

MISSION

West Mason Fire

Doing the Right Thing Through:

- Education
- Pride
- Commitment to OUR Community

PHILOSOPHY AND GOALS

Through Education, Pride and a commitment to our community we will be a valuable public safety asset within Mason County and the State of Washington.

FIREFIGHTER CODE OF ETHICS

As a firefighter and member of the West Mason Fire, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods and share my knowledge and skills with my contemporaries and successors.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession-saving of life, fire prevention and fire suppression.

As a member of the West Mason Fire, I accept this self-imposed and self-enforced obligation as my responsibility.

West Mason Fire Policy Manual

Fire Policy

Table of Contents

Mission	1
Philosophy and Goals	2
Firefighter Code of Ethics	3
Chapter 1 - Fire Service Role and Authority	8
100 - Fire Service Authority	9
102 - Policy Manual	11
Chapter 2 - Organization and Administration	15
200 - Organizational Structure	16
201 - Emergency Action Plan and Fire Prevention Plan	19
202 - District Directives	21
203 - Training Policy	22
204 - Liability Claims	24
205 - Electronic Mail	25
206 - Administrative Communications	27
207 - Minimum Staffing Levels	29
208 - Post-Incident Analysis (PIA) AKA (AAR)	30
209 - Annual Planning Calendar	34
210 - Solicitation of Funds	36
211 - Purchasing and Procurement	39
212 - Physical Asset Management	40
213 - District Credit Card	44
214 - Ambulance Billing	47
215 - Cash Handling & Receipting	49
216 - Americans with Disabilities Act (ADA) Compliance	51
Chapter 3 - General Operations	61
300 - Incident Management	62
301 - Emergency Response	64
302 - Fire Ground Accountability	66
303 - Rapid Intervention/Two-In Two-Out	69
304 - Urban Search and Rescue (USAR)	72
305 - Tactical Withdrawal	74
306 - Response Time Standards	78
307 - Aircraft Operations	80
308 - Atmospheric Monitoring for Carbon Monoxide	81
309 - Staging	83
310 - High-Rise Incident Management	86
311 - Elevator Entrapments	87
312 - Elevator Restrictions During Emergencies	89
313 - Swiftwater Rescue and Flood Search and Rescue Responses	90
314 - Confined Space Rescue Response	92
315 - Wildland Firefighting	96
316 - Trench Rescues	99
317 - Carbon Monoxide Detector Activations	102
318 - Safe Haven for Newborns	105
319 - Hazardous Materials Response	109
320 - News Media and Community Relations	113
321 - Scene Preservation	117
322 - Child Abuse Reporting	120

West Mason Fire Policy Manual

Fire Policy

323 - Disposition of Valuables	122
324 - Performance of Duties	123
325 - Adult Abuse	125
326 - Traffic Collisions	127
327 - Line-of-Duty Death and Serious Injury Investigations	130
328 - National Fire Incident Reporting System (NFIRS)	133
329 - Volunteer Program	134
330 - Ride-Along Program	145
331 - Grocery Shopping On-Duty	148
332 - Chaplains	149
333 - Active Shooter and Other Violent Incidents	155
334 - Unmanned Aerial Systems (Drones)	157
 Chapter 4 - Fire Prevention	 161
400 - Fire Inspections	162
401 - Permits	164
402 - Fire Investigations	166
403 - Code Enforcement	169
404 - Alternative Materials and Methods Requests	171
405 - Public Education	173
406 - Fireworks Displays	176
407 - Maximum Occupancy - Overcrowding	181
408 - Juvenile Firesetter Referrals	183
409 - Fire Watch Services	186
 Chapter 5 - Emergency Medical Services	 188
500 - Patient Care Reports	189
501 - Medical Supplies	192
502 - Patient Refusal of Pre-Hospital Care	194
503 - Advance Health Care Directives POLST/DNR	198
504 - Latex Sensitivity	201
505 - Controlled Substance Accountability	203
 Chapter 6 - Training	 208
600 - Fire Equipment Driver/Operator Training	209
601 - CPR and Automated External Defibrillator Training	210
602 - Bloodborne Pathogen Training	212
603 - Emergency Action Plan and Fire Prevention Plan Training	216
604 - Hazard Communication Program Training	218
605 - Hazardous Materials (HAZMAT) Training	220
606 - Hearing Loss Prevention and Noise Control Training	223
607 - Heat Illness Prevention Training	225
608 - Health Insurance Portability and Accountability Act (HIPAA) Training	227
609 - National Incident Management System (NIMS) Training	229
610 - Respiratory Protection Training	231
611 - Discriminatory Harassment Training	234
612 - Wildland Fire Shelter Deployment Training	237
613 - Training Records	239
615 - Firefighter Health, Safety and Survival	243
616 - Live-Fire Training	245
 Chapter 7 - Equipment and Technology	 248
700 - Use of District-Owned and Personal Property	249
701 - Personal Communication Devices	252

West Mason Fire Policy Manual

Fire Policy

702 - Apparatus Inspections, Testing, Repair, and Maintenance	256
703 - Use of District Vehicles	259
704 - Information Technology Use	262
705 - Mobile Data Terminal Use	266
706 - Knox-Box Access	268
707 - Communications Operations	271
708 - Public Alerts	274
709 - Photography And Electronic Imaging	276
710 - Non-Official Use of District Property	279
711 - Apparatus and Specialized Equipment Standards	280
712 - District Use of Social Media	282
 Chapter 8 - Records Management	 285
800 - Records Management	286
801 - Release of Records	289
802 - Subpoenas	294
803 - Patient Medical Record Security and Privacy	298
 Chapter 9 - Safety	 306
900 - Accident, Illness, and Injury Prevention Program (AIIPP)	307
901 - Division of Occupational Safety and Health (DOSH) Inspections	312
902 - Washington DOSH Notification of Injury or Death	314
903 - Communicable Diseases	316
904 - High-Visibility Safety Vests	327
905 - Body Armor	329
906 - Apparatus / Vehicle Backing	331
907 - Heat Illness Prevention Program	334
908 - Respiratory Protection Program	337
909 - Personal Alert Safety System (PASS) Devices	347
910 - Health and Safety Officer	348
911 - Vehicle Safety Belts	351
912 - Fire Station Safety	352
913 - Ground Ladders	356
915 - Personal Protective Equipment	358
916 - Hazardous Energy Control	368
917 - Hazard Communication	371
918 - Roadway Incident Safety	373
 Chapter 10 - Personnel	 374
1000 - Recruitment and Selection	375
1001 - Performance Evaluations	380
1002 - Promotions and Transfers	384
1003 - Position Descriptions	386
1004 - Classification Specifications	387
1005 - Career Tracks	388
1006 - Fire Officer Development	389
1007 - Educational Incentives	390
1008 - Tuition Reimbursement	391
1009 - Reporting for Duty	393
1010 - Emergency Recall	395
1011 - Overtime Compensation Requests	397
1012 - Discriminatory Harassment	399
1013 - Conduct and Behavior	404
1014 - Personnel Complaints	407

West Mason Fire Policy Manual

Fire Policy

1015 - Outside Employment	415
1016 - Personal Projects On-Duty	418
1017 - Personnel Records	419
1018 - Commendations and Meritorious Service	422
1019 - Grievance Procedure	425
1020 - Wellness and Fitness Program	430
1021 - Physical Fitness	431
1022 - Critical Incident Stress Debriefing	434
1023 - Workplace Violence	440
1024 - Lactation Breaks	443
1025 - Smoking and Tobacco Use	445
1026 - Drug- and Alcohol-Free Workplace	446
1027 - Personal Appearance Standards	449
1028 - Uniform Regulations	452
1029 - Badges	455
1030 - Identification Cards	458
1031 - Work-Related Illness and Injury Reporting	460
1032 - Temporary Modified-Duty Assignments	463
1033 - Release of HIPAA-Protected Information	466
1034 - Return to Work	467
1035 - Line-of-Duty Death	469
1036 - Line-of-Duty Death and Serious Injury Notification	472
1037 - Family Support Liaison	476
1038 - Family and Medical Leave	478
1039 - Military Leave	486
1040 - Driver License Requirements	492
1041 - Nepotism and Conflicting Relationships	494
1042 - Member Speech, Expression and Social Networking	497
1043 - Anti-Retaliation	501
1044 - Sick Leave	504
1045 - Flex Time	506
 Chapter 11 - Facility	 507
1100 - Facility Security	508
1101 - Emergency Power	511
1102 - Wastewater Discharge	513
1103 - Flag Display	518
1104 - Standardization of Station Files	520
1105 - Fire Station Living	521
 Attachments	 523
Policy 213 Credit Card Use Agreement Form.pdf	524
Index	525

Chapter 1 - Fire Service Role and Authority

Fire Service Authority

100.1 PURPOSE AND SCOPE

This policy describes the legal authority of the District and the individual members.

100.2 POLICY

It is the policy of the West Mason Fire to limit its members to only exercise the authority granted to them by law.

While the West Mason Fire recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

100.3 ORGANIZATIONAL POWERS

This district is authorized to perform:

- a. Fire prevention services.
- b. Fire suppression services.
- c. Fire cause and origin investigation.
- d. Emergency Medical Services (EMS).

100.4 FIREFIGHTER POWERS

Firefighters are members of this district and have the following authority:

- a. Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- b. Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- c. Investigate the cause and origin of fires
- d. Collect and preserve evidence when a fire is of a suspicious origin
- e. Perform specialty services, including hazardous materials, technical rescue, water rescue and additional services as authorized by the Fire Chief
- f. Provide fire code enforcement inspection and plan review services
- g. Provide public education and fire prevention activities and services

100.5 CONSTITUTIONAL REQUIREMENTS

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States Constitution and Washington Constitution.

100.6 SUPERVISORY AUTHORITY

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the appropriate Duty Officer, followed by written documentation of the charges, in accordance with district procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

Policy Manual

102.1 PURPOSE AND SCOPE

The Policy Manual of the West Mason Fire is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules and guidelines of this district. All district members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders and regulations which are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

102.2 POLICY

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

102.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the West Mason Fire and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for district administrative action, training or discipline. The West Mason Fire reserves the right to revise any policy content, in whole or in part.

102.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, District policy or collective bargaining agreement, such law, District policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

102.3 RESPONSIBILITIES

Policy Manual

The responsibility for the contents of this Policy Manual rests with the Fire Chief. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

102.3.1 FIRE CHIEF

The Fire Chief shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives which shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as it is permanently incorporated into the manual.

102.3.2 EXECUTIVE STAFF

Executive staff shall consist of the following:

- Fire Chief
- Division Chief
- Division Chief
- Duty Officer

Executive staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

102.3.3 OTHER PERSONNEL

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to his/her Duty Officer.

102.4 POLICY COMMITTEE

A Policy Committee (PC) may be assigned to provide an intermediary review. The PC may provide suggestions to clarify the goals or objectives desired by the organization. Final drafts from the PC shall be forwarded to the Fire Commissioners for final disposition.

The PC will review the district Policy Manual periodically to ensure policies are relevant and appropriate to current practices.

102.5 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

District - The District of West Mason Fire.

West Mason Fire Policy Manual

Fire Policy

Policy Manual

Civilian - Employees and volunteers who are not engaged in fire suppression activities as part of their primary duties.

District/WMF - The West Mason Fire.

Employee - Any person employed by the District.

Fire Code - The Washington State Fire Code as adopted and modified by WAC 51-54A-003 et seq.

Firefighter - Those members, regardless of rank, who perform fire suppression activities as part of their primary duties as members of the West Mason Fire.

Manual - The West Mason Fire Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the West Mason Fire, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances.

The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

A supervisor may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for directing the work of others without regard to formal job title, rank, or compensation.

Policy Manual

102.6 POLICY MANUAL ACCEPTANCE

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

102.7 DISTRIBUTION OF THE POLICY MANUAL

Copies of the Policy Manual shall be distributed to the following:

- Fire Chief
- Executive Staff
- Administration
- Fire Prevention Office
- Each fire station

An electronic version of the Policy Manual will be made available on the district network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

102.8 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted on the district intranet.

The Training Division Chief will forward notice of revisions to the Policy Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email (or applicable method), review the revisions and seek clarification as needed.

Each supervisor/manager will ensure that members under his/her command are aware of any Policy Manual revisions and have accomplished appropriate tasks as described in this policy.

Chapter 2 - Organization and Administration

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the West Mason Fire. This policy also provides guidance regarding the district's reporting process through the chain of command.

200.2 POLICY

It is the policy of the West Mason Fire to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

The Fire Chief is responsible for managing the West Mason Fire. The following Divisions make up the West Mason Fire:

- Administration Division
- Field Operations Division
- Fire Chief Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by a Division Chief and provides administrative support to the Fire Chief; prepares and coordinates the district budget; acts as liaison with the District Secretary regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the District, the District staff, and District officials.

It is the responsibility of the Administration Division Chief to prepare and maintain a current organizational chart.

200.3.2 FIELD OPERATIONS DIVISION

The Field Operations Division is directed by a Division Chief. The Field Operations Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

The Field Operations Division Chief may also oversee the management of Macecom.

200.3.3 FIRE CHIEF DIVISION

Organizational Structure

The Fire Chief Division is directed by a Fire Marshal. The Fire Chief Division's mission is to engage in investigation, education, prevention, and mitigation of fire incidents or accidents.

The Fire Chief Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the West Mason Fire.

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

200.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the West Mason Fire shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each district member. This supervisor /commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the district's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the West Mason Fire shall generally conduct district business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations, or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether the supervisor approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the West Mason Fire shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the West Mason Fire without having first informed the Fire Chief through the chain of command.

200.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any district supervisor or person in a position of authority, absent a reasonable and bona fide justification.

Organizational Structure

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- a. Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- b. Provide details explaining the grounds for believing there is a conflict or error.
- c. Request clarification, guidance, and direction regarding following the order.
- d. Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- e. Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District, or involves other members or supervisors, the member may consult directly with the Division Chief, the Fire Chief, or a representative of the District Secretary.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law, or practices that may pose a threat to the health, safety, and security of the public or members without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the District Secretary. 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, applicable state law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any district 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) (WAC 296-24-567).

201.2 POLICY

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

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Administration Division Chief will develop and maintain an EAP and FPP to provide for the safety of district members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in WAC 296-24-567, and will address all building, facilities and regular places of work or visitor access that are controlled by the District. The plan also will address actions that members of the District must take to ensure their safety and that of visitors from fire and other emergencies.

1. The EAP shall be in writing and its elements shall include, but are not limited to:
 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
 4. Rescue and medical duties.
 5. Means of reporting fires and other emergencies.
 6. Names or job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation (WAC 296-800-310).
 8. The types of evacuations to be used in emergency circumstances.
2. The FPP shall be in writing and its elements shall include, but are not limited to:

Emergency Action Plan and Fire Prevention Plan

1. A list of major fire hazards, handling and storage procedures for hazardous materials, potential ignition sources and their control procedures and the type of fire equipment necessary to control the hazard.
 2. Names and job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.
 3. Names and job titles of persons responsible for control of fuel source hazards.
 4. Procedures to control the accumulation of flammable and combustible waste.
 5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
-
3. The written EAP and FPP shall be kept at the workplace and made available for member and visitor review.

201.4 TRAINING

The District 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, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (WAC 296-24-567).

District Directives

202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to district policy. District directives will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 POLICY

It is the policy of the West Mason Fire to make any immediate changes to policy and procedure in accordance with the current state law or collective bargaining agreement. Generally the establishment of district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

202.3 RESPONSIBILITIES

The Fire Chief shall issue all district directives.

All district officers and/or supervisors shall be responsible for communicating district directives to all members under their command and/or direct supervision.

District directives will be rescinded upon adoption by the fire commission and incorporation into the manual.

All directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the District.

Training Policy

203.1 PURPOSE AND SCOPE

It is the policy of this district to administer a training program commensurate with the duties and functions that the District and its members will provide. By doing so, the District will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community and the safety of its members.

203.2 POLICY

The District shall provide initial training, education and periodic member development for all members, based on the operational level at which the District and its members are expected to perform, to avoid skills degradation (WAC 296-305-05502). Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the District will use courses certified by the Washington State Patrol's State Fire Marshal's Office, in addition to the U.S. Department of Homeland Security or other accredited entities.

203.3 OBJECTIVES

The objectives of the training program are to:

- a. Comply with the mandated minimum training requirements contained in Washington law.
- b. Enhance the level of emergency services to the public.
- c. Increase the safety, technical expertise and overall effectiveness of district members.
- d. Provide for continued professional development of district members.
- e. Prevent the degradation of skills by establishing an ongoing proficiency cycle.

203.4 TRAINING PLAN

A training plan, including an ongoing proficiency cycle, will be developed and maintained by the Training Division Chief (WAC 296-305-05502). It is the responsibility of the Training Division Chief 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

The Training Division Chief will conduct an annual training needs assessment. The needs assessment will be reviewed by executive staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

West Mason Fire Policy Manual

Fire Policy

Training Policy

Liability Claims

204.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the District.

204.2 POLICY

It is the policy of this district to evaluate and resolve claims in a timely manner, as appropriate.

204.3 RESPONSIBILITY

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the District.

Any member of this district who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District should forward the information to the risk manager as soon as practicable.

204.3.1 TORT CLAIMS NOTICE FORM

The risk manager shall ensure that the public has access to a tort claims notice form that includes at least the information required by RCW 4.96.020 and instructions for returning the form to the District (RCW 4.96.020).

204.4 RESPONSE TO CLAIMS

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the district's governing body.

The risk manager should ensure the claim is accepted or rejected by the district's governing body within 60 days. Notice of acceptance or rejection should be given to the claimant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely (RCW 4.96.020).

Electronic Mail

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District. Email is a communication tool available to members to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (RCW 19.190.020).

Messages transmitted over the email system must only be those that involve official business activities or contain information essential to members for the accomplishment of tasks and/or communication directly related to the business, administration or practices of the District.

205.2 POLICY

West Mason Fire members shall use email in a professional manner in accordance with this policy and Washington law.

205.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

205.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the District.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire district are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

Electronic Mail

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

205.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under Washington Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Public Records Officer shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

Administrative Communications

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the District.

206.2 POLICY

It shall be the policy of this district to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

206.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

206.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on district letterhead.

All district letterhead shall bear the signature element of the Fire Chief in addition to the actual signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of their supervisor.

206.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between district members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the District, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized district memorandum format include:

- A standard heading, including the name of the District.

Administrative Communications

- The date of the memorandum.
- The intended recipient of the memorandum.
- The name, rank and division of the district member creating the memorandum.
- A brief statement of the subject of the memorandum.

206.6 FACSIMILE COVER SHEETS

All outgoing facsimile transmissions should include a standard district cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

206.7 SURVEYS

All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.

Minimum Staffing Levels

207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for staffing levels on emergency vehicles and to ensure that proper supervision is available for all shifts.

Staffing levels may be established through adopted Standards of Coverage or at levels approved by the Authority Having Jurisdiction (AHJ) and/or Fire Chief.

207.2 POLICY

At no time, unless under extenuating circumstances, shall all administrative staff take leave at one time.

Post-Incident Analysis (PIA) AKA (AAR)

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the District. This policy describes the various types of PIA that can be used in the evaluation of district performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

208.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this district to use PIA as a tool for Incident Commanders, Fire Marshals, Duty Officers, Shift Commanders and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in district wide training to communicate continuous improvement of emergency scene operations.

208.2.1 RESPONSIBILITIES

Incident Commanders, Fire Marshals, Duty Officers, Shift Commanders and command staff have shared responsibility for the overall effectiveness of the PIA process.

The Incident Commander should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the Incident Commander should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a particular incident have a PIA. Any PIA requests must be made through the chain of command.

208.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

A PIA may include the following:

- Evaluation of the overall operational effectiveness

Post-Incident Analysis (PIA) AKA (AAR)

- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives
- Evaluation of the application and effectiveness of policies and/or procedures
- Specific knowledge that might be beneficial

The information gained from a PIA should be used by company officers and staff teams to:

- Reinforce the incident management system.
- Evaluate current training programs and/or identify training needs.
- Evaluate current policies and procedures.
- Identify and prioritize planning needs for the future.
- Identify equipment problems/concerns.
- Evaluate fire prevention inspection and public education effectiveness.

208.4 TYPES OF POST-INCIDENT ANALYSIS

208.4.1 HOT WASH

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An Incident Commander may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the Incident Commander to:

- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of company downtime.
- Consider public perception.

208.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical or special operations incidents. The Incident Commander or a designated representative should arrange for and conduct the informal analysis.

208.4.3 COMPANY LEVEL PIA

Post-Incident Analysis (PIA) AKA (AAR)

Company level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple company stations where more than one company participated in the incident.

Company level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company level PIA can take place at the fire station or any location that provides privacy.

208.4.4 FORMAL PIA

A formal PIA should be conducted following all:

- Multiple alarm structure fires
- Multiple alarm brush fires
- Multiple alarm Emergency Medical Service (EMS) incidents
- Multiple alarm special operations incidents
- Major disaster drills
- Any unusual incident identified by the Incident Commander or other staff officers

A formal PIA should be considered for:

- A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
- Any incident in which an unusual event occurs, (e.g., explosion, collapse).
- Any fire resulting in a fatality.
- Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- Any "close call" incident where firefighters could have been injured.
- Any hazardous materials incident with multi-company involvement.
- Specialty rescue operations with multi-company involvement.
- Any incident, at the Incident Commander's discretion or at the direction of a senior officer.

The Training Division Division Chief is responsible for scheduling and facilitating the presentation of all formal incident analyses. This will include:

- Setting a presentation date and location within three days (whenever possible) of the incident.
- Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.

Post-Incident Analysis (PIA) AKA (AAR)

- Notification of Shift Commanders.
- Coordinating/scheduling with other departments or outside agencies that worked the incident.
- Arranging move-up and/or cover companies from other departments.

The Shift Commander is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged, to allow them to prepare or gather any necessary documentation.

Copies of the formal PIA should be posted at each fire station for all personnel to review.

A copy of all PIAs shall be forwarded to the Fire Chief, in addition to any determinations or conclusions reached through the PIA presentations.

Annual Planning Calendar

209.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that there is a master schedule of annual activities that will assist with overall planning and coordination of district resources, training and other activities.

209.1.1 DEFINITIONS

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; have a significant impact on the community if the target were destroyed.

209.2 POLICY

The West Mason Fire will comply with all mandatory training requirements and inspections.

209.3 RESPONSIBILITIES

The Administration Division Chief is responsible to create and maintain a calendar that includes a schedule of all training required for compliance with state and federal regulations as well as required inspections. The calendar should include at a minimum:

- All necessary National Incident Management System (NIMS) and Occupational Safety and Health Administration (OSHA) training.
- All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) and state requirements.
- Training required for maintaining competencies in job specific duties and functions, including emergency response roles, the Incident Command System (ICS) and "all hazard" response training, hazardous material training, wildland interface training and target hazard training as required by federal, state and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work and simulations.
- An annual vehicle inventory.
- An inspection and review of all plot plans and pre-fire plans.
- Protective clothing inspections.
- Self-Contained Breathing Apparatus (SCBA) inspections and testing.
- Hose and ladders, including aerials inspections.
- Vehicle and pump capacity inspection and testing.

West Mason Fire Policy Manual

Fire Policy

Annual Planning Calendar

- All other training and inspections required by any federal, state or local agency.

Solicitation of Funds

210.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the district name, insignias, equipment or facilities.

210.1.1 DEFINITIONS

Definitions related to this policy include:

Fundraising - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

210.2 POLICY

It shall be the policy of this district that all fundraising activities involving on-duty members or use of district equipment, and that provide financial benefit to the District, must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or give-aways to attendees of district-sponsored or hosted events, or to events when members attend as representatives of the District.

210.3 PROCEDURES

Fundraising activities or events involving the District should incorporate the following elements:

- a. Compliance with applicable federal, state and local laws and regulations
- b. Compliance with district and governing-body policies
- c. A benefit to the District that is consistent with the district mission
- d. An accurate description of the purpose for which funds are requested.
- e. A limitation on the frequency of solicitations to avoid placing undue pressure on donors
- f. Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor

Solicitation of Funds

- g. An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- h. The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored
- i. Respect of donors' privacy and a commitment that the District will not sell or otherwise make available donors' names and contact information

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

210.4 DISTRICT-SPONSORED EVENTS

The following also apply to district-sponsored fundraising events:

- a. Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- b. At least one member should be present during the entire event.
- c. Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- d. Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- e. Funds raised should be deposited no later than the next business day.
- f. All donors shall receive a receipt for the amount of their donation.
- g. Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- h. Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- i. Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

210.5 FUNDRAISING ON BEHALF OF OTHERS

Solicitation of Funds

Fundraising for the benefit of a non-profit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

- a. Written proof that the event is for a charitable purpose.
- b. Assignment of responsibility to the organizers for all direct costs incurred for the event.
- c. Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- d. Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other district funds.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

Purchasing and Procurement

211.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

211.2 POLICY

It is the policy of the district to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the district and maintain public trust.

211.3 PURCHASING COORDINATOR

The [Administrator] Fire Chief should designate a member to coordinate district purchases. The member's responsibilities should include:

- a. Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- b. Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- c. Reviewing proposed purchases to determine the most appropriate method of procurement.
- d. If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- e. Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- f. Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

211.4 REVIEWS

The [Administrator] should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

Physical Asset Management

212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the district's physical assets.

212.1.1 DEFINITIONS

Definitions related to this policy include:

Physical Assets - Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical Asset Management - The process of tracking and maintaining the district's physical assets.

212.2 POLICY

It is the policy of the district to accurately inventory, track, maintain, and dispose of its physical assets owned by the District in a manner that controls costs, avoids waste, and promotes the district's mission.

212.3 RESPONSIBILITIES

The [Administrator] or the authorized designee should be responsible for the inventory, maintenance, and disposal of district physical assets, including:

- a. Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- b. Maintaining compliance with any grant requirements associated with physical asset purchases.
- c. Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all district-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.
 4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).

Physical Asset Management

- d. Developing a physical asset management plan to track the district's physical assets and maintain accurate and complete records related to these assets. The plan should include:
 - 1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 - 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the district's physical assets.
 - 3. Routine internal and external audit practices.
 - 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- e. Designating members as appropriate to assist with inventory under the physical asset management plan.
- f. Annual physical asset acquisition planning.

212.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- a. A description of the item, including but not limited to:
 - 1. Make, model, and serial number
 - 2. Physical dimensions and weight
 - 3. Color, material, and other physically distinct qualities
 - 4. Warranty and/or recall information, if any
- b. The specific location where the item can be found
- c. The acquisition date of the item, as well as the amount and the funding source for the acquisition
- d. The intended and actual use of the item
- e. The expiration of an item's lease or loan terms

212.5 SURPLUS OR OBSOLETE ASSETS

When the district no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

212.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the District should pursue disposal of the item in accordance with this policy.

212.5.2 TRANSFERS

Physical Asset Management

When a physical asset is transferred from one district to another, the value of the physical asset should transfer with the asset. Interdistrict transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

212.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of district physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of District-Owned and Personal Property Policy, as applicable.

212.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the district's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

212.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the district's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The [Executive Board] or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

212.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

212.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

Physical Asset Management

212.11 TRAINING

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all district physical assets should receive training regarding their responsibilities under the physical asset management plan.

District Credit Card

213.1 PURPOSE AND SCOPE

With authorization from the Board of Fire Commissioners, the Fire Chief will issue and authorize the use of District credit cards pursuant to applicable laws.

213.2 POLICY

1. District issued credit cards shall have a credit limit of no more than \$5,000.00. District issued credit card may be used by authorized personnel that have signed a Credit Card Use Agreement (Attachment A) for the following purposes:
2.
 - Travel:
 - Credit cards may be used for official business-related expenses for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency District vehicle repairs, and other travel related expenses as authorized by the Fire Chief.
 - Education Classes:
 - District credit cards may be used by personnel to pay for conferences and class registrations for job related conferences and classes approved by the Fire Chief.
 - Supply and Equipment Purchases:
 - District credit cards may be used for ordering supplies, including online purchases for District purposes. Purchases over \$500.00 will be pre-approved by the Fire Chief.
3. Prohibited Uses:
4.
 - District credit cards shall not be used for cash advances or for personal purchases.
5. Authorized Users:
6.
 - Fire Chief
 - 1. The Fire Chief's card will have a maximum balance of up to \$20,000 to pay for major vehicle repairs when a PO number is not available.
 - Assistant/Deputy Fire Chief(s)
 - Battalion Chief(s)
 - District Secretary
 - Administrative Assistant
 - District Mechanic
 - District Facilities Manager
 - District Fire Marshal
 - Training Captain

213.3 PURCHASE AUTHORIZATION PROCESS

1. Payment of all credit card purchases is contingent upon the Fire Chief's approval of the monthly statement of transactions.

District Credit Card

- If a purchase is deemed inappropriate, the authorized user will be personally responsible for reimbursing the District for the full cost of the inappropriate charge including any interest or late charges associated with the inappropriate charge.
- District administration shall verify all credit card purchases monthly and shall notify the Fire Chief and the authorized user of missing receipts within five (5) days of receiving any monthly statement.

213.4 RECEIPT VERIFICATION

1. Receipts must be obtained for each credit card purchase and the purpose of the charge and name of the individual(s) involved must be clearly written on the receipt.
 - Meal receipts must note who ate and the purpose of the meeting.
2. Failure to provide a receipt and supporting documentation as required will result in the authorized user being responsible for the charge.

213.5 RECITALS

1. Administration of Credit Cards:
 - The Fire Chief is responsible for the administration of credit cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and insuring proper use.
2. Termination of Authorized use:
 - The Fire Chief shall disallow the use of District credit cards to any authorized users that fail to meet the requirements of this guideline and the corresponding policy.
3. Returns, Credits, Exchanges:
 - The authorized user is responsible for contacting vendors when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.
4. Return of Credit Cards:
 - Credit cards are to be returned to the District immediately upon ending employment with the District.
5. Disciplinary Action:
 - Misuse of a District credit card may result in disciplinary action including, but not limited to, termination or legal action to recover funds improperly expended.
6. Exceptions:
 - Any exception to this guideline must be approved in writing in advance by the Fire Chief.

213.6 LEGAL REFERENCE

RCW 42.24.115 Municipal corporations and political subdivisions - Issuance of charge cards to officers and employees for travel expenses

RCW 42.24.080 Municipal corporations and political subdivisions – Auditing and payment

West Mason Fire Policy Manual

Fire Policy

District Credit Card

RCW 43.09.2855

Local Governments – Use of Credit Cards

Ambulance Billing

214.1 PURPOSE

To establish policy regarding the billing and collection procedure to include transport fee schedule and charity policies for customers and patients of West Mason Fire, and mutual aid partners.

214.2 PERSONNEL EFFECTED

Administrative, operations and billing staff.

214.3 POLICY

It is the policy of West Mason Fire that no person will be denied ambulance transport from the area in and around West Mason Fire to a definitive care facility regardless of the patients or the patients family's ability to pay for service.

It is the policy of West Mason Fire to pursue payment for ambulance and transport services provided according to the fee schedule approved by the West Mason Fire Board of Commissioners. Claims for service will be processed for payment using a scheduling system based on insurance coverage and the patients ability to pay. The patient is ultimately responsible for the total balance due. Billing practice will be in compliance with State and Federal laws, specifically Medicare, Medicaid and HIPAA guidelines.

214.4 DEFINITIONS

SYSTEMS DESIGN is designated as the billing service in which West Mason Fire has a current contract to provide transportation and medial service billing.

214.5 RESPONSIBILITY

It is the responsibility of the EMT on duty whom is directly responsible for patient care to properly complete and file his/her patient care report to include all patient insurance and identification information. It is then the responsibility of the Quality Assurance Officer to insure that all information has been properly reported and sent to the department's assigned billing agency.

214.6 PROCEDURE

1. West Mason Fire's QA/QI officer will gather and organize all needed patient medical treatment and insurance information, and forward it to the designated 3rd party billing company.
2. Overpaid account will be identified by the 3rd party bill company and referred to West Mason Fire for review. All approved refunds will be paid and forwarded to the appropriate account. Checks for the overpaid amount will be issued by West Mason fire.

214.7 BILLING SCHEDULE

Ambulance Billing

Rates and charges will be reviewed periodically to insure they are commensurate with the surrounding districts.

Mileage Rate is \$18.00 per loaded mile.

Base Rate is \$850.00 for any transport.

214.8 COLLECTIONS

Currently the Board of Commissioners for West Mason Fire has decided not to pursue unpaid accounts through collections. Accounts that go unpaid will be sent notices of amounts due monthly.

Patient accounts that have had no payment activity for four months will be considered bad debt and will be adjusted off of the books as uncollectible.

Cash Handling & Receipting

215.1 PURPOSE

To establish a cash handling and receipting procedure for the purpose of:

Determining accountability on receipt of public funds.

Supporting internal controls for the fire district.

Ensuring that effective safeguards are in place.

Ensuring that appropriate cash handling and receipting goals are met.

Establishing guidelines for compliance.

215.2 POLICY

The designated cash (currency, checks, or money orders) collection point is the District's Administrative Office (Dayton)

Cash receipts are to be deposited into the District's operating fund managed by the Mason County Treasurer.

All Electronic Fund Transfer receipts are set up for deposit to the District's operating fund held by the Mason County treasurer.

All funds that are described as above related to the EMS operations of the district will be placed in the EMS fund operated by the Mason County Treasurer

215.3 PROCEDURE

All funds received, including electronic fund transfers, shall be recorded on pre-numbered receipts that are pre-printed with the agency name, address, and phone number.

Information recorded on the receipts shall include, but not be limited to:

- Date of payment
- Identification of the payer
- Amount received
- Mode of payment
- Purpose of payment
- Identification of employee who prepares receipt

West Mason Fire Policy Manual

Fire Policy

Cash Handling & Receipting

Receipts shall be used in numeric order and documented in the District's Receipt Log.

Payment information shall be entered into the Districts' accounting software and a Treasurer's Receipt shall be printed for the transaction.

A Deposit Notification reflecting the receipt of funds shall be submitted on the Mason County Treasurer Web Portal.

The Deposit Notification confirmation, written receipt, deposit receipt, and any supporting documents shall be attached to the transaction receipt and placed in the Account Receivable binder.

Receipts shall be kept in secure location

All funds shall be deposited at the bank designated by the Mason County Treasurer using deposit slips provided by the Treasurer.

All checks must be endorsed with the "For Deposit Only," Stamp and payable to the District.

Whenever possible, bank deposits shall be made by an administrative employee other than the one that received the funds.

All funds shall be deposited within one (1) week of receipt, and authorized by the waiver granted by the Mason County Treasurer.

All funds shall be kept in a secure location until deposited.

Deposits shall be reconciled to the monthly revenue records provided by the Mason County Treasurer.

Americans with Disabilities Act (ADA) Compliance

216.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to West Mason Fire services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

216.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator – The member designated by the Fire Chief to coordinate the District's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service, or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a district service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

Americans with Disabilities Act (ADA) Compliance

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

Service animal also means a dog or miniature horse undergoing training to become a service animal (RCW 49.60.040).

216.2 POLICY

It is the policy of the District that persons with disabilities have equal access to district services, programs, and activities.

The District will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

216.3 ADA COORDINATOR

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- a. Coordinating efforts within the District and with the District ADA coordinator to provide equal access to services, programs, and activities including:
 1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
- b. Recommending amendments to this policy, as needed.
- c. Coordinating a process of periodic self-evaluation. The process should include:
 1. Inspection of current district buildings and facilities to identify access issues.
 2. Review of current district services, activities, and programs for access issues.
 3. Assessment and update of current compliance measures.
 4. Identification of recurring areas of complaint for which new methods of modification should be considered.
 5. Review of the district's emergency programs, services, and activities as they apply to persons with disabilities.
 6. Recommendation of a schedule to implement needed improvements.
- d. Acting as a liaison with local disability advocacy groups or other disability groups regarding access to district services, programs, and activities.

Americans with Disabilities Act (ADA) Compliance

- e. Developing procedures for the review and processing of requests for assistance or modifications that will help members provide persons with disabilities access to district services, programs, and activities, as appropriate.
- f. Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing district services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).
- g. Developing procedures for members to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.
 - 1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.
- h. Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.
- i. Requiring third parties providing district services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
- j. Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
- k. Coordinating with appropriate state and local agencies to address the needs of persons with disabilities in the district's emergency disaster preparedness planning, including consideration of communication methods (e.g., warning and emergency notification systems), evacuation and transportation, shelters and care facilities, emergency medical care, and post-disaster canvassing, transportation, and remediation.)
 - 1. The ADA coordinator or the authorized designee should serve as a liaison to District members during an emergency or disaster to provide guidance on issues involving persons with disabilities that may arise.

216.4 REQUESTS

The goal of any modification should be to allow the person to participate in the service, program, or activity in the same way as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members should not ask about the nature and extent of a person's disability and should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

Americans with Disabilities Act (ADA) Compliance

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

216.4.1 DENIAL OF REQUEST

The following should be considered before denying a request for modification:

- a. Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
 1. A substantial alteration of the service, program, or activity.
 2. An undue financial or administrative burden on the District.
 3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
 4. A threat to or the destruction of the historic significance of an historic property.
 5. A direct threat to the health or safety of others (28 CFR 35.139).

If any of the above circumstances are present, the ADA coordinator should work with district staff and the person requesting the modification to determine if an alternative modification is available.

- b. Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with district staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
 1. Reassigning services, programs, or activities to accessible buildings or facilities.
 2. Utilizing technology, equipment, rolling stock, or other conveyances.
 3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
 4. Any other means or methods that would make services, programs, or activities readily accessible.
- c. If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

216.4.2 PERSONAL DEVICES AND ASSISTANCE

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

216.4.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

Americans with Disabilities Act (ADA) Compliance

216.5 MOBILITY DEVICES

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

A member should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If a member is concerned about the use of a power-driven mobility device by a person with a disability, the member should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

216.5.1 INQUIRIES REGARDING MOBILITY DEVICES

If an individual is using a power-driven mobility device other than a wheelchair, the member may seek credible assurance from the individual that the device is needed because of a disability. Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

- a. Presentation of a valid, state-issued disability placard or card
- b. Presentation of any other state-issued proof of disability
- c. A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

216.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive device, auxiliary aid, and service.

The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- a. The methods of communication usually used by the individual.
- b. The nature, length, and complexity of the communication involved.
- c. The context of the communication.

Americans with Disabilities Act (ADA) Compliance

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever assistive device, auxiliary aid, or service reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

216.6.1 TYPES OF ASSISTANCE AVAILABLE

Members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The District will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving assistance. The District will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services.

Persons with disabilities may choose to accept District-provided assistive devices, auxiliary aids, and services, or they may choose to provide their own.

District-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

216.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

The District may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

216.6.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, news conferences) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

- a. Available within a reasonable amount of time.
- b. Experienced in providing interpretation services.
- c. Familiar with the use of VRS and/or video remote interpreting services.
- d. Certified in either American Sign Language (ASL) or Signed English (SE).

Americans with Disabilities Act (ADA) Compliance

- e. Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- f. Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use district-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

216.6.4 TTY AND RELAY SERVICES

The District will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service.

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

216.6.5 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the District to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, District members must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

216.6.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- a. There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- b. The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

216.6.7 FIELD ENFORCEMENT CONSIDERATIONS

Americans with Disabilities Act (ADA) Compliance

It is important that members are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the member's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Members involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service, fire investigations) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

216.7 SERVICE ANIMALS

Service animals are permitted in all district buildings and facilities and other areas where the general public is allowed. District members are expected to treat people with service animals with the same courtesy and respect that the District affords to all members of the public (28 CFR 35.136).

216.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- a. Guiding people who are blind or have low vision.
- b. Alerting people who are blind or have low vision.
- c. Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- d. Pulling wheelchairs.
- e. Providing physical support and assisting with stability and balance.
- f. Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- g. Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

216.7.2 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- a. Is the animal required because of a disability?
- b. What task or service has the service animal been trained to perform?

Americans with Disabilities Act (ADA) Compliance

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Members should not question individuals about their disabilities, nor should members ask any individual to provide a license, certification, or identification card for a service animal.

216.7.3 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. District members should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

216.7.4 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a member should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Members are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

216.8 WEBSITE ACCESS

The ADA coordinator should work with appropriate District members to develop online content that is readily accessible to persons with disabilities. District web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice.

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

216.9 DOCUMENTATION

Whenever any modification, assistive device, auxiliary aid, or service has been provided, the member involved should document:

- a. The type of modification, aid, or service provided.
- b. Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the District or some other identified source, if applicable.
- c. Whether the individual's express preference for the modification, assistive device, auxiliary aid, or service was not honored, and the reason why an alternative method was used.

Americans with Disabilities Act (ADA) Compliance

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

216.10 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access a district program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

216.11 TRAINING

Members who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

- a. Awareness and understanding of this policy and related procedures, related forms, and available resources.
- b. Procedures for handling requests for modifications.
- c. Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.
- d. General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

Chapter 3 - General Operations

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish practices and standards by which the West Mason Fire operates at emergency incidents, drills, exercises or other situations that are similar to those encountered at emergency incidents (WAC 296-305-05000).

300.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Cold zone - The control zone of an incident that contains the command post and such other support functions deemed necessary to control the incident.

Exclusion zone - The control zone designated to exclude all unauthorized personnel, responders, and equipment.

Hazard control zones - Geographic incident areas and perimeters identified by the Incident Commander (IC).

Hot zone - The control zone immediately surrounding the hazard area, which extends far enough to prevent adverse effects to personnel outside the zone. The hot zone presents the greatest risk to members and will often be classified as an IDLH atmosphere.

IDLH - Immediately dangerous to life and health.

Warm zone - The control zone outside the hot zone where personnel and equipment decontamination and hot zone support takes place.

300.2 POLICY

It is the policy of the West Mason Fire to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant Incident Management System (IMS) for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS /NIMS methods and procedures.

300.3 INCIDENT MANAGEMENT

The District shall ensure that emergency incidents are managed according to NIMS/ICS guidelines. The District shall adopt written ICS/NIMS-compliant guidelines for all-hazard incident management that are compatible with neighboring jurisdictions (WAC 296-305-05000).

Incident Management

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory, or command level assignments.

300.3.1 IC RESPONSIBILITIES

The IC shall be responsible for the overall safety of members at the scene and shall manage the incident according to the risk management strategy and rules of engagement developed by the District.

Responsibilities shall include but not be limited to (WAC 296-305-05000):

- a. Assuming and confirming command.
- b. Performing situation evaluations including a risk assessment.
- c. Initiating, maintaining, and controlling incident communication.
- d. Developing an overall strategy and incident action plan, and revising the plan as required by incident conditions.
- e. Developing an effective ICS organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and/or functional area supervisors as appropriate for the scope and size of the incident.
- f. Controlling access to the incident by establishing designated hot, warm, cold, and exclusion hazard control zones.
- g. Continuing, transferring, and terminating command.
- h. Coordinating with law enforcement as appropriate to notify any affected or nearby school if the incident reasonably appears to require evacuation (RCW 28A.320.125).

Emergency Response

301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable Washington laws and regulations during an emergency response (RCW 46.61.035).

301.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; any release, spill or threat of release of radioactive materials; any spill, release or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

301.2 POLICY

It is the policy of the West Mason Fire to appropriately respond to all emergency calls.

301.3 EMERGENCY CALLS

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light and shall sound the siren as reasonably necessary (RCW 46.37.184; RCW 46.37.190).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Motor Vehicles Code.

Personnel should only respond with emergency lights and siren when dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

Emergency Response

301.5 INITIATING AN EMERGENCY RESPONSE

If an emergency vehicle operator or company officer believes an emergency response to any call is appropriate, the operator or company officer shall ensure Macecom is immediately notified.

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency response.

In addition, emergency vehicle operators shall reduce speed at all intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or company officer. If, in the judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or company officer should ensure Macecom is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

301.7 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator or company officer shall notify Macecom of the equipment failure so that another apparatus may be assigned to the emergency response.

A district supervisor will be notified as soon as it is possible, without interfering with the ongoing response.

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.1.1 DEFINITIONS

Definitions related to this policy include:

Accountability (tracking) system -A system of firefighter accountability that provides for the tracking and inventory of all members (WAC 296-305-01005).

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

302.2 POLICY

It is the policy of this district that written procedures and guidelines will be established for tracking all members operating at an emergency incident. Supervisors are responsible to periodically account for members working under their direction at emergency incidents and ensure that all members participate in accountability systems (WAC 296-305-05000).

All members will participate in an accountability system in order to ensure the complete and accurate tracking and accounting for each member at an emergency scene.

302.3 RESPONSIBILITIES

The Incident Commander is responsible for establishing an accountability element within the incident organization to control the position and function of all members operating at the emergency scene (WAC 296-305-05000). A personnel accountability system shall be used by the Incident Commander primarily to track personnel. On smaller incidents, the Incident Commander may be responsible for tracking both personnel and resources. As the incident grows in complexity, the Incident Commander should use judgment and discretion in determining the need to assign an accountability officer to track personnel at the incident.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained to assist the Incident Commander with tracking all personnel on both small and large incidents.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Fire Ground Accountability

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

302.3.1 WILDAND FIRE ACCOUNTABILITY

Due to the unique nature, geographic scope and organizational complexity of fires in the wildland environment, specific measures shall be incorporated into tracking personnel. These measures include (WAC 296-305-07002):

- a. Supervisors shall maintain positive communication with any member assigned to an ancillary firefighting task such as scouting, reconnaissance or lookout person.
- b. Members working urban wildfires and wildland fires engaged in direct fire attacks shall work in teams of two or more unless they are in visual or voice contact with a supervisor.
- c. The Incident Commander shall maintain responsibility or shall assign organizational elements to maintain tracking and accountability for all personnel assigned to the incident.
- d. Individual resources, company officers and crew supervisors shall ensure that their unit/team leaders, division and/or group supervisors are aware of the position and location of all members under their supervision.

302.4 REPORTING

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

For structure fires, a PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in

Fire Ground Accountability

conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the Incident Commander, should be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters while operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped, or injured by adhering to the two-in/two-out standard and designating Rapid intervention Crews (RIC) (WAC 296-305-05002).

303.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive, or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial stages - Tasks undertaken by the first arriving company with only one crew assigned or operating in the hot zone.

Known rescue - A situation of compelling evidence where a member sees, hears, or is directly told of a trapped and viable victim by an occupant who has escaped or is a credible witness.

Standby firefighters - On-scene members designated to effect an immediate rescue of the initial team operating in the hot zone.

Mayday - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

Rapid Intervention Crew (RIC) - On-scene team of at least two members designated, dedicated, and equipped to effect an immediate rescue of firefighters if the need arises (also known as a Rapid Intervention Team (RIT)).

303.2 POLICY

It is the policy of the West Mason Fire to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before a designated RIC has assembled or to prevent reasonable actions taken by members to determine the nature and extent of fire involvement.

Rapid Intervention/Two-In Two-Out

303.3 PRE-DEPLOYMENT WITHOUT RESCUE EXCEPTION

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (WAC 296-305-05002).

- a. Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- b. At least two additional firefighters should be located outside the IDLH environment.
 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

303.4 INITIAL STAGE DEPLOYMENT WITH KNOWN RESCUE

In the initial stage of an incident, known rescues should take priority. Where exceptional circumstances indicate that immediate action may be necessary to prevent or mitigate the loss of life or serious injury to citizens or firefighters and where additional resources can reasonably be expected, at least one additional firefighter must be assigned to stand by outside the hot zone where the entry team is operating.

The standby firefighter (WAC 296-305-05002):

- a. Must remain aware of the status of firefighters in the hot zone.
- b. Must maintain positive communication with the entry team and wear full protective clothing with SCBA donned in the standby mode.
- c. May be permitted to perform other duties outside the hot zone, provided constant communication is maintained with the team in the hot zone, and provided that those duties will not interfere with his /her ability to initiate a rescue.

All members operating in IDLH environments should be tracked and accounted for at all times.

303.5 RIC DUTIES

The RIC must be assembled from on-scene resources whose primary function is to prepare for, monitor, and provide effective emergency rescue for responders. One of the RIC members may be permitted to perform other duties outside the hot zone, provided constant communication is maintained between the RIC members and the entry teams, and provided that those duties will not interfere with the RIC members' ability to participate in a rescue (WAC 296-305-05002).

- a. The RIC members must remain in positive communication with the entry team, in full protective clothing with SCBA donned in the standby mode.
- b. The RIC members shall not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.

Rapid Intervention/Two-In Two-Out

Additional companies may be assigned to the RIC duties as conditions warrant. For large incidents with multiple points of entry, multiple RICs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIC

When a Mayday broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing, injured, or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location, and condition of the trapped, injured, or missing firefighter, while the second person should communicate and offer support on the tactical channel.

For an emergency deployment of a RIC, a RIC Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the RIC Group Supervisor's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

The RIC Group Supervisor should notify the Operations Chief or Incident Commander (IC) before making entry for emergency rescue. The RIC Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RICs, medical treatment and transportation groups, or other organizational elements.

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Administration (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response.

304.2 POLICY

It is the policy of the West Mason Fire to utilize the FEMA USAR resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization: searches, to find victims who are trapped after a disaster; rescues, which include safely digging victims out of collapsed concrete or metal; technical: structural specialists who help make rescues safe for the rescuers; medical: caring for victims before and after a rescue.

