Protocol Book

East County Fire and Rescue

Last update: September 24, 2026

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Protocol Book

East County Fire and Rescue

ECFR Protocol Book Directory

Click on a title/section below to be directed to a specific page.

- **Introduction**
- **Definitions:** Policies and Guidelines
- **Section A:** Policies & Policies Table of Contents
- **Section B:** Guidelines & Guidelines Table of Contents
- **Section C:** Appendices (Forms, Templates, References) & Appendices Table of Contents

Protocol Book

East County Fire and Rescue

Introduction

East County Fire and Rescue maintains a Protocol Book referencing the policies and guidelines adopted by the District and Fire Chief. The documents contained within intend to cover the majority of district business. The goal is to ensure everyone is using standing operating practices to ensure consistency through employees and volunteers of the District.

It is the expectation of East County Fire and Rescue that all members know how to use this book and will ask for assistance in the event that the topic they are looking for is not covered within the Protocol Book.

Protocol Book

East County Fire and Rescue

Definitions: Policies and Guidelines

The ECFR Protocol Book is divided into Policies and Guidelines. Each document includes the procedure—or steps—to enable members to conduct business or operations while adhering to District expectations.

➢ Policy

A **policy** is a formal directive that establishes a *required* course of action. *Policies are binding, and must be followed* as written. Policies reflect the values, legal obligations, and operational standards of East County Fire and Rescue and are intended to guide consistent decision-making and behavior across the organization.

- *Policy Examples:* Budget Process, Hiring, Public Records Request

➢ Guideline

A **guideline** provides *recommended* practices or procedures designed to support or improve operational efficiency. Guidelines offer flexibility to adapt to specific situations or judgment calls made by personnel. While not mandatory, they reflect best practices and *are expected to be followed unless a justified alternative approach is necessary.*

- *Guideline Examples:* Engine/Squad Response, Apparatus Positioning, Turnout Donning While Driving

Return to Directory

Protocol Book

East County Fire and Rescue

Section A: Policies

Table of Contents – click on an item below to be directed to a specific page.

1.1.3	Public Records and Retention	8
1.1.9	Providing Food and Beverages	12
1.2.1	Code of Ethics	17
1.2.2	Workplace Anti-Discrimination and Harassment Policy	20
1.2.3	Respectful Workplace	38
1.2.4	Reporting Improper Government Action and Whistleblower Protection	44
1.2.6	Cell Phone Usage Policy	53
1.2.7	Return to Work Policy	56
1.2.9	Recognition Program	58
1.2.10	Language Access Plan	62
1.2.11	Tobacco Usage	68
1.2.12	Board of Commissioner Adherence to Handbook	70
1.2.13	Fire Commissioner Emeritus Policy	71
1.3.1	Budget	75
1.3.2	Procurement	87
1.3.3	Finance and Accounting	126
1.3.4	Travel and Training Expense and Reimbursement	128
1.3.5	Asset Management	139
1.3.7	Revenue	155
1.3.8	Investment	157
1.3.9	Financial Reserves	161

Section A: Policies *continued…*

Table of Contents – click on an item below to be directed to a specific page.

1.3.10	Wage Scale for Temporary Firefighters	165
1.3.11	Grants and Grant Management	166
1.3.12	Financial Risk Management	168
1.3.14	General Financial Guidelines	170
1.3.15	Jury Duty/Court Appearance	172
1.3.16	Debt Collection	174
1.4.1	Integrated Comprehensive Planning	176
1.4.2	Volunteer Program	182
1.4.6	Long Term Financial Plan	186
1.4.7	Capital Projects Plan	188
1.5.1	Social Media and Imagery Policy	190
3.1.1	Rules of Engagement	199
3.1.2	Safe Workplace Policy	203
3.1.3	Bloodborne Pathogens and Communicable Disease	206
3.2.1	Physical Fitness	212
3.3.1	Vehicle Driving	213
3.3.2	Seatbelt Usage	225
3.4.1	Personal Protective Equipment: Basic Rule	227
3.4.2	Respiratory Protection Program	230
3.5.2	Air Management	236
3.5.3	Lockout Tagout Policy	242
3.5.4	Tort Claim Risk Management and Reporting	246
3.5.5	Incident Reporting Policy	249
4.1.1	Incident Rehabilitation	252
5.1.1	Training Documentation Policy	261
5.5.1	Live Fire Training Policy	262

Section A: Policies *continued…*

Table of Contents – click on an item below to be directed to a specific page.

5.6.1	Professional Development Plan	271
6.1.1	Facility Safety Inspections	275
6.1.2	Flag Etiquette	277
6.1.3	Unauthorized Entrance and Encampment Policy	278
7.3.1	Loan of District Equipment Policy	282

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
PUBLIC RECORDS AND RETENTION	1.1.13
Policy Adoption Joshua Seeds	**Date** 07/07/2026
Standard Operating Policy Adoption SBlack	**Date** 05/29/2026

Purpose

East County Fire & Rescue (ECFR) is committed to providing the public access to public records in accordance with the Washington State Public Records Act (PRA), RCW Chapter 42.56. The purpose of the PRA is to provide the public with access to records concerning the conduct of government, mindful of individual privacy rights and the desirability of the efficient administration of government.

