



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

**BOARD OF COMMISSIONERS – REGULAR MEETING
OCTOBER 17, 2023 at 7:00 PM**

To be Held in Person at Lillard Hall
24905 County Road 95
Davis, CA 95616

To be Held by Zoom: <https://us06web.zoom.us/j/98831083439>
One tap mobile – +16699006833,98831083439#
Dial by your location – (669) 900-6833 US (San Jose)
Meeting ID: 988 3108 3439

1. Call the Meeting to Order and Establish Quorum (President McMullen)
2. Public Comment
3. Old Business
 - a. Update – Weed Abatement (Firefighter Jon Lee)
 - b. Update – Yolo County Fire Sustainability Committee (AC Stiles)(Pages 3-9)
4. Lillard Hall
 - a. Manager Report (Hall Manager Sykes)(Pages 10-15)
5. New Business
 - a. Update – Volunteer Applications (Chief Rita)
 - b. Discussion / Action – Live Scan Fees – Member or Employer Pays (Chief Rita)
 - c. Discussion / Action – Approve Policies and Procedures (Chief Rita)
 - i. Policy 201 – Emergency Action Plan and Fire Prevention Plan (new)(Pages 16-48)
 - ii. Policy 203 – Training Policy (new)(Pages 49-50)
 - iii. Policy 900 – Illness and Injury Prevention Program (updates and replaces current plan and forms) (Pages 51-105)
 - iv. Policy 1011 – Discriminatory Harassment (replaces page 17 of *Prior Directives* document)(Pages 106-111)
 - v. Policy 1012 – Conduct and Behavior (new)(Pages 112-114)
 - vi. Policy 1013 – Personnel Complaints (replaces page 17 of *Previous Directives* document)(Pages 115-122)
 - vii. Policy 1019 – Grievance Procedure (replaces page 17 of *Previous Directives* document)(Pages 123-126)
 - viii. Procedure 201 – Purchase Card (new)(Pages 127-128)

Agenda – Board Meeting – Regular

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- ix. Procedure 1001 – Personnel Complaints (replaces page 17 of *Previous Directives* document)(Pages 129-139)
- x. Procedure 1002 – Administrative Investigations and Interviews (replaces page 17 of *Previous Directives* document)(Pages 140-145)
- xi. Procedure 1003 – Discipline (replaces page 17 of *Previous Directives* document)(Pages 146-151)
- d. Discussion / Action – Standing Committees – Reports
 - i. Personnel Committee – **Amy**, Yeager
 - ii. District Funding and Development Committee – **Yeager**, Stiles
 - iii. Lillard Hall Committee – **Amy**, Roos
 - 1. Discussion / Action – Approve October 4, 2023, Minutes (Pages 152-153)
 - 2. Discussion / Action – Approve New Signers for Lillard Hall Bank of America Bank Account
 - iv. Budget and Benefits Committee – **Stiles**, Roos
- e. Discussion / Action – Ad Hoc Committees – Reports
 - i. Solar – **Stiles**, Roos
- f. Discussion / Action – Liaison Reports
 - i. Fire Prevention / Investigation – McMullen
 - ii. Training – Yeager
 - iii. Large Equipment / Facilities – McMullen
- 6. Fire Chief’s Report (Chief Rita)(Pages 154-155)
- 7. Fire Fighter’s Association Report (President Jon Lee)
- 8. Clerk’s Report (Board Clerk Hall)
 - a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval (Page 156)
 - b. Discussion / Action - Approval of September 19, 2023, Regular Board Meeting Minutes (Pages 157-165)
- 9. Open Forum
- 10. Next regular Board meeting on November 21, 2023, unless another date is agreed upon
- 11. Meeting Adjourned (President McMullen)

Posted October _____, 2023 @ _____ hours by _____

Board of Supervisors**Financial Services****Meeting Date:** 09/26/2023**Brief Title:** Fire District Sustainability Funding Procedures**From:** Tom Haynes, Interim Chief Financial Officer, Department of Financial Services / Mark Bryan, Deputy County Administrator / Leslie Lindbo, Director, Department of Community Services**Staff Contact:** Elisa Sabatini, Manager of Natural Resources, Department of Community Services, x5773 / Tom Haynes, Interim Chief Financial Officer, Department of Financial Services, x8162**Supervisorial District Impact:** Countywide**Subject**

Approve procedures for administering Yolo County Fire Protection District sustainability funding. (No general fund impact) (Haynes/Sabatini) (Est. Time: 5 min)

Recommended Action

Approve procedures for administering Yolo County Fire Protection District sustainability funding.

Strategic Plan Goal(s)

*Safe Communities
Improved Rural Fire Protection Sustainability*

Reason for Recommended Action/Background

On April 18, 2023, the Board of Supervisors approved in principle a funding plan to provide up to \$1.5 million annually to support the long-term financial sustainability of Yolo County Fire Protection Districts. As part of that action, the Board directed staff to return to the Board at a later time with various funding recommendations. The Fire District Sustainability Funding Plan, included as Attachment A to this item, provides detailed procedures for how the disbursement of financial sustainability funding will be administered.

The Funding Plan documents a number of the conceptual proposals that were discussed at the April 18, 2023 Board meeting, and includes a number of other elements to aid in the budgeting, reporting, disbursement and accountability for Fire District sustainability funding. Notable provisions include the following:

- Sustainability funding is only available for direct-service Fire Protection Districts that are not subject to a Board-approved dissolution process;
- Funding will be allocated 60% equal allocation across Fire Districts and 40% based on three-year average call volume;
- Sustainability funding is intended to be a match for additional revenues generated as part of a new Proposition 218 process, up to the maximum amount calculated for each Fire District;
- Districts that attempt in good faith a new Proposition 218 election that fails may request a one-time grant, which must be approved by the Board. Grant requests may be made for two years unless a subsequent Proposition 218 election is held;
- The Board of Supervisors retains the authority to modify funding levels at any time, and funding allocations will be recalculated every five years to account for changes in call volume;
- Fire Districts that receive matching funds must submit an annual performance report to demonstrate the benefits achieved from the financial assistance. Failure to submit an annual performance report will result in a one-year suspension from eligibility to receive sustainability funding;

- Sustainability funding is subject to review by the County's Internal Audit division, and any use of funds that is found to be in violation of law or policy will be returned to the County.

To date, six Fire Districts have gone through a new Proposition 218 process. Elections in the Capay Valley, West Plainfield, and Willow Oak Districts passed, while those in the Dunnigan, Esparto, and Madison Fire Districts failed. The Clarksburg, Knights Landing, Yolo and Winters Fire Districts are scheduled to undergo a new Proposition 218 process in early calendar year 2024, followed by East Davis, Springlake, No Man's Land and CSA-9/Elkhorn (once the LAFCo dissolution process has concluded).

Collaborations (including Board advisory groups and external partner agencies)

The Department of Financial Services worked closely with the Department of Community Services and the County Administrator's Office in the development of the Fire District Sustainability Funding Plan. The Plan was discussed with the Fire Sustainability Ad Hoc Subcommittee on August 30 and September 18, and was distributed to the Yolo Fire Chiefs Association in advance of the September 26 Board meeting.

Fiscal Impact

No Fiscal Impact

Fiscal Impact (Expenditure)

Total cost of recommended action:	\$
Amount budgeted for expenditure:	\$
Additional expenditure authority needed:	\$
On-going commitment (annual cost):	\$

Source of Funds for this Expenditure

Explanation (Expenditure and/or Revenue)

Further explanation as needed:

There is no direct fiscal impact of the recommended action. On April 18, 2023 the Board of Supervisors approved in principle a funding plan to provide up to \$1.5 million annually to Yolo County Fire Protection Districts. The \$1.5 million is included in the 2023-24 Adopted Budget, and was funded with General Fund fund balance. This funding commitment will become an ongoing General Fund obligation in future years unless alternate funding sources are identified.

Attachments

- [Att. A. Fire District Sustainability Funding Plan](#)
- [Att. B. Fire District Sustainability Funding Allocations](#)
- [Att. C. Presentation](#)
- [Att. D. Correspondence from Clarksburg Community Petition](#)
- [Att. E. Correspondence from the Clarksburg Fire Protection District](#)

Form Review

Inbox	Reviewed By	Date
Elisa Sabatini	Elisa Sabatini	09/21/2023 07:42 AM
Mark Bryan	Mark Bryan	09/21/2023 11:05 AM
John Rowe	John Rowe	09/21/2023 11:22 AM
Form Started By: Tom Haynes		Started On: 08/28/2023 04:34 PM
Final Approval Date: 09/21/2023		

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Financial Services

26. [Approve procedures for administering Yolo County Fire Protection District sustainability funding. \(No general fund impact\).\(Haynes/Sabatini\) \(Est. Time: 5 min\)](#)

Denise Sagara and Mark Pruner addressed the Board of Supervisors on this item, Additionally, comments from Clarksburg Fire Protection District and a petition from the Clarksburg Community were placed into the record.

Minute Order No. 23-93: Approved the procedures for administering Yolo County Fire Protection District sustainability funding, as revised to allow eligible Fire Districts to apply for one-time grant funds in the first year provided the Fire Districts have demonstrated a good faith effort by toward conducting a Prop 218 by March 30, 2024. Additionally, directed staff to come back in April 2024 to provide an update on the Prop 218's that would be occurring in summer 2024.

MOVED BY: Barajas / SECONDED BY: Frerichs
AYES: Frerichs, Provenza, Barajas, Villegas.
NOES: None.
ABSTAIN: None.
ABSENT: None.

General Services

27. [Receive a review of the policy on naming county assets and provide Board direction on naming the Board Chambers. \(No general fund impact\).\(Pistochini\) \(Est. Time: 5 min\)](#)

Agenda Item No. 27 was removed from Agenda and will be addressed at the next Board of Supervisors at a future meeting.

REGULAR AGENDA - INFORMATIONAL ITEMS (NOTE: Items below may be heard at any time during the meeting)

General Government

Agriculture

28. [Receive and file the 2022 Yolo County Agricultural Crop Report and receive general update on Agriculture. \(No general fund impact\).\(Izquierdo\) \(Est. Time: 10 min\)](#)

Received and filed the 2022 Yolo County Agricultural Crop Report and receive general update on Agriculture.

Board of Supervisors

29. [Action items and reports from members of the Board of Supervisors, including announcements, questions to be referred to staff and reports on various 2x2s and meetings with other agencies. \(Board of Supervisors\)](#)

Fire District Sustainability Funding Plan

Implementation Procedures – Draft September 15, 2023

Purpose:

On April 18, 2023, the Board of Supervisors approved in principle a funding framework to support the long-term sustainability of Yolo County Fire Protection Districts. This document establishes policies and procedures to ensure clear and consistent implementation of the Fire District Sustainability Funding Plan.

Funding Framework:

On an annual basis, Yolo County will make available \$1.5 million in funding to support eligible Fire Protection Districts within Yolo County. Of this total, 60% will be allocated evenly across Fire Protection Districts, while 40% will be allocated based on a three-year average of call volume. Funding allocations shall only be calculated for direct-service Fire Protection Districts that are not subject to a Board-approved dissolution process as of July 1, 2023.

The allocations calculated for each Fire Protection District shall reflect the maximum amounts that each District may receive per fiscal year, subject to the eligibility criteria discussed below.

Eligibility:

Fire District Sustainability Funding is intended to match to new, additional revenues generated as part of a Proposition 218 process conducted after July 1, 2023. As such, only Fire Protection Districts with a new Proposition 218 assessment approved by district voters will be eligible for ongoing sustainability funding. Existing Proposition 218 assessments, including any cost-of-living adjustments, will not be eligible for matching funds. Cost-of-living-adjustments from new Proposition 218 studies will be eligible for matching funds up to the maximum amount calculated for each Fire District.

Fire Protection Districts that attempt a new Proposition 218 election after July 1, 2023 that fails are eligible to request a one-time grant of County Fire Sustainability Funds, up to the maximum amount, only after the Proposition 218 failure has occurred. Such requests shall include justification for the need and intended use of the funding, and will be presented to the Board of Supervisors for approval. Grant requests may be made for purposes in accordance with the eligible uses of funding specified below; however, Districts are strongly encouraged to use grant funding to address deficiencies in the Proposition 218 process, such as through enhanced public outreach and education. Grant requests may be made for two years unless a subsequent Proposition 218 election is held, at which point funding eligibility under this section will be reset.

Use of Funding:

Matching funds and one-time grant funds are intended to support Fire District sustainability and to assist Districts in providing the necessary staffing, equipment, and resources to ensure the safety of their communities. As such, authorized uses of matching and grant funds includes, but is not limited to:

- Capital improvement projects and deferred maintenance
- Efforts to ensure or increase firefighter safety
- Apparatus or equipment replacement
- Supplemental operating costs due to inflation and/or increased fuel costs
- Recruitment and training of reserve and volunteer staff

- Staffing costs
- Incentive programs for existing reserve and volunteer staff
- Implementation of mutual aid or joint operating agreements that provide for improved response times or staffing availability
- PPE, turnouts, SCBAs and similar equipment and supplies
- Critical equipment repairs or replacement
- Community outreach and education, including outreach related to a Proposition 218 election
- Matching funds for local, state, or federal grants

Matching funds and one-time grants shall not be used for any of the following purposes:

- Any political purpose, including lobbying activities or promotion of a local candidate, campaign, or committee
- Charitable contributions
- Purchase of alcohol or illicit substances
- Purchase of food or travel expenses in excess of federal per diems
- Personal expenses of any Fire District employee or volunteer
- Purchases that are frivolous, unnecessary, or not directly related to the needs of the Fire District
- Any use of funds that is in violation of state or federal laws or Fire District policy

Budgeting:

The County will establish a separate budget unit to appropriate and expend sustainability funding provided to eligible Fire Protection Districts. The budget unit will be in the Countywide department and managed by the County Administrator's Office.

The \$1.5 million total designated for Fire District Sustainability will not be automatically adjusted in future fiscal years. However, the Board of Supervisors retains the authority to modify funding levels at any time. In addition, in the event that Yolo County experiences fiscal hardships that require reductions to County services and staffing levels, the County Chief Administrative Officer may recommend to the Board of Supervisors an adjustment in the total amount of funding designated for Fire District Sustainability. The Board of Supervisors further retains the authority to modify the 60/40 split between equal division and call volumes if conditions warrant a change in the allocation methodology.

The maximum funding amounts currently calculated for each Fire Protection District using the 60/40 split between equal division and call volumes shall remain in place for a period of five years, notwithstanding any action by the Board of Supervisors to change the total amount of funding designated for Fire District Sustainability. Beginning in fiscal year 2028-29, and every five years thereafter, the maximum funding amounts for each Fire Protection District shall be recalculated based on updated call volume data.

Annual Funding Report:

Fire Districts that pass a Proposition 218 Study will be required as part of State Law to submit their direct charges to the Yolo County Department of Financial Services no later than August 10th of each year. The County Department of Financial Services shall calculate the amount of eligible matching funds that the district can receive based on the additional revenue generated by the enrolled new 218 charges and provide that information to the County Administrator's Office no later than September 1st.

The County Administrator's Office shall provide information to the Fire Districts that attempt a Proposition 218 election that fails on how to submit one-time grant requests to the Board of

Supervisors. In the first year after a Proposition 218 election fails, a district may submit a grant request within three months of the 218 failure. Grant requests in subsequent years shall be provided to the County Administrator's Office no later than August 31 in order to be included with the Adopted Budget in September.

As part of the Adopted Budget in September of each year, the County Administrator's Office shall provide the Board of Supervisors a summary of funding amounts for Fire Districts that are eligible or may become eligible for matching funds or one-time grants within that fiscal year. The Board of Supervisors will consider as part of the Adopted Budget new grant requests that have not been previously approved.

Payment:

The Department of Financial Services will disburse matching funds on a quarterly installment basis. These payments will be broken into one-quarter of the annual amounts and paid as follows:

- First quarterly installment (October 1)
- Second quarterly installment (January 1)
- Third quarterly installment (April 1)
- Fourth quarterly installment (June 30)

The timing of disbursement for approved grant funds shall be determined on a case-by-case basis depending on the nature and intended use of the grant funding.

Performance Reports and Accountability

Each Fire Protection District receiving matching funds will be required to submit an annual performance report to demonstrate the results and benefits achieved from the financial assistance. The County Administrator's Office will prepare and distribute a performance reporting template to be used for the annual performance reports.

Performance reports detailing the prior fiscal year's accomplishments shall be due to the County Administrator's Office by July 31st of each year. The County Administrator's Office will compile and provide the performance reports to the Board of Supervisors for review and consideration. Any Fire Protection District that does not submit an annual performance report by the required deadline will be suspended from eligibility for either matching funds or one-time grants in the subsequent fiscal year.

Both matching funds and one-time grants are subject to review by the County's Internal Audit division. Any use of funding that is found to be in violation of the eligible uses, or any other provisions of this policy, shall be returned to the County.

Fire Sustainability Funding Proposal Proposition 218 Matching Funds

Funding Distribution Model: Equal Division & Call Volume (60/40% split)

Fire District Prop 218 Matching Funds											FY 2023-24
Equal Division %	60%	\$900,000.00									
Call Volume %	40%	\$600,000.00									
Total Rural Districts	12										
Funding Allocations											
Fire Districts	In District Call Volume 2020	In District Call Volume 2021	In District Call Volume 2022	Three Year Average	Average % of 3 Yr Average Call Volume	By Equal Division	By District Call Volume	District Totals	District Total %	Average Per Call To District	
Capay Valley Fire District	174	117	120	137	5%	\$90,000	\$32,375	\$122,375	8%	\$893.25	
Clarksburg Fire District	236	241	240	239	9%	\$90,000	\$56,479	\$146,479	10%	\$612.88	
Dunnigan Fire District	519	503	389	470	19%	\$90,000	\$111,146	\$201,146	13%	\$427.97	
Esparto Fire District	457	495	508	487	19%	\$90,000	\$115,006	\$205,006	14%	\$420.96	
Knights Landing Fire District	145	173	200	173	7%	\$90,000	\$40,803	\$130,803	9%	\$756.09	
Madison Fire District	185	163	137	162	6%	\$90,000	\$38,204	\$128,204	9%	\$791.38	
West Plainfield Fire District	139	174	167	160	6%	\$90,000	\$37,810	\$127,810	9%	\$798.81	
Willow Oak Fire District	422	328	379	376	15%	\$90,000	\$88,933	\$178,933	12%	\$475.88	
Yolo Fire District	281	241	207	243	10%	\$90,000	\$57,424	\$147,424	10%	\$606.68	
Zamora Fire District	96	91	90	92	4%	\$90,000	\$21,820	\$111,820	7%	\$1,215.43	
Totals	2,654	2,526	2,437	2,539	100%	\$900,000	\$600,000	\$1,500,000	100%		

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
01/18/23			700.00	16,931.06	Counter Credit			Deposited
01/19/23		3.00		16,928.06	BofA		Check image service fee	BE
01/19/23	631	101.24		16,826.82	CalNet - Winters		Internet - Feb 2023	Cleared
02/10/23	632	390.03		16,436.79	Recology		Garbage - 01/31/23	Cleared
02/10/23	633	120.42		16,316.37	West Plainfield FPD		Invoice(s): PGE 01/26/23	Cleared
			1,600.00	17,916.37	Deposit	Keifer and Fly Fishers	Rental and Security Deposit	Deposited
02/12/23	634			17,916.37	VOIDED		VOIDED CHECK	N/A
02/12/23	635	101.24		17,815.13	CalNet - Winters		Internet - Mar 2023	Cleared
02/21/23	636	104.06		17,711.07	West Plainfield FPD		Invoice(s): PGE 02/16/23	Cleared
03/01/23			600.00	18,311.07	Deposit	Keifer	Rental	Deposited
03/01/23			150.00	18,461.07	Deposit	Yolo County	Rental	Deposited
03/07/23			800.00	19,261.07	Deposit	Fly Fishers	Rental	Deposited
03/13/23	637	800.00		18,461.07	Tristan Leong	Fly Fishers	Deposit Refund	Cleared
03/13/23	638	390.03		18,071.04	Recology Davis		Garbage	Cleared
03/13/23	639	106.84		17,964.20	Edward Sykes		Expense Reimbursement	Cleared
03/21/23	640	101.24		17,862.96	Cal.net Inc.		Internet	Cleared
03/24/23	641	122.08		17,740.88	West Plainfield FPD		PG&E Reimbursement	Cleared
03/24/23	642	258.92		17,481.96	West Plainfield FPD		Hall Manager Compensation 2/12 - 2/25	Cleared
03/29/23	643	816.60		16,665.36	West Plainfield FPD		Hall Manager Compensation 2/26 - 3/25	Cleared
04/03/23			500.00	17,165.36		Jennie Keifer	April Rental	Deposited
04/03/23		6.00		17,159.36	BofA		Service Fees 1/20/23 - 3/21/23	Paid
04/03/23	644	800.00		16,359.36	Jennie Keifer		Deposit Refund	Cleared
04/03/23	645	800.00		15,559.36	Cesar Jimenez		Deposit Refund - Canceled Event	Cleared
04/10/23			800.00	16,359.36		Fairfield School	Security Deposit - 4/28 Fundraiser	Deposited
04/10/23			800.00	17,159.36		Jennie Keifer	Rent - May	Deposited
04/18/23	646	318.69		16,840.67	West Plainfield FPD		Hall Manager Compensation 3/26 - 4/8	Cleared
04/18/23	647	101.24		16,739.43	Cal.net Inc.		Internet	Cleared
04/18/23	648	109.31		16,630.12	West Plainfield FPD		PG&E Reimbursement	Cleared
04/18/23	649			16,630.12	VOIDED		VOIDED CHECK	N/A
04/26/23	650	390.03		16,240.09	Recology Davis		Garbage	Cleared
04/26/23	651	61.83		16,178.26	Edward Sykes		Expense Reimbursement	Cleared
04/26/23		3.00		16,175.26	BofA		Service Fees 3/22/23 - 4/18/23	Paid
05/08/23	652	395.03		15,780.23	Recology Davis		Garbage	Cleared
05/08/23	653	800.00		14,980.23	Fairfield School PTA		Deposit Refund	Cleared

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
05/16/23	654	101.24		14,878.99	Cal.net Inc.		Internet	Cleared
05/16/23	655	637.34		14,241.65	West Plainfield FPD		Hall Manager Compensation 4/9-5/6	Cleared
05/18/23		3.00		14,238.65	BofA		Service Fee	Paid
05/24/23			800.00	15,038.65		Jennie Keifer	Rent - June	Deposited
06/07/23	656	434.12		14,604.53	West Plainfield FPD		PG&E Reimbursement / Manager Salary	Cleared
06/20/23		3.00		14,601.53	BofA		Service Fee	Paid
06/20/23	657	172.09		14,432.44	West Plainfield FPD		PG&E Reimbursement/Fire Extinguishers	Cleared
06/20/23	658	159.34		14,273.10	West Plainfield FPD		Hall Manager Compensation 5/21-6/3	Cleared
06/20/23	659	390.03		13,883.07	Recology Davis		Garbage	Cleared
06/20/23	660	101.24		13,781.83	Cal.net Inc.		Internet	Cleared
06/29/23			800.00	14,581.83		Geri Orthmeyer	Deposit - 7/29/2023 Retirement Party	Deposited
06/29/23			600.00	15,181.83		Jennie Keifer	Rent - July	Deposited
07/10/23	511	199.17		14,982.66	West Plainfield FPD		Hall Manager Salary 6/4-6/17	Cleared
07/10/23	512	390.03		14,592.63	Recology Davis		Garbage	Cleared
07/18/23	513	101.24		14,491.39	Cal.net Inc.		Internet	Cleared
07/18/23	514	258.92		14,232.47	West Plainfield FPD		Hall Manager Salary 6/18-7/1	Cleared
				14,232.47				
07/21/23			400.00	14,632.47		Geri Orthmeyer	Rent - 7/29 Retirement Party	Deposited
07/21/23			800.00	15,432.47		Jennie Keifer	Rent - August	Deposited
	515				VOIDED			VOIDED
	516				VOIDED			VOIDED
07/31/23	517	800.00		13,832.47	Geri Orthmeyer		Deposit Refund - 7/29 Retirement Party	Cleared
07/31/23	518	725.00		13,107.47	Woodland Electrical		Parking Lot Light Repair	Cleared
07/31/23		3.00		13,104.47	BofA		Service Fee	Paid
08/15/23	519	390.03		12,714.44	Recology Davis		Garbage	Cleared
08/15/23	520	101.24		12,613.20	Cal.net Inc.		Internet - Septemer 2023	Cleared
08/15/23	521	758.17		11,855.03	West Plainfield FPD		PG&E Reimbursement / Manager Salary	Cleared
08/21/23	522	54.19		11,800.84	Edward Sykes		Expense Reimbursement	Cleared
08/21/23	523	426.49		11,374.35	West Plainfield FPD		PG&E Reimbursement / Manager Salary	Cleared
08/21/23		3.00		11,371.35	BofA		Service Fee	Paid
09/18/23	524	390.03		10,981.32	Recology Davis		Garbage	
09/18/23	525	278.83		10,702.49	West Plainfield FPD		Payroll 8/27-9/9	
09/18/23	526	800.00		9,902.49	Maria Orozco		Deposit Refund - Canceled Event	
09/21/23			1,000.00	10,902.49		Brenda Duncan	Rent/Deposit - 9/20 Memorial	