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the West Mason Fire's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team

Urban Search and Rescue (USAR)

- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swift Water and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

305.2 POLICY

The West Mason Fire is committed to the safety of its members. It is the policy of the West Mason Fire to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- a. Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- b. Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- c. Any time a subject challenges or threatens members of the District with violence or harm.
- d. Any scene where members of the District are attacked in any way. Examples include: rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- e. Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

Tactical Withdrawal

The Incident Commander, scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

Members of the District may have cause to conduct a tactical withdrawal from an incident under any of the following general circumstances:

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

a. During the response to an incident:

1. If a tactical withdrawal occurs during the response phase of an incident the district member responsible for initiating the withdrawal is responsible for notifying all responding units and Macecom of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have the Macecom notify all responding units to cancel their response or to respond to a defined staging area.

b. After arrival at an incident:

1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the Incident Commander or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The Incident Commander should also notify Macecom of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

Tactical Withdrawal

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- a. Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming in as few and as large of groups as practicable, and withdraw in those groups.
- b. After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- c. Whenever a tactical withdrawal is initiated, Macecom should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- d. Once the Incident Commander or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personal Accountability Report of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are safe and accounted for.
- e. Once all involved units have gathered at the staging area, the Incident Commander or scene supervisor should again conduct a Personnel Accountability Report to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and district members are unable

Tactical Withdrawal

to relocate the patient, the patient may be deemed to have eloped and the appropriate documentation should be prepared.

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident will be relayed up the chain of command to the on-duty Duty Officer. The Duty Officer should ensure that all Field Operations division personnel are immediately notified of the location and circumstances of the incident.

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel, and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch processing, turnout, and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between Macecom notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

It is the policy of the West Mason Fire to document all district response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established district Standards of Cover document, if available.

Performance objectives may include:

- a. One minute or less for dispatch processing time.
- b. One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- c. One minute 20 seconds or less for turnout time for non-EMS incidents.
- d. Four minutes or less for the arrival of the first engine company at a fire suppression incident.
- e. Eight minutes or less for the arrival of a full first-alarm assignment at a fire suppression incident.
- f. Four minutes or less for the arrival of a unit with first responder or higher level capability at an EMS incident.
- g. Eight minutes or less for the arrival of an advanced life support (ALS) unit at an EMS incident when this service is provided by the District.

Response Time Standards

306.3.1 STATE REQUIREMENTS

Verified aid services shall comply with the following minimum response times (WAC 246-976-390):

- a. To urban response areas: Eight minutes or less, 80 percent of the time
- b. To suburban response areas: 15 minutes or less, 80 percent of the time
- c. To rural response areas: 45 minutes or less, 80 percent of the time
- d. To wilderness response areas: As soon as possible

Verified ambulance services shall comply with the following minimum response times (WAC 246-976-390):

- a. To urban response areas: 10 minutes or less, 80 percent of the time
- b. To suburban response areas: 20 minutes or less, 80 percent of the time
- c. To rural response areas: 45 minutes or less, 80 percent of the time
- d. To wilderness response areas: As soon as possible

306.4 EVALUATIONS

The District shall annually evaluate its level of service, deployment delivery, and response time objectives. The evaluation shall be based on data relating to level of service, deployment, and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Aircraft Operations

307.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

307.2 POLICY

The West Mason Fire will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident. For specific guidance regarding utilization of aircraft on wildland fire incidents, refer to Wildland Firefighting Policy.

307.3 ICS STANDARDS

Members should follow the district's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The West Mason Fire should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for hospital clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies if a roadway is selected as a landing site.
- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

Atmospheric Monitoring for Carbon Monoxide

308.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

308.1.1 DEFINITIONS

Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Spanning - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

308.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the West Mason Fire to mitigate the health risks associated with exposure to CO by its members and the public.

308.3 RESPONSIBILITIES

Duty Officer's should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a weekly basis, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

308.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO. An atmospheric concentration of CO that is below 35 parts per million does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Atmospheric Monitoring for Carbon Monoxide

Members shall also use SCBA in any atmospheric concentration of CO that is below 35 parts per million where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen.

308.5 EMERGENCY MEDICAL TREATMENT

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

308.6 DOCUMENTATION

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be submitted to a Duty Officer once a month and retained in accordance with established records retention schedules. The log documents will serve as a history of an instrument's performance.

Staging

309.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

309.2 POLICY

It is the policy of the West Mason Fire to safely stage resources at emergency incidents.

309.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the district's Incident Command System (ICS) program.

As incident resources grow, the Incident Commander should identify a staging area manager, when practical, to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize and make reasonable efforts to return the property to its original condition.

309.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities West Mason Fire personnel should consider the following:

- a. During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for all incoming units, should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the Incident Commander.
- b. During extended attack or multiple alarm incidents, the Incident Commander should establish a secondary staging area early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
 1. The secondary staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal amount of disruption to traffic flow, business activity and scheduled community activities.
 2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized, the Incident Commander or a designee should, when practicable, contact the owner, administrator or property

Staging

manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in and around the property. The same applies to school property; however, in addition, the Public Information Officer should notify local media. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

309.4 STAGE-AWAY OPTION

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired calls
- Stabbings
- Civil disturbance calls
- Calls involving criminal gang activity
- Attempted suicide calls
- Domestic disputes, including family fights
- Unknown assault calls
- Bomb incidents

It is the policy of the West Mason Fire to use a non-standard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, district members should take the following actions:

- a. Whenever possible, Macecom should determine if violent subjects are involved in any call for service, and if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. At any time the Macecom or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- b. The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with Macecom that law enforcement is responding to the incident.
- c. All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.

Staging

- d. All units should report “on-scene staging” upon arrival at the staging point.
- e. All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Macecom of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

High-Rise Incident Management

310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by district vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

310.2 POLICY

It is the policy of the West Mason Fire to utilize the Incident Command System (ICS) for high-rise incident management.

310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or sector, and provide a size-up of the conditions on the fire floor and the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.
- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for sustained fire attack.

Elevator Entrapments

311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. During any rescue effort, the priorities are the safe extrication of people in the elevator and the safety of firefighters during the operation.

311.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify district-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

311.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator).

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on scene. Elevator entrapment rescue procedures typically include, but are not limited to, the following:

Elevator Entrapments

- Moving the elevator car
- Use of an adjacent elevator car
- Forcing the elevator doors open
- Breaching the elevator shafts
- Use of roof or side emergency exits

311.5 TRAINING

The Training Division Chief should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Training Division Chief is responsible for ensuring that all personnel are properly trained in district-approved elevator entrapment rescue procedures.

Elevator Restrictions During Emergencies

312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

312.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

312.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the Incident Commander, who shall make the final determination of whether the elevators are safe to use.

312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

Swiftwater Rescue and Flood Search and Rescue Responses

313.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

313.2 POLICY

It is the policy of the West Mason Fire to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

313.3 PROCEDURE

Upon notification of a potential water rescue incident, district members and Macecom personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- a. Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- b. Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.
- c. Non-certified, not currently certified, non-equipped or under-equipped members may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.

West Mason Fire Policy Manual

Fire Policy

Swiftwater Rescue and Flood Search and Rescue Responses

- d. District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident.

Confined Space Rescue Response

314.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries pursuant to Washington regulations.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Confined space - A space that is all of the following (WAC 296-305-01005):

- Is large enough and arranged so a member can bodily enter and perform assigned work.
- Has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, pits).
- Is not designed for continuous employee occupancy.

Confined space entry - Entry occurs when any part of an entrant's body breaks the plane of an opening into a confined space, whether or not that action is intentional, or any work activities are actually performed in the space (WAC 296-809-099).

Confined space entry permit - A document that is provided by the District to allow and control entry into a permit-required confined space and that contains the information required in WAC 296-809-50004.

314.2 POLICY

It is the policy of the West Mason Fire to establish confined space incident response guidelines in compliance with applicable regulations and safety standards, and required training and equipment to reasonably ensure members' safety while they are performing confined space rescues.

314.3 REQUIREMENTS

The Fire Chief shall determine the operational level or levels of participation for members of the District. The Fire Chief or the authorized designee shall ensure compliance with the following requirements while members are operating at confined space rescue incidents (WAC 296-305-05113(3)):

- a. All members operating at confined space incidents shall be trained and qualified to correspond to the operational level they are assigned at the incident, including continuing education required to remain current and an annual program evaluation (WAC 296-305-05103; WAC 296-305-05111).
- b. All members shall be trained and qualified in the care, use, inspection, maintenance, and limitations of equipment and personal protective equipment (PPE) specific to the incident (WAC 296-305-05109; WAC 296-305-05111).
- c. Written procedures shall be in place outlining the operational level of the District at confined space incidents and the type of rescue operations the District plans to perform (WAC 296-305-05105).

Confined Space Rescue Response

- d. Written incident response plans shall be in place for confined space incidents, including the use of multi-agency teams and specific resource requirements (WAC 296-305-05107).
- e. An evacuation procedure and accountability system shall be in place, including the assignment of an incident safety officer with the knowledge and responsibility to identify, evaluate, and correct hazardous conditions or unsafe practices (WAC 296-305-05111).

Before making entry into a permit-required confined space, members of the District shall meet the requirements provided in WAC 296-809-100 et seq. and WAC 296-305-05113.

314.4 PROCEDURES

District members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry rescue operation.

District members shall adhere to applicable National Fire Protection Association (NFPA) safety standards when performing a confined space rescue (WAC 296-305-05113(3)).

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

314.4.1 PRECAUTIONS

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or to lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work-time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

314.4.2 HAZARD SIZE-UP

If members of the District respond to an incident requiring confined space entry for a rescue, a written and /or verbally recorded size-up will be allowed in lieu of the written permit requirements contained in WAC 296-809-50004. The hazard evaluation must take place prior to entry and shall include but is not limited to (WAC 296-305-05113):

- a. Recognition and declaration of the situation as a confined space incident.
- b. Denial of entry to unprotected persons.
- c. Assessment of all readily available confined space documentation (e.g., Safety Data Sheets, any existing permits, plans or blueprints of the space).
- d. Assessment of number of victims, locations, and injury conditions.

Confined Space Rescue Response

- e. Discussion with witnesses, a supervisor, and other sources of information.
- f. Assessment of any current or potential space hazards, in particular, any hazards that lead to the necessary rescue.
- g. Determination and declaration whether the situation is a body recovery or a victim rescue.

314.5 TACTICAL GUIDELINES

314.5.1 PRIMARY ASSESSMENT

Upon arrival, the first-in company should:

- Establish command, provide a report of conditions, and request a technical rescue team.
- Assess immediate hazards to rescuers, contact witnesses, or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location, and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit indicating information about the space.
- Determine whether the operation will be a rescue or a recovery.

314.5.2 SECONDARY ASSESSMENT

After completing the primary assessment, the first-in company should:

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards that are present (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

314.5.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine whether adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).
- Establish a perimeter, hazard control zones, and ventilation, if needed.
- Assign resources which should include a technical rescue safety officer (WAC 296-305-05111).
- Ensure all utilities are locked-out, including electrical, gas, and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.

Confined Space Rescue Response

- Ensure all entry and backup personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure district-approved procedures are followed to perform the rescue.

314.5.4 VICTIM ASSISTANCE

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give them to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

314.5.5 VICTIM TRANSFER

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

314.6 TERMINATION OF THE RESCUE

At the conclusion of the rescue, the Incident Commander should:

- Account for all personnel.
- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and Post-Incident Analysis (PIA), in accordance with the Post-Incident Analysis Policy, are warranted, and if so, implement as appropriate.

Wildland Firefighting

315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland and urban wildfire firefighting incident.

Wildland fire shelter deployment training is addressed separately in the Wildland Fire Shelter Deployment Training Policy.

315.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

Type 1/Type 2 engine - A fire apparatus with complement of tank, pump, and hose capacity typically used for structure fire suppression activities.

Urban wildfire - An uncontained fire requiring suppression action, usually spreading through ground cover, vegetative fuels, brush, grass and landscaping, and often threatening residential and commercial structures within an urban environment with access to established roadways and water systems.

Wildland - An area in which development is essentially nonexistent, except for roads, railroads, power lines, and similar transportation facilities. Structures, if any, are widely scattered.

Wildland fire - Any nonstructure fire that occurs in the wildland.

Wildland firefighting - The activities of fire suppression and property conservation in woodlands, forests, grasslands, brush, and other such vegetation or any combination of vegetation, that is involved in a fire situation but is not within buildings or structures.

Wildland urban interface - The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

315.2 POLICY

It is the policy of the West Mason Fire to provide wildland fire or urban wildfire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The district will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of the West Mason Fire it is the responsibility of the Incident Commander to assess the potential for the fire to extend into either State Responsibility Area (SRA) or Federal Responsibility Area (FRA) lands.

Wildland Firefighting

If the incident either involves or threatens to involve an SRA or FRA, the Incident Commander shall immediately notify the Washington State Department of Natural Resources or the U.S. Forest Service (USFS) of the incident. The Incident Commander shall also send notification up the chain of command to the on-duty Duty Officer, the Field Operations Division Chief, and the Fire Chief.

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of the West Mason Fire it is also the responsibility of the Incident Commander to assess the potential for the fire to involve areas in bordering jurisdictions. If the Incident Commander determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Macecom to notify the appropriate jurisdiction.

315.4 WILDLAND FIRE OPERATIONS

315.4.1 STRUCTURE PROTECTION ASSIGNMENTS

When engine companies are assigned to perform structural protection at wildland fires or urban wildfires, members operating Type 1 or Type 2 engines will carry structural PPE on their assigned apparatus and utilize structural PPE while engaged in interior firefighting activities.

In the event of a structure fire at a wildland fire incident, members of the West Mason Fire shall not perform interior structural firefighting while wearing wildland PPE (WAC 296-305-07012).

315.4.2 WILDLAND APPARATUS SAFETY

When driving and/or operating apparatus specifically designed for suppression of wildland fires, all members should maintain heightened situational awareness toward the current and expected fire behavior. Escape routes and safety zones should be updated periodically to prevent the need to use the apparatus for primary protection from heat and smoke.

In certain circumstances, the apparatus may be used to provide primary protection for the crew in the event of unexpected fire behavior or action that place the crew in a position of being exposed to heat or smoke (WAC 296-305-07014).

Members of the District operating wildland fire apparatus should drive at a speed appropriate for the conditions. Considerations for determining the appropriate speed should include but may not be limited to the following (WAC 296-305-07014):

- a. The particular type of wildland attack method being utilized.
- b. Road condition and terrain.
- c. Weather conditions.
- d. Limitations and specifics of the apparatus, including ground clearance.
- e. Whether personnel are positioned in wildland enclosures.

Wildland Firefighting

The considerations for appropriate speed while operating an apparatus at a wildland fire or urban wildfire do not relieve a driver from the duty to drive with due regard for the safety of all persons in all conditions or protect the driver from the consequences of his/her reckless disregard for the safety of others.

315.4.3 AIRCRAFT OPERATIONS

Members operating at wildland or urban wildfire incidents shall adhere to district guidelines when operating in coordination with aircraft. These guidelines include but are not limited to the following (WAC 296-305-07008):

- a. Whenever fixed-wing and/or rotary wing aircraft are utilized, qualified members trained in air operations management shall be assigned by the Incident Commander or Operations Section Chief.
- b. Prior to the initiation of air operations, all personnel operating in close proximity to an air drop shall be notified.
- c. Members shall not intentionally operate in areas where it could be reasonably expected they may be hit with suppressants from aircraft.
- d. Positive radio communications shall be maintained between ground personnel and aircraft.
- e. Members assigned to ride in rotary aircraft shall be briefed in the correct approach, riding, and off-loading procedures for the particular type of aircraft.

315.5 WILDLAND FIRE TRAINING

The Training Division Chief is responsible for ensuring district members who are assigned to wildland fire or urban wildfire suppression incidents receive initial, recurring, and refresher training that includes but is not limited to (WAC 296-305-07010):

- a. Training to a National Wildfire Coordinating Group (NWCG) Firefighter level II or a comparable class of training.
- b. Training and demonstrated competency in utilizing the Incident Command System (ICS).

Supervisors and company officers shall be trained to a level that is commensurate to the position and responsibilities they assume.

The Training Division Chief should incorporate wildland fire training into the annual planning calendar.

Trench Rescues

316.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (WAC 296-155-655).

316.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-155-650):

Excavation - Any man-made cut, cavity, trench or depression in the ground, formed by earth removal.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet.

316.2 POLICY

It is the policy of the West Mason Fire to adopt and maintain a written response program with standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues (WAC 296-305-05113).

316.3 RESPONSIBILITIES

The Fire Chief shall determine the operational level or levels of participation for members of the District. The Fire Chief or the authorized designee shall ensure compliance with the following requirements while members are operating at trench rescue incidents:

- a. All members operating at trench rescue incidents shall be trained and qualified to correspond to the operational level they are assigned at the incident, including continuing education required to remain current and an annual program evaluation (WAC 296-305-05103).
- b. All members shall be trained and qualified in the care, use, inspection, maintenance and limitations of equipment and personal protective equipment (PPE) specific to the incident (WAC 296-305-05109).
- c. Written procedures shall be in place outlining the operational level of the District at trench rescue incidents and the type of rescue operations the District plans to perform (WAC 296-305-05105).
- d. Written incident response plans shall be in place for trench rescue, including the use of multi-agency teams and specific resource requirements (WAC 296-305-05107).

Trench Rescues

- e. An evacuation procedure and accountability system shall be in place, including the assignment of an incident safety officer with the knowledge and responsibility to identify, evaluate and correct hazardous conditions or unsafe practices (WAC 296-305-05111).

316.4 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim who clearly has no chance of survival.

- a. Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
 - 1. Who is in charge at the site and what happened?
 - 2. How many victims are trapped and where are they located?
 - 3. Is a rescue possible or is this a body recovery?
 - 4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- b. An extrication and safety officer should be assigned to:
 - 1. Monitor the status of all personnel involved in the rescue.
 - 2. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).
- c. A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.
- d. Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation shall include (WAC 296-155-655):
 - 1. A self-contained breathing apparatus (SCBA).
 - 2. A safety harness or line, or a basket stretcher.
 - 3. A helmet.
- e. When determining whether the trench or excavation is safe for emergency responders to enter, the following shall be considered (WAC 296-155-655):

Trench Rescues

1. Adequate ventilation has been established.
 2. When ventilation is in place, the air quality is being periodically tested.
 3. If water accumulation is a factor, protection from water hazards is in place.
 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established.
- f. If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

Carbon Monoxide Detector Activations

317.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

317.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the West Mason Fire to respond to all reports and alarms indicating the presence of carbon monoxide and mitigate the health risks associated with exposure to CO by its members and the public.

317.3 RESPONSIBILITIES

317.3.1 COMCENTER RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event (if the responding apparatus are equipped with Mobile Data Computers). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

317.3.2 ARRIVING UNITS

Arriving units should establish Incident Command System (ICS) practices according to the Incident Management Policy. In addition, arriving units shall:

- a. Evaluate the situation through interviews prior to entering the building.
- b. Assess airflow ventilation conditions and general building conditions.
- c. Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
 1. Atmospheric monitoring results require the use of SCBA pursuant to the Atmospheric Monitoring for Carbon Monoxide Policy.
- d. Have face pieces on and air flowing:
 1. If occupants are displaying symptoms of CO poisoning (and confirm medical aid response).
 2. Whenever information is inadequate to rule out toxic levels of CO.

Carbon Monoxide Detector Activations

317.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- a. Remove occupants and unnecessary personnel from the affected area.
- b. Examine the detector to ensure that it is a CO detector and is in good condition.
- c. Determine if the detector is low-oxygen or CO-detecting, if possible.
- d. Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the detector and activities in the building at the time of the activation.
- e. Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- f. Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- g. If responding personnel carries a CO detector, it may be used to assist in determining a source of CO.
- h. If the source of CO is identified, personnel should take the following actions:
 1. If the source is a vehicle or open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
 - a. Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
 - b. Do not attempt to repair or alter an appliance or heating unit.
 3. Do not ventilate the building with gasoline-powered smoke ejectors.
 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- i. If the source of CO is not identified, personnel should take the following actions:
 - a. Consider requesting a response by the gas company, whether it is necessary to leave the scene prior to arrival of the gas company or whether the occupants should be advised to remain out of the building until a gas company representative arrives.

Carbon Monoxide Detector Activations

- b. Complete any required property notification and provide a copy to the property owner or tenant.

Safe Haven for Newborns

318.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with the Washington Newborn Safety Act (RCW 13.34.360).

This policy addresses infants who are less than 72 hours old and are transferred under the terms of the Newborn Safety Act. This policy does not address illegal desertion or abandonment of an infant as defined in WAC 110-30-0040. For an abandoned infant, see the Child Abuse Reporting Policy.

318.1.1 DEFINITIONS

Definitions related to this policy include:

Trauma identification band - A small band placed on the ankle of the transferred infant. It includes a trauma number, date of transfer, and patient name ("Babyboy Doe" or "Babygirl Doe").

318.2 POLICY

It is the policy of the West Mason Fire to provide an option to protect infants by allowing parents to safely and confidentially transfer infants at any staffed fire station while fire personnel are present (RCW 13.34.360).

318.3 PROCEDURE

The Fire Chief should identify firefighters, volunteers, or emergency medical technicians at fire station who are qualified to take custody of transferred infants and ensure that qualified personnel are available to receive any transferred infants (RCW 13.34.360).

The Administration Division Chief shall ensure that all of the district's stations display a sign indicating that the facility is an appropriate location for the safe transfer of an infant (RCW 13.34.360).

The following procedures should be used by personnel at all district stations:

a. Site preparation:

1. All district stations will display the appropriate location sign near the front door, if possible adjacent to a 9-1-1 call box. In addition, fire station lobbies should display public outreach brochures obtained from the state or the local child welfare agency with information on adoption options, counseling, appropriate medical and emotional aftercare services, domestic violence, and legal rights of the parent seeking to transfer the newborn (RCW 13.34.360).

Safe Haven for Newborns

2. All district stations should have a person designated as responsible to order, maintain, and inventory, on a monthly basis, a Parent Information Packet that contains a trauma identification band, a medical history form for the newborn, and a Parental Message to the Newborn form.
 3. Each district should have a person responsible for maintaining any donated blankets and maintaining current contact information for the local child protective services (CPS) agency.
- b. Accepting a transferred infant:
1. Qualified personnel shall accept a transferred infant, even if the infant appears older than 72 hours. If the infant appears to be older than 72 hours, the receiving personnel should immediately notify law enforcement and the appropriate CPS agency, as provided in the Child Abuse Reporting Policy.
 2. The receiving personnel should notify Macecom of a “medical aid” at the station and request an Advanced Life Support (ALS) ambulance, if one is not available in quarters. Avoid radio traffic declaring an “infant safe transfer,” to maintain confidentiality.
 3. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested.
- c. Following acceptance of an infant:
1. Assure the parent every effort will be made to protect her/his anonymity (RCW 13.34.360(3)).
 2. Receiving personnel should open the Parent Information Packet and place the small trauma identification band on the infant’s ankle and make a good faith effort to provide the parent transferring the infant with a receipt with all information on the trauma identification band to facilitate reclaiming the infant.
 3. Receiving personnel should make a good faith effort to provide a Parent Information Packet to the parent immediately.
 4. Attempt to obtain from the parent as much prenatal, birth, and medical history as possible. This is voluntary information, however, and the parent can decline to provide it. Give the parent an opportunity to write a note to the infant on the Parental Message to the Newborn form.
 5. The parent should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and to be reassured that the same protection from prosecution and the ability to transfer the child is available at the hospital.
 6. If the parent is unwilling to provide a medical history and unwilling to accompany the infant to the hospital, personnel should make a good faith effort to provide to the parent:
 - a. The business reply envelope containing the medical history form and the Parental Message to the Newborn form, which can be filled out later and returned by mail.
 - b. The Parent Information Packet.
 - c. The parent’s receipt with all the information on the trauma identification band.
- d. Medical assessment and documentation:
1. A qualified health care professional should assess the infant to identify any immediate treatment needs and complete a Pre-Hospital Care Report for the infant. The trauma identification band number should be included on the infant’s Pre-Hospital Care Report in the patient name field.

Safe Haven for Newborns

2. If the parent transferring the infant is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Service (EMS) protocols. If treated, the mother should be listed as “Jane Doe” to protect her anonymity.
 3. **DO NOT** use the parent’s name on the Pre-Hospital Care Report.
- e. Transportation to the hospital:
1. Paramedics should accompany the infant and parent (if the parent is willing to accompany the infant) to the nearest emergency room with labor and delivery capabilities.
 2. The receiving hospital will take custody of the infant and make immediate notification to the local CPS agency.
 3. District personnel will coordinate with the hospital to confirm that the above required notification has been made as soon as possible but in no event later than 24 hours after the District has taken custody of the infant.
- f. Additional notifications and media concerns:
1. The receiving personnel should notify their appropriate supervisor as soon as practicable.
 2. The supervisor will notify the Duty Officer, duty officer and the district Public Information Officer.
 3. The Public Information Officer may, as circumstances dictate, provide the following limited facts to the media:
 - a. Date, time, and fire station where the infant was transferred
 - b. Local CPS representative’s name and telephone number
 - c. Under no circumstances shall the parent’s name be released to the public or media
- g. Individuals who return to claim an infant:
1. If a parent who voluntarily transferred an infant requests return of the infant while the District still has physical custody, the infant should either be returned to the parent or the receiving personnel should contact the local CPS agency if any personnel know or reasonably suspect that the child is the victim of child abuse or neglect. The voluntary transfer of an infant is not in and of itself a sufficient basis for reporting child abuse or neglect. Receipt of the ankle identification, in and of itself, does not establish a right to custody of the infant. District members may seek assistance from CPS if needed.
 2. If a parent who voluntarily transfers an infant requests return of the infant after the District has given up physical custody, the parent should be directed to call CPS as they have custody of the infant. District personnel should assist the person with the telephone call, as needed.
 3. Notification should be made to Macecom that the company is engaged in a “public assist” at the fire station.
 4. The identity of the parent must still be kept anonymous and confidential.
 5. District members should not make any judgments about time frames or the individual’s ability to care for the infant. The local CPS agency will determine whether the infant is released to the individual.
- h. Community donations:

Safe Haven for Newborns

1. Community groups, volunteers, foundations, and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers, or blankets, directly to the fire station. The following guidelines are established:
 - a. Only new baby blankets in the original wrapper should be accepted.
 - b. Donors who wish to donate any other baby-related items, such as clothes, baby food, or diapers, should be directed to a local social service agency and/or reputable charities.

Hazardous Materials Response

319.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive, or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

319.2 POLICY

It is the policy of the West Mason Fire to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents.

319.3 RESPONSIBILITIES

All hazardous materials responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with WAC 296-824 standards for emergency response (WAC 296-305-03002(9); WAC 296-305-05000).

The Fire Chief shall determine the operational level or levels of participation for members of the District. The Fire Chief or the authorized designee shall ensure compliance with the following requirements while members are operating at hazardous materials incidents (WAC 296-824-100 et seq.):

- a. All members operating at hazardous materials incidents shall be trained and qualified to correspond to the operational level they are assigned at the incident, including continuing education required to remain current and an annual program evaluation (WAC 296-824-300).
- b. All members shall be trained and qualified in the care, use, inspection, maintenance, and limitations of equipment and personal protective equipment (PPE) specific to the incident (WAC 296-305-03002; WAC 296-824-60005).
- c. Written procedures shall be in place outlining the operational level of the District at hazardous materials incidents and the type of rescue operations the District plans to perform (WAC 296-824-20005).
- d. Written incident response plans shall be in place for hazardous materials, including the use of multi-agency teams and specific resource requirements (WAC 296-824-20005).
- e. An evacuation procedure and accountability system shall be in place, including the assignment of an incident safety officer with the knowledge and responsibility to identify, evaluate, and correct hazardous conditions or unsafe practices (WAC 296-824-20005).

319.3.1 INITIAL ACTIONS

Hazardous Materials Response

If available, information should be provided by Macecom to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak), and any known dangerous properties of the materials.

The first-arriving unit approaching the incident should use caution, approach from upwind and updrift of the incident, establish Incident Command, and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include but are not limited to the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, shipping papers, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations substance identification numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists, or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

319.4 INCIDENT ACTION PLAN

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- a. Incident name, agency or unified command, and command post location.
- b. Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- c. The information available on the products involved or an indication that the products are not yet known.

Hazardous Materials Response

- d. The incident control objectives and goals.
- e. An incident site safety plan and designation of an Incident Safety Officer.
- f. A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- a. ICS-201 Incident Briefing.
- b. ICS-202 Incident Objectives.
- c. ICS-203 Organization Assignment List.
- d. ICS-204 Assignment List.
- e. ICS-205 Incident Radio Communications Plan.
- f. ICS-206 Medical Plan.
- g. ICS-207 Incident Organization Chart.
- h. ICS-208 Safety Message/Plan.

319.5 RESOURCE CONSIDERATIONS

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

The response to a HAZMAT incident may require numerous specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- a. Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- b. Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- c. Activation of local or regional Department of Emergency Management (DEM) agencies for assistance.
- d. Activation of local or regional Washington HAZMAT emergency response teams for assistance.
- e. Local law enforcement for assistance with scene security and evacuation, if necessary.
- f. United States Coast Guard assistance for spills affecting waterways.
- g. District public works and roads departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training. It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area (WAC 296-305-03002).

319.6 NOTIFICATIONS

Hazardous Materials Response

Managing the response to a hazardous materials incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- a. The public, media, and other affected entities, such as schools and businesses (RCW 28A.320.125)
- b. Adjoining jurisdictions that may be impacted by incident activities
- c. Local and regional elected officials and DEM personnel
- d. Washington State Department of Ecology
- e. United States Coast Guard National Response Center
- f. Washington State Department of Transportation
- g. Washington State Department of Health

News Media and Community Relations

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media, community leaders, residents, and businesses, and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer into the incident management system.

320.2 POLICY

It is the policy of the West Mason Fire to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

320.3 PRESS INFORMATION OFFICER DESIGNATION

As soon as practicable on incidents where news media are present and requesting information, the Incident Commander (IC) will designate a Public Information Officer if the District does not have a full-time Public Information Officer. The Public Information Officer shall interface with and provide timely and relevant information to representatives of the community and media during critical command stages. A single Public Information Officer will typically be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multi-agency or multijurisdictional incidents, it may be necessary to establish multiple Public Information Officers and a Joint Information Center (JIC) with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information that has been approved by the IC for release to the media, the community, and other parties that may have been affected by the incident.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the IC, obtain an incident briefing, and be assigned the Public Information Officer radio designator for the incident.

320.4 DISSEMINATION OF INFORMATION

The Public Information Officer should gather and disseminate the following information as deemed appropriate:

- a. Incident response information, including the number of units and personnel on-scene
- b. Appropriate human interest or safety information
- c. Nature of the incident and expertise of the fire personnel deployed (e.g., high-rise, technical rescue)
- d. A description of any particular hazards present at the incident
- e. Identification of life-saving or heroic acts that may have occurred, including any rescue scenarios
- f. Projected duration of the incident
- g. Approved evacuation notices and restricted areas

News Media and Community Relations

320.5 RESTRICTED INFORMATION

The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the IC or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Serious Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death or serious injury.

320.6 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the Public Information Officer for response. The Public Information Officer will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- a. Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- b. If the Public Information Officer finds it necessary to remain with media representatives, the IC may be asked to assist in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- c. Prior to releasing the names or identifying information of persons seriously injured or deceased, the Public Information Officer shall confirm that the next of kin has been notified. Next-of-kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact Macecom supervisor to confirm that notification has been made.
- d. The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident.

320.7 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS

Authorized members of the media, local leaders, their representatives, and other visiting dignitaries may be provided access or tours of scenes of floods, storms, fires, earthquakes, explosions, or other emergency scenes when such access can be accomplished safely and when the IC has authorized such activities.

The Public Information Officer shall be responsible for scheduling and arranging special tours or briefings in accordance with established National Incident Management System (NIMS) procedures.

Access by the media is subject to the following conditions:

- a. The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

News Media and Community Relations

- b. Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.
- c. In the case of a fire incident, the Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown and after receiving authorization from the IC, in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

320.7.1 TEMPORARY FLIGHT RESTRICTIONS

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the IC should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through Macecom. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

320.8 NEWS RELEASES

News releases are documents specifically prepared for release to the media. News releases should be authored by the Public Information Officer and approved by the Fire Chief, the IC, or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

320.9 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion or the opening of a new fire station; news conferences can also be used when a representative of the District desires to make a public appearance. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The Public Information Officer should prepare the news release and/or a prepared statement for the district spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations, and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate district personnel of the date, time, and location of all news conferences. District

News Media and Community Relations

members attending the news conference should wear their dress uniforms as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

Scene Preservation

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

321.2 POLICY

It is the policy of the West Mason Fire to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

321.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- a. The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- b. Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- c. Any unattended death scene.
- d. All fire incidents.

Scene Preservation

- e. Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.
- f. Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- g. Industrial accidents.

321.4 ENTERING SCENES

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

321.4.1 STABLE SCENE

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

321.4.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to

Scene Preservation

move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

321.6 MEDICAL SUPPLIES AND DEBRIS

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

Child Abuse Reporting

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse or neglect (RCW 26.44.030).

322.1.1 DEFINITIONS

Definitions related to this policy include (RCW 26.44.020):

Child - Any person under the age of 18 years of age.

Child abuse - An injury to a child that causes harm to the child's health, welfare, or safety, excluding lawful discipline, or the negligent treatment or maltreatment by a person who is responsible for, or providing care to, a child. Abuse includes sexual abuse, sexual exploitation, and female genital mutilation.

322.2 POLICY

It is the policy of the West Mason Fire to report suspected child abuse to local law enforcement.

322.3 NOTIFICATION

All members of this district are responsible for the timely and proper reporting of suspected child abuse (RCW 26.44.030).

322.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows:

- a. Members shall immediately notify the appropriate law enforcement agency by telephone when there is reasonable cause to believe a child has suffered any suspected abuse (RCW 26.44.030).
- b. Notification should include the following, if known (RCW 26.44.040):
 1. The name, address, and age of the child.
 2. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child.
 3. The nature and extent of the alleged injury or injuries.
 4. The nature and extent of the alleged neglect.
 5. The nature and extent of the alleged sexual abuse.
 6. Any evidence of previous injuries, including the nature and extent of the injury.
 7. Any other information that may be helpful in establishing the cause of the child's death, injury or injuries, and the identity of the alleged perpetrator or perpetrators.

The district EMS supervisor should be notified of the incident as soon as practicable. A written report shall be prepared and, if requested, forwarded to law enforcement or the Department of Children, Youth, and Families' Child Protective Services.

Child Abuse Reporting

If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival.

Failure to report an incident of known or reasonably suspected child abuse by a mandated reporter is a gross misdemeanor and may also result in discipline (RCW 26.44.080).

322.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy.

Disposition of Valuables

323.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

323.2 POLICY

The West Mason Fire will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

323.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report, the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

Performance of Duties

324.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

324.2 POLICY

It is the policy of the West Mason Fire to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

324.3 RESPONSIBILITIES

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

324.4 EMERGENCY RESPONSE

Paid Staff

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

Volunteers

Volunteers may, but are not required to respond to any alarm that they are available for. This applies to whether the volunteer is on duty or not. There is no requirement for a volunteer to respond to any alarm or call for service.

324.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

Performance of Duties

324.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

324.7 DRIVER LICENSE

All members shall possess a valid state-issued driver's license of the class required for their assigned duties (RCW 46.20.001).

All members should be familiar with the state vehicle code, any manuals specific to driving or operating district apparatus and all other applicable district policies and procedures.

All members shall report to their supervisor any change in their driver's license status. Failure to maintain a valid driver's license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

Any falsification of driver's license status may include disciplinary action, up to and including termination.

324.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

324.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their name and district identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

324.10 LOSS OF EQUIPMENT

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

Adult Abuse

325.1 PURPOSE AND SCOPE

This policy provides members of the West Mason Fire with guidance regarding their role in the detection of and intervention in incidents of adult abuse.

325.1.1 DEFINITIONS

Definitions related to this policy include (RCW 74.34.020):

Adult abuse - An intentional, willful, or reckless action or inaction that inflicts injury, unreasonable confinement, intimidation, or punishment on a vulnerable adult. It includes sexual abuse, mental abuse, physical abuse, exploitation, and neglect. A vulnerable adult includes persons who:

- a. Are 60 years of age or older with a functional, mental, or physical inability to care for themselves.
- b. Have a legal guardian per RCW 11.130.005 et seq.
- c. Have a developmental disability per RCW 71A.10.020.
- d. Live in a long-term care facility.
- e. Receive in-home services or services from a personal aide.

325.2 POLICY

It is the policy of the West Mason Fire to report adult abuse to the Department of Social and Health Services (DSHS) and local law enforcement.

325.3 MANDATORY NOTIFICATION

Firefighters, paramedics, EMTs, AEMTs, and other district members certified under RCW 18.71.205 are designated as mandated reporters (RCW 74.34.020).

A mandated reporter of this district shall immediately notify DSHS and law enforcement of any suspected adult abuse. The medical examiner or coroner shall also be notified in case of a death that may be related to adult abuse (RCW 74.34.035).

Notification shall include, if known (RCW 74.34.035):

- a. The name and address of the person making the report.
- b. The name and address of the vulnerable adult and the name of the facility or agency providing care of the vulnerable adult.
- c. The name and address of the legal guardian or alternate decision maker.
- d. The nature and extent of the abandonment, abuse, financial exploitation, neglect, or self-neglect.
- e. Any history of previous abandonment, abuse, financial exploitation, neglect, or self-neglect.
- f. The identity of the alleged perpetrator.

Adult Abuse

- g. Other information that may be helpful in establishing the extent of abandonment, abuse, financial exploitation, neglect, or the cause of death of a deceased vulnerable adult.

The district EMS supervisor should be notified as soon as practicable, and a record of the written report should be retained.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (RCW 74.34.053).

325.4 REQUESTS FOR INFORMATION

Reports of adult abuse are confidential and will only be released in accordance with the Release of Records Policy (RCW 74.34.095).

Traffic Collisions

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

326.2 POLICY

It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, contributing factors and implementing corrective measures when appropriate.

326.3 REPORTING RESPONSIBILITIES

All district members involved in a traffic collision in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify an on-duty supervisor.

All district members involved in a traffic collision shall also complete and submit to the supervisor a report of the collision, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Duty Officer of traffic collisions.

Once notified of a traffic collision, the Duty Officer is responsible for ensuring that the district investigation and review occurs in a timely manner.

326.4 TYPES OF REVIEWS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

326.4.1 COLLISION LEVELS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

- a. A Level I collision is any traffic collision involving:
 1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 2. Minor damage to district property or vehicles.
 3. Minor damage to non-district property or vehicles while conducting district business.

Traffic Collisions

b. A Level II collision is any traffic collision involving:

1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
3. Major damage to a vehicle owned or operated by the District or major damage to district property.

c. A Level III collision is any traffic collision involving:

1. The death or anticipated disabling injury of a member of this district.
2. The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.

326.4.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Duty Officer or respective manager for Level I collisions.

Level II and Level III collisions will be reviewed by a Duty Officer or respective manager and a Division Chief selected by the appropriate Division Chief, a designated safety and health officer or risk manager and a labor representative of the involved member. The Duty Officer or manager is the team leader.

326.5 COLLISION REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic collision, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I collisions will be submitted through the chain of command to the Division Chief in charge of the involved member. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief or Division Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Public Records Officer for filing.

A completed report should include the following:

- a. Investigation methods: Identify the members of the investigation team, the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.

Traffic Collisions

- b. People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- c. Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.
- d. Collision description: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- e. Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- f. If it is determined that an employee may have violated any district policies or procedures, the Duty Officer should recommend that the matter be submitted for the initiation of possible administrative action.

Reports will be submitted through the chain of command to the Division Chief in charge of the involved member. Reports involving death, injury or major damage will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief or Division Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Public Records Officer for filing.

326.6 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (RCW 46.52.080).

Line-of-Duty Death and Serious Injury Investigations

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of a serious injury or line-of-duty death and the documentation of the events leading to the injury or death, and to make recommendations directed toward preventing similar occurrences in the future.

327.2 POLICY

It is the policy of the West Mason Fire to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The District may utilize external resources to assist or lead the investigation. These resources include: the Washington State Patrol, the State Fire Marshal, local law enforcement, and area fire department Fire Marshals. In the event an investigation utilizes multiple agencies, the District will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

327.3 PROCEDURE

As soon as practicable after the serious injury or a line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- a. A Duty Officer designated by the Fire Chief should function as the team leader and direct the investigation of the incidents involved in incident. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- b. All members of the West Mason Fire shall give their full and complete cooperation to the investigation team.
- c. The Washington State Department of Labor and Industries will conduct an investigation of the incidents involving the death or serious injury of an employee. The investigation team shall provide a liaison to the state investigators.
- d. The West Mason Fire should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.

Line-of-Duty Death and Serious Injury Investigations

- e. The investigation team report and all related documentation shall be an internal West Mason Fire administrative report.
- f. Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Public Records Act (RCW 42.56).

327.4 INVESTIGATION TEAM

The investigation team shall consist, at a minimum, of the following qualified team members:

- a. Duty Officer
- b. Fire investigator
- c. District Health and Safety Officer
- d. Risk manager
- e. Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

327.4.1 DUTIES AND RESPONSIBILITIES

The duties of the investigation team include but are not limited to the following:

- a. Gather and analyze all physical evidence related to the incident.
- b. Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees should have the right to have their labor representatives present.
- c. Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories, and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- d. Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- e. Cooperate with other agencies involved in the investigation of the incident.
- f. Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- g. Develop a written report of the incident, including conclusions and recommendations.
- h. Coordinate activities with Fire Chief to avoid interference with any criminal investigation.

327.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs, and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

Line-of-Duty Death and Serious Injury Investigations

- a. Obtain, examine, and secure all protective clothing, breathing apparatus, and equipment used by the seriously injured or deceased employee.
 1. A complete physical description of the protective clothing, breathing apparatus, and equipment shall be included in the report of the incident.
 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
 4. Equipment involved in the incident shall not be moved until a representative of the Washington State Department of Labor & Industries, Division of Occupational Safety and Health (DOSH), investigates and releases such equipment except when removal is essential to prevent a further accident. When it is necessary to remove the victim, such equipment may be moved only to the extent of making such removal possible (WAC 296-305-01503).
- b. Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures, and their effect on the situation. Recommend changes, additions, or deletions to such policies and procedures.
- c. Attempt to obtain any photographs, videotape, or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

327.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

National Fire Incident Reporting System (NFIRS)

328.1 PURPOSE AND SCOPE

The federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure district response information is properly reported to (NFIRS).

328.2 POLICY

The West Mason Fire is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the West Mason Fire to participate in the NFIRS.

328.3 RESPONSIBILITIES

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

The Administration Division Chief should designate a NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS reporting format and is forwarded to the United States Fire Administration Data Center. Data can be submitted directly to the U.S. Fire Administration's webpage.

Volunteer Program

329.1 PURPOSE AND SCOPE

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

329.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the District without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

329.2 POLICY

It is the policy of the West Mason Fire to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support district personnel or provide a service to the community.

329.3 PROCEDURE

Volunteers may assist district personnel in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist the District in its public education efforts and/or in other areas within the District as needed. Volunteers are intended to supplement and support, rather than replace firefighters and civilian personnel and are an important component of this organization.

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

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

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

329.4 VOLUNTEER MANAGEMENT

329.4.1 VOLUNTEER COORDINATOR

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management

Volunteer Program

within the District, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other district staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions. Such tasks include:

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

329.4.2 RECRUITMENT

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

- Be at least 18 years of age for all positions other than Explorer.
- Be at least 14 years of age for an Explorer position.
- Possess a valid Washington driver's license if the position requires vehicle operation.
- Be able to deal effectively and courteously with the general public.
- Be willing to commit to approximately 10 hours per week.
- Complete mandatory training as determined to be appropriate by the District.
- Possess any other qualifications specific to the volunteer assignment.

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment

Volunteer Program

of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

329.4.3 SCREENING

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

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

- a. Traffic and criminal background check
- b. Employment history
- c. References
- d. Credit check

329.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the District, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

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

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

329.4.5 TRAINING

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

Volunteers will be required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) and infectious disease and exposure prior to performing their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Volunteer Program

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are firefighter or other full-time employees of the District. They shall always represent themselves as volunteers.

329.4.6 DRESS CODE

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

Volunteers shall conform to district-approved dress consistent with their assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by firefighters. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official district assignments or functions, provided an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

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

329.5 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the District must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- a. Take the time to introduce volunteers to employees on all levels.
- b. Ensure volunteers have work space and necessary office supplies.
- c. Make sure the work is challenging. Do not hesitate to give them an assignment or task that will utilize these valuable resources.

Volunteers should have a performance appraisal completed by their supervisor annually, as outlined in the Performance Evaluations Policy.

329.6 CONFIDENTIALITY

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

Volunteer Program

Each volunteer will be required to sign a non-disclosure agreement before being given an assignment with the District. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the proper district personnel.

329.7 MINIMUM PARTICIPATION

This Policy will cover all firefighters and emergency workers as defined by the Board of Volunteer Firefighters in WAC 491.03-010

Definition of a Firefighter:

- You are a firefighter only if you have the legal authority and responsibility to direct or perform fire protection activities that are required for and directly concerned with preventing, controlling, and extinguishing fires or your primary duty is to serve as an emergency worker.

"Fire protection activities" may include incidental functions such as housekeeping, equipment

maintenance, ground maintenance, fire safety inspections, lecturing, performing community fire drills, and inspecting homes, businesses, and schools for fire hazards.

- These activities qualify as fire protection only if the primary duty of your position is preventing, controlling, and extinguishing fires.

You are not a volunteer firefighter if you are in:

1. A position that is clerical or secretarial in nature;
2. A position where your primary duty is not preventing, controlling, and extinguishing fires;
3. A position that pays a wage which qualifies you for participation in either PERS or LEOFF;
4. A position that is only supervisory in nature and the primary duty is not preventing, controlling, and extinguishing fires.

Definition of an Emergency Worker:

You are an emergency worker only if you have the legal authority and responsibility to perform all aspects of medical assessment, treatment and care for patients as outlined in the state and county protocols for paramedics, emergency medical technicians, and first responders.

"Emergency activities" may include incidental functions such as housekeeping, equipment maintenance, ground maintenance, home safety inspections, lecturing, and driving emergency vehicles.

Volunteer Program

- These activities qualify as emergency activities only if the primary duty of your position is to perform all aspects of medical assessment, treatment, and care for patients.

You are not an emergency worker if you volunteer in:

1. A position that is clerical or secretarial in nature;
2. A position where your primary duty is not to perform all aspects of medical assessment, treatment, and care for patients;
3. A position that pays a wage that qualifies you for participation in either PERS or LEOFF;
4. A position that is only supervisory in nature and the primary duty is not to perform all aspects of medical assessment, treatment, and care for patients.

Minimum Participation to be a member of West Mason Fire and to be eligible for participation

/membership in the volunteer fire fighters and reserve officers pension.

West Mason Fire has set its minimum participation standard at 12 drills, must attend at least 1 drill per month and must respond to at least 1 call per month.

- Each member will attend a minimum of 12 drills per year. Any out of district training must be pre-approved by the Fire Chief before participation credit will be given. You must also provide proof of daily attendance.
- - If the out of district training lasts longer than 2 weeks in a calendar month you will not need to attend drill nor calls at Mason 16 for that calendar month. However, if the drills missed at Mason 16 are mandatory the member will need to make arrangements to make up that drill either before or after they return from out of district training.
- Online courses will count towards training but not drill minimum in person attendance requirements nor drill reimbursements. If a required training is offered online and in person and you opt to take the online version you will receive training credit but not drill participation credit. Drill is meant for team building and in person participation.
- - Required drills/training will be presented January 1st of each year. It will be at the discretion of the Chief to add or remove specific drill/training requirements as needed within the calendar year.
- These drills/training requirements may exceed the 12 drills needed for minimum participation.

Volunteer Program

- Each member must respond to a minimum of 1 call per month for their assigned area but aren't limited to their area when responding to calls.
- Assigned areas will be determined according to the station you live closest to as determined when a member joins and every January 1st thereafter. (These areas are only established for minimum call percentages. These will not in any way change West Mason Fire's current response policies. The areas are only for tracking purposes.)
- Every member will get a call credit for any call response. If you are cancelled prior to arrival you need to ensure the unit on scene is aware of your attempt.
- All members responding POV who are cancelled prior to arrival will need to check in with the on-duty crew within 20 minutes of being cancelled.
- They will then need to input their door pin to document their attempt along with a message to the responding unit and the ESO administrator.
- The responding unit and the ESO administrator will ensure that the cancelled POV responder will be documented in the incident report as a POV unit therefore earning a call response credit.

Out of Area Responders Move Up

Any member who does not live in Mason 16 boundaries will earn a call credit if they were to "move up" and stand by at their closest fire station if they can't make it to scene prior to units clearing the scene. In order to earn the call credit they must message the responding unit, punch in their door code and remain at the station until cleared.