This PRA Disclosure policy establishes the procedures that ECFR will follow to provide for the reasonable assistance to requesters in a timely manner, while protecting public records from damage and preventing "excessive interference with other essential agency functions."

Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on ECFR personnel. ECFR reserves the right to apply and interpret this policy as it sees fit, and to revise or change the policy at any time.

Scope

While not limited to the district's financial records, the following policies established by the board of fire commissioners will be delineated in Standard Operating Policies (SOP) 1.1.13 Public Records and Retention which impacts directly on financial policy:

Provide full access to the public records applicable to the fire district's common management functions in accordance with Revised Code of Washington (RCW) 40.14, RCW 42.56 and Washington Administrative Code (WAC) 40.14.

"Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by ECFR regardless of physical form or characteristics.

"Writing" means handwriting, typewriting, printing, photostatting, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

Provide for inspection and copying of requested public records as provided in this SOP unless such records are exempt from disclosure under RCW 42.56 or other laws under which disclosure is regulated.

Assist requestors including timely action on requests, while protecting public records from damage and preventing “excessive interference with other essential agency functions” as specified in RCW 42.56.080.

Ensure disclosure of public records is managed in a manner that protects against the invasion of an individual’s right to privacy and restrict access to its records that are exempt from public disclosure in accordance with RCW 42.56.100.

Ensure protection of district records and prevent improper disclosure of confidential records.

Destroy records at the end of the retention period specified on the retention schedule.

Policy

ECFR's Financial Officer will be appointed the Public Records Officer. Other staff members may also process public records requests, as needs require. The name and contact information of the Public Records Officer shall be published on ECFR's website.

Requests for public records should be made either by mail, email or fax. Information is best requested using ECFR's Request for Public Records Form.

Completed forms can be delivered to East County Fire and Rescue, Attn: Public Records Officer, 600 NE 267th Avenue, Camas, WA 98607.

For mailed, emailed or fax requests, persons are encouraged to complete the published Request for Public Records Form and send it to the street address, email address or fax number published on the ECFR website.

A variety of records are available on ECFR's website at www.ECFR.us. Requesters may view available records prior to submitting a records request.

Procedure

Instructions for making a public records request will be published on the ECFR website.

Within five (5) business days of receiving a request, ECFR will do one or more of the following:
1. Provide the record requested, either for inspection or copying.
2. Acknowledge that the request has been received and provide a reasonable time estimate needed to fulfill the request, along with the process for charging of fees.
3. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requester. Such a request can be made by email or phone. The Public Records Officer may revise the estimate of when the records will be available.
4. Deny the request.

If the requester fails to clarify an unclear request within 30 calendar days, ECFR will treat the request as having been withdrawn.

Denials of requests shall be accompanied by a written statement documenting the specific reasons for denial.

When the request is for a large number of records, ECFR may provide copies, or access for inspection, in partial installments, if reasonably determined that it would be practical to provide the records in that way. If the requester fails to inspect or pick-up the entire set of records, or one or more of the

installments within 30 calendar days, the Public Records Officer may stop searching for the remaining records and close the request.

This policy does not require ECFR to answer written questions, create new public records, or provide information in a format that is different from original public records; however, ECFR may, at its discretion, create such a new record to fulfill the request where it may be easier for ECFR to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.

ECFR is only obligated to fulfill public records in existence at the time of the request. A new request must be made to obtain later-created public records. If, however, later-discovered records are found (within 30 days of the public request), the requester will be notified.

Fees shall be assessed in accordance with RCW 42.56.120 and any fee schedule adopted by the District. Fees may be charged for electronic records, pursuant to RCW 42.56.120. When public records are mailed to a requester, a charge for the cost of postage and the envelope or container used may be added. No fee is charged for inspection of a public record or for locating a record. Payment of fees is required prior to release of records. Acceptable forms of payment are cash, check or money order. The District has no ability to process debit or credit cards.

ECFR may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying any records for a requester. ECFR may also require payment of the remainder of the cost before providing all of the records; or the payment of the costs of copying an installment before providing that installment.

Public records shall be made available for inspection and copying at ECFR's headquarters station during normal business hours: Monday through Thursday, 8:00 a.m. to 4:00 p.m., excluding legal holidays. ECFR personnel and the requester must make mutually agreeable arrangements for time(s) of inspection. Preservation of Public Records - No member of the public may remove a public record from a viewing area, or disassemble, or alter any public record.

ECFR finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations, and types of public records received, generated and otherwise acquired by ECFR. Notwithstanding the foregoing, ECFR will maintain its records, including Resolutions, Board Minutes, and amendments or revisions to such documents in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

If the requester withdraws the request, fails to fulfill their obligations to inspect the records within 30 calendar days of notice that the records are available for inspection, or fails to pay the deposit or final payment for the requested copies, ECFR personnel will close the request. Personnel will document closure of the request and the conditions that led to closure.

Records and Information Exempt from Public Disclosure: ECFR is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state or federal statute or regulation. ECFR is prohibited by statute from disclosing lists of individuals for commercial purposes.