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LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Payable To	From	Purpose	
09/21/23			1,200.00	12,102.49		Jennie Keifer	Rent - Sep/Oct	
09/25/23	527	800.00		11,302.49	Brenda Duncan		Deposit Refund - 9/20 Memorial	
09/28/23	528	179.25		11,123.24	West Plainfield FPD		Payroll 8/13-8/26	
10/13/23			400.00	11,523.24		Son Chong	Rent - October (Cash Portion)	
10/13/23		3.00		11,520.24	BofA		Service Fee - 9/19/23	Paid
				11,520.24				
				11,520.24				
				11,520.24				

LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
01/10/23	4H	Meeting	WPFPD Resident	No			Yes	800				Yes		No	
01/12/23	User	Dog Training	Other	No			Yes	200	08/25/22			Yes		No	
01/18/23	User	Dog Training	Other	No			N / A					N / A		Yes	
		Community Meeting													
01/18/23	Yolo County	Flooding	Meeting	No	100		Waived					No		No	
01/19/23	User	Dog Training	Other	No			N / A					N / A		No	
01/24/23	User	Dog Training	Other	No			N / A					N / A		No	
01/26/23	User	Dog Training	Other	No			N / A					N / A		No	
01/31/23	User	Dog Training	Other	No			N / A					N / A		No	
02/01/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/02/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/08/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/09/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/14/23	4H	Meeting	WPFPD Resident	No			N / A					N / A		No	
02/15/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/16/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/22/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
02/23/23	User	Dog Training	Other	No		01/31/23	N / A					N / A		No	
03/01/23	User	Dog Training	Other	No			N / A					N / A		No	
03/02/23	User	Dog Training	Other	No			N / A					N / A		No	
03/04/23	Fly Fishers of Davis	Fundraiser Dinner	Other	No			No		01/19/23	03/13/23	800	Yes	02/28/23	Yes	
03/05/23	WPFD Volunteers	Fundraiser Breakfast	WPFPD Personnel	No			Waived					No		No	
03/08/23	User	Dog Training	Other	No			N / A					N / A		No	
03/09/23	User	Dog Training	Other	No			N / A					N / A		No	
03/14/23	4H	Meeting	WPFPD Resident	No			N / A					N / A		No	
03/15/23	User	Dog Training	Other	No			N / A					N / A		No	
03/16/23	User	Dog Training	Other	No			N / A					N / A		No	
03/22/23	User	Dog Training	Other	No			N / A					N / A		No	
03/23/23	User	Dog Training	Other	No			N / A					N / A		No	
		Community Meeting													
03/23/23	Yolo County	Flooding	Meeting	Yes	50		Waived					No		No	
03/29/23	User	Dog Training	Other	No			N / A					No		No	
04/01/23	NACSW	CE Workshop	Other	No		09/22/22	No		09/22/22			Yes	On File	No	
04/02/23	NACSW	CE Workshop	Other	No		09/22/22	No						On File	No	
04/06/23	User	Dog Training	Other	No		03/22/23	N / A					N / A			
04/11/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
04/12/23	WPFD	Driver Operator Class		N / A			N / A								
04/15/23	WPFD	Driver Operator Class		N / A			N / A								
04/16/23	WPFD	Driver Operator Class		N / A			N / A								

LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
04/19/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/20/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/22/23	WPFD Volunteers	Fundraiser Flea Market	WPFPD Personnel	N / A			N / A								
04/26/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/27/23	User	Dog Training	Other	No		03/22/23	N / A					N / A		No	
04/28/23	Fairfield School	Fundraiser Dinner	WPFPD Resident	No			No		04/10/23	05/08/23		Yes		Yes	
05/02/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/03/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/04/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/09/23	4H	Meeting	WPFPD Resident	No			N / A					N / A		No	
05/10/23	WPFD	Driver Operator Class		N / A			N / A								
05/11/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/17/23	WPFD	Driver Operator Class		N / A			N / A								
05/18/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/20/23	WPFD	Driver Operator Class		N / A			N / A								
05/21/23	WPFD	Driver Operator Class		N / A			N / A								
05/24/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/25/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
05/31/23	User	Dog Training	Other	No		04/10/23	N / A					N / A		No	
06/07/23	User	Dog Training	Other	No		05/12/23	N / A							No	
06/08/23	User	Dog Training	Other	No		05/12/23	N / A							No	
06/13/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
06/15/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/21/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/22/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/28/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
06/29/23	User	Dog Training	Other	No		05/12/23	N / A					Yes	05/21/23	No	
07/05/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/06/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/11/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/19/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/20/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/25/23	User	Dog Training	Other	No		06/20/23	N / A					Yes	05/21/23	No	
07/29/23	User	Retirement Party	WPFPD Resident	No		07/18/23	No		06/26/23	07/31/23	800	Yes	07/07/23	Yes	07/23/23
08/02/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/03/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/08/23	4H	Meeting	WPFPD Resident	No			No					N / A		No	
08/16/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/17/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/22/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/29/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/30/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	
08/31/23	User	Dog Training	Other	No			N / A					Yes	05/21/23	No	

LILLARD HALL - REPORT - RENTALS

Date(s)	Applicant Organization	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
09/12/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	
09/13/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/14/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/20/23	User	Celebration of Life	WPPFD Resident	No			No					Yes	09/01/23	No	
09/20/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/21/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/27/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
09/28/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/10/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	
10/11/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/12/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/18/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/19/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/25/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
10/26/23	User	Dog Training	Other	No		08/21/23	N / A					Yes	05/21/23	No	
11/14/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	
12/12/23	4H	Meeting	WPPFD Resident	No			No					N / A		No	

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any department facility and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (Labor Code § 142.3; 8 CCR 3220; 8 CCR 3221).

201.2 POLICY

State MODIFIED

The West Plainfield Fire Department is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

- [Emergency Action Plan v2023](#)
- [Fire Prevention Plan v2023](#)

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

State MODIFIED

The Administration Division will develop and maintain an EAP and FPP to provide for the safety of department members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in 8 CCR 3220 and 8 CCR 3221, and will address all buildings, facilities and regular places of work or visitor access that are controlled by the Department. The plan also will address actions that members of the Department must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (8 CCR 3220):
 - (a) Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 - (b) Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
 - (c) Procedures to account for all members and visitors after an emergency evacuation has been completed.
 - (d) Rescue and medical duties.
 - (e) Means of reporting fires and other emergencies.
 - (f) Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 - (g) The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.

West Plainfield Fire Department

Policy Manual

Emergency Action Plan and Fire Prevention Plan

- (h) The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to (8 CCR 3221):
 - (a) Potential fire hazards and their proper handling and storage procedures, potential ignition sources (e.g., welding, smoking) and their control procedures, and the type of fire protection equipment or systems that can control a fire involving them.
 - (b) Names and regular job titles of those responsible for maintaining the equipment and systems installed to prevent or control ignitions or fires.
 - (c) Names and regular job titles of those responsible for controlling the accumulation of flammable or combustible waste materials.
 - (d) Procedures to control the accumulation of flammable and combustible waste.
 - (e) Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each department workplace or facility and made available for member and visitor review.

201.4 TRAINING

State **MODIFIED**

The Department will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility (8 CCR 3220; 8 CCR 3221).

Attachments

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Attachment - Emergency Action Plan - draft.pdf

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Emergency Action Plan and Supporting Documents

version June 2023

Emergency Action Plan and Supporting Documents

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CONTACTS AND VERSION HISTORY

CONTACTS

West Plainfield Fire Department

(530) 756-0212
24901 County Road 95
Davis, CA 95616

Emergency

9-1-1
Radio Dispatch

PGE

800-743-5000

Airport

Gary Pelfrey
Davis Flight Support
(530) 383-2505
g.pelfrey@davisflightsupport.com

Department Head

(530) 756-0212
(530) 902-0434
Fire Chief Cherie Rita
24901 County Road 95
Davis, CA 95616

Board of Commissioners President

James McMullen
(530) 756-0212
(530) 902-8922
24901 County Road 95
Davis, CA 95616

Emergency Coordinator(s)

Fire Chief Cherie Rita
(530) 902-0434

Assistant Chief Dave Stiles
(530) 304-3475

VERSION HISTORY

Initial Publication – 2023

SAFETY POLICY STATEMENT

TO ALL MEMBERS

West Plainfield Fire Department has developed a comprehensive **Emergency Action Plan**. The goal of this plan is provide for member and visitor safety in the event of an emergency on Department grounds and in Department facilities and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP).

Although the ultimate responsibility for the Emergency Action Plan lies with the Supervisors, the program cannot succeed without the cooperation of all our Members (the term "Members" includes non-public safety members of the West Plainfield Fire Protection District).

MEMBER ACKNOWLEDGMENT

I have received, read and understand the **Emergency Action Plan** of West Plainfield Fire Department.

Dated: _____

[sign above]

[print name above]

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 - Emergency exits.
 - Primary and secondary evacuation routes.
 - Locations of fire extinguishers.
 - Assembly points.
- Site personnel should know at least two evacuation routes.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

EMERGENCY TYPE

Site personnel shall report the following types of emergencies to the Emergency Coordinators:

- Medical
- Fire
- Severe Weather / Natural Disaster
- Bomb Threat
- Violence Against Member(s)/Public
- Chemical Spill

IN ALL EVENTS

Call 911 or radio Yolo County Fire Dispatch and provide the following information:

- Nature of the emergency.
- Location of the emergency.
- Your name and phone number from which you are calling.
- Do not move victim(s) unless necessary.

The highest ranking officer shall assume Incident Command and account for all Members and visitors.

MEDICAL

If personnel trained in first aid or CPR are not available, at a minimum, provide the following assistance:

- Stop the bleeding with firm pressure on the wounds (NOTE: avoid contact with blood or other bodily fluids).
- Clear the air passages.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment.

FIRE

When Fire is Discovered

- Notify on-site Members by any of the following means:
 - Verbal communication.
 - Radio communication.
 - ActiveAlert page.
- Fight the fire ONLY if trained to do so.
- Once notified of the fire, all occupants must:
 - Leave the building using the designated escape routes.
 - Assemble in the designated area:
 - For fires in the station or Lillard Hall - far south end of the gravel parking area.
 - For fires in areas surrounding the station or Lillard Hall – at the north-west corner of the property.
 - Remain outside until the Incident Commander or one of the Emergency Coordinators announces that it is safe to reenter.

Assigned Duties

- On-duty Company Officer shall:
 - Coordinate an orderly evacuation of Members and visitors.
 - Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
 - Fight the fire if equipment is available to do so without jeopardizing his/her safety.
 - Report any problems to an Emergency Coordinator.
- Emergency Coordinator or Designee
 - Account for all Members and visitors, both fighting the fire and in the designated assembly area.
 - Assume Incident Command.

SEVERE WEATHER / NATURAL DISASTERS

Types

Types of severe weather and natural disasters, include, but are not limited to:

- Tornado
- Earthquake
- Flood
- Hail Storm
- Severe Heat

Tornado

When a warning is issued, seek inside shelter and consider:

- Location
 - Small interior rooms on the lowest floor and without windows.
 - Hallways on the lowest floor away from doors and windows.
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
 - Stay away from outside walls and windows.

- Personal protection
 - Use arms to protect head and neck.
 - Remain sheltered until the tornado threat is announced to be over.

Earthquake

- Stay calm and await instructions from the Emergency Coordinator or designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood

- Be ready to evacuate as directed by the Emergency Coordinator and/or designated official.
- Follow the recommended primary or secondary evacuation routes provided by Yolo County Office of Emergency Services.

Hail Storm

- Stay indoors.
- If in a vehicle, stay inside the vehicle.
- If outdoors, either move indoors or shelter under something.

Severe Heat

- Hydrate, hydrate, hydrate.
- Stay indoors if cooling is available.
- Limit strenuous activity.
- Remove PPE whenever possible.

BOMB THREAT

Remain calm and begin evacuation of the area if the bomb was reported to be in your area. Call 911 and notify your Supervisor and the Emergency Coordinators.

If the threat is directly called into the station, be courteous and do not interrupt the caller. Make note of the following to assist law enforcement:

- Age: an adult or a child.
- Accent: if so, describe it.
- Speech pattern: fast, distinct, stutter, slurred, slow, distorted, nasal, etc.
- Use of language: excellent, fair, good, poor, foul, etc.
- Manner: calm / angry, rational / irrational, coherent / incoherent, deliberate, righteous, emotional, laughing, etc.
- Background noises: machines, trains, animals, music, office, street party, talking, quiet, etc.

If the caller seems agreeable to further conversation and it is safe to do so, ask questions like:

- When will it go off.
- Where is it located.
- What kind of bomb is it and what does it look like.
- How do you know so much about bombs.
- What is your name.
- If the site is populated with people, talk about how detonation could cause injury or death.

Once the call is disconnected (either by you or the caller), immediately choose that phone line and dial *57. Listen for the confirmation announcement and then hang up.

Find a note pad and begin recording your observations as noted above.

VIOLENCE AGAINST MEMBER(S) / PUBLIC

The Department has a zero-tolerance policy for workplace violence.

If you are ever concerned that a situation may turn violent, immediately alert your Supervisor and direct others to evacuate the area. If safe to do so, you can try de-escalation techniques. Such techniques include:

- Respecting the other's personal space.
- Maintaining a safe distance from the other.
- Remaining calm.
- Conveying empathy.
- Using a positive tone of voice.
- Giving clear, concise direction.
- Setting obvious boundaries.

CHEMICAL SPILL

Large Chemical Spill

- Evacuate the area immediately if toxic fumes are present.
- Attend to injured personnel and call 911, if required.
- Notify your Supervisor and the Emergency Coordinators.
- If safe to do so, contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other Members.
- Do not attempt to clean the spill unless trained to do so.
- Call a local spill cleanup company to perform a large chemical spill cleanup.

Small Chemical Spill

- Evacuate the area immediately if toxic fumes are present.
- Attend to injured personnel and call 911, if required.
- Notify your Supervisor and the Emergency Coordinators.
- Review the chemical's Safety Data Sheet for correct handling and cleanup.
- Wear proper PPE during cleanup.

CRITICAL OPERATIONS

The Fire Chief shall evaluate whether alternate emergency response capabilities need to be put in place to ensure effective service to the District and its residents and visitors during and after any event.

During some emergency situations, it will be necessary for some specially assigned personnel to remain at assigned work areas to perform critical operations. These critical personnel will be trained annually regarding their assigned duties.

Work Area	Job Title	Assignment
Office / Sleeping Quarters	On-duty CO *	Evacuate the area.
Apparatus Bay	On-duty CO *	Evacuate the area and remove apparatus, if safe to do so.
Lillard Hall	Hall Manager	Evacuate the building.

* Company Officer

Once those critical functions have been performed, assigned personnel shall then also evacuate the area.

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Attachment - Fire Prevention Plan v2023 - draft.pdf

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Fire Prevention Plan and Supporting Documents

version June 2023

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CONTACTS AND VERSION HISTORY

CONTACTS

West Plainfield Fire Department
(530) 756-0212
24901 County Road 95
Davis, CA 95616

Emergency
9-1-1

Department Head
(530) 756-0212
(530) 902-0434
Fire Chief Cherie Rita
24901 County Road 95
Davis, CA 95616

Plan Administrator
(530) 756-0212
24901 County Road 95
Davis, CA 95616

VERSION HISTORY

Initial Publication – 2023

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SAFETY POLICY STATEMENT

TO ALL MEMBERS

West Plainfield Fire Department has developed a comprehensive **Fire Prevention Plan**. The goal of this plan is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's OSHA standard on fire prevention, 29 CFR 1910.39. The plan helps members recognize, report, and control fire hazards.

Although the ultimate responsibility for the Fire Prevention Plan lies with the Supervisors, the program cannot succeed without the cooperation of all our Members the term "Members" includes non-public safety members of the West Plainfield Fire Protection District. Everyone must be one hundred percent fire-safety conscious in everything they do while on the job. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

Forms identified herein can be found in the IIPP binder or in the appropriate sections of the West Plainfield Fire Department Policy and/or Procedure Manuals hereinafter "WPFDM Manuals".

MEMBER ACKNOWLEDGMENT

I have received, read and understand the **Fire Prevention Plan** of West Plainfield Fire Department.

Dated: _____

[sign above]

[print name above]

OBJECTIVE

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's OSHA standard on fire prevention, 29 CFR 1910.39. The plan helps Members recognize, report, and control fire hazards.

BACKGROUND

The **West Plainfield Fire Department** WPFDD or Department is committed to minimizing the threat of fire to its members, visitors, and property. WPFDD complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. WPFDD's separate Emergency Action Plan outlines procedures for responding to fires. This Fire Prevention Plan reduces the risk of fires at WPFDD's grounds and facilities in the following ways:

- Identifies materials that are potential fire hazards and proper handling and storage procedures (see Appendix).
- Distinguishes potential ignition sources and the proper procedures for control of those materials.
- Describes fire protection equipment or systems.
- Identifies people responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
- Identifies people responsible for the control and accumulation of flammable or combustible material.
- Describes good housekeeping procedures for ensuring control of accumulated flammable and combustible waste material and residues (see Appendix).
- Provides Member training about fire hazards they may encounter.

ASSIGNMENT OF RESPONSIBILITIES

Fire safety is everyone's responsibility. All Members should know how to prevent and respond to fires and should understand that they are responsible for adhering to Department policy regarding fire emergencies.

MANAGEMENT [the Board of Fire Commissioners of the West Plainfield Fire Protection District WPFDD or District] establishes the West Plainfield Fire Department WPFDD or Department fire prevention and protection policies. WPFDD will provide adequate controls to provide a safe workplace and will provide adequate resources and training to its Members to encourage fire prevention and the safest possible response in a fire emergency.

PLAN ADMINISTRATOR the Assistant Chief of Administration or the Fire Chief's designee will manage the Fire Prevention Plan for **Agency Name** and will maintain all records pertaining to the plan. The Plan Administrator will also:

- Develop and administer the WPFDD fire prevention training program.
- Ensure that fire control equipment and systems are properly maintained.
- Control fuel source hazards.
- Conduct fire risk surveys (see Appendix).

SUPERVISORS any Member supervising another are responsible for:

- Implementing and maintaining the **Fire Prevention Plan** FPP or Plan.
- Providing fire safety training.
- Answering Member questions about the Plan and encouraging prompt reporting of fire hazard concerns without fear of reprisal.
- Notifying the Plan Administrator when changes in operation increase the risk of fire.
- Ensuring regular workplace inspections and analyzing the workspace for fire hazards and taking corrective actions.
- Enforcing WPPFD's fire prevention and protection policies.

MEMBERS WPPFD board members and staff and WPPFD employees and volunteers, sworn and non-sworn will:

- Complete all required training before working without supervision.
- Conduct operations safely to limit fire risk.
- Report potential fire hazards to Supervisors.
- Follow fire emergency procedures.

PLAN IMPLEMENTATION

HOUSEKEEPING

To limit the risk of fires, Members will take the following precautions:

- Minimize storage of combustible materials.
- Make sure doors, hallways, and other exit routes are free of obstructions (see Appendix).
- Dispose of combustible waste in covered, airtight, metal containers.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Use only nonflammable cleaning products.
- Keep incompatible chemically reactive substances away from each other.
- Perform "hot work" welding or working with an open flame or other ignition source in controlled and well-ventilated areas.
- Keep equipment in good working order; inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
- Ensure that heating units are safeguarded.
- Report all hazardous leaks immediately to the Plan Administrator who will ensure they are repaired immediately.
- Repair and clean up flammable liquid leaks immediately.
- Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- Do not rely on extension cords if wiring improvements are needed and take care not to overload circuits with multiple pieces of equipment.
- Turn off electrical equipment when not in use.

MAINTENANCE

The Plan Administrator will ensure that equipment is maintained according to manufacturers' specifications. WPPFD and WPPFD should also comply with requirements of National Fire Protection Association NFPA codes for specific equipment. Only properly trained people may perform maintenance work.

The following equipment is subject to maintenance, inspection, and testing procedures:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
- Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.

- Detection systems for smoke, heat, or flame.
- Fire alarm systems.
- Emergency backup systems and the equipment they support.

TYPES OF HAZARDS

The following sections address the major workplace fire hazards at WPF D's grounds and facilities and the procedures for controlling the hazards.

Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections; wiring with frayed insulation; or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, Members will:

- Make sure worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for permanent wiring.
- Use only approved extension cords (those with the Underwriters Laboratory UL or Factory Mutual FM label).
- Check wiring in hazardous locations where the risk of fire is especially high.
- Check electrical equipment to ensure it is properly grounded or double insulated.
- Ensure adequate spacing during maintenance.

Portable Heaters

All portable heaters must be approved by the Plan Administrator. Portable electric heaters must have tip-over protection that automatically shuts off the unit when it is tipped over. A portable heater may only be plugged into a wall outlet and never into an extension cord or cubicle outlet. Always allow adequate clearance between the heater and combustible furnishings or other materials.

Office Fire Hazards

Office fires have become more likely due to increased use of electrical equipment, such as computers and copiers. To prevent office fires, Members must:

- Avoid overloading circuits with office equipment.
- Turn off and unplug nonessential electrical equipment, such as coffee pots, at the end of each workday.
- Keep storage areas clear of rubbish.
- Ensure that extension cords are not placed under carpets.
- Ensure that trash and paper set aside for recycling is not allowed to accumulate.

Cutting, Welding, and Open-Flame Work

The Plan Administrator and/or the Supervisor will ensure the following:

- All necessary hot work permits have been obtained before work begins.
- Cutting and welding are done by authorized personnel in designated areas whenever possible.
- Adequate ventilation is provided.
- Torches, regulators, pressure-reducing valves, and manifolds are UL-listed or FM-approved.
- Oxygen-fuel gas systems are equipped with listed or approved backflow valves and pressure-relief devices.
- Cutters, welders, and helpers are wearing eye protection and protective clothing, as appropriate.

- Cutting or welding is prohibited in sprinklered buildings while sprinkler protection is out of service.
- Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
- Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or combustible covering.
- Confined spaces, such as tanks, are tested to ensure that the atmosphere is not more than 10 percent of the lower flammable limit before cutting or welding in or on the tank.
- Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.
- Fire watch has been established.

Flammable and Combustible Materials

Supervisors will regularly evaluate the presence of combustible materials at WPPFD's grounds and facilities (see Appendix).

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

- Class A combustibles.

These include common combustible materials wood, paper, cloth, rubber, and plastics that can act as fuel and are found in non-specialized areas, such as offices.

To handle Class A combustibles safely:

- Dispose of waste daily.
- Keep trash in metal-lined receptacles with tight-fitting covers. Metal wastebaskets that are emptied every day do not need to be covered.
- Keep work areas clean and free of fuel paths that could allow a fire to spread.
- Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
- Store paper stock in metal cabinets.
- Store rags in metal bins with self-closing lids.
- Do not order excessive amounts of combustibles.
- Frequently inspect areas where combustibles are kept.

Water and multi-purpose dry chemical ABC are approved fire-extinguishing agents for Class A combustibles.

- Class B combustibles.

These include flammable and combustible liquids oils, greases, tars, oil-based paints, and lacquers, flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

- Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers or use approved self-closing valves or faucets.
- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or a bonding wire. Either the tank or container must be grounded.
- Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources, such as heating or electric equipment, open flames, or mechanical or electric sparks.
- Do not use a flammable liquid as a cleaning agent inside a building. The only exception is in

- a closed machine approved for cleaning with flammable liquids.
- Do not use, handle, or store Class B combustibles near exits, stairs, or other areas normally used as exits.
- Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Do not use water to extinguish Class B fires caused by flammable liquids. Water can cause burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide and multi-purpose dry chemical ABC.

