be completed no later than December 15 of each year.

Annual Chief Officer Evaluation – It is the responsibility of the Fire Chief to schedule the Chief Officer’s annual evaluation. All evaluations must be completed no later than December 15 of each year.

Revised:	
Board President:	Fire Chief:

Annual Fire Chief Evaluation – It is the responsibility of the Fire Chief and the Board to schedule and conduct the Fire Chief’s annual evaluation. The evaluation will follow the section in the Fire Chief’s contract that covers evaluations.

Transfer - If an employee is transferred from one supervisor to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

1002.4 PROCEDURES

The performance evaluation shall cover the current calendar year (or, in the case of probationary status, the preceding 12-month period) and should be based on the employee's performance only during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee.

Two months before the performance evaluation review meeting, the supervisor will provide the Self-Assessment form to the employee which shall be returned at least two weeks before the review meeting. After the supervisor conducting the appraisal receives the self-evaluation form, the supervisor will review the form and complete the District’s evaluation sheet. The completed form will be reviewed by the supervising chief officer.

Before December 15th (or ~~the~~ after the eleventh month of probation) the supervisor and employee will meet to discuss the evaluation. The supervisor shall discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. If the employee disagrees with the results of evaluation report, within 10 days of the receipt of the report the employee may provide written comments in the form of an addendum that will be attached to the document.

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

The components of the evaluation will be based on a scale of “needs improvement” to “outstanding”. The supervisor will discuss any and all items that fall into the category of “needs improvement” making recommendations with timelines to what the employee may do to improve their performance. The evaluation sheet also has space for those excellent or far exceeding requirements demonstrated by the subordinate. After the meeting all signed forms and attachments shall be to the Fire Chief for his/her signature.

When any employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 60 days prior to the end of the annual evaluation period,

Revised:	
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advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 10 days, if desired.

Failure to meet established performance standards is justification for an unsatisfactory rating and placement into a performance improvement plan (PIP). PIP may be initiated any time the employee and the supervisor believe one is necessary due to employee performance deficiencies. Generally, the PIP will be used to document areas of performance deemed less than standard when follow up action is planned (e.g., action plan, remedial training, retraining). The PIP and associated documentation shall be submitted with the annual evaluation as one package.

1002.5 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

1002.6 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Fire Chief or his/her designee.

1002.6 SUPERVISOR TRAINING

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

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Drug and Alcohol Free Workplace

1054.1 PURPOSE AND SCOPE

The Arcata Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. The purpose of this policy is to promote a drug and alcohol-free workplace and to eliminate drug and alcohol-related inefficiencies and risks. This policy applies to all members of the District when they are on District property, or when performing District-related business elsewhere, except as this policy is superseded by a memorandum of understanding or federally mandated drug and alcohol policies. Compliance with this policy is a condition of employment. Disciplinary action will be taken against those who violate this policy.

1054.2 POLICY

It is the policy of the Arcata Fire Protection District to provide a drug free workplace for all members.

1054.3 PROHIBITED CONDUCT

Prohibited conduct under this policy includes, but is not limited to:

The manufacture, distribution, sale, dispensation, possession, or use of alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee in either District workplaces or wherever District business is performed.

Working or being subject to call in if impaired by alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee.

An employee's failure to notify their immediate supervisor before beginning work when taking medications or drugs, including but not limited to: prescription drugs, over the counter medications, or illegal drugs or narcotics (including marijuana) which could interfere with the safe and effective performance of duties or operation of District.

An employee's failure to notify the Fire Chief of any criminal conviction for a drug violation that occurred in the workplace within five days after such conviction.

An employee's criminal conviction for a drug violation that occurred in the workplace.

1054.3.1 USE OF PRESCRIBED MEDICATIONS

An employee's use of legally prescribed medications and drugs from a licensed physician is not a per se violation of this policy. An employee must notify the Fire Chief, before beginning work, when taking medications or drugs with side effects which may interfere with the safe, efficient and/or effective

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performance of the employee’s duties or operation of the District’s equipment. Failure to do so may also subject the employee to discipline. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

1054.4 DRUG AND ALCOHOL TESTING

The District has discretion to test applicants and employees for alcohol and drug use under the following circumstances.

1054.4.1 PRE-EMPLOYMENT TESTING

Those external applicants who apply for certain jobs where a special need for pre-employment drug and alcohol testing exists must take and pass a drug and alcohol test following a conditional offer of employment. The categories of jobs subject to pre-employment drug and alcohol testing include, but is not limited to, the following:

- Safety sensitive jobs that have public safety implications, such as operating heavy trucks to transport hazardous material, protecting national security, enforcing drug laws, and/or operating natural gas pipelines; and
- Jobs that involve the direct influence over children.

1054.4.2 REASONABLE SUSPICION

The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of a drug or alcohol at work, under the following circumstances.

“Reasonable suspicion” to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, odor of drugs or alcohol, red or watery eyes, unkempt appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, or other evidence of recent drug or alcohol use. If District suspects drugs or alcohol may have played a role in an accident involving District property or equipment that will also constitute reasonable suspicion.

Document and Analysis: In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Fire Chief. Any reasonable suspicion testing must be pre-approved by the Fire Chief, or the Fire Chief’s designee.

Testing Protocol: If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, and the Fire Chief has approved, the employee will be relieved from duty, transported to the testing facility and to their home after the test. The employee will be placed on sick or other paid leave until the test results are received. Volunteers will be restricted from working until the test results are received.

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1054.4.2 POST-COLLISION TESTING

The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are driving and have been involved in a traffic collision under the following circumstances.

“Level II collision” is any traffic collision involving:

- Any injury to persons other than district members.
- Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
- Moderate damage to property or a vehicle owned or operated by the District. (Classified as large dents in hood, fender, or doors. i.e. If doors won't open, mirrors or grab handles missing, apparatus bay door damage but still operable)

“Level III collision” is any traffic collision involving:

- The death or anticipated disabling injury of a member of this district.
- The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.
- Major damage to property of a vehicle owned or operated by the District. (Classified as heavy damage, vehicle out of service; broken axles, bent or twisted frames. i.e. Vehicle rolled over, complete side of vehicle damaged, apparatus bay door rendered inoperable)

1054.7-5 EMPLOYEE ASSISTANCE PROGRAM

The District’s Employee Assistance Program (“EAP”) offers counseling and treatment of drug- or alcohol-related problems. The employee assistance provider has information about: (1) the dangers of drug or alcohol abuse in the workplace; (2) the penalties that may be imposed for drug or alcohol abuse violations; (3) the District’s policy of maintaining a drug- and alcohol-free workplace; and (4) any available drug or alcohol counseling, rehabilitation or employee assistance programs. Employees may contact the Fire Chief or his/her designee, their insurance provider or an EAP representative for additional information.

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