Smoke Investigation/Illegal Burn Stand By:

- Mason 16 responds to all smoke investigations and illegal burns. If there is already a unit enroute to a smoke investigation and/or an illegal burn and it is outside of your station response area, in order to save district resources, responders will be given call credit to those responders who respond to their closest station or POV to the scene whichever is closer.
- - If they respond to their closest station they then must message the Duty Phone and remain at the station until cleared to receive the call credit.
- If a POV is canceled prior to arrival refer back to the POV canceled enroute procedure.

Definition of Stand by Duty Time:

A member may choose to do Stand by Duty Time to reach their percentage of calls. The annual minimum of Stand by Duty Time hours is three (3) half day shifts.

Volunteer Program

- For the purposes of this policy Stand by Duty Time means time that the volunteer is assigned and will respond from a Station to be ready to respond to emergency calls immediately. Stand by Duty Time cannot be fulfilled from home.
- A volunteer who merely carries a pager or similar device is not considered to be in "Stand by Status." Any member wishing to do Stand by Duty Time will notify the Fire Chief or their designate to get their station assignment.

A Volunteer Shift will satisfy Stand by Duty time.

- A Temporary Hire Shift of 8 hours or more will also satisfy Stand by Duty time as long as the Temporary Hire position does not qualify for a Washington State Department of Retirement pension plan.
- - A Temporary Hire Shift can only be covered by pre-approved personell.
- If a member misses their required 1 call per month and did not fulfill a Stand by Duty Time shift then the member will be put on probation for 12 months.
- - During that time the member will be required to schedule in advance a Stand by Duty Time Shift every month for the next 12 months to then later fulfil.
 - The Stand by Duty Time Shift may be waived if the member responds to an incident meeting the above requirements for that month.
- - However, the member will continue to be on probation for remainder of those 12 months.
- If the member fails to perform their scheduled Stand by Duty Time or respond to a scene at least once per month during their 12 month probation they will be removed from Mason 16's membership and no longer cleared to respond.
- - They will be able to reapply for membership after a minimum 6 months absence.

This policy will track drill, calls, and Stand by Duty Time from January 1st - December 31

1. West Mason Fire will submit documentation to The Board of Volunteer Firefighters and Reserve Officers to show proof of all members that meet the minimum participation requirements.
2. Any member not meeting the minimum requirements will be removed as a member of West Mason Fire and will be required to return all items issued to them by West Mason Fire
3. The Board of Volunteer Firefighters and Reserve Officers will refund any pension payments made for a member not meeting the minimum participation standard to the West Mason Fire and that member will not receive pension credit for that year.

Volunteer Program

4.
 - a. You may petition the Board of Commissioners to remain in the district with an explanation. Exemptions from this policy are as follows:
 - b.
 - i. A new member in training must meet the 12 drill/pension requirement but will be exempt from the 10% area call requirement until issued a pager or similar device. The volunteer is given 1 year to complete initial training in order to be issued a pager.
 - ii. An exemption of up to twelve weeks in a twelve-month period may be granted for:
 - iii. A participant's serious health condition;
 - iv. A participant to care for a parent, spouse, or minor/dependent child who has a serious health condition;
 - v. The birth of and to provide care to a participant's newborn, adopted, or foster child as provided in WAC

For the purposes of this section, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities).

An exemption of up to twenty-six weeks in a twelve-month period may be granted for:

1. A participant who is the spouse, son, daughter, parent, or next of kin of a covered service member who is suffering from a serious health condition incurred in the line of duty. The leave described in this subsection shall only be available during a single twelve-month period.

For the purposes of this section, "covered service member" is a member of the armed forces, including the National Guard or reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on a temporary disability retired list for a serious health condition.

- An exemption of up to one year may be granted for injuries covered under chapter RCW; or up to one year for reserve officers injured in the line of duty and covered under Title RCW.
- Departments granting exemptions shall submit written documentation to the board for volunteer firefighters and reserve officers provided forms for state board review.
- Members joining service after January 1st, or separating from service before December 31st, will have their requirements prorated for the calendar year.
- A member may request, in writing, an exemption from participation to the board for any reason.

Volunteer Program

- - The board reserves the right to approve or reject the exemption on a case-by-case basis.
 - - However, if the exemption granted does not fit the above criteria the member may have to forfeit their pension participation or any other benefits the department may provide for that year but could remain on the department's roster.
- It is the member's responsibility to ensure they are meeting their minimum requirements.
- - No warnings will required from Mason 16.
 - To ensure that a member is meeting their minimum requirements they can refer to their drill sheets for number of drills and their ESO account for number of calls.

329.8 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

329.9 VOLUNTEER STIPENDS

Volunteers may receive a stipend under the following conditions

- Up to 2 volunteers may put in for \$25 stipend for each ambulance transport.
 - The ambulance must meet the staffing requirements to be a transport ambulance.
 - If more than 2 volunteers are on the ambulance for a transport, the driver and lead tech are eligible for the stipend.
- A volunteer who meets the qualifications may put in for a \$50 stipend for each half day or \$100 for a whole day that is spent at the station.
 - A half of a day will typically go from breakfast to supper or supper to breakfast.
 - A whole day will typically go from breakfast to breakfast or supper to supper.

Volunteer Program

- To qualify for the \$50 stipend the first two qualified volunteers to sign up are eligible.
- To be qualified volunteers must have one of the following:
 - FF1 including Hazmat Ops
 - EMT-B or higher
 - Wildland FF2 or higher

Any qualified volunteer may receive a maximum of \$1,000 per month.

329.10 OUT OF DISTRICT VOLUNTEERS

Volunteers who live outside the boundaries of West Mason Fire shall spend 36 hours per month on shift at a West Mason Fire station.

- This is to help account for the requirements placed by the BVFF, to receive insurance coverage and pension.

Volunteer officers, who live within 5 road miles of a West Mason Fire station may use a staff car and respond from home.

- This time will be non-reimbursable but will count towards the 36 hour requirement.
- Out of district volunteers who live within 5 road miles of their closest West Mason Fire station may respond as any other volunteer.

Training such as EMT, Fire Academy, will count towards the 36 hours.

- Volunteers are encouraged study at the station with their fellow volunteers whenever feasible.

329.11 PER DIEM VOLUNTEER FIREFIGHTERS

In the event that no paid staff is available to cover a shift due to sick leave, vacation, or military leave. Volunteers who are approved by the Chief, may cover a shift at a rate of \$300 per 24 period.

- These volunteers will have the same responsibilities as normal career staff.
- They will be covered by the BVFF for the time that they are here, and will be considered volunteers.

Ride-Along Program

330.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

330.2 POLICY

It is the policy of the West Mason Fire to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

330.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Field Operations Division Chief or the authorized designee.

The Field Operations Division Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective Duty Officer as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the District will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, Reserves, applicants, and others with approval of the Field Operations Division Chief.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

330.3.1 PROGRAM REQUIREMENTS

Prior to participating in a ride-along, every participant who may come into contact with private health-related information will be required to complete Health Insurance Portability and Accountability Act (HIPAA) training and sign a non-disclosure agreement to keep all confidential information learned during the ride-along confidential.

Participants must be at least 18 years old. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability.

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection on the day of the ride along.

Ride-Along Program

330.3.2 ELIGIBILITY

The West Mason Fire ride-along program is offered to residents, students and those employed within the District. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

330.3.3 AVAILABILITY

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Field Operations Division Chief. Exceptions to this schedule may be made as approved by the Fire Chief, Fire Marshal or the Field Operations Division Chief.

330.3.4 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the fire apparatus. Jewelry and tattoos should comply with the Personal Appearance Standards Policy. The Field Operations Division Chief or fire captain may refuse a ride-along to anyone not properly dressed.

330.4 FIREFIGHTER RIDE-ALONGS

Off-duty members of this district or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Field Operations Division Chief or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

330.5 COMPANY OFFICER RESPONSIBILITIES

The company officer shall advise the on-duty Duty Officer that a ride-along is present in the fire apparatus before going into service. Company officers shall consider the safety of the ride-along at all times. Company Officers should use discretion when encountering a potentially dangerous situation, and if feasible, require the participant to remain in the fire apparatus.

Ride-Along Program

330.6 CONTROL OF RIDE-ALONG

The company officer shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- a. The ride-along will follow the lawful directions of any district member.
- b. The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.
- c. Either the ride-along or the company officer may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.
- d. Company officers will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- e. Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.

Grocery Shopping On-Duty

331.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

331.2 POLICY

It is the policy of the West Mason Fire to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

331.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- a. All companies shopping for groceries shall remain in service.
- b. Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- c. Companies shall shop within their initial response area or at the closest store approved by the Duty Officer.
- d. Multiple company stations shall have one unit shop for the entire station.
- e. Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- f. Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- g. Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- h. Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- i. One crew member shall remain with the unit at all times for purposes of apparatus security, response readiness and public/community outreach.
- j. Apparatus shall not be parked in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

On Duty Volunteers may go shopping as needed, however every effort should be made to shop with other crew members and limit the use of fuel for personal chores.

Chaplains

332.1 PURPOSE AND SCOPE

This policy establishes the guidelines for West Mason Fire chaplains to provide counseling or emotional support to members of the District, their families and members of the public.

332.2 POLICY

The West Mason Fire shall ensure that district chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

332.3 ELIGIBILITY

Requirements for participation as a chaplain for the District may include, but are not limited to:

- a. Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- b. Managing his/her household, family and personal affairs well.
- c. Having a good reputation in the community.
- d. Successful completion of an appropriate-level background investigation.
- e. A minimum of five years of successful counseling or ministry experience.
- f. Being in good health.
- g. Possessing a valid driver license.

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

332.4 RECRUITMENT, SELECTION AND APPOINTMENT

The West Mason Fire shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by the District.

All applicants shall be required to meet and pass the same pre-employment procedures as district members before appointment with the exception of any entry level firefighter knowledge or physical agility tests.

332.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist the District in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with district members before and during the selection process.

Chaplains

332.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- a. Submit the appropriate written application.
- b. Include a recommendation from employers or volunteer programs.
- c. Interview with the Fire Chief and the chaplain coordinator.
- d. Successfully complete an appropriate-level background investigation.
- e. Complete an appropriate probationary period as designated by the Fire Chief.

Chaplains are volunteers and serve at the discretion of the Fire Chief. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the West Mason Fire or the authorized designee.

332.5 IDENTIFICATION AND UNIFORMS

As representatives of the West Mason Fire, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment or personal protective equipment (PPE) will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by other members through the inclusion of "Chaplain" on the uniform and other identifying PPE. Chaplain uniforms and PPE shall not reflect any religious affiliation.

Chaplains will be issued West Mason Fire identification cards, which must be carried at all times while on-duty. The identification cards will be the standard West Mason Fire identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms, PPE or other district property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of the District.

332.6 CHAPLAIN COORDINATOR

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the District, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

Chaplains

- a. Recruiting, selecting and training qualified chaplains.
- b. Conducting chaplain meetings.
- c. Establishing and maintaining a chaplain callout roster.
- d. Maintaining records for each chaplain.
- e. Tracking and evaluating the contribution of chaplains.
- f. Maintaining a record of chaplain schedules and work hours.
- g. Completing and disseminating, as appropriate, all necessary paperwork and information.
- h. Planning periodic recognition events.
- i. Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator and a written report provided to the Fire Chief.

332.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the District, its members and the community as needed. Assignments of chaplains will usually be to augment the Administration Division, but chaplains may be assigned to other areas within the District as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the District.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of the District or the public into a religious affiliation while representing themselves as chaplains with this district. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the West Mason Fire.

332.7.1 COMPLIANCE

Chaplains are volunteer members of the District and, except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

332.7.2 OPERATIONAL GUIDELINES

- a. Chaplains will be asked to be available for call on an as-needed basis.
- b. Chaplains operating at emergency incidents or large-scale district events shall operate within and as part of the Incident Command System (ICS) at all times, including participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.
- c. Each chaplain should serve with the West Mason Fire a minimum of four hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- d. At the end of each period of service or response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.

Chaplains

- e. Chaplains shall be permitted to ride with members during any shift and observe West Mason Fire operations or training sessions, provided the on-duty Duty Officer has been notified and is aware of the activity.
- f. Chaplains shall not be evaluators of members of the West Mason Fire.
- g. In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- h. When responding to in-progress calls for service, chaplains will be required to stand-by in a secure area until the situation has been deemed safe.
- i. Chaplains shall serve only within the jurisdiction of the West Mason Fire unless otherwise authorized by the Fire Chief or the authorized designee.
- j. Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

332.7.3 ASSISTING DISTRICT MEMBERS

The responsibilities of a chaplain related to district members include, but are not limited to:

- a. Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- b. Visiting sick or injured members in the hospital or at home.
- c. Attending and participating in funerals of active or retired members, when requested.
- d. Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- e. Providing counseling and support for members and their families.
- f. Being alert to the needs of members and their families.

332.7.4 ASSISTING THE DISTRICT

The responsibilities of a chaplain related to the West Mason Fire include, but are not limited to:

- a. Assisting members in defusing a conflict or incident, when requested.
- b. Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the District.
- c. Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- d. Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of district members.
- e. Attending district functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- f. Participating in in-service training classes.

Chaplains

- g. Training others to enhance the effectiveness of the District.

332.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- a. Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- b. Providing an additional link between the community, other chaplain coordinators and the District.
- c. Providing a liaison with various civic, business and religious organizations.
- d. Assisting the community when they request representatives or leaders of various denominations.
- e. Assisting the community in any other function, as needed or requested.
- f. Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

332.7.6 CHAPLAIN MEETINGS

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

332.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the District may work or volunteer for the West Mason Fire in any capacity other than that of chaplain.

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any West Mason Fire member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

332.9 TRAINING

The District may establish a minimum number of training hours and standards for district chaplains. The training, as approved by the Training Division Chief, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for district members and chaplains
- Legal liability and confidentiality

Chaplain's

- Ethics
- Responding to crisis situations
- The fire and EMS family
- Substance abuse
- Member injury or death
- Sensitivity and diversity

Active Shooter and Other Violent Incidents

333.1 PURPOSE AND SCOPE

Violence committed in schools, workplaces and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for Fire/Emergency Medical Services (EMS). The purpose of this policy is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

333.2 POLICY

The West Mason Fire will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The West Mason Fire is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

333.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the West Mason Fire's response to an AS/VI.

The AS/VI plan should address:

1. Any applicable EMS Mass Casualty Incident (MCI) protocols.
2. Identification of state, local, and regional agencies that are likely to respond to an AS/VI.
3. Procedures to facilitate interagency sharing of information related to AS/VI.
4. The joint development of protocols for responding to AS/VI with fire, EMS, and law enforcement personnel, including but not limited to:
 1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations.
 2. Rapid entry and evacuation routes.
 3. Equipment needs.
 4. Communication interoperability.
5. Any mutual aid agreements that may exist.
6. Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI.
7. Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency and the Interagency Board.
8. Common communications and terminology to be utilized by responding personnel.
9. Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
10. Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.

Active Shooter and Other Violent Incidents

11. Procedures for completion of post-incident reviews of AS/VIs.
12. Procedures for notifying any affected or nearby schools of the incident (RCW 28A.320.125).

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the West Mason Fire's plan annually and make any necessary updates.

333.4 FIRST RESPONDERS

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

1. Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
 1. Members tasked with entry should wear PPE appropriate for the circumstances.
2. Coordinate with available law enforcement personnel to create a staging area for additional member resources.
3. Identify and prepare members for operations in areas of higher risk, if appropriate.
4. Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
5. Plan for rapid triage, treatment and extrication of any individuals with life-threatening injuries.
6. Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.
7. Utilize Tactical EMS Support personnel or Rescue Task Forces, if available.

333.5 TRAINING

The AS/VI plan manager should coordinate with the Training Division Chief so that members are provided with AS/VI training. The training should include:

- a. Review of the AS/VI plan.
- b. Review of any applicable EMS MCI protocols.
- c. Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.
- d. Interagency training with law enforcement and other EMS personnel.
- e. Reality-based training at locations that may be a potential target of a critical incident.

Unmanned Aerial Systems (Drones)

334.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS), and for the storage, retrieval, and dissemination of images and data captured by the UAS.

334.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all the supporting or attached systems designed for gathering information through imaging, recording or any other means.

Visual observer - A designated person who is not located with the UAS operator but is in communication with the pilot and can see the UAS in operation.

334.2 POLICY

A UAS may be utilized to enhance the district's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

334.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent an authorized reason, operators and visual observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy. Operators and visual observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy.

Locations where a person may have a reasonable expectation of privacy include:

- a. In a residence.
- b. In the enclosed yard of a residence.
- c. On private property where activity cannot be seen from the street or ground level.

Methods that may be used to avoid recording private activity include:

- a. Deactivating a recorder or imaging device until the UAS is away from the potentially private activity.
- b. Turning the recorder or imaging devices away from persons or locations during UAS operations.

334.4 PROGRAM COORDINATOR

Unmanned Aerial Systems (Drones)

The Fire Chief shall appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for agency operations.
- Ensuring that all authorized UAS pilots and visual observers have completed all required FAA and district-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging events. Deployment of a UAS shall require written authorization of the Fire Chief for the on-scene IC, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life)
- Developing protocols for conducting criminal fire investigations involving a UAS, including coordinating with local law enforcement.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS, including but not limited to:
 - Safety oversight.
 - Use of visual observers.
 - Establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continued airworthiness of a UAS up to and including its overhaul or service life limitations.
- Developing protocols to ensure that all data intended to be used as evidence for fire investigations are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including chain-of-custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Recommending program enhancements, particularly regarding safety and information security.

Unmanned Aerial Systems (Drones)

- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Fire Chief.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operation of an UAS.

334.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when undertaken as part of a fire investigation in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

334.5.1 PERMISSIBLE USES

Situations where a UAS may be considered for use include:

- Hazardous materials incidents.
- Structure fires.
- Mass casualty incidents.
- Search and rescue.
- Wildland fires
- High-rise incidents.
- Natural and manmade disaster response.
- Video/photographs for investigative support.
- During training activities.
- Anytime an aerial view of the emergency scene is appropriate.

334.5.2 PROHIBITED USES

District UAS shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.

Unmanned Aerial Systems (Drones)

- To conduct personal business of any type.

334.6 RETENTION OF DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.

334.7 OWNERSHIP OF DATA

The use of any photography or electronic imaging made by District members while using a UAS shall comply with the requirements of the Photography and Electronic Imaging Policy and the Patient Medical Record Security and Privacy Policy.

334.8 REPORTING

The deployment of any UAS should be documented in the National Fire Incident Reporting System (NFIRS) report consistent with the requirements of NFIRS.

Chapter 4 - Fire Prevention

Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire codes through periodic inspection within West Mason Fire's jurisdiction.

400.2 POLICY

The West Mason Fire is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the Office of the State Fire Marshal (OSFM), published in the Fire Code, and any other regulations or ordinances that have been formally adopted by the District for the prevention of fire or the protection of life and property against fire.

400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the West Mason Fire's jurisdictional boundaries. The inspection program will comply with the Fire Code and any local amendments or ordinances specific to the District. The District fire inspection program will be administered by the Fire Chief Division under the responsibility of the Fire Marshal.

400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance.

400.4.1 JAILS

The Fire Chief should indicate in writing to the Department of Corrections or chief law enforcement officer that jail and detention facility inspections will be conducted by the West Mason Fire.

Jail or detention facility inspections should be performed in compliance with applicable code, regulation, or as adopted by the District and the minimum standards pertaining to fire and life-safety as adopted by the Board of Corrections.

Reports of all jail or detention facility inspections should be submitted to the facility manager of the jail or detention facility, the local governing body, and the Board of Corrections within 30 days of the inspection.

400.4.2 APARTMENTS, HOTELS, AND MOTELS

All occupancies other than one-and-two family dwellings should be inspected annually for compliance with building standards and fire code requirements.

400.4.3 SCHOOLS

Fire Inspections

The West Mason Fire should inspect every building used as a public or private school in the district's jurisdiction not less than once each year.

400.4.4 HIGH-RISE BUILDINGS

The West Mason Fire should annually inspect all high-rise structures in its jurisdiction for compliance with the Washington State Building Code and other regulations or ordinances adopted by the District. The definition of a high-rise structure is located in the High-Rise Incident Management Policy.

400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store, or use hazardous materials should be inspected for compliance with applicable provisions of the Fire Code or local codes or ordinances. See the Hazardous Materials Disclosures Policy regarding hazardous materials submittal and inspections.

400.6 RIGHT OF ENTRY

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry (Fire Code; WAC 51-54A-003 et seq.).

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

400.7 INSPECTION FEES

The District may charge any fire inspection fees adopted by the District. The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged.

400.7.1 RE-INSPECTION FEES

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the District may be assessed.

Permits

401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the Fire Code and local ordinances.

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the West Mason Fire that permit requirements are appropriately observed and enforced.

401.3 PROCEDURE

An inspection shall be conducted prior to permit issuance.

A permit does not constitute authority to violate, cancel, or set aside any of the provisions of the Fire Code or other applicable regulations (Fire Code; WAC 51-54A-003 et seq.).

401.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Fire Marshal or the authorized designee and should include adequate documentation of the intent to comply, including but not limited to the following (Fire Code; WAC 51-54A-003 et seq.):

- A site plan showing the location of storage, use, handling, or processes associated with the permit
- The floor plan approved by the West Mason Fire depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards
- A current Hazardous Materials Emergency Plan, if applicable
- A chemical classification inventory, if applicable

401.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the District governing body and are applicable to each permit application.

401.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon a showing of good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy, or use shall require a new permit.

Permits

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or if the work is suspended or abandoned for a period of 180 days after the time the work is commenced (Fire Code; WAC 51-54A-003 et seq.).

All permits shall bear the signature of the Fire Chief or the authorized designee and contain a general description of the operation or occupancy and its location (Fire Code; WAC 51-54A-003 et seq.).

401.4 SITE REQUIREMENTS

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee. Permits are subject to inspection at any time by any firefighter acting in an official capacity (Fire Code; WAC 51-54A-003 et seq.).

401.5 SUSPENDED OR REVOKED PERMITS

Permits may be suspended or revoked any time it is determined that:

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS

Permits are generally required for all items, locations, and activities as described in the Fire Code (WAC 51-54A-003 et seq.).

401.7 MASON COUNTY FIRE MARSHALL

At this time, the Mason County Fire Marshall shall be the authority to issue any permits for all of Mason County, until authority is differed to the individual district.

Fire Investigations

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the West Mason Fire and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws and national standards.

402.2 POLICY

It is the policy of the West Mason Fire to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

402.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

402.4 PRELIMINARY INVESTIGATION

The first-in company officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The company officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- a. Major or unusual fires that exceed the investigative abilities of a company officer
- b. Any fire resulting in a major injury or death
- c. Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Duty Officer
- d. Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- e. There has been an explosion
- f. There is evidence or suspicion that a crime has occurred in connection with a fire or explosion

Fire Investigations

- g. A fire has been started by a juvenile
- h. Any illegal activity that potentially could cause a fire and/or explosion has occurred

402.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- a. Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- b. Complete and maintain the certification requirements of the International Association of Arson Investigators (IAAI) or the National Association of Fire Investigators (NAFI), and the Washington State Fire Investigator's International Fire Service Accreditation Congress (IFSAC) certificate.
- c. Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.6 EQUIPMENT

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

402.6.1 USE OF PROTECTIVE GEAR

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

Fire Investigations

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

402.6.2 LOGBOOK

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

402.7 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

402.7.1 STATE REPORTING

The Fire Marshal shall immediately report the results of any fire investigation to local law enforcement and the Washington State Fire Marshal when the cause of a fire is determined to be suspicious or criminal in nature (RCW 43.44.050).

Code Enforcement

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the West Mason Fire will enforce District fire and life safety codes during inspections.

403.2 POLICY

It is the policy of the West Mason Fire to use inspections to help reduce the risk of injury or death due to fire and life safety code-related violations and increase the safety of building occupants, the community and emergency responders.

403.3 PROCEDURE

The West Mason Fire may issue correction notices when violations of the fire code are found during fire and life safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life safety should be referred to the Fire Marshal as soon as practicable.

403.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and the type of violation (Fire Code; WAC 51-54A-003 et seq.).

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party.

403.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

403.3.3 TIME EXTENSIONS FOR COMPLIANCE

Code Enforcement

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

403.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

403.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the district's legal counsel as soon as practicable.

Alternative Materials and Methods Requests

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Fire Code.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative materials and methods (AMM) request - A request from a permit applicant to deviate in some manner from the requirements of the Fire Code, consisting of the applicant and project information; a summary of the issue and the solution being proposed; identification of the specific Fire Code reference and the intent of the code; a description of why the standard requirements are not possible, feasible or desirable; and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

404.2 POLICY

It is the policy of the West Mason Fire that requests for AMM shall be evaluated by the Fire Marshal or the authorized designee for compliance with the Fire Code.

404.3 PROCEDURE

The following procedures have been established to assist district members in determining whether a proposed AMM is at least equivalent to that prescribed by the Fire Code in quality, strength, effectiveness, fire resistance, durability, and safety (Fire Code; WAC 51-54A-003 et seq.).

404.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- a. Relevant project information, including:
 1. The project name, address, contact person and telephone number.
 2. The owner's name, address and telephone number.
 3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).
- b. The Fire Code section or a reference to the specific requirement for which the AMM is requested.

Alternative Materials and Methods Requests

- c. The alternative fire protection measures that will be taken as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- d. Any additional information identified by the West Mason Fire.

404.3.2 SUBMITTAL PROCESS

- a. One copy of the AMM proposal and other supporting information is required to be submitted to the West Mason Fire. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM proposal.
- b. AMM requests will be evaluated by the Fire Marshal or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- c. If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Marshal or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- d. In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.
 - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
 - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- e. Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the West Mason Fire. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- f. The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Marshal or the authorized designee.

Public Education

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the DivisionFireSuppression Division.

405.2 POLICY

The West Mason Fire will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the DivisionFireSuppression Division.

405.3 PROCEDURE

The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:

- Pre-school classes or groups (public or private)
- Kindergarten classes or groups (public or private)
- Primary and secondary school groups (public, church-based or private)
- Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts and Brownies).
- Service clubs and organizations that are generally voluntary non-profit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary and Masons).

The fire station visit program is not intended, nor should it be used as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:

- Birthday party groups
- Social networking groups
- Business networking groups
- For-profit tour groups, including profit-based foreign student groups
- Any group, entity or activity that is part of a for-profit enterprise

Public Education

Neither of the lists above is intended to be all-inclusive, rather they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Groups or organizations can request a fire station visit by completing and submitting an application to the Fire Chief Division. Applications must be submitted at least 45 days prior to the date requested for the fire station visit. Fire Chief Division personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate DivisionFireSuppression Division Chief for station and crew assignment.

405.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, each DivisionFireSuppression Division crew should be limited to conducting one station visit per calendar month. The DivisionFireSuppression Division Chief may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Division Chief should notify the Fire Chief Division personnel of the station and crew assigned to conduct each scheduled visit. The Fire Chief Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues or changes in the scheduled visit.

405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- Participating group size will generally be limited to 30 persons, including chaperones, and drivers. Larger groups may apply but approval of the application will depend on the availability of a Fire Chief Division representative to assist with managing the tour on the day of the visit.
- Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

405.4 RECORDKEEPING

Public Education

The Fire Chief Division should maintain a record of all applications for the station visit program. The records should include:

- The name of the group or organization applying for a fire station visit.
- The name of the group leader or person submitting the application.
- Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict or no crew availability).
- The scheduled date and time of each approved visit.
- The Duty Officer, station and crew assigned to manage the visit.
- Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the district's established records retention schedules.

Fireworks Displays

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life-safety procedures and practices are followed. The policy also outlines the West Mason Fire standards for the storage and disposal of illegal fireworks.

406.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of the West Mason Fire to observe the Washington fireworks law and follow the regulations prepared by the Office of the State Fire Marshal (OSFM) governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections. The District shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

406.3 PROCEDURE

Applications for a local permit for public fireworks displays shall be made in writing at least 10 days prior to the proposed display. Applications shall be submitted to the West Mason Fire in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required (RCW 70.77.260; WAC 212-17-270).

When applying for a public fireworks display permit, an applicant shall submit information and evidence to the West Mason Fire that includes (WAC 212-17-270):

- a. The name of the organization sponsoring the display, the names and pyrotechnic operator license numbers of persons actually in charge of the display and the name of at least one experienced assistant.
- b. The date and time the display is to be held.
- c. The exact location planned for the display.
- d. The size and number of all fireworks to be discharged including the number of set pieces, shells and other items. Shells shall be designated by diameter specifying single, multiple break or salute.
- e. The manner and place of storage of all fireworks prior to, during and after the display.
- f. A diagram of the grounds on which the display is to be held showing:
 1. The point at which the fireworks are to be discharged.

Fireworks Displays

2. The location of all buildings, roads and other lines of communication.
 3. The lines behind which the audience will be restrained.
- g. The location of all nearby trees, telegraph or telephone lines, or other overhead obstruction.
 - h. Documentary proof of surety bond.
 - i. Documentary proof of public liability insurance.
 - j. State Fire Marshal's general display license for public display of fireworks.
 - k. The name and resale license number of the wholesaler who supplied all of the items used in the display.

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. A letter is required from the sponsor or pyrotechnic company acknowledging that any additional fees will be billed directly to the sponsor or company. Public displays fired on private property must also include a letter from the current property owner, approving the event and holding the West Mason Fire, its officers and the District harmless for any damages or liability.

406.3.1 PLANS

A fully dimensioned plot plan shall be included with the application that shows:

- a. The location of the display set-up and the location, including the distance of the firing box from the display.
- b. All access roads, including road width, hydrant locations and ingress and egress points.
- c. All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.

406.3.2 INSPECTIONS

- a. All district personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with the following requirements:
 1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.
 2. A water container for duds or misfired shells shall be available on the site.
 3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.

Fireworks Displays

4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes or bent or frayed muzzles.
 5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
 6. If mortar racks are used, they shall be stable and secure.
 7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
 8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
 9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
 10. No smoking is permitted in firing or display areas.
 11. During the electrical firing, no one is allowed to enter the firing area of the display.
 12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
 13. A continuity test shall be conducted prior to the test fire.
- b. The inspection will include, but is not limited to:
1. Verification of proper pyrotechnics operator licensing of operator and pyrotechnics technician licensed assistants.
 2. Verification of identification and age of all unlicensed assistants.
 3. Inspection and inventory of fireworks shells to be discharged.
 4. Inspection of racks to determine proper spacing and bracing.
 5. Inspection of mortars used to fire aerial shells.
 6. Inspection of ready boxes.

Fireworks Displays

7. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an West Mason Fire inspector.
8. Inspection of any other components of the display as deemed appropriate by the inspector.

406.4 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS

Any fireworks seized pursuant to RCW 70.77.435, WAC 212-17 et seq., or other local code or ordinance shall be stored in a manner approved by the West Mason Fire Fire Marshal until relinquished to the OSFM for destruction.

The West Mason Fire Fire Marshal or the authorized designee shall notify the OSFM as soon as practicable after the date of seizure of any fireworks and shall state the reason for the seizure and the quantity, type and location of the fireworks. Seized fireworks shall be held in trust for the OSFM. Seized fireworks shall be disposed of in accordance with the provisions of RCW 70.77.440.

1. Routine seizures (quantities that are temporarily manageable):
 1. Inventory, randomly sample and photograph the seized fireworks.
 2. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
 3. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in or similarly sized moving boxes. The boxes must have functional lids.
 4. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
 5. The following items should not be included:
 - a. Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
 - b. Trash (including expended fireworks, lighters and matches)
 - c. Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
 - d. Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items

Fireworks Displays

2. Seizures that require immediate assistance (quantities that exceed the capability of the West Mason Fire to manage):
 1. Contact the Washington State Patrol, who will assist with arranging for temporary storage.
 2. Inventory, randomly sample and photograph the seized fireworks.
 3. Complete the necessary report and forward it to the appropriate authority.
 4. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.

The West Mason Fire may remain as the lead agency responsible for prosecuting any case involving fireworks seized by the District or may receive assistance from local law enforcement.

406.4.1 FEES

The District may collect fees in an amount sufficient to cover all legitimate costs for retail sales and fireworks display permits if authorized by city or county ordinance (RCW 70.77.555).

Maximum Occupancy - Overcrowding

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding.

407.2 POLICY

It is the policy of the West Mason Fire to protect the safety of the public through enforcement of the Fire Code regarding occupancy overcrowding.

407.3 ENFORCEMENT

Any member of the District, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways, or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied (Fire Code; WAC 51-54A-003 et seq.).

The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated.

407.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

Complaints of overcrowded conditions shall be forwarded to the Fire Chief Division for investigation and follow-up. The complaint shall be entered into the complaint management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

407.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by Macecom after hours shall be routed to the appropriate on-duty Duty Officer. Depending upon the urgency of the complaint, the Duty Officer may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Fire Marshal, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.

Maximum Occupancy - Overcrowding

- Call for local law enforcement support.

407.3.3 FIRST DOCUMENTED OVERCROWDING OFFENSE

Overcrowding complaints that do not pose an immediate life-safety hazard should be investigated and abated as necessary, in accordance with established procedures. A warning letter should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

407.3.4 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a criminal citation being issued, in accordance with West Mason Fire procedures.

Juvenile Firesetter Referrals

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

408.2 POLICY

It is the policy of the West Mason Fire to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

408.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by district personnel following a request from parents, guardian or caregivers or as a result of a fire incident. There are four types of referrals:

408.3.1 CAREGIVER REFERRALS

Parents or guardians who call the West Mason Fire for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the District being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the district's Fire Chief personnel. A pre-interview form should be completed during the telephone contact.

408.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Fire Chief. If no Fire Chief personnel are available, a pre-interview referral form should be completed during the walk-in contact and forwarded to Fire Chief. When appropriate, a Fire Chief member should be contacted to advise of the walk-in contact and asked to return to the station if possible.

408.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander should complete a juvenile firesetter referral form. The form should be forwarded to the Fire Chief Division. The Incident Commander should be contacted by the Fire Chief Division confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the Incident Commander must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was arson.

Juvenile Firesetter Referrals

- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Fire Chief Division.

The Incident Commander should call a fire investigator any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter, or when the suspect is still at the scene.

A juvenile who has been referred to the District by the juvenile justice court will be assigned to a member of the Fire Chief Division. If the juvenile fails to attend any mandated program sessions, the Fire Chief member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire Chief member should send a program completion letter on district letterhead to the juvenile's probation officer.

408.4 PROGRAM COMPONENTS

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

Assessment - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the West Mason Fire. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

Diversion - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing (held at offices), where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the District will process a request to dismiss the citation.

Educational intervention - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

Counseling - The District may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

Juvenile Firesetter Referrals

Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

The Fire Chief Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in district training programs as part of awareness and disposition outcomes.

Fire Watch Services

409.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a fire watch procedure in the event that automatic fire protection and/or detection services are inoperable or in the event of an excessive number of accidental activations.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Fire guard - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the District in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A system of trained, on-site fire guards who notify the West Mason Fire and the occupants of a building if a fire occurs. Fire watch may be conducted by district personnel.

High life-risk occupancy - Hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.

409.2 POLICY

It is the policy of the West Mason Fire that any time the District is notified that required fire protection or detection systems are inoperable, the District will, where required, ensure appropriate measures are taken to protect building occupants.

This policy includes all buildings, whether new or existing, where an automatic fire protection and/or detection system is installed but not operable, including buildings undergoing alteration, repair and demolition.

409.3 RESPONSIBILITIES

The Fire Marshal or the authorized designee shall make a determination whether the location has a high life-risk occupancy, and if so, immediately implement a fire watch. If the location does not have a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner shall implement a fire watch.

- a. The owner or the authorized designee shall immediately notify the West Mason Fire any time an automatic fire protection or detection system is not in operation or in the event of an excessive number of accidental activations.
- b. Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the West Mason Fire and occupants should again be notified by the owner or the authorized designee.

Fire Watch Services

- c. A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or life safety hazard as determined by the Fire Marshal or the authorized designee. Exception: A fire watch shall be established immediately when fire protection, detection, and alarm systems are not in operation in high, life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.
- d. Building occupants must be notified within 24 hours of a fire watch being established.
- e. The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single story building. Additional fire guards may depend on the hazard and building design. The fire watch service will continue until the automatic fire protection or detection system is placed back in service. Fire guards shall be provided with at least one approved means of notifying the District and their only duty shall be to perform constant patrols of the premises to watch for fires.

Chapter 5 - Emergency Medical Services

Patient Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage, and disclosure.

500.1.1 DEFINITIONS

Definitions related to this policy include:

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT) or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of their condition and the risks and possible complications of refusing medical care.

500.2 POLICY

It is the policy of the West Mason Fire to follow the patient documentation and distribution guidelines developed by the Department of Health and approved by the EMS medical program director (MPD).

500.3 PROCEDURE

A Patient Care Report (PCR) shall be completed for every patient response (WAC 246-976-455). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport, or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment, and /or transport.

Patient Care Reports

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the district's incident reporting system to document that assistance was offered and declined. The district's reporting requirements concerning personal identification information, including a person's name, age, date of birth, and sex, should be followed.

PCRs should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving facility upon arrival, and a complete PCR that includes the minimum requirements of WAC 246-976-455(2)(b) must be provided within 24 hours. For trauma patients, the additional data points described in WAC 246-976-430 shall be submitted to the receiving facility within 10 days (WAC 246-976-455(2)(c)).

500.3.1 DEPARTMENT OF HEALTH REPORTING REQUIREMENTS

Electronic PCR reports for responses meeting the criteria of WAC 246-976-455(4) and including the state and national data elements described in WAC 246-976-455(5) and WAC 246-976-455(6) shall be submitted to the Department of Health by the designated Washington Emergency Medical Services Information System (WEMSIS) administrator as follows (WAC 246-976-455(3)):

- a. Within 48 hours of the initial dispatch.
- b. Any updates or modifications to the PCR should be submitted within 48 hours of the initial update.
- c. If unable to submit or update an electronic PCR within 48 hours, the District should notify the Department of Health within 30 days from when the delay began and work with the Department of Health to submit a modified submission plan.

The WEMSIS administrator is also responsible for submitting EMS service demographic information to the Department of Health annually by Jan. 31 (WAC 246-976-455(3)).

500.4 DISTRIBUTION OF PCR COPIES

- a. If a patient is transported to a paramedic receiving center, copies should be distributed as follows:
 1. Copy retained by the District
 2. Copy sent to the base hospital or alternative base station
 3. Copy left at the designated hospital receiving center with the patient
 4. Copy sent to the local EMS authority
- b. If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows:
 1. Copy retained by the District
 2. Copy sent to the base hospital or alternative base station

Patient Care Reports

3. Other copies per local EMS authority policy
- c. If a patient is declared dead and is not transported, copies should be distributed as follows:
 1. Copy retained by the District
 2. Copy sent to the assigned base hospital or alternative base station
 3. Copy left with the body for the coroner's office
 4. Copy sent to the local EMS authority
 5. Other copies sent per local EMS authority policy

500.5 PCR STORAGE

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy.

Medical Supplies

501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assists with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing inventory overstock and the inability to obtain critical supplies.

For controlled medications see the Controlled Substance Accountability Policy.

501.2 POLICY

It is the policy of the West Mason Fire to use a PAR level system for medical supply inventories.

501.3 PROCEDURES

The PAR level should be based on normal inventory usage for a two-week period at career stations and a four-week period at reserve stations. The PAR level should include all medical supplies maintained in fire stations and carried on apparatus.

A delivery schedule for supplies should be created and distributed to all stations one month in advance.

501.3.1 MEDICATIONS

The following guidelines should be observed with regard to medication storage, security, distribution and disposal:

- a. Only district members who have received medication distribution training may handle and distribute medications.
- b. Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the district mail system.
- c. All medications should be inventoried daily by the designated paramedic for each facility of station.
- d. All medications should be kept in their original packaging.
- e. All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- f. Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.

Medical Supplies

- g. Medications with expiration dates indicating only a month and year, shall be removed from the inventory on the last day of the month shown.
- h. Out-of-date medications should be exchanged for current medications.
- i. The Emergency Medical Services (EMS) supervisor should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

501.4 SUPPLY OVERSTOCK

Overstock should be returned to the supplier. Items should be properly packaged and labeled. A written list of items being returned should be attached to the box or container with the returned items. Do not return individual items that are normally supplied as units in a case, bottle or box.

501.5 BACK-ORDERED SUPPLIES

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the supplier. If the needed items cannot be obtained in the normal manner, contact the EMS supervisor.

Patient Refusal of Pre-Hospital Care

502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care, and/or transport.

502.1.1 DEFINITIONS

Definitions related to this policy include:

Competent - The patient has the capacity to understand the circumstances surrounding their illness or impairment and the risks associated with refusing treatment or transport. The patient is alert, and their judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication, or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide or verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent.

Emancipated minor - An individual under the age of 18 years who is married, on active duty in the military, or is 16 years of age or older and emancipated by declaration of a court.

Involuntary mental health hold - A patient who is held against their will for evaluation because there is reasonable cause to believe that they have a behavioral health disorder and present an imminent likelihood of serious harm or are in imminent danger because of being gravely disabled. This hold may be determined by a designated mental health professional or by a law enforcement officer (RCW 71.05.020; RCW 71.05.153).

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would reasonably believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient not requiring transport or release at the scene - A patient who, after an assessment by an Emergency Medical Technician (EMT), does not appear to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system.

Patient Refusal of Pre-Hospital Care

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the EMS system, but who declines medical care despite being advised of their condition and the risks and possible complications of refusing medical care.

502.2 POLICY

It is the policy of the West Mason Fire that a patient care report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, care, and/or transportation.

502.3 PROCEDURE

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. EMTs should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients likely to have a serious medical problem should be evaluated more carefully for their decision-making capacity.

- a. A competent adult or an emancipated minor has the right to determine the course of their own medical care and shall be allowed to make decisions affecting their medical care, including the refusal of care.
- b. Spouses or relatives, unless they are legal representatives, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care, and/or transport unless they are an emancipated minor. The parent must be competent to make this decision. If the parent's decision seems to grossly endanger the minor or the parent does not appear to be competent, the EMT should contact the base hospital for further guidance.
- c. The EMT must evaluate and document the patient's ability to comprehend, and whether their ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to the following:
 1. The patient's complaint or the reason for the call
 2. Any important circumstances surrounding the call for assistance
 3. Significant patient medical history
 4. Complete physical assessment, including vital signs and mental status
 5. A check for signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability, or mental illness. Examples of conditions affecting the patient's decision-making capacity include but are not limited to a significantly altered level of consciousness or blood pressure, hypoxia, or severe pain.
- d. The EMT should establish to the best of their ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.

Patient Refusal of Pre-Hospital Care

- e. If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risk and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care or transport or modification of services offered and attempt to overcome the patient's objections, if reasonable. Any evaluation, including base hospital contact, should be thoroughly documented for conditions the EMT believes are potentially serious.
- f. The base hospital should be contacted regarding any patient exhibiting symptoms meeting the base hospital criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, base hospital consultation should be obtained prior to leaving the scene.
- g. A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the base hospital should be contacted.
- h. When a patient exhibits signs or symptoms of imminent likelihood of serious harm to self or others or is gravely disabled and refuses to be treated and/or transported, the EMT should notify law enforcement for possible emergent detention. The EMT should remain with the patient until the proper authorities have made a determination regarding the involuntary mental health hold (RCW 71.05.153).
- i. If the base hospital and/or EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
 - 1. The patient should be transported to an appropriate facility under implied consent. In this case an involuntary mental health hold is not necessary.
 - 2. If the base hospital determines it is necessary to transport the patient against their will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider the placement of a mental health hold on the patient (RCW 71.05.153).
 - 3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

502.4 DOCUMENTATION

The EMT should document the following for all patients who refuse medical care AMA:

- a. All relevant patient medical history and assessment
- b. A description of the patient that clearly indicates their decision-making capacity
- c. Reasons given why the patient refused care, treatment, or transport
- d. A statement that the patient was advised of the risk/consequences of refusing medical attention and acknowledged understanding those risks
- e. Any alternatives that were presented to the patient
- f. A description of base hospital contact including information given and received

Patient Refusal of Pre-Hospital Care

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the district-specific incident number, the signature of the field personnel, and that of any witnesses.

A PCR for a patient refusing care shall be reviewed by the EMS supervisor to ensure compliance with this policy. The patient release form and copy of the PCR should also be sent to the base hospital for review.

Advance Health Care Directives POLST/DNR

503.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for district Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on advance health care directives (RCW 43.70.480).

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

503.1.1 DEFINITIONS

Definitions related to this policy include:

Advance health care directive (or Advance Directive) - A written document generally consistent with the guidelines of RCW 70.122.030 and used to give health care instructions, including directions to withhold or withdraw life-sustaining measures and CPR, when the individual is incapacitated (RCW 70.122.020).

Attorney-in-fact - A person granted legal authority by a power of attorney, in writing, to act for another in health matters.

Do Not Resuscitate (DNR) order - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advance airway adjuncts (e.g., endotracheal tube, Combitube®), cardiotonic medications or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm. A DNR order includes:

- An Advance Directive that directs the withholding of life-sustaining or resuscitating measures.
- A pre-hospital DNR order approved by the EMS authority or the Washington State Medical Association, or an equivalent document from another jurisdiction.
- An order written by a physician or a patient in hospice care, a skilled nursing facility or other licensed care facility.
- A Physician Orders for Life-Sustaining Treatment (POLST) form.

EMS-NO CPR directive - A DNR written form and/or bracelet, specifically intended for emergency personnel, directing that CPR is not to be performed in the event of cardiopulmonary arrest.

Health care agent - A person designated in a written power of attorney for health care to make health care decisions.

Palliative care - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

Advance Health Care Directives POLST/DNR

Physician Orders for Life-Sustaining Treatment (POLST) form - A form available statewide that allows an individual to express his/her desires concerning resuscitation and various resuscitation modalities.

503.2 POLICY

It is the policy of the West Mason Fire that EMS members honor DNR orders to withhold or withdraw resuscitative measures (RCW 43.70.480).

503.3 PROCEDURES

The following guidelines should be used by members who are presented with a DNR order:

- a. All EMS members shall honor a DNR order when it can be reasonably established that the patient is the subject of the DNR order and either:
 1. When EMS members have identified an EMS-No CPR directive or POLST form as defined in this policy.
 2. When EMS members have personally seen the DNR order in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
- b. All DNR patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.
- c. A DNR order shall be disregarded if the patient requests resuscitative measures.
- d. EMS members may accept a verbal order to withhold or withdraw resuscitative measures under the following circumstances:
 1. A licensed physician identified as the patient's physician and present with the patient gives a verbal order and writes the DNR order on the Patient Care Report (PCR) and signs it. The physician's name, address, telephone number and medical license number must be recorded on the PCR.
 2. A DNR order is communicated by an attorney-in-fact or a health care agent and the attorney-in-fact or health care agent signs the PCR as the attorney-in-fact or health care agent.
- e. When EMS members honor a DNR order, they should note on the PCR that a DNR order was presented and honored, and shall document the circumstances surrounding the DNR order on a PCR.
- f. Base hospital contact should be made, the base hospital physician consulted and resuscitation initiated:
 1. If there are any questions concerning the validity of the DNR order.

Advance Health Care Directives POLST/DNR

2. If a DNR order is incomplete or not signed.
 3. When a document other than those noted in this policy is presented.
 4. Any time EMS members have concerns or require assistance.
- g. All DNR patients who are in cardiopulmonary arrest should not be transported. EMS members shall contact local law enforcement and/or coroner's office to report the death and should support family members on-scene as appropriate.
- h. All DNR patients who decline transport to the hospital, including patients for whom transport is declined on their behalf, should not be transported. EMS members should make reasonable efforts to preserve the patient's privacy, dignity and comfort before leaving the scene.
- i. If a DNR patient is transported to a hospital, the following shall apply:
1. A valid DNR order shall be honored during transport of the patient.
 2. The DNR order shall accompany the patient.
 3. The attorney-in-fact or health care agent (if applicable) should accompany the patient to the hospital.

Latex Sensitivity

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all district members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

The district goal is to utilize equipment and devices that are latex free and minimize the risk of any exposure to patients and members.

504.1.1 DEFINITIONS

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves or other consumable medical products or medical devices).

504.2 POLICY

It is the policy of the West Mason Fire that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precaution shall be taken to prevent a latex sensitivity reaction in a patient.

504.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

If time permits before the loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the designated hospital receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile

Latex Sensitivity

gloves, plastic wrap on blood pressure cuff) on the Pre-Hospital Care Report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should strive to carry the following latex-free equipment:

- Nitrile exam gloves
- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

Controlled Substance Accountability

505.1 PURPOSE AND SCOPE

This purpose of this policy is to establish the procedures for the supply, use and accountability of controlled substances administered by the West Mason Fire (21 CFR 1300.01 et seq.).

505.1.1 DEFINITIONS

Definitions related to this policy include:

Controlled substance - A drug, substance or immediate precursor listed in any schedule of the Controlled Substances Act, including any substance added or rescheduled by the Pharmacy Quality Assurance Commission (RCW 69.50.201).

Unit - Any ambulance, transport unit or first response engine or truck company.

505.2 POLICY

It is the policy of the West Mason Fire to ensure the availability of the proper medications for emergencies and to comply with all applicable local, state, and federal regulations governing the supply, use and accountability of all controlled substances (21 CFR 1300.01 et seq.; Federal Controlled Substances Act; WAC 246-945-040).