Smoking

Smoking is prohibited in all WPPFD-owned buildings. Certain outdoor areas may also be designated as no smoking areas. The areas where smoking is prohibited outdoors are identified by NO SMOKING signs.

TRAINING

The Training Officer or designee will present basic fire prevention training to all Members upon employment and will maintain documentation of the training, which includes:

- Review of 29 CFR 1910.38 (see Appendix and <https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XVII/part-1910/subpart-E/section-1910.38>), including how it can be accessed.
- This Fire Prevention Plan, including how it can be accessed.
- Good housekeeping practices.
- Proper response and notification in the event of a fire.
- Instruction in the use of portable fire extinguishers, as determined by Department policy in the Emergency Action Plan.
- How to recognize potential fire hazards.

Supervisors will train Members about fire hazards associated with the specific materials and processes to which they are exposed and will maintain documentation of the training. Members will receive this training:

- At the Member's initial assignment.
- Annually.
- When changes in work processes necessitate additional training.

PROGRAM REVIEW

The Board of Fire Commissioners of WPPFD and the Plan Administrator will review this Fire Prevention Plan at least annually for necessary changes.

APPENDIX – FIRE RISK SURVEY

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APPENDIX - GENERAL FIRE PREVENTION CHECKLIST

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**CHECKLIST – GENERAL FIRE PREVENTION
(FIRE STATION AND LILLARD HALL)**

Use this checklist to ensure that fire prevention measures conform with the general fire prevention requirements found in OSHA standards.

- Yes No Smoke detectors present and working properly?
- Yes No CO detectors present and working properly?
- Yes No Are fire doors in good operating condition?
- Yes No Are fire doors unobstructed and protected against obstructions?
- Yes No Are portable fire extinguishers provided in adequate number and type?
- Yes No Have portable fire extinguishers been serviced at recommended intervals with recharge date noted on an inspection tag?
- Yes No Are portable fire extinguishers mounted in readily accessible locations?
- Yes No Have Members received the required, periodic instruction on use of portable fire extinguishers?
- Yes No Have Members received the required training on the *Fire Prevention Plan* and on the *Emergency Action Plan*?
- Yes No Have all exits been evaluated and inspected (see *Exits Checklist*, Appendix, *Fire Prevention Plan*)?
- Yes No Have flammable and combustible materials been evaluated for compliance with OSHA's standards (see *Flammable / Combustible Material Checklist*, Appendix, *Fire Prevention Plan*)?

Notes Re Deficits and Corrective Actions

By _____ **Title** _____ **Date** _____

APPENDIX – EXITS CHECKLIST

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West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

**CHECKLIST – EXITS
(FIRE STATION AND LILLARD HALL)**

Use this checklist to evaluate the Department’s compliance with OSHA’s standard on emergency exit routes.

- Yes No Is each exit marked with an exit sign and illuminated by a reliable light source?
- Yes No Are doors and passageways that are neither exits nor access to exits, and which could be mistaken for exits, marked “NOT AN EXIT” or with another appropriate marking?
- Yes No Are exit signs provided with the word “EXIT” in letters at least 5 inches high with lettering at least 1 inch wide?
- Yes No Are exit doors side-hinged?
- Yes No Are all exits kept free of obstructions?
- Yes No Is the number of exits in each building appropriate for each building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there is a sufficient number of exits.)
- Yes No Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
- Yes No Can exit doors be opened from the direction of exit travel without a key or any special knowledge or effort?
- Yes No Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

Notes Re Deficits and Corrective Actions

By _____ Title _____ Date _____

**APPENDIX – FLAMMABLE / COMBUSTIBLE MATERIAL
CHECKLIST**

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West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

CHECKLIST – FLAMMABLE / COMBUSTIBLE MATERIAL (FIRE STATION AND LILLARD HALL)

Use this checklist to evaluate the Department's compliance with OSHA's standard on flammable and combustible material.

- Yes No Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly?
- Yes No Are approved containers and tanks used to store and handle flammable and combustible liquids?
- Yes No Are all connections tight on drums and combustible liquid piping, vapor, and liquid?
- Yes No Are all flammable liquids kept in closed containers when not in use?
- Yes No Are metal drums of flammable liquids electrically grounded during dispensing?
- Yes No Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?
- Yes No Are NO SMOKING signs posted on liquefied petroleum gas tanks?
- Yes No Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
- Yes No Is combustible dust vacuumed rather than blown or swept whenever possible?
- Yes No Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?
- Yes No Are fire extinguishers appropriate for the materials in the areas they are mounted?
- Yes No Are appropriate fire suppression measures available within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?
- Yes No Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?
- Yes No Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used?
- Yes No Are all spills of flammable or combustible liquids cleaned up promptly?
- Yes No Are storage tanks adequately vented to prevent development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

CONTINUED ON NEXT PAGE

APPENDIX – CFR 1910.38

ECFR CONTENT

§ 1910.38 Emergency action plans.

- (a) **Application.** An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.
- (b) **Written and oral emergency action plans.** An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.
- (c) **Minimum elements of an emergency action plan.** An emergency action plan must include at a minimum:
 - (1) Procedures for reporting a fire or other emergency;
 - (2) Procedures for emergency evacuation, including type of evacuation and exit route assignments;
 - (3) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
 - (4) Procedures to account for all employees after evacuation;
 - (5) Procedures to be followed by employees performing rescue or medical duties; and
 - (6) The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.
- (d) **Employee alarm system.** An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.
- (e) **Training.** An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.
- (f) **Review of emergency action plan.** An employer must review the emergency action plan with each employee covered by the plan:
 - (1) When the plan is developed or the employee is assigned initially to a job;
 - (2) When the employee's responsibilities under the plan change; and
 - (3) When the plan is changed.

[67 FR 67961, Nov. 7, 2002]

ECFR CONTENT

Training Policy

203.1 PURPOSE AND SCOPE

Best Practice

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the Department will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 POLICY

Best Practice

The Department seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the Department will use courses certified by the California Office of the State Fire Marshal (OSFM), the California Fire Service Training and Education System (CFSTES), the U.S. Department of Homeland Security or other accredited entities.

203.3 OBJECTIVES

Discretionary

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Reduce risk and enhance safety.

203.4 TRAINING PLAN

Discretionary **MODIFIED**

A training plan will be developed and maintained by the Training Officer or the assigned member if there is no currently-acting Training Officer. It is the responsibility of the Training Officer to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

203.5 TRAINING NEEDS ASSESSMENT

Discretionary **MODIFIED**

The Training Officer, or the assigned member if there is no currently-acting Training Officer, will conduct an annual training needs assessment. The needs assessment will be reviewed by

West Plainfield Fire Department

Policy Manual

Training Policy

command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

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Illness and Injury Prevention Program

900.1 PURPOSE AND SCOPE

State MODIFIED

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the West Plainfield Fire Department, in accordance with the requirements of Labor Code § 6401.7 and 8 CCR 3203.

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

This policy supplements but does not supersede any related District-wide safety efforts.

900.2 POLICY

Best Practice MODIFIED

The West Plainfield Fire Department has adopted an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

[West Plainfield Fire Department Injury & Illness Prevention Program and Supporting Documents](#)

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

State

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

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

West Plainfield Fire Department

Policy Manual

Illness and Injury Prevention Program

- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) Availability of forms that address:
 - 1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 - 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 - 3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (l) Establishing a safety and health committee, which will:
 - 1. Meet regularly.
 - 2. Prepare a written record of safety and health committee meetings.
 - 3. Review the results of periodic scheduled inspections.
 - 4. Review investigations of accidents and exposures.
 - 5. Make suggestions to command staff for the prevention of future incidents.
 - 6. Review investigations of alleged hazardous conditions.
 - 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 - 8. Assess the effectiveness of efforts made by the Department to meet standards.

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

900.3.1 REVIEW OF SAFETY MANDATES

State

The IIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

- (a) Communicable diseases (see the Communicable Diseases Policy).
- (b) Respiratory protection (see the Respiratory Protection Program Policy).
- (c) Personal protective equipment (see the Personal Protective Equipment Policy).
- (d) Emergency Action Plan and Fire Prevention Plan (see the Emergency Action Plan and Fire Prevention Plan Policy).
- (e) Walking-Working Surfaces (see the Fire Station Living Policy).
- (f) Heat illness (8 CCR 3395).
- (g) Workplace Violence Prevention Plan (8 CCR 3342).
- (h) Hazards associated with wildfire smoke (8 CCR 5141.1).

West Plainfield Fire Department

Policy Manual

Illness and Injury Prevention Program

900.4 HAZARDS

Best Practice **MODIFIED**

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

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

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

All significant actions taken and the dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Assistant Chief of Operations and Fire Chief.

The Fire Chief, or his or her designee, will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.5 INSPECTIONS

Best Practice **MODIFIED**

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

The appropriate documentation shall be completed for each inspection.

900.6 RECORDS

Best Practice

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

Attachments

Updated Contact Information; Reviewed /
Updated as Necessary Re Changes in Law /
Updated Forms

Attachment - IIPP - 2023.pdf

Updated Contact Information; Reviewed /
Updated as Necessary Re Changes in Law /
Updated Forms



Illness & Injury Prevention Program and Supporting Documents

(version June 2023)

Illness & Injury Prevention Program and Supporting Documents

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Updated Contact Information; Reviewed / Updated as Necessary Re Changes in Law / Updated Forms

CONTACTS AND VERSION HISTORY

CONTACTS

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Emergency
9-1-1

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Fire Chief Cherie Rita
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Principal Investigator
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VERSION HISTORY

Initial Publication – 2004
Review / Revisions – 2006
Review / Revisions – 2018
Review / Revisions – 2020
Review / Revisions – 2023

SAFETY POLICY STATEMENT

TO ALL MEMBERS

West Plainfield Fire Department has developed a comprehensive **Injury and Illness Prevention Program** (IIPP). The goal of this program is to minimize the frequency and severity of Member accidents and comply with the laws and regulations that pertain to our operation. The program has been designed to reduce or eliminate physical hazards from the work environment and train Members in safe work practices.

Accident prevention is an integral part of any successful organization. We recognize that accidents not only cause physical and mental pain to Members but are also costly in terms of dollars and lost production. Efficient accident prevention can be directly related to increased productivity.

Although the ultimate responsibility for the safety program lies with the Supervisors, the program cannot succeed without the cooperation of all our Members (the term "Members" includes non-public safety members of the West Plainfield Fire Protection District). Everyone must be one hundred percent safety conscious in everything they do while on the job. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

Forms identified herein can be found in the IIPP binder or in the appropriate sections of the West Plainfield Fire Department Policy and/or Procedure Manuals (hereinafter "WPFDM Manuals").

MEMBER ACKNOWLEDGMENT

I have received, read and understand the **Injury and Illness Prevention Program** of West Plainfield Fire Department.

Dated: _____

[sign above]

[print name above]

DESIGNATION OF RESPONSIBILITIES

SUPERVISORS (any Member supervising another) have the ongoing responsibility to oversee departmental implementation of the **Illness and Injury Prevention Program** (IIPP or Program) and to ensure the health and safety of our Members. Supervisors should constantly communicate to Members West Plainfield Fire Department's emphasis on health and safety, analyzing work procedures for high hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt Member reporting of health and safety concerns without fear of reprisal.

SUPERVISORS are responsible for implementing and maintaining the IIPP and for answering Member questions about the Program. Supervisors have the responsibility to take corrective action through training, development of safe work practices, and elimination or reduction of hazards.

MEMBERS are responsible for the timely reporting of safety hazards in the workplace by completing the *Potential Hazard Identification Form* (Appendix). Members are also responsible for following safe work practices and participating in health and safety training and re-training.

ENSURING COMPLIANCE

Failure to comply with the rules and procedures outlined in this guide may result in progressive disciplinary action, including verbal and written warnings that may lead to discharge. If a Member is found to be grossly negligent, immediate discharge may result.

Any Member who has caused an accident because of gross negligence, carelessness or horseplay will be suspended and/or terminated.

Any Member who is discovered to be in possession of, or under the influence of alcohol, substances, or narcotics (drugs) will be immediately dealt with in accordance with West Plainfield Fire Department's policies governing alcohol and drug use.

Any violation of, or deviation from, the Department's safety rules and regulations may be considered just cause for and result in disciplinary action.

SAFETY REPORTS AND PROTOCOL

While all employers in California are required to have an effective written IIPP, the primary purpose of this document is to improve workplace safety, employee health, team morale, increase productivity, and reduce costs to West Plainfield Fire Department (WPFDF or Department).

Ensuring compliance with the IIPP includes timely correction of workplace hazards and tracking of the correction process by the WPFDF Safety Officer who is responsible for receiving and reviewing reports of unsafe conditions, workplace inspection reports, and injury reports. Reports will be filed with the WPFDF Fire Chief who will appoint a non-biased Safety Officer. WPFDF Fire Chief has the authority to assign tasks to a designee and delegate the duties and leadership to personnel.

It is the intention that when the IIPP is activated, the WPFDF Safety Officer will:

- Appoint and direct a safety committee when appropriate;
- Develop a proactive program designed to promote awareness, safety, and prevent accidents within the Department;
- Recommend safety and loss prevention policies and changes to the Board of Commissioners, with the concurrence of the Fire Chief;
- Coordinate the Illness and Injury Prevention Program;
- Review claims for incidents resulting in injury or illness;
- Review reports relating to any alleged hazardous conditions brought to the attention of the Safety Officer.
- Review the following actions taken by the Department: (i) the Department's periodically scheduled worksite inspections, (ii) the Department's investigation of causes of incidents resulting in injury, illness, or exposure to hazardous substances, and (iii) investigation of any alleged hazardous conditions brought to their attention. When determined necessary by the Safety Officer, the committee may conduct its own inspections and investigations.
- Verify, upon request from the Division of Occupational Safety and Health (DOSH), abatement action taken by the Department as specified by a DOSH citation;
- Recommend, coordinate or sponsor entity-wide training; and
- Meet semi-annually, or more often as necessary, to conduct business.

The WPFDD Safety Officer has the responsibility to review, and make recommendations about, the IIPP; to assess departmental compliance with applicable regulations and department policies; to evaluate reports of unsafe conditions; and to coordinate any necessary corrective actions.

MEMBER HEALTH AND SAFETY TRAINING

Member safety training is provided at no cost to the Member and is conducted during normal working hours, at Monday night drills, or at specially-called training sessions. Safety training will be presented by knowledgeable individuals, Department personnel, and/or consultants. Regardless of the instructor, all safety training will be documented using the *Training Log* (Appendix). Training records will be maintained at the Department as required by law.

IIPP TRAINING

When the IIPP is revised, Supervisors will ensure that Members are trained in the revisions of the IIPP, including individual responsibilities under the program and the availability of the written programs. Training will also be provided on how to report unsafe conditions, how to access Safety Personnel, and where to obtain information on workplace safety and health issues. Every Member has an opportunity to contact any Supervisor with any concerns.

New Members hired or accepted after the initial training session will be introduced to the IIPP while in trainee status through Target Solutions, with follow-up training to be provided by the appropriate Supervisor, including related written programs associated with individual job duties. These individual training sessions will be documented using, the *Member Safety Orientation* form (Appendix), or the equivalent. The documents must be kept by the Department as required by law.

TRAINING ON SPECIFIC HAZARDS

Supervisors are required to attend training to become, and stay, familiar with the hazards to which the

Members under their immediate control may be exposed. This training aids the Supervisor in understanding and enforcing proper protective measures.

All Supervisors must ensure that the Members they supervise receive appropriate training on the specific hazards of work they perform and the proper precautions for protection against those hazards.

Training is particularly important for new Members and whenever a new hazard is introduced into the workplace. Such hazards may include the introduction of new equipment, hazardous materials, or a change to procedures.

Health and Safety training is also required when Members are given new job assignments on which they have not previously been trained and whenever a Supervisor is made aware of a new or previously unrecognized hazard,

The Supervisor shall document all training and may be facilitated by use of the form *Job Safe Practice Orientation* (Appendix).

Specific topics appropriate to Members include but are not limited to the following:

- Fire prevention techniques and fire extinguisher use
- Obtaining emergency medical assistance and first aid
- Disaster preparedness and response, including building evacuation procedures
- Hazard communication, including training on Material Safety Data Sheets (MSDS), chemical hazards and container labeling
- Proper housekeeping
- Personal protective equipment (PPE)
- Chemical spill reporting procedures
- Infectious Disease Control Plan
- Lock out/Tag out
- Confined Space

SAFETY VIDEOS

Videos are available on a wide range of topics, including hazard communication, chemical safety, and various physical hazards. Videos may be used to supplement, not replace, face-to-face safety instruction, so Members have an opportunity to ask questions of a knowledgeable instructor.

IDENTIFYING UNSAFE CONDITIONS

SYSTEM FOR IDENTIFYING UNSAFE CONDITIONS AND PRACTICES

The methods used to identify unsafe conditions and practices can include several different techniques: a review of pertinent safety regulations, job safety analysis, self-assessment checklist, reviews of accident statistics and/or information developed by outside consultants. Written documentation from these sources will be used to document compliance with *Title 8 - Standard 3203* (Appendix) requirements.

PERIODIC SAFETY INSPECTIONS

The Supervisor, or assigned Members, shall inspect the Department's work areas, grounds, and buildings according to the following schedule:

- Weekly High hazard work areas
- Monthly High activity work areas
- Quarterly Offices, grounds, parking lots, PPE
[Checklist – Safety Inspection – Quarterly (Appendix)]

The Member completing the inspection shall complete form *Safety Inspection Checklist* (Appendix). This form shall be forwarded to the Primary Investigator and shall be kept as required by law.

In addition to the above, each day the Member shall identify any new, high hazards associated with that's days' assigned duties.

CORRECTING HAZARDS

ROUTINE DISCOVERY

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the Supervisor in control of the work area or Member. Supervisors are expected to correct unsafe conditions immediately after discovery of a hazard.

Specific procedures that can be used to correct hazards include but are not limited to the following:

- Tagging unsafe equipment "Do Not Use Until Repaired," and providing a list of alternatives for Members to use until the item is repaired
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes
- Reinforcing and explaining the need for, and ensuring availability of proper personal protective equipment
- Barricading areas that have chemical spills or other hazards and reporting hazardous conditions to a Supervisor.

Supervisors shall use the *Potential Hazard Identification Form* (Appendix) to document corrective actions, including projected and actual completion dates. The Safety Officer or designee will review all safety recommendations, offer assistance, and request corrective assistance from other resources, if needed.

IMMINENT HAZARDS

If the problem that poses an immediate danger of serious harm or bodily injury cannot be corrected immediately, the operation will be stopped until the necessary repairs can be made. Unsafe equipment must be clearly identified and/or labeled so as to prevent usage and all Members and all Supervisors should be notified of the situation.

If an imminent hazard exists, work in the area should cease and the appropriate Supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering Members or property, Members will be relocated, if necessary. Only qualified individuals who can correct the imminent

hazard will remain and must be equipped with necessary safeguards before addressing the situation.

INVESTIGATING INJURIES & ILLNESSES

INJURY REPORTING

Any Member who is injured at work must report the injury immediately, or as soon as reasonably possible, to the Member's Supervisor. If immediate medical treatment beyond first aid is needed, call 911. The injured party will be taken to the appropriate hospital or medical center. All injuries shall be reported and handled as outlined in the appropriate sections of the WPFD Manuals.

INJURY INVESTIGATION

The designated Safety Officer Member (SOM) is responsible for performing an investigation to determine and correct the cause(s) of the incident. The *Accident / Injury Investigation Report* (Appendix) shall be completed and submitted to the SOM within 24 hours of the occurrence. Should an injury or illness result in death, dismemberment, or hospitalization, the Chief of the Department must be notified immediately. Specific procedures to be used to investigate workplace accidents and hazardous substance exposures include (additional procedures may be found in the WPFD Manuals):

- Interview injured personnel and witnesses
- Examine the injured Member's work area for causative factors
- Review established procedures to ensure they are adequate and were followed
- Review training records of affected Member
- Determine all contributing causes to the accident (equipment, material, people)
- Take corrective actions to prevent the accident/exposure from reoccurring
- Record all findings and actions taken

If the SOM is unable to determine the cause(s) and appropriate corrective actions, other resources shall be sought. Available resources include the Chief of the Department, the Assistant Chief of Operations, and/or consultants.

The SOM shall present the completed *Accident / Injury Investigation Report* to the Safety Officer (SO) for review. The SO will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions were completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the SOM for follow-up, with any specific recommendations noted by the SO.

COMMUNICATING WITH MEMBERS

Supervisors are responsible for communicating with all Members about safety and health issues in a form readily understandable by all Members. Each Member is encouraged to communicate safety concerns to the Member's Supervisor without fear of reprisal. Supervisors may facilitate communication through informal open-door policy or via written communication. Written communication may be facilitated by using the *Potential Hazard Identification Form* (Appendix).

Safety concerns may also be submitted to the Safety Officer. A written response will be given to the Member within seven (7) working days. The Safety Officer will accept safety concerns that are submitted anonymously; however, no written response will be prepared.

Other methods of communication include: MSDS and/or equipment operating manuals, e-mail, voice mail, or distribution of written memoranda.

Supervisors are responsible for ensuring that Members are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by Members is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (MSDS - see below), equipment operating manuals, container labels and work area postings.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) provide information on the potential hazards of products or chemicals. Hard copies of MSDS for the chemicals to be used in the workplace are available within the department. If an MSDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives.

EQUIPMENT OPERATING MANUALS

All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals will be kept with each piece of equipment in the department. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training shall also be provided to the Member by an experienced operator of the subject equipment or by a Supervisor.

RECORD KEEPING

Forms related to the IIPP are maintained in the IIPP binder located at the Fire Station, 24901 County Road 95, Davis, California 95616, and online as part of the WPFM Manuals.

The following records are kept by the Department:

- Records of scheduled and periodic workplace assessments
- Member safety training records, including the names of all attendees and instructors, the training date, and material covered
- Potential Hazard Identification Forms
- Safety Committee meeting minutes
- Accident/Injury Investigation Report Forms
- Worker's Compensation records and documentation

MISCELLANEOUS

COMPANION PROGRAMS

The following specific programs are part of the overall injury and illness prevention effort. Each has its own written program and falls under this IIPP Program:

- Infectious Disease / Blood-borne Pathogens
- Emergency Action Plans / Disaster Preparedness & Response
- Hazwoper (Hazardous Waste Operations & Emergency Response)
- Confined Space Entry
- Electrical Safety
- Fall Protection
- Fire Prevention
- Hazard Communications
- Hearing Conservation
- Lockout / Tagout
- Machine Safety/Equipment Usage
- Personal Protective Equipment (PPE)
- Respiratory Protection
- Toxic & Hazardous Substances
- Alcohol / Drug Policy
- COVID 19 Prevention

MISCELLANEOUS AND TRAINING (APPENDIX)

- Standard 3203
- General Safety Rules
 - Office Safety
 - Warehousing Operations
 - Hand Tools and Equipment
 - Portable Tools and Equipment
 - Chemical Exposures
- Training Log
- Lock Out / Tag Out
- Flammable and Combustible Materials
- Safety Tips (OSHA)
- Daily Stretching Routine

FORMS (APPENDIX)

- Member Safety Orientation
- Job Safe Practice Orientation
- Potential Hazard Identification Form
- Accident / Injury Investigation Report
- Checklist – Documentation – On-Duty Injury or Duty-Related Illness
 - Division of Workers' Compensation – Fact Sheet
 - Workers' Compensation Claim Form (DWC1)
 - Employer's Report of Occupational Injury or Illness (Form 5020)
- Checklist – PPE – Quarterly
- Request – PPE Cleaning or Repair
- Checklist – Safety Inspection – Quarterly

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APPENDICES

(See Following Pages)

Updated Contact Information; Reviewed /
Updated as Necessary Re Changes in Law /
Updated Forms

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TITLE 8 - STANDARD 3203 - ILLNESS & INJURY PREVENTION PROGRAM

§3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

- (1) Identify the person or persons with authority and responsibility for implementing the Program.
- (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating workplace hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

(A) When the Program is first established;

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

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(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(8) Allow employee access to the Program.

(A) As used in this subsection:

1. The term "access" means the right and opportunity to examine and receive a copy.
2. The term "designated representative" means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.
3. The term "written authorization" means a request provided to the employer containing the following information:
 - a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
 - b. The date of the request;
 - c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
 - d. The date upon which the written authorization will expire (if less than one (1) year).