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. RCW 42.56.230 through 42.56.480 and WAC 44-14 identify records that are specifically exempt or prohibited from disclosure.

Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information.

ECFR's failure to list an exemption shall not affect the efficacy of the exemption.

All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

ECFR is not required to retain all records it creates or uses. However, ECFR will comply with RCW Chapter 40.14, Preservation and Destruction of Public Records, in the retention and destruction of public records. The State Attorney General's Local Records Committee approves a general retention schedule for local agency records that is common to most agencies.

ECFR passed Resolution 366-07012025 stating RCW 42.56.070(3) requires ECFR maintain and make available for public inspection an index of its public records and the Board of Commissioners determined by policy that creation of such as index would be unduly burdensome.

The retention schedule for local agencies is available at www.secstate.wa.gov/archives.

Retention schedules for documents vary based on the content of the record.

Disclaimer of Liability - Neither ECFR nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall", nothing in this policy is intended to impose mandatory duties on ECFR beyond those imposed by state and federal law.

Attachments

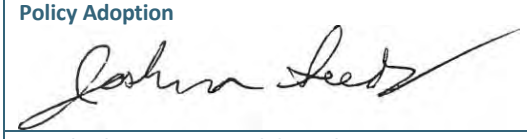
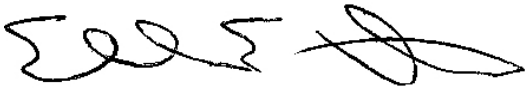
ECFR Request for Public Records form
MRSC Appendix C Exemption and Prohibition Statutes Not Listed in Chapter 42.56
Resolution 366-07012025

References

RCW 42.56
RCW 42.56.070
RCW 42.56.080
RCW 42.56.100
RCW 42.56.120
WAC 44.14

Title	SOP #
PUBLIC RECORDS AND RETENTION	1.1.13

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Providing Food and Beverages	1.1.9
Policy Adoption 	**Date** 9/29/2024
Standard Operating GuidelineAdoption 	**Date** 9/29/2024

Purpose

Addressing the topic of eating and drinking at public expense, the Washington Attorney General's Office provides the following guidance:

> The consumption of nourishment is perhaps the classic example of what is ordinarily to be regarded as a private, personal and not public activity… Public employees, just like their brothers and sisters in the private sector, are compensated in the form of salary and are generally expected to select and pay for their own food and entertainment without looking to their employers for these items.
>
> Thus, to pay for food and drink with public money is very much the exception rather than the rule. Because the purchase of food and beverages at public expense is almost never explicitly mentioned in law, the recognized exceptions to the general rule must be searched for in the shadowy areas of implied authority or derived by extension from principles primarily relating to some other topic (Reaves, 1987).

The policies and procedural guidance provided in this standard operating guideline defines the limited circumstances under which the district may provide food and beverages to members or others.

Scope

This standard operating guideline (S P) defines policy and procedure for providing food and/or beverages during meetings, training, and emergency incident operations. This S P applies to all members inclusive of elected officials, employees, and volunteers.

Policies

East County Fire and Rescue has adopted the following policies related to provision of food and beverages for district members:

- The district may provide food and/or beverages to participants at district meetings if it is a special situation or outside routine business for district employees and the meal is an integral part of the meeting (e.g., working meal).

- The district may provide food and/or beverages to participants at district training activities to maintain hydration during strenuous activity or when the training is conducted at remote locations where leaving the training site for a meal would compromise the effectiveness of the training activity.
- The district may provide food and/or beverages to response personnel (e.g., firefighters and officers) to maintain hydration during strenuous activity and provide meals during extended emergency operations.
- District expenditure for each individual meal shall not exceed the applicable General Services Administration (GSA) per-diem meal allowance for the location of the incident, meeting, or training activity with an itemized receipt provided for meal purchases.
- Beverages and food items used for incident or training rehabilitation and to maintain hydration may be purchased in bulk, maintained in stock by the district, and not allocated to a specific training activity or incident.

Procedure

East County Fire and Rescue (ECFR) has established the following procedures related to providing food and beverages.

Meetings

The district may provide food and beverages for district meetings if the following requirements are met:

- The meeting is to conduct district business; **and**
- The food and beverages (e.g., meal) are an integral part of the meeting (e.g., a working lunch or dinner); **and**
- The meeting is a special situation or occasion outside the normal business of district members; **and**
- Approval is obtained from the fire chief or designee using a Food and Beverage Approval Form (Appendix A); **and**
- The amount paid for meals does not exceed the applicable meal allowance as specified by the United States General Services Administration for the location of the meeting (generally this will be for the City of Vancouver and Clark/Cowlitz/Skamania counties). See https://www.gsa.gov/travel/plan-book/per-diem-rates; **and**
- The purchaser obtains an itemized receipt for the actual cost of the food and beverages; **and**
- List of names for the individuals provided with food and beverages.

District funds cannot be used to provide food and beverages for routine district meetings, or any event deemed to be social in nature. In addition, district funds may not be used for purchase of alcoholic beverages.