505.3 STORAGE AND INVENTORY

To prevent the unauthorized access of controlled substances during an incident, the controlled substances must either be in direct possession of a paramedic or locked in a secured area.

The EMS supervisor will determine the locking mechanism to be utilized on vehicles that contain controlled substances. Controlled substances should be secured in the locked mechanism any time the unit is parked and unattended.

All personnel authorized to handle controlled substances shall follow this procedure unless prior written permission to deviate is obtained from the EMS supervisor or the authorized designee:

- a. All controlled substances are to be secured by district members in the designated locking mechanism provided by the District.
- b. At each shift change, an incoming and outgoing paramedic shall, in each other's presence, inspect the quantities, the integrity of the containers, and the expiration dates of the controlled substance inventories. Each paramedic shall attest to the quantity available by printing and signing his/her full name on a controlled substance daily report. At no time shall an individual enter a name or signature on behalf of another person.
- c. If the inventory of any controlled substance results in a discrepancy, the paramedics must immediately attempt to reconcile the amount missing. If the discrepancy cannot be reconciled,

Controlled Substance Accountability

immediate notification shall be made to the company officer, the Duty Officer, and the EMS supervisor. The EMS supervisor shall be responsible for the completion and submission of the DEA Form 106, Report of Theft or Loss of Controlled Substances (21 CFR 1301.76; WAC 246-945-040).

- d. If the unit is dispatched to an incident before the daily inventory occurs, the inventory and reconciliation shall be done as soon as practicable upon returning to the station. If the outgoing paramedics have already left the station, one on-duty paramedic and the company officer from the on-duty shift may conduct the inventory and reconciliation process.
- e. In the event that a paramedic works two consecutive shifts on the same unit, the inventory shall be performed by the paramedic and witnessed and verified by another paramedic assigned to the station, a company officer, or an on-duty shift member.
- f. A controlled substance daily report and a controlled substance disposition and restock record shall be maintained on board. These documents shall be available for random inspection and review by the EMS supervisor and local, state, or federal regulatory representatives to ensure compliance.
- g. When a controlled substance daily report is completed on the last day of the month, the company officers from each shift shall review the report for completeness and sign the bottom of the record. After review, the company officer shall forward a copy of the report, along with a copy of the corresponding controlled substance disposition and restock record to the EMS supervisor as soon as practicable
- h. A copy of the controlled substance daily report and controlled substance disposition and restock record should be maintained in the station files for a period of one year. After one year, the station copies shall be shredded.

505.3.1 STANDARD CONTROLLED SUBSTANCE INVENTORY

- a. The standard complement of controlled substances shall be established by the EMS supervisor or the authorized designee.
- b. Any modification to the standard complement of controlled substances shall be justified and approved by the EMS supervisor or the authorized designee.
- c. The supply of controlled substances will be obtained from any of the district's automated storage and retrieval units, the district's controlled substances vault or other authorized source.
- d. Only paramedics and EMS supervisors are authorized to remove controlled substances from the automated storage and retrieval unit and the controlled substances vault. A witness (paramedic, EMT or other authorized member) is required in order to access the automated inventory control unit or controlled substances vault. When removing controlled substances from any automated storage and retrieval unit, personnel shall record the following information in the designated fields:
 - 1. The patient's first and last name, sex and date of birth (when known)
 - 2. Unit identification number and Patient Care Report (PCR) number
 - 3. The incident number

Controlled Substance Accountability

4. Any additional pertinent information may be entered into comments field
- e. When a controlled substance is received, the paramedic receiving the drug must immediately secure the drug into the locked mechanism on the unit.

505.4 CONTROLLED SUBSTANCE ADMINISTRATION AND DOCUMENTATION

- a. Only paramedics shall administer controlled substances. Each time a controlled substance is administered to a patient, the drug, dose and administration route shall be documented on the PCR in compliance with local EMS agency guidelines. In addition, the following information shall be recorded on the controlled substance disposition and restock record:
 1. Date of administration
 2. Incident number associated with the event
 3. PCR number
 4. Patient's full first and last name (when known)
 5. Drug and dose administered
 6. Printed first and last name and signature of paramedic who administered the controlled substance
 7. Date and source of the medication resupply
- b. If the entire amount of a controlled substance is not administered by the transporting paramedic, a licensed staff member for the hospital that received the patient shall witness the proper disposal of the remaining amount. The hospital staff member's signature must be obtained on the controlled substance disposition and restock record. If waste of a controlled substance occurs at the incident, another paramedic or company officer must witness the waste and sign the record.
- c. When a controlled substance is restocked, the following information shall be entered on the controlled substance disposition and restock record on the line immediately below the corresponding patient information:
 1. The date
 2. The restock source
 3. The printed full name and signature of the paramedic who restocked the controlled substance into the locked mechanism

505.4.1 ADDITIONAL DOCUMENTATION FOR TRANSFERS

Controlled Substance Accountability

If a controlled substance is administered and the care of the patient is transferred to a transporting paramedic who resupplies the administering unit, the information listed above must appear on the controlled substance disposition and restock record of the administering and transporting unit that provided the drug for restock, in addition to the unit identification of both the units.

If a paramedic transfers the care of a patient to a transporting paramedic prior to the administration of the entire dosage of a controlled substance, any remaining controlled substance shall not be provided to the transporting paramedic. If additional medication is needed after the patient care transfer, the controlled substance shall be used from the inventory of the transporting paramedic.

505.5 CONTROLLED SUBSTANCE SUPPLY AND RESUPPLY

- a. The EMS supervisor shall submit a completed DEA Form 222 to the designated district supplier to order controlled substances in order to maintain established levels.
- b. Upon receipt of the controlled substance from the supplier, the EMS supervisor or the designated paramedic shall inventory the controlled substance received to ensure that the type and quantities ordered match the type and quantities received and are reflected on the corresponding DEA Form 222 (21 CFR 1305.12; 21 CFR 1305.13).
- c. The EMS supervisor or the designated paramedic will immediately place the controlled substance in the controlled substance vault or automated storage and retrieval unit and ensure that inventory is reconciled with any electronic data files.
- d. The EMS supervisor or the designated paramedic will inventory the controlled substance vault and any automated storage and retrieval units weekly to ensure the existing inventory is reconciled with any electronic data files. The record of these inventories shall be printed and maintained as provided in the records retention schedule and for a minimum of two years (21 CFR 1304.04).
- e. Any inventory or reconciliation discrepancies shall immediately be brought to the attention of the Duty Officer and a DEA Form 106, Report of Theft or Loss of Controlled Substances shall be completed and submitted, if required (21 CFR 1301.76; WAC 246-945-040).

505.5.1 UNIT RESUPPLY

If a controlled substance is initially administered from one unit, the transporting unit or another on-scene district unit may resupply the administering unit on-scene.

The transporting unit or other district unit on-scene shall then be responsible for obtaining the resupply from the district's automated storage and retrieval unit or other authorized supply source.

An administering paramedic may opt to obtain the resupply of a controlled substance from the district's automated storage and retrieval unit or other authorized source any time it is operationally appropriate instead of resupplying from the transporting or other on-scene district unit.

Resupply from a non-district unit is not authorized. If the care of a patient is transferred to a non-district unit, the administering paramedic will obtain the resupply from the district's automated storage and retrieval unit or other authorized source.

Controlled Substance Accountability

505.6 ACCOUNTING FOR EXPIRED OR DAMAGED CONTROLLED SUBSTANCES

Controlled substances that are expired or damaged shall be replaced as follows. Controlled substances due to expire may also be replaced as follows:

- Note the expiration date or damage, the date of replacement, and the source of restock on the district's controlled substance disposition and restock record.
- Place the expired drug or damaged container in the supplied envelope and label with the type of drug, dosage, unit identifier, and name of the paramedic who returned the drug and the date.
- Put the envelope in the locked return drug box to be returned to the designated supplier (WAC 246-945-060).

505.7 ACCOUNTABILITY

The EMS supervisor should:

- a. Review the controlled substance daily reports and the controlled substance disposition and restock records monthly for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file and any other issues that may require follow-up or investigation.
- b. Create, complete, maintain and annually update the district's signature log.
- c. Randomly inspect controlled substance daily reports and the controlled substance disposition and restock records on units for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file and any other issues that may require follow-up or investigation.
- d. Ensure copies of controlled substance daily reports and the controlled substance disposition and restock records are maintained as provided in the records retention schedule and for a minimum of two years (21 CFR 1304.04).
- e. Notify the responsible Duty Officer of any item that deviates from this policy.

Chapter 6 - Training

Fire Equipment Driver/Operator Training

600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all West Mason Fire members who operate firefighting apparatus as part of their duties receive appropriate training.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - A vehicle or combination of vehicles owned by a regularly organized fire suppression agency, that is designed, maintained and used exclusively for fire suppression and rescue or for fire prevention activities (RCW 46.44.190).

600.2 POLICY

It is the policy of the West Mason Fire that all members who operate firefighting apparatus shall successfully complete driver training that meets or exceeds the requirements of National Fire Prevention Association (NFPA) 1002, 2009 edition and the Office of the State Fire Marshal (OSFM).

Training should include written, oral and practical evaluations to demonstrate proficiency. The Training Division Chief shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

600.3 PROCEDURES

All members who operate firefighting apparatus shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition. The certificate attesting to the successful completion of an approved training course shall be carried with the member whenever he/she is operating the equipment or apparatus (RCW 46.25.050).

600.4 TRAINING DIVISION CHIEF RESPONSIBILITIES

It shall be the responsibility of the Training Division Chief to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Training Division Chief shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

CPR and Automated External Defibrillator Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and utilize an Automated External Defibrillator (AED).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

Qualified instructor - An individual who is qualified to teach AED/CPR.

601.2 POLICY

It is the policy of the West Mason Fire that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required in order to utilize such equipment and/or skills. Initial training and recertification will consist of Washington State Department of Health-approved courses and will be provided by qualified instructors at the health care provider level.

601.3 REQUIREMENTS

CPR and AED training should include the following topics and skills:

- Proper use, maintenance and periodic inspection of the AED
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care and internal emergency response system, if applicable
- Assessment of an unconscious patient to include evaluation of the airway, breathing and circulation to determine cardiac arrest
- Information relating to AED safety precautions to enable the administration of a shock, without jeopardizing the safety of the patient, rescuers or other nearby persons
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged
- Rapid, accurate assessment of the patient's post-shock status
- The appropriate continuation of care following a successful defibrillation
- Operation and use of districts mechanical CPR device.

CPR and Automated External Defibrillator Training

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

All CPR and AED training provided by the District shall be approved and monitored by the District MPD who shall also approve any written and skills examinations required for course completion. He/She shall also approve AED instructors and designate public safety AED service providers.

601.4 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all AED training provided to members in accordance with Washington State Department of Health regulations and under District MPD supervision. Records should include, but are not limited to, the following:

- a. The dates of the training sessions
- b. A list of the topics or a summary of the content of the training sessions
- c. The name or other identifier and job title of the members who received the training
- d. The names, certificate number and qualifications of the persons conducting the training

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

601.5 MANDATORY REPORTING

The EMS supervisor shall be responsible for collecting and reporting AED data to the District MPD. It will be necessary to establish procedures for the collection, maintenance and evaluation of patient care records in order to report to the EMS authority on the total number of patients defibrillated and appropriate patient follow-up data as required (RCW 70.54.310).

Bloodborne Pathogen Training

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a state-mandated training program to ensure members have the skills and knowledge to protect themselves against occupational exposure to potentially infectious blood or bodily fluids.

602.2 POLICY

It is the policy of the West Mason Fire to make members' health and safety a priority by providing initial and recurring bloodborne pathogen training. All members of the District whose duties have a risk of occupational exposure to potentially infectious blood or bodily fluids shall receive bloodborne pathogen training (WAC 296-823-12005).

602.3 PROCEDURES

The Health and Safety Officer, working with the Training Division Chief, shall be responsible for (WAC 296-823-12005):

- a. Training members in the proper use of protective equipment, exposure protection, post-exposure protocols and disease modes of transmission as they are related to infectious diseases (WAC 296-305-02501; WAC 296-823-120).
- b. Remaining current on all legal requirements concerning bloodborne pathogens and other communicable diseases, as required by WAC 296-823-12005.
- c. Maintaining an up-to-date list of personnel requiring training.
- d. Developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.

District officers are responsible for exposure control in their respective areas. They shall work directly with the ECO and any affected members to ensure that the proper exposure-control procedures are followed.

602.4 TRAINING REQUIREMENTS

Any member whose duties place him/her at risk for exposure to bloodborne pathogens shall receive district-provided, no-cost, on-duty training that shall include all of the state requirements. Communicable disease training will occur before assigning tasks where occupational exposure might occur, at least annually and within one year of the previous training (WAC 296-823-12005).

The content of training materials shall be appropriate and convey the required knowledge to members. Instructors shall be knowledgeable in the subject matter as it relates to members' roles and responsibilities (WAC 296-823-12005).

Bloodborne Pathogen Training

The bloodborne pathogen training program shall contain elements that include, at a minimum (WAC 296-823-12005):

- a. An accessible copy of WAC Chapter 296-823 - Occupational Exposure to Bloodborne Pathogens and an explanation of its contents.
- b. A general explanation of the epidemiology and symptoms of bloodborne diseases.
- c. An explanation of how bloodborne pathogens are transmitted.
- d. An explanation of the exposure control plan and how to obtain a copy of the written plan.
- e. An explanation of how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials.
- f. An explanation of the use and limitations of methods that prevent or reduce exposure, including the following:
 1. Equipment and safer medical devices
 2. Work practices
 3. Personal protective equipment (PPE)
- g. Information about PPE:
 1. Types
 2. Proper use and limitations
 3. Selection
 4. Location
 5. Putting it on and taking it off
 6. Handling
 7. Decontamination
 8. Disposal
- h. Information about the hepatitis B virus vaccine:
 1. Effectiveness

Bloodborne Pathogen Training

2. Safety
 3. Method of administration
 4. Benefits of being vaccinated
 5. Vaccine and vaccination are offered at no cost to the member
-
- i. Information about what actions to take and persons to contact when exposure to blood or other potentially infectious materials occurs outside of the normal scope of work.
 - j. An explanation of the procedure to follow if an exposure incident occurs, including:
 1. The method of reporting the incident.
 2. The medical evaluation and follow-up that will be available.
 - k. Information about the post-exposure evaluation and follow-up procedure.
 - l. An explanation of the signs and labeling or color-coding required.
 - m. An opportunity for interactive questions and answers with the trainer during the training session.

Training may be person-to-person, by telephone or by e-mail, as long as the member can ask and receive answers during the training session.

602.4.1 ADDITIONAL TRAINING RELATED TO CHANGING TASKS OR PROCEDURES

Training must be provided to a member when his/her occupational exposure risk is affected (WAC 296-823-12010).

602.5 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all bloodborne pathogen training that has been provided to members, as required by Washington State. Records should include, but are not limited to (WAC 296-823-12015):

- a. The dates of the training sessions
- b. A list of the topics or a summary of the content of the training sessions
- c. The names or other identifier and job title of the members who received the training
- d. The names, certificate number and qualifications of persons conducting the training

Bloodborne Pathogen Training

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Emergency Action Plan and Fire Prevention Plan Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the West Mason Fire Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with Washington regulations for all West Mason Fire facilities (WAC 296-24-567).

603.2 POLICY

It is the policy of the West Mason Fire to provide training to all members regarding the EAP and FPP.

603.3 TRAINING GUIDELINES

EAP and FPP training shall include, but is not limited to (WAC 296-24-567):

- a. A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- b. Information on where written copies of the EAP and FPP are located and how members may review the plan.
- c. The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- d. The District shall advise each member of his/her responsibility under the plan at the following times:
 1. Initially when the plans are developed
 2. Whenever the member's responsibilities or designated actions under the plans change
 3. Whenever the plans are changed
- e. The District shall review with each member upon initial assignment those parts of the EAP and FPP which the member must know to protect the member in the event of an emergency.

603.4 TRAINING DIVISION CHIEF RESPONSIBILITIES

The Training Division Chief shall be responsible for developing and scheduling the district's EAP and FPP training. The Training Division Chief shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- a. The dates of the training sessions.
- b. A list of the topics or a summary of the content of the training sessions.

Emergency Action Plan and Fire Prevention Plan Training

- c. The names or other identifiers and job titles of the members who received the training.
- d. The names, certificate numbers and qualifications of persons conducting the training.

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Hazard Communication Program Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the district's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law (WAC 296-901-14016).

604.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-901-14006):

Hazardous chemical - Any chemical that is classified as a physical hazard or health hazard, simple asphyxiant, combustible dust or pyrophoric gas, or a hazard not otherwise classified.

Health hazard - Any chemical that is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure), skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity (single or repeated exposure), or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in WAC 296-901-14022, Appendix A, Health Hazard Criteria.

604.2 POLICY

It is the policy of the West Mason Fire, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced.

604.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics (WAC 296-901-14016):

- a. Members shall be informed of any operations in their work area where hazardous chemicals are present.
- b. Members shall be informed of the location and availability of the written hazard communication program, including information regarding any hazardous chemicals and Safety Data Sheets (SDS), as required by the state.
- c. Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.

Hazard Communication Program Training

- d. Members shall be trained in the physical and health hazards of the chemicals in the work area and the measures they can take to protect themselves, including specific procedures the District has implemented to protect them from exposure to hazardous chemicals. These include appropriate work practices, engineering controls, emergency procedures and personal protective equipment (PPE).
- e. Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

604.4 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all hazard communication program training provided to members. Records should include, but are not limited to:

- a. The dates of the training sessions.
- b. A list of the topics or a summary of the content of the training sessions.
- c. The names or other identifiers and job titles of the members who received the training.
- d. The names, certificate numbers and qualifications of persons conducting the training.

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Hazardous Materials (HAZMAT) Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the West Mason Fire Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required, and the training records required to meet the provisions of the Washington regulations.

605.2 POLICY

It is the policy of the West Mason Fire that any member whose duties include a role in the HAZMAT response program shall receive training to the level in which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

605.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. The skill and knowledge levels required for all new members shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas (WAC 296-824-30005):

605.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release (WAC 296-824-30005).

605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations level (FRO) training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading, and prevent exposures (WAC 296-824-30005).

605.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member with this

Hazardous Materials (HAZMAT) Training

level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance (WAC 296-824-30005).

605.3.4 HAZMAT SPECIALIST

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more directed or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (WAC 296-824-30005).

605.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT incident commander level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (WAC 296-824-30005).

605.3.6 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority, and communications for all members. The plan shall be in writing and available for inspection and copying by members, their representatives, and Washington Industrial Safety and Health Act (WISHA) personnel (WAC 296-824-20005).

605.3.7 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (WAC 296-824-30005).

605.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

Members of an organized, designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination. The Washington Administrative Code requires that medical examinations and consultations be made available to members of HAZMAT teams within prescribed time periods. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules (WAC 296-824-40005):

- a. Prior to assignment
- b. At least once every 12 months unless a physician believes a shorter or longer interval is necessary
- c. At termination of employment or reassignment to duties not covered by this policy if the member has not been examined within the past six months
- d. As soon as possible after a member reports signs or symptoms indicating possible overexposure to hazardous substances or health hazards
- e. As soon as possible after the member has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation.

Hazardous Materials (HAZMAT) Training

The frequency of a member's examinations may be increased if the examining physician determines that it is medically necessary. Medical examinations should include medical and work history. Emphasis should be placed on any symptoms related to the handling of, or exposure to, hazardous substances or health hazards. Medical examinations should address fitness for duty, especially as it pertains to wearing personal protective equipment under conditions that may be encountered on duty. The content of medical examinations should be made available to the member as determined by the attending physician.

605.4.1 HAZMAT MEDICAL SURVEILLANCE FOLLOWING EXPOSURE

Members of an organized and designated HAZMAT team and HAZMAT specialists shall be provided with medical surveillance at least once every 12 months after their initial assignment (WAC 296-824-40005).

Any emergency response member who exhibits signs or symptoms of possible overexposure to hazardous substances or health hazards during the course of an emergency incident shall be provided with medical consultation as soon as possible following the incident or development of signs or symptoms.

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years (WAC 296-802-20005). This record shall contain at least the following information (WAC 296-824-40010):

- a. The name of the member.
- b. The physician's written opinions, recommended limitations, and results of examinations and tests.
- c. Any member medical complaints related to exposure to hazardous substances.
- d. A copy of the information given to the examining physician by the District.

605.5 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include but are not limited to:

- a. Dates of the training sessions
- b. A list of the topics or a summary of the content of the training sessions
 1. Specific content required by regulation covered
 2. Manufacturer's recommendations (as applicable)
 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- c. The names or other identifier and job title of all members who received the training.
- d. The names, certificate number, and qualifications of persons conducting the training
- e. Demonstration that learning took place (e.g., evaluation, quiz, test)

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Hearing Loss Prevention and Noise Control Training

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain Hearing Loss Prevention Noise Control Training for members exposed to noise above levels predetermined by state code (WAC 296-817-100).

606.2 POLICY

It is the policy of the West Mason Fire to promote member health and safety by establishing Hearing Loss Prevention and Noise Control Training and requiring member participation. The Hearing Loss Prevention Program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts (WAC 296-817-200).

606.3 PROCEDURES

The following procedures shall comprise the Hearing Loss Prevention and Noise Control Training for the West Mason Fire. The Training Division Chief shall be responsible for ensuring that the appropriate members are enrolled in the training. Company officers shall be responsible for ensuring that members attend scheduled testing and training.

606.3.1 NOISE EXPOSURE LIMITS

The West Mason Fire shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed the criteria in Table 1 of WAC 296-817-100.

606.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District (WAC 296-817-20015).

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

606.3.3 HEARING PROTECTOR ATTENUATION

The West Mason Fire shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in WAC 296-817-20015. The District will provide more effective hearing protectors where necessary (WAC 296-817-20015; WAC 296-305-02004).

606.3.4 MONITORING

Hearing Loss Prevention and Noise Control Training

The West Mason Fire shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (WAC 296-817-20005).

606.3.5 AUDIOMETRIC TESTING PROGRAM

The West Mason Fire shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to WAC 296-817-100. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter (WAC 296-817-40010; WAC 296-817-40015).

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred (WAC 296-817-40010).

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements.

606.3.6 AUDITS

The West Mason Fire shall conduct audits at least quarterly by a properly trained member (WAC 296-817-50005; WAC 296-817-50010).

Records of the audit results for each member shall be maintained as provided by WAC 296-817-50020.

606.4 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all Hearing Loss Prevention Program training provided to members. Records should include but are not limited to the following (WAC 296-817-20020):

- a. The dates of the training sessions
- b. A list of topics or a summary of the content of the training sessions
- c. The name or other identifier and job title of the members who received the training
- d. The names, certificate number, and qualifications of persons conducting the training
- e. Copies of baseline and annual audiometric testing and evaluation documents (WAC 296-817-40030).

The Training Division Chief shall maintain the training records in accordance with established records retention schedules.

Heat Illness Prevention Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program that complies with state mandates for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities, and training record documentation (WAC 296-305-05004).

607.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes but is not limited to heat cramps, heat exhaustion, and heat stroke (WAC 296-305-01005).

607.2 POLICY

It is the policy of the West Mason Fire to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

607.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions prior to outdoor work that exceeds temperatures listed in Table 1 of WAC 296-305-05004 and annually thereafter. The training shall include (WAC 296-305-05004):

- a. The environmental and personal risk factors for heat illness.
- b. The district's procedures for complying with the state requirements for the prevention of heat illness.
- c. The importance of frequent consumption of a minimum of one quart of water per hour when the work environment is above the outdoor temperature action levels identified in Table 1 of WAC 296-305-05004 and members are likely to be sweating more than usual in the performance of their duties.
- d. The importance of acclimatization.
- e. The different types of heat illness and the common signs and symptoms of heat illness.
- f. The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.

Heat Illness Prevention Training

- g. The district's procedures for responding to symptoms of possible heat illness, including how Emergency Medical Services (EMS) will be provided if necessary.
- h. The district's procedures for contacting EMS, and if necessary, for transporting members to a place where they can be reached by an EMS provider.
- i. The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat (WAC 296-305-05004):

- a. The procedures to follow to implement the applicable provisions in this policy
- b. The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- c. The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

607.5 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to, the following:

- a. The dates of the training sessions
- b. A list of the topics or a summary of the content of the training sessions
- c. The names or other identifier and job title of all members who received the training
- d. The names, certificate number and qualifications of persons conducting the training

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Health Insurance Portability and Accountability Act (HIPAA) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling Protected Health Information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

608.1.1 DEFINITIONS

Definitions related to this policy include (45 CFR 160.103):

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan, or employer and relates to a person's past, present, or future physical or mental health or condition, or past, present, or future payment for the provision of health care.

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

Protected health information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium, or communicated orally.

608.2 POLICY

It is the policy of the West Mason Fire to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of the HIPAA regulations (45 CFR 164.530(g)).

608.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the district's privacy policies and procedures.

The Training Division Chief shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Health Insurance Portability and Accountability Act (HIPAA) Training

Training should include a review of the:

- a. District's statutory obligations imposed by HIPAA.
- b. Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- c. Methods and procedures to be used during the collection of PHI.
- d. HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- e. Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- f. Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, pre-hospital care records or other documents containing PHI.
- g. Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- h. Photography and Electronic Imaging Policy as it pertains to PHI.
- i. District's procedures for protecting employee health information.

608.4 TRAINING RECORDS

The Training Division shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

National Incident Management System (NIMS) Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

609.2 POLICY

It is the policy of the West Mason Fire to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All West Mason Fire members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

609.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- a. Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- b. First Line, Single Resource, Field Supervisors:
 - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- c. Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center (EOC) Staff:
 - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200, and ICS-300: Intermediate ICS for Expanding Incidents
- d. Command and General Staff; Area, Emergency, and EOC Managers:
 - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400: Advanced ICS

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

609.4 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all NIMS training provided to members. Records should include but are not limited to:

National Incident Management System (NIMS) Training

- a. The dates of the training sessions
- b. A list of the topics or a summary of the content of the training sessions
- c. The name or other identifier and job title of the members who received the training
- d. The names, certificate number, and qualifications of persons conducting the training

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Respiratory Protection Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through appropriate training of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (WAC 296-305-04001; WAC 296-842-16005; WAC 296-305-05502).

610.1.1 DEFINITIONS

Respirator or respiratory protection - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

610.2 POLICY

It is the policy of the West Mason Fire to protect the health of members by providing respiratory protection training.

610.3 TRAINING REQUIREMENTS

610.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members shall be trained, based on their duties, if they do any of the following (WAC 296-842-16005):

- a. Use respirators
- b. Supervise respirator users
- c. Issue, repair or adjust respirators

610.3.2 MANNER OF TRAINING

The District will present effective training using qualified instructors. Training may be provided using audio-visuals, slide presentations, formal classroom instruction, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods (WAC 296-842-16005).

Respiratory Protection Training

Instructors should be available to provide responses to questions, evaluate understanding of the material and provide other instructional interaction (WAC 296-842-16005).

610.3.3 FREQUENCY OF TRAINING

The District will provide respiratory protection training (WAC 296-842-16005):

- a. Initially, before worksite respirator use begins.
- b. Periodically, but within 12 months of the previous training.
- c. Additionally, when the following occur:
 1. The member has not retained knowledge or skills.
 2. Changes in the worksite or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member shall practice, at least quarterly, for each type and manufacturer of respiratory equipment available for use, the step-by-step procedure for donning the respirator and checking it for proper function (WAC 296-305-04001).

610.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment available for their use, the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include (WAC 296-305-04001):

- a. Recognizing hazards that may be encountered.
- b. Understanding the components of the respirator.
- c. Understanding the safety features and limitations of the respirator.
- d. Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures such as use of regulator bypass valve, corrective action for facepiece and breathing tube damage and breathing directly from the regulator (where applicable) (WAC 296-305-04001).

610.3.5 MEMBER REQUIREMENTS

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills as required by their duties:

- a. Why the respirator is necessary, including identifying respiratory hazards such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.

Respiratory Protection Training

- b. The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- c. How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- d. How to properly inspect, put on, seal check, use and remove the respirator.
- e. How to clean, disinfect, repair and store the respirator.
- f. How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.
- g. Medical signs and symptoms that may limit or prevent the effective use of respirators.
- h. The district's general obligations under WAC 296-842-100 et seq.

610.4 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document the following:

- a. The dates of the training sessions.
- b. A list of the topics or a summary of the content of the training sessions.
- c. The name or other identifier and job title of the members who received the training.
- d. The names, certificate number and qualifications of persons conducting the training.
- e. Documentation of each member's demonstrated performance in meeting the standards detailed in this policy (WAC 296-842-16005(5)).

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Discriminatory Harassment Training

611.1 PURPOSE AND SCOPE

The purpose of this policy is to establish discriminatory harassment training for all district members. This policy identifies which members should receive training, when additional or supplemental training is recommended and the record keeping necessary to minimize the occurrence of discriminatory harassment in the workplace.

611.2 POLICY

It is the policy of the West Mason Fire to provide all district members with training regarding the recognition and prevention of harassment. Supervisors should receive supplemental training due to their increased responsibility to effectively respond to a complaint.

611.3 PROCEDURE

All members of the West Mason Fire should complete training regarding the recognition and prevention of discriminatory harassment. This training should be accomplished using the following schedule:

- a. The initial training for all existing members of the District should be completed within six months of the adoption of this policy. Any existing members who do not complete this training within the above six-month period should complete the training as soon as practicable.
- b. All new members of the District, including members who have had a period of absence of employment from the District of greater than 90 days, should complete training regarding the recognition and prevention of discriminatory harassment within six months of the member's date of hire. Any new member of the District who has not completed this training within the six-month period should complete the training as soon as practicable.
- c. All members of the District should complete refresher training regarding the recognition and prevention of discriminatory harassment. This training should be provided to members once every two years.

611.3.1 SUPERVISOR TRAINING

All supervisors should receive specific training regarding discriminatory harassment in addition to the discriminatory harassment recognition and prevention training recommended to all members of the District. All district supervisors should receive supervisor-specific discriminatory harassment training within six months of assuming their supervisory position. Following the initial supervisor-specific training, all supervisory personnel should receive refresher training once every three years. The District should provide at least two hours of course time in each training session.

Discriminatory Harassment Training

Specific topics and information should be provided to supervisory personnel. At a minimum, the district's discriminatory harassment training program for supervisors should include, but not be limited to:

- a. The definitions of unlawful harassment under state and federal laws.
- b. The state and federal statutory law and case law principles regarding the prohibition against discriminatory harassment, the prohibition against discriminatory harassment, and the prohibition against retaliation in employment.
- c. The various types of conduct that can constitute discriminatory harassment.
- d. The remedies available to employees/victims of discriminatory harassment.
- e. Sample strategies to prevent discriminatory harassment in the workplace.
- f. The use of practical examples of discriminatory harassment, which can be obtained from a variety of sources such as factual scenarios taken from case law, media accounts of actual cases; hypothetical scenarios based on workplace situations that exist within the District, and other sources which illustrate discriminatory harassment and retaliation, through the use of training methods such as role-play, case studies, and group discussions.
- g. The limited confidentiality of the discriminatory harassment complaint process.
- h. The resources available to victims of unlawful discriminatory harassment.
- i. Information on how members should report any alleged or perceived discriminatory harassment.
- j. The employer's obligation to conduct an effective investigation into any and all discriminatory harassment complaints occurring at the District or in the course of district business.

611.4 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records should include, but not be limited to:

- a. The dates of the training sessions.
- b. A list of the topics or a summary of the content of the training sessions.
- c. The name or other identifier and job title of the members who received the training.
- d. The names, certificate number and qualifications of persons conducting the training.

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Discriminatory Harassment Training

Wildland Fire Shelter Deployment Training

612.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and proper deployment of a wildland fire shelter.

612.2 POLICY

It is the policy of the West Mason Fire to provide thorough and recurrent wildland fire shelter deployment training to all district members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

612.3 PROCEDURE

The Training Division Chief shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but not be limited to, the following:

- a. A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710
- b. Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712
- c. Performance of practice fire shelter deployment using NWCG recommended tasks and scenarios that include:
 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the tent shelter quickly.
 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.

Wildland Fire Shelter Deployment Training

4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.
5. Practical exercise deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).
6. Practical exercise lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

612.4 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- a. The dates of the training sessions.
- b. A list of topics or a summary of the content of the training sessions.
- c. The name or other identifier and job title of the members who received the training.
- d. The names, certificate number and qualifications of persons conducting the training.
- e. Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Division Chief should maintain training records in accordance with established records retention schedules.

Training Records

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

613.2 POLICY

It is the policy of the West Mason Fire to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Division Chief or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

613.3 PROCEDURE

The Training Division will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- a. All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- b. All federal or state mandated training drills, manipulative drills, skills or equipment testing. These types of training shall include annual audiograms and fit testing for Division of Occupational Safety and Health (DOSH)/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- c. All Washington State Patrol, Fire Protection Bureau-accredited training provided by the District.
- d. Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other incident management system.

Training Records

- e. All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- f. Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- g. Any training opportunity utilizing instruction from outside the District.
- h. Any interagency cooperative training program or activity.
- i. Any regularly-scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained in the Training Division files based on district established records retention schedules.

613.4 DIVISION TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but not be limited to, the following:

- a. The course title
- b. An outline of the subject matter and specific details of any information mandated by federal or state code, DOSH regulation or other requirement
- c. The dates the course was provided to members
- d. The instructor names, qualifications and/or certifications
- e. Copies of course curriculum, course duration, information sheets or other course content provided to students
- f. Copies of course evaluations submitted by students
- g. Attendance records for each course session, including each member's name or other identifier

613.5 INDIVIDUAL TRAINING RECORDS

The Training Division will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related.

Training Records

Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of six full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Division Chief. Members may not add any documents or entries to their training file without the approval of the Training Division Chief or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include coursework, position task books and certifications, NIMS certifications, SEMS certifications, pre-hospital care provider continuing education coursework, and licensing and certification records (paramedic and Emergency Medical Technician).

613.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications and coursework that are pertinent to their position with the West Mason Fire.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their West Mason Fire training file.

613.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former West Mason Fire member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the

Training Records

District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the West Mason Fire to release copies to the named third party.

Firefighter Health, Safety and Survival

615.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

615.2 POLICY

The West Mason Fire is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

615.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow West Mason Fire safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his /her supervisor as soon as reasonably practicable.

615.4 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

615.5 TRAINING DIVISION CHIEF RESPONSIBILITIES

The Training Division is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

615.6 TRAINING RECORDS

The Training Division Chief is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- a. The dates of the training sessions.

Firefighter Health, Safety and Survival

- b. A list of the topics or a summary of the content of the training sessions.
- c. The names or other identifiers and job titles of the members who received the training.
- d. The names, certificate numbers and qualifications of persons conducting the training.

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Live-Fire Training

616.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

616.2 POLICY

It is the policy of the District to conduct live-fire training in a safe and effective manner that meets the standards of NFPA 1403 and any applicable state or local law.

616.3 MEMBER PREREQUISITES

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of NFPA 1001, Firefighter I.

616.4 TRAININGMANAGER RESPONSIBILITIES

The Training Division Chief shall be responsible for:

- a. Scheduling live-fire training.
- b. Confirming that the Division Chief Training Division is notified when live-fire training is scheduled.
- c. Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements (RCW 52.12.150; WAC 296-305-05502; WAC 296-305-06517).
- d. Providing a secure structure for the live-fire training consistent with the requirements of this policy.
- e. Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.
- f. Confirming that a sufficient number of instructors will be present for the live-fire training.
 1. In no event shall there be fewer than four instructors.
 2. There shall be no more than a 5:1 student-to-instructor ratio at any time.
- g. Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.
- h. Designating a qualified safety officer for all live-fire training exercises.
- i. Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements (WAC 296-305-05502):
 1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II
 2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I
- j. Ensuring all injuries sustained during live-fire training are documented.
- k. Confirming all district members whose duties include structural firefighting in immediately dangerous to life and health (IDLH) conditions are provided live-fire training at least every three years (WAC 296-305-05502).

616.5 SAFETY OFFICER

Live-Fire Training

A safety officer shall be designated for all live-fire training exercises and shall have the same qualifications as the lead instructor (WAC 296-305-05502). The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities (WAC 296-305-05502).

The safety officer shall be knowledgeable about all the safety features at the training location.

616.6 TRAINING REQUIREMENTS

Before beginning any live-fire training, the designated safety officer shall be responsible for:

- a. Inspecting all burn locations.
- b. Ensuring that all members participating in the training meet the prerequisites for participation.
- c. Inspecting each participant's personal protective equipment (PPE) and SCBA.
- d. Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.
- e. Ensuring an Emergency Medical Services (EMS) unit and advanced life support (ALS) crew capable of transporting a patient are on location.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

616.7 USE OF ACQUIRED STRUCTURES

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Prior to using any acquired structure for live-fire training, the Training Division Chief shall:

- a. Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.
- b. Facilitate the preparation of the structure for safe use (e.g., removal of all asbestos containing material).
- c. Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act (42 U.S.C. § 7401 et seq.; RCW 70A.15.5180).

616.8 TRAINING RECORDS

The Training Division Chief shall be responsible for maintaining records of all live-fire training that is provided to members. At a minimum, the District should document:

Live-Fire Training

- a. The dates of the training sessions.
- b. A list of the topics or a summary of the content of the training sessions.
- c. The names or other identifiers and job titles of the members who received the training.
- d. The names, certificate numbers, and qualifications of persons conducting the training.
- e. Injuries sustained during training exercises.

The Training Division Chief should maintain the training records in accordance with established records retention schedules.

Chapter 7 - Equipment and Technology

Use of District-Owned and Personal Property

700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property upon separation from employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

700.2 POLICY

It is the policy of the West Mason Fire to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to including termination.

700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- a. Members should promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- b. The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced with a comparable item.
- c. No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- d. Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property should only be used by the member to whom it was assigned.
- e. District property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines should apply:

- a. All district property, including keys, identification cards, electronic devices and system access cards, should be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.

Use of District-Owned and Personal Property

- b. Badge surrender shall be consistent with the Badges Policy.
- c. A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and District and district rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District or District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Division Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

700.4.1 COVERED PERSONAL PROPERTY

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value.

The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- a. Any personal property that is lost or damaged directly or indirectly due to negligence of the member.

Use of District-Owned and Personal Property

- b. Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- c. Any personal property used in place of district-issued property, unless required by the District.
- d. Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (RCW 46.30.020).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- a. A verbal report should be made to the member's immediate supervisor as soon as practicable.
- b. A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Division Chief.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), and similar wireless two-way communications, and/or portable internet access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

The West Mason Fire allows members to utilize district-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or off-duty for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through district PCDs or networks.

The District reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the District.

Members have no expectation of privacy regarding any communications while using a personally owned PCD for district-related business or when the use reasonably implicates work-related misconduct.

Personal Communication Devices

701.4 DISTRICT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. District-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- a. Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- b. The District accepts no responsibility for loss of or damage to a personally owned PCD.
- c. The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- d. The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by district procedures.
 1. Use of a personally owned PCD for work-related business constitutes consent for the District to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
 2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 3. Searches of a personally owned PCD by the District should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- e. The device shall not be utilized to record or disclose any district business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the District, without the express authorization of the Fire Chief or the authorized designee.
- f. If the PCD is carried on-duty, members will provide the District with the telephone number of the device.
- g. All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to the West Mason Fire no later than the end of the member's shift and deleted from the member's PCD as soon as reasonably practicable.

Personal Communication Devices

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their supervisor, the member may engage in district business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty district-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate recordkeeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

- a. A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.
- b. All PCDs in the workplace shall be set to silent or vibrate mode.
- c. A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- d. Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- e. Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means requires express authorization of the Fire Chief or the authorized designee.
- f. Members will not access social networking sites for any purpose that is not official district business. This restriction does not apply to a personally owned PCD used during authorized break times.
- g. Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

1. Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
2. Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

Personal Communication Devices

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other district communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles other than authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use and the use complies with RCW 46.61.672. Such use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send, or read a text-based communication on a PCD while driving. Members should not utilize a personally owned PCD when responding to an emergency or when engaged in an emergency incident.

Apparatus Inspections, Testing, Repair, and Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair, and maintenance responsibilities of members with regard to district vehicles and apparatus. Vehicles and apparatus shall comply with all regulations in the Washington Administrative Code, Washington Motor Vehicles Code, and/or the applicable sections of National Fire Protection Association (NFPA) 1002. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled, and present a professional appearance.

702.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - A vehicle or combination of vehicles, owned by a regularly organized fire suppression agency, designed, maintained, and used exclusively for fire suppression and rescue or for fire prevention activities (RCW 46.44.190).

In-reserve - Any district vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Field Operations Division or that is pre-positioned to be readily available to on-duty Field Operations personnel for calls for service (e.g., airport rescue or firefighting apparatus).

Staff vehicles - Typically, district vehicles that are assigned to members other than first response apparatus. Staff vehicles can serve as emergency response units or non-emergency support functions.

702.2 POLICY

It is the policy of the West Mason Fire that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected daily, including in-service and reserve apparatus. Vehicles and apparatus that are out-of-service for testing, maintenance, or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 RESPONSIBILITIES

Any Deficiencies that can not be corrected by on duty staff at the time of discovery must be forwarded to the Fire Chief.

- Any EMS supplies will be ordered by the chief, as soon as feasible.
- On Duty Staff shall not make repairs to vehicle's brakes, motor, or other running gear.

Apparatus Inspections, Testing, Repair, and Maintenance

On Duty staff shall make every effort to make corrections prior to logging them in Accelerant.

Corrections that on duty staff are expected to make include:

- Fuel, EMS Supplies, Air in Tires, Washing the vehicles.

702.3.1 FLEET MANAGER RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for:

- a. Developing and implementing a program to ensure all apparatus are maintained, tested, inspected, and repaired as required (WAC 296-305-04507; WAC 296-305-04510).
- b. Ensuring that all certification, testing, repair, and maintenance performed on fleet apparatus is performed by qualified technicians (WAC 296-305-04507).

702.3.2 ANNUAL SERVICE AND NONDESTRUCTIVE APPARATUS TESTING

The fleet manager will be responsible for ensuring the completion of the required annual testing for all automotive fire apparatus to ensure safe operation of all systems and components. All apparatus with fire pumps used for interior firefighting and that have a 500 gallon per minute capacity or greater will have an annual service test to determine the ability of the pump to perform at its rated pumping capacity as well as provide baseline performance data for comparison to determine the need for repair or replacement. The annual service test shall comply with NFPA standards pertaining to pumper apparatus (WAC 296-305-04507).

The District shall conduct annual inspections of all required portions of aerial devices, and shall also perform nondestructive testing every five years of all required portions of aerial devices in accordance with the manufacturer's instructions and non-conflicting portions of NFPA 1911, Standard for the Inspection, Maintenance, Testing and Retirement of In-Service Automotive Fire Apparatus (WAC 296-305-04510).

Nondestructive testing shall also be completed prior to returning to service any aerial device in which an accident has caused structural damage (WAC 296-305-04510).

702.4 OVERWEIGHT PERMITS

Fire apparatus that exceed the dimensions and weight limits of RCW 46.44.190 must have an overweight permit with the Department of Licensing. When applying for an overweight permit, at least four members of the District must be physically present at the time the apparatus is weighed with the Department of Licensing. Once the permit is issued, the District must notify the Washington State Patrol that the apparatus is in compliance with overweight permit regulations (RCW 46.44.190).

702.5 APPARATUS DAILY INSPECTIONS

Operators should be responsible for conducting a daily inspection of apparatus established by the District that includes all of the items and provisions identified to ensure the safe operational status of the

Apparatus Inspections, Testing, Repair, and Maintenance

apparatus. An inspection list is detailed in the current version of Department of Licensing's Commercial Driver Guide or in the applicable sections of NFPA 1002.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the company officer shall be immediately notified. Based on the determination of the driver or company officer, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service (WAC 296-305-04507).

All repairs and preventative maintenance to the suppression components of emergency vehicles shall be made by a National Institute for Automotive Service Excellence (ASE) certified technician or factory-qualified individual. Repairs, maintenance, or routine work to non-suppression components shall be done by personnel qualified in the specific area of repair.

The District shall maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms should be forwarded to the Field Operations Division Chief and retained by the District based on established records retention schedules.

702.5.1 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicle. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear, and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Division Chief in the member's chain of command. The monthly checklists should be retained by the District based on established records retention schedules.

Use of District Vehicles

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Take-home vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

The District provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigate recall, and other considerations.

- **Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- **Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

703.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines:

- a. Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to district related business and recall to duty outside their regular work hours.
- b. Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- c. District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages. Members operating district-owned vehicles shall not permit persons other than district members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

Use of District Vehicles

- d. District take-home vehicles are to be left at a fire facility during vacations or other period of leave in excess of seven days unless approved by the Fire Chief or authorized designee.
- e. District members shall not relinquish control of, nor allow any person to operate district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workspace and for district-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- a. The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be allowed based on special assignment of the member.
- b. Except as may be provided by a collective bargaining agreement, time spent during normal commuting is not compensable.
- c. District-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- d. The member may be required to maintain insurance covering any commuting or personal use.
- e. The member may be responsible for the care and maintenance of the vehicle. The District should provide necessary care and maintenance supplies.
- f. Off-street parking shall be available at the member's residence.
- g. Vehicles shall be locked when not attended.
- h. All district identification, portable radios, and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a district-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

703.3.2 VEHICLES SUBJECT TO INSPECTION

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions, or deletions of any equipment or accessories shall be made to district vehicles without written permission from the designated vehicle manager.

Any modifications made to the vehicle will become a permanent part of the vehicle for which the member will not be reimbursed.

Use of District Vehicles

703.3.4 TOLL ROAD USAGE

Members in authorized emergency vehicles using toll roads are exempt from paying toll road charges. An authorized emergency vehicle is an on-duty vehicle of the District which is equipped with emergency lights and sirens and used to respond to emergency calls (WAC 468-270-030; WAC 468-270-085; WAC 468-270-105).

All members passing through a toll facility in unauthorized emergency vehicles during a response to an emergency shall draft a memo to the Fire Chief or the authorized designee as soon as practicable explaining the circumstances.

Members operating district-owned vehicles that are not authorized emergency vehicles are responsible for the toll charge. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges where required (WAC 468-270-085; WAC 468-270-105).

Information Technology Use

704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of district information technology resources, including computers, electronic devices, hardware, software and systems.

704.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the West Mason Fire that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or district funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

704.2 POLICY

West Mason Fire members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

704.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or

Information Technology Use

Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

However, the District shall not require a member to disclose a personal username or password or open a personal social website, unless otherwise allowed under Washington law (RCW 49.44.200).

704.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

704.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any district computer. Members shall not install personal copies of any software on any district computer. Any files or software that a member finds necessary to install on district computers or networks shall be installed only with the approval of district information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on district premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of district- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

704.4.2 HARDWARE

Access to technology resources provided by or through the District shall be strictly limited to district-related activities. Data stored on or available through district computer systems shall only be accessed by authorized members who are engaged in an approved district-related project or program or who otherwise have a legitimate district-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

704.4.3 INTERNET USE

Information Technology Use

Internet access provided by or through the District shall be strictly limited to district-related activities. Internet sites containing information that is not appropriate or applicable to district use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

704.4.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

704.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure district computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

704.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the District involving one of its members or a member's duties, an alleged or suspected violation of any district policy, a request for disclosure of data, or a need to perform or provide a service.

Information Technology Use

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the district computer system when requested by a supervisor or during the course of regular duties that require such information.

Mobile Data Terminal Use

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Digital Terminal (MDT) in the apparatus to access incident information, resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

705.2 POLICY

The MDT shall be used for official district business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Duty Officer.

705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the officer or other crew member who is not driving and has access to the MDT.

705.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- a. All contacts or activity shall be documented at the time of the contact.
- b. Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- c. Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

705.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the fire radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

Mobile Data Terminal Use

705.2.4 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

- a. If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.
- b. Notify the Duty Officer of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

705.3 MDT CONSIDERATIONS

705.3.1 NON-FUNCTIONING MDT

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify Macecom. It shall be responsibility of Macecom to record all information that will then be transmitted verbally over the fire radio.

705.3.2 BOMB CALLS

When assisting on a report of a possible bomb, members will turn off the MDT. Operating a MDT may cause some devices to detonate.

Knox-Box Access

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of district members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the West Mason Fire jurisdiction where it has been determined that a Knox-keyed device is needed for accessibility for emergency responders.

706.1.1 DEFINITIONS

Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox cabinet - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

Knox Company - The manufacturer/vendor the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the West Mason Fire.

Knox master key - A key carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

Knox tones - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

706.2 POLICY

It is the policy of the West Mason Fire to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

706.3 KNOX KEY ACCOUNTABILITY

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code or by tones issued via two-way radio by the

Knox-Box Access

dispatcher. Once the Knox master key is released, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access. Each incident requiring a dispatcher to send tones shall have that activity noted in the incident record.

The Fire Chief is ultimately accountable for Knox master keys issued to the District. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Chief or the authorized designee by the end of the applicable/assigned shift.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at district expense.