(B) The employer shall provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

(C) The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

(D) If an employer has distinctly different and separate operations with distinctly separate and different Programs, the employer may limit access to the Program (or Programs) applicable to the employee requesting it.

(E) The employer shall communicate the right and procedure to access the Program to all employees.

(F) Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

(b) Records of the steps taken to implement and maintain the Program shall include:

- (1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions

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and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

- A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).
- B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).
- C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

- (1) Meets regularly, but not less than quarterly;
- (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;
- (3) Reviews results of the periodic, scheduled worksite inspections;
- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

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(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

Note: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

Updated Contact Information; Reviewed/
Updated as Necessary Re Changes in Law /
Updated Forms

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GENERAL SAFETY ORDERS

In addition to those safety rules set forth in the WPFD Manuals, these safety rules are for the protection of all Members. Read them carefully and if you do not understand something, be sure to ask your Supervisor.

- **Make safety part of your everyday job.** Report any unsafe conditions or hazards to your Supervisor immediately.
- Do not wear loose clothing or jewelry around moving machinery.
- Select and wear the right kind of shoes for your job task. High heels, thongs or open toe sandals are not safe.
- Many machines are extremely dangerous if not used properly. Machines have guards and safety switches that are there for your protection. Do not remove guards, and if there is something wrong with a machine, report it to a Supervisor for repair.
- Wear safety glasses and a face shield when you do any job that produces chips or sparks that could injure your eyes, such as welding or grinding.
- Use the aisles and walkways and watch for moving equipment and other Members. Do not take shortcuts through dangerous places.
- Wear hearing protection in high noise areas.
- Smoking is not permitted in any part of the building or within 20 feet of entrances or air intake systems.
- Safety signs are posted to remind you about hazards. Be sure that you read them and understand their meaning. If you do not understand, ask your Supervisor.
- Alcohol and drugs are not allowed. Do not come to work under the influence or use them at work. Failure to comply with this rule can result in immediate discharge.
- Report every accident.
- If you become ill or injure yourself at work, report it to your Supervisor immediately.
- Unless you are an electrician, do not tamper with electrical circuits or switches.
- Horseplay, throwing things, and fighting at work will not be tolerated.
- Never stand or walk under a hoisted load or ladder.
- Use compressed air only on the job for which it is intended. Do not clean your clothes, or tamper, with it.
- Before you use a ladder, check to see that it has good safety feet and is free from cracks, broken rungs and other defects. Have another Member hold the bottom of the ladder.
- Do not attempt to lift or push objects that may be too heavy for you. Ask for help when you need it. Learn to lift the correct way by bending your knees.
- Keep workspaces, the station, and grounds clean and neat. Put all rubbish and scrap in the containers provided. Keep the floors clean and wipe up any spills.

Office Safety

- Falls are the most common office injury - pay attention to slip, trip and fall hazards.
- Pick up or clean up anything dropped on the floor.
- Keep cord and wires out of the walkways.
- When using stairs, hold on to the handrails.
- When it is necessary to access high shelves, use a ladder or step stool. Do not use chairs or boxes to stand on.
- Do not overload electrical circuits with double or triple plugs. If there is a need for more electrical service, an electrician should add a circuit and outlets.

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- Ensure that everyone is familiar with emergency procedures and rules for evacuation. Call 911 for any emergency or for any injury that cannot be treated with basic first aid.
- Do not attempt to operate or make repairs to office equipment unless you have been trained to do so.
- Report any frayed or damaged electrical cords.
- Be sure file cabinets are accessed one drawer at a time. Opening multiple drawers could result in the cabinet falling forward when drawers are open.
- When lifting anything heavy or awkward, ask for help or use appropriate carts or hand trucks.
- Use chemicals carefully and be sure to read the labels. Hazardous chemicals that may be found in your workplace include cleaning fluids and photocopier inks.

Warehousing Operations

- Only use box cutters that have blade covers; razor blades and knives are not to be used for slitting cartons.
- Aisles are to be kept clear; do not stack materials in front of electrical panel boxes, fire equipment or exits.

Hand Tools and Equipment

- Inspect tools for defects before you use them.
- Never use defective chisels, sledgehammers, punches, wrenches or other tools. Flying chips from tools with mushroomed or split heads can cause injuries.
- Keep cutting edges sharp so the tool will move smoothly without binding or skipping.
- Store tools in dry, secure location where they cannot be tampered with.
- Use safety glasses or a face shield while using hand tools or equipment that might produce flying materials.

Portable Tools and Equipment

- Be sure that grinders, saws and similar equipment are provided with appropriate safety guards and shields.
- All cord-connected electrical tools and equipment must be effectively grounded or be of the approved double insulated type.
- Rotating and moving parts or equipment such as belts, pulleys, chains and sprockets should be guarded to prevent physical contact.
- All pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

Chemical Exposures

- Members must wear the appropriate personal protective equipment (PPE) when handling chemicals: for example, gloves, goggles, boots, protective clothing, and respirator.
- Chemicals shall be dispensed in well-ventilated areas.
- Read and become familiar with the information contained in the Material Safety Data Sheets (MSDS) for the chemicals used at the Station. If you have any questions, ask your Supervisor.
- Do not eat, drink, apply cosmetics, or smoke in areas where hazardous chemicals are stored or used.

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- Become familiar with the emergency procedures and the location of emergency equipment to be used in the event of a hazardous material spill.
- Do not transfer chemicals into unlabeled containers.

Lock Out / Tag Out (LOTO)

- All equipment and machinery capable of movement is required to be de-energized and tagged out during cleaning, servicing, adjusting, or setting up.
- Members who have been issued locks should have personal control of the key and should not give their key to anyone else. Locks must be tagged with Member identification and other relative information.
- Be sure the machine has stopped moving completely before starting work on it.
- Release stored energy that could cause sudden movement.
- Secure loose and movable parts before you begin.
- Be sure material that is supported or controlled by the machine cannot move or cause the machine to move.
- Lock off, or reduce, accumulators and air surge tanks to atmospheric pressure.
- Don't overlook remote controls such as timers.

Flammable and Combustible Materials

- Oily rags and combustible scrap should be stored in covered metal receptacles.
- All flammable liquids must be kept in closed containers when not in use.
- Be sure that bulk drums of flammable liquids are grounded and bonded to containers during dispensing.
- Become familiar with the type, use and location of the fire extinguishers.
- Smoking is prohibited in any of the buildings or containers. Observe any posted "NO SMOKING" signs.

SAFE LIFTING TECHNIQUES

Back injuries account for about one in every five job-related injuries in workplaces. Disabling **back injuries** are no laughing matter for workers who lose time from work or from personal activities. The sad truth is that most of the pain and lost time can be prevented if you are aware of how the back functions and how to lift safely to protect your back.

The back is a network of fragile ligaments, discs, and muscles which can easily be thrown out of order. The back's complex design breaks down when it's forced to perform activities it was not designed to do. Lifting with the back twisted or bent just begs for a pulled muscle or ruptured disc. One sure way to risk injuring the back is to lift heavy or bulky loads improperly or unassisted. Never be afraid to ask for help with loads that you know you cannot lift safely. Lift with good sense and a little extra help from a co-worker or mechanical aid when necessary.



If you decide you are capable of lifting a light load, make sure you lift correctly.

- Move in so that your feet are close to the base of the object to be lifted.
- Face the object squarely. Bend your knees and squat over the item to be lifted. In this position, the back gets added lifting strength and power from the legs and arms.
- Move up close to the item, because the backbone must act as a supporting column, and it takes the least strain close in.
- Tilt the item on edge with its long axis straight up so that the center of the weight is as high as possible above the ground.
- Still squatting, the feet should be set with legs pointed right at the load, with the back straightened, the worker may then grasp the load with both arms and slowly stand up with it, pushing up with the leg muscles. If you can't lift slowly, you can't lift safely.

A good way to learn the right from the wrong way to lift is to practice lifting correctly a few times. You will notice that the correct way to lift is the easiest way to lift the load, with the least strain and awkwardness. To lift the wrong way will, over time, cause injury and pain. The back can be damaged quickly but can take a long time to heal.

LADDER SAFETY TIPS

We have all worked with ladders at some time in our lives, either at work or at home. The following are some tips that may make your interaction with ladders less hazardous:

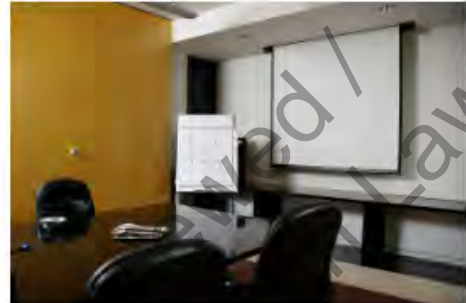


- Before using a ladder, inspect it for faults, such as broken rungs or rails. If it is an extension ladder, inspect the pulleys, ropes and locks for excessive wear. Also, check the footings and pads to make sure they still provide a non-skid surface. If any defect is found, the ladder should be tagged unsafe and taken out of service. If it cannot be fixed, make sure it is disposed of properly.
- When setting up a ladder, make sure the ground it is set upon is level and stable. Do not set the ladder up on a muddy surface or you may find yourself falling over. Do not use bricks or other material to raise the height of the ladder. If it is not tall enough, you are using the wrong ladder.
- The ladder should reach a minimum of three feet above the "point of support" and should be secured at this point.
- When using extension ladders, abide by the 1:4 rule. This means if you are using a 12 foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself to assist you in this. When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- Always face the ladder when ascending or descending, and have both hands free to grasp it securely. If you need tools, they should be carried in a tool belt or pulled up with a rope once you have reached your destination.
- Remember the "3-Point Rule" At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.
- Keep your body between the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.

By following the above rules, you greatly reduce your chances of being injured while working on ladders. Remember, the life you save will be your own!

OFFICE SAFETY – POTENTIAL HAZARDS

You may think that since you work in an office you don't have to worry about office safety. However, offices can become dangerous because people don't anticipate the **potential hazards**.



Studies show that over one-fourth of office injuries are caused by falls. One-third of the falls incurred by women are due to wearing high heels, which make falls more likely. Consider wearing lower, wider heels. Other things that can cause falls are spills on floors, torn carpets or exposed carpet seams, electrical cords running across the floor, open desk or file drawers, boxes or supplies stored in aisles, or waste baskets placed where you could trip over them. Look around to see if you can spot any of these potential problems. If you find any, take the time to get them fixed.

If your office has stairs or steps, watch out! Falls on stairs cause more than 33,000 disabling work injuries each year. About 2/3 of the workers falling on **stairs** were not using handrails when they fell. Many were carrying objects, or slipped on something left on the steps. Accidents on stairs are usually serious – 80% of these falls result in lost work days. Use handrails, pick up anything you see on the stairs, don't use stairs for storage, and don't try to carry things when using stairs if you can avoid it.

Use common sense with chairs, and don't use them for anything except sitting. Straight-back chairs aren't recliners – so don't lean way back, the chair could flip over. Chairs should never be used as replacements for stools or ladders.

Most offices seem to have an intersection that needs a traffic light to keep people from bumping into each other. If there are blind corners, consider installing convex mirrors so people can see each other coming. Be especially careful while carrying hot drinks. Don't carry stacks of material so high that your vision is obstructed. Carrying this much material not only blocks your vision, but could also strain your back.

Watch out for avalanches if you pile "stuff" on top of filing cabinets. Even a carefully stacked pile may start sliding due to vibration from opening and shutting file drawers. Also keep an eye out for overloaded upper file drawers. This may cause the entire filing cabinet to tip over on top of you when you open the drawer. Re-distribute some of the weight to the lower drawers to reduce this chance, and check to make sure the filing cabinet is bolted to the adjacent cabinet, if it can be done.

These are just a few tips that can make your office area safer. Look around, and you no doubt will spot other problems that can be easily fixed. When you see a hazard, don't assume it is someone else's responsibility. If you don't do something about it, who will?

CHOCKS AND BLOCKS

An essential part of a safe working environment when loading or unloading trucks and trailers is the proper use of equipment, which includes chocks and blocks. Every year, workers are severely or



fatally injured because the wheels of a truck or trailer were not **chocked**. Vehicle drivers are also injured when trailers overturn because unblocked freight shifted during travel.

When wheels aren't meant to roll. Accidents are caused each year when a truck or trailer rolls away from the dock because no one took time to chock the wheels. In some cases, drivers who got out of the cab were crushed by their own rig. In other cases, lift truck drivers were injured when the forklift fell between the dock edge and a trailer that moved away. The wheels of trucks or trailers at a dock should always be **chocked** prior to the start of any operation, to prevent this from happening. Lift truck drivers should never enter a trailer without first verifying that the wheels have been chocked, and that the floor of the trailer is in good condition and capable of supporting the weight of the forklift and its load. In most states, OSHA requires that vehicle wheels be chocked prior to permitting forklifts to enter trailers.

Positioning of chocks is important. The purpose of the chock is to pin the wheels and hold them stationary so that the tractor or trailer can't move. However, if they aren't placed in the right location they don't always prevent movement of the wheels. The safest procedure is to always chock the wheels closest to the dock—especially on a tandem-axle trailer. The reason is, the lift truck entering the trailer can exert a downward force which helps pin the wheels more effectively against the chock. When the front axle is chocked, the forward motion of a forklift entering the trailer may loosen the chock, allowing the trailer to move forward, or even jump the chock.

Shifting loads are hazardous. Freight inside the trailer must also be blocked or secured to keep the load from shifting, which can damage other cargo or cause a trailer to overturn in transit. Cargo needn't be round, such as reels or machinery on wheels, to shift position. Blocking of heavier freight is used to prevent movement during transit. To accomplish this, it may be necessary to block each item separately, on all four sides. The type of blocking material used is also important. Make certain that nails are long enough to hold the block and that lumber is thick enough to prevent the cargo from shifting without breaking. Never use other freight as blocking. If it looks like the cargo can move around, it probably will. Take time to secure it.

Be sure the correct equipment is always available. Every loading dock should be equipped with chocks, which if properly used, will keep vehicles from moving while being loaded or unloaded, especially when forklift trucks are used. Chocks will more likely be available at all times if they are fastened to the dock with a chain or rope to prevent their "disappearance," and stored out of the traffic areas when not in use.

Chocks and blocks help avoid accidents. Use them, and require others to use them!

SAFE HOUSEKEEPING

Most of you probably have house cleaning responsibilities at home. For some of you, it's a regular weekly chore. Whatever the case may be, you'll agree that good housekeeping practices are important at home. However, what we sometimes overlook is that good housekeeping is a key duty on the job, too. The orderly arrangement of work areas is vital to the safety of all workers, regardless of whether they are involved with machines and tools or with appliances and furniture.

It's a fact that approximately 6,000 persons are killed on the job annually in the United States, and an estimated 19,500 in-home accidents.

Seventeen percent of on-the-job deaths are caused by falls, many of which result from just plain poor housekeeping practices.

Falls often result from tripping over loose articles such as tools left in aiseways and work areas. Wet spots on the floor, or trash and other articles left in stairways also take their toll.

During periods of rain and snow, you know what happens when you and the kids track water into the house from outside. Tracked-in water is a serious problem at work, too. Wet spots cause slips and falls. They should be cleaned up immediately, regardless of who was responsible for their being there.



We have trash receptacles placed in several strategic areas, so there is no excuse for waste paper, pop bottles, or other materials being thrown on the floor.

You'd better get in close for a sure shot at the trash barrel.

A word of caution. If a bottle should be broken on the floor, don't attempt to pick up the glass with your bare hands. Wear gloves or sweep up the pieces. The same procedure should be used for cleaning up nails and other sharp objects.

Let's face it. It is just a lot easier to do your job when your work area is kept neat. Keep your tools and equipment off the floor and stored in the proper places. This not only reduces tripping hazards but protects the equipment you use to earn a living.

Did you ever go to your closet at home to get your golf clubs and have to pull them out from under some other articles? Things start falling all over. It's a mess. But before you blow your cool, stop and think. "How many times have I left stuff piled on top of the golf clubs when I was in a hurry looking for something else in the closet?"

The same principles apply when storing materials or equipment on the job. Take time to make the piles neat. It's unsafe to stack them too high and, if possible, it's best to keep them away from other equipment or articles that are used often.

We have to be a lot like a quarterback, keeping our eyes open for changes in the defense or certain other telltale moves of opposing players. On the job, we should keep a lookout for danger signals—loose flooring, articles out of place, or other unsafe conditions. These things should be corrected immediately, or notify me and I'll see that they're taken care of.

In closing, I'd like to emphasize that we're all dependent on each other for safety. It's up to each of us to hold up our end of the deal. When each of us keeps our own area in order, the whole plant is a safer place to work.

NEAR MISS – THE ONE THAT ALMOST HAPPENED

What is a "near miss?" Webster defines it as: "A result that is nearly, but not quite, successful." What does this mean to the industry? It simply means that a serious accident *almost* occurred. Someone trips over a pallet but doesn't fall. Two forklifts *almost* collide in a corner. A tool is dropped, but toes are missed...this time.

Statistics tell us that for every 300 near misses there is one serious injury. According to the Bureau of Labor Statistics (BLS), 6.1 million injuries occurred during 1995. If we multiply each injury by 300, the result is 1.8 billion *near misses* for 1995 alone.

So what does this tell us about accidents? Look at the figures. If you reduce the number of near misses, probability tells us you will then reduce the number of injuries that happen.

The Same Things That Cause Accidents Cause Near Misses:

- Unsafe acts, such as improper lifting; walking under an overhead load; cutting, grinding, or chipping without safety glasses; not using proper Personal Protective Equipment, etc.
- Unsafe conditions, such as poorly maintained equipment, oil or grease on floors, welding leads that have been laid in walkways, trash and boxes that have been left in hallways, etc.
- Hurrying and taking risks to get a project done faster, or to wrap up a job at quitting time.

Report Near Misses Before They Become Accidents:

- Once a near miss occurs, report it immediately to the nearest foreman or supervisor. The potential for such incidents exists all over the workplace, so *all* employees-not just supervisors- must help identify them.
- If the near miss is a result of an unsafe condition, don't continue to work under that condition until the problem has been corrected and your supervisor gives the okay to proceed.
- If the incident is a result of unsafe acts, be certain that everyone involved has been alerted to their actions before they continue with the job.

Near Misses Are a Warning:

Letting a near miss go unreported provides an opportunity for a serious accident to occur. Correcting these actions or conditions will enhance the safety within your facility and provide a better working environment for everyone involved. Don't let yourself or co-workers become statistics-report near misses to your supervisor.

Prevent An Accident That's About To Happen!



Full body daily stretching routine

People can start this routine at the top of the body and gradually work down to reduce the likelihood of missing major muscle groups.

Beginning a daily stretch routine may seem daunting, particularly for those who already have a busy schedule. However, it only requires a person to set aside 10–15 minutes each day. Many people choose to fit this in first thing in the morning or just before bed.

1. Neck roll

- Stand up straight with the feet shoulder-width apart and the arms loose.
- Dip the chin slightly toward the chest.
- Gently roll the head in a clockwise motion for 1 rotation, taking about 7 seconds.
- Rest for 5 seconds, then roll the head anticlockwise in the same motion.
- Repeat 3 times.



2. Shoulder roll

- Stand up straight with the arms loose.
- Without bending the arms, slowly raise the shoulders and then roll them back in a circular motion.
- Roll the shoulders backward 5 times and then reverse the movement, rolling them forward.
- Repeat the sequence 2 times.



3. Behind-head tricep stretch

- Extend the left arm straight upward, with the elbow close to the head.
- Bend the left elbow so that the left hand drops behind the neck.
- Using the right hand, hold the left upper arm behind the elbow and gently press down, pushing the left hand farther down the back.
- Hold for 10 seconds, then rest for 5 seconds before repeating with the right arm.
- Repeat 2 more times.



4. Standing hip rotation

- Stand with the feet shoulder-width apart and place the hands on the hips.
- Slowly move the hips forward, then rotate them clockwise for 3 rotations.
- Bring the hips back to the center and then repeat the movement anticlockwise.

5. Standing hamstring stretch

- Stand up straight. Keeping the right foot flat on the ground, bend the right knee slightly and extend the left leg forward.
- Flex the left foot, with the heel on the ground and the toes facing upward.
- Place the hands on the right thigh and lean slightly forward, raising the left toes.
- Hold for 20 seconds, then rest for 10 seconds. Repeat the movement with the other leg.
- Repeat the entire sequence 3 times.



6. Quadriceps stretch

- Stand upright. For balance, hold onto a solid structure or wall with the right hand.
- Keep the right leg straight with the foot flat on the ground and bend the left knee, bringing the foot up behind.
- Take the foot with the left hand and gently press it toward the left buttock, keeping the hips and knees in line.
- Hold for 30 seconds. After 20 seconds' rest, repeat with the opposite leg.
- Repeat the entire sequence 3 times.



7. Ankle roll

- Stand with the left foot flat on the ground and the right heel raised so that the pressure is on the toes.
- Keeping the toes on the ground, roll the right foot in a clockwise direction for 10 rotations, then repeat anticlockwise.
- Switch to the left foot and repeat the exercise.

8. Child's Pose

Child's Pose, a yoga position, can be a relaxing way to end a stretch routine.

- Kneel with the toes pointed back, so the tops of the feet lie flat along the ground.
- Sit back against the heels.
- Push the buttocks back and lower the chest toward the floor, sliding the arms forward.
- Hold the stretch for 30 seconds and repeat 3 times, with 10-second rest periods between the stretches.



Stretching routines for athletes

An athlete must stretch regularly to maintain healthy muscle function. The ideal stretching program will vary among sporting specialties, but it may include the following exercises.

1. Forward lunge

- Begin by standing upright.
- Take a big step forward with the left leg and lower the hips, bending both legs to about 90 degrees and keeping the body upright.
- Hold for 30 seconds, then take 10 seconds rest before switching legs.
- Repeat the sequence 3 times.



2. Side seat straddle

- Sit with the legs extended out to the sides and the toes pointing up.
- Place the hands on the left shin and lean the chin toward the knee as far as is comfortable. Try to keep the back as straight as possible.
- Hold for 10 seconds, leave 5 seconds rest, then repeat on the other side.
- Repeat the sequence 3 times.

3. Triceps stretch

- Stand up straight.
- Bring the left arm across the front of the body so that it extends past the right shoulder.
- Bend the right arm to hold the left forearm, bringing it toward the chest — be sure to hold the arm and not the elbow joint.
- Hold for 10 seconds, then repeat with the other arm.
- Repeat the sequence 3 times.





TRAINING LOG

Training Date: _____ Instructor(s): _____

Topic(s) Covered: _____ Training Hours: _____

Narrative of Training:

	Member	Participated	Temp ≥ 100.4	Signature
1		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
2		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
3		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
4		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
5		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
6		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
7		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
8		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
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30		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

MEMBER SAFETY ORIENTATION

Name: _____ Supervisor: yes no

Date Joined: _____ Firefighter Firefighter / EMT

By initialing and signing below, I acknowledge that the following items were discussed and/or provided, and I received appropriate training, on the following:

- _____ Member given copy of the West Plainfield Fire Department Injury and Illness Prevention program and directed to read and initial the acknowledgment form
- _____ Member given access to the online version of the West Plainfield Fire Department Policy and Procedure Manuals, including disciplinary procedures
- _____ General Safety Rules
- _____ Where, when, and how to report injuries
- _____ Where, when, and how to report unsafe conditions
- _____ Fire and emergency evacuation plan
- _____ Location and use of fire extinguishers
- _____ Requirements for safe work clothing and footwear
- _____ Important of housekeeping (spills, etc)
- _____ Special job hazards (chemicals, special precautions, etc)
- _____ Assigned appropriate PPE and instructed on correct use and maintenance
- _____ Proper lifting procedures, including demonstration

ADDITIONAL TRAINING ASSIGNMENTS (if yes, list below): yes no

IMPORTANT:

If a Member is transferred to another job, a new *Member Safety Orientation* form should be completed.

SIGNED: _____ DATE: _____
Supervisor

SIGNED: _____ DATE: _____
Member



JOB SAFE PRACTICE ORIENTATION

Name: _____ Date Started: _____

New Hire Transfer/Change Firefighter Firefighter/EMT Supervisor: yes no

By initialing and signing below, I acknowledge that I received demonstrations on the safe use of the tools, equipment, and machines listed below and am aware that use of guards and safety devices is MANDATORY. I understand I will be subject to discharge if I operate any tool, equipment, or machine with safety guard(s) or safety device(s) removed, disconnected, or otherwise made inoperable. Also, I acknowledge that I will be subject to discharge if I attempt to operate any tool, equipment, or machine that is (1) locked, or tagged, out, (2) being repaired, or (3) is otherwise designated as "out of service."