Training

The district can provide food and beverages for rehabilitation and to maintain hydration at any district training activity involving physiological stressful activity. Providing food and beverages under these circumstances is consistent with the provisions of WAC 296-126-094, which states: "It shall be the responsibility of every employer to maintain conditions within the work place environment that will not endanger the health, safety or welfare of employees. All facilities, equipment, practices, methods, operations and procedures shall be reasonably adequate to protect employees' health, safety and welfare".

The district may provide meals for training activities if the following requirements are met:

- The training is provided to district elected officials, employees, or volunteers; **and**
- The food and beverages (e.g., meal) is an integral part of the training (e.g., a working lunch or dinner); **or**
- The training location is remote from a fire station, restaurants, or other facilities where food and beverages may be obtained; **and**
- Approval is obtained from the fire chief or designee and documented on a Food and Beverage Approval Form (see Appendix A); **and**
- The amount paid for meals does not exceed the applicable meal allowance as specified by the United States General Services Administration for the location of the meeting (generally this will be for the City of Vancouver and Clark/Cowlitz/Skamania counties). See https://www.gsa.gov/travel/plan-book/per-diem-rates; **and**
- The purchaser obtains an itemized receipt for the actual cost of the food and beverages; **and**
- List of names for the individuals provided with food and beverages.

Emergency Incident Operations

As with physiologically stressful training activities providing food and beverages for rehabilitation and to maintain hydration is consistent with the provisions of WAC 296-126-094.

The district may provide meals during incidents within the district's jurisdiction during extended incident operations under the following conditions. Extended operations are defined as having a duration of more than four hours and/or extending past normal mealtimes.

- Authorization may be granted by any district officer or member working out of class as an officer but will generally be granted by the incident commander.
- Whenever possible, meals should be requested from the Responder Resource Center (RRC) (contact Mark Greisz at (360) 798-5966). The RRC provides meals to responders at no cost to the district.

- If meals are not available from the RRC food and beverages may be purchased from a retail outlet or restaurant.
- While it may not be feasible to research the GSA per diem rate during incident operations, the purchaser should endeavor to provide food and beverages within the applicable meal allowance; **and**
- A Food and Beverage Approval Form must be completed post-hoc and submitted with an itemized receipt for the actual cost of the food and beverages; **and**
- A list of names for the individuals provided with food and beverages is attached to the Food and Beverage Approval Form. If this is not feasible during incident operations, attach a list of what agencies and companies along with the number of personnel (e.g., Vancouver Fire Department Engine 4, 3 personnel).

Exceptions

Exceptions to these procedures may be approved by the fire chief or designee on a case-by-case basis, but the rationale for the exception and compliance with the intent of this procedure must be documented in writing and attached to the Food and Beverage Approval.

References

Reaves, L. (1987). *Eating and drinking at public expense*. Retrieved September 20, 2024, from https://mrsc.org/getmedia/7c69510c-5971-4f29-ab0e-9056793a3390/w3ag051487.pdf.

United States General Services Administration (GSA). (2024). *Per diem rates*. Retrieved September 20, 2024, from https://www.gsa.gov/travel/plan-book/per-diem-rates.

Washington Administrative Code (WAC) 296-126 standards of labor for the protection of the safety, health and welfare of employees for all occupations subject to Chapter 49.12 RCW sections. Retrieved September 20, 2024, from https://app.leg.wa.gov/wac/default.aspx?cite=296-126.

Title	SOP #
Providing Food and Beverages	1.1.9

Appendix A-Food and Beverage Approval Form

East County Fire and Rescue

Food and Beverage Approval

Activity	
Location (City, State, Zip	
Date	Time

Type of Activity	Food and Beverages Provided For
☐ Meeting ☐ Training ☐ Incident Operations Incident #:	☐ ECFR Elected Officials ☐ ECFR Employees and/or Volunteers ☐ Other Personnel Specify: *Attach a List of Names*

Food and Beverage Expense	Type of Food and Beverage Service
Estimated Number of Persons GSA Per-Diem Meal Allowance Estimated Cost Line-Item Number	☐ Incident Rehab (Fluids and Snacks) Incident #: ☐ Breakfast ☐ Lunch ☐ Dinner

Purchaser: _____ Date: _____

Authorized by: _____ Date: _____

Rev: 1.0 Integrity • Compassion • Professionalism • Equity Page 1

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Code of Ethics	1.2.1
Policy Adoption SBlack	**Date** 04/22/2026
Standard Operating Policy Adoption Joshua Seeds	**Date** 05/04/2025

Purpose

East County Fire and Rescue has adopted its code of ethics to provide clear, positive statements of ethical behavior reflecting the core values of the district and the community that it serves. The code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the district. The code is developed to reflect the issues and concerns of today's complex and diverse society.

This code of professional conduct has been adopted by the board of fire commissioners to promote and maintain the highest standards of professional performance and personal conduct.

Scope

This SOP applies to all the District's members including administrative staff, elected officials, career employees, and volunteers.