706.4 SITE INSTALLATION AND TESTING

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the District, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed 6 feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering. The preferred location for mounting a key switch is at the gate control head or adjacent to the gate or door entry key pad.

Knox-key switches should be installed by a certified electrician familiar with these devices.

706.5 KEYS IN KNOX-BOXES

Every access key placed in a Knox-Box shall be identified with a sturdy tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access

Knox-Box Access

- Other secured areas deemed appropriate by the owner or the District

706.6 LOCK UP OF KEYS IN KNOX-BOXES

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the West Mason Fire to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

706.7 TESTING KEY SWITCHES

After a key switch has been installed, the property owner must contact the District. The first-in engine company will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the engine company to have the necessary repairs made.

706.8 NUMBER OF KEY SETS REQUIRED

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

706.9 ANNUAL KNOX-BOX TESTING

The Fire Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or the first-in engine company. This should consist of checking the operation of the box and the keys.

Communications Operations

707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

All West Mason Fire radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

707.2 POLICY

The West Mason Fire will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Macecom. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and local and regional interagency/multi-agency incidents.

707.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in Macecom to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the firefighters/paramedics who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- a. Location of incident reported
- b. Type of incident reported
- c. Date and time the report was received
- d. Name and address of the reporting party, if possible
- e. Incident number
- f. Time of dispatch
- g. Apparatus dispatched to the incident, including member identification numbers
- h. Command and tactical radio channels to be used for the incident

Communications Operations

- i. Time of apparatus arrival
- j. Requests from members during the incident
- k. Time the apparatus returned to service
- l. Disposition or status of the reported incident
- m. Duration of the incident from the time the first unit arrives on-scene at a structure fire or other incident in which conditions appear to be time sensitive. This is also known as an incident clock.
- n. Periodic notification to the Incident Commander of the duration of the incident at intervals of the incident clock established by West Mason Fire procedures (WAC 296-305-05000)

707.4 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, divisions or groups, including their locations and the nature of the tasks or objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason. Emergency scene communications shall employ the use of “clear-text” terminology (WAC 296-305-05000).

Members operating at incidents are responsible for maintaining radio communications with their supervisors at all times during emergency incidents.

707.4.1 EMERGENCY TRAFFIC/MAYDAY ALERT

Any member who becomes lost, trapped, injured or is in any other life-threatening situation shall immediately call for help using the term “Mayday” to declare that an emergency exists (WAC 296-305-05000). When a member declares Mayday, the following information should be reported:

- Unit identifier and rank/position
- Nature of problem
- Last known or approximate position
- Assignment
- Position of closest adjacent unit or company
- Breathing air status
- Activation of audible alert on Personal Alarm (or Alert) Safety System (PASS) device
- Activation of emergency button on portable radio

Upon hearing the report of Mayday, all other units will clear the air of routine incident radio traffic.

When a member needs to transmit critical incident information that may not identify a currently life-threatening situation, he/she may use the term “emergency traffic.” Upon hearing the term “emergency

Communications Operations

traffic," all other members operating at the incident will discontinue routine radio traffic until the situation or condition has been resolved and routine radio traffic can continue (WAC 296-305-05000).

707.4.2 APPARATUS IDENTIFICATION

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with Macecom. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and Macecom once the mobile unit has been properly identified.

707.4.3 RADIO TESTING

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

Public Alerts

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and /or emergency evacuation instructions.

708.2 POLICY

It is the policy of the West Mason Fire to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Duty Officer or higher rank.

708.3 PROCEDURE

Public Alerts are intended to recruit public assistance in preventing fires through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, Macecom will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside Macecom for the public to call for additional information and explicit instructions not to call Macecom for additional information.

A Public Alert should include, but not be limited to, the following:

- a. The West Mason Fire has generated the alert
- b. The nature of the alert
- c. The location and scope of the incident/prevention campaign/fire hazard
- d. What the listener should do to assist in the effort
- e. Established routes and/or destinations, if applicable
- f. Where the listener can call to get additional information, if applicable
- g. Instructions regarding what the listener should not do, if applicable

Public Alerts

708.4 SYSTEM ADMINISTRATION

The Fire Chief or the authorized designee shall appoint an administrator for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system vendor, all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Division Chief and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

Photography And Electronic Imaging

709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by district members; establishes the parameters for the types of incidents, subjects, and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

This policy does not apply to media captured through the use of body-worn cameras (see the Body-Worn Cameras Policy).

709.2 POLICY

It is the policy of the West Mason Fire to authorize members to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions, and guidelines.

The use of photography or electronic imaging of medical patients, injured victims, or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA.

The West Mason Fire shall respect the privacy rights established in the state and federal constitutions.

709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered, or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by district members for non-incident events, including:

Photography And Electronic Imaging

- a. Documentation of district training events, exercises, lectures, classes, or activities, and all fire academy-related activities.
- b. Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops, and other activities involving district members.
- c. Documentation of public events, such as safety seminars, fire station open house events, Fire Chief education events and activities, school safety presentations, and club or service organization events.
- d. Documentation of all district vehicles, apparatus, tools and equipment, facilities, and other district-owned property.
- e. Creation and maintenance of a photo/image bank depicting all district members.
- f. Documentation of all buildings, structures, facilities, infrastructure components, landmarks, and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery, and cost-recovery efforts.
- g. Documentation of any condition, activity, or event related to the district's code enforcement responsibilities.
- h. Documentation of inspections, code compliance activities, or any other activity of Fire Chief.
- i. Unless prohibited elsewhere in this policy, documentation of any district activity for future use in training.
- j. For any other purpose authorized by the Fire Chief, Duty Officer, or any Division Chief.

709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by district members at incident scenes, including:

- a. Documentation of the conditions on arrival and during suppression activities at any fire incident.
- b. Documentation of fire, smoke, water, structural collapse, or any other damage or conditions resulting from any fire or fire-related event.
- c. Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- d. Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- e. Documentation of the location, position, trauma, injuries, or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- f. Documentation of the condition of vehicles, apparatus, bicycles, or other items involved in collisions, accidents, entrapments, or other rescue or medical events.
- g. Documentation of the extrication of trapped individuals in any rescue situation.
- h. Documentation of the cause, location, extent, severity, and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse, or other authorized representative who assumes medical care for the patient.
- i. Documentation of all aspects of any incident involving hazardous materials.
- j. Documentation of severe weather events, including any damage, injuries, or fatalities caused by such events.

Photography And Electronic Imaging

- k. Documentation of any other event, situation, or activity as deemed appropriate and necessary by the Incident Commander of any event.

709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include but is not limited to:

- a. Photographs and/or electronic images may not be taken, transmitted, or used in violation of any HIPAA regulation.
- b. Photographs and/or electronic images may not be taken, transmitted, or used for personal purposes.
- c. Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- d. Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the treatment of the patient, no photographs or electronic images should be taken of a patient under 18 years of age during a medical aid response.
- e. Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- f. Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that they do not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient, and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

Non-Official Use of District Property

710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of district property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

District property also includes use of the district's name, logos or other branding materials not intended for general distribution or marketing campaigns.

710.2 POLICY

The personal use of district property is not authorized. No equipment or material shall be loaned or used by a member for any purpose other than official district business without the express prior approval of the Fire Chief or the authorized designee.

Requests from water companies or other agencies for hose adapters or other equipment should be forwarded to the appropriate Duty Officer for consideration.

Apparatus and Specialized Equipment Standards

711.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for apparatus and specialized equipment owned or operated by the West Mason Fire as required by applicable state and national safety standards.

711.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-305-01005):

Aerial devices - Fire apparatus-mounted aerial ladders, elevated platforms and water towers.

Apparatus - A mobile piece of fire equipment such as a pumper, aerial, tender, automobile, etc.

Engine (pumper) - A piece of apparatus equipped with hose and a pump for the purpose of supplying water under pressure through hose lines.

Fire apparatus - A fire department emergency vehicle used for rescue, fire suppression or other specialized functions.

Rescue craft - Any fire department watercraft used for rescue operations.

Vessel - Watercraft or other artificial contrivance used or capable of being used as a means of transportation on water, including special-purpose floating structures not primarily designed for or used as a means of transportation on water.

711.2 POLICY

It is the policy of the West Mason Fire to ensure that all apparatus and specialized equipment used by members for emergency and nonemergency activity are designed and constructed as required by Washington law and function correctly and safely in compliance with the applicable standards to ensure firefighter safety. These standards include National Fire Protection (NFPA) standards for the type of apparatus or specialized equipment as well as state and federal laws. Some specialized equipment, such as watercraft, may also require incorporation of applicable United States Coast Guard (USCG) or Department of Transportation (DOT) regulations and requirements.

711.3 RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for ensuring new apparatus and equipment purchased, leased or procured for use by the West Mason Fire conforms to the applicable NFPA safety standards and is designed and constructed as required WAC 296-305-04501.

The fleet manager shall also ensure used apparatus and equipment purchased, leased or procured for use by the West Mason Fire meets all standards and state laws applicable at the time it was

Apparatus and Specialized Equipment Standards

manufactured and that the apparatus and equipment undergoes a thorough inspection, certification and testing by qualified technicians before being placed in service.

711.3.1 AUTOMOTIVE FIRE APPARATUS

New automotive apparatus purchased, leased or procured for use by the West Mason Fire shall conform with the applicable NFPA safety standards for the particular type of apparatus. Apparatus construction features shall comply with WAC 296-305-04501.

711.3.2 AERIAL DEVICE APPARATUS CONSTRUCTION

If the automotive fire apparatus is used in conjunction with an aerial device it shall be constructed to comply with the requirements in WAC 296-305-04510.

711.3.3 WILDLAND APPARATUS STANDARDS

All wildland fire apparatus owned, leased or procured by the District and operated by members of the District shall comply with construction features and safety standards contained in NFPA 1906, Standard for Wildland Fire Apparatus, 2006 edition (WAC 296-305-04501; WAC 296-305-07014; WAC 296-305-07018).

711.4 WATERCRAFT

Specialized rescue craft or vessels purchased, leased or procured by the District for the rescue of persons in distress or the suppression of fires in a marine environment shall be designed, constructed and operated as required by state and federal law and the recommendations of the manufacturer.

Watercraft operated by the District within the navigable waterways of the state of Washington shall comply with the rules of the USCG (WAC 296-305-05113).

711.5 OTHER SPECIALIZED APPARATUS

Specialized apparatus owned or operated by members of the West Mason Fire not included in this policy shall be governed in its construction, recommended use, inspection and testing by applicable NFPA standards, state and federal regulations and manufacturers' recommendations.

District Use of Social Media

712.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the District is consistent with the district mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by district members (see the Member Speech, Expression, and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media for issuance of fire hazard warnings, emergency evacuation instructions, and widespread emergencies (see the Public Alerts Policy).

712.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the district website or social networking services.

712.2 POLICY

The West Mason Fire will use social media as a method of effectively informing the public about district services, issues, investigations, and other relevant events.

District members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

712.3 AUTHORIZED USERS

Only members authorized by the Fire Chief or the authorized designee may utilize social media on behalf of the District. Authorized members shall use only district-approved equipment during the normal course of duties to post and monitor district-related social media unless they are specifically authorized to do otherwise by their supervisors.

The Fire Chief may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over district social media by members who are not authorized to post should be made through the member's chain of command.

712.4 AUTHORIZED CONTENT

District Use of Social Media

Only content that is appropriate for public release, supports the district mission, and conforms to all district policies regarding the release of information may be posted.

Examples of appropriate content include:

- a. Announcements.
- b. Tips and information related to fire prevention.
- c. Investigative requests for information.
- d. Requests that ask the community to engage in projects that are relevant to the district mission.
- e. Real-time safety information that is related to in-progress fire incidents, geographical warnings, or disaster information.
- f. Media releases.
- g. Recruitment of personnel.

712.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

712.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

- a. Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- b. Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- c. Any information that could compromise an ongoing investigation.
- d. Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the West Mason Fire or its members.
- e. Any information that could compromise the safety and security of district operations, members of the District, victims, patients, or the public.
- f. Any content posted for personal use.
- g. Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this district's social media site that they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

712.5.1 PUBLIC POSTING PROHIBITED

District social media sites shall be designed and maintained to prevent posting of content by the public.

The District may provide a method for members of the public to contact district members directly.

District Use of Social Media

712.6 MONITORING CONTENT

The Fire Chief will appoint a supervisor to review, at least annually, the use of district social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues.

712.7 RETENTION OF RECORDS

The Administration Division Chief should work with the Public Records Officer to establish a method of ensuring that public records generated through the use of social media are retained in accordance with established records retention schedules.

712.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and the dissemination and retention of information posted on district sites.

Chapter 8 - Records Management

Records Management

800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

800.2 POLICY

It is the policy of the West Mason Fire to promote the efficient and cost-effective conduct of district business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

800.3 RESPONSIBILITIES

800.3.1 MEMBERS' RESPONSIBILITY

All members are expected to handle district records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

800.3.2 COMPANY OFFICERS' RESPONSIBILITY

Company officers at the fire stations are responsible for the management of records at the fire station level. The company officers shall ensure that all records at the fire stations are retained in accordance with this policy.

800.4 PUBLIC RECORDS OFFICER

The Fire Chief shall appoint a Public Records Officer, who will oversee the records management program, including the records retention schedule (RCW 42.56.580). The Public Records Officer or the authorized designee should:

1. Remain familiar with the Washington Public Records Act (RCW 42.56.001 et seq.).
2. Identify what records the District has, where the records are kept, the volume and how the records are used.
3. Maintain and make available for public inspection and copying an index of records maintained by the District as identified in RCW 42.56.070.
4. Maintain and update the district's records retention schedule, including:

Records Management

1. Identify the minimum length of time the District must keep records in a series.
2. Identify the district section or division responsible for the original record.
5. Coordinate the placement of inactive records in storage, including:
 1. Maintaining a storage inventory.
 2. Providing an annual reminder to Division Chiefs and section managers to review files to determine if any records should be transferred to storage.
6. Manage the destruction of district records, including:
 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
 2. Providing a list to Division Chiefs and section managers of records eligible to be destroyed.
 3. Obtaining any required approvals for the destruction of eligible records.
 4. Maintaining a list of records that have been destroyed.
7. Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
8. Process subpoenas and requests for records as provided in the Subpoenas, the Release of Records and the Patient Medical Record Security and Privacy policies.
9. Manage the document imaging process for bulky or rarely accessed records with long retention periods.
10. Establish rules regarding the inspection and copying of district records as reasonably necessary for the protection of such records, including:
 1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
 2. Maintaining a schedule of fees for public records as allowed by law (RCW 42.56.070; RCW 42.56.120; RCW 42.56.130).
 3. Prominently displaying and making available to the public the rules and procedures for public inspection and copying of records (RCW 42.56.040).
11. Ensure a current list containing every law that exempts or prohibits disclosure of specific information or records of the District is available to the public (RCW 42.56.070).
12. Ensure that the business hours for record inspection or copying are posted on the district website and made known by other means designed to provide the public with notice (RCW 42.56.090).
13. Ensure that the name and contact information of the Public Records Officer is visible to the public, including on the district website and in appropriate district publications (RCW 42.56.580).

Records Management

800.5 TRAINING

The Public Records Officer shall complete a training program consistent with the Attorney General's model rules within 90 days of assuming responsibilities for public records and complete refresher training as required (RCW 42.56.152).

Release of Records

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

801.2 POLICY

The West Mason Fire is committed to providing public access to records consistent with the Washington Public Records Act (RCW 42.56.001 et seq.).

801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member who receives a request for records shall route the request to the Public Records Officer or the authorized designee.

801.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following:

- a. The District is not required to create records which do not exist.
- b. When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 1. A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
- c. Requests to inspect or copy records shall be responded to promptly. Within five business days of receiving the request, the District shall do one of the following (RCW 42.56.520):
 1. Provide the record.
 2. Provide the internet address and a link on the district website to the specific records requested.
 - a. If the requester notifies the District that he/she cannot access the records online, the District shall provide copies of the record or allow the requester to view the records on a district computer.
 3. Acknowledge the receipt of the request and provide a reasonable estimate of time the District will require to respond to the request. Additional time may be required to respond based upon the need to:
 - a. Clarify the intent of the request.
 - b. Locate and assemble the information requested.
 - c. Notify third persons or agencies affected by the request.
 - d. Determine whether any of the information requested is exempt.

Release of Records

4. Acknowledge the receipt of the request and ask the requester for clarification if the request is not clear and provide the requester a reasonable estimate of the time that will be needed to respond if the request is not clarified. If the requester does not respond, and the entire request is unclear, the District need not respond. If only part of the request is unclear, the District shall respond to those portions of the request that are clear.
5. Deny the request.

Upon request, the District shall make available any public record in any electronic format in which the District holds the information or in the format requested if the format has been used by the District to create copies for its own use or for other agencies (WAC 44-14-050).

801.3.2 DENIALS

The denial of a request for records is subject to the following:

- a. The denial shall be accompanied by a written statement that includes the specific exemption and a brief explanation of how the exemption applies to the withheld record (RCW 42.56.210).
- b. Requests that are denied are subject to judicial review and the burden of proof is on the District to show that the records requested are exempt or prohibited in whole or part by statute (RCW 42.56.550).

801.4 RELEASE RESTRICTIONS

Examples of records with release restrictions include:

- a. Pre-Hospital Care Reports (PCRs) (45 CFR 164.502) (see the Patient Medical Record Security and Privacy Policy).
- b. Personnel or similar files that contain personal information to the extent that disclosure would violate privacy rights (RCW 42.56.230; RCW 42.56.250).
- c. Records pertaining to pending litigation (RCW 42.56.290).
- d. Legal opinions (RCW 42.56.904).
- e. Arson investigations (RCW 42.56.240).
- f. Test questions, scoring keys, and other examination data used to administer an examination for employment (RCW 42.56.250).
- g. Preliminary drafts, notes, recommendations, or intra-agency memoranda in which opinions are expressed or policies formulated or recommended (RCW 42.56.280).
- h. Records of complaints to or investigations conducted by the West Mason Fire for law enforcement purposes (RCW 42.56.240).
- i. Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the West Mason Fire relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed (RCW 42.56.260).
- j. Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege.

Release of Records

- k. Records that relate to archeological site information (RCW 42.56.300).
- l. Records obtained and all reports produced as required by state fireworks law (RCW 42.56.460).
- m. Investigative records compiled by the District regarding possible unfair practices of discrimination under RCW 49.60.010 et seq. or possible violation of other federal, state, or local laws or West Mason Fire internal policies during an active and ongoing investigation (RCW 42.56.250)
 - 1. Records may be released upon completion of the investigation as allowed under RCW 42.56.250.

801.5 RELEASED RECORDS TO BE MARKED

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the district name and to whom the record was released.

801.6 CHARGES FOR COPYING

RCW 42.56.120

- - (2)(a) Agency charges for actual costs may only be imposed in accordance with the costs established and published by the agency pursuant to RCW [42.56.070\(7\)](#), and in accordance with the statement of factors and manner used to determine the actual costs. In no event may an agency charge a per page cost greater than the actual cost as established and published by the agency.
 - (f) A requestor may ask an agency to provide, and if requested an agency shall provide, a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.
 - (e) An agency shall not impose copying charges under this section for access to or downloading of records that the agency routinely posts on its public internet website prior to receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means.
 - (d) An agency may charge a flat fee of up to two dollars for any request as an alternative to fees authorized under (a) or (b) of this subsection when the agency reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars. An additional flat fee shall not be charged for any installment after the first installment of a request produced in installments. An agency that has elected to charge the flat fee in this subsection for an initial installment may not charge the fees authorized under (a) or (b) of this subsection on subsequent installments.
 - (c) The charges in (b) of this subsection may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.

Release of Records

- (b) An agency need not calculate the actual costs it charges for providing public records if it has rules or regulations declaring the reasons doing so would be unduly burdensome. To the extent the agency has not determined the actual costs of copying public records, the agency may not charge in excess of:
 - (i) Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;
 - (ii) Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records;
 - (iii) Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
 - (iv) Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations; and
 - (v) The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
- (3)(a)(i) In addition to the charge imposed for providing copies of public records and for the use by any person of agency equipment copying costs, an agency may include a customized service charge. A customized service charge may only be imposed if the agency estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the agency for other agency purposes.
 - (ii) The customized service charge may reimburse the agency up to the actual cost of providing the services in this subsection.
 - (b) An agency may not assess a customized service charge unless the agency has notified the requestor of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice also must provide the requestor the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.
- (4) An agency may require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request, including a customized service charge. If an agency makes a request available on a partial or installment basis, the agency may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request. An agency may waive any charge assessed for a request pursuant to agency rules and regulations. An agency may enter into any contract, memorandum of understanding, or other agreement with

Release of Records

a requestor that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

Subpoenas

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to summons and subpoenas to appear or to produce records or evidence.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Subpoena - A time sensitive court order requiring a person or entity to appear at a particular time and place to testify as a witness at a deposition, trial or hearing and/or to provide documents, records or evidence in a legal proceeding.

Subpoena duces tecum - A time sensitive court order requiring a person to produce in court specific documents or evidence.

Subpoena/Summons Request (SSR) log - The district log documenting the receipt of each subpoena or summons delivered to the District, and that includes the document's source, the date received and the date of response to a request to produce documents or delivery to a member.

802.2 POLICY

It is the policy of the West Mason Fire to make reasonable efforts to comply with valid subpoena requests for records or evidence and personal appearances and to cooperate with court processes.

802.3 PROCEDURE

All subpoenas should be directed to the Public Records Officer or the authorized designee. The Fire Chief or the authorized designee shall be promptly informed of any subpoena request.

802.3.1 PUBLIC RECORDS OFFICER

The Public Records Officer and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Public Records Officer and properly trained are not authorized to accept subpoenas for district records.

If the Public Records Officer determines that a subpoena or a request for public records involves a request for a confidential record or relates to pending litigation against the District or District, the request should be promptly brought to the attention of the legal counsel for the District.

802.3.2 SUBPOENAS FOR RECORDS

Subpoenas for records shall be date-stamped and logged on the subpoena/summons request (SSR) log.

Subpoenas

The Public Records Officer will consult with the district privacy officer regarding any request for medical records. The Public Records Officer or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

A Declaration of Records shall be prepared, signed, copied and attached to the records provided in response to a subpoena (RCW 10.96.030). The Public Records Officer shall make reasonable efforts to produce the requested records, or provide a response noting the lack of records, by the date specified in the subpoena.

The District is entitled to recoup any reasonable costs incurred in production of business records in response to a subpoena duces tecum. The Public Records Officer should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

802.3.3 CIVIL SUBPOENAS FOR DEPOSITION OR NOTICE TO APPEAR

Upon receipt of a civil subpoena for a deposition or notice to appear, the Public Records Officer shall date-stamp and log the subpoena on the SSR log.

The Public Records Officer shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

Members shall notify their Duty Officer of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Duty Officer.

Members who are deposed will request a copy of the transcript.

802.3.4 ON-CALL SUBPOENAS

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

802.3.5 CRIMINAL SUBPOENAS

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Duty Officer of his/her appearance and contact legal counsel if he/she has any questions.

Subpoenas

802.3.6 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS

Members served with or receiving subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

802.3.7 WORKER'S COMPENSATION

A copy of any subpoena for a matter related to workers' compensation shall be promptly provided to the District Secretary and/or the risk manager.

802.4 RESPONSIBILITIES

802.4.1 MEMBERS

Members subpoenaed to appear in court for any district-related reason or who are subpoenaed to produce records or evidence shall:

- a. Document the date, time and manner of receipt.
- b. Promptly contact the Public Records Officer and provide them with a copy of the subpoena and/or summons and complaint.
- c. Make arrangements through the Public Records Officer to obtain any related reports or information.
- d. Notify their supervisor of the subpoena.
- e. Contact counsel for the District for any necessary guidance.

Employees who are subpoenaed to testify about district-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their company officer to ensure minimization of any appearances requiring the payment of overtime.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees shall be entitled to use vacation, personal leave or compensatory time off for the time they will be away from work.

Members appearing in court or appearing for court-related functions such as depositions shall appear for court or other judicial proceedings in uniform or conservative business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

802.4.2 SUPERVISORS

Subpoenas

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county or any of their officers, agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the district's legal counsel, as may be indicated by the case.

a. This requirement includes:

1. Providing testimony or information for the defense in any criminal trial or proceeding.
2. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or their officers, agents or employees.
3. Providing testimony or information on behalf of, or at the request of, any party other than any city, county or District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.

802.6 RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons in a matter related to district business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.

802.7 JURY DUTY

If a member receives a summons for jury duty and it falls on an on-duty day, the member shall promptly notify his/her supervisor. Members shall be granted leave for jury duty for the hours required by the court.

The member should obtain a jury duty excuse form from the court and present the document to his/her supervisor upon returning to work.

Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- Washington Uniform Health Care Information Act (HCIA) (RCW 70.02.005)

803.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and zip code
- Telephone or fax numbers
- E-mail addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers

Patient Medical Record Security and Privacy

- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected health information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

Protected personal information (PPI) - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c)).

803.3 RESPONSIBILITIES

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

803.4 PRIVACY OFFICER

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- a. Identify who may have access to PPI and PHI.
- b. Resolve complaints under the HIPAA.

Patient Medical Record Security and Privacy

- c. Mitigate to the extent practicable any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or HIPAA regulations.
- d. Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- e. Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5 PROCEDURE

Records containing PHI or PPI, including Pre-hospital Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at West Mason Fire facilities by authorized personnel (45 CFR 164.530(c)).

803.6 SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1 ELECTRONIC PHI SECURITY

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstation when left unattended and shall shut down their workstation when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

Personal health information may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication

Patient Medical Record Security and Privacy

measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, into the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

803.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An office is unattended when staff is physically outside the specific office area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the office.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Public Records Officer.

803.7 PHI RECORD REQUESTS

The following procedures apply to PHI record requests:

- a. Requests and subpoenas for copies of patient records shall be processed by the Public Records Officer.
- b. The Public Records Officer or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- c. Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- d. Requests for records via a valid subpoena do not require that PHI be redacted.
- e. Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- f. A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

Patient Medical Record Security and Privacy

- a. The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to, the following (45 CFR 160.103):
 1. PHI or PPI contained in e-mail or other forms of written communication
 2. Sharing of PHI or PPI on any website, blog or other form of social or public media
 3. Verbal discussions
 4. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Public Records Officer may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- a. For the district's use to carry out treatment, payment or health care operations (45 CFR 164.506)
- b. Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))
- c. Where the PHI is part of a limited data set (45 CFR 164.514(e))
- d. Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))
- e. Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c))
- f. To law enforcement as provided in this policy (45 CFR 164.512(f))
- g. Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))
- h. Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l))

803.7.3 REQUIRED DISCLOSURES

The District must disclose PHI when:

Patient Medical Record Security and Privacy

- a. The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502 (a)(2)).
- b. The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

803.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e) (1)):

- a. A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- b. A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested or a Declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested or there is a Qualified Protective Order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the Declaration must establish that:
 1. The requesting party has made a good faith effort to provide written notice to the individual, and
 2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection, and
 3. The time for the individual to raise objections to the court or tribunal has elapsed, and
 4. No objections were filed or all objections have been resolved.
 5. In lieu of a Declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that:
 - a. Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 - b. Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

Patient Medical Record Security and Privacy

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- a. In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
 1. To report certain types of wounds or other physical injuries.
 2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- b. In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)(2)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor
 5. The character and extent of injuries
 6. Date and time of treatment
 7. Date and time of death, if applicable
 8. A description of distinguishing physical characteristics

803.8 INDIVIDUAL RIGHTS

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

- a. The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- b. The right to receive their PHI confidentially (45 CFR 164.522(b))
- c. The right to inspect and copy their PHI (45 CFR 164.524)
- d. The right to request amendments to their PHI (45 CFR 164.526)
- e. The right to receive an account of disclosures of PHI (45 CFR 164.528)

Patient Medical Record Security and Privacy

803.8.1 PHI AMENDMENT REQUESTS

Patients have the right to review their PHI records, and if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526 (a)(2)):

- a. Was not created by the District.
- b. Is not part of the designated record.
- c. Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- d. Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for its denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526 (b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526 (b)(2)).

Chapter 9 - Safety

Accident, Illness, and Injury Prevention Program (AIIPP)

900.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for the implementation of a formal written Accident, Illness, and Injury Prevention Program (AIIPP) to ensure that members comply with safe and healthy work practices (WAC 296-305-01505; WAC 296-800-140).

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

This policy supplements but does not supersede any related Districtwide safety efforts.

900.2 POLICY

The West Mason Fire will adopt an AIIPP in order to comply with Washington law and enhance the safety of its members.

900.3 REQUIRED ACCIDENT, ILLNESS, AND INJURY PREVENTION PROGRAM COMPONENTS

Components of the written AIIPP will include (WAC 296-305-01505; WAC 296-800-14005):

- a. A Health and Safety Officer (HSO) (WAC 296-305-01505).
- b. A description of the entire AIIPP.
- c. A safety orientation that covers all components of the AIIPPA.
- d. Instruction on reporting injuries and the location of first-aid facilities.
- e. Instruction on reporting unsafe conditions and practices.
- f. The use and care of required personal protective equipment (PPE).
- g. The proper actions to take in emergencies, including the routes for exiting work areas during emergencies.
- h. Identification of the hazardous gases, chemicals, or materials, along with the instructions on their safe use and emergency action following accidental exposure.
- i. On-the-job review and training of the practices necessary to perform the initial job assignments in a safe manner, and how to properly address hazards.
- j. The development, supervision, implementation, and enforcement of training programs to improve the skill, awareness, and competency of all members regarding occupational safety and health (WAC 296-800-14020).

900.3.1 DISTRICT HEALTH AND SAFETY OFFICER

Accident, Illness, and Injury Prevention Program (AIIPP)

The Fire Chief will appoint the district HSO, who has both authority and responsibility for implementing, supervising, enforcing, and managing the AIIPP (WAC 296-305-01505; WAC 296-800-14025). The HSO will also act as a liaison with District risk management on district safety matters (see the Health and Safety Officer Policy).

The HSO will ensure the AIIPP remains effective in practice (WAC 296-800-140; WAC 296-800-14025).

900.3.2 DIVISION SAFETY COORDINATORS

Each Division Chief shall appoint a Division Safety Coordinator. A Division Chief with sections that have significant safety risks may appoint a section safety coordinator for each section.

Duties of Division Safety Coordinators include but are not limited to:

- Assisting the HSO to ensure implementation of the AIIPP and safety policies.
- Conducting periodic safety inspections of the district/division to identify unsafe conditions and unsafe practices.
- Maintaining safety inspection and corrective-action records.
- Ensuring that the appropriate forms for reporting hazards and making safety suggestions are available.
- Receiving those forms and assisting in their evaluation, and advising members who submit reports of any actions taken.
- Maintaining safety training records and minutes of health and safety committee meetings.
- Ensuring that the safety bulletin board contains the required information.

900.3.3 HEALTH AND SAFETY COMMITTEES

The HSO will ensure that the district health and safety committee is formed with representatives from management and labor and that the committee meets regularly. The district HSO will be chairperson of the committee. The health and safety committee is to serve in an advisory capacity to the Fire Chief. The number of employer-selected members shall not exceed the number of employee-elected members (WAC 296-305-01505).

Division Chiefs may elect to have sections with significant safety risks operate their own health and safety committees. The Section Safety Coordinator will be the chairperson and will act as a liaison with the district health and safety committee.

The health and safety committees will:

- Identify situations that may be a source of danger to members.
- Review results of district safety inspections.

Accident, Illness, and Injury Prevention Program (AIIPP)

- Review investigation reports of member injuries and illnesses and submit recommendations to district management.
- Review member reports of hazards and safety suggestions and complaints, and transmit related committee recommendations in writing to the Fire Chief (WAC 296-305-01505).
- Discuss and formulate new safety procedures; submit these and other recommendations to district management.
- Evaluate safety rules and regulations established by the District to comply with state mandates.

The frequency of health and safety committee meetings shall be determined by the committee but shall not be less than one hour per calendar quarter. Special meetings may be held at the request of any committee member. Minutes shall be taken of all health and safety committee meetings. After review by the Fire Chief or the authorized designee, the minutes shall be conspicuously posted at all stations (WAC 296-305-01505).

900.3.4 REVIEW OF SAFETY MANDATES

The AIIPP 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).

900.4 SAFETY COMMUNICATION SYSTEM

The HSO should ensure that the District communicates with members on matters of safety and health, provides understandable safety information, and encourages members to report workplace hazards and to make safety suggestions.

Members should be provided safety information through the following systems:

- District health and safety committees
- Postings of safety information
- Written communications, such as health and safety committee minutes, the Emergency Action Plan, and District and district safety memos
- General member meetings where safety is a part of the agenda
- A safety suggestion system that allows for anonymous suggestions

Accident, Illness, and Injury Prevention Program (AIIPP)

Members shall be allowed to submit written suggestions or complaints. These suggestions or complaints shall be considered by the safety committee and the Fire Chief or the authorized designee will reply to the submitting member (WAC 296-305-01505).

900.5 SAFETY INSPECTION SYSTEMS

The Division Safety Coordinator must conduct inspections of facilities, equipment, and operations monthly. Safety inspections are intended to identify both unsafe conditions and unsafe procedures. These inspections shall include but are not limited to tools, apparatus, extinguishers, protective equipment, and life-safety equipment (WAC 296-305-01505).

In addition, inspections should be conducted whenever new substances, processes, procedures, or equipment are introduced into the workplace or a hazard is recognized. Inspections must be documented. The following is the minimum information that must be included:

- The name of the person conducting the inspection
- The date of the inspection
- Any unsafe condition or unsafe procedure discovered
- Any corrective action recommendations and the date(s) of completion

Safety inspections and corrective action records must be kept on file and must not be expunged before all corrective action has been completed. Copies of all safety inspections should be forwarded to the HSO and the health and safety committee for review and possible action.

900.6 SAFETY HAZARD MITIGATION

In the event of an imminent safety hazard that cannot be immediately abated, the following actions must be initiated by the ranking officer or person who discovers the hazard:

- Remove all exposed personnel from the hazard area.
- Provide members abating the hazard with the necessary safeguards.

900.7 INJURY INVESTIGATION SYSTEM

Injury and accident investigation is a major component of a comprehensive safety program and is necessary to prevent a recurrence.

Members conducting injury investigations should understand basic accident causation in order to report detailed information that is both accurate and useful. Accidents can have two basic causes:

- a. The **direct** cause. This can include an unsafe practice or an unsafe work condition. Examples include the following:

Accident, Illness, and Injury Prevention Program (AIIPP)

1. Unsafe lifting technique
 2. Defective tool or equipment
 3. Poor housekeeping
- b. The **contributing** cause. These are contributing factors, other than the direct cause. Examples include the following:
1. Member with a poor safety attitude
 2. Member with poor eyesight
 3. Inadequate safety training

900.8 SAFETY RESPONSIBILITIES

The AIIPP will require that district members (WAC 296-305-01511; WAC 296-305-01513):

- a. Cooperate with the District and other members in efforts to eliminate accidents.
- b. Comply with safety standards contained in the Washington Administrative Code's Safety Standards for Fire Fighters (WAC 296-305-01001 et seq.) that are applicable to their own actions and conduct in the course of their employment.
- c. Notify the appropriate supervisor of unsafe work practices and unsafe conditions related to equipment, apparatus, or workplaces.
- d. Apply the principles of accident prevention and use all required safety devices, protective equipment, and safety practices as provided and/or developed by management.
- e. Take proper care of all PPE.
- f. Attend, when on-duty, required training and/or orientation programs to increase competency in occupational safety and health.
- g. Should not participate in any district operations or other functions when under the influence of alcohol or drugs. This rule does not apply to those members taking prescription drugs as directed by a physician or dentist, providing that such use does not endanger the member or others.
- h. Should not remove, displace, damage, destroy, or carry-off any safety device, safeguard, notice, or warning furnished for use in any employment or place of employment.
- i. Should not interfere in any way with the use of any safety device, method, or process adopted for the protection of any member.

Members shall comply with the above mandates and other procedures or rules that have been established to further the district's safety goals.

Division of Occupational Safety and Health (DOSH) Inspections

901.1 PURPOSE AND SCOPE

This policy establishes guidelines and responsibilities for West Mason Fire members to follow in the event that a Washington Division of Occupational Safety and Health (DOSH) inspector requests access to district property or work operations (RCW 49.17.070).

This policy does not address those inspections requested by the West Mason Fire as part of a consultation service by DOSH.

901.2 POLICY

It is the policy of the West Mason Fire for the Fire Chief or the authorized designee to designate one or more district representatives who will be responsible for facilitating a DOSH inspection. An adequate number of representatives shall be designated to accommodate the needs of the DOSH inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the DOSH inspector once he/she has arrived (RCW 49.17.100).

District members should work cooperatively with any DOSH inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the DOSH inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

DOSH inspections may be unannounced. Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified (RCW 49.17.070).

Upon entering the district worksite, the inspector will present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

DOSH inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any

West Mason Fire Policy Manual

Fire Policy

Division of Occupational Safety and Health (DOSH) Inspections

statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the District who is the subject matter expert on the topic.

At the conclusion of the inspection, the DOSH inspector will hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a DOSH inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all DOSH findings.

Washington DOSH Notification of Injury or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the District to immediately report to the Washington Division of Occupational Safety and Health (DOSH) an employment-related death or serious injury of any district members.

902.2 POLICY

The District will comply with DOSH reporting requirements in the event of a serious injury or death (WAC 296-305-01501; WAC 296-27-031).

902.3 MANDATORY NOTIFICATION

DOSH shall be notified by telephone or in person as soon as practicable, but no longer than eight hours after the District has knowledge of a work-related incident that causes (WAC 296-305-01501; WAC 296-27-031):

- a. A fatal or potentially fatal injury of any member.
- b. Injury requiring inpatient hospitalization of any member.

DOSH shall also be notified within 24 hours of a work-related incident that results in either an amputation or the loss of an eye that does not require inpatient hospitalization.

Fatalities or hospitalizations that occur within 30 days of an incident must also be reported to DOSH.

902.4 REQUIRED INFORMATION

DOSH requires the following information, if available, to be submitted with the notification (WAC 296-305-01501; WAC 296-27-031):

- a. Establishment name
- b. Location of the incident
- c. Date and time of the incident
- d. Number of fatalities, hospitalized members, amputations or members who suffered the loss of an eye
- e. Contact person and telephone number
- f. Names of injured or deceased members
- g. Brief description of the incident
- h. The type of reportable event (e.g., fatality, inpatient hospitalization, amputation, loss of an eye)

During normal business hours, the Duty Officer shall provide the information to the District Secretary directly when the injury involves a member of this district. After normal business hours, the appropriate Duty Officer shall contact Macecom to have the District Secretary notified. In either case, the District

West Mason Fire Policy Manual

Fire Policy

Washington DOSH Notification of Injury or Death

Secretary is responsible for reporting the required information to DOSH at the contact number maintained by District Secretary.

Communicable Diseases

903.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines to assist in minimizing the risk of district members contracting and/or spreading communicable diseases.

903.1.1 DEFINITIONS

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, or tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur as the result of a member's position at the West Mason Fire (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

Occupational exposure - An exposure that may be reasonably anticipated in the performance of a member's duties.

903.2 POLICY

Communicable disease exposure is an occupational health hazard and transmission is possible during emergency responses and other departmental and in-station operations. The health and welfare of each member is a joint concern and the responsibility of the member and the West Mason Fire. While each member is ultimately responsible for his/her own health, the West Mason Fire recognizes its responsibility to provide a safe workplace and to provide each member with reasonable protection from occupationally acquired communicable diseases.

It is also the policy of the West Mason Fire to provide fire, rescue, and emergency medical services to the public, despite any known or suspected diagnosis of communicable disease, and to provide post-exposure follow-up to district members in compliance with all applicable state and federal standards.

The West Mason Fire is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

903.3 HEALTH AND SAFETY OFFICER

The Health and Safety Officer shall ensure that the District has developed an exposure control plan (WAC 296-305-02501).

Communicable Diseases

The Health and Safety Officer shall also be responsible for:

- a. Investigating reports of exposures or suspected exposures to communicable diseases.
- b. Providing guidance and follow-up instructions when an exposure occurs.
- c. Communicating with hospital infection control personnel.
- d. Coordinating collection, management, security, and confidentiality of exposure records.
- e. Remaining current on legal requirements concerning bloodborne pathogens and other communicable diseases.
- f. Acting as a liaison to the Washington Department of Labor and Industry regarding communicable disease issues.
- g. Conducting periodic program audits.
- h. Ensuring that exposure report forms are available and adequate for members to properly report incidents of exposure.
- i. Coordinating with the Training Division Chief in developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- j. Coordinating reviews of the plan.
- k. Functioning as a liaison between area hospitals and district members to provide notification that a communicable disease exposure is suspected or has been determined by hospital medical personnel (WAC 296-305-02501).

903.4 EXPOSURE CONTROL PLAN

The exposure control plan shall be in writing, comply with all legal requirements, be accessible to all members, and remain consistent with the district's Accident, Illness and Injury Prevention Program and this policy (WAC 296-305-02501; WAC 296-823-100 et seq.).

903.4.1 SPECIFIC CONTENTS OF THE EXPOSURE CONTROL PLAN

The plan will include:

- a. The identification of positions with the potential for exposure, and whether those positions require personal protective equipment (PPE) per WAC 296-823-11005. This will include:
 1. Determinations of which members may experience an occupational exposure. This determination must be made without considering the use of PPE.
 2. The determinations will contain:
 - a. A list of job classifications in which all members have occupational exposure.
 - b. A list of job classifications and a description of the tasks and procedures in which some members have occupational exposure.
- b. Protocols to be followed immediately after a report of an exposure (WAC 296-305-02501).
- c. Protocols to comply with reporting requirements in the Washington Industrial Safety and Health Act (RCW 49.17.010 et seq.; WAC 296-800-110 et seq.)
- d. Measures to eliminate or minimize occupational exposure, as set forth in WAC 296-823-11010 and WAC 296-823-140, and how members will be informed of those measures. The measures should include proper hand washing (WAC 296-823-14030).

Communicable Diseases

- e. A plan for the distribution and use of PPE related to communicable diseases (WAC 296-823-150; WAC 296-305-02501).
- f. Directions for appropriate labeling of contaminated items (WAC 296-823-14025).
- g. Rules regarding worksite maintenance in accordance with WAC 296-823-14055.
- h. Rules regarding waste in accordance with WAC 296-823-14060.
- i. Procedures and a training program related to airborne transmissible diseases. This includes tuberculosis exposure and respiratory requirements (WAC 296-305-02501).
- j. Confidentiality requirements and medical protocols as set forth in WAC 296-305-02501.

903.4.2 EXPOSURE CONTROL PLAN REVIEW

The plan should be reviewed and updated at least annually by the Health and Safety Officer (WAC 296-823-11010).

The plan shall be reviewed in the event of changes to the tasks and procedures, job classifications, or technologies that may eliminate or reduce exposure. Appropriate modifications should be made to reflect any of these changes (WAC 296-823-11010).

When reviewing the plan, the Health and Safety Officer shall solicit input from members of various work areas, including those who are responsible for direct patient care and are potentially exposed to injuries from contaminated sharps, and document the comments as well as the names and positions of those who respond (WAC 296-823-11010).

903.5 EXPOSURE PREVENTION AND MITIGATION

903.5.1 GENERAL PRECAUTIONS

All human blood and bodily fluids are to be treated as if they are known to be infectious.

The minimum number of members required to complete the task safely will be used for all on-scene operations. Members not immediately needed shall remain at a safe distance (at least 6 feet) when exposure is possible or anticipated. When transporting a patient with a potentially airborne transmissible disease, members should notify the hospital staff prior to arrival to allow for immediate isolation of the patient.

Universal precautions also should be observed in the communal living environment of the fire station:

- a. Members shall not report to work with signs or symptoms of a communicable disease or any wounds that cannot be completely covered or in which exudates cannot be contained with dressings.
- b. Members shall wash their hands thoroughly for a minimum of 15 seconds with soap and water:
 - 1. Before and after handling or preparing food.
 - 2. Before eating.
 - 3. After using the restroom.
 - 4. After sneezing or coughing into hands and/or handling contaminated facial tissue.

Communicable Diseases

5. After each patient contact.
 6. After removing any PPE.
 7. After handling potentially infectious materials.
 8. After cleaning/decontaminating equipment.
- c. Activities such as eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where there is a potential for exposure to a communicable disease (WAC 296-823-14035).
- d. Food and drink shall not be stored in areas where there is a potential for communicable disease exposure (WAC 296-823-14035).

903.5.2 PATIENT CARE AND PPE

PPE is important in the defense against communicable diseases. The following procedures shall be followed:

- a. District-issued disposable latex or nitrile gloves and eye protection shall be worn prior to making any physical contact or initiating any patient treatment. If the situation dictates reusable gloves are necessary (structural or wildland gloves), and the risk of communicable disease is also present, disposable gloves shall be worn under the utility gloves (WAC 296-823-15010; WAC 296-305-02501).
- b. Disposable gloves shall be replaced as soon as practicable when contaminated, torn, or punctured; any time the ability to function as a barrier is compromised; or before contact with any other persons (WAC 296-823-15010).
- c. When possible, gloves should be changed between patients in multiple-casualty situations. Hands should be cleaned with disinfectant wipes.
- d. Disposable gloves shall not be washed or decontaminated for reuse.
- e. Approved medical aid eye protection and masks or full-face shields are mandatory whenever splashes, spray, or droplets of bodily fluids may be generated, and eye, nose, or mouth contamination can be reasonably anticipated (WAC 296-823-15015). Procedures that put the member at risk for splash/spray exposure include but are not limited to inserting airways, suctioning, childbirth procedures, and the treatment of a patient who is bleeding, vomiting, or spitting (WAC 296-305-02501).
- f. An N95 respirator/mask shall be worn when encountering an individual who is actively coughing or has a suspected or known airborne transmissible disease.
- g. A disposable mask may be placed on a patient with a potential airborne transmissible disease only when the patient does not have respiratory distress or potential respiratory compromise, and pulse oximetry confirms that the patient is not hypoxic.
- h. An approved spit hood may be placed over a patient's head if that person is attempting to bite or spit at care providers. The use of a spit hood shall not replace the members' donning of a mask and goggles when indicated. The spit hood should not be used if the patient has:
 1. The potential of developing respiratory distress or may need supplemental oxygen administration, suctioning, or insertion of an airway adjunct.
 2. A condition that indicates the need to closely monitor skin signs.

Communicable Diseases

- i. A mechanical breathing device or a mask with a one-way valve will be used when providing respiratory assistance. Mouth-to-mouth ventilation may be performed only as a last resort if the necessary equipment is not available.
- j. Disposable resuscitation devices will be immediately available at all times when on-duty. An airway bag is to be brought to the patient's side for all medical emergency calls.
- k. When in public but not assigned to a medical aid call (e.g., grocery shopping or inspections), one member of the company should have a mask with a one-way valve, gloves, goggles, and an N95 mask (WAC 296-823-15025).
- l. All members shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluids is anticipated.
- m. A fluid-resistant gown or turnout gear with vapor barrier shall be worn when bodily fluid splashes and sprays are possible (WAC 296-823-15020).
- n. All procedures involving blood or other potentially infectious materials shall be performed in a way to minimize splashing, spraying, or otherwise generating droplets of those materials (WAC 296-823-14020).
- o. Contaminated disposable supplies, including gloves, dressings, CPR masks, and single-use medical devices, shall be transported with the patient in the ambulance. The waste materials shall be disposed of in a biohazard waste container at the hospital.
- p. Disposable gloves shall be worn when handling items soiled with blood or other bodily fluids. Disposable gloves that become contaminated shall be disposed of as contaminated waste.
- q. It is the company officer's responsibility to ensure that all appropriate PPE measures are utilized as soon as it is apparent that such measures are needed.
- r. The District will provide and keep readily accessible, at no cost to members, the following PPE in sizes to fit all members (WAC 296-823-15005):
 - 1. Gloves
 - 2. Gowns
 - 3. Face shields or a combination of masks and eye protection
 - 4. Mouthpieces
 - 5. Resuscitation bags/devices (WAC 296-823-15025)
 - 6. Pocket masks
 - 7. Other ventilation devices, as needed
- s. Members who are allergic to the gloves that are normally provided will have ready access to at least one alternative (WAC 296-823-15010).

903.5.3 SHARPS AND ITEMS THAT CUT OR PUNCTURE

Members should take care when handling needles or other sharp objects at all times, using the following guidelines:

- a. A needle-free or self-sheathing device, or sharps with engineered protection, will be utilized to start intravenous medications or to draw blood.

Communicable Diseases

- b. When a needle-free or self-sheathing device, or sharps with engineered protection, is not available, the sharps shall be placed into the authorized needle guard device using a one-hand technique prior to placement in the sharps container.
- c. After use, all sharps must be immediately placed into a sharps container. This includes devices that are self-sheathing.
- d. The sharps container shall be stored in the manufacturer's recommended position at all times. At no time shall a district member reach into a sharps container.
- e. Sharps containers will be inspected each morning, secured when three-quarters full, and disposed of according to appropriate procedure.
- f. Members shall not bend, recap, or remove contaminated needles or other contaminated sharps unless they can demonstrate that there is no feasible alternative or that it is required by a specific medical procedure. If recapping is necessary, use an approved mechanical device or a one-hand technique (WAC 296-823-14010).
- g. The handling of reusable sharps and their containers shall comply with WAC 296-823-14015.