SECTION I – FACILITIES DISCUSSION / DEMONSTRATIONS

- | | |
|---|---|
| 1. Safety Bulletin Board / Posters _____ | 6. Hazardous Material Storage _____ |
| 2. Exits, stairs (N/A), Signs _____ | 7. Storage – Supplies / Materials _____ |
| 3. Fire Extinguishing Equipment / Alarm _____ | 8. Hazardous Material Disposal _____ |
| 4. First Aid Supplies / Room _____ | 9. Disposal of Trash / Waste _____ |
| 5. Emergency Evacuation Procedures _____ | 10. High Risk / Dangerous Areas _____ |

Date Completed: _____ Instructor: _____ Member: _____

SECTION II – PERSONAL SAFETY DISCUSSION / DEMONSTRATIONS

- | | |
|---|--|
| 1. Glasses, Goggles, Face Shields _____ | 5. Helmets and Hoods (grass, structure) _____ |
| 2. Shoes and Boots _____ | 6. Remaining PPE (grass, structure, EMS) _____ |
| 3. Gloves (grass, structure, EMS) _____ | 7. Respirators, Masks and SCBA _____ |
| 4. Ear Plugs _____ | 8. Decontamination Procedures _____ |

Date Completed: _____ Instructor: _____ Member: _____

SECTION III – TOOLS, EQUIPMENT, AND MACHINES DISCUSSION / DEMONSTRATIONS

TOOL, EQUIPMENT, OR MACHINE NAME	LOCATION(s) (App Floor, B30, etc)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____

Date Completed: _____ Instructor: _____ Member: _____



POTENTIAL HAZARD IDENTIFICATION FORM (version 05/05/2023)

I would like to report what I believe to be a potential hazard that could cause injury, illness, or death to either a member of the Department or to a member of the public on District property or to District property or equipment.

HAZARD - This Section to be Completed by Member	
Name and Title:	
I submitted this form to:	(Supervisor)
Describe the hazard in detail, including exact location. Attach additional sheets as necessary.	
<input type="checkbox"/> additional sheet(s) attached	
Suggested corrective action:	
Date: _____	Member signature: _____
HAZARD ANALYSIS AND ACTION - This Section to be Completed by Supervisor	
Name and Title:	
Description of action taken. Attach additional sheets if necessary.	
<input type="checkbox"/> additional sheet(s) attached	
Response re action(s) taken provided to member on:	
Date: _____	Supervisor signature: _____

If the reporting member does not receive a response re action(s) taken within three (3) days of the member's submittal, the member should contact the Assistant Chief of Operations for resolution.

Make four copies of this completed form and provide to: (1) Fire Chief, (2) Assistant Chief of Operations, (3) reporting member, and (4) the supervisor to whom the report was initially provided.

NOTE: the original of this form shall be kept with maintenance or other pertinent records regarding the hazard and/or hazard location.



CHECKLIST – PPE INSPECTION - QUARTERLY

Name: _____

Date Performed: _____

Condition Legend: K = OK O = order replacement R = needs repair \$ = replacement ordered

ITEM	CONDITION	NOTES
Nametags (3 structure, 2 brush)		
SCBA Face Mask		
Seals		
Straps / Head Net		
Structure - Helmet		
Liner / Chin Strap		
Goggles / Shield		
Headlamp		
Reflective Strips		
Shroud / Velcro for Shroud		
Hood		
Structure - Jacket		
Outer Shell		
Liner		
Fasteners		
Gloves		
Hose Strap		
Reflective Strips		
Structure - Pants		
Outer Shell		
Liner		
Fasteners		
Belt or Suspenders		
Reflective Strips		
Grass – Jacket		
Fasteners		
Reflective Strips		
Grass - Pants		
Fasteners		
Belt or Suspenders		
Reflective Strips		
Grass - Boots		
Grass – Helmet		
Liner / Chin Strap		
Goggles / Shield		
Headlamp		
Reflective Strips		
Shroud / Velcro for Shroud		
Grass – Gloves - Wildland		
Grass – Gloves – Work		
Grass – Long-sleeve T-shirt		



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

PPE CLEANING AND/OR REPAIR REQUEST

Name: _____

Date: _____

Item	Serial/Unit # or Size	Cleaning/Repair(s) Needed *
Structure Coat		
Structure Pants		
Structure Liner(s)		
Structure Gloves		
Grass Coat		
Grass Pants		
Grass Gloves		
Hood		
Other PPE Item *		

Special Instructions or Comments or Description of "Other PPE Item" above:

INSTRUCTIONS TO MEMBER:

- Remove ALL items from ALL pockets
- Separate structure coat shell from liner (you may leave suspenders attached)
- Turn liner inside out
- Place PPE and this form into clear bag
- Deliver to on-duty staff or place on the floor in front of the extractor

On-duty member checking PPE in: _____ Date: _____

Member washing PPE: _____ Date: _____

PPE Owner Notified when Dry and Ready for Pickup:

By _____ Date: _____

Picked up By: _____ Date: _____



CHECKLIST – SAFETY INSPECTION – QUARTERLY

Name: _____

Date Performed: _____

Legend: K = OK O = order replacement/part R = needs repair \$ = replacement/part ordered

ITEM	CONDITION	NOTES
Sea Trains		
Shelves secured		
No leaking material		
No abnormal odors		
Middle isle clear/no trip hazards		
Locks intact/operate smoothly		
Training Yard		
No nails/glass/screws on ground		
Training props in good condition		
Weeds controlled		
Gate locked/lock works smoothly		
No holes in fencing		
Grounds/Parking Lots		
Minimal debris		
Drains clear of debris		
Weeds managed		
Pot/squirrel holes managed		
No standing water		
Exterior lights working properly		
No holes in fencing		
No trip hazards in walkways		
Office		
File cabinets/drawers		
Secure		
One drawer open at a time		
Closed when not in use		
Chairs/Desks		
No defects		
No odors		
Ergonomics		
Step ladder(s) available		
Workstations properly set up		
Evacuation plan posted		
OSHA/State posters displayed		
No trip hazards		

CHECKLIST – SAFETY INSPECTION – QUARTERLY

ITEM	CONDITION	NOTES
Sleeping Quarters		
Sleeping areas clean/free of odor		
Bathroom clean/free of odor		
No standing water		
Toilet in good working order		
Shower in good working order		
Storage areas clean		
No leaking material/faucets		
No trip hazards		
Cabinets/drawers		
Secure		
One drawer open at a time		
Closed when not in use		
Kitchen		
Sink clean		
No leaks		
Under sink		
Faucets		
Behind/under refrigerator		
Under/around dishwasher		
Refrigerator/Freezer		
Cooling/freezing adequately		
Clean and free of odors		
All parts intake/working properly		
Compact Refrigerator		
Cooling adequately		
Clean and free of odors		
All parts working properly		
Stove/Oven		
All burners working properly		
Oven heating properly		
Clean and free of odors		
Cabinets (Upper/Lower)		
Open/close properly		
Clean and free of odors		
No items fall out when opened		
Microwave		
Clean and free of odors		
Working properly		
Heating/Air		
Thermostat set/working properly		
Heating/cooling appropriately		
No unusual noises during use		
Apparatus Bay		
Roll up doors		
Work smoothly		
Emergency stop correctly		
No unusual motor noises		
Isles clear/no trip hazards		

CHECKLIST – SAFETY INSPECTION – QUARTERLY

Apparatus Bay (continued)		
Chemicals/cleaning supplies		
Clearly/properly marked		
In proper containers		
Exercise equipment		
Clean		
In good working order		
Sink		
Clean		
No standing water		
No leaks		
Rags clean/free of odor		
Exhaust System		
Starts on disconnect		
Stops after timed set interval		
Stops if button activated		
Fan sounds normal		
Hoses run along rails properly		
Connect to apparatus properly		
PPE		
Stored in dry/clean spaces		
No odors		
Extractor/Washer and Dryer		
No leaks/standing water/odor		
No unusual noises during use		
No backup at trap		
Tool Room		
Electrical box clear		
Compressor		
Working properly		
Permit Posted		
Center clear		
Tools secured/stored properly		
Tools clean/sharp/good repair		
Shelves secure/organized		
General Safety		
Moving machine parts guarded		
Ladders/step ladders		
No cracks		
Operate easily		
Properly maintained		
Extension cords		
Not overloaded		
In good condition/not frayed		
Do not pose a trip hazard		
Evacuation plan posted		
Fire extinguishers		
Properly placed		
Properly identified		
Serviced, as needed		

CHECKLIST – SAFETY INSPECTION – QUARTERLY

General Safety (continued)		
Lighting		
All areas well lit		
Well/Fuel Pump		
Fire Station		
Parking areas (station/hall)		
Lights work properly		
Propane		
Tank secure		
Clear of debris/weeds		
Clear of rodent holes		
No odor/leaks		
Hose rack		
No sharp edges		
All welds secure		
No metal fatigue/erosion		
Siren pole		
Siren working properly		
Stable		
No metal fatigue/erosion		
Flagpole		
Stable		
Lanyard in good repair		
No metal fatigue/erosion		

(continued on next page)

Updated Contact Information; Reviewed /
Updated as Necessary Re Changes in Law /
Updated Forms

CHECKLIST – SAFETY INSPECTION – QUARTERLY

TO BE INSPECTED BY HALL MANAGER

Lillard Hall		
Doors (man and rollup)		
Open/shut effortlessly		
Panic hardware works properly		
Locks work smoothly		
Floors – no tripping hazards		
Fire extinguishers		
Properly placed		
Properly identified		
Serviced, as needed		
Kitchen		
Sink clean		
Drains (sink/floor) work		
No leaks		
Under sink		
Faucets		
Behind/under refrigerator		
Under/around dishwasher		
Refrigerator/Freezer		
Cooling/freezing adequately		
Clean and free of odors		
All parts working properly		
Bathrooms		
Clean/free of odor		
No standing water		
Toilet in good working order		
Storage/Cabinets		
Doors/drawers work properly		
Clean and odor free		
Locks work freely		
Evacuation plan posted		
Heating/Air (main unit)		
Thermostat set/working properly		
Heating/cooling appropriately		
No unusual noises during use		
Air (mini-splits)		
Thermostat set/working properly		
Cooling appropriately		
No unusual noises during use		
Lighting – all lights work		



ACCIDENT / INJURY INVESTIGATION REPORT (version 05/05/2023)

This Section to be Completed by Member
Name and Title: _____
Date and Time of Accident / Injury: _____
Injury Details (body part and injury, e.g., cut left forearm). Attach additional sheets as necessary: <input type="checkbox"/> additional sheet(s) attached
Accident Details (describe the accident and events or conditions that contributed to the accident and injury, if any, including weather, equipment, lack of training and/or supervision, etc). Were there any witnesses? Attach additional sheets if necessary. <input type="checkbox"/> additional sheet(s) attached
Date: _____ Member signature: _____
This Section to be Completed by Supervisor
Name and Title: _____
What was determined to be the cause of the accident and/or injury? Attach additional sheets if necessary. <input type="checkbox"/> additional sheet(s) attached
What preventative or corrective actions are planned (or have been taken or implemented) to prevent future accidents of the same type (training, equipment modification, etc)? Attach additional sheets if necessary. <input type="checkbox"/> additional sheet(s) attached
Was this completed report reviewed with the member? <input type="checkbox"/> yes <input type="checkbox"/> no
Was the <i>Employee Injury Report</i> , as provided by the Department's worker's compensation carrier, provided to and completed by the member? <input type="checkbox"/> yes <input type="checkbox"/> no
Was the employer's <i>Report of Injury/Illness</i> form, as provided by the Department's worker's compensation carrier, completed and submitted to the carrier, with a copy to the Chief of the Department? <input type="checkbox"/> yes <input type="checkbox"/> no
Date: _____ Supervisor signature: _____



**CHECKLIST – DOCUMENTATION
 ON-DUTY INJURY or DUTY-RELATED ILLNESS**

Member _____

On-Duty Injury – Date _____ Duty-Related Illness – Date Reported _____

FORMS TO BE COMPLETED (Report immediately to the Fire Chief or designee)

Supervisor
 Initials

_____ CA Division of Workers Compensation Form DWC1 (*Worker's Compensation Claim Form*)
 Given to member on _____ by _____
 Sent to YCPARMIA/LWP on _____ by _____
 Copy in member's injury file on _____ by _____

_____ Form 5020 (*Employer's Report of Occupational Injury or Illness*)
 Given to member on _____ by _____
 Returned by member on _____ by _____
 Sent to YCPARMIA/LWP on _____ by _____
 Copy in member's injury file on _____ by _____

_____ Fact Sheet (Basic Facts for Employees)
 Given to member on _____ by _____

_____ *Accident / Injury Investigation Report* form completed
 Placed in member's file on _____ by _____
 Copy to LWP¹ on _____ by _____
 Copy to YCPARMIA² on _____ by _____

OPEN INJURY/ILLNESS FILE

File opened under member's name on _____ by _____

IF TREATED AND/OR TRANSPORTED OR DECEASED, REPORT IMMEDIATELY TO

YCPARMIA (530) 666-4456 – Reported on _____ by _____

IF ADMITTED (anticipated 24 hours or more) OR DECEASED, IMMEDIATELY REPORT TO

OSHA (800) 321-6742 – Reported on _____ by _____

IF RESULTS IN INABILITY TO WORK AND BEFORE RETURN TO WORK

_____ Physician's Note re Limitations and/or Permanent and Stationary (use additional sheets)
 Received on _____ by _____
 Placed in file on _____ by _____

_____ Physician's Note re Released to Return to Work
 Received on _____ by _____
 Placed in file on _____ by _____

¹ May email to FROI@pwclaims.com
² Attn Risk Manager

DIVISION OF WORKERS' COMPENSATION

FACTSHEET

What is workers' compensation?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work. Examples: hurting your wrist from doing the same motion over and over, losing your hearing because of constant loud noise.

What are the benefits?

- **Medical care:** Paid for by your employer, to help you recover from an injury or illness caused by work.
- **Temporary disability benefits:** Payments if you lose wages because your injury prevents you from doing your usual job while recovering.
- **Permanent disability benefits:** Payments if you don't recover completely.
- **Supplemental job displacement benefits** (if your date of injury is in 2004 or later): Vouchers to help pay for retraining or skill enhancement if you don't recover completely and don't return to work for your employer.
- **Death benefits:** Payments to your spouse, children or other dependents if you die from a job injury or illness.

What should I do if I have a job injury?

Report the injury to your employer

Tell your supervisor right away. If your injury or illness developed gradually (like tendinitis or hearing loss), report it as soon as you learn or believe it was caused by your job.



Photos by Robert Gumpoert

Minimizing the impact of work-related injuries and illnesses



Helping resolve disputes over workers' compensation benefits



Monitoring the administration of claims

Get emergency treatment if needed

If it's a medical emergency, go to an emergency room right away. Your employer may tell you where to go for treatment. Tell the health care provider who treats you that your injury or illness is job-related.

Fill out a claim form and give it to your employer

Your employer must give or mail you a claim form (DWC 1) within one working day after learning about your injury or illness. Use it to request workers' compensation benefits.

Get good medical care

Get good medical care to help you recover. You should be treated by a doctor who understands your particular type of injury or illness. Tell the doctor about your symptoms and the events at work that you believe caused them. Also describe your job and your work environment.

I'm afraid I might be fired because of my injury. Can my employer fire me?

It's illegal for your employer to punish or fire you for having a job injury, or for filing a workers' compensation claim when you believe your injury was caused by your job.

If you feel your job is threatened, find someone who can help. Note that there are deadlines for taking action to protect your rights.

The California Division of Workers' Compensation (DWC) is the state agency that oversees the delivery of benefits for injured workers and helps resolve disputes over benefits between injured workers and employers.

DWC information and assistance (I & A) officers can help you navigate the workers' compensation system, and can provide claim forms or other forms you need to receive benefits.

The FREE publication, "A Guidebook for Injured Workers," can be downloaded from www.dwc.ca.gov.



Call 1-800-736-7401 to hear recorded information on a variety of workers' compensation topics 24 hours a day, or go on line to www.dwc.ca.gov to find the I & A office near you.

*Please visit the
DIVISION OF WORKERS' COMPENSATION
Web site at: www.dwc.ca.gov
or call 1-800-736-7401*



Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad

If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Use the attached form to file a workers' compensation claim with your employer. **You should read all of the information below.** Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If you file a claim, the claims administrator, who is responsible for handling your claim, must notify you within 14 days whether your claim is accepted or whether additional investigation is needed.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Do this right away to avoid problems with your claim. In some cases, benefits will not start until you inform your employer about your injury by filing a claim form. Describe your injury completely. Include every part of your body affected by the injury. If you mail the form to your employer, use first-class or certified mail. If you buy a return receipt, you will be able to prove that the claim form was mailed and when it was delivered. Within one working day after you file the claim form, your employer must complete the "Employer" section, give you a dated copy, keep one copy, and send one to the claims administrator.

Medical Care: Your claims administrator will pay for all reasonable and necessary medical care for your work injury or illness. Medical benefits are subject to approval and may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, medicines, equipment and travel costs. Your claims administrator will pay the costs of approved medical services directly so you should never see a bill. There are limits on chiropractic, physical therapy, and other occupational therapy visits.

The Primary Treating Physician (PTP) is the doctor with the overall responsibility for treatment of your injury or illness.

- If you previously designated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or Health Care Organization (HCO), in most cases, you will be treated in the MPN or HCO unless you predesignated your personal physician or a medical group. An MPN is a group of health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases, the claims administrator can choose the doctor who first treats you unless you predesignated your personal physician or a medical group.
- If your employer has not put up a poster describing your rights to workers' compensation, you may be able to be treated by your personal physician right after you are injured.

Within one working day after you file a claim form, your employer or the claims administrator must authorize up to \$10,000 in treatment for your injury, consistent with the applicable treating guidelines until the claim is accepted or rejected. If the employer or claims administrator does not authorize treatment right away, talk to your supervisor, someone else in management, or the claims administrator. Ask for treatment to be authorized right now, while waiting for a decision on your claim. If the employer or claims administrator will not authorize treatment, use your own health insurance to get medical care. Your health insurer will seek reimbursement from the claims administrator. If you do not have health insurance, there are doctors, clinics or hospitals that will treat you without immediate payment. They will seek reimbursement from the claims administrator.

Switching to a Different Doctor as Your PTP:

- If you are being treated in a Medical Provider Network (MPN), you may switch to other doctors within the MPN after the first visit.
- If you are being treated in a Health Care Organization (HCO), you may switch at least one time to another doctor within the HCO. You may switch to a doctor outside the HCO 90 or 180 days after your injury is reported to your employer (depending on whether you are covered by employer-provided health insurance).
- If you are not being treated in an MPN or HCO and did not predesignate, you may switch to a new doctor one time during the first 30 days after your injury is reported to your employer. Contact the claims administrator to switch doctors. After 30 days, you may switch to a doctor of your choice if

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Utilice el formulario adjunto para presentar un reclamo de compensación de trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran dependiendo de la índole de su reclamo. Si usted presenta un reclamo, el administrador de reclamos, quien es responsable por el manejo de su reclamo, debe notificarle dentro de 14 días si se acepta su reclamo o si se necesita investigación adicional.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Haga esto de inmediato para evitar problemas con su reclamo. En algunos casos, los beneficios no se iniciarán hasta que usted le informe a su empleador acerca de su lesión mediante la presentación de un formulario de reclamo. Describa su lesión por completo. Incluya cada parte de su cuerpo afectada por la lesión. Si usted le envía por correo el formulario a su empleador, utilice primera clase o correo certificado. Si usted compra un acuse de recibo, usted podrá demostrar que el formulario de reclamo fue enviado por correo y cuando fue entregado. Dentro de un día laboral después de presentar el formulario de reclamo, su empleador debe completar la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos.

Atención Médica: Su administrador de reclamos pagará por toda la atención médica razonable y necesaria para su lesión o enfermedad relacionada con el trabajo. Los beneficios médicos están sujetos a la aprobación y pueden incluir tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio, las medicinas, equipos y gastos de viaje. Su administrador de reclamos pagará directamente los costos de los servicios médicos aprobados de manera que usted nunca verá una factura. Hay límites en terapia quiropráctica, física y otras visitas de terapia ocupacional.

El Médico Primario que le Atiende (Primary Treating Physician- PTP) es el médico con la responsabilidad total para tratar su lesión o enfermedad.

- Si usted designó previamente a su médico personal o a un grupo médico, usted podrá ver a su médico personal o grupo médico después de lesionarse.
- Si su empleador está utilizando una red de proveedores médicos (*Medical Provider Network- MPN*) o una Organización de Cuidado Médico (*Health Care Organization- HCO*), en la mayoría de los casos, usted será tratado en la *MPN* o *HCO* a menos que usted hizo una designación previa de su médico personal o grupo médico. Una *MPN* es un grupo de proveedores de asistencia médica quien da tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una *HCO* o una *MPN*. Hable con su empleador para más información.
- Si su empleador no está utilizando una *MPN* o *HCO*, en la mayoría de los casos, el administrador de reclamos puede elegir el médico que lo atiende primero a menos de que usted hizo una designación previa de su médico personal o grupo médico.
- Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede ser tratado por su médico personal inmediatamente después de lesionarse.

Dentro de un día laboral después de que Ud. Presente un formulario de reclamo, su empleador o el administrador de reclamos debe autorizar hasta \$10000 en tratamiento para su lesión, de acuerdo con las pautas de tratamiento aplicables, hasta que el reclamo sea aceptado o rechazado. Si el empleador o administrador de reclamos no autoriza el tratamiento de inmediato, hable con su supervisor, alguien más en la gerencia, o con el administrador de reclamos. Pida que el tratamiento sea autorizado ya mismo, mientras espera una decisión sobre su reclamo. Si el empleador o administrador de reclamos no autoriza el tratamiento, utilice su propio seguro médico para recibir atención médica. Su compañía de seguro médico buscará reembolso del administrador de reclamos. Si usted no tiene seguro médico, hay médicos, clínicas u hospitales que lo tratarán sin pago inmediato. Ellos buscarán reembolso del administrador de reclamos.

Cambiando a otro Médico Primario o PTP:

- Si usted está recibiendo tratamiento en una Red de Proveedores Médicos

your employer or the claims administrator has not created or selected an MPN.

Disclosure of Medical Records: After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

Problems with Medical Care and Medical Reports: At some point during your claim, you might disagree with your PTP about what treatment is necessary. If this happens, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, the steps to take depend on whether you are receiving care in an MPN, HCO, or neither. For more information, see "Learn More About Workers' Compensation," below.

If the claims administrator denies treatment recommended by your PTP, you may request independent medical review (IMR) using the request form included with the claims administrator's written decision to deny treatment. The IMR process is similar to the group health IMR process, and takes approximately 40 (or fewer) days to arrive at a determination so that appropriate treatment can be given. Your attorney or your physician may assist you in the IMR process. IMR is not available to resolve disputes over matters other than the medical necessity of a particular treatment requested by your physician.

If you disagree with your PTP on matters other than treatment, such as the cause of your injury or how severe the injury is, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, notify the claims administrator in writing as soon as possible. In some cases, you risk losing the right to challenge your PTP's opinion unless you do this promptly. If you do not have an attorney, the claims administrator must send you instructions on how to be seen by a doctor called a qualified medical evaluator (QME) to help resolve the dispute. If you have an attorney, the claims administrator may try to reach agreement with your attorney on a doctor called an agreed medical evaluator (AME). If the claims administrator disagrees with your PTP on matters other than treatment, the claims administrator can require you to be seen by a QME or AME.

Payment for Temporary Disability (Lost Wages): If you can't work while you are recovering from a job injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

Stay at Work or Return to Work: Being injured does not mean you must stop working. If you can continue working, you should. If not, it is important to go back to work with your current employer as soon as you are medically able. Studies show that the longer you are off work, the harder it is to get back to your original job and wages. While you are recovering, your PTP, your employer (supervisors or others in management), the claims administrator, and your attorney (if you have one) will work with you to decide how you will stay at work or return to work and what work you will do. Actively communicate with your PTP, your employer, and the claims administrator about the work you did before you were injured, your medical condition and the kinds of work you can do now, and the kinds of work that your employer could make available to you.