Policy

It is the policy of East County Fire and Rescue that its members subscribe to this code, understand how it applies to their specific responsibilities, and apply the values of *Integrity*, *Compassion*, *Professionalism*, and *Equity*. In that we seek public confidence in the district's service and public trust of its decision-makers, our decisions and our behavior must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this code.

Procedure

This Code of Ethics applies to members in the performance of their duties with ECFR. Expectations may extend to off-duty conduct to the extent that such conduct has a direct and demonstrable impact on job performance, workplace safety, or the public's trust in the organization.".

Firefighter Code of Ethics

Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.

Accept responsibility for my actions and for the consequences of my actions.

Support the concept of fairness and the value of diverse thoughts and opinions.

Avoid situations that would adversely affect the credibility or public perception of the fire service profession.

Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.

Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.

Be respectful and conscious of each member's safety and welfare.

Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.

Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.

Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.

Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.

Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.

Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.

Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.

Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

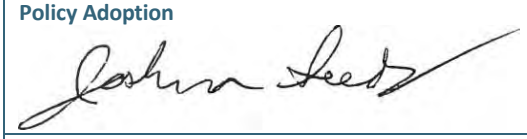
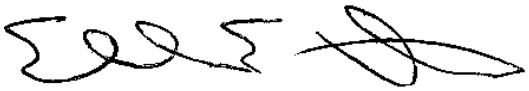
Developed by the National Society of Executive Fire Officers

Accountability

ECFR members shall set an exemplary standard for others to follow. The District recognizes that human error is inevitable. Ideally, our members will hold one another accountable in exemplifying the district's values and this code of conduct in a non-punitive and supportive manner. Members who inadvertently stumble in application of the code will be counseled or coached to provide guidance and direction. Members who consciously disregard the code of ethics will be subject to disciplinary action as provided in the collective bargaining agreement between Local 2444 International Association of Firefighters (IAFF), the collective bargaining agreement between Local 11 Office Professional Employees International Union (OPEIU), and the standard operating guidelines of the district as applicable.

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Workplace Anti-Discrimination and Harassment	1.2.2
Policy Adoption 	**Date** 11/19/2024
Standard Operating Guideline Adoption 	**Date** 11/19/2024

Purpose

The purpose of this Policy is to clearly establish East County Fire and Rescue's (ECFR's) commitment to provide a work environment and delivery of services free from harassment and discrimination, to define discriminatory workplace harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment. ECFR takes a zero-tolerance approach to harassment and discrimination. ECFR believes everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. In addition, the district is committed to providing external facing services without discrimination.

Because harassment and discrimination are illegal, this policy and standard operating guideline (SOG) focuses exclusively on behavior that is prohibited by law. However, ECFR expects its members to adhere to a higher standard of behavior in accordance with the *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a).

Scope

This SOG applies to all elected and appointed (volunteer, part-time, and full-time) members of ECFR.

Policy

East County Fire and Rescue (ECFR) has established the following policies related to ensure equitable treatment of all members and ensure compliance with state and federal laws prohibiting workplace harassment (ECFR, 2024b).

- East County Fire and Rescue provides equal employment opportunity without discrimination or harassment based on race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law, including:
    - Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
    - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.

  - Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities; Age Discrimination Act of 1975, which prohibits discrimination based on age.
  - U.S. Department of Homeland Security regulation 6 CFR Part 19, which prohibits discrimination based on religion in social service programs.
  - Washington State Law Against Discrimination (WSLAD), Revised Code of Washington (RCW) 49.60 Discrimination—Human Rights Commission

- ECFR encourages members to report all perceived incidents of discrimination or harassment. Reports will be promptly and thoroughly investigated. ECFR prohibits retaliation against any individual who reports discrimination or participates in an investigation of such reports.
- Consistent with the district's stated organizational values, we will endeavor to provide equitable services and access to governance without discrimination. Equitable does not mean "the same". Wherever possible, services and access to governance will be provided to meet the needs of the individual.
- The district encourages reporting of all perceived incidents of discrimination. ECFR will promptly and thoroughly investigate such reports. ECFR prohibits retaliation against any individual who reports discrimination or participates in an investigation of such reports.
- Members found to be engaging in any form of harassment, discrimination, or retaliating against another member for reporting such behavior, shall be subject to disciplinary action up to and including termination from employment (employees) or involuntary separation (volunteers).

Procedure

The following procedures define the district's process for preventing discrimination or harassment and response to complaints alleging such behavior.

Responsibilities

All members regardless of rank and role are responsible for following the standards and requirements for conduct outlined in this SOG.

Supervisors (chief officers, company officers, and members working out of class) must lead by example in ensuring the workplace and delivery of external facing services are free from discrimination and harassment. Supervisors must also take immediate action to confront and correct inappropriate discriminatory or harassing behavior and immediately advise the fire chief of complaints of harassment.

ECFR's Board of Fire Commissioners and fire chief are responsible for providing clarity of expectations, ensuring that these guidelines, rules, and procedures remain current with state and federal law, and to ensure that incidents of discrimination or harassment brought to their attention are dealt with fairly, quickly, and impartially.