The Emergency Medical Services (EMS) supervisor shall record all needle stick and sharps injuries, including the type or brand of device involved in those injuries that may be contaminated with another person's blood or potentially infectious material, in accordance with the requirements of WAC 296-823-17010 and WAC 296-27-01109.

903.5.4 IMMUNIZATIONS

All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate immunizations and treatment. This includes making the HBV vaccination available, in accordance with applicable regulations (WAC 296-823-130).

903.6 DISPOSAL AND DECONTAMINATION

Equipment, supplies, or vehicles that have been contaminated by blood, bodily fluids, respiratory/airborne droplets, or other potentially infectious material, and personnel whose clothing or equipment has been contaminated, shall not respond to additional calls or engage in other work activities until all contaminated clothing, supplies, equipment, and vehicle interiors have been exchanged, disposed of, or cleaned and decontaminated.

Contaminated medical garments, face shields, gloves, and devices shall be cleaned and disinfected, or disposed of, in accordance with Chapter 296-823 of the Washington Administrative Code, Occupational Exposure to Bloodborne Pathogens (WAC 296-305-02501).

PPE shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal (WAC 296-823-15030). The District will clean, repair, replace, launder, and dispose of PPE, including personal clothing, at no cost to the member (WAC 296-823-15030).

903.6.1 USE OF WASTE CONTAINERS

Communicable Diseases

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus, at the clinic or hospital, or in an appropriately marked biohazard waste container at the station immediately upon return to the station.

The biohazard waste container located at the station shall be collapsible, leak-proof, red in color, or appropriately labeled with a biohazard warning, and routinely emptied. Biohazard waste containers shall be considered full when contents are three-quarters filled. Full biohazard waste containers shall be sealed or taped closed to prevent them from being inadvertently opened prior to disposal.

903.6.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Members shall wash their hands immediately (on-scene if possible) or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved germicidal disinfectant shall be used to wash one's hands, paying particular attention to the fingernails (WAC 296-823-14030).

If a member's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the member shall wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, washing shall be followed by an approved hospital strength disinfectant. If large areas of the member's skin are contaminated, the member shall shower as soon as possible, using warm water and soap and/or an approved disinfectant (WAC 296-823-14030). Medical treatment should be obtained. Eyes should be flushed and other exposed mucous membranes appropriately disinfected.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be washed, irrigated, or cleaned using an approved germicidal disinfectant and then dressed or bandaged as needed. Medical evaluation and any recommended follow-up and treatment are required.

All washing shall be done in the designated cleaning or decontamination area of the station.

903.6.3 DECONTAMINATION OF PPE

After using any reusable PPE, it shall be washed or disinfected and stored appropriately.

Any PPE that becomes punctured, torn, or loses its integrity shall be removed as soon as practicable. If the situation results in contamination of non-intact skin, the procedures in this policy shall be implemented.

Contaminated reusable PPE that must be transported prior to cleaning shall be placed into a red biohazard waste bag and labeled with the member's name, station, contents, and type of contamination. This bag should be given to the Health and Safety Officer for cleaning by an approved vendor. Gloves shall be worn when handling the biohazard waste bag and while it is being placed in the biohazard waste container. The gloves should then be included with the waste.

The Duty Officer should be contacted regarding the replacement of contaminated equipment and PPE when applicable.

Communicable Diseases

903.6.4 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Contaminated non-disposable equipment shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated items shall be transported to a hospital or the fire station for proper cleaning and disinfecting. Porous surfaces, such as nylon bags and straps, shall be brushed and scrubbed with a detergent and hot water, laundered, and allowed to dry.

Nonporous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with an approved germicidal disinfectant, rinsed, and allowed to dry.

Delicate equipment (e.g., radios, monitors, defibrillators, suction equipment) should be brushed and scrubbed very carefully, following the manufacturer's recommendation, and using a minimal amount of approved germicide. This type of equipment should never be immersed in water.

While cleaning equipment, members should pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathrooms, or areas that are not designated as cleaning/decontamination areas.

Contaminated equipment should be cleaned using an approved germicide while wearing disposable gloves and goggles. Large particles of contaminants (e.g., vomit, feces, blood clots) should first be removed using a disposable towel or other means to prevent direct contact, and properly disposed.

903.6.5 DECONTAMINATION OF CLOTHING

Contaminated clothing, such as uniforms and undergarments, shall be removed as soon as practicable and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters.

If the clothing can be washed in soap and hot water, members should do so as soon as possible. If the clothing must be dry cleaned, members should place it into a biohazard waste bag and give it to the Health and Safety Officer. The Health and Safety Officer will secure a vendor that is capable of cleaning contaminated clothing and will inform the vendor of the potential contamination.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded.

903.6.6 DECONTAMINATION OF VEHICLES AND EQUIPMENT

Members should wash equipment, such as exposed portions of the apparatus or transport ambulance, gurney, backboards, blood pressure cuffs, and traction splints, as soon as possible after an incident. After removal of gross contamination with soap and water, use the approved germicidal solution and allow to air dry. A spray bottle of the solution must be carried on all apparatus to facilitate an expedient cleanup.

Communicable Diseases

Equipment left at the hospital is to be cleaned by the hospital staff prior to returning the item. Members should contact the emergency department supervisor or the district EMS supervisor if a hospital fails to clean the equipment in a timely manner.

903.6.7 FACILITIES

The Health and Safety Officer shall ensure that an area for cleaning and decontamination is designated at each fire station. This area is to be used to keep equipment clean and sanitary and for members to wash any potential contamination from their bodies. It should be thoroughly cleaned after each use and maintained in a clean and sanitary order at all times. Activities such as eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in this area.

Contaminated supplies and equipment shall be kept in a separate location from clean/sterile supplies and equipment. Disposable gloves and goggles shall be worn when washing or handling contaminated equipment, clothing, or materials. A fluid-resistant gown shall be worn when there is the possibility of contaminated fluid splashes to clothing during cleanup procedures. When possible, one member should handle clean/sterile items and a different member should handle contaminated items.

Kitchen, bathroom, or other facilities that have not been designated as a cleaning, decontamination, or storage area will never be utilized for this purpose. Only designated sinks will be used, followed by decontamination with district-approved solution.

903.7 POST-EXPOSURE PRACTICES

In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care of district members. The priority shall be to provide the exposed member with the appropriate medical care, testing, and counseling to prevent or minimize the risk of contracting or spreading the disease (WAC 296-823-160).

903.7.1 MEMBER RESPONSIBILITY TO REPORT EXPOSURE

To provide appropriate and timely treatment should exposure occur, a member shall verbally report the exposure to his/her immediate supervisor, the Health and Safety Officer, and the EMS supervisor, and complete a written exposure report as soon as possible. Additionally, the member should document in the report whether he/she would like the person who was the source of the exposure to be tested for communicable diseases.

If the EMS supervisor is notified of a potential exposure to an airborne transmissible disease by hospital staff or county public health staff, the EMS supervisor shall notify the exposed member as soon as feasible but no later than 72 hours after notification.

903.7.2 SUPERVISOR REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

Communicable Diseases

- a. Name and Social Security number of the member exposed
- b. Date, incident number, and time of the incident
- c. Location of the incident
- d. What potentially infectious materials were involved
- e. Source of material (including the name of any involved person)
- f. Current location of the material or person
- g. Work being done during exposure
- h. How the incident occurred or was caused
- i. PPE in use at the time of the exposure
- j. Actions taken post-event (e.g., cleanup, notifications)

If the Health and Safety Officer is unavailable to seek testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought pursuant to this policy (WAC 296-823-16010).

903.7.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Any member who was exposed or suspects he/she was exposed to a communicable disease should be seen by a physician or qualified health care provider as soon as possible (WAC 296-823-16005).

The doctor or health care provider should be given the supervisor's report and the member's medical records relevant to the visit and examination, as required in WAC 296-823-16025. The blood of the exposed member shall be tested.

The health care provider will be asked to give the Health and Safety Officer and/or the District's risk manager a written evaluation of the exposed member's medical condition. A copy should be provided to the member.

The health care provider's evaluation should only contain (WAC 296-823-16030):

- Confirmation that the member received the evaluation results.
- Confirmation that the member was informed of any medical condition resulting from the exposure incident and whether further treatment or evaluation will be required.

All other findings or diagnosis shall remain confidential and are not to be included in the written report (WAC 296-823-16030).

The Health and Safety Officer must obtain and provide the member with a copy of the health care provider's evaluation within 15 days of its completion, unless the provider gives it directly to the member or is the member's personal health care provider (WAC 296-823-16030).

903.7.4 COUNSELING

The District shall provide the exposed member (and his/her family if necessary) the opportunity for counseling and consultation.

Communicable Diseases

903.8 SOURCE TESTING

Source testing should be sought when it is desired by the exposed member or when it is otherwise appropriate.

There may be several methods to obtain such testing. It is the responsibility of the Health and Safety Officer to ensure that the proper testing and reporting occur. Methods of source testing may include:

- a. Obtaining consent from any person who may be the source of an exposure. In the event that consent cannot be obtained, the related circumstances must be thoroughly documented. Testing should occur as soon as feasible when consent is provided (WAC 296-823-16010).
- b. Reporting to the county health officer when a member may have experienced an exposure. The county health officer may pursue testing for HIV, HBV, or hepatitis C (WAC 296-823-16010; WAC 246-100-205; WAC 246-100-206).
- c. Seeking a court order when the source of an exposure will not consent to testing and the testing is not otherwise obtainable (RCW 70.24.340). The court order sought should cover testing for any communicable disease as deemed appropriate by a health care provider.
- d. Permitted and mandatory disclosures for exposures (RCW 70.02.220).

The Health and Safety Officer should coordinate the testing to prevent unnecessary or duplicate testing. For example, consent of the source should not be sought again if it has already been obtained by a health care or medical service provider.

903.9 RECORDS

Reports, records, and information related to communicable disease exposures or suspected exposures are confidential and shall be maintained in a medical file separate from personnel files.

The District shall establish and maintain an accurate medical record for each member who has the potential for occupational exposure, to include (WAC 296-305-02501; WAC 296-823-170; WAC 296-823-17005):

- a. Member status regarding all required vaccinations.
- b. Results of tuberculosis skin tests.
- c. Copies of information regarding exposures.
- d. Injuries resulting from contaminated needle sticks or cuts from contaminated sharps.

Medical records that are required by this policy are to be kept confidential and shall be retained for the duration of the member's employment with the District, plus 30 years (WAC 296-802-20005; WAC 296-823-17005).

High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Manual on Uniform Traffic Control Devices for Streets and Highways, 23 CFR 655.601).

904.2 POLICY

It is the policy of the West Mason Fire that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate (PPE) at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, or render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- a. Vests will be assigned to each emergency response apparatus for each member.
- b. Vests will be assigned to each ambulance unit for each member (one additional for a paramedic trainee).
- c. Two vests will be assigned to each Duty Officer.

High-Visibility Safety Vests

- d. One vest each will be assigned to the Fire Chief, Division Chief, Assistant Chiefs, Division Chiefs, safety officers, investigators and the Public Information Officer.
- e. One vest will be assigned to each support vehicle used by district members who may be required to work on or near roadways.

904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

Body Armor

905.1 PURPOSE AND SCOPE

The West Mason Fire is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

905.2 POLICY

It is the policy of the West Mason Fire to provide body armor to district members who may be exposed to any of the occupational risks and hazards the armor is designed to protect against. The West Mason Fire authorizes members to utilize district-issued body armor whenever members believe it may be prudent or appropriate to do so. It is not the intent of the District to have members utilize body armor on a routine basis, but rather to have body armor available to personnel for situations that may be violent, potentially violent, or otherwise pose a risk to safety that the use of body armor could reduce or eliminate.

A supervisor may mandate the use of body armor in any situation or circumstance that may warrant the use of armor.

905.3 SUPERVISORY AUTHORITY AND USE CONSIDERATIONS

- a. For the purposes of this policy, a supervisor may be defined as:
 1. The Incident Commander (IC) directing any incident.
 2. Any supervisor in the Incident Command System (ICS) chain of command directing or supervising the activities of assigned personnel.
 3. The [Captain] in charge of any apparatus or crew.
 4. The senior member of any crew or functional unit when no clear lines of rank or authority exist (e.g., the senior member of a two-person rescue unit crew).
- b. In certain situations, supervisors and members of the District should strongly consider utilizing body armor. These situations include:
 1. Incidents involving mass civil disturbances, rioting, or looting.
 2. Incidents involving large-scale protesting or organized civil disturbances.
 3. Incidents involving confrontations between rival street gangs, motorcycle gangs, or other criminal enterprises.
 4. Incidents involving gunshots fired when reports or personal observations indicate that shooting is ongoing.
 5. Incidents involving groups or organizations with a known history of violent encounters or activities.
 6. Any incident when law enforcement representatives recommend the use of body armor.

905.4 CONCEALMENT OF BODY ARMOR

Body Armor

Whenever practicable, members of the District who utilize body armor should cover the armor with an overgarment that effectively conceals the armor from public view or recognition. In the event of an unanticipated violent encounter during an incident, members may don body armor without regard to concealment.

905.5 STORAGE OF BODY ARMOR

All district-issued body armor should be stored in full compliance with the manufacturer's guidance. Generally, all body armor should be stored such that it is not subject to direct sunlight or extreme temperatures and is protected from moisture or high humidity. Body armor should be stored in a location that is reasonably accessible to members, as needed. During times of known or anticipated violent events, body armor may be temporarily moved to and stored in any location that makes it more readily and quickly accessible to members.

905.6 MAINTENANCE AND SERVICE LIFE OF BODY ARMOR

All district-issued body armor shall be inspected and maintained in accordance with the manufacturer's recommendations. All district body armor will be immediately removed from service at any time that it is obviously damaged, any time it fails the manufacturer's inspection criteria, or when it has exceeded the manufacturer's warranty (WAC 296-305-02012).

905.7 SELECTION AND PROCUREMENT OF BODY ARMOR

When body armor is used by members of this district, the West Mason Fire shall provide the necessary equipment and ensure that (WAC 296-305-02012):

- a. The body armor fits properly based on the manufacturer's recommendations and is not used beyond the warranty expiration date.
- b. Members are trained in the use, limitations, and situations in which the body armor should be worn.
- c. Body armor meets the National Institute of Justice (NIJ) threat level requirements (WAC 296-305-02012(3)).

Apparatus / Vehicle Backing

906.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Officer - The member responsible for the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus. This position also may be referred to as a back-up person.

Vehicle - Any automobile or light utility vehicle owned or leased by the West Mason Fire and used for district business.

906.2 POLICY

To promote firefighter safety, it is the policy of the West Mason Fire that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver should utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only be used in emergency situations.

906.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer is responsible for deploying spotters when backing-up or as necessary to allow the safe movement of an apparatus.

Apparatus / Vehicle Backing

The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation.

If the driver loses sight of the spotter, the member shall stop apparatus until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In situations where a spotter is not available and the apparatus must be moved, the driver should park the apparatus and walk around the unit completely to identify any potential hazards. The driver should back the apparatus, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus must be backed repeatedly of for more than a short distance, the driver should repeat the walk around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or in the direction the apparatus is headed.

906.4 SPOTTER RESPONSIBILITIES

Spotters are generally used when backing-up large vehicles or fire apparatus.

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between driver and spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- a. Be constantly aware of the surroundings while performing this function.
- b. Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- c. Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
- d. Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.

Apparatus / Vehicle Backing

- e. Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- f. Maintain visual contact with the driver at all times.
- g. Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.
- h. Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- i. Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- j. Stand on the ground; never on the apparatus.
- k. Practice skills as time permits.

Heat Illness Prevention Program

907.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation.

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations (WAC 296-62-09510).

907.1.1 DEFINITIONS

Definitions related to this policy include:

Fireground rehabilitation - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

- Also refer to the Mason County Emergency Medical Care Protocols.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat Illness Prevention Program

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Temperature is usually 104 or higher.

907.2 POLICY

It is the policy of the West Mason Fire to require member participation in the heat illness prevention program and the accompanying training.

907.3 PROCEDURE

This Heat Illness Prevention Program shall apply to all emergency operations and training exercises in outdoor environments from May 1 to September 30 where outdoor temperature action levels are above those listed in WAC 296-62-09510 Table 1 and personnel are exposed to heavy physical exertion and/or combinations of clothing, exertion levels, temperature and humidity which could cause heat illness.

907.4 RESPONSIBILITIES

Members working in adverse heat environments should consume water at a minimum rate of one quart per hour. The District will ensure that a sufficient quantity of drinking water is available at all times and that the members have the opportunity by take short breaks to stay hydrated (WAC 296-62-09540).

A rehabilitation group will be established by the Incident Commander when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to, the following:

- **Length of the operation** - The two-bottle rule should generally be observed during structure fires. After the use of two self-contained breathing apparatus (SCBA) air bottles, (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples. For wildland fires, supervisors should closely monitor work tempo and hydration needs to maintain work capacity of the crew for the entire shift.
- **Amount of exertion** - Company officers should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts must be established when outdoor temperature action levels exceed those identified in WAC 296-62-09510 Table 1 and there is a potential for extended operations. High humidity also plays a role and should be considered.

Heat Illness Prevention Program

- **Communication** - It may be difficult for the Incident Commander to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the Incident Commander to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every company officer to monitor the condition of all firefighters for signs of heat stress or fatigue (WAC 296-62-09550). When these conditions are noted, the officer shall advise the Incident Commander and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. Employees are responsible for monitoring their own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration (WAC 296-62-09530). There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation and utilizing sufficient means to cool down and rehydrate can prevent illness and injury.

All members involved in combat suppression or strenuous work events should be evaluated by a rehabilitation group prior to returning to in-service status. Medical personnel should evaluate and measure members through established medical screening protocols as approved by local medical control.

Respiratory Protection Program

908.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators, and other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. This policy is not meant to address communicable disease protection addressed elsewhere (RCW 49.17.050; WAC 296-305-01003; WAC 296-842-100 et seq.; WAC 296-305-04001).

908.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

908.2 POLICY

It is the policy of the West Mason Fire to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a company officer or Incident Commander (IC) based on an evaluation of the hazard. Members shall not be required or allowed to enter or work in, hazardous conditions without proper respiratory protection and shall be trained in the proper use and care of these devices.

908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection.

The administrator shall:

- a. Maintain, implement, and administer a written respiratory protection program.
- b. Ensure the written respiratory protection program and related procedures are followed and appropriate.

Respiratory Protection Program

- c. Ensure the procedures and written respiratory protection program address relevant mandates.
- d. Ensure selected respirators continue to effectively protect members.
- e. Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- f. Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
 - 1. Respirator fit during use
 - 2. Any effects of respirator use on work performance
 - 3. Respirators being appropriate for the hazards encountered
 - 4. Proper use under current work site conditions
 - 5. Proper maintenance
- g. Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.
- h. Provide direction for respirator selection.
- i. Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

908.4 USE OF RESPIRATORY PROTECTION

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other district-approved procedures recommended by the respirator manufacturer.

Company officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the company officer shall re-evaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

Respiratory Protection Program

- The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- The member needs to replace the respirator or the filter, cartridge, or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

Members shall be allowed to use only the make, model, and size respirator with which they have passed a fit test in the last 12 months.

908.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include but are not limited to:

- Entering an area that may be oxygen deficient, such as confined spaces, trenches, unventilated structures, or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the company officer or IC.

Members using SCBAs shall operate in teams of two or more. Only members with a properly fitting facepiece shall be permitted by the District to function in a hazardous atmosphere with SCBA.

Any time members are working inside a confined space, they shall be provided with SCBA or an air-line respirator with an escape bottle, and they shall use the equipment unless the safety of the atmosphere can be established by testing and continuous monitoring (WAC 296-305-05113).

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

908.4.2 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air.

Company officers or the Incident Commander may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include but are not limited to:

Respiratory Protection Program

- a. Hazardous materials incidents where members are not working in the hot zone.
- b. Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- c. Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

908.4.3 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. The correct cartridge must be selected prior to use.

A company officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease, and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste, or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

908.4.4 USE OF N95 MEDICAL MASKS

N95 masks are a class of disposable respirators that are approved by the Food and Drug Administration and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants, that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention guidelines for the prevention of tuberculosis exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

908.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

908.5.1 SCBA REQUIREMENTS

Respiratory Protection Program

SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved by NIOSH.

The West Mason Fire shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

908.5.2 COMPRESSED BREATHING AIR

Any purchases of compressed breathing air from a vendor or breathing air made by the District shall be tested and documentation maintained certifying the following:

- a. Breathing air shall be tested quarterly by using an air sample taken from the same outlet and in the same manner as the respirator breathing air cylinders are filled or the air-line respirators are connected.
- b. Breathing air meets the requirements of either the 2003 edition of NFPA 1989, Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection or the 2018 edition of ANSI/CGA G6-1 Commodity Specification for Air, with a minimum air quality of grade D.
- c. A water vapor level of 24 ppm or less.

908.6 RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

Each new member shall be fit tested before being permitted to use SCBAs in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator.

After initial testing, fit testing shall be repeated:

- a. At least once every 12 months.
- b. Whenever there are changes in the type of SCBA or facepiece used.
- c. Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, any other condition that may affect the fit of the facepiece seal).

908.6.1 RESPIRATOR FIT TESTING PROCEDURES

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use.

The fit test procedures and test exercises set forth in WAC 296-842-15005 and WAC 296-842-22010 shall be followed.

908.6.2 FIT TESTING RECORDS

Respiratory Protection Program

The Training Division Chief shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the district records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include:

- a. Name of person tested.
- b. Test date.
- c. Type of fit test performed.
- d. Description (e.g., type, manufacturer, model, style, size) of the respirator tested.
- e. Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a printout or other recording of the test).
- f. The written guidelines for the respirator fit testing program, including pass/fail criteria.
- g. Instrumentation or equipment used for the test.
- h. Name or identification of test operator.

908.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter, and if any of the following conditions arise between annual tests:

- a. A member reports medical signs or symptoms that are related to the ability to use a respirator.
- b. A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- c. Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.
- d. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Training Division Chief shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

Members and their representatives may examine and copy their medical evaluation records (WAC 296-842-12010).

908.8 SCBA INSPECTION, MAINTENANCE, AND STORAGE

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include but is not limited to:

Respiratory Protection Program

- a. All alarm devices on the SCBA should be tested for proper operation.
- b. Any SCBA or respirator that is not operating properly or is below district standard air volume shall be taken out of service immediately until the problem is remedied.
- c. Rubber facepiece:
 - 1. Excessive dirt
 - 2. Cracks, tears, holes
 - 3. Distortion from improper storage
 - 4. Cracked, loose, or scratched lenses (full facepiece)
 - 5. Broken or missing mounting clips
- d. Head straps:
 - 1. Breaks or tears
 - 2. Loss of elasticity
 - 3. Broken or malfunctioning buckles or attachments
 - 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- e. Inhalation and exhalation valves:
 - 1. Detergent residue, dust particles, or dirt on the valve seal
 - 2. Cracks, tears, or distortion in the valve material or valve seal
 - 3. Missing or defective valve covers
- f. Filter elements:
 - 1. Proper filter for the hazard
 - 2. Approved designation (NIOSH)
 - 3. Missing or worn gaskets
 - 4. Worn thread
 - 5. Cracks or dents in filter housing

908.8.1 MAINTENANCE

Members should thoroughly clean and sanitize all SCBA and respirators after each use. Respirators should be cleaned and sanitized according to manufacturer recommendations.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

In cases where there is a reported failure of a respirator, it shall be removed from service, tagged and recorded as such, and tested before being returned to service.

908.8.2 INSPECTION

Respiratory Protection Program

Respirator inspections shall cover all of the following:

- a. Respirator function
- b. Tightness of connections
- c. The condition of the facepiece, head straps, valves, connecting tubes, and cartridges, canisters, or filters
- d. Pliability and deterioration of elastomeric parts
- e. Maintenance of air or oxygen cylinders
- f. Making sure SCBA air cylinders are at 90 percent of the manufacturer's recommended pressure level
- g. Proper functioning of SCBA regulators when air flow is activated
- h. Proper functioning of SCBA low-pressure warning devices when activated

Inspections for emergency respirators shall be certified by documenting the inspection date, serial number, inspector's name, findings, and required action, if any.

Inspections may be documented by either writing the information on a tag or label attached to the respirator compartment, or including the information in an inspection report (paper or electronic) that is accessible to members.

The SCBA cylinders shall be hydrostatically tested within the periods specified by the manufacturer and the applicable government agencies.

908.8.3 REPAIR

Respirators that are not functioning properly shall be repaired or replaced before being returned to service. If respirators fail inspection or are not functioning properly (e.g., leakage, vapor or gas breakthrough, increased breathing resistance) all of the following apply:

- a. Respirators will not be used until properly repaired or adjusted.
- b. Only NIOSH-certified parts may be used for a repair.
- c. Repairs and adjustments must only be made by appropriately trained individuals. A manufacturer, or a technician trained by the manufacturer, shall repair or adjust reducing and admission valves, regulators, and warning devices on SCBAs or air-line respirators.

The manufacturer's recommendations and specifications for the type and extent of repairs are to be followed.

908.8.4 POST-USE PROCEDURES

At the end of suppression activities (to include fire overhaul) and before returning to quarters:

- a. Firefighters shall be decontaminated prior to removal of respirators whenever firefighting activities result in exposure to a hazardous substance. Gross/field decontamination will be the method used.

Respiratory Protection Program

- b. When exchanging air supply bottles during suppression or overhaul activities, reasonable precautions shall be taken to maintain an uncontaminated atmosphere for the breathing zone and facepiece supply hose.

908.8.5 RESPIRATOR STORAGE

Respirators in storage shall be protected against:

- Dust.
- Sunlight.
- Heat.
- Extreme cold.
- Excessive moisture.
- Damaging chemicals.

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges, and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible.

Emergency respirators, including mouthpiece respirators and those that are limited to escape-only use by their NIOSH certification, shall be kept accessible to the work area and inside compartments or covers that clearly identify them. Any additional storage instructions from the respirator manufacturer shall be followed. An adequate number of emergency respirators shall be stored in each area where they may be needed.

908.8.6 FLOW TESTING

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

908.9 EXPOSURES

Respiratory Protection Program

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

- Difficulty breathing.
- Dizziness, headache, or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet for the exposure agent should be obtained.

Personal Alert Safety System (PASS) Devices

909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (WAC 296-305-02017).

909.2 POLICY

It is the policy of the West Mason Fire to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device. The District shall provide written procedures for the use, care and maintenance of personal alarm devices (WAC 296-305-02017; WAC 296-305-07002(1)).

909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982, 1993 edition and WAC 296-305-02017.

Members should wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All PASS devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations (WAC 296-305-02017(2)).

Health and Safety Officer

910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

910.2 POLICY

It is the policy of the West Mason Fire that the HSO will be appointed by the Fire Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement (WAC 296-305-01507).

910.3 QUALIFICATIONS

The district's HSO should be a member with qualifications and training that include:

1. Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
2. Knowledge of the physical and behavioral health and fitness factors unique to the fire service.
3. Knowledge of health and safety hazards involved in firefighting and related activities.
4. Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
5. Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
6. Management skills appropriate to the operation of a safety and health program.
7. The physical capability to conduct operations at an incident scene.
8. The following certifications and courses:
 1. Fire Instructor I (NFPA Instructor I)
 2. NFPA Instructor II
 3. NFPA Fire Officer I
 4. Training Program Management
 5. Incident Safety Officer
 6. Health and Safety Officer

910.4 ADMINISTRATIVE RESPONSIBILITIES

Mandatory duties of the HSO include (29 CFR 1910.132; RCW 49.17.050; WAC 296-305-01507):

- a. Plan and coordinate safety activities.
- b. Ensure the effectiveness of the Accident, Illness, and Injury Prevention Program (AIIPP) (WAC 296-800-14025).
- c. Work closely with the safety committee.

Health and Safety Officer

- d. Ensure accidents are investigated and procedures are in place so that investigations will be handled appropriately (WAC 296-305-01501; WAC 296-305-01503).
- e. Devise corrective measures to prevent accidents.
- f. Ensure behavioral and physical health and safety training for all members (WAC 296-305-05502; WAC 296-800-14020).
- g. Ensure that members comply with safety directives and management responsibilities (WAC 296-305-01509; WAC 296-305-01001 et seq.).
- h. Ensure that required records, including but not limited to the following, are kept (WAC 296-305-01507):
 1. Accidents
 2. Injuries
 3. Inspections
 4. Exposures
 5. Medical monitoring
 6. Safety meetings
 7. Apparatus
 8. Equipment
 9. Protective equipment
 10. Other district safety activities

The HSO, through the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards. The HSO shall maintain a liaison with staff officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions (WAC 296-305-01507).

910.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of HSO to monitor scene safety and enforce appropriate safety and health practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

910.6 HEALTH AND SAFETY INCIDENT REVIEW

Health and Safety Officer

The HSO should review safety and health incident reports and ensure copies are forwarded to the safety committee (see the Accident, Illness, and Injury Prevention Program Policy).

Vehicle Safety Belts

911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision.

911.2 POLICY

It is the policy of the West Mason Fire that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased, or rented by this district, or in any privately owned vehicle while on-duty. Members providing emergency medical care shall be restrained to the extent consistent with the effective provision of care. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained as described above (WAC 296-305-04503; WAC 246-976-290).

911.3 INOPERABLE SAFETY BELTS

No person shall operate district vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Fire Station Safety

912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the West Mason Fire members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

912.2 POLICY

It is the policy of the West Mason Fire that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in district facilities to ensure the workplace is free from recognized hazards (WAC 296-800-110; WAC 296-305-06501). All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

912.3 PROCEDURE

For the safety of all occupants, the on-duty officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station (WAC Chapter 296-800):

a. Safety notifications

1. Install and maintain a safety bulletin to post important safety notifications, emergency phone numbers, and important safety education information (WAC 296-800-19005).
2. Post a current job safety and health law poster where it can be easily seen by employees (WAC 296-800-20005). Current posters are available free of charge at any Labor and Industries Office or at the agency's website.

b. Personal protective equipment (PPE)

1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with battery fluid, grinders, drills, saws, welding equipment, mowers, edgers, and while working under vehicles (WAC 296-305-02004; WAC 296-305-06503; WAC 296-800-16050).
2. Protective clothing or equipment that needs to be decontaminated shall not be allowed in areas designated for sleeping, food preparation, living, or personal hygiene (WAC 296-305-06505).
3. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, and other tools or other operations).

Fire Station Safety

4. Protective clothing shall not be stored in personal lockers unless specifically identified for that purpose and shall not be stored in living, kitchen, or personal hygiene areas.
5. Wear hearing protection in compliance with the Hearing Loss Prevention and Noise Control Training Policy.
- c. Station first-aid kit
 1. Each fire station shall maintain a first-aid kit with the minimum complement of items identified in WAC 296-305-01517.
- d. Housekeeping and personal hygiene
 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly and sanitary condition. Storage of emergency medical supplies and equipment shall be in a dedicated enclosure separate from other areas and maintained per the manufacturer's instructions (WAC 296-305-06505).
 2. Clean and repair the source of water leaks quickly to avoid mold growth.
 3. Smoking is prohibited in the building or within 25 feet of an entrance, exit, or operable window, as provided in the Smoking and Tobacco Use Policy (RCW 70.160.030; WAC 296-800-24005).
 4. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is being worn.
 5. Maintain cooking appliances and eating utensils in good working order.
 6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
 7. Provide and clearly label first-aid supplies.
 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- e. Cooking
 1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
 3. Do not let pot handles extend over the counter.
- f. Safe lifting
 1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
 2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle.
 3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- g. Walking surfaces and exits
 1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.
 2. Remove any objects that block hallways and/or passageways.
 3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
 4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
 5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.

Fire Station Safety

6. Ensure all areas of the building are adequately illuminated.
7. Ensure beds are located to cause minimum interference during dressing.
- h. Apparatus floor
 1. Mark ladders, pike poles, and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.
 2. Use caution and handrails when exiting apparatus.
 3. Maintain apparatus doors in a safe, operable condition.
 4. Maintain a minimum of three feet of clearance around all apparatus in the station (WAC 296-305-06509).
 5. Ensure that the floors are kept free of grease, oil, water, and tripping hazards. The floors shall have slip-resistant surfaces on areas where members would normally mount or dismount the apparatus (WAC 296-305-06509).
 6. No class I or class II combustible liquids shall be used for cleaning purposes to remove grease or dirt from apparatus (WAC 296-305-06509).
- i. Equipment machinery and tools (WAC 296-305-06519)
 1. Observe safety precautions when operating all equipment, machinery, and tools.
 2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
 3. Mount all equipment and machinery securely to the surface on which it sits.
 4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
 5. Work rests and tool rests on grinders shall be adjusted to a maximum opening of 1/8 inch to the grinding wheel.
 6. Ensure all power tools are adequately grounded.
 7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
 8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
 9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- j. Electrical wiring, fixtures, and controls (WAC 296-800-280)
 1. Maintain minimum requirements for clear access around all electrical control panels.
 2. Ensure all electrical equipment is inspected, safe, grounded, and used for its approved purpose.
 3. Maintain electrical fittings, boxes, cabinets, and outlets in good condition.
 4. Ensure all flexible cords and cables are approved and in good condition.
 5. Ensure all electrical tools and equipment do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.
- k. Fire extinguishers and fire prevention (WAC 296-800-300)
 1. Ensure fire extinguishers are of the proper type for the expected hazards and distributed so they are readily accessible.
 2. Ensure portable fire extinguishers are kept fully charged, in operable condition, and left in their designated place.

Fire Station Safety

3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
 4. Test the fire alarm system as required by the fire code.
 5. Ensure a qualified person services the sprinkler system as required by the fire code.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least minimum required clearance below all sprinkler heads.
- I. Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
 3. Store hazardous materials separately from food, food preparation, and eating areas.
 4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 5. Store cylinders of compressed gas in an upright position, away from combustible materials.
 6. Avoid wearing or storing turnout gear in the living quarters or buildings.
 7. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 8. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

Ground Ladders

913.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the ground ladders are periodically inspected and tested for compliance with the standards set forth in Washington law and the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders (WAC 296-305-06006).

913.2 POLICY

It is the policy of the West Mason Fire to perform testing, inspection, and certification of all ground ladders for the safety of district members and to comply with applicable standards.

913.3 INSPECTION AND TESTING

All district-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ground ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be visually inspected at least once a month and after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service (WAC 296-305-06006).

Ground ladder testing and certification should be performed by a trained, qualified district member or a qualified vendor.

913.3.1 NEW LADDERS

New ground ladders purchased by the District shall be constructed, tested, and certified in accordance with applicable NFPA standards (WAC 296-305-06006). If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance with NFPA standards, the ladder may be placed in service with no further testing.

913.3.2 MANUFACTURER'S RECOMMENDED USE

Members of the District shall climb ground ladders with the fly in when this is not in conflict with the manufacturer's recommendations.

When the manufacturer's recommendations are to climb with the fly out and ladders are used routinely in the fly out configuration, members may nonetheless climb and descend the ladder with the fly in when adverse conditions exist (WAC 296-305-06006(2)).

Ground Ladders

913.4 RECORDS

The Duty Officer shall be responsible for maintaining comprehensive records of all ladder testing, repair, and certification for the service life of each ladder.

Personal Protective Equipment

915.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect West Mason Fire members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities (WAC 296-305-02001).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respiratory Protection Program Policy.

915.2 POLICY

It is the policy of the West Mason Fire to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

915.3 PPE STANDARDS AND REQUIREMENTS

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard.

The [Department_Agency] shall apply the following guidelines, requirements, and standards (WAC 296-305-02001; WAC 296-305-02002; WAC 296-305-02004; WAC 296-305-03002):

- a. The PPE provided shall minimally meet nationally recognized standards and all state-required standards (WAC 296-305-02001; WAC 296-305-02002; WAC 296-305-02004; WAC 296-305-03002).
- b. When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Division Chief in charge of the [DivisionMajor] where the equipment will be used.
- c. PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- d. The Training Division Chief shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- e. Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- f. Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- g. PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- h. PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

915.3.1 HEAD PROTECTION

Personal Protective Equipment

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI-designated standard number and date, and the ANSI-designated class of helmet. Protective helmets shall, at a minimum, meet the requirements of NFPA 1972, Standard on Helmets for Structural Firefighting, 1987 edition (WAC 296-305-02004). Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard.

915.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. Primary face and eye protection that is appropriate for the hazard shall be provided for, and used by, members exposed to the specific hazard. The District shall provide and require that members wear approved face and eye protection that is suitable for the hazard (WAC 296-305-02004; WAC 296-305-02501).

915.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall either be destroyed or removed and shall not be worn until properly cleaned (WAC 296-305-02004).

915.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (WAC 296-305-02004; WAC 296-305-02501).

Personal Protective Equipment

915.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard (WAC 296-305-02004).

915.3.6 PERSONAL FALL PROTECTION SYSTEMS

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (WAC 296-305-02019).

915.3.7 WILDLAND FIREFIGHTING CLOTHING AND EQUIPMENT

Members engaged in wildland fire suppression duties must wear a protective clothing ensemble as directed by the [Department Agency]. The [Department Agency] shall use NFPA 1977 as a guideline for selecting wildland PPE. Wildland firefighting PPE shall consist of the following (WAC 296-305-07012):

- a. Head protection
- b. Flame resistant upper and lower torso clothing designed for high heat and prolonged work periods
- c. Gloves
- d. Goggles
- e. Boots
 - 1. Must be sturdy, slip-resistant lace-up style leather boots that are a minimum of 8 inches high from the top of the sole to the top of the boot.

Chainsaw protection shall be provided to members using chainsaws in wildland firefighting activities and shall meet the specifications as identified in WAC 296-305-07006.

915.4 SELECTION, CARE, AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

915.4.1 SELECTION

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer (HSO) Policy).

The PPE selection process should include:

The selection process should evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

Personal Protective Equipment

- a. A risk assessment may at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
 - 1. The assessment should include a review of the current risk assessment and necessary changes.
- b. The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- c. Considerations should include the following:
 - 1. PPE performance expectations, to include thermal and physiological effects
 - 2. Style and design for user comfort and wear performance
 - 3. Construction for quality, durability, and garment life
 - 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs, as identified in WAC 296-305-02001 and WAC 296-305-02002
 - 5. Any necessary changes to operating procedures
- d. Firefighting PPE that contains perfluoroalkyl and polyfluoroalkyl substances (PFAS) chemicals should be avoided (RCW 70A.400.030).

915.4.2 INSPECTION

There are two primary types of PPE inspection:

Routine inspection - Firefighters shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspection should include the following, as applicable:

- a. Coat, trousers, gloves, and hood should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - a. Rips, tears, and cuts
 - b. Damaged/missing hardware and closure systems
 - c. Thermal damage, such as charring, burn holes, and melting
 - d. Damaged or missing reflective trim
 - e. Shrinkage
 - f. Loss of elasticity or flexibility at openings
 - g. Excessive wear to liners
- b. Helmets should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage to the shell, such as:
 - a. Cracks, crazing (small cracks), dents, and abrasions

Personal Protective Equipment

- b. Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
- 4. Physical damage to ear flaps, such as:
 - a. Rips, tears, and cuts
 - b. Thermal damage, such as charring, burn holes, and melting
- 5. Damaged or missing components of suspension and retention systems
- 6. Damaged or missing components of the goggle system including:
 - a. Discoloration
 - b. Crazeing (small cracks)
 - c. Scratches to goggle lens, limiting visibility
- 7. Damaged or missing reflective trim
- c. Footwear should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - a. Cuts, tears, and punctures
 - b. Thermal damage, such as charring, burn holes, and melting
 - c. Exposed or deformed steel toe, steel midsole, and shank
 - d. Loss of water resistance
- d. Fall protection should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - a. Cuts, tears, and punctures
 - b. Thermal damage, such as charring, burn holes, and melting
 - c. Excessive stretching
 - d. Distorted or damaged hardware

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every six months or whenever routine inspections indicate a problem may exist (WAC 296-305-02001; WAC 296-305-02002).

Advanced inspections shall only be conducted by trained and certified members or a manufacturer-approved vendor certified to conduct advanced inspections (WAC 296-305-02002). All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognized standards.

915.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions should apply to the cleaning of PPE:

- a. Soiled and contaminated PPE elements shall undergo either a routine/Preliminary Exposure Reduction (PER), an advanced cleaning, or a specialized cleaning.

Personal Protective Equipment

- b. Soiled and contaminated PPE should not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- c. Commercial dry cleaning shall not be used.
- d. The District will examine the manufacturer's label and user information for specific cleaning instructions.
- e. Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- f. Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- g. All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- h. District standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.

1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:

- a. Initiate cleaning at the incident scene.
- b. Brush off any dry debris.
- c. Gently rinse off debris with a water hose.
- d. If necessary, scrub gently with a soft bristle brush and rinse off again. Spot clean utilizing a utility sink.
- e. Inspect for soiling and contamination and repeat the process if necessary.
- f. All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.

2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.

- a. The district's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner.
- b. Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
- c. Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.

3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.

- a. The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.

Personal Protective Equipment

- b. The district's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminate and consult the manufacturer for an appropriate decontamination agent and process.
- c. PPE components contaminated with blood, body fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

915.4.4 REPAIR OF DAMAGED PPE

Damaged PPE shall not be used (WAC 296-305-02002). The district's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to members while repairs are being made.

915.4.5 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- PPE shall not be stored in direct or indirect sunlight or exposed to ultraviolet radiation or fluorescent lighting when it is not being worn.
- PPE shall be clean, dry, and well-ventilated before storage.
- PPE shall not be stored in airtight containers unless the container is new and unused.
- PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.

915.4.6 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to district procedures.

915.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the district's HSO. All fittings shall be completed by the HSO and/or by a manufacturer's representative.

Personal Protective Equipment

- Members shall only use district-issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other district facilities.

915.5.1 ISSUING PPE TO CAREER PERSONNEL

All career personnel will be issued two (2) complete sets of structure PPE.

- Helmet
- Coat
- Pants
- Gloves
- Hood
- Boots

This equipment will be available at all times to facilitate decontamination as required with causing the member to be out of service during a shift.

915.6 MEMBER-PROVIDED PPE

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the HSO prior to use. All personally owned PPE is subject to the requirements of this policy.

915.7 PPE TRAINING

The Training Division Chief should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (WAC 296-305-02001):

- a. Determining when PPE is necessary and what kind should be used.
- b. How to properly wear, adjust, and remove PPE.
- c. The limitations of the PPE.
- d. Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- e. New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- f. The useful life and disposal of PPE.

Personal Protective Equipment

- g. Members provided fire shelters must be trained in their use and must receive refresher training at least annually (WAC 296-305-07012). For additional information, refer to the Wildland Fire Shelter Deployment Training policy.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

915.8 PPE RECORD-KEEPING

The [Department_Agency] shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- a. The name of the member to whom the element is issued.
- b. The date and condition of the element when issued.
- c. The manufacturer, model name, or design.
- d. The manufacturer's identification number, lot number, or serial number.
- e. The month and year of manufacture.
- f. The dates and findings of all advanced inspections.
- g. The dates and findings of complete liner inspections.
- h. The dates of advanced cleaning, specialized cleaning, decontamination, or sanitation, and by whom it was performed.
- i. The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- j. The date the element was removed from service (retirement).
- k. The date and method used to dispose of the element.
- l. A written notice from a seller that PPE contains PFAS chemicals and the reason PFAS chemicals were added shall be retained for at least three years from the date of the purchase. The District is required to provide this notice and associated sales documents upon request to the Washington Department of Ecology within 60 days (RCW 70A.400.030).

915.9 PPE RETIREMENT

PPE ensembles and elements should be retired as follows:

- a. When worn or damaged to the extent that the District deems that it is not possible or cost-effective to repair.
- b. When no longer useful for emergency operations.
- c. If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

Personal Protective Equipment

915.10 SPECIAL INCIDENT PROCEDURE

If any member of the West Mason Fire suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- a. The PPE will immediately be removed from service.
- b. Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- c. All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- d. The PPE shall be made available to the district's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- e. The Fire Chief or the authorized designee shall determine the retention period for the storage of PPE.

915.11 REPORTING

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

Hazardous Energy Control

916.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum control requirements mandated by WAC 296-803-100 et seq. for hazardous energy control. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and program review requirements.

916.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-803-099):

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up, or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who performs lockout or tagout of machines or equipment, in order to clean, repair, service, set up, or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods, and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical, or thermal).

916.2 POLICY

It is the policy of the West Mason Fire to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment.

916.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. District members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include but not be limited to:

Hazardous Energy Control

- a. Guidelines and procedures that specifically outline the scope, purpose, authorization, rules, and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including but not limited to:
 1. A statement of the intended use of the procedure.
 2. Procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
 3. The procedural steps for the placement, removal, and transfer of lockout and tagout devices.
 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout, and other hazardous energy control devices.
- b. As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- c. The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include but is not limited to:
 1. Extrication tools
 2. Chain saws
 3. Hydraulic systems (e.g., rack, jacks)
 4. Complex electrical systems (e.g., generators, pumps, radios)

916.4 ENERGY CONTROL PROCEDURES

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (WAC 296-803-500):

- a. Notifying all affected personnel.
- b. Applying lockout and/or tagout devices appropriately.
- c. Relieving all stored and residual energy after lockout/tagout devices have been applied.
- d. Verifying that the machine or equipment is isolated before starting work.
- e. Removing lockout/tagout devices and energizing the machine or equipment.
- f. Protecting members to ensure continuous lockout/tagout during shift or personnel changes or when performing group lockout/tagout.
- g. Coordinating with outside employers servicing or maintaining district machines or equipment.

916.5 PROGRAM REVIEW

The West Mason Fire shall conduct a periodic review of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (WAC 296-803-700).

- a. The periodic review shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being reviewed.
- b. Where lockout and/or tagout are used for hazardous energy control, the authorized member shall provide a review of roles and responsibilities to the members.

Hazardous Energy Control

- c. The Health and Safety Officer shall certify that the periodic reviews have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included, and the name of person performing the review.

916.6 TRAINING

The Training Division Chief shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include but is not limited to the following topics (WAC 296-803-600):

- a. Definitions of hazardous energy
- b. Workplace hazards
- c. Work techniques, hazards, and injuries involved in energized equipment
- d. Lockout and tagout procedures, equipment, and its proper use
- e. Authorized and affected employees
- f. Safety precautions required when energized electrical equipment is not under the control of an authorized member
- g. Refresher training on an annual basis, depending on the results of the annual review process

916.7 TRAINING RECORDS

The Training Division Chief shall document the hazardous energy control training provided to members both initially and annually and shall retain those records according to the district's established records retention schedule. Documentation shall include (WAC 296-803-60005):

- a. The dates of the training sessions.
- b. A list of the topics or a summary of the content of the training sessions.
- c. The name or other identifier and rank of the members who received the training.
- d. The names, certificate number, and qualifications of persons conducting the training.

Hazard Communication

917.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous chemicals in the workplace (WAC 296-901-14002).

917.2 POLICY

It is the policy of the West Mason Fire to develop, implement and maintain a written chemical hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS).

917.3 PROCEDURE

The Fire Chief or the authorized designee shall appoint an officer to develop, implement and maintain a written hazard communication program that includes, but is not limited to (WAC 296-901-14010):

- a. A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- b. The methods the District will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in employee work areas.
- c. The District shall make the written chemical hazard communication program available, upon request, to members, their designated representatives, the Washington Department of Labor and Industries and the National Institute of Occupational Safety and Health (NIOSH).
- d. The District shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information (WAC 296-901-14012):
 1. Product identifier
 2. Signal word
 3. Hazard statement
 4. Pictogram
 5. Precautionary statements
 6. Name, address and telephone number of the chemical manufacturer, importer or other responsible party

917.4 SAFETY DATA SHEETS

Hazard Communication

The District shall have a SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with WAC 296-901-14014.

917.5 TRAINING REQUIREMENTS

See the Hazard Communication Program Training Policy.

Roadway Incident Safety

918.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth district Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

918.2 POLICY

It is the policy of the West Mason Fire to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

918.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief should ensure that the District adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

918.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

Procedures should also include any requirements in the manual of uniform traffic control devices adopted by the state, including but not limited to the following (WAC 468-95-010):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the West Mason Fire. This policy supplements any rules that govern employment practices for the West Mason Fire.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the West Mason Fire provides equal opportunities for applicants and district members regardless of 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. The District does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

1000.3 RECRUITMENT

The Administration Division should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- a. Identification of racially and culturally diverse target markets.
- b. Use of marketing strategies to target diverse applicant pools.
- c. Expanded use of technology and maintenance of a strong internet presence. This may include an interactive district website and the use of district-managed social networking sites, if resources permit.
- d. Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- e. Member referral and recruitment incentive programs.
- f. Consideration of shared or collaborative regional testing processes.

The Administration Division shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The District should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 SELECTION PROCESS

The District shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the District should employ a

Recruitment and Selection

comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Washington law (15 USC § 1681 et seq.; RCW 19.182.020)
- Local, state, and federal criminal history record checks (after determination that the candidate is qualified for the position) (RCW 49.94.010)
- Polygraph or voice stress analyzer examination (when legally permissible) (RCW 49.44.120)
- Medical and psychological examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment

1000.4.1 VETERAN PREFERENCE

The District will provide veteran preference points as required by RCW 41.04.010.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the West Mason Fire.