Payment for Permanent Disability: If a doctor says you have not recovered completely from your injury and you will always be limited in the work you can do, you may receive additional payments. The amount will depend on the type of injury, extent of impairment, your age, occupation, date of injury, and your wages before you were injured.

Supplemental Job Displacement Benefit (SJDB): If you were injured on or after 1/1/04, and your injury results in a permanent disability and your employer does not offer regular, modified, or alternative work, you may qualify for a nontransferable voucher payable for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law.

Death Benefits: If the injury or illness causes death, payments may be made to a

(Medical Provider Network- MPN), usted puede cambiar a otros médicos dentro de la MPN después de la primera visita.

- Si usted está recibiendo tratamiento en un Organización de Cuidado Médico (Healthcare Organization- HCO), es posible cambiar al menos una vez a otro médico dentro de la HCO. Usted puede cambiar a un médico fuera de la HCO 90 o 180 días después de que su lesión es reportada a su empleador (dependiendo de si usted está cubierto por un seguro médico proporcionado por su empleador).
- Si usted no está recibiendo tratamiento en una MPN o HCO y no hizo una designación previa, usted puede cambiar a un nuevo médico una vez durante los primeros 30 días después de que su lesión es reportada a su empleador. Póngase en contacto con el administrador de reclamos para cambiar de médico. Después de 30 días, puede cambiar a un médico de su elección si su empleador o el administrador de reclamos no ha creado o seleccionado una MPN.

Divulgación de Expedientes Médicos: Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes serán revelados. Si usted solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

Problemas con la Atención Médica y los Informes Médicos: En algún momento durante su reclamo, podría estar en desacuerdo con su PTP sobre qué tratamiento es necesario. Si esto sucede, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, los pasos a seguir dependen de si usted está recibiendo atención en una MPN, HCO o ninguna de las dos. Para más información, consulte la sección "Aprenda Más Sobre la Compensación de Trabajadores," a continuación.

Si el administrador de reclamos niega el tratamiento recomendado por su PTP, puede solicitar una revisión médica independiente (*Independent Medical Review-IMR*), utilizando el formulario de solicitud que se incluye con la decisión por escrito del administrador de reclamos negando el tratamiento. El proceso de la IMR es parecido al proceso de la IMR de un seguro médico colectivo, y tarda aproximadamente 40 (o menos) días para llegar a una determinación de manera que se pueda dar un tratamiento apropiado. Su abogado o su médico le pueden ayudar en el proceso de la IMR. La IMR no está disponible para resolver disputas sobre cuestiones aparte de la necesidad médica de un tratamiento particular solicitado por su médico.

Si no está de acuerdo con su PTP en cuestiones aparte del tratamiento, como la causa de su lesión o la gravedad de la lesión, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, notifique al administrador de reclamos por escrito tan pronto como sea posible. En algunos casos, usted arriesga perder el derecho a objetar a la opinión de su PTP a menos que hace esto de inmediato. Si usted no tiene un abogado, el administrador de reclamos debe enviarle instrucciones para ser evaluado por un médico llamado un evaluador médico calificado (*Qualified Medical Evaluator-QME*) para ayudar a resolver la disputa. Si usted tiene un abogado, el administrador de reclamos puede tratar de llegar a un acuerdo con su abogado sobre un médico llamado un evaluador médico acordado (*Agreed Medical Evaluator- AME*). Si el administrador de reclamos no está de acuerdo con su PTP sobre asuntos aparte del tratamiento, el administrador de reclamos puede exigirle que sea atendido por un QME o AME.

Pago por Incapacidad Temporal (Sueldos Perdidos): Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. puede recibir pagos por incapacidad temporal por un periodo limitado. Estos pagos pueden cambiar o parar cuando su médico diga que Ud. está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estatales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado una noche o no puede trabajar durante más de 14 días.

Permanezca en el Trabajo o Regreso al Trabajo: Estar lesionado no significa que usted debe dejar de trabajar. Si usted puede seguir trabajando, usted debe hacerlo. Si no es así, es importante regresar a trabajar con su empleador actual tan

spouse and other relatives or household members who were financially dependent on the deceased worker.

It is illegal for your employer to punish or fire you for having a job injury or illness, for filing a claim, or testifying in another person's workers' compensation case (Labor Code 132a). If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Resolving Problems or Disputes: You have the right to disagree with decisions affecting your claim. If you have a disagreement, contact your employer or claims administrator first to see if you can resolve it. If you are not receiving benefits, you may be able to get State Disability Insurance (SDI) or unemployment insurance (UI) benefits. Call the state Employment Development Department at (800) 480-3287 or (866) 333-4606, or go to their website at www.edd.ca.gov.

You Can Contact an Information & Assistance (I&A) Officer: State I&A officers answer questions, help injured workers, provide forms, and help resolve problems. Some I&A officers hold workshops for injured workers. To obtain important information about the workers' compensation claims process and your rights and obligations, go to www.dwc.ca.gov or contact an I&A officer of the state Division of Workers' Compensation. You can also hear recorded information and a list of local I&A offices by calling (800) 736-7401.

You can consult with an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org.

Learn More About Workers' Compensation: For more information about the workers' compensation claims process, go to www.dwc.ca.gov. At the website, you can access a useful booklet, "Workers' Compensation in California: A Guidebook for Injured Workers." You can also contact an Information & Assistance Officer (above), or hear recorded information by calling 1-800-736-7401.

pronto como usted pueda medicamente hacerlo. Los estudios demuestran que entre más tiempo esté fuera del trabajo, más difícil es regresar a su trabajo original y a sus salarios. Mientras se está recuperando, su *PTP*, su empleador (supervisores u otras personas en la gerencia), el administrador de reclamos, y su abogado (si tiene uno) trabajarán con usted para decidir cómo va a permanecer en el trabajo o regresar al trabajo y qué trabajo hará. Comuníquese de manera activa con su *PTP*, su empleador y el administrador de reclamos sobre el trabajo que hizo antes de lesionarse, su condición médica y los tipos de trabajo que usted puede hacer ahora y los tipos de trabajo que su empleador podría poner a su disposición.

Pago por Incapacidad Permanente: Si un médico dice que no se ha recuperado completamente de su lesión y siempre será limitado en el trabajo que puede hacer, es posible que Ud. reciba pagos adicionales. La cantidad dependerá de la clase de lesión, grado de deterioro, su edad, ocupación, fecha de la lesión y sus salarios antes de lesionarse.

Beneficio Suplementario por Desplazamiento de Trabajo (Supplemental Job Displacement Benefit- SJDDB): Si Ud. se lesionó en o después del 1/1/04, y su lesión resulta en una incapacidad permanente y su empleador no ofrece un trabajo regular, modificado, o alternativo, usted podría cumplir los requisitos para recibir un vale no-transferible pagadero a una escuela para recibir un nuevo curso de reentrenamiento y/o mejorar su habilidad. Si Ud. cumple los requisitos, el administrador de reclamos pagará los gastos hasta un máximo establecido por las leyes estatales.

Beneficios por Muerte: Si la lesión o enfermedad causa la muerte, es posible que los pagos se hagan a un cónyuge y otros parientes o a las personas que viven en el hogar que dependían económicamente del trabajador difunto.

Es ilegal que su empleador le castigue o despida por sufrir una lesión o enfermedad laboral, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. (Código Laboral, sección 132a.) De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

Resolviendo problemas o disputas: Ud. tiene derecho a no estar de acuerdo con las decisiones que afecten su reclamo. Si Ud. tiene un desacuerdo, primero comuníquese con su empleador o administrador de reclamos para ver si usted puede resolverlo. Si usted no está recibiendo beneficios, es posible que Ud. pueda obtener beneficios del Seguro Estatal de Incapacidad (*State Disability Insurance-SDI*) o beneficios del desempleo (*Unemployment Insurance- UI*). Llame al Departamento del Desarrollo del Empleo estatal al (800) 480-3287 o (866) 333-4606, o visite su página Web en www.edd.ca.gov.

Puede Contactar a un Oficial de Información y Asistencia (Information & Assistance- I&A): Los Oficiales de Información y Asistencia (*I&A*) estatal contestan preguntas, ayudan a los trabajadores lesionados, proporcionan formularios y ayudan a resolver problemas. Algunos oficiales de *I&A* tienen talleres para trabajadores lesionados. Para obtener información importante sobre el proceso de la compensación de trabajadores y sus derechos y obligaciones, vaya a www.dwc.ca.gov o comuníquese con un oficial de información y asistencia de la División Estatal de Compensación de Trabajadores. También puede escuchar información grabada y una lista de las oficinas de *I&A* locales llamando al (800) 736-7401.

Ud. puede consultar con un abogado. La mayoría de los abogados ofrecen una consulta gratis. Si Ud. decide contratar a un abogado, los honorarios serán tomados de algunos de sus beneficios. Para obtener nombres de abogados de compensación de trabajadores, llame a la Asociación Estatal de Abogados de California (*State Bar*) al (415) 538-2120, o consulte su página Web en www.californiaspecialist.org.

Aprenda Más Sobre la Compensación de Trabajadores: Para obtener más información sobre el proceso de reclamos del programa de compensación de trabajadores, vaya a www.dwc.ca.gov. En la página Web, podrá acceder a un folleto útil, "Compensación del Trabajador de California: Una Guía para Trabajadores Lesionados." También puede contactar a un oficial de Información y Asistencia (arriba), o escuchar información grabada llamando al 1-800-736-7401.



WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at **(800) 736-7401**. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al **(800) 736-7401** para oír información gravada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

Employee—complete this section and see note above

Empleado—complete esta sección y note la notación arriba.

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____

2. Home Address. *Dirección Residencial.* _____

3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____

4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.

5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* _____

6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* _____

7. Social Security Number. *Número de Seguro Social del Empleado.* _____

8. Check if you agree to receive notices about your claim by email only. *Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico.* Employee's e-mail. _____ *Correo electrónico del empleado.* _____

You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. *Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.*

9. Signature of employee. *Firma del empleado.* _____

Employer—complete this section and see note below. Employer—complete esta sección y note la notación abajo.

10. Name of employer. *Nombre del empleador.* _____

11. Address. *Dirección.* _____

12. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____

13. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____

14. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____

15. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* _____

16. Insurance Policy Number. *El número de la póliza de Seguro.* _____

17. Signature of employer representative. *Firma del representante del empleador.* _____

18. Title. *Título.* _____ 19. Telephone. *Teléfono.* _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

Empleado: Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

Employer copy/Copia del Empleador Employee copy/Copia del Empleado Claims Administrator/Administrador de Reclamos Temporary Receipt/Recibo del Empleado

State of California EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS		Please complete in triplicate (type if possible) Mail two copies to:		OSHA CASE NO. FATALITY <input type="checkbox"/>	
Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.		California law requires employers to report within five days of knowledge every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within five days of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.			
EMPLOYER	1. FIRM NAME		1a. Policy Number		Please do not use this column CASE NUMBER OWNERSHIP INDUSTRY OCCUPATION SEX AGE DAILY HOURS DAYS PER WEEK WEEKLY HOURS WEEKLY WAGE COUNTY NATURE OF INJURY PART OF BODY SOURCE EVENT SECONDARY SOURCE EXTENT OF INJURY
	2. MAILING ADDRESS: (Number, Street, City, Zip)		2a. Phone Number		
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip)		3a. Location Code		
	4. NATURE OF BUSINESS: e.g., Painting contractor, wholesale grocer, sawmill, hotel, etc.		5. State unemployment insurance acct.no		
	6. TYPE OF EMPLOYER: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> Other Gov't, Specify:				
	7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yy)		8. TIME INJURY/ILLNESS OCCURRED		
	9. TIME EMPLOYEE BEGAN WORK		10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy)		
	11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. DATE LAST WORKED (mm/dd/yy)		
	13. DATE RETURNED TO WORK (mm/dd/yy)		14. IF STILL OFF WORK, CHECK THIS BOX:		
	15. PAID FULL DAYS WAGES FOR DATE OF INJURY OR LAST DAY WORKED? <input type="checkbox"/> Yes <input type="checkbox"/> No		16. SALARY BEING CONTINUED? <input type="checkbox"/> Yes <input type="checkbox"/> No		
17. DATE OF EMPLOYER'S KNOWLEDGE /NOTICE OF INJURY/ILLNESS (mm/dd/yy)		18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM (mm/dd/yy)			
INJURY	19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available, e.g., Second degree burns on right arm, tendonitis on left elbow, lead poisoning				AGE
	20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip)		20a. COUNTY		DAILY HOURS
	21. ON EMPLOYER'S PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No		22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g., Shipping department, machine shop.		DAYS PER WEEK
	23. Other Workers injured or ill in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Acetylene, welding torch, farm tractor, scaffold		WEEKLY HOURS
	25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Welding seams of metal forms, loading boxes onto truck.				WEEKLY WAGE
	26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g., Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY				COUNTY
	27. Name and address of physician (number, street, city, zip)		27a. Phone Number		NATURE OF INJURY
	28. Hospitalized as an inpatient overnight? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes then, name and address of hospital (number, street, city, zip)		28a. Phone Number		PART OF BODY
	29. Employee treated in emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No				SOURCE
	ATTENTION This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(6)-(10) & 14300.35(b)(2)(E)2. Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2*.				
30. EMPLOYEE NAME		31. SOCIAL SECURITY NUMBER		32. DATE OF BIRTH (mm/dd/yy)	
33. HOME ADDRESS (Number, Street, City, Zip)		33a. PHONE NUMBER		34. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	
35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers)		36. DATE OF HIRE (mm/dd/yy)		37. EMPLOYEE USUALLY WORKS	
37a. EMPLOYMENT STATUS <input type="checkbox"/> regular, full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary <input type="checkbox"/> seasonal		37b. UNDER WHAT CLASS CODE OF YOUR POLICY WHERE WAGES ASSIGNED		38. GROSS WAGES/SALARY \$ _____ per _____	
39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g. tips, meals, overtime, bonuses, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No				Completed By (type or print)	
Signature & Title		Date (mm/dd/yy)			

Discriminatory Harassment

1011.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1011.2 POLICY

Federal

The West Plainfield Fire Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1011.3 DEFINITIONS

Federal

Definitions related to this policy include:

1011.3.1 DISCRIMINATION

Federal

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or

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department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

1011.3.2 RETALIATION

Federal

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

1011.3.3 SEXUAL HARASSMENT

Federal

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1011.3.4 ADDITIONAL CONSIDERATIONS

Federal

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the California Civil Rights Department guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

1011.4 RESPONSIBILITIES

Best Practice **MODIFIED**

This policy applies to all department members who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the West Plainfield Fire Department and its mission.

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Discriminatory Harassment

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Complaints may also be filed with the Fire Chief, the Fire Chief, or the Board of Fire Commissioners.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

1011.4.1 QUESTIONS OR CLARIFICATION

State **MODIFIED**

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, the Fire Chief, the Assistant Chief of Operations, the Board of Fire Commissioners, or the California Civil Rights Department for further information, direction, or clarification (Government Code § 12950).

1011.4.2 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Assistant Chief of Operations in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1011.4.3 SUPERVISOR'S ROLE

Best Practice

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.

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Discriminatory Harassment

- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1011.5 INVESTIGATION OF COMPLAINTS

Best Practice

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the West Plainfield Fire Department that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1011.5.1 SUPERVISOR RESOLUTION

Best Practice

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1011.5.2 FORMAL INVESTIGATION

Best Practice **MODIFIED**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Assistant Chief of Operations, or the Board of Fire Commissioners.

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1011.5.3 ALTERNATIVE COMPLAINT PROCESS

Best Practice

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1011.6 DOCUMENTATION OF COMPLAINTS

Best Practice MODIFIED

All complaints or allegations shall be thoroughly documented. The outcome of all reports shall be:

- (a) Approved by the Assistant Chief of Operations, Fire Chief, or the Board of Fire Commissioners, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

1011.6.1 NOTIFICATION OF DISPOSITION

Best Practice

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1011.7 TRAINING

Best Practice MODIFIED

1011.7.1 STATE-REQUIRED TRAINING

State

The Training Officer should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the Civil Rights Department online training courses, the Training Officer should ensure that employees are provided the website address for the training course: <https://calcivilrights.ca.gov> (Government Code § 12950; 2 CCR 11023).

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1011.7.2 TRAINING RECORDS

State

The Training Officer shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

1011.8 REQUIRED POSTERS

State

The Department shall display the required poster regarding discrimination, harassment, and transgender rights in a prominent and accessible location for members (Government Code § 12950).

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Conduct and Behavior

1012.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1012.2 POLICY

Best Practice

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1012.3 PROFESSIONAL CONDUCT

Best Practice

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

1012.4 INTERACTION WITH THE PUBLIC

State

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (Government Code § 12940 et seq.).

1012.5 COURTESY TO MEMBERS

State

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (Government Code § 12940 et seq.).

Conduct and Behavior

1012.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Best Practice

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

1012.7 CONFORMANCE TO LAWS

Best Practice

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1012.8 DEROGATORY OR MALICIOUS STATEMENTS

Best Practice

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1012.9 POLITICAL ACTIVITY

Best Practice

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department.

1012.10 SEXUAL ACTIVITY

Best Practice

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1012.11 ILLEGAL GAMBLING

Best Practice

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

1012.12 GIFTS AND GRATUITIES

Best Practice **MODIFIED**

West Plainfield Fire Department

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Conduct and Behavior

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the Department or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

1012.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Best Practice **MODIFIED**

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Fire Chief or Board Clerk for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1012.14 ABUSE OF POSITION

Best Practice

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph, or official title that identifies them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1012.15 PUBLIC STATEMENTS AND APPEARANCES

Best Practice

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.

Personnel Complaints

1013.1 PURPOSE AND SCOPE

State **MODIFIED**

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this department and the service provided by this department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the West Plainfield Fire Department or the West Plainfield Fire Protection District.

While the pre- and post-disciplinary procedures set forth in this policy do not by law apply to complaints against at-will members who are not covered by the Firefighters Procedural Bill of Rights Act (FBOR), the West Plainfield Fire Protection District will follow FBOR guidelines for all members ; such use or FBOR procedures, however, does not change the at-will status of employment with the West Plainfield Fire Department .

1013.2 POLICY

State

This department takes seriously all complaints regarding service provided by the Department and the conduct of its members. The Department will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1013.3 PERSONNEL COMPLAINTS

Best Practice

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of department policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate department policy or rule or federal, state or local law may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the department's response to specific incidents.

1013.3.1 CLASSIFYING COMPLAINTS

Best Practice **MODIFIED**

Personnel complaints shall be classified in one of the following categories:

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Informal - A matter in which the member's Company Officer is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Fire Chief, or Board of Fire Commissioners' president if the complaint is about the Fire Chief, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Fire Chief, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1013.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

Best Practice

1013.4.1 SOURCES OF COMPLAINTS

Best Practice

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1013.4.2 ACCEPTANCE OF COMPLAINTS

Best Practice MODIFIED

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints (including those presented via email) are preferred, a complaint may also be filed verbally, either in person or by telephoning the Department, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

Personnel Complaints

1013.5 COMPLAINT DOCUMENTATION AND TRACKING

Best Practice

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Fire Chief or the authorized designee.

1013.6 DISCIPLINARY INVESTIGATIONS

Best Practice

All allegations of misconduct will be investigated as follows:

1013.6.1 SUPERVISOR RESPONSIBILITIES

State **MODIFIED**

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) Department supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Company Officer, Assistant Chief of Operations, and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Company Officer of the accused member, via the chain of command. The Company Officer will forward a copy of the complaint to the Assistant Chief of Operations to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Company Officer, Assistant Chief of Operations or Fire Chief.
- (d) A supervisor investigating any complaint should:
 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.

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2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Fire Chief for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the Department receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Fire Chief.
- (g) Unresolved citizen complaints shall be forwarded to the Fire Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1013.6.2 INVESTIGATION PROCEDURES

State **MODIFIED**

The following procedures shall also be followed ~~with regard to any accused member covered by FBOR (Government Code § 3253)~~:

- (a) Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the Department should:
 1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.
 2. Provide the date, time and place of the interview and the names of all who will be present.
 3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.
- (c) Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.
- (d) An investigator should not interview a member at that person's home without the member's prior permission.
- (e) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstandings.

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- (f) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (g) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions or be subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator.
- (h) Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview. The member shall also be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigators or other persons, except those portions that are otherwise required by law to be kept confidential.
- (i) If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.
- (j) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (k) All members shall provide complete and truthful responses to questions posed during interviews.
- (l) No member may be compelled to submit to a deception detection device/polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1013.6.3 INVESTIGATION FORMAT

Best Practice

Investigations of complaints should be timely, detailed, complete and essentially follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

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Exhibits - A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

1013.6.4 ADMINISTRATIVE LEAVE

Best Practice **MODIFIED**

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the Department, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or authorized designee shall formally document the employee's administrative leave and the cause for the leave.

1013.7 POST-INVESTIGATION PROCEDURES

Best Practice

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

1013.7.1 ASSISTANT CHIEF OF OPERATIONS RESPONSIBILITIES

Best Practice

Upon receipt of any completed personnel investigation, the Assistant Chief of Operations of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Assistant Chief of Operations may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Assistant Chief of Operations may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Assistant Chief of Operations shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1013.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Best Practice **MODIFIED**

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Assistant Chief of Operations for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary

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action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice
 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording
- (c) Once the member has completed his/her response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.
- (d) Once the Fire Chief has issued a written decision, the discipline shall become effective.

1013.8 PRE-DISCIPLINE MEMBER RESPONSE

Best Practice

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

1013.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

Best Practice

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In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1013.10 POST-DISCIPLINE APPEAL RIGHTS

State MODIFIED

Non-probationary members have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member has the right to appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.

In the event of punitive action against a member ~~covered by FBOR~~, the appeal process shall be in compliance with Government Code § 3254.5.

1013.11 AT-WILL AND PROBATIONARY MEMBERS

Best Practice MODIFIED

~~At-will and p~~ Probationary members ~~not subject to FBOR~~ may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time during the probationary period. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered by the Fire Chief to be appropriate.

Grievance Procedure

1019.1 PURPOSE AND SCOPE

Best Practice

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical, wasteful or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of department policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

1019.1.1 GRIEVANCE DEFINED

Best Practice

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the Department which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

1019.2 POLICY

Best Practice MODIFIED

It is the policy of this department that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this department to promote free verbal communication between members and supervisors.

1019.3 RETALIATION PROHIBITED

Best Practice

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Grievance Procedure

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

1019.4 PROCEDURE

Best Practice

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

1019.4.1 COMMUNICATING GRIEVANCES

Best Practice MODIFIED

Members are encouraged to communicate regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be emergent safety concerns where the use of the normal chain of command may not be appropriate. In such case, the member may report this information directly to the Fire Chief or Assistant Chief of Operations without first reporting the information to their immediate supervisor or otherwise following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

1019.4.2 GRIEVANCE RECEIPT

Best Practice MODIFIED

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

1019.4.3 RESOLVING GRIEVANCES

Best Practice MODIFIED

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with the member.

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Grievance Procedure

- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Company Officer.
- (c) If a successful resolution is not found with the Company Officer, the member may request a meeting with the Assistant Chief of Operations.
- (d) If the member and the Assistant Chief of Operations are unable to arrive at a mutual solution, then the member shall proceed as follows:
 - 1. Submit in writing a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the grievance in writing. The Fire Chief and the Board of Fire Commissioners president will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the Board of Fire Commissioners president is considered final.

1019.5 RESPONSIBILITIES

Best Practice MODIFIED

1019.5.1 MEMBER RESPONSIBILITIES

Best Practice MODIFIED

This policy is intended to support efforts to identify, and remediate when appropriate, workplace issues. Members are encouraged to identify workplace issues to bring about positive change in the Department. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command.

1019.5.2 SUPERVISORS AND COMMAND STAFF

Best Practice MODIFIED

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Grievance Procedure

Supervisors and command staff should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the Department before issues escalate to the grievance level. Once a member has made the decision to file a grievance, neither supervisors nor command staff shall attempt to discourage the member. The grievance shall be accepted and supervisors and command staff shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel and command staff will:

- (a) Recognize and accept the grievance in a timely manner.
- (b) Remediate any inappropriate conduct or condition and implement measures to minimize the likelihood of reoccurrence.
- (c) Document all grievances received and all steps taken to resolve the issue and communicate the outcome to the grieving member.
- (d) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (e) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

1019.6 MEMBER REPRESENTATION

Best Practice

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

1019.7 GRIEVANCE RECORDS

Best Practice **MODIFIED**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the records manager to be retained according to the Records Management Policy.