Basic Guidance

Of necessity, the district's standard operating guidelines prohibiting discrimination, workplace anti-harassment, and maintaining a respectful workplace environment address somewhat complex and interrelated federal and state legal requirements. This can be off putting and perceived as unnecessary to district members who believe that they do not discriminate or harass others and contribute to a respectful workplace environment. However, these are important issues from both an operational and compliance perspective. Discrimination, harassment, and disrespect are often rooted in biases.

Bias: Supporting or opposing a particular person or thing in an unfair way, because of allowing personal opinions to influence your judgment. Bias may be implicit or explicit (Cambridge dictionary, n.d.).

Implicit Bias: "Implicit bias is an unconscious or immediate thought process that may go directly against our conscious beliefs" (The Jed Foundation, n.d.). An example of implicit bias would be a feeling of discomfort when you are around individual or groups who are different than yourself, even though you do not know anything about them as people.

Explicit Bias: "Explicit bias is the conscious process in which we evaluate another person, deem them "acceptable" or "unacceptable," and then treat that other person according to how we see them" (The Jed Foundation, n.d.). An example of explicit bias is consciously using language that is disrespectful when speaking about people with different identities or treating someone as unintelligent because they have a disability.

While in many cases, state and federal law prohibit implicit bias and discrimination, implicit bias is more insidious. It is important for all East County Fire and Rescue members to be aware of, and work to mitigate the potential impact of implicit biases on service delivery.

Definitions

Discrimination: The unfavorable or unfair treatment of a person or class of persons based on a protected class or characteristic (Stanford University, n.d.).

Equity: The process of identifying and removing the barriers that create disparities in the access to resources and means, and the achievement of fair treatment and equal opportunities to thrive (NACO, n.d.).

Age: Age discrimination occurs when an applicant, employee, or student is treated adversely because of their age.

Ancestry: Ancestry discrimination occurs when an applicant, employee, or student is treated adversely because of their country, nation, tribe or other identifiable group of people from which a person descends. It can also refer to common physical, cultural or linguistic characteristics of an individual's ancestors.

Disability: Disability discrimination involves treating an applicant, employee, or student adversely because of their disability. A student or employee is disabled if: they have a physical or mental condition that substantially limits one or more major life activities; they have a record of a disability; and they are regarded as having a disability.

Ethnicity: Ethnicity discrimination involves treating a group or a member of that group unfavorably because of their present or past lineage and genealogy, including national origin and race/color. Discrimination based on a person's ethnicity can also involve treating people unfavorably because of who they are related to or married to or their connection with ethnic organizations or groups.

Gender Expression: Gender expression discrimination involves adverse treatment of a person (an applicant, staff, an employee, faculty member, or student) because of the way that person chooses to express their sexual identity and often involves expressions related to an individual's femininity, masculinity, or androgyny. Gender expression is external and socially perceived. Gender expression refers to external characteristics and behaviors that are socially defined as either masculine or feminine. Manifestations of gender expression are found in dress, mannerisms, speech patterns, societal preferences, and norms and in other social interactions.

Gender Identity: Gender identity discrimination involves treating a person (an applicant, an employee, faculty member, or student) unfavorably because of a person's sense of being male or female, resulting from a combination of genetic and environmental influences. Gender identity is a self-concept or self-identity made by that individual person.

Genetic Information: Genetic information discrimination involves treating an applicant, staff, faculty member, or student unfavorably because of information about an individual's genetic tests and/or the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual or their family members (i.e., family medical history). Family medical history is included in the definition of genetic information because it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future. Genetic information also includes an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual, and the genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using assisted reproductive technology.

Marital Status: Marital Status discrimination involves treating an applicant, staff employee, faculty member, or student unfavorably with regards to the institution of marriage.

National Origin: National origin discrimination involves treating an applicant, staff employee, faculty member, or student unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin discrimination also involves treating people unfavorably because they are married to or associated with a person of a certain national origin or because of their connection with

an ethnic organization or group. Discrimination can occur when the victim and the person who inflicted the discrimination are the same national origin.

Parental Status: Parental status discrimination involves treating an applicant, staff employee, faculty member, or student unfavorably for being the parents of young children, caring for elderly parents and sick significant others. This also includes violations of the Pregnancy Discrimination Act (PDA) which forbids treating a woman unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth; when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, such as leave and health insurance, and any other term or condition of employment.

Pregnancy: Pregnancy discrimination means treating an applicant, employee, or student adversely because of pregnancy, childbirth, or related medical conditions.

Race/ Color: Race/color discrimination involves treating an applicant, staff employee, faculty member, or student less favorably because they are of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to or associated with a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color. Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.

Religion: Religious discrimination means treating an applicant, employee, or student adversely because of their religious beliefs. This protection not only applies to people who belong to traditional, organized religions, but also others who have sincerely held religious, ethical, or moral beliefs. Religious discrimination can also involve treating someone differently because that person is married to or associated with an individual of a particular religion or because of their connection with a religious organization or group.

Sexual Orientation: Sexual orientation discrimination means treating an applicant, employee, or student adversely because of that person's sexual orientation (gay, lesbian, bisexual, pansexual etc.) or because that person is perceived to be gay, lesbian, bisexual, pansexual, etc.