1000.5.1 NOTICES

The Administration Division shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Washington's Fair Credit Reporting Act (15 USC § 1681d; RCW 19.182.010; RCW 19.182.020; RCW 19.182.110).

1000.5.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the Washington State Patrol Identification and Criminal History Section (WASIS) or provided by a third party, may have restrictions on the access, use, security, and release of the information. The Administration Division shall establish procedures to ensure compliance with any applicable requirements and security limitations.

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Recruitment and Selection

Due to the potential for accessing unsubstantiated, private, or protected information, the Administration Division shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (RCW 49.44.200).

The Administration Division Chief should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate and validated.
- The District fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Administration Division Chief should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors

Recruitment and Selection

- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the District and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The District Secretary should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

1000.7.1 STANDARDS FOR FIREFIGHTERS

Generally, the standards may include the following requirements. The candidate should:

- a. Be at least 18 years of age by the closing date of the recruitment period.
 1. OR before any driving or live fire exercises.
- b. Be in possession of a high school diploma or a General Equivalency Diploma (GED).
 1. Consideration given to high school seniors who are on track to graduate prior to EMT class.
- c. Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- d. Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- e. Meet the minimum standards established by the National Fire Protection Association (NFPA).
- f. Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.
- g. Be a U.S. citizen or have proof of a legal right to work in the U.S.

1000.8 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal.

1000.9 RETENTION

Recruitment and Selection

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, forms of recognition, etc.

Performance Evaluations

1001.1 PURPOSE AND SCOPE

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

1001.2 POLICY

The District evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to 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.

1001.3 PROCEDURE

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

Each evaluation will cover a specific time period and should be based on the employee's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

1001.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period.

Performance Evaluations

Performance evaluation reports shall be completed as defined by the District Secretary by specific job classification for all other full-time personnel during the probationary period.

1001.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

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

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1001.5.1 RATINGS

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

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

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

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

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

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

Performance Evaluations

1001.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1001.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of the annual evaluation, the reviewing supervisor shall require the employee to read the District and district harassment and discrimination policies. Following such a review, the supervisor shall provide the employee a form to be completed and returned by the employee, certifying:

- a. That the employee understands the harassment and discrimination policies.
- b. Whether any questions the employee has have been sufficiently addressed.
- c. That the employee knows how and where to report harassment policy violations.
- d. Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy and that has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed form shall be attached to the performance evaluation report. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

1001.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first level supervisor on the quality of the ratings provided to employee.

1001.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the District Secretary.

Performance Evaluations

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the West Mason Fire.

1002.2 POLICY

The West Mason Fire determines promotions and transfers in a nondiscriminatory manner. It is the policy of the West Mason Fire to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the District based on these criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- a. Presents a professional, neat appearance
- b. Maintains a physical condition which aids in their performance
- c. Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making ability
 4. Personal integrity and ethical conduct
 5. Leadership
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to organizational goals and objectives in a positive manner

1002.4 TRANSFERS

The following position is defined as a transfer and is not considered a promotion:

- Training Division Chief

1002.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

Promotions and Transfers

- Three years of experience
- Completion of the probationary period with the West Mason Fire
- Expressed interest in the transfer position
- Education, training, and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national training or certification for the transfer position

1002.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- a. Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- b. The supervisor recommendations should be submitted to the Division Chief for whom the candidate will work. The Division Chief should schedule interviews with each candidate.
- c. Based on supervisor recommendations and those of the Division Chief after the interview, the Division Chief should submit his/her recommendation to the Fire Chief.
- d. Transfers will be made by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1002.5 PROMOTIONS

Specifications for promotional opportunities are on file with the West Mason Fire.

1002.6 TRAININGMANAGER RESPONSIBILITIES

It is the responsibility of the Training Division Chief to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

Position Descriptions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

1003.2 POLICY

It is the policy of the West Mason Fire to develop unique position descriptions for each assignment within an established rank or classification.

1003.3 PROCEDURE

The District Secretary will generally develop and maintain classification specifications (e.g., firefighter, fire captain, Duty Officer). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to assure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

Classification Specifications

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the West Mason Fire.

1004.2 POLICY

It is the policy of the West Mason Fire to coordinate with the District Secretary for the development of job classifications unique to the District.

1004.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the District Secretary to develop, update and maintain the job classifications. These should include information from collective bargaining agreements with each employee group; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1004.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a captain assigned to the Training Division will have the same job specification, but will have a considerably different position description than a captain assigned to the DivisionFireSuppression Division). Position descriptions may be addressed in the contracts with the various employee groups or in the Position Descriptions Policy.

Career Tracks

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish specific career tracks for each classification specification within the West Mason Fire.

1005.2 POLICY

It is the policy of the West Mason Fire to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the District shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

1005.3 PROCEDURE

The West Mason Fire District Secretary shall maintain all information on classification specifications, promotional opportunities and career tracks.

Fire Officer Development

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to define the required and recommended competencies in the West Mason Fire Fire Officer Development Program.

1006.2 POLICY

It is the policy of the West Mason Fire that, in order to train and develop members for supervisory roles, it will utilize such resources as the Center for Public Safety Excellence (CPSE), the National Fire Academy's (NFA) Executive Fire Officer Program (EFOP); the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications; and other district-approved certification programs for the professional development of fire officers.

Educational Incentives

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the educational incentives available to West Mason Fire members pursuant to the collective bargaining agreement or the established personnel agreement, and to establish a system of accessing the benefits.

1007.2 POLICY

It is the policy of the West Mason Fire that the educational incentives established in the collective bargaining agreement or the established personnel agreement shall be available to all members who meet the defined requirements.

Tuition Reimbursement

1008.1 PURPOSE AND SCOPE

The District appreciates and encourages members who are willing to devote their time to education and training. This tuition reimbursement policy is intended to encourage members to become better qualified for their present duties and to prepare for advancement within the West Mason Fire by taking courses from an accredited institution.

1008.2 POLICY

It is the policy of the West Mason Fire to establish a tuition reimbursement policy and to review requests for tuition reimbursement to ensure the following criteria are met.

1008.2.1 ELIGIBILITY

Tuition reimbursement eligibility will be limited to full-time employees who have completed at least one probationary period. To be approved, a course must have as its purpose the objective of improving the capacity of the member to perform the duties to which he/she is assigned or to increase his/her readiness to assume broader responsibilities within the realm of public safety. Where practical, members will be encouraged to attend local, accredited public education institutions.

1008.2.2 FUNDS AVAILABILITY

A portion of the employee's costs may be reimbursed in the amount specified by the District. This includes tuition, registration fees, laboratory or similar materials fees, and fees for parking. Specifically excluded are student body fees and fees levied for student services or social activities.

1008.2.3 MAXIMUM CREDIT HOURS PER YEAR

The maximum amount of credit hours that may be claimed for the purpose of tuition reimbursement is determined by the District. Programs with an accelerated course of study leading to a bachelor's, master's or a doctorate degree may be eligible for reimbursement as determined by the Fire Chief but in no case should exceed the limits outlined elsewhere in this policy.

1008.2.4 OTHER CONSIDERATIONS

Correspondence courses are not included in the scope or intent of this policy unless the training is of exceptional value to the District and is not available from any educational institution located within reasonable distance of the West Mason Fire.

West Mason Fire vehicles may not be used for transportation to and from a class and no allowance will be given for mileage or transportation costs.

Class attendance and assignments should be completed on the employee's own time. No compensation in any form will be authorized for class attendance or the completion of class assignments.

Tuition Reimbursement

In order to request a tuition reimbursement, a grade of satisfactory (e.g., C or better) must be achieved for undergraduate courses and a grade of above average (e.g., B or better) must be achieved for graduate courses.

1008.3 PROCEDURE

Approval of the Fire Chief or the authorized designee should be obtained in advance of enrollment. To request reimbursement, satisfactory evidence of fees paid, other allowable expenses and proof of satisfactory completion of the course must be submitted to the Fire Chief or authorized designee for approval and then forwarded for processing of the payment. Copies of diplomas, certificates or grade notices shall be retained in the employee's file.

1008.4 RESPONSIBILITY

The District Secretary is responsible for District-wide administration and coordination of this policy. The District should use this policy for employee development in keeping with city goals and with the current and anticipated district needs. The Fire Chief should administer this policy for the employees within the limits of the funds that have been allocated for this purpose.

1008.5 RECORDS

The Training Division Chief should retain all records of training completed by employees in accordance with established records retention schedules.

1008.6 TAX CONSIDERATIONS

It is highly recommended that employees receiving a reimbursement consult with their tax adviser. Tuition reimbursement may be considered taxable income in some instances. The District will report tuition reimbursement payments to the Internal Revenue Service (IRS) in accordance with state and federal tax codes.

Reporting for Duty

1009.1 PURPOSE AND SCOPE

This policy describes the district's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1009.2 POLICY

It is the policy of this district to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

1009.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

It is the member's responsibility to contact his/her station and/or immediate supervisor before the start of the duty shift if the member is not going to arrive in time to relieve the previous shift on time.

1009.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company officers shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Duty Officer. Company officers may not be absent from their place of assignment without the specific permission of a Duty Officer.

1009.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but not be limited to, placing personal protective equipment on the member's assigned apparatus and donning the appropriate uniform.

1009.6 PERSONAL APPEARANCE

All members should be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1009.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

1009.8 INABILITY TO REPORT FOR DUTY

Reporting for Duty

Members should notify their company officer at his/her duty assignment location as soon as practicable of any inability to report for duty at the time required. If members are unable to make contact with the company officer at the duty station, members should notify the duty Duty Officer.

1009.9 EMERGENCY RECALL

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel as safely as possible to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1009.10 RELIEVED FROM DUTY FOR VIOLATIONS

Any company officer may relieve a member under his/her command from duty, when in the company officer's judgment an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Duty Officer, followed by written charges and documentation in accordance with district procedures.

Emergency Recall

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the West Mason Fire to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

1010.1.1 DEFINITIONS

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the West Mason Fire and neighboring jurisdictions.

1010.2 POLICY

It is the policy of the West Mason Fire to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employee's working at the scene, and to ensure adequate resources are available for additional emergency calls (NFPA 1710-8). In some instances, this may require the emergency recall of employee's.

1010.3 PROCEDURES

The Fire Chief, or any other Chief Officer or Duty Officer may initiate an emergency recall by providing Macecom or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1010.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area
- Two or more incidents causing a high demand for resources at different locations
- Numerous incidents causing a peak demand on the entire resource system
- Any time designated by the Fire Chief or the authorized designee

1010.3.2 COMCENTER RESPONSIBILITIES

Emergency Recall

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and collective bargaining agreements. Dispatch or the other designated resource should follow the establish procedure when implementing an emergency recall.

1010.3.3 FIREFIGHTER RESPONSIBILITIES

Firefighters should reply to an emergency recall notification within 10 minutes with their status and estimated time of arrival, and, if applicable, report for duty with their personal protective equipment.

1010.3.4 EXCEPTIONS

Members may not refuse an emergency recall notice. Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

1010.4 OTHER RESOURCES

If sufficient resources cannot be assembled by an emergency recall, the District may consider other options such as:

- Automatic aid
- Mutual aid
- Additional Chief officers

Overtime Compensation Requests

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by West Mason Fire employees and to establish an overtime payment request process.

1011.2 POLICY

It is the policy of the West Mason Fire to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District.

1011.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime payment shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District. Non-exempt employees who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement or by the allowance of accrual of compensatory time off should submit a request for overtime payment as soon as practicable after overtime is worked.

The individual employee may request compensatory time in lieu of receiving an overtime payment. However, the employee may not exceed the number of hours allowed by the collective bargaining agreement or District rules and regulations.

1011.4 OVERTIME PAYMENT REQUESTS

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Administration Division. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1011.5 ACCOUNTING FOR OVERTIME

Employees should record the actual time worked in an overtime status. In some cases, a collective bargaining agreement may stipulate that a minimum number of hours will be paid. In such cases, the supervisor should enter the actual time worked.

West Mason Fire Policy Manual

Fire Policy

Overtime Compensation Requests

1011.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour, as indicated below:

TIME WORKED	INDICATE ON CARD
1 to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

1011.5.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same incident or activity, and the amount of time for which payment is requested varies between the employees, the Duty Officer or other approving supervisor may require each employee to include the reason for the variation.

1011.6 SALARIED PERSONNEL

This is to authorize Salaried to be compensated for overtime when deployed on a mobilization or any out of district incident that offers reimbursement to West Mason Fire. Salaried personnel normal work schedule is Monday to Friday 8:00 am to 4:00 pm totaling 40 hours per week. While on mobilization or out of district incident, overtime hours shall be considered anything outside of them employee's normal work schedule and shall include weekends. All overtime shall be paid to the employee at the calculated overtime rate (1.5 x normal hourly rate).

West Mason Fire is responsible for billing the AHJ for the actual cost of the employee while assigned to the incident.

Discriminatory Harassment

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1012.2 POLICY

The West Mason Fire 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 District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District 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 District 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.

1012.3 DEFINITIONS

Definitions related to this policy include:

1012.3.1 DISCRIMINATION

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

1012.3.2 RETALIATION

Discriminatory Harassment

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.

1012.3.3 SEXUAL HARASSMENT

The District 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.

1012.3.4 ADDITIONAL CONSIDERATIONS

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 Washington State Human Rights Commission 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 district rules or regulations, or any other appropriate work-related communication between supervisor and member.

1012.4 RESPONSIBILITIES

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

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the District Secretary, or the Fire Commission Chairperson.

Discriminatory Harassment

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.

1012.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the District Secretary, or the Fire Commission Chairperson for further information, direction, or clarification.

1012.4.2 SUPERVISOR RESPONSIBILITIES

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 District Secretary in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1012.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- a. Behavior of supervisors and managers should represent the values of the District and professional standards.
- 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.

1012.5 INVESTIGATION OF COMPLAINTS

Discriminatory Harassment

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 Mason Fire that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1012.5.1 SUPERVISOR RESOLUTION

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.

1012.5.2 FORMAL INVESTIGATION

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 District Secretary, or the Fire Commission Chairperson.

1012.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. 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.

1012.6 NOTIFICATION OF DISPOSITION

Discriminatory Harassment

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

1012.7 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- Approved by the Fire Chief, the Fire Commission Chairperson, or the District Secretary, depending on the ranks of the involved parties.
- Maintained in accordance with the established records retention schedule.

1012.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Conduct and Behavior

1013.1 PURPOSE AND SCOPE

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

1013.2 POLICY

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

1013.3 PROFESSIONAL CONDUCT

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 District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. 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 District should be familiar with the expected standard of behavior, both on- and off-duty.

1013.4 INTERACTION WITH THE PUBLIC

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 (RCW 49.60.030).

1013.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (RCW 49.60.030).

1013.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Conduct and Behavior

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.

1013.7 CONFORMANCE TO LAWS

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

1013.8 DEROGATORY OR MALICIOUS STATEMENTS

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

1013.9 POLITICAL ACTIVITY

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 District.

1013.10 SEXUAL ACTIVITY

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.

1013.11 ILLEGAL GAMBLING

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 district-issued or owned by the member.

1013.12 GIFTS AND GRATUITIES

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 District or the District.

Conduct and Behavior

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of a member or seeks to affect the performance of a member 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 RCW 42.23.070.

1013.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division 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.

1013.14 ABUSE OF POSITION

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 district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1013.15 PUBLIC STATEMENTS AND APPEARANCES

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 District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

Personnel Complaints

1014.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. 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 District's District Secretary.

1014.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District 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 district to ensure that the community can report misconduct without concern for reprisal or retaliation.

1014.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district 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 district 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 response to specific incidents by the District.

1014.3.1 CLASSIFYING COMPLAINTS

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

Informal - A matter in which the member's Duty 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.

Personnel Complaints

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 designated district representative, 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 designated district representative, 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.

1014.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1014.4.1 AVAILABILITY OF COMPLAINT FORMS

Personnel complaint forms will be available and clearly visible in public access locations within district facilities. Forms will also be available on the district website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Duty Officer any suggestions for improvement or changes.

1014.4.2 SOURCES OF COMPLAINTS

- a. Members of the public may make complaints in any form, including in writing, by e-mail, in person or by telephone.
- b. Any district 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.
- e. Administrative Offices, i.e. State or County Auditor, Law Enforcement Agency, Labor and Industries.

1014.4.3 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, 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

1014.5 COMPLAINT DOCUMENTATION AND TRACKING

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 District should audit the log and send an audit report to the Fire Chief or the authorized designee.

1014.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1014.6.1 SUPERVISOR RESPONSIBILITIES

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. District 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 Duty Officer, Division Chief 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 Duty Officer of the accused member, via the chain of command. The Duty Officer will forward a copy of the complaint to the Division Chief 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 Duty Officer, Division Chief or Fire Chief.
- d. A supervisor investigating any complaint should:
 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of noninjury.

Personnel Complaints

- 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 District Secretary and the Duty Officer 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 District 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 Duty Officer.
- g. Unresolved citizen complaints shall be forwarded to the Duty Officer 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.

1014.6.2 INVESTIGATION PROCEDURES

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

- a. Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the District 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.

Personnel Complaints

- e. No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- 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 failing to do so. 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.
- 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 polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1014.6.3 UNIFORM DISCIPLINARY ACT INVESTIGATIONS

The District will comply with the provisions of the Uniform Disciplinary Act as required for any member who is subject to the Act and under investigation for unprofessional conduct (RCW 18.130.010 et seq.).

1014.6.4 INVESTIGATION FORMAT

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.

Personnel Complaints

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 and documents) should be attached to the report.

1014.6.5 ADMINISTRATIVE LEAVE

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 District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or the authorized designee shall notify the District Secretary in writing of the employee's administrative leave and the cause for the leave. This applies to all staff, volunteers, and commissioners.

If the alleged misconduct involves a violation of County, State, or Federal Law, the subject of the complaint shall be placed on immediate administrative leave.

1014.7 POST-INVESTIGATION PROCEDURES

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.

1014.7.1 DIVISION CHIEF RESPONSIBILITIES

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

The Division Chief 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 Division Chief 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 Division Chief 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.

1014.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

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 Division Chief for further investigation or action.

Personnel Complaints

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 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 District. 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.

1014.8 PRE-DISCIPLINE MEMBER RESPONSE

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.

1014.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

Personnel Complaints

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.

1014.10 POST-DISCIPLINE APPEAL RIGHTS

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

1014.11 AT-WILL AND PROBATIONARY MEMBERS

At-will and probationary members 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. 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.

Outside Employment

1015.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any West Mason Fire members considering outside employment.

This policy should not apply to volunteers so long as they do not violate section 1015.4, or be construed as having a conflict of interest.

1015.2 POLICY

It is the policy of this district to allow members to engage in employment other than with the District if the Fire Chief determines that such outside employment is not in conflict with his/her duties and the duties, functions and responsibilities of the District.

Members shall not represent the District while performing outside employment.

1015.3 PROCEDURE

No member shall be employed or self-employed in any manner outside of District employment without prior written authorization from the Fire Chief.

Any member requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable the Fire Chief to determine whether to approve the request. At a minimum the request should include the number of hours, types of duties and the physical demands of the proposed employment.

1015.3.1 REVIEW OF FINANCIAL RECORDS

Prior to providing written approval for outside employment, the District may request that a member provide his/her personal financial records for review/audit if the District has reason to believe a conflict of interest exists. Failure of the member to provide the requested personal financial records could result in denial of the outside employment approval.

If, after approving a request for outside employment, the District has reason to believe that a conflict of interest exists based on a financial reason, the District may request that the member provide his/her personal financial records for review/audit. If the member does not provide the requested records, his/her outside employment approval may be revoked.

1015.4 PROHIBITED OUTSIDE EMPLOYMENT

The Fire Chief, at his/her discretion, may deny any outside employment request submitted by a member seeking to engage in any activity which:

Outside Employment

- a. Involves the member's use of district time, facilities, equipment or supplies, or the use of the district badge, uniform, prestige or influence for private gain or advantage.
- b. Involves the member's receipt or acceptance of any money or other consideration from anyone other than this district for the performance of an act which the member, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the member's duties as a member of this district.
- c. Involves the performance of an act in other than the member's capacity as a member of this district that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this district.
- d. Involves time demands that would render performance of the member's duties for the District less efficient.
- e. Involves time demands that would affect the member's regular work shift or ability to respond to emergencies or mandated overtime.
- f. Involves employment with an individual or organization that does business with the District.
- g. Would otherwise compromise the ability of the District to conduct its business in an efficient manner.
- h. Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the District.

1015.5 WITHDRAWAL OF APPROVAL FOR OUTSIDE EMPLOYMENT

Any outside employment approval may be withdrawn under the following circumstances:

- a. Should a member's performance at the District decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Fire Chief may, at his/her discretion, withdraw approval for any outside employment.
- b. Withdrawal of approval of outside employment may be included as a term or condition of sustained discipline.
- c. If, at any time a member's conduct or outside employment conflicts with the provisions of district policy, the approval for outside employment may be withdrawn.
- d. When a member is unable to perform at a full-duty capacity due to an injury or other condition, approval of outside employment may be withdrawn until the member has returned to full-duty status for any of the following reasons:

Outside Employment

1. The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the district's medical advisers.
2. The outside employment performed requires the same or similar physical ability as would be required of an on-duty member.
3. The member fails to make timely notice of his/her intention to continue outside employment to his/her supervisor.

1015.6 APPEALS

If a member's outside employment request is denied or withdrawn, the member should be informed of the action and reason in writing.

The member may file a written notice of appeal to the Fire Chief within 10 days of the date of the written denial or withdrawal.

If the member's appeal is denied, the member may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement.

1015.7 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her outside employment, the member should promptly submit written notification of such termination to the Fire Chief. Any subsequent request for renewal or continued outside employment should be processed and approved through normal procedures set forth in this policy.

Members should also promptly submit in writing to the Fire Chief any material changes in outside employment, including any change in the number of hours, types of duties or demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material should report the change.

District members, who are engaged in outside employment while on full duty and are placed on disability leave or temporary modified duty due to illness or injury, should inform their immediate supervisor in writing as soon as practicable regarding whether they intend to continue to engage in outside employment while on leave or modified-duty status.

1015.8 PROHIBITED USE OF DISTRICT RESOURCES

Members are prohibited from using any district equipment or resources in the course of or for the benefit of any outside employment. This includes access to official records or databases of this district or other agencies through the member's position with this district.

Personal Projects On-Duty

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1016.2 POLICY

It is the policy of the West Mason Fire to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- a. Personal projects shall not interfere with emergency response demands.
- b. Personal projects shall not interfere with other assigned station duties.
- c. At their discretion, the company officer or Duty Officer may deny or revoke permission for a personal project while on-duty.
- d. District resources shall not be used for personal projects.
- e. Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- f. All district policies must be followed while engaged in the personal project.
- g. West Mason Fire shall incur none of the costs of the project, unless it is directly related to the district and permission of the supervisor is granted.
- h. If any district equipment is broken while working on a project not related to the function of West Mason Fire, the employee or volunteer shall replace the equipment at their cost.

1016.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- a. Any project for which someone other than the District is compensating the member.
- b. Any project that has no association to the District and/or the fire service.
- c. Any project that has no personal, career-related or promotional value.
- d. Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

Personnel Records

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance, retention of, and access to personnel files in accordance with established law.

1017.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- a. Personal data, including marital status, family members, educational and employment history or similar information.
- b. Medical history, including medical leave of absence forms, fitness for duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- c. Election of employee benefits.
- d. Member advancement, appraisal or discipline.
- e. Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- f. Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1017.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

District file - Any file maintained in the office of the District or the District Secretary as a permanent record of a member's employment with the District.

Division file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Supervisor log entries - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the District.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

1017.2 POLICY

It is the policy of the District to maintain the confidentiality of its members' personnel information.

Personnel Records

1017.3 REQUESTS FOR DISCLOSURE

All records kept by Washington State public agencies are considered public unless they are covered by specific disclosure statutes (RCW 42.56.070).

Private personnel records that are exempt from public disclosure include but are not limited to:

- a. Applications for public employment.
- b. Residential addresses, personal electronic mail addresses, and telephone numbers.
- c. Performance evaluations which do not discuss specific instances of misconduct.
- d. Medical information (RCW 70.02.005 et seq.).
- e. Industrial insurance (workers' compensation), claim files and records (RCW 51.28.070).
- f. Employee identification numbers.
- g. Taxpayer information, such as tax withholding data (RCW 42.56.230).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the designated district official charged with the responsibility of responding to such requests.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The designated district official charged with the responsibility of responding to requests for disclosure of personnel records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require assistance of the district's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Fire Commission Chairperson, District's Attorney, or attorneys or representatives of the District in connection with official business.

1017.3.1 NOTICE TO MEMBER

Upon receipt of a request for information located exclusively in a member's personnel records, the Public Records Officer is responsible for providing notice to the member, the union representing the member, and to the requestor, that includes the following information (RCW 42.56.250):

- a. The date of the request
- b. The nature of the requested record relating to the member
- c. That information in the record will be released if not exempt from disclosure at least 10 days from the date the notice is made

Personnel Records

- d. That the member may seek to enjoin release of the records under RCW 42.56.540 (court protection of public records)

1017.4 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Any person who maliciously and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates or otherwise discloses the residence address or telephone number of any member of this district will be subject to discipline and/or termination and the penalties of all applicable laws.

1017.5 MEMBER ACCESS TO OWN FILE

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files (RCW 49.12.240; RCW 49.12.250).

A member may annually request that all information contained in his/her personnel file subject to disclosure be reviewed by the District for any irrelevant or erroneous information. Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or within 30 days provide the member with a written explanation why the contested item will not be removed. If the member disagrees with the explanation, the member may submit a written statement containing a rebuttal or the correction and have it placed in his/her personnel file (RCW 49.12.250(2)).

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.
- Records of an employee relating to the investigation of a possible criminal offense (RCW 49.12.260).
- Records of an employee compiled in preparation for an impending lawsuit which would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts (RCW 49.12.260).

Commendations and Meritorious Service

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reporting and collecting reports of exceptional public service and for the evaluation and process for district awards.

1018.2 POLICY

It is the goal of the West Mason Fire to recognize members through an awards system for exceptional performance.

1018.3 PROCEDURES

Community and district members may report acts of exceptional public service through any district supervisor.

1018.3.1 TYPES OF AWARDS

The types of awards offered by the West Mason Fire include:

- a. Letter of Appreciation from a citizen or coworker
- b. Letter of Appreciation from the Fire Chief
- c. Company Citation
- d. Commendation
- e. Meritorious Service Award
- f. Life-saving Award

1018.3.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member.

Any member of the public may submit a nomination by completing an Award Nomination Form, available at and all fire stations during normal business hours, and submitting it to the Administration division.

1018.3.3 AWARD CRITERIA, APPROVAL AND PRESENTATION

The Fire Chief should appoint a review committee to review each report of exemplary performance or award nomination. Each report and nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or recordings, copies of incidents, interviews with additional members or witnesses or other information.

Commendations and Meritorious Service

Each report and nomination should be evaluated on its own merit, with the following criteria as a guideline:

- a. If a report or nomination is determined to be for individual performance expected during the normal course of a member's assigned job duties, the review committee may elect to present the member with a copy of the report and nomination and place a copy in the member's personnel file. A Duty Officer should approve this presentation. A supervisor should present the letter to the member in the presence of the company or station members.
- b. If a nomination is determined to be for individual performance beyond what is expected during the normal course of a member's assigned job duties, the review committee may choose to have a Letter of Appreciation drafted to the member, for the Fire Chief's signature, detailing the specifics of the incident and how the member excelled. A Duty Officer should approve this award before sending the letter to the Fire Chief for signature. The Duty Officer should present the Letter of Appreciation to the member in the presence of the company or station members.
- c. If an award nomination is determined to be for team performance beyond what is expected during the normal course of a company's assigned job duties, the review committee may elect to have a Company Citation drafted to the company, for the Fire Chief's signature, detailing the specifics of the incident and how the company excelled. A Duty Officer should approve this award before sending the letter to the Fire Chief for signature and should present the letter to the company in the presence of other members of the battalion, if practicable.
- d. If an award nomination is determined to be for individual or team performance well beyond what is expected during the normal course of assigned job duties, the review committee may elect to have a Commendation drafted, for the Fire Chief's signature, detailing the specifics of the incident. The Fire Chief should approve this award. The Fire Chief should present this award, at his/her discretion, in a manner befitting the circumstances.
- e. If an award nomination is determined to be for individual or team performance extraordinarily beyond what is expected during the normal course of assigned job duties, such as life-saving at significant risk of injury or death to the member, the review committee may elect to have a Meritorious Service Award conferred by the Fire Chief. The Fire Chief should approve this award. This award should typically be conferred publicly, at the discretion and direction of the Fire Chief.

1018.4 REVIEW DISPOSITIONS

The review committee should review award reports and nominations at least quarterly. Each nomination should be given a disposition of:

- a. Copy of nomination placed in the member's file
- b. Letter of Appreciation, approved/disapproved

Commendations and Meritorious Service

- c. Company Citation, approved/disapproved
- d. Commendation, approved/disapproved
- e. Meritorious Service Award, approved/disapproved
- f. Life-saving Award

Grievance Procedure

1019.1 PURPOSE AND SCOPE

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 district 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

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 District 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

It is the policy of this district 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 district is to promote free verbal communication between members and supervisors.

1019.3 RETALIATION PROHIBITED

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

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

Members are encouraged to communicate with supervisory personnel 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 occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or District Secretary without first reporting the information to their immediate supervisor or 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

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the District Secretary are notified.

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.

Grievance Procedure

1019.4.3 RESOLVING GRIEVANCES

- a. Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.
- 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 Duty Officer.
- c. If a successful resolution is not found with the Duty Officer, the member may request a meeting with the Fire Chief.
- d. If the member and the Fire Chief 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 District executive 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 District executive is considered final.

1019.5 RESPONSIBILITIES

1019.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the District. 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.

Grievance Procedure

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 or to the District Secretary.

1019.5.2 SUPERVISORS

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- a. Document all grievances received and all steps taken to resolve the issue.
- b. Forward the documentation to the Administration Division Chief through the chain of command.
- c. Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- d. 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.

1019.5.3 COMMAND STAFF

Command staff should ensure prompt resolution of all grievances, including the following:

- a. Timely grievance recognition and acceptance
- b. Appropriate documentation of the process and investigation
- c. Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- d. Timely communication of the outcome to the grieving member

1019.6 MEMBER REPRESENTATION

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

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division Chief.

1019.8 GRIEVANCE AUDITS

West Mason Fire Policy Manual

Fire Policy

Grievance Procedure

The Administration Division Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Administration Division Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

Wellness and Fitness Program

1020.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.

Physical Fitness

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1021.2 POLICY

It is the policy of the West Mason Fire to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- a. Meet the physical demands required on emergency responses.
- b. Reduce the risk of member injury or illness.
- c. Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties, (e.g., emergency responses, public education, training activities or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

1021.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Duty Officer and the company officer. In all cases, the location for physical fitness must be within the company's first-in response area or approved arrangements for coverage, be consistent with this policy and not result in a response delay.

All Division Fire Suppression members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the company officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.

At the discretion of the District, one or more of the following may apply:

- a. Station physical fitness equipment

Physical Fitness

1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.
- b. Fitness club membership
 1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the district's discretion, with fitness club memberships for on-duty physical fitness activities.

1021.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties. Activities may include, but are not limited to, the following:

- a. Stretching
- b. Running, jogging, walking or rowing
- c. Weight training (with spotter present)
- d. Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle)
- e. Core strengthening
- f. Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag)
- g. Physical fitness activities as recommended by the district's Wellness and Fitness Program Policy and/or qualified peer fitness trainers (PFTs)
- h. Member participation in competitive or contact sports is not recommended while on-duty.

1021.5 INJURY PREVENTION

- a. When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to, the following:
 1. Insufficient warm-up

Physical Fitness

2. Poor core stabilization
 3. Exceeding physical capabilities
 4. Improper equipment use
 5. Defective equipment
 6. Lack of proper instruction
- b. Members who are participating in physical fitness activities are expected to:
1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 3. Maintain realistic goals and limits for physical fitness routines.
 4. Develop an understanding of how to use fitness equipment properly and safely.
 5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it if necessary.
 6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.

Critical Incident Stress Debriefing

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing Program. The West Mason Fire recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1022.2 POLICY

It is the policy of the West Mason Fire to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

1022.3 CISD PROGRAM

The District should establish a committee responsible for implementing and managing the CISD Program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who are representative of all levels of district personnel. The district's safety and health officer serves as the committee chairperson.

State, local and peer organizations provide CISD programs and teams. These resources can prove beneficial and reduce costs.

Functions of the committee include, but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops or seminars.
- Distributing CISD-related information to members.

Critical Incident Stress Debriefing

- Providing the administrative and technical support needed to implement CISD activities.
- Assisting in the recruitment and training of peer support personnel.
- Coordinating and following-up on requests for CISD.

1022.4 CISD COMPONENTS

The CISD Program should include pre-incident, on-scene and post-incident activities, including education, diffusion of emotional reactions and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor/Management Wellness and Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

1022.4.1 ACTIVATION

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death or suicide of a firefighter, police officer or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate or delayed emotional response
- Cumulative trauma from multiple incidents.

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support personnel or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the

Critical Incident Stress Debriefing

incident including, but not limited to, communications personnel, law enforcement officers and paramedics or ambulance personnel.

Any member may request peer support or professional help as needed, on an individual basis.

1022.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- a. The duties and responsibilities of mental health professionals include the following:
 1. Supervise and advise on all clinical aspects of the program.
 2. Ensure the quality of CISD services.
 3. Offer clinical support and program guidance to the CISD committee and peer support personnel.
 4. Assist in the selection of new peer support personnel.
 5. Provide guidance to peer support personnel.
 6. Assist in training peer support personnel and with continuing education.
 7. Advise on the development of policy and written operational CISD protocols.
- b. Mental health professionals involved in the CISD program should have the following qualifications:
 1. Be a licensed mental health professional.
 2. Be trained and experienced in a recognized CISD model.
 3. Demonstrate experience in counseling emergency services personnel.
- c. The duties and responsibilities of peer support members include the following:
 1. Assist and support the CISD mental health professionals as necessary.
 2. Provide referrals to mental health professionals, where appropriate.
 3. Providing support and basic education to members and their families.
 4. Serving as a CISD provider with mental health professionals.
 5. Complete training and supervision necessary for the role.
- d. Members involved in the CISD Program as peer support personnel should have the following qualities:
 1. Good negotiating skills
 2. Ability to communicate effectively
 3. The respect and trust of peers
 4. Ability to maintain confidentiality
 5. Ability to adhere to established limits and criteria
 6. Ability to learn about the psycho-social process
 7. Good listening skills
 8. Good rapport with fellow emergency workers
 9. Sensitivity to the problems of others
 10. Be an emergency service provider or a member of a related service
 11. Experience and knowledge about the types of incidents and situations to which members may be exposed

Critical Incident Stress Debriefing

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

1022.5 DEBRIEFING

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- a. On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- b. Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- c. Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- d. Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

1022.6 ATTENDANCE

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Critical Incident Stress Debriefing

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, pagers or other distractions turned off.

1022.7 ROTATION OF PERSONNEL

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Trained peer support personnel may make a request to their company officer or Duty Officer for relief or reassignment during a shift to participate in CISD activities. The peer support personnel should provide a number of on-scene services, including on-site evaluation, encouragement and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Duty Officer is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

1022.8 CONFIDENTIALITY

The District considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when:

- a. There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- b. Participants divulge information that falls under any applicable state mandatory reporting duties.

1022.8.1 PRIVILEGED COMMUNICATIONS OF PEER SUPPORT GROUP COUNSELORS

Communications between a member and qualified peer support group counselors are considered privileged to the extent authorized by RCW 5.60.060(6).

1022.9 RECORD-KEEPING

Critical Incident Stress Debriefing

Following a CISD intervention, the committee chairperson should prepare a summary report and forward it to the CISD Program committee for statistical record-keeping. The report should be limited to the following information:

- a. Incident date and time
- b. Brief description of incident facts
- c. Intervention date and location
- d. Names of CISD members conducting the intervention
- e. Numbers of participants from each agency involved

Names of participants should not be recorded.

Workplace Violence

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

1023.2 POLICY

It is the policy of the West Mason Fire to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

1023.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting district business or on district property.

No member engaged in district business shall carry or possess weapons or explosives unless either:

- a. Permitted by district policy
- b. State or local law prohibits the District from restricting the possession of the weapon or explosive

1023.4 REPORTING AND INVESTIGATING

1023.4.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

1023.4.2 SUPERVISOR, MANAGER, DUTY OFFICER, AND DIVISION CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Workplace Violence

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

1023.4.3 INVESTIGATION

The Administration Division will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

1023.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

District members who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

1023.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his /her supervisor.

1023.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the District Secretary. The District needs this information in order to provide a safe workplace.

1023.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and the applicable memorandum of understanding before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination

Workplace Violence

- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

1023.8 LEGAL ACTION

The district's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the District to reduce future or threatened violent behavior in the workplace.

1023.9 CORRECTIVE ACTIONS

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the employee assistance program.
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

1023.10 WORKPLACE VIOLENCE PREVENTION

All district members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

Lactation Breaks

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for a nursing child.

1024.2 POLICY

It is the policy of the West Mason Fire to provide reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for a nursing child for up to two years after the child's birth.

1024.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding 15 minutes will be unpaid.

Members desiring to take a lactation break shall notify Macecom or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt district operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1024.4 PRIVATE LOCATION

The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207; RCW 43.10.005).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

1024.5 STORAGE OF EXPRESSED MILK

Lactation Breaks

Any member storing expressed milk in any authorized refrigerated area within the District shall clearly label it as such. No expressed milk shall be stored at the District beyond the member's shift.

Smoking and Tobacco Use

1025.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in West Mason Fire facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes but is not limited to any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches, and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1025.2 POLICY

The West Mason Fire recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the District and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all district facilities, buildings, and vehicles, and as further outlined in this policy.

1025.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the West Mason Fire.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside District facilities and vehicles.

1025.4 ADDITIONAL PROHIBITIONS

No person shall smoke tobacco products within 25 feet of a main entrance, exit, or operable window of any public building, including any district facility (WAC 296-800-24005).

Smoking and the use of other tobacco products is prohibited by any individual on district property, or vehicles or fire apparatus. The District will be published and maintained as a smoke-free workplace (RCW 70.160.030).

Drug- and Alcohol-Free Workplace

1026.1 PURPOSE AND SCOPE

The West Mason Fire prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere (41 USC § 8103).

1026.2 POLICY

It is the policy of the West Mason Fire to provide a drug- and alcohol-free workplace for all members.

1026.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public. Such use shall not be tolerated.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1026.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

1026.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action (RCW 69.51A.060)

1026.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Drug- and Alcohol-Free Workplace

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1026.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the District Secretary, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1026.6 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Duty Officer respond to the location of the impaired member. The Duty Officer shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

1026.7 REQUESTING SCREENING TESTS

A supervisor or Duty Officer may request that an employee submit to a screening test under any of the following circumstances:

- a. The supervisor or Duty Officer reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- b. During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.

1026.7.1 BATTALION_CHIEF RESPONSIBILITY

The Duty Officer shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- a. The test will be given to detect either alcohol or drugs, or both.
- b. The result of the test is not admissible in any criminal proceeding against the employee.

Drug- and Alcohol-Free Workplace

- c. The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1026.7.2 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

- a. Fail or refuse to submit to a screening test as requested.
- b. After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- c. Violate any provisions of this policy.

1026.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1026.9 CONFIDENTIALITY

The District recognizes the need for confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Personal Appearance Standards

1027.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the district's ability to address any other grooming or personal appearance deemed improper for members of the District.

1027.2 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

1027.2.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the District Secretary.

1027.2.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

1027.2.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1027.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

1027.2.5 BEARDS AND GOATEES

Beards, goatees, or any hair on the chin or near the bottom lip is prohibited.

1027.2.6 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

Personal Appearance Standards

1027.2.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

1027.2.8 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1027.2.9 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry, worn around the neck, shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

1027.3 TATTOOS

At no time will tattoos on the arms below the elbow be visible while on-duty. Any tattoo, brand, or mutilation on the head, neck, scalp, face, or hand must be covered by way of a uniform, business attire, or neutral-colored skin patch while on-duty. Tattoos, brands, or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered. Inappropriate marks may include but are not limited to marks that exhibit or advocate discrimination; marks that promote or expresses gang, supremacist, or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.

1027.4 BODY PIERCING OR ALTERATION

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the District in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- a. Tongue splitting or piercing.
- b. The complete or trans-dermal implantation of any material other than hair replacement.
- c. Abnormal shaping of the ears, eyes, nose or teeth.
- d. Branding or scarification.

1027.5 RELIGIOUS ACCOMMODATION

Personal Appearance Standards

The religious beliefs and needs of district members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied. Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Uniform Regulations

1028.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image.

1028.2 POLICY

It is the policy of the West Mason Fire that members shall wear the proper uniform at all times when on-duty or engaged in district-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede district regulations regarding the use of any personal protective equipment (PPE).

1028.3 STANDARD WORK UNIFORM

The standard work uniform for captains, engineers, and firefighters shall consist of the Nomex® navy blue short- or long-sleeve shirt, Nomex® navy blue trousers, district-issued badge, standard belt with district buckle and black leather boots.

The standard work uniform shall be worn as directed. Members are not required to wear the standard work uniform underneath personal protective equipment (PPE) in order to complete the PPE ensemble.

Officers shall wear appropriate rank insignia on the standard work uniform.

1028.3.1 UNIFORM JACKETS

Uniform jackets may be worn as described in this subsection:

- At any time over the standard work uniform shirt
- For an emergency response, over an approved t-shirt
- In transit to and from a physical fitness location
- Uniform jackets are not fire resistive and shall not be worn underneath PPE.
- Nomex® fatigue-type jackets may only be worn as modified to short sleeve, by hemming the sleeves to the same length as the standard work uniform shirt.
- A long-sleeve jacket that is district-approved shall be worn with a long-sleeve shirt.
- Officers shall wear appropriate rank insignia on any uniform jacket.

1028.3.2 T-SHIRTS

Official district on-duty t-shirts or plain white t-shirts may be worn:

Uniform Regulations

- Under the standard work uniform shirt.
- Uncovered and tucked into the trousers, at the company officer's discretion, while working at the fire station or while engaged in company level manipulative training that does not require PPE.
- Long-sleeve t-shirts, either official or plain white, shall be worn as a layering component under wildland PPE.

1028.3.3 BASEBALL CAPS

Official district on-duty baseball caps may be worn, at the discretion of the company officer, except:

- When a helmet is required.
- At formal or semi-formal events or occasions.

1028.4 PHYSICAL FITNESS UNIFORMS

The physical fitness uniform shall primarily be worn when engaged in physical fitness. It may also be worn in quarters but only as directed on weekdays or any time on holidays and weekends.

The fitness uniform shall be covered with an appropriate work uniform or combination of PPE and work uniform while in transit to and from a physical fitness location.

Nylon or other synthetic material shorts and other fitness uniform items should not be worn under PPE because those fabrics may melt.

Workout shorts shall be at least mid-thigh length.

1028.5 DRESS UNIFORMS

Dress uniforms shall be worn as directed by the Fire Chief and when attending the following types of events:

- Funerals and memorials
- Formal district functions, such as graduations and badge ceremonies
- Formal District functions

1028.6 BUSINESS CASUAL UNIFORM

Chiefs, Commissioners, Support Staff may wear business casual. This will be pants and an approved polo with district insignia. A skirt may be worn if it is at least knee length. Polo shirts and pants may be purchased at members expense. Contact the Chief for information.

1028.7 UNIFORM MAINTENANCE

Uniform Regulations

- Uniforms shall be clean, neat, in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

Badges

1029.1 PURPOSE AND SCOPE

The name of the West Mason Fire and the district badge and uniform patches are property of the District. This policy establishes the rules associated with West Mason Fire badges and any likeness of the badge.

1029.2 POLICY

The West Mason Fire may issue members of the District a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1029.3 BADGE TYPES

1029.3.1 MEMBER FLAT BADGES

Members may, at their own expense and with the written approval of the Fire Chief, purchase a flat badge that can be carried in a wallet.

A member may sell, exchange or transfer a flat badge only to another member of the West Mason Fire and only with the written approval of the Fire Chief.

1029.3.2 CIVILIAN MEMBER BADGES

Curved uniform badges issued to civilian personnel shall be clearly marked to reflect the position of the assigned member (e.g., dispatcher, Public Information Officer, inspectors).

- a. Civilian personnel shall not display the district badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- b. Civilian personnel shall not display the district badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they occupy the rank or position of any other member of the District.
- c. Civilian personnel may not purchase, carry or display a flat badge.

1029.3.3 RETIREE BADGES

Upon honorable retirement, a member may purchase his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the West Mason Fire and may be revoked in the event of misuse or abuse.

Badges

An honorably retired member of the District may keep his/her flat badge upon retirement.

1029.3.4 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- a. A firefighter of this district: From the time of death until midnight on the 14th day after the death.
- b. A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- c. Funeral attendee: While attending the funeral of an out-of-region firefighter.
- d. As directed by the Fire Chief.

1029.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

1029.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or Web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

1029.6 PERMITTED BADGE USE BY MEMBER GROUPS

The likeness of the district badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following:

- a. The member associations may use the likeness of the district badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not the West Mason Fire. The following modifications shall be included:

Badges

1. Any text referring to the West Mason Fire shall be replaced with the name of the member association.
2. The badge number portion of the image shall display the name or acronym of the member association.

Identification Cards

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing West Mason Fire identification cards. Any image or likeness of the identification card and the name of the West Mason Fire are the property of the District and their use shall be restricted as specified in this policy.

1030.2 POLICY

It is the policy of the West Mason Fire that identification cards shall be issued to all district members. All members shall be in possession of their district-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. The use and display of district identification cards shall be in compliance with this policy.

1030.3 IDENTIFICATION CARD CONTENT

District-issued identification cards shall include the following information:

- The district name
- An image of the district badge
- The full name of the member
- The rank of the member
- The member's employee identification number
- The member's signature
- The date of appointment to the member's current rank or position
- The district's mailing address
- A statement indicating that the identification card is the property of the West Mason Fire and that if found, the card must be returned to the District

1030.4 RETIREE IDENTIFICATION CARD

Upon honorable retirement members may be issued a retiree identification card. The card shall clearly indicate that the holder is a "Retired" member of the District.

1030.5 UNAUTHORIZED USE

District identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Identification Cards

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.

1030.6 LOSS OF DISTRICT IDENTIFICATION CARD

The loss of the district identification card must be immediately reported to the District. An identification card should be considered lost whenever it is not in the direct control of the member.

1030.7 REPLACING IDENTIFICATION CARDS

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

Work-Related Illness and Injury Reporting

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries, post-traumatic stress disorder (PTSD), and occupational illnesses.

1031.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - An injury, disease, post-traumatic stress disorder, or infection while acting in the course of employment and as specified in Washington law (RCW 51.08.013; RCW 51.08.100; RCW 51.08.140; RCW 51.08.142).

1031.2 POLICY

The West Mason Fire will address work-related illnesses and injuries appropriately, and will comply with applicable state workers' compensation requirements (RCW 51.28.010 et seq.).

1031.3 RESPONSIBILITIES

1031.3.1 MEMBER RESPONSIBILITIES

A member sustaining any work-related illness or injury shall report such event to a supervisor as soon as practicable, but within 24 hours, and shall seek medical care when appropriate (WAC 296-305-01501).

A member may be treated for an on-duty illness or injury by a personal physician on the initial visit, however, any additional or ongoing care must be transferred to a network provider through the Department of Labor and Industries (RCW 51.36.010).

1031.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related illness or injury should ensure the member receives medical care as appropriate and should notify the Duty Officer of the reported illness or injury.

Within seven days of notification of a work-related illness or injury, the supervisor shall ensure that all forms and logs required by the Department of Labor and Industries are prepared and completed. If there is a privacy concern due to the nature of the illness or injury of the member, the supervisor shall ensure the member's privacy is protected (removing the member's name/personal information) as required by law (WAC 296-27-01119; WAC 296-305-01501).

Supervisors shall ensure that required workers' compensation documents regarding the illness or injury are completed and forwarded to the Duty Officer promptly. Any related Districtwide illness- or injury-reporting protocol shall also be followed.

Work-Related Illness and Injury Reporting

1031.3.3 DUTY OFFICER RESPONSIBILITIES

The Duty Officer who receives a report of a work-related illness or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Fire Chief, the District's risk management entity, and the Administration Division Chief to ensure any required Department of Labor and Industries reporting is completed as required in the illness and injury prevention plan identified in the Accident, Illness and Injury Prevention Program Policy.

1031.3.4 FIRE CHIEF RESPONSIBILITIES

The Fire Chief shall review and forward copies of the report to the District Secretary. Copies of the report and related documents retained by the District shall be filed in the member's confidential medical file.

1031.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Chief through the chain of command and a copy sent to the Administration Division Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he /she desired no medical attention at the time of the report. By signing, the member does not preclude his /her ability to later seek medical attention.