Purchase Card

201.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

This document provides procedures for use of the department's purchase cards and administration of the purchase card accounts.

Corresponding Policies:

Purchase Card

201.2 POINT OF CONTACT PROCEDURES

Agency Content

The Point of Contact shall:

- (a) Issue a purchase card upon hire or appointment of an authorized user and:
 1. Set spending limit per purchase.
 2. Set spending limit per billing cycle.
- (b) Cancel purchase cards upon an authorized users termination of employment or reassignment.
- (c) [Carefully monitor transactions to ensure suspected fraudulent use is identified and reported quickly.](#)
- (d) Cancel [or suspend](#) purchase cards in the event of loss or suspected fraudulent use.
- (e) Provide the Board Clerk with the monthly billing statement as soon as available.
- (f) Refer any suspected fraudulent use to the Fire Chief and law enforcement as appropriate.

The point of contact may temporarily increase authorized limits as authorized by the Fire Chief or Board of Fire Commissioners. If a temporary increase is authorized, at the end of the billing cycle in which such increase was authorized the point of contact shall reset the authorization limits to those identified in the Purchase Card Policy.

Upon change in the point of contact, the outgoing point of contact shall provide the new point of contact with:

- (a) Training, upon request.
- (b) Access to archived documents.

201.3 USER PROCEDURES

Agency Content

Each user shall:

- (a) Maintain possession and control of the purchase card.
- (b) Immediately notify the Fire Chief if the purchase card is lost.

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Purchase Card

- (c) Immediately notify the Fire Chief if fraudulent activity or use is suspected on any purchase card, whether the user's card or on another user's card.
- (d) Provide a copy of the receipt for payment by purchase card to the Fire Chief and Board Clerk immediately upon purchase, or as soon thereafter as practical. On the face of the receipt or in an email accompanying such receipt copy shall be a written description of the purpose of the purchase, including, but not limited to:
 - 1. Purpose (repair, replacement, annual maintenance, etc).
 - 2. Identification of person item purchased for.
 - 3. Identification of equipment item purchased for.

201.4 DISCIPLINE

Agency Content

Misuse of a purchase card may result in the user's dismissal and/or in legal prosecution. Investigation into misuse and disciplinary action shall follow department policies and procedures.

Personnel Complaints

1001.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This document provides procedures for receiving and processing complaints against department members.

Corresponding Policies:

Conflict of Interest
Solicitation of Funds
Use of Department-Owned and Personal Property
Non-Official Use of Department Property
Discriminatory Harassment
Conduct and Behavior
Personnel Complaints
Workplace Violence
Anti-Retaliation

1001.2 INITIAL STEPS

Best Practice

Complaints may come in a variety of ways including but not limited to:

a. Complaints received in person or by phone

Personnel who receive a complaint about a department member should refer to the Personnel Complaints Policy and follow these steps:

- Obtain and complete a department complaint form. Whenever possible, this form should be completed in person with the complainant or while on the phone. If the form cannot be completed while in direct contact with the complainant, detailed notes should be taken that will allow for the completion of the form. After completing the form, the department member receiving the complaint should immediately forward the complaint to the next appropriate level in the chain of command.
- A department member who is investigating the complaint should:
 - Determine the nature of the complaint and refer to the Personnel Complaints Policy, as well as the corresponding policy for the specific type of complaint, for any specific actions the investigating member should take. If the complaint involves a possible violation of a department policy or rule or federal, state, or local law, notify the chain of command.
 - Explain to the complainant that the investigating member may be asking some of the same questions that were answered when the complaint was originally filed.
 - Give complete attention to the complainant and ensure that the complainant is given the full opportunity to discuss the nature and basis of the complaint.

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Personnel Complaints

- Where necessary, the investigating member should seek additional details from the complainant that provide the most complete information possible.
- Prepare documentation of the complaint investigation per department policy.

b. Complaints received in writing, including electronic communication

Personnel who receive a complaint about a department member should follow these steps:

- Obtain and complete a department complaint form. After completing the form, the department member receiving the complaint should immediately forward the complaint to the next appropriate level in the chain of command.
- A department member who is investigating the complaint should:
 - Determine the nature of the complaint and refer to the Personnel Complaints Policy, as well as the corresponding policy for the specific type of complaint, for any specific actions the investigating member should take. If the complaint involves a possible violation of a department policy or rule or federal, state, or local law, notify the chain of command.
 - Give complete attention to the complainant and ensure the complainant is given the full opportunity to discuss the nature and basis of the complaint.
 - Where necessary, the investigating member should seek additional details from the complainant to provide the most complete information possible.
 - Prepare documentation of the complaint investigation per department policy.

c. Complaints received from an anonymous source

Personnel who receive a complaint from an anonymous source should follow these steps:

- Obtain and complete a department complaint form to the extent possible with the information received. After completing the form, the department member receiving the complaint should immediately forward the complaint to the next appropriate level in the chain of command.
- A department member who is investigating the complaint should:
 - Determine the nature of the complaint and refer to the Personnel Complaints Policy, as well as the corresponding policy for the specific type of complaint, for any specific actions the investigating member should take. If the complaint involves a possible violation of a department policy or rule or federal, state, or local law, notify the chain of command.
 - Where necessary, the investigating member should seek additional details from the complainant to provide the most complete information possible.
 - Prepare documentation of the complaint investigation per department policy.

1001.3 TYPES OF COMPLAINTS AND CORRESPONDING POLICIES

Best Practice **MODIFIED**

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Personnel Complaints

Use the following examples as a guide to determine which policy should be referenced, based upon the wording used in the complaint, with an understanding that some complaints may apply to more than one policy:

- Policies: Conflict of Interest, Solicitation of Funds
 - What the complainant might say:
 - Money has been taken or is missing or unaccounted for.
 - Someone who does business with the agency, an agency member, an elected official, or a family member of any of these is asking the member to give money in order to remain a member of the fire department or be given a specific assignment.
 - A member demanded money in exchange for delivery of services or in or to receive a permit or passing inspection.
 - A member works for someone who provides goods or services to the agency.
- Policies: Use of Department-Owned and Personal Property, Non-Official Use of Department Property
 - What the complainant might say:
 - A member took a chain saw off an engine and used it to do work on personal property.
 - A member is using an agency vehicle out of the designated area for family trips and personal errands.
- Policy: Discriminatory Harassment
 - What the complainant might say:
 - I experience or am experiencing [insert negative activity] because of my [insert actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, or any other classification or status protected by law].
- Policy: Conduct and Behavior
 - What the complainant might say:
 - I saw a member of my company working on his second job as a roofer while out on an on-the-job-injury.
 - I saw multiple members of your department get into a bar fight while in uniform.
- Policy: Workplace Violence
 - What the complainant might say:
 - I found mouse traps in my boots this morning as I was checking out my gear and there was a note that read, "You better watch your back."

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- A member who has been complaining about getting passed over for promotion said, "Somebody is going to pay."
- Policy: Anti-Retaliation
 - What the complainant might say:
 - Since filing a complaint about the mouse traps in my boots, the Company Officer has been continually denying my time-off requests.
 - I was transferred to the fire academy because I refused to submit to her sexual advances.

1001.4 COMPLAINTS PROCESSING

Best Practice

Upon completing the complaint form, the member receiving the complaint should use the Complaint Procedure Checklist to begin processing of the complaint along the appropriate track.

1001.5 UNIVERSAL PRACTICES

Best Practice

- Active listening and thorough note-taking are critical.
- Understand that the complainant may be emotional and may have experienced some level of stress or trauma.
- Emphasize that an internal complainant should not discuss the complaint with co-workers. If they already have, find out whom, and note for the investigation.
- The investigating member should confirm that the complaint will be handled as confidentially as possible, considering that there is an obligation to act on the complaint under the appropriate policy, and that an investigation will take place.
- The investigating member should explain to the complainant that no retaliation or negative actions should take place as a result of the complaint and, if they do, the complainant should immediately report the negative or retaliatory activity to the investigating member.
- The investigating member should not express any doubt about the complaint or express concern for the complainant.
- The investigating member should avoid providing a definite timeline, but should keep the complainant advised of what progress is being made.

1001.6 PERSONNEL COMPLAINTS WORKSHEETS

Best Practice **MODIFIED**

Key Dates

Activity	MM/DD/YYYY	Responsible Member	Acknowledgement of Receipt of Investigation File
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West Plainfield Fire Department

Procedure Manual

Personnel Complaints

Complaint received/ taken			N/A
Complaint form completed by receiving officer			N/A
Investigator(s) assigned			N/A
Investigation complete			N/A
Investigation report delivered to Company Officer with recommendations, if applicable			
Investigation report delivered to Fire Chief with recommendations, if applicable			
Action taken			N/A
Matter resolved			
Matter referred to Fire Chief			
File delivered to Custodian of Records			

Department Personnel Complaint Intake and Processing Worksheet

[Personnel Complaint Intake Form.pdf](#)

Instructions:

Where a specific complaint does not require a step, fill the corresponding boxes with "N/A".

Where a specific complaint requires a step that could not be completed, note the reason.

Where a specific complaint requires a "yes / no" decision, note the reason for the decision.

Personnel Complaint Worksheet

Activity	Responsible Member	Date Completed (MM/ DD/YYYY)	Comments/Status
Intake Form complete			
Within 24 hours of receipt, notify complainant that the complaint was received			
Notify the chain of command			
Classify the complaint	Company Officer		

West Plainfield Fire Department

Procedure Manual

Personnel Complaints

If complaint involves possible criminal activity, refer to appropriate law enforcement			
If complaint is serious or allowing the accused to remain on-duty will negatively impact the mission of the Department, place the accused on administrative leave pending the outcome of the investigation			T
Investigator assigned	Company Officer		

Retaliation Avoidance Worksheet

Activity	Responsible Member	Comments/Status
Give complete, undivided, and sincere attention to the complainant, witnesses, and the accused		
Document all conversations and correspondence, including voicemails and emails, with the complainant, witnesses, and the accused		
Avoid any personnel actions that may be interpreted as a reprisal or intimidation against a member for filing a complaint, participating in the investigation, or opposing a discriminatory practice		

Resolution Options Worksheet

Activity	Responsible Officer	Date Completed (MM/DD/YYYY)	Comments/Status
Investigator(s) meet with superior officer and, if needed, Fire Chief for any necessary advice and discussion			

West Plainfield Fire Department

Procedure Manual

Personnel Complaints

Meet with complainant and representatives to discuss outcome of the investigation			
Meet with the accused and representatives to discuss the outcome of the investigation			
Prior to resolving the complaint and/or imposing discipline, give the accused a copy of any supporting materials as well as recommended discipline and offer an opportunity to provide an oral or written response			
Matter resolved through meeting with the accused and complainant			
Conference with complainant, alone			
Conference with accused, alone			
Matter resolved through dismissal of complaint			
Matter resolved through discipline against the accused			
Resolution documented in complaint file			

File Closeout Worksheet

Activity	Member Responsible	Date Completed (MM/DD/YYYY)	Comments/Status
Check file to ensure it contains the original intake form, this worksheet, all investigation notes and reports, and all resolution notes and reports			

West Plainfield Fire Department

Procedure Manual

Personnel Complaints

If evidence exists in another place or file, note where the evidence is located			
Ensure copies of the file have been distributed as required by policy, law, or labor agreement			
Ensure that any adverse action is documented in affected member's personnel file			
Deliver the original file to the records manager			

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Attachments

DRAFT

Attachment - Form - Intake - Personnel Complaint.pdf

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INTAKE FORM – PERSONNEL COMPLAINT

Complaint Received By

_____ [print First and Last Name]

_____ Rank

_____ Date Received

Complainant

_____ [print First and Last Name]

_____ Rank

Complaint Received in writing verbally, in person verbally, by phone

Summary of Complaint (include specific violations, when possible)

Forwarded To / Other Disposition or Resolution

Administrative Investigations and Interviews

1002.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

This document provides procedures for administrative investigations and interviews conducted by the West Plainfield Fire Department.

Corresponding Policies:

Discriminatory Harassment
Conduct and Behavior
Personnel Complaints
Anti-Retaliation

1002.2 INITIAL STEPS

Best Practice

- Don't ignore the complainant or the misconduct.
- Start a record of the complaint or misconduct by completing a complaint form in accordance with the Personnel Complaints Policy and Procedure.
- Collect and document the available facts and evidence.
- Prepare an initial report of the complaint for the chain of command.
- Investigate all complaints regardless of the merit or whether the complainant requests an investigation.
- There is no such thing as an off-the-record complaint.

1002.3 ELEMENTS OF AN INVESTIGATION

Best Practice

1002.3.1 COMMENCING THE INVESTIGATION

Best Practice

The following procedures should be followed with regard to any accused member subject to investigation by the Department:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member, and, if the member is off-duty, the member shall be compensated if required.
- (c) To prevent confusion or misunderstanding, no more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.

West Plainfield Fire Department

Procedure Manual

Administrative Investigations and Interviews

- (d) All interviews shall be for a reasonable period or duration, and the member's personal needs shall be accommodated.
- (e) No member shall be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses, when legally permissible. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.
- (g) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing present during any interview. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i) No member may be compelled to submit to a deception detection device examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1002.3.2 THE INTERVIEWS

Best Practice **MODIFIED**

- (a) Interviewing the complainant
 1. Issues to discuss with the complainant: keep the interview questions to the current issue.
 2. Go over details contained in the complaint.
 3. If details are incomplete, ask the complainant to elaborate.
 4. If legally permissible, record the interview.
- (b) Interviewing the accused
 1. Issues to discuss with the accused: Keep the interview questions to the current issue.
 2. Review the specific accusations in the complaint with the accused.
 3. If legally permissible, record the interview.
- (c) Interviewing witnesses
 1. Issues to discuss with the witness: Keep the interview questions to the current issue.
 2. Ask witnesses specific questions about the complainant's allegations and the accused's responses.

West Plainfield Fire Department

Procedure Manual

Administrative Investigations and Interviews

3. If legally permissible, record the interview.
- (d) Uncooperative witnesses
1. Explain to witnesses that you understand their reluctance to participate in the investigation and that you are just trying to gather facts surrounding the alleged incident.
 2. If practicable, offer the witness an opportunity to have another employee, supervisor, or representative of the witness's choosing present during the interview.
- (e) Follow-up interviews
1. Planning your interview questions can help reduce the need for follow-up questioning. While follow-up interviews may be necessary, try to keep them to a minimum. In the event, follow-up interviews are necessary, keep them limited to specific questions related to either newly discovered information or previously supplied answers that need more clarification.
- (f) *Garrity* Rights
1. Ensure the accused understands this is an administrative investigation and statements made during the administrative investigation cannot be used against him/her in a criminal investigation.
- (g) *Weingarten* Rights
1. If the accused is entitled to union representation, make sure it is offered.
- (h) Public Safety Officer Bill of Rights
1. Ensure the accused is afforded any rights or privileges required by state law.

1002.3.3 RESULTS OF THE INVESTIGATION

Best Practice

All aspects of the investigation should be thoroughly documented, including but not limited to the following:

- (a) Analysis of the investigation
- (b) Determination regarding the merits of the complaint
- (c) Determination of corrective action and/or disciplinary action
- (d) Preparation of report
- (e) Preparation of the investigation file
- (f) Discussion of the results between the investigator and the chain of command.

1002.4 REQUIRED DOCUMENTATION

Best Practice

The following documents should be included in the completed investigation file:

- Complaint or memorandum memorializing a verbal complaint

West Plainfield Fire Department

Procedure Manual

Administrative Investigations and Interviews

- Collective bargaining agreement, if applicable
- Records of any previous charges, complaints, or grievances filed by or against the complainant or the accused within the permissible statutory period or other governing documents
- Copies of relevant department policies and records of whether the complainant and accused each received the documents and the appropriate training
- Signed acknowledgment of *Garrity* and/or *Weingarten* rights, if applicable.
- Final investigation report

Investigations of complaints should be timely, detailed, complete, and follow this format:

- **Introduction** - Include the identity of the member, the identity of the assigned investigators, the initial date, and the source of the complaint.
- **Synopsis** - Provide a brief summary of the facts giving rise to the investigation.
- **Summary of allegations** - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation.
- **Evidence as to each allegation** - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.
- **Conclusion** - A recommendation regarding further action or disposition should be provided.
- **Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1002.5 UNIVERSAL PRACTICES

Best Practice

Investigators

- Investigators should be unbiased.
- No friendship or reporting relationship with either the complainant or the accused should exist to the extent practicable.
- Investigators should have training to respond to issues and complaints of harassment.
- Whenever possible, assign two investigators to the case.
- Whenever possible, assign investigators of multiple ranks.
- Consider retaining an independent investigator if:
 - The investigation could create a conflict of interest.
 - The investigation involves multiple members of the department.
 - The investigation involves chief officers.

West Plainfield Fire Department

Procedure Manual

Administrative Investigations and Interviews

- Follow policies for preventing harassment, discrimination, and retaliation.
- If interviews are recorded:
 - Advise the individual verbally and in writing that they are being recorded.
 - Obtain a signed acknowledgment from the individual that they understand their interview is being recorded.

1002.6 CORRESPONDING PROCEDURES

Best Practice

Personnel involved in a disciplinary action may need to consult the following procedures:

Discipline

Personnel Complaints

1002.7 WORKSHEETS

Best Practice

1002.7.1 ADMINISTRATIVE INVESTIGATIONS AND INTERVIEWS WORKSHEET

Best Practice

MODIFIED

Activity	Responsible Member	Comments/Status
Request all necessary documents/reports		
Inform complainant of investigator's name and complaint number within three days of assignment		
Make any notifications to the accused member's labor representative as required by labor agreements		
Notify the accused member of the complaint		
Conduct all necessary interviews during normal working hours		
Advise complainant of any applicable <i>Garrity</i> and/or <i>Weingarten</i> rights, as well as any rights or privileges required by an applicable state public safety officer bill of rights		
Interview complainant		

West Plainfield Fire Department

Procedure Manual

Administrative Investigations and Interviews

Advise accused member of any applicable <i>Garrity</i> and/or <i>Weingarten</i> rights, as well as any rights or privileges required by an applicable state public safety officer bill of rights		
Interview accused		
Decide whether to interview witnesses (Yes/No)		
Advise witnesses of any applicable <i>Garrity</i> and/or <i>Weingarten</i> rights, as well as any rights or privileges required by an applicable state public safety officer bill of rights		
Witness interviews complete, if applicable		
Investigation report, with recommendations, complete		

1002.7.2 RETALIATION AVOIDANCE WORKSHEET

Best Practice

Activity	Responsible Member	Comments/Status
Give complete, undivided, and sincere attention to the complainant, witnesses, and the accused.		
Document all conversations and correspondence, including voicemails and emails, with complainant, witnesses, and the accused.		
Avoid any personal actions that may be interpreted as reprisal or intimidation against a member for filing a complaint, participating in the investigation, or opposing a discriminatory practice.		

Discipline

1003.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

This document provides procedures for West Plainfield Fire Department personnel initiating a disciplinary action.

This procedure corresponds with all department policies or procedures where a violation may have occurred.

1003.2 DEFINITIONS

Best Practice **MODIFIED**

Command discipline - A penalty imposed by department officers to sanction those members under their command with the purpose of correcting minor deficiencies and maintaining discipline within the command of the officer imposing the discipline. Command discipline does not include any formal charges.

Formal discipline - A penalty that includes formal charges for violation of department policy or procedure.

1003.3 PROCEDURES BEFORE DISCIPLINARY ACTION IS IMPLEMENTED

Best Practice

1003.3.1 COMMAND DISCIPLINE

Best Practice

Supervisors may impose command discipline for infractions including but not limited to:

- Tardiness.
- Violation of uniform regulations.
- Minor infractions involving conduct and behavior while on-duty.
- Failure to display required knowledge, skills, abilities.

1003.3.2 FORMAL DISCIPLINE

Best Practice **MODIFIED**

Formal discipline may be imposed following the completion of an investigation as provided elsewhere in the Manual. There may be statutory requirements regarding a hearing following an administrative investigation that may lead to disciplinary action.

Infractions that may result in formal discipline include but are not limited to:

- Harassment of any kind.
- Theft.
- Insubordination.

West Plainfield Fire Department

Procedure Manual

Discipline

- Personnel complaints.
- Criminal acts.
- Violation of the Oath of Office or Code of Ethics.

Prior to implementation of any formal disciplinary action, officers responsible for charging members, reviewing or investigating charges, or imposing any sanction should consider the following:

- (a) Due process: Disciplinary actions should follow the standards and requirements imposed by state law and regulations and, if any, employee agreements, collective bargaining agreements, and Human Resources department rules. Failure to provide the member due process may result in a reversal on appeal or other legal action.
- (b) General policies: Sound personnel practices may prevent problems associated with member discipline. A supervisor seeking to discipline a member must clearly show what rule, policy, or standard was not met or what duty was breached.
- (c) Records showing incompetency or misconduct.
- (d) Electronic communications: Emails, texts, and other electronic communications between members may provide information relevant to a disciplinary investigation.
- (e) Conferences and counseling: A counseling session or conference is not considered a form of discipline and should be non-adversarial. It is an opportunity for the supervisor and the member to discuss the incident and provides the member with an opportunity to explain it.
- (f) Assignment to other locations/duties: Depending on the nature of the violation, the member or members may need to be immediately reassigned or placed on administrative leave pending the outcome of the investigation.
- (g) Investigation: All complaints and allegations of misconduct should be thoroughly investigated according to department policies, any applicable state or local laws, and applicable collective bargaining or employee agreements.
- (h) Representation during investigation: Members should be afforded representation according to any applicable collective bargaining agreement or employment agreement, if any, department policy, or state or local laws.
- (i) Criminal acts or omissions: Complaints and allegations of misconduct that may involve criminal acts or omissions should be referred to the appropriate law enforcement agency.
- (j) Medical examination: If the discipline arises from the possibility of some physical limitation in accordance with the Temporary Modified Duty Assignments and Return to Work policies, ensure a proper medical evaluation has been completed.

1003.3.3 DOCUMENTATION

Best Practice **MODIFIED**

All command and formal disciplinary actions should be documented in the member's personnel file. A disciplinary record should include:

West Plainfield Fire Department

Procedure Manual

Discipline

- Date, time, and place of the incident.
- Facts of the incident.
- Specific policies or procedures that were violated.
- Completion of appropriate worksheets and Complaint Intake Form.
- Recommendations for remedial action, if any.
- Disciplinary action taken, if any.
- Signatures of both the supervisor and the member disciplined.

1003.3.4 DISCIPLINARY REPORTS

Best Practice MODIFIED

A disciplinary report is documentation of an incident where a member has violated or is alleged to have violated a department policy or procedure. Reports relating to informal discipline such as verbal reprimand, remedial training, or a written reprimand, as applicable, serve as records of the incident and may be the first step in progressive discipline.

Members responsible for completing such reports should adhere to the following guidelines:

- Be objective: Members should be disciplined consistently for the same violations of policy or procedure. Failure to apply discipline objectively can result in loss of trust between members and officers.
- Be specific: Include dates and times of the infraction as well as personnel involved, nature of the violation, and reference to the specific policy/procedure sections involved.
- Write in a clear and factual manner: Expanding on the facts, adding opinions, or adding personal impressions may interfere with the narrative.
- Document the actions taken, including:
 - Determination of no violation after further investigation.
 - Verbal or written reprimand.
 - Suspension.
 - Demotion.
 - Probation.
 - Termination.

For incidents that may require formal discipline, members should refer to the Personnel Complaints Policy and any other applicable policies or procedures.

1003.3.5 PROGRESSIVE DISCIPLINE

Best Practice MODIFIED

Forms of progressive discipline include but are not limited to:

- (a) [Counseling and verbal warning](#).

West Plainfield Fire Department

Procedure Manual

Discipline

- (b) Written warning.
- (c) ~~Loss of accrued paid time off.~~
- (d) Suspension, with or without pay.
- (e) Demotion.
- (f) Discharge.