Veteran Status: Veteran status discrimination involves treating an applicant, employee, or student adversely because of past, present, or future affiliation with a branch of the Armed Services of the United States to include all active, reserve, and guard components.

Verbal Harassment/Discrimination: Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was

intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories.

Physical Harassment/Discrimination: Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual based on race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law. This includes pinching, patting, grabbing, inappropriate behavior, or making explicit or implied threats or promises in return for submission to physical acts.

Visual Forms of Harassment/Discrimination: Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law. This applies to both posted material and material maintained in or on ECFR equipment or personal property in the workplace.

Sexual Harassment/Discrimination: Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purpose of the SOG, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and any other verbal, physical, or visual conduct of a sexual nature where such actions or allowance of such actions are made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors: sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Other Harassment/Discrimination: Harassment on the basis of any other protected characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law or that of his/her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Important: Discrimination and Harassment may be based on the perception of others (who may see things quite differently). It is important to note that intent to harass or discriminate is not required for behavior to be a violation of state and federal law as well as this SOG.

Substantiated Complaints: A complaint that is directly supported by evidence (e.g., witness statements, physical evidence) gathered during an investigation. The validity of a claim for discrimination or harassment is measured from the perspective of a reasonable person/victim, not subjectively based on what a hypersensitive individual may believe. A complaint that is substantiated clearly meets the element of just cause pertaining to guilt as specified in Article 16 Discipline and Discharge, Section 3 of the collective bargaining agreement between the district and Local 2444 IAFF.

Unsubstantiated: A complaint made in good faith that is not fully supported by evidence gathered during an investigation. It is important to note that a finding of unsubstantiated does not mean that inappropriate behavior did not occur, and corrective action may be taken to ensure that the respondent understands and executes their responsibility for respectful behavior as specified in *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a).

Unfounded: An unfounded complaint may involve behavior that was clearly not a violation of Federal or State law or of the *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a). Unfounded complaints are generally the result of a misunderstanding that may be resolved informally.

False & Malicious Complaint: A complaint made without reasonable grounds and with malicious intent. A complaint determined to be false and malicious based on evidence (e.g., witness statements, physical evidence) clearly meets the element of just cause pertaining to guilt of the *accuser* as specified in the collective bargaining agreement between the district and Local 2444 IAFF, Article 14-Disciplinary Procedures.

Confronting Offensive Behavior

If any person believes they are the victim of any form of harassment or discrimination, they may attempt to respectfully confront this behavior. If the harassment or discrimination is unintentional, addressing it directly can be an effective corrective action. If the harassment or discrimination does not stop or appears intentional, the offended member can initiate either an informal or formal complaint as outlined in this SOG.

Because confrontation is difficult for some people and because of the complex nature of harassment and discrimination, members are **not** required to confront an offending party prior to initiating the informal or formal complaint procedure.

Members observing harassment or discrimination towards another member should also speak up and inform the offending individual that their behavior is inappropriate. Supervisors have a greater responsibility in that they may take corrective action beyond peer pressure to ensure respectful behavior and consistency with the provisions of this SOG. Based on personal observation, supervisors may initiate coaching, counseling, or progressive discipline to include oral or written reprimand (as

appropriate) without a complaint alleging harassment or discrimination by another member (discipline beyond a written reprimand may be imposed by the fire chief).

Informal Notice

Any member, community member, contractor, or job applicant who believes he or she has experienced harassment or discrimination should make a complaint orally or in writing to the fire chief within 30 calendar days of the alleged incident. This preliminary notice of potential harassment or discrimination may be verbal or written.

Complaints should be submitted the Fire Chief or Chairperson of the Board of Fire Commissioners (if the fire chief is alleged to have engaged in discrimination):

mail: Fire Chief or Board Chairperson
East County Fire and Rescue
600 NE 262nd Avenue
Camas, WA 98607

e-mail: chief@ecfr.us

fax: (360) 834-5454

telephone: (360) 834 4908

Complaints related to external facing services can also be submitted to the United States Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

Mail: US Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch, Mail Stop #0190
2707 Martin Luther King, Jr. Ave, SE
Washington, DC 20528

e-mail: CRCLCompliance@hq.dhs.gov

fax: (202) 401-4708

telephone: 1 (866) 644 8360 (toll free)

Important: Any supervisor who observes harassment or discrimination or receives a complaint of disrespectful behavior that may rise to the level of harassment or discrimination, **shall** notify the fire chief immediately.

Initial Response

Upon receiving notice of alleged harassment or discrimination, the fire chief shall inquire into the circumstances related to the allegation. Depending on the nature of the allegation and the member whose conduct is at issue, the investigation may be conducted internally or by an outside professional.

The fire chief shall document if the conduct in question may have risen to the level of actionable harassment or discrimination. If the conduct may have been actionable harassment or discrimination, a formal investigation shall be initiated through the district's attorney. If the fire chief's investigation determines that the allegations may not have risen to the level of harassment or discrimination, the behavior may be addressed through the provisions of the district's respectful workplace SOG. Nothing in this SOG precludes the fire chief from initiating a formal investigation of alleged harassment or discrimination.

The district will track all complaints of alleged harassment or discrimination received.