1031.5 SETTLEMENT OFFERS

When a member sustains a work-related illness or injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company, or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1031.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related illness or injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

1031.6 NOTICE TO EMPLOYEES

The District Secretary should ensure the display of a Notice to Employees regarding access to benefits, and provide new members with a written notice concerning their rights, benefits, and obligations under workers' compensation laws (RCW 51.14.100).

West Mason Fire Policy Manual

Fire Policy

Work-Related Illness and Injury Reporting

Temporary Modified-Duty Assignments

1032.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, District rules, or current collective bargaining agreements or memorandums of understanding. For example, nothing in this policy affects the obligation of the District to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1032.2 POLICY

Subject to operational considerations, the West Mason Fire may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the District with a productive employee during the temporary period.

1032.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Washington Law Against Discrimination shall be treated equally, without regard to any preference for a work-related injury.

No position in the West Mason Fire shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the District. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1032.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Division Chief or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

Temporary Modified-Duty Assignments

- a. An assessment of the nature and probable duration of the illness or injury.
- b. The prognosis for recovery.
- c. The nature and scope of limitations and/or work restrictions.
- d. A statement regarding any required workplace accommodations, mobility aids, or medical devices.
- e. A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Division Chief will make a recommendation through the chain of command to the Fire Chief regarding temporary modified-duty assignments that may be available based on the needs of the District and the limitations of the employee. The Fire Chief or the authorized designee shall confer with the District Secretary or the District's Attorney as appropriate.

1032.5 ACCOUNTABILITY

Written notification of assignments, work schedules, and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate district operations and the employee's medical appointments, as mutually agreed upon with the Division Chief.

1032.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include but not be limited to:

- a. Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- b. Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- c. Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- d. Submitting a written status report to the Division Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

1032.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

The responsibilities of supervisors shall include but not be limited to:

- a. Periodically apprising the Division Chief of the status and performance of employees assigned to temporary modified duty.
- b. Notifying the Division Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- c. Ensuring that employees returning to full duty have completed any required training and certification.

Temporary Modified-Duty Assignments

1032.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The District may require a fitness-for-duty examination prior to returning an employee to full-duty status.

1032.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)).

A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment if required under RCW 43.10.005 or WAC 357-26-030 et seq.

1032.7.1 NOTIFICATION

Pregnant employees should notify their supervisors as soon as practicable and provide a statement from their medical provider identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the District's personnel rules and regulations regarding family and medical care leave.

1032.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1032.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

Release of HIPAA-Protected Information

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's personal health information, which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

1033.2 POLICY

It is the policy of the West Mason Fire to allow members to complete a pre-authorization for the release of their personal health information to a family member in the event the member becomes injured or ill on-duty.

1033.3 GUIDELINES

The following topics should be considered for inclusion in this policy:

- a. The right of members to voluntarily complete a pre-authorization for the release of personal health information to specific individuals
- b. The location of storage and method of security of completed pre-authorization forms
- c. The process for a supervisor to access completed forms during both business and non-business hours
- d. Expiration, renewal and revocation processes for the pre-authorization form
- e. A list of situations or circumstances in which members can expect the District to release their personal health information to the pre-authorized individuals

Return to Work

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

1034.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1034.2 POLICY

It is the policy of the West Mason Fire to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

1034.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the District Secretary.

1034.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the District Secretary in order to make a determination whether:

- a. The employee may return to full duty based on the medical verification provided by the employee.
- b. The employee may return to work to a temporary modified-duty assignment and whether the District has a need that fits with the employee's restrictions.
- c. The employee should have a fitness-for-duty evaluation.

Return to Work

- d. The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

The District Secretary, in consultation with the district representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The District Secretary should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

Line-of-Duty Death

1035.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any district member while on-duty, while traveling in connection with such duty, or while engaged in firefighting or Emergency Medical Services (EMS) activities off-duty is considered a line-of-duty death. The death of any district member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of district members are seriously injured.

1035.2 POLICY

It is the policy of the West Mason Fire to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

1035.3 RESPONSIBILITIES

1035.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- a. Conduct briefings in order to communicate activities to the assigned officers.
- b. Make an announcement to the District at the appropriate time.
- c. Immediately after the announcement, all flags at fire stations and other district facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event should that be for longer than 14 days.
- d. Request that the Administration Division assemble personal data, such as date of birth, file photograph, marital status, dependents, and names of next of kin to facilitate the application for state and federal line-of-duty death benefits.
- e. Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- f. Assign a Family Support Liaison to facilitate communication between the deceased member's family and the District.
- g. Document all actions, contacts, requests, and other pertinent data.
- h. Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.

Line-of-Duty Death

- i. Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- j. Complete the Washington State Patrol Fire Fatality Report within 48 hours after the line-of-duty death.

The Fire Chief should determine if it is necessary to request outside resources to assist in the staffing or investigation of the incident, as needed.

1035.3.2 DUTY OFFICER

In the event of a line-of-duty death, the Duty Officer or the authorized designee shall:

- a. Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.
- b. Immediately notify the Division Chief and the Fire Chief.
- c. Gather all available information concerning the incident and circumstances leading to the death.
- d. Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- e. Preserve all tactical worksheets, video, and/or audiotapes for the investigation.
- f. Consider the need for members at the incident to have access to Critical Incident Stress Debriefing (CISD) services.

1035.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer shall:

- a. Collect facts of the incident from the Duty Officer or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- b. Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.
- c. Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- d. Prepare a written press release.
- e. Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy.

1035.3.4 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of a member's personnel effects in the event of a line-of-duty death. Personal effects include all property owned by the deceased member that is kept on district property, as well as personal items carried by the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

Line-of-Duty Death

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of personal effects:

- a. All personal effects at the station house shall be taken to the Administration Division to be kept in a secure location.
- b. The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration Division and secured.
- c. A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- d. The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time, and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Administration Division for placement in the deceased member's personnel file.

1035.3.5 ADMINISTRATION DIVISION

The Administration Division will have the following responsibilities:

- a. Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- b. Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits and other salary and vacation pay).
- c. Review the Public Safety Officers' Benefit Program to determine benefits and the process for securing benefits for surviving next of kin.
- d. Assist and coordinate with the next of kin in the process of securing all the benefits to which the survivor is entitled.

1035.4 FAMILY SUPPORT LIAISON

The appointed Family Support Liaison should conduct all duties in accordance with the Family Support Liaison Policy.

1035.5 FUNERAL ARRANGEMENTS

Funeral arrangements should be made in accordance with district funeral protocol.

1035.6 LINE-OF-DUTY DEATH INVESTIGATIONS

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

Line-of-Duty Death and Serious Injury Notification

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications, and identifies roles and responsibilities.

1036.2 POLICY

It is the policy of the West Mason Fire to ensure, to the extent reasonably practicable, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized, or killed in the line of duty. The District shall make it a priority to offer assistance and support to the member's family.

1036.3 PROCEDURE

- a. For the purpose of this policy, a serious injury or hospitalization is defined as a medical condition that is life-threatening or has the potential to disable the member for a substantial period of time.
- b. The Incident Commander (IC) or Duty Officer at the scene of the serious injury or death will immediately notify the Division Chief and provide the necessary information.
- c. The Division Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- d. All inquiries related to the incident should be referred to the IC, the Public Information Officer, or the Duty Officer, as appropriate.
- e. In the event of the death of a member, the Duty Officer must immediately initiate the procedures in the Line-of-Duty Death and Serious Injury Investigations Policy.

1036.4 DEATH NOTIFICATIONS

The Division Chief, in coordination with the Fire Chief or the authorized designee, will assign a two-person notification team consisting of either a Duty Officer and district chaplain or two Duty Officers to locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

- a. Contact the Administration Division to obtain information regarding the member's next of kin.
- b. Call back operations staff, if necessary.

1036.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Duty Officer learning of the serious injury or death. The notification team should:

Line-of-Duty Death and Serious Injury Notification

- a. Gather and validate as much information about the incident as possible.
- b. Wear the dress uniform, if possible.
- c. Plan the appropriate timing and schedule when it is necessary to make the notification to more than one person or family group (e.g., a spouse and parent).
- d. Meet prior to making the notification to establish roles of the team members and allow the exchange of known facts.
- e. Determine if the Duty Officer, Division Chief, or Fire Chief is aware of a special relationship between the deceased member's family and another member. If so, it may be appropriate to have that member accompany the notification team. Prior to arrival, the team should clarify the member's role in the notification process.

1036.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- a. The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- b. In most cases, if a chaplain is part of the notification team, the chaplain should make the notification.
- c. Notification should be made briefly and directly.
- d. Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- e. Team members should communicate the support and sympathy of the Fire Chief and all members of the District.
- f. Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

1036.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Duty Officer may make arrangements to have someone in the family's area make the notification. The following should be considered:

- a. Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family, or with the assistance of the local fire department/law enforcement.
- b. Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- c. Whoever is selected to make the notification should be provided with the information contained in this policy.
- d. The notification plan must include a coordinated telephone call with the family and the Division Chief.

1036.4.4 INTERNAL DISTRICT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

Line-of-Duty Death and Serious Injury Notification

- a. All on-duty Duty Officers should be notified.
- b. All members should be notified as soon as possible after the family notification is made.

1036.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Duty Officer will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

- a. Elected officials or board of directors
- b. Fire Commission Chairperson
- c. Employee labor representatives
- d. District Health and Safety Officer, who will make the necessary notifications in coordination with the Duty Officer
- e. Other notifications as determined by the Fire Chief

1036.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- a. Notification to other local county fire agencies
- b. Notification to the Department of Labor and Industries, by telephone or in person, shall be made within eight hours for a line-of-duty death. This notification is also mandatory for a probable death or inpatient hospitalization. The Washington Division of Occupational Safety and Health shall also be notified within 24 hours of a work-related incident that results in either an amputation or the loss of an eye that does not require inpatient hospitalization (WAC 296-305-01501; WAC 296-27-031).
- c. Notification to the Washington State Fire Marshal's Office, by telephone, shall be made within two business days for a line-of-duty death. This should be followed by a written Washington State Patrol Fire Fatality Report Form (RCW 43.44.060).
- d. Notification to the National Institute for Occupational Safety and Health (NIOSH)
- e. Notification to the U.S. Department of Justice Public Safety Officers' Benefit Program
- f. Notification to the United States Fire Administration (USFA)
- g. Notification to the National Fallen Firefighters Foundation (NFFF)
- h. Notification to other agencies as mandated by federal and state law and local ordinance

1036.5 FAMILY SUPPORT

The Duty Officer should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

Line-of-Duty Death and Serious Injury Notification

1036.6 NEWS MEDIA AND COMMUNITY RELATIONS

It is the policy of the West Mason Fire to follow the News Media and Community Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include but are not limited to:

- a. The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- b. All information must be validated prior to its release to the media.

The Public Information Officer or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media are on-scene and aware of the death, the Public Information Officer will simply confirm that a death has occurred and communicate the district's compassion and concern for the employee's family and colleagues. The Public Information Officer will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the Public Information Officer will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

1036.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- a. If the injured employee has been taken to a hospital, a Division Chief should assign a Duty Officer who is not involved in the incident to go to the hospital and become the hospital liaison.
- b. The Duty Officer should establish communications with the hospital and report regularly to the Division Chief on the employee's condition.
- c. A representative of the employee's labor organization will also be sent to the hospital, if possible.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and the employee's family. In addition, the Division Chief should ensure close coordination with the treating medical facility.

Family Support Liaison

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the district personnel responsible for the activation.

1037.2 POLICY

It is the policy of the West Mason Fire to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line-of-duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

1037.3 PROCEDURE

1037.3.1 LIAISON ACTIVATION CRITERIA

The District will assign a member to the Family Support Liaison position whenever any district member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

1037.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating direction with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- a. Establish ongoing communication with the member's Duty Officer and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- b. Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- c. Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- d. Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- e. Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.

Family Support Liaison

- f. Coordinate with local law enforcement to provide for the physical security of the family.
- g. Establish communications with other support personnel or groups, including district chaplains, employee associations, human resources representatives and appropriate labor organizations.
- h. If appropriate, coordinate with the district-appointed funeral detail officer.
- i. Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

1037.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Duty Officer will select the Family Support Liaison. The following guidelines should be used for selection:

- a. The liaison should be an individual the family knows and with whom they are comfortable working.
- b. If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- c. The liaison should report directly to the affected member's Duty Officer.
- d. If the selected liaison does not already have an assigned district pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.

Family and Medical Leave

1038.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612; RCW 50A.05.010):

- The birth, adoption, or foster care placement of a child.
- To care for a family member with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the District Secretary or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

1038.1.1 DEFINITIONS

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent). For the Paid Family and Medical Leave (PFML) program, age or dependency status of a child is not a factor and includes a child's spouse (RCW 50A.05.010).

Family member (under PFML) -

- A child, grandchild, grandparent, parent, sibling, or spouse, including a state-registered domestic partner of an employee;
- Any individual who regularly resides in the employee's home or whose relationship with the employee creates an expectation that the employee care for the person, and that individual depends on the employee for care;
- Any individual who regularly resides in the employee's home, except for an individual who simply resides in the same home with no expectation that the employee care for the individual (RCW 50A.05.010).

Family and Medical Leave

PFML - The Washington Paid Family and Medical Leave program (RCW 50A.05.010 et seq.).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the district benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse (under FMLA) - The person with whom an employee has entered into a marriage as defined or recognized by the location in which the marriage was entered into (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122).

1038.2 POLICY

It is the policy of the West Mason Fire to manage leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

1038.3 FMLA-ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the West Mason Fire for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

1038.4 FMLA TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

1038.4.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a family member with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200; RCW 50A.05.010).

For FMLA, if both spouses are employed by the West Mason Fire, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113; RCW 50A.05.010):

Family and Medical Leave

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

1038.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121; RCW 50A.05.010).

If both parents are employed by the West Mason Fire, the combined number of work weeks of FMLA leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

1038.4.3 FMLA-MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.

Family and Medical Leave

- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

1038.4.4 FMLA-MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the West Mason Fire, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612 (f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

1038.4.5 WASHINGTON FAMILY MILITARY LEAVE

During a period of military conflict, an employee who is the spouse (including a state-registered domestic partner) of a member of the military is entitled to a total of 15 days of unpaid leave for each deployment when the military spouse is called to active duty or deployed. The leave is to be used prior to deployment or when the military spouse is on leave from deployment. An employee shall provide his/her supervisor with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, along with supporting documentation if requested (RCW 49.77.030; RCW 50A.15.040).

1038.4.6 FMLA INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of a family member, or to care for a covered service member with a serious injury or illness intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal and state laws (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Family and Medical Leave

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

1038.4.7 PREGNANCY DISABILITY LEAVE

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA/PFML leave. The duration of leave is dependent on the circumstances. The District shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work (RCW 50A.05.010; WAC 162-30-020).

1038.4.8 DOMESTIC VIOLENCE LEAVE

Eligible employees may take leave if the employee or a member of the employee's family is a victim of domestic violence, stalking, or sexual assault and needs leave for any of the purposes specified in RCW 49.76.030. Reasonable advanced notice of the leave is required except in cases where notice is not feasible, in which case the employee shall provide notice no later than the end of the first day that leave is taken by the employee. Employees shall provide verification supporting the request for leave (RCW 49.76.040).

1038.5 EMPLOYEE BENEFITS WHILE ON FMLA LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The District may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

1038.6 SUBSTITUTION OF PAID ACCRUED LEAVES FOR FMLA

Family and Medical Leave

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 work weeks per year.

1038.7 USE OF FMLA/PFML LEAVE

If an employee takes a leave of absence for any reason that is FMLA/PFML qualifying, the District may designate that non-FMLA/PFML leave as running concurrently with the employee's 12-week FMLA/PFML leave entitlement (RCW 50A.15.110).

1038.8 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA/PFML:

- a. When a leave is requested for a medical or other FMLA/PFML-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the district's operations (29 USC § 2612; 29 CFR 825.302; RCW 50A.15.030).
- b. An employee who wishes to take FMLA/PFML must provide his/her supervisor with 30 days' advance notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303; RCW 50A.15.030; WAC 192-600-005 et seq.).
 1. When leave is unforeseeable for PFML and the employee is unable to provide notice, written notice may be provided by a responsible party (e.g., spouse, neighbor, coworker) (WAC 192-600-010).
- c. At the time of the request, the employee must complete a FMLA/PFML request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302; RCW 50A.15.040; WAC 192-610-010).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the District Secretary and ensure the employee is provided the necessary forms and FMLA/PFML information within five days (29 CFR 825.300; RCW 50A.20.010).

Employees are required to provide medical certification of a qualified health care professional or military documentation if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310; RCW 50A.15.040).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311; RCW 50A.35.010). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Family and Medical Leave

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312; RCW 50A.35.010).

1038.9 REINSTATEMENT FOLLOWING LEAVE

Generally, employees returning from FMLA/PFML within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216; RCW 50A.35.010).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the District Secretary or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the District Secretary, will determine whether non-FMLA/PFML leave should apply.

1038.10 RESPONSIBILITY

Supervisors should work with the District Secretary or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The District Secretary should advise the supervisor and inform members of their rights and responsibilities.

1038.11 RECORDS

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/PFML and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

1038.12 NOTICE TO EMPLOYEES UNDER FMLA

The District Secretary should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the District where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

Family and Medical Leave

1038.12.1 NOTICE TO EMPLOYEES UNDER PFML

The District Secretary should ensure that the provisions of PFML are posted in conspicuous places on the premises where it can be readily seen by all employees (RCW 50A.20.020).

Employees who qualify for PFML benefits who are absent more than seven consecutive days to provide family leave or take medical leave shall be provided with a written statement of the employee's rights under PFML in the appropriate format as prescribed by the Employment Security Department. The statement shall be provided within five business days after the employee's seventh consecutive day of absence or within five business days the West Mason Fire receives notice of the employee's absence due to family or medical leave (RCW 50A.20.010).

Military Leave

1039.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard or active duty in the U.S. Armed Forces ((Military Code of the State of Washington Title 38 RCW; Veterans and Veterans' Affairs Title 73 RCW; Uniformed Services Employment and Reemployment Rights Act (USERRA); 38 USC § 4301, et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the District Secretary or legal counsel to obtain specific guidance regarding military leave rights.

1039.2 POLICY

The West Mason Fire supports employees who may be called or who volunteer to serve in the military. The District will comply with USERRA and state laws relating to military leave.

1039.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits not determined by seniority, that are provided to employees having similar seniority, status and pay who are on furlough or leave of absence (38 USC § 4316(b)(1)).

1039.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years (38 USC § 4312(a) (2)). Military leave is available for both voluntary and mandatory service (38 USC § 4303(13) and 38 USC § 4312(a)).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312(c)).

1039.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

An employee who is a member of the State Military Reserve is entitled to temporary military leave not to exceed 21 days per year for training, drills, unit training assemblies or similar inactive duties (RCW 38.40.060).

1039.4 PROCEDURES AND RESPONSIBILITIES

Employees requesting military leave shall:

Military Leave

- a. Provide as much advance notice of the pending service as reasonably possible (38 USC § 4312(a) and (b)).
- b. Provide copies of official orders or other official documentation.
- c. Select the benefit options desired during absence, if applicable
- d. Retain copies of all submitted documents.

Upon receipt of a request, the West Mason Fire will determine eligibility for military leave and notify the employee in writing of the determination.

1039.5 COORDINATION WITH CONTRACTS, PRACTICES AND OTHER RULES

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement or local policy or practice, the district will apply the more beneficial right or benefit (38 USC § 4302).

1039.6 LEAVE ACCRUALS

Employees on military leave are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or and paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.

1039.7 COMPENSATION

During approved military leave, employees are entitled to receive his/her regular salary and compensation up to 21 days per year (RCW 38.40.060).

1039.7.1 HEALTH CARE BENEFITS

Employees on approved military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- a. The 24-month period beginning on the first day of the employee's absence for military leave.
- b. The period beginning on the first day of the employee's absence for military leave and ending on the date that he/she fails to return from service or apply for reemployment.

Military Leave

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the district's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the District will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

1039.8 RETURN FROM DUTY

Employees returning from approved military leave of absence must report to work as follows:

- a. For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period (38 USC § 4312(e)(1)(A); RCW 73.16.035(1)).
- b. For periods of service of more than 30 days but less than 181 days, employees must submit an application for reemployment no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so (38 USC § 4312(e)(1)(C); RCW 73.16.035(1)).

For periods of service of more than 180 days, employees must submit an application for reemployment no later than 90 days after completion of service (38 USC § 4312(e)(1)(D); RCW 73.16.035(1)).

Employees who are recovering from an illness or injury incurred in or aggravated during military service, must report to the District or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist (38 USC § 4312(e)(2)(A); RCW 73.16.035(1)).

An employee who fails to report or apply for reemployment in a timely manner will be subject to the district's rules of conduct and established policies covering absence from scheduled work (RCW 73.16.035(1)).

1039.9 REEMPLOYMENT RIGHTS

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits he/she would have attained if not absent for military duty or, in some cases, a comparable job (RCW 73.16.033; RCW 73.16.051).

1039.9.1 FORMER POSITION

An employee returning from approved regular active military leave is entitled to reinstatement in the position that he/she would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status and pay (38 USC § 4313(a)(1) and (2)).

Military Leave

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the District will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the district's reasonable efforts, the employee is entitled to his/her previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status and pay (38 USC § 4313(a)(2)). Where an employee remains unqualified for both of these positions after reasonable efforts by the District, the employee is entitled to the nearest approximation to these positions (38 USC § 4313(a)(4)).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the District, after making reasonable accommodations, must find a position of equivalent seniority, status and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313(a)(3); 20 CFR 1002.198; RCW 73.16.033).

1039.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including, but not limited to:

- a. Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion and merit salary increases (20 CFR 1002.210).
- b. Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- c. Returning to the level in the salary range that the employee would have attained had he/she not left on approved military leave (20 CFR 1002.236).
- d. Receiving the same contribution to retirement benefits upon reemployment that the District would have contributed had he/she not taken leave (20 CFR 1002.261).
- e. Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318(a)).
- f. Reenrolling in district health benefits without any waiting period.
- g. Restoring benefits that were elected by the employee and his/her dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible (RCW 73.16.051).

1039.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if he/she (38 USC § 4312):

Military Leave

- a. Has given advance written or verbal notice of such service, unless precluded by military necessity.
- b. Has served in the uniformed service for no more than five years cumulatively while employed at the West Mason Fire, except as provided in 38 USC § 4312(c).
- c. Has been issued a discharge under honorable conditions.
- d. Reports to the West Mason Fire or applies for reemployment in a timely manner as provided in this policy.
- e. In the case that the approved military leave exceeds 30 days, submits documentation showing:
 1. The application for reemployment is timely.
 2. The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).

1039.9.4 DISTRICT REEMPLOYMENT RESPONSIBILITIES

The District shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the District shall reinstate employees as soon as practicable (20 CFR 1002.181).

The District is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312(d)):

- a. The district's circumstances have so changed as to make such reemployment impossible or unreasonable.
- b. Such reemployment would impose an undue hardship upon the District.
- c. The person held a non-recurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the District Secretary or legal counsel before determining whether any of these conditions exist.

1039.10 RETENTION

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316(c); 20 CFR 1002.247):

- a. For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.

Military Leave

- b. For one year after the date of reemployment if the most recent period of military service was more than 180 days.

1039.11 DISCRIMINATION AND RETALIATION PROHIBITED

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311; RCW 73.16.032).

Driver License Requirements

1040.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all West Mason Fire members who drive as a part of their duties have and maintain required driving licenses.

1040.2 POLICY

In order to promote driver safety, it is the policy of the West Mason Fire that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, have and maintain driving privileges and licenses consistent with their duties.

1040.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive district vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license and complete training for a Commercial Driver's License (CDL) or qualify for an exemption to a CDL by completing and obtaining certification in an Emergency Vehicle Accident Prevention (EVAP) program (RCW 46.25.050; WAC 296-305-04505).

1040.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid driver license and to monitor driver records for potential problem behavior.

The officer appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

1040.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and collisions on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid license.

1040.3.3 CURRENT EMPLOYEES

Driver License Requirements

Driving records of existing members shall be evaluated to confirm that the member has a valid driver license and to review any traffic violations and collisions.

Any member who drives a vehicle while conducting district business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of the driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting district business.

If a member's driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- a. Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Washington Department of Licensing (DOL) report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
 1. The member can still perform the majority of his/her job duties.
 2. There is minimal impact on the district work output.
- b. Place a member on leave without pay for up to a maximum of six months from the date of the DOL report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

Nepotism and Conflicting Relationships

1041.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this district. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1041.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1041.2 POLICY

Nepotism and Conflicting Relationships

The West Mason Fire is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

1041.3 RESTRICTED DUTIES AND ASSIGNMENTS

The District will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- a. Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 2. When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- b. Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- c. Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- d. To avoid actual or perceived conflicts of interest, members of this district should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- e. Except as required in the performance of official duties or, in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

1041.3.1 EMPLOYEE RESPONSIBILITY

Nepotism and Conflicting Relationships

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee should promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee should promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1041.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

Member Speech, Expression and Social Networking

1042.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1042.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1042.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the West Mason Fire will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1042.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the West Mason Fire members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

Member Speech, Expression and Social Networking

- Disclosing the address of a fellow firefighter.
- Otherwise disclosing where another firefighter can be located off-duty.

1042.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the district's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- a. Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the West Mason Fire or its members.
- b. Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the West Mason Fire and tends to compromise or damage the mission, function, reputation or professionalism of the West Mason Fire or its members. Examples may include:
 1. Statements that indicate disregard for the law of the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- c. Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- d. Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- e. Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the West Mason Fire.
- f. Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- g. Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the West Mason Fire on any personal or social networking or other website or web page, without the express written authorization of the Fire Chief.

Member Speech, Expression and Social Networking

h. Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1042.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the West Mason Fire or identify themselves in any way that could be reasonably perceived as representing the West Mason Fire in order to do any of the following, unless specifically authorized by the Fire Chief (RCW 42.17A.555; RCW 42.17A.635):

- a. Endorse, support, oppose or contradict any political campaign or initiative
- b. Endorse, support, oppose or contradict any social issue, cause or religion
- c. Endorse, support or oppose any product, service, company or other commercial entity
- d. Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the West Mason Fire.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1042.4.2 POLITICAL ACTIVITY

Member Speech, Expression and Social Networking

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.

Members shall not be coerced or required to engage in political activity (RCW 41.06.250).

1042.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

However, the District shall not require a member to disclose a personal username or password or open a personal social website, unless otherwise allowed under Washington law (RCW 49.44.200).

1042.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- a. Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- b. Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- c. Whether the speech or conduct would reflect unfavorably upon the District.
- d. Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- e. Whether similar speech or conduct has been previously authorized.
- f. Whether the speech or conduct may be protected and outweighs any interest of the District.

1042.7 TRAINING

Subject to available resources, the District should provide training regarding the limitations on speech, expression and use of social networking to firefighters and supervisors.

Anti-Retaliation

1043.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' 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, law, ordinance or collective bargaining agreement or memorandum of understanding.

1043.2 POLICY

The West Mason Fire has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1043.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

1043.4 COMPLAINTS OF RETALIATION

Anti-Retaliation

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the District Secretary.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall 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 complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1043.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- a. Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- b. Receiving all complaints in a fair and impartial manner.
- c. Documenting the complaint and any steps taken to resolve the problem.
- d. Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- e. Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- f. Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- g. Periodically following up with the complainant to ensure that retaliation is not continuing.
- h. Not interfering with or denying the right of a member to make any complaint.
- i. Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1043.6 COMMAND STAFF RESPONSIBILITIES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

Anti-Retaliation

- a. Communicating to all members the prohibition against retaliation.
- b. Reviewing complaint investigations in a timely manner.
- c. Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- d. Communicating the outcome to the complainant in a timely manner.

1043.7 WHISTLE-BLOWING

Washington law protects employees who make good faith reports of improper government actions. Improper government actions include violations of Washington law, abuse of authority, gross waste of funds, and substantial and specific danger to the public health or safety (RCW 42.40.010 et seq.; RCW 49.60.210; RCW 42.41.010 et seq.).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

1043.7.1 DISPLAY OF REPORTING PROCEDURES

The District shall display the West Mason Fire policy to employees regarding their rights and the procedures for reporting information of an alleged improper government action. A copy of the policy shall be made available to employees upon request (RCW 42.41.030).

1043.8 RECORDS RETENTION AND RELEASE

The Public Records Officer shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1043.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Sick Leave

1044.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. Additional terms for the use of sick leave for eligible employees may be covered in the District personnel manual, employee handbook, or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as addressed in the Family and Medical Leave Policy.

1044.2 POLICY

It is the policy of the West Mason Fire to provide eligible employees with a sick-leave benefit.

1044.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences (RCW 49.46.210). Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of paid sick leave benefits, or both (WAC 296-128-750).

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity, or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1044.3.1 NOTIFICATION

All members should notify the Division Chief or appropriate supervisor as soon as they are aware that they will not be able to report to work within one hour before the start of their scheduled shifts, unless it is not practicable to do so. If it is impracticable and a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (WAC 296-128-650).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the District with no less than 10 days' notice of the impending absence (WAC 296-128-650).

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

Sick Leave

1044.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider or verification supporting the need to be absent and/or the ability to return to work (WAC 296-128-660; RCW 49.46.210). Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

1044.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- a. Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- b. Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the District Secretary as appropriate.
- c. When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- d. Referring eligible members to an available employee assistance program when appropriate.

1044.6 PAID SICK LEAVE ACCRUAL

Eligible employees shall accrue one hour of paid sick leave for every 40 hours worked. Accrual of sick hours does not apply when employees are on vacation, paid time off, or while using paid sick leave (WAC 296-128-620).

Up to 40 hours of accrued unused paid sick leave may be carried over to the next calendar year (WAC 296-128-620).

1044.7 STATE MANDATES AND OTHER RELEVANT LAWS

The District Secretary shall ensure:

- a. Written or electronic notice is provided to each employee regarding applicable paid sick leave provisions as required by WAC 296-128-755.
- b. Employee records are retained and preserved regarding paid sick leave information and data as required by WAC 296-128-010.

1044.8 RETALIATION

No employee shall be retaliated against for using qualifying sick leave (WAC 296-128-770).

Flex Time

1045.1 POLICY

It is the policy of West Mason Fire to provide for compensated response and training of administrative personnel during times of low levels of personnel.

It is also the policy of West Mason Fire to provide for compensated response by Salaried Leadership personnel for complex responses, beyond the skill, ability, or authority of on duty or volunteer personnel.

1045.2 ACCRUAL OF FLEX TIME

When administrative/salaried personnel are expected to respond outside of normal work hours or beyond a 40 hour work week, that time will be captured as Flex Time.

Flex Time will be accounted for on a 1:1 basis, and must be written on time sheet or calendar.

The cap on Flex hours shall be 160 hours, with any hours beyond that being lost.

1045.3 USE OF FLEX TIME

Flex time will be available to use by the employee any time it is needed for personal time off without restriction, so long as it does not interfere with previously scheduled meetings, classes, or assignments.

1045.4 CASH OUT OF FLEX TIME

Upon separation for any reason, the employee may cash out the totality of their Flex time balance up to the cap.

Chapter 11 - Facility

Facility Security

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

1100.2 POLICY

It is the policy of the West Mason Fire to provide physical security measures for all facilities under district control.

1100.3 PROCEDURE

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times. Any unauthorized access, security breach or suspicious activity involving the district facility should be reported, through the chain of command, to the appropriate level. Any criminal activity should be immediately reported to law enforcement and then through the chain of command.

District members should apply the following guidelines whenever practicable.

1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. The control process should include a visitor's log. Each visitor should record his/her name and purpose of the visit. Completed visitor logs should be retained for the period prescribed in the district's records retention schedule. All visitors entering controlled areas of any facility that allows public access should be issued a visitor's badge. The badge should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

Facility Security

1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities. Members should adhere to the following guidelines regarding any breach in security at any district facility:

Any breach in security should be reported as soon as practicable, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. If the breach of security is criminal in nature, the appropriate law enforcement agency should be notified and the incident reported as soon as practicable.

Any criminal activity that occurs and posed or poses a threat to district members should immediately be reported, through the chain of command, to the Fire Chief. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.

Facility Security

- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of district vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.

Emergency Power

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The District provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

1101.2 POLICY

It is the policy of the West Mason Fire to provide emergency power sources at its facilities where necessary.

1101.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a plan to:

- a. Identify critical resources and the equipment necessary for the district's mission and determine the district's needs for emergency power.
- b. Equip facilities and/or equipment identified as crucial to the mission of the District with electrical generators, Uninterruptible Power Sources or other means of sustaining critical business components in the event of a loss of commercial power.
 1. All emergency power sources selected shall be in compliance with all building codes, environmental codes, and Washington Department of Labor and Industry rules and regulations governing the use of such equipment.
- c. In the event that an alternative source of power for critical equipment cannot be found, relocate to reduce the risk of having inoperative equipment.

1101.4 PROCEDURE

The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:

- Specific apparatus, equipment, computers or systems that should be served by the emergency power at each facility
- Permit requirements associated with the type of equipment proposed in the plan
- Identification of the person responsible for periodically testing and maintaining the proposed equipment
- Fueling procedure for any generator fuel tanks in the proposed system

Emergency Power

- Details of any fuel service contracts
- Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks in the event of a protracted event
- Identification of the person responsible for annually procuring a maintenance contract for the proposed equipment
- Identification of the vendor and how the vendor is contacted, during and after hours
- Details of the record-keeping system for testing and maintenance of the proposed equipment
- Contingency plans for a failure of the back-up system
- In the event of no power contingency plan for the back-up system, identification of alternatives to the critical equipment or apparatus needed to accomplish the mission

Wastewater Discharge

1102.1 PURPOSE AND SCOPE

The practices detailed in this policy are intended to minimize run-off releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management, and fire facility maintenance activities.

1102.2 POLICY

It is the policy of the West Mason Fire to adhere to local, state, and federal regulations established to minimize the adverse impacts to the environment from wastewater discharges by ensuring best management practices for district activities.

1102.3 NON-EMERGENCY ACTIVITIES

1102.3.1 DISCHARGES ASSOCIATED WITH FIRE TRAINING ACTIVITIES

Training activities should be performed in a manner that reduces or prevents discharges to the storm water systems. Occasionally, discharge into the storm water system is unavoidable (i.e., equipment failures). However, the following measures should be implemented to minimize the impact to water quality:

- a. Conduct fire training, where feasible, in facilities where run-off controls that protect the storm drain system have been engineered and built into the facility.
- b. Direct water flows to landscape or greenbelt areas whenever possible.
- c. When flowing water cannot be contained in the landscape areas, survey the area prior to the training exercise to ensure that debris will not enter the storm water system as a result of water flow generated during the drill.
- d. When practicable and necessary, divert flows to the sewer, with the permission of the local sewer agency.
- e. Use fog streams for short durations.
- f. Use lower gallon per minute nozzle settings.
- g. Prevent discharge of foam to the storm drain system. If training activities involve the use of foam, block off all potentially affected storm drain inlets with plastic sheeting and sandbags, construct a temporary berm, collect the run-off, and discharge to the sanitary sewer after a de-foaming agent has been applied.

Class B firefighting foam that contains intentionally added perfluoroalkyl and polyfluoroalkyl substances (PFAS) chemicals shall not be used in training (RCW 70A.400.010).

1102.3.2 VEHICLE AND EQUIPMENT WASHING AND CLEANING

The following should be considered in order to prevent or reduce the discharge of pollutants to the storm drain system from vehicle and equipment washing and cleaning:

Wastewater Discharge

- Use cleaning methods that employ the minimal use of water, such as a wet chamois or non-water rinse, when applicable.
- Limit the use of all cleaning agents and when feasible, use only water.
- Remove debris from any area or facility that is used for washing and/or cleaning vehicles.
- Direct water flows to landscape or green areas or contain the water on-site and allow it to evaporate and infiltrate whenever it is safe to do so without causing damage or erosion.
- Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer, either through the use of a wet-vac or a plumbed sanitary sewer connection.
- Use self-contained water recycling systems.
- Use off-site commercial washing and steam-cleaning facilities. Prohibit all steam cleaning discharge from entering the storm drain. Direct all steam-cleaning discharge to the sanitary sewer.

1102.3.3 VEHICLE FUELING

- a. The following measures should be taken to reduce the impact to storm water:
 1. The fueling area should be protected from storm water by installing a canopy.
 2. Pave fueling area surfaces with Portland cement concrete (or other equivalent smooth impervious surface) with a 2 percent to 4 percent slope to prevent puddles.
 3. Keep perimeter drains clear of debris at all times.
 4. If a perimeter drain is not installed, install a berm or graded area to prevent run-off of storm water and spilled liquids.
 5. Use a dead-end sump to collect spills or install an oil-water separator.
 6. Utilize vapor recovery nozzles to help control drips as well as air pollution.
 7. Maintain a spill control kit at the refueling site.
- b. When fueling fire vehicles, members should take the following measures to prevent fuel spills and leaks:
 1. Avoid fueling during rainy conditions in fuel areas that do not have a canopy.
 2. When necessary to refuel during rainy conditions in fueling areas that do not have a canopy, the person refueling shall not leave the fueling area while fuel is flowing from the pump.
 3. Avoid topping-off fuel tanks.
 4. Use approved absorbent material on spills of fuel and oil, and also for general cleaning rather than hosing down an area. Remove the absorbent material promptly and dispose of spillage properly (WAC 296-305-06513).
 5. Avoid mobile fueling during non-emergency events if the vehicles and/or equipment can be brought to the refueling facility.

1102.3.4 VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

A “dry shop” can help prevent or reduce the discharge of pollutants from vehicle and equipment maintenance as follows:

Wastewater Discharge

- a. Conduct vehicle and equipment maintenance in areas where precautions have been taken to prevent spills from entering the storm drain system.
- b. Use dry cleaning methods in maintenance and repair areas unless adequate precautions have been taken to prevent the discharge of wash water to the storm drain.

1102.3.5 HOSE WASHING AND CLEANING

The discharge of pollutants from washing and cleaning fire hoses and equipment may be prevented or reduced by using the following safeguards, as appropriate:

- a. Design new areas or facilities that will be used for washing and/or cleaning fire hoses in a way that prevents wash water or other debris from entering the storm drain or from receiving water that has not been adequately treated.
- b. Direct water flows to landscaped or green areas, or contain the water on-site and allow it to percolate through plant material or the landscape, or to evaporate completely whenever it is safe to do so without causing damage or erosion.
- c. Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer either through the use of a wet-vac or a plumbed sanitary sewer connection.
- d. When cleaning the wash area, use wet mop cleaning methods in small areas, when feasible.
- e. Use methods of cleaning fire hoses that employ the minimal use of water, such as high-pressure spray washers, when applicable.
- f. Consider the use of biodegradable cleaning agents.

1102.3.6 FACILITY MAINTENANCE

Facility maintenance should be conducted as follows:

- a. Use dry cleaning methods (e.g., sweeping) to clean impervious hardscape areas, such as apparatus floors, driveways, patios, and walkways. Place debris in receptacles for solid waste disposal.
- b. Maintain landscape areas as required to limit introduction of leaves and other landscape waste into the storm water system.
- c. Monitor and maintain irrigation systems as required to minimize off-site discharge of irrigation runoff.
- d. Maintain and repair structures using methods that do not result in the release of water, soil, or waste into the storm drain system.

1102.3.7 SOLID WASTE AND HAZARDOUS MATERIALS STORAGE AREAS

Solid waste and hazardous materials storage areas should be maintained as follows:

- a. There should be a canopy or roof over solid waste and hazardous materials storage areas.
- b. There should be secondary containment (e.g., a metal or plastic pan with a raised edge) for hazardous materials storage areas.
- c. All trash and solid waste receptacles should have lids. Keep lids closed to prevent contact with rainfall and to ensure containment of waste within the storage area.

Wastewater Discharge

1102.4 EMERGENCY ACTIVITIES

It is not always possible to prevent discharge that occurs during emergency firefighting activities (e.g., flows necessary for the protection of life and property). However, when practicable, the following should be considered.

1102.4.1 DISCHARGES ASSOCIATED WITH EMERGENCY FIREFIGHTING ACTIVITIES

To the extent allowed by the circumstances at the scene and without compromising the health and safety of district members or the public, emergency firefighting activities should be performed in a manner that avoids or minimizes discharges to the storm water system, including the following:

- If possible, avoid directing firefighting flows directly on erodible surfaces if run-off will enter receiving waters or storm drains.
- If possible, apply firefighting flows so run-off will flow over vegetated areas prior to entering receiving waters or storm drains.

1102.4.2 CLEANUP OF TRAUMA SCENE WASTE ON PUBLIC PROPERTY

The Incident Commander (IC) should be familiar with any District ordinances regarding the cleanup of trauma scene waste on public property.

Decontamination and cleanup operations may include but are not limited to the following:

- a. Before proceeding with site cleanup, emergency responders must have the proper personal protective equipment (PPE), adequate supplies of bleach, and sufficient water to properly complete the operation. Universal precautions must be utilized during any cleanup operation. Additional information and guidance for cleanup policies and procedures for bodily fluids may be obtained 24 hours a day by contacting the county health department.
- b. Personnel shall wear gloves when washing or handling contaminated equipment, clothing, or other materials. Additional PPE may be necessary if there is the potential for splashing.
- c. The Coroner should remove any human tissue or body parts at the scene of a fatality, following its own policies and procedures. The Coroner will generally not respond to a non-fatal incident for the purpose of human tissue removal.
- d. Human tissue, body parts, or blood/body fluids in a solid state should not be allowed to enter a storm drain. Tissue found in the storm drain system should be removed to the maximum extent practicable.
- e. The county health department may be contacted, if needed, for consultation or assistance in trauma scene management or questions regarding legal disposition of medical waste.

1102.4.3 SPECIFIC CLEANUP PROCEDURES FOR SMALL SPILLS

- a. West Mason Fire members may decontaminate and then wash down small amounts of human blood /body fluids that are still in a liquid state. A small spill is defined as a spill that can be thoroughly and completely disinfected with one gallon of 10 percent chlorine disinfectant. This determination should

Wastewater Discharge

be made with the understanding that multiple applications may be necessary to accomplish full disinfection.

1. Members shall wear PPEs to protect skin, mucus membranes, lungs, and clothing from chlorine or trauma scene waste.
 2. Members shall apply disinfectant to the liquid bio-waste (foam may develop) and let it sit for a minimum of 10 minutes.
 3. After 10 minutes, members shall wash down the area using a fire hose or pressurized water extinguisher.
- b. In non-emergency situations and when circumstances permit, members should also:
1. Attempt to move trash or miscellaneous debris from the path of the run-off so no additional or unnecessary material is discharged or carried into the storm drain.
 2. If there is a choice between directing the run-off down a storm drain or a sewer, use the sewer.
 3. Porous surfaces, such as asphalt, may require multiple repetitions to completely disinfect and thoroughly clean the area.

1102.4.4 DISCHARGES ASSOCIATED WITH HAZARDOUS MATERIAL SPILLS

The District is the authority with responsibility for coordinating a response to hazardous material spills. The West Mason Fire is a participating agency with specified responsibilities within the jurisdiction. The West Mason Fire operates under a multi-agency Hazardous Materials Response Plan that describes procedures for the allocation of resources and assigns tasks during a hazardous materials release emergency. Fire district and law enforcement members shall respond to hazardous material releases according to response protocols established by each district under oversight of the District.

1102.4.5 NOTIFICATION OF SPILLS, RELEASES, AND DISCHARGES

Spills, releases, and discharges of pollutants shall be reported by the IC as required by all applicable state and federal laws. In addition, any such spills, releases, and illegal discharges with the potential to endanger health, safety, or the environment shall be reported by the IC to the appropriate authority having jurisdiction as soon as practicable after discovery. If it is safe to do so, necessary actions shall be taken to contain and minimize the spill, release, or discharge.

Flag Display

1103.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the West Mason Fire regarding the proper display of the flags of both the United States and the State of Washington.

1103.2 POLICY

It is the policy of the West Mason Fire to display flags at district facilities in compliance with Washington and federal laws.

1103.3 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as "The Flag Code." Members of this district will display the flag of the United States in accordance with the provisions of 4 USC § 1 through § 4 USC § 10.

1103.3.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- a. The United States flag should be conspicuously posted on all district facilities during hours of operation.
- b. It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- c. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- d. The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

1103.4 DISPLAY OF THE WASHINGTON STATE FLAG

Members of the West Mason Fire may display the Washington State flag prominently and in the proper position of honor in accordance with the United States Flag Code.

1103.4.1 DISPLAY OF THE WASHINGTON FLAG IN DAILY OPERATIONS

Flag Display

District members should consult the Washington Office of the Secretary of State for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately. Displays of the flag should be consistent with the following protocol:

- a. The flag should be conspicuously posted on all district facilities during hours of operation.
- b. Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- c. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- d. The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by direct order of the Governor of Washington.
- e. Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line of duty death, see the Line-of-Duty Death Policy.

Standardization of Station Files

1104.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines regarding the files, forms and other written instruments that should be maintained and available at all fire stations.

1104.2 POLICY

It is the policy of the West Mason Fire that all files, forms and other written or electronic records maintained at the fire stations shall be retained within District policy and state and federal laws, and that appropriate safeguards are implemented for protected or confidential information.

1104.3 CREATING THE STANDARD FILES PROCEDURE

The scope of the forms and written instruments that should be maintained at all fire stations is quite extensive. It will vary considerably from agency to agency.

Agencies should create a procedure addressing the files, forms and written instruments that should be kept at each fire station. Agencies will also need to address how many types of files are stored at the stations. Some of the guidelines in this policy will be based on local practice, some on requirements for forms that are relevant to outside entities and some based on codes and other mandates. Agencies should work with legal counsel when developing this procedure to insure consistency with other policies and laws and that the appropriate safeguards are in place.

Agencies should consider addressing the following topics when creating this procedure :

- a. The person responsible for maintaining the station files
- b. Specific forms, documents and other written instruments that should be kept in the station files
- c. Specific forms, documents and other written instruments that should not be kept in station files, such as employee medical information
- d. Security for the station files
- e. Secure files versus open access files
- f. Confidential employee records, documents, evaluations
- g. Information protected by the Health Insurance Portability and Accountability Act (HIPAA)
- h. Storage of confidential business or occupancy information
- i. County-required forms
- j. Emergency Medical Service (EMS) forms, blank forms, completed forms
- k. The district's records retention requirements
- l. The timetable for periodic purging of station files and the person responsible

Fire Station Living

1105.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained, and that clean and sanitary conditions exist in the living spaces.

1105.2 POLICY

It is the policy of the West Mason Fire that routine care, maintenance, and cleaning shall be conducted daily at each station by members on all shifts.

1105.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected monthly by a Duty Officer. The focus of the inspections shall include but not be limited to tools, apparatus, extinguishers, protective equipment, life-safety equipment, and the overall cleanliness of the station and equipment (WAC 296-305-01505).

All members should keep desks, cars, beds, and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- a. The station and equipment shall be maintained in a clean, orderly, and sanitary condition. Daily tasks to accomplish this shall include but are not limited to:
 1. Vacuuming.
 2. Sweeping and mopping floors.
 3. Dusting.
 4. Polishing.
 5. Cleaning restrooms.
 6. Cleaning apparatus bays.
- b. Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- c. Safety considerations regarding cleaning and maintenance may include but are not limited to:
 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
 3. Maintaining cooking appliances and eating utensils in good working order.

Fire Station Living

4. Cleaning kitchen hoods and vents at least monthly and ensuring the hood light is installed and functioning.
 5. Providing and clearly labeling first-aid supplies.
 6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
 7. Using district-provided fall protection systems or fall protection personal protective equipment when working about ground level (29 CFR 1910.140; RCW 49.17.050; RCW 49.17.230; WAC 296-880-080 et seq.; WAC 296-880-200 et seq.; WAC 296-880-400 et seq.).
 8. Addressing hazards associated with walking-working surfaces (29 CFR 1910.21 et seq.; RCW 49.17.050; RCW 49.17.230; WAC 296-24-735 et seq.; WAC 296-24-740 et seq.).
- d. All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory, and testing.
 2. Meal plans for the shift.
 3. Shift change station cleanup.
 4. Sleeping quarter assignments.
 5. Permissible and restricted activities and hours.
 6. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

Attachments

Policy 213 Credit Card Use Agreement Form.pdf

ATTACHMENT A

CREDIT CARD USE AGREEMENT

I, _____ as an employee of Mason County Fire District 16 (DBA: West Mason Fire) accept responsibility for the safeguard and proper use of the District credit card # _____ (last 4 of the card number) which has been assigned to me for use in the performance of my job, in accordance with the terms set forth in District Policy 213.

INITIAL EACH:

- _____ I have read and understand Policy 213.
- _____ I understand the Fire Chief will disallow my use of a District credit card for violation or misuse of the credit card and/or credit card policies and guidelines and that such violation or misuse may subject me to disciplinary action including termination.
- _____ I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:
“I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof.”
- _____ I understand that I will be held personally liable for inappropriate charges I make with the District credit card.
- _____ I understand that I will be held personally liable for charges I make when such charges are not supported by a receipt and supporting documentation as required by District Policy 213.

THE UNDERSIGNED INDIVIDUAL HAS READ AND INITIALED EACH OF THE ABOVE STATEMENTS

Signature

Printed Name

Date

Index/Topics