1003.4 CORRESPONDING PROCEDURES

Best Practice MODIFIED

Personnel involved in discipline may need to consult the following procedures:

- Administrative Investigations and Interviews
- Personnel Complaints

1003.5 WORKSHEETS

Best Practice

1003.5.1 DISCIPLINE WORKSHEET

Best Practice MODIFIED

Infraction (include a description of the incident)	Date/Time/Location	Corresponding Policy and/or Procedure (Title, #, and section)
If the response to any of the following questions is "YES", then Formal Discipline procedures should be initiated. If all questions are answered "NO" then Command Discipline may be imposed.	YES	NO
Does the infraction require immediate reassignment or removal from duty pending the outcome of an investigation or hearing? (Refer to applicable Personnel Complaints and Administrative Investigations and Interviews procedures.)		
Does the infraction require an investigation or hearing? (Refer to applicable Personnel Complaints and Administrative Investigations and Interviews procedures.)		
Does the infraction involve:		
Harassment of any kind		
Theft		

West Plainfield Fire Department

Procedure Manual

Discipline

Insubordination		
Bullying		
Discrimination		
Criminal Acts		
Retaliatory Behavior		
Violation of the Oath of Office or Code of Ethics		
Violation of the department social media policy		
Any infraction resulting in injury or death of a member or other individual		
Any other infraction which, based upon the frequency of the infraction, failure to follow policy or procedure after re-training, or consistent with prior discipline imposed on other members under similar circumstances, the officer initiating the discipline determines formal discipline should be imposed.		
Action items that should be completed prior to starting the formal discipline process	Date of Review Meeting MM/DD/YYYY	Officers Present and Outcome
The initiation officer reviews the policy/procedure associated with the infraction to ensure that all necessary documentation, review, and reporting requirements are satisfied.		
Officer seeking to initiate formal discipline has reviewed the matter with their superior officer.		

1003.5.2 COMMAND DISCIPLINE WORKSHEET

Best Practice **MODIFIED**

Officer Self-Check
Confirm that no factors leading to formal discipline exist.
Any requirements of applicable policy/procedures are satisfied.

West Plainfield Fire Department

Procedure Manual

Discipline

Desired discipline is consistent with prior discipline imposed against other members for similar infractions under similar circumstances. If desired discipline is inconsistent, provide an articulable, work-related reason, and discuss with their commanding officer and Human Resources.

Infraction and desired resolution discussed with commanding officer.

Matter reviewed with Fire Chief, if:

- Required by policy/procedure.
- Desired by officer.
- Advised by commanding officer.

Infraction and discipline discussed with the member.

Disciplinary report completed and filed according to department policy.

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West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

**MINUTES - STANDING COMMITTEE – LILLARD HALL
October 4, 2023 at 10:15 AM**

Held at
Fire Department
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 10:15 AM. Present were:

Commissioners: Emily Amy and Warren Roos

Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita

2. Public Comment

NONE

3. Discussion / Action – Kitchen Remodel Progress (Chair Amy)

The kitchen remodel has begun. Mr. Chong believes he has found someone to prepare the necessary drawings and other paperwork for the County. Hall Manager Sykes reported that Mr. Chong is currently using the premises.

Hall Manager Sykes asked about how to proceed regarding the old fire extinguisher hood. His recommendation is to leave the motor on the roof, caulking around the motor on the roof and sealing off the hole in the kitchen. All agreed that was best.

Hall Manager Sykes also reported that Mr. Chong has been unable to obtain \$1.5 million in insurance coverage because the building is not classified as a commercial building; therefore, the most coverage Mr. Chong can get is \$1 million. Commissioner Amy suggested that Hall Manager Sykes recommend to Mr. Chong that he try to get an umbrella policy for the remainder.

4. Discussion / Action – Restroom Remodel (Chair Amy)

The first thing we need to do is recalculate the Hall's occupancy, as requirements are based on that. We can also set the occupancy lower than the maximum. Commissioner Amy would like to see occupancy posted at no more than 140 persons. It could be that because the Hall is not sprinkled, the occupancy may be lower than currently posted.

5. Discussion / Action – Fire Department Use of Hall During Station Remodel (Chair Amy)

Chief Rita indicated that Department staff will begin moving items into the Hall after the last rental on October 26. Station painting is scheduled for the week of November 6; flooring, week of November 13. Hall Manager Sykes will notify renters that there will be no rentals during November.

6. Discussion / Action – Review Hall Rental Policy/Use Agreement (All)

a. Possible Additional Revisions

There was a brief discussion regarding the matter brought up by the full Board of Commissioners: what happens if the hourly rental goes over the hours booked. Upon review of the current policy, it was determined that penalty in such an event is already set forth in the policy. Consequently, no change to the policy document is required for that purpose. Commissioner Amy asked if anyone else had anything they thought should be reviewed and/or changed in the current policy. No one did.

b. **Other Rental-Related Discussion**

Hall Manager Sykes reported he had a few inquiries lately but has not yet followed up on them. He indicated there is really nothing else to discuss.

7. **Discussion / Action – Signatories on Checking Account (Chair Amy)**

Commissioner Amy reported she was waiting for the approved Board minutes so she can set up the account that will hold the security deposits.

With respect to the additional signatories on the checking (operating) account, Commissioner Amy reported that she had no response during the Board meeting about who to add to this account. Therefore, she will make the decision and notify the Board members.

8. **Discussion / Action – Development of Lillard Hall Budget (Chair Amy)**

All reviewed the numbers previously provided by both Hall Manager Sykes and Chief Rita. Chief Rita will formalize the numbers into a budget format for consideration by the Committee at its next meeting.

Chair Amy and Chief Rita noted that the Committee also needs to develop a capital improvement plan.

9. **Discussion / Action – Maintenance (Chair Amy)**

Hall Manager Sykes reported he was in the process of trimming the trees. He further reported that the toilet in the men’s bathroom has not been marked as “out of order”. He will get the necessary parts and get it repaired.

10. **Open Forum – Other Hall Business (Chair Amy)**

Chief Rita asked about entry into the Hall now that the kitchen is closed off. Mr. Chong has provided the keypad information to Hall Manager Sykes. Hall Manager Sykes will make sure that renters have the appropriate keys for entry either through the double doors or the bathroom hall exterior door.

Commissioner Roos will check with someone he knows and see if he can get an estimate for drawings that will be required by the County.

11. **Calendar (Chair Amy)**

a. **The next Lillard Hall Committee meeting to be determined**

Chair Amy set the next Committee meeting for November 8, 2023, at 10:15 AM.

12. **Adjourn Meeting (Chair Amy)**

Chair Amy adjourned the meeting at 11:23 AM.

Minutes approved: _____

EMILY AMY, Committee Chair / Commissioner

CHERIE RITA, Minutes Recorder / Fire Chief

West Plainfield Fire Department (CA)

Davis, CA

This report was generated on 10/11/2023 1:33:53 PM



Basic Incident Info with Number of Responding Apparatus and Personnel for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023

DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT	ZONE	# APP.	# PERS.
09/04/2023	2023-166	[REDACTED]	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	4	5
09/05/2023	2023-167	25535 County Road 95	541 - Animal problem	C Shift	0- WPL - West Plainfield Station 30 Response Area	1	1
09/05/2023	2023-168	32625 County Road 27	542 - Animal rescue	C Shift	170- MDS-WPL - Borderline Call Madison & West Plainfield	1	2
09/11/2023	2023-169	25398 92e CIR	324 - Motor vehicle accident with no injuries.	C Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
09/13/2023	2023-170	33073 24 CIR	111 - Building fire	A Shift	00- WPL Out - West Plainfield Mutual Aid Out of District	2	3
09/17/2023	2023-171	[REDACTED]	320 - Emergency medical service, other	C Shift	703- WOF Auto - Automatic Aid Willow Oak (Not Borderline)	2	3
09/18/2023	2023-172	[REDACTED]	311 - Medical assist, assist EMS crew		00- WPL Out - West Plainfield Mutual Aid Out of District	2	4
09/18/2023	2023-173	CR 98	170 - Cultivated vegetation, crop fire, other	A Shift	0- WPL - West Plainfield Station 30 Response Area	2	4
09/19/2023	2023-174	County Road 29	322 - Motor vehicle accident with injuries	Relief Firefighter	0- WPL - West Plainfield Station 30 Response Area	2	2
09/20/2023	2023-175	County Road 31	324 - Motor vehicle accident with no injuries.	B Shift	0- WPL - West Plainfield Station 30 Response Area	3	3
09/22/2023	2023-176	County Road 98	322 - Motor vehicle accident with injuries	C Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	2	3
09/25/2023	2023-177	County Road 31	322 - Motor vehicle accident with injuries	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	3	3

Only REVIEWED incidents included.

09/26/2023	2023-178	Cr 98	324 - Motor vehicle accident with no injuries.	B Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	1	2
09/27/2023	2023-179	██████████	321 - EMS call, excluding vehicle accident with injury	B Shift	0- WPL - West Plainfield Station 30 Response Area	1	3
09/29/2023	2023-180	County Road 27	324 - Motor vehicle accident with no injuries.		702- WOF-WDL-WPL - Borderline Call Willow Oak, Woodland, & West Plainfield	2	2
09/29/2023	2023-181	██████████	321 - EMS call, excluding vehicle accident with injury		0- WPL - West Plainfield Station 30 Response Area	1	1
09/30/2023	2023-182	██████████	321 - EMS call, excluding vehicle accident with injury	A Shift	320- DVS-WPL - Borderline Call Davis & West Plainfield	2	2

TOTAL # INCIDENTS: 17

Only REVIEWED incidents included.



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

October 17, 2023

Auditor-Controller
625 Court Street
Woodland, CA 95695

This letter is to inform you that the West Plainfield Fire Protection District's Board of Commissioners has approved for payment the bills listed below:

Allstar Fire Equipment 09/21/2023	3,822.39
AT&T (CalNet) 09/24/2023	55.90
Cherie Rita 09/28/2023 & 09/30/2023	305.76
Entenmann-Rovin Co. 10/04/2023 & 10/05/2023	633.78
Fire District Assn. of California 08/20/2023	50.00
LEAF 09/20/2023	159.98
LN Curtis and Sons 09/28/2023	245.00
Pisani's Auto 09/21/2023	630.81
Quill 09/15/2023, 10/09/2023, 10/10/2023, 10/11/2023	525.14
Silke Communications 10/06/2023	413.18
US Bank 10/13/2023	3,615.71
Total:	<u><u>\$10,457.65</u></u>



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

BOARD OF COMMISSIONERS – REGULAR MEETING – MINUTES September 19, 2023 at 7:00 PM

Held at
24905 County Road 95, Lillard Hall
Davis, CA 95616
and via Zoom

1. Call the Meeting to Order and Establish Quorum (President McMullen)

Meeting called to order at 1900 hours. Board Clerk Hall called roll and confirmed there was a quorum.

Present were:

Commissioners: James McMullen, Jim Yeager, Emily Amy, Beth Stiles, and Warren Roos

Department Members: Assistant Chief David Stiles, Captain Scott Bravo, Captain Patrick Fish, Firefighter and Association President Jon Lee, Hall Manager Ned Sykes, and Board Clerk Carly Hall

2. Public Comment

NONE

3. Old Business

a. Update – Weed Abatement (President Jon Lee)

Association President Lee reported they completed the third inspection and sent out letters but have not completed the fourth inspection yet.

President McMullen advised that he or Assistant Chief Stiles would forward an email to Association President Lee regarding an abandoned structure on County Road 31 and Russell.

Vice President Yeager advised there is a neighborhood complaint letter coming regarding the abatement inspections. Commissioner Amy advised that it was just one neighbor, not the whole neighborhood.

b. Update – Yolo County Fire Sustainability Committee (Assistant Chief Stiles)

Assistant Chief Stiles reported that the Committee received the guidelines from the County on the process of how the Districts can obtain the funds. The guidelines will go to the Board of Supervisors in October 2023 for review of the percentage of fund distributions and the funding structure.

4. Lillard Hall

a. Manager Report (Hall Manager Sykes)

Hall Manager Sykes advised his report is in the packet and the accounting is up to date. He advised the Quinceañera canceled due to not being able to hold the event past 10 p.m. He also advised he received a baptism inquiry, but they aren't in the District and there are no hourly rates available, only 10-hour slots.

5. New Business

a. Discussion / Action – Volunteer Applications (Assistant Chief Stiles)

Assistant Chief Stiles advised they are still working with the applicant mentioned at the August 2023 Board meeting; the application is going through the process.

b. Discussion / Action – Sale or Trade-In and Purchase of Apparatus (Assistant Chief Stiles)

Assistant Chief Stiles advised this is a continuation of the discussion from the August 2023 Board meeting regarding the fleet update.

i. Purchase 2005 Westates Freightliner Quick Attack (Grass) (to Replace W230) for \$149,000.00 (plus applicable taxes)

Assistant Chief Stiles advised he identified a new (to the District) vendor, Brindlee Mountain, that buys and resells fire apparatus. He was able to visit their site and look at the potential apparatus for purchase, a 2005 Westates Freightliner Quick Attack to replace W230, for \$149,000.00. He advised there are some repairs and tests required, but these are included in the purchase price and includes all repairs needed within the first year. He added that it has a stainless-steel body that allows for chassis replacement providing future savings.

Vice President Yeager questioned if Assistant Chief Stiles believed the apparatus was well maintained as there are 42 items listed for repair. Assistant Chief Stiles advised they are very minor/cosmetic repairs, but the apparatus drives well, and he has no concerns about the items identified for repair. Vice President Yeager advised it seems like it would be better to purchase something new.

Commissioner Roos questioned why the apparatus was for sale if it was in good shape. Assistant Chief Stiles advised that the company replaced it with a new rig.

This item was tabled to allow for the Board to hear Item 5(b)ii.

ii. Sell (or Trade-In) W230 for No Less Than \$174,000.00 (less pump test cost if traded in)

Assistant Chief Stiles advised he reached out to several area stations to try to sell W230, but no one is in a financial position to be able to

purchase at this time. He received an offer from Brindlee Mountain to purchase W230 at \$174,000.00 less the pump test cost. He believes it is a fair offer and, if traded in for the Westates Freightliner, would be picked up while the other rig is delivered.

Commissioner Amy asked where the \$25,000.00 in revenue would be deposited if the trade-in option was selected. Assistant Chief Stiles advised he and Chief Rita discussed to keep it set aside.

Commissioner Stiles advised that both agreements list David instead of Davis as our city. Assistant Chief Stiles advised he will have the vendor correct.

Motion: Trade in W230 for No Less Than \$174,000.00 (Less Pump Test Cost) and Purchase 2005 Westates Freightliner Quick Attack for \$149,000 (Plus Applicable Taxes).
Motion By: Amy
Second By: Yeager
Vote: Approved unanimously

Commissioner Amy advised she would like to see the \$25,000.00 revenue saved. President McMullen thanked Assistant Chief Stiles for a great job.

c. Discussion / Action – Review Quotes and Award / Authorize Work (Assistant Chief Stiles)

Assistant Chief Stiles advised there are quotes in the packet for the Board to review. These quotes are for upgrades, maintenance and repairs needed in the station and the money being spent is from 218 funding of \$77,000.00.

i. Door Replacement – Office and Day Room into Apparatus Bay

Assistant Chief Stiles advised the door replacement quote from Sacs Door & Gate Corp is to replace the “people” doors. He advised the current doors used to be fire-rated, but no longer meet the standards. The new doors will be fire-rated and need to be replaced before the other repairs can take place.

Motion: Authorize Door Replacement – Office and Day Room into Apparatus Bay.
Motion By: Yeager
Second By: Stiles
Vote: Approved unanimously

ii. Flooring Replacement – Office, Kitchen, Day Room / Sleeping Quarters, Bathroom

Captain Bravo advised the Empire Flooring quote was missing from the packet but would print.

President McMullen set this item in abeyance until the missing quote was printed and available for review.

Captain Bravo provided copies of the Empire Flooring quote to the Board for review. He advised the big difference between the quotes was that Empire wants to glue the floor down, but Kalanetra and Valley Floors would not.

The commissioners discussed in length that the quotes / contracts need to be detailed in their scope of work prior to the station starting work so that we are getting everything we need in our scope of work at the agreed price.

Commissioner Roos questioned what company Captain Bravo would prefer to go with. Captain Bravo advised that he and Chief Rita preferred Empire Flooring.

Motion: Authorize Flooring Replacement – Office, Kitchen, Day Room / Sleeping Quarters, Bathroom with Empire Flooring.

Motion By: Stiles

Second By: Roos

Vote: Approved unanimously

iii. Interior Painting and Drywall Repair – Office, Kitchen, Day Room / Sleeping Quarters, Bedroom Bathroom, Including Doors

Assistant Chief Stiles advised there was a separate packet of quotes relating to interior painting and drywall repair.

Commissioner Amy questioned why the JMC had quote, item 2, relating to bathroom interior pipes was not included on the Reynolds quote. Assistant Chief Stiles advised it was not part of the scope, but JMC included it.

This item was put into abeyance to finish hearing Item 5(c)ii.

Commissioner Amy advised that she wants to be sure the scope of work is detailed and specific in the signed proposal with the chosen vendor prior to work starting.

Motion: Authorize Interior Painting and Drywall Repair – Office, Kitchen, Day Room / Sleeping Quarters, Bedroom, Bathroom, Including Doors with specific scope of work detailed in the signed proposal.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

d. Discussion / Action – Standing Committees – Reports

i. Personnel Committee – Amy, Yeager

No meeting; no report.

ii. District Funding and Development Committee – Yeager, Stiles

No meeting; no report.

Vice President Yeager advised they would schedule a meeting once Chief Rita returns from vacation to review the budget.

iii. Lillard Hall Committee – Amy, Roos

Commissioner Amy reported that the Committee had two meetings since the last Board meeting. They received the signed lease from the County and Mr. Chong. She advised the Committee also discussed remodeling the bathrooms but there is a County requirement that is holding up the process. She advised the Committee plans to meet before the October 2023 Board of Supervisors meeting to discuss. She added they discussed what to do to attract more renters and found the all-day rental fee was a hindrance to potential renters so there is an item to adjust the fees to hourly.

1. Approve August 17, 2023, Committee Meeting Minutes

Motion: Approve August 17, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

2. Approve September 6, 2023, Committee Meeting Minutes

Motion: Approve September 6, 2023, Committee Meeting Minutes.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

3. Discussion / Action – Approve Opening a Separate, New Bank Account to Hold Lillard Hall Rental / Lease Deposits

Commissioner Amy advised that per County Counsel and the lease agreement with Mr. Chong, we need to keep the lease deposits in a separate account and proposes we open a separate account with First Northern Bank. She advised if we approve opening the new account, we need to designate signers.

The commissioners discussed at length who the signers should be and where the account should be kept. After much

discussion a motion was made.

Motion: Approve Opening a Separate, New Bank Account to Hold Lillard Hall Rental / Lease Deposits at First Northern Bank and have all commissioners designated as signers.

Motion By: Amy

Discussion: Commissioner Roos questioned if that included Chief Rita as a signer and Commissioner Amy advised it does not.

Second By: Roos

Vote: Approved unanimously

Commissioner Amy requested to add an agenda item to the October 2023 Board meeting regarding the signers for the Lillard Hall Bank of America account. The Clerk advised that it would be added.

4. Discussion / Action – Approve Changes to Lillard Hall Use / Rental Policies *Rental Fee and Security Deposit* Section

Commissioner Amy advised that the Committee is proposing new fees and language for the *Rental Fee and Security Deposit* section of the Lillard Hall Use / Rental Policy.

Commissioner Stiles questioned what happens if the event goes over the rental duration and advised the policy still shows the premises must be cleaned / vacated by 11:00 p.m.

Commissioner Amy advised the Hall Manager will handle the rental duration.

Motion: Approve Changes to Lillard Hall Use / Rental Policies *Rental Fee and Security Deposit* Section.

Motion By: Amy

Second By: Roos

Vote: Approved unanimously

iv. Budget and Benefits Committee – Stiles, Roos

No meeting; no report.

Commissioner Stiles advised that they would schedule a meeting when Chief Rita gets back from vacation.

e. Discussion / Action – Ad Hoc Committees – Reports

i. LAFCO – Yeager, Roos

Vice President Yeager advised that the Committee reviewed all

recommendations provided by LAFCO and they responded with the memo included in the packet. He added that the Committee can be sunsetted.

ii. Solar – Stiles, Roos

Commissioner Stiles reported that our grant application was not approved but has been working with Supervisor Frerichs office to discuss potential funding from the County.

Assistant Chief Stiles advised he will follow up on getting additional information regarding leasing.

f. Discussion / Action – Liaison Reports

i. Fire Prevention / Investigation – McMullen

No meeting; no report.

ii. Training – Yeager

No meeting; no report.

iii. Large Equipment / Facilities – McMullen

No meeting; no report.

6. Discussion / Action – Approve Policy and Procedure Updates (Assistant Chief Stiles)

Assistant Chief Stiles advised there was a memo in the packet with policies and procedures that had been previously approved by the Board but were notified by FEMA that we needed to modify some of the language in order to qualify for grants.

Commissioner Amy had a question relating to the wording in Policy 214 Section 3. The Clerk advised the only proposed amendment for Policy 214 was Section 2.

a. Policy 213 – Asset Management

b. Policy 214 – Purchasing and Procurement

c. Policy 1002 – Assignments and Promotions

d. Policy 1003 – Position Descriptions

e. Procedure 200 – Physical Asset Management

f. Procedure 202 – Purchasing and Procurement

Motion: Approve Policy and Procedure Updates to Policy 213, Policy 214, Policy 1002, Policy 1003, Procedure 200, and Procedure 202.

Motion By: Yeager

Second By: Amy

Vote: Approved unanimously

7. Discussion / Action – Approve Policy and Procedures (Assistant Chief Stiles)

Assistant Chief Stiles advised these were new policies and procedures.

a. Policy 204 – California Fair Political Practices Commission Filings

No discussion.

b. Policy 212 – Purchase Card

Assistant Chief Stiles advised this was presented at the August 2023 Board meeting but was tabled to have the grammar and spelling errors corrected. This is the updated version.

c. Policy 1001 – Performance Evaluations

No discussion.

d. Procedure 1000 – Personnel Evaluations

Commissioner Amy questioned what the expected timeline was for last bullet point of Section 2. Assistant Chief Stiles advised the timeline would vary due to the different staff shifts, he would advise in a few weeks.

Motion: Approve Policy 204, Policy 212, Policy 1001, and Procedure 1000.

Motion By: Amy

Second By: Stiles

Vote: Approved unanimously

8. Fire Chief's Report (Assistant Chief Stiles)

Assistant Chief Stiles advised the report was in the packet. The Clerk reported on the ledgers from the County.

Assistant Chief Stiles advised that AT&T service had been failing and was not being maintained. He advised that with assistance from Captain Fish, they've moved over to a VOIP system. If the system goes down, it routes calls directly to the shift phone, so there is always coverage should an outage occur.

President McMullen proposed a temporary appointment of Assistant Chief Stiles to Chief in Chief Rita's absence. Commissioner Amy advised she assumed Assistant Chief Stiles already took over Chief Rita's duties in her absence. There was much discussion as to if this was required and determined it was unnecessary.

9. Fire Fighter's Association Report (President Jon Lee)

Association President Lee advised the Flea Market is being held on October 14, 2023, and will be putting out signs this week. He advised the volunteers will also be selling food at the Hooby's cornhole tournament. He advised that the annual dinner is being planned and will send an email soon once they decide on a date.

10. Clerk's Report

a. Discussion / Action – West Plainfield Fire Protection District Bill Review / Approval

Motion: Approve the payment of bills totaling \$10,009.21.

Motion By: Amy

Second By: Stiles
Vote: Approved unanimously

b. Discussion / Action – Approval of August 15, 2023, Regular Board Meeting Minutes

Motion: Approve August 15, 2023, Regular Board Meeting Minutes.
Motion By: Yeager
Second By: Roos
Vote: Approved unanimously

c. Discussion / Action – Approval of August 30, 2023, Special Board Meeting Minutes

Motion: Approve August 30, 2023, Special Board Meeting Minutes.
Motion By: Roos
Second By: Stiles
Vote: Approved unanimously

11. Open Forum

Vice President Yeager advised he located the scrapbook and gave it to Chief Rita who might scan it.

Commissioner Roos advised he would like to update the District photos and update the website with more dynamic portraits.

Captain Fish read the Department's *Mission Statement*, indicating his disagreement with the amount of time the Board spends relating to Lillard Hall and that it does not support the District's *Mission Statement*.

12. Next regular Board meeting on October 17, 2023, unless another date is agreed upon

President McMullen confirmed the next meeting date as October 17, 2023.

13. Meeting Adjourned (President McMullen)

Motion: Adjourn meeting
By: Stiles
Second By: Yeager
Vote: Approved unanimously

Meeting adjourned at 2051 hours.

Minutes approved:

Board President James McMullen

Board Clerk Carly Hall