An informal resolution will be attempted whenever appropriate. If the informal resolution process is unsuccessful, the complainant may direct a formal complaint to the fire chief.

Corrective Action

If the complaint is substantiated, but the behavior did not rise to the level of harassment or discrimination, the provisions of *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a) apply and disciplinary action may be taken based on the outcome of the initial investigation, or the district may proceed with a formal investigation (without receipt of a formal complaint) at the discretion of the fire chief. If the complaint was not substantiated, but indicative of a potential performance issue, non-disciplinary corrective action may be taken.

Formal Harassment Complaints

If after an initial inquiry is conducted, there is no resolution of the preliminary complaint, a formal written complaint may be filed by the individual who experienced the alleged harassment or discrimination. The fire chief or designee will provide a complaint form (Appendix B) to the complainant. This form shall be completed, signed, and returned to the fire chief within five (5) days after issuance, which will be clearly identified on the form.

Note: Completion of the complaint form will assist the district in gathering important information regarding the complaint. However, completion of the form is not required, and the district will investigate allegations of harassment regardless of if the complaint form is completed or the allegation is made in some other form.

Upon receipt of the formal written complaint, the fire chief will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the completed form, and will be provided an opportunity to respond. The response shall be in writing, addressed to the fire chief, and received within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

Formal Investigation

Upon receipt of the response, the fire chief may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s), and any other persons determined by the fire chief to possibly have relevant knowledge concerning the complaint. This may include victims of similar conduct. This investigation will generally be conducted by an external investigator contracted through the district's attorney.

The results of the investigation and the determination as to whether harassment or discrimination occurred shall be final and binding and will be reported to appropriate persons including the complainant, the alleged actor(s), and affected supervisors within twenty (20) calendar days from the receipt of the response.

The district will maintain a written record of disciplinary action taken because of the investigation, and any other appropriate documents.

Time Extension: The fire chief may extend the time requirements set forth in this SOG when the fire chief determines it is in the best interests of fairness and justice to the parties involved.

Withdrawal of Complaint: If the complainant wishes to withdraw the complaint during the process, the investigator will document the reasons, but may continue the investigation at the district's discretion. ECFR has a legal duty to investigate allegations of harassment and discrimination that appear to have merit, irrespective of the wishes of the complainant.

Right to Be Accompanied: A complainant or accused may be accompanied by another person for moral support and/or to observe the discussion, at any stage of a complaint filed under this procedure. The accompanying party cannot interfere with the process, but can assist in clarifying questions. *Weingarten* and *Loudermill* rights will be afforded to accused members who are represented by Local 2444 International Association of Firefighters or Local 11 Office Professional Employees International Union.

Disciplinary Action

If harassment or discrimination is determined to have occurred, the fire chief shall take prompt and effective remedial action against the actor. The action will be commensurate with the severity of the offense, up to and including termination from employment (employees) or involuntary separation (volunteers). Disciplinary documentation related to harassment and discrimination will not be removed from a member's personnel file for the duration of their employment or membership with the district.

If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

Retaliation

Retaliation in any manner against a person for filing a harassment or discrimination charge or initiating a harassment or discrimination complaint, testifying in an investigation, providing information, or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination from employment (employees) or involuntary separation (volunteers). The fire chief will

take reasonable steps to protect the victim and other potential victims from further harassment and discrimination, and to protect the victim from any retaliation because of communicating the complaint.

Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local laws. ECFR cannot guarantee complete confidentiality, since a proper and effective investigation cannot be conducted without revealing certain information to the alleged actor and potential witnesses. However, information about the allegation of harassment or discrimination will be shared only on a need-to-know basis. Subject to the Washington State Public Records Act, the District will use its best efforts to maintain the confidentiality of records relating to harassment and discrimination complaints.

False Complaints

Any complaint made by a member of ECFR regarding harassment or discrimination which is conclusively proved to be intentionally false, shall result in discipline. This discipline may include termination from employment (employees) or involuntary separation (volunteers). This section is not intended to discourage members from making complaints regarding harassment. However, false complaints adversely impact the workplace and the accused and will not be tolerated.

Responsibility of the Board of Fire Commissioners

If the fire chief is accused of harassment or discrimination, complaints shall be made to the chairperson or vice-chairperson of the ECFR Board of Fire Commissioners. In this case, the board will execute the responsibilities identified as the fire chief's in this SOG.

Future Claims

ECFR encourages individuals to use the internal complaint procedure for resolution of complaints related to harassment or discrimination.

Note: The failure to use this complaint procedure may bar East County Fire and Rescue members from bringing a future claim for harassment, discrimination, or retaliation against ECFR.

Conclusion

ECFR has developed this SOG to ensure that all its members can work in an environment and individuals receiving external service receive services that are free from harassment, discrimination, and retaliation. ECFR will make every reasonable effort to ensure that all members are familiar with this SOG and made aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any member or individual receiving external facing services from the district who has any questions or concerns about this SOG should talk with the fire chief.

References

East County Fire and Rescue (ECFR). (2024a). *Standard Operating Guideline (SOG) 1.2.3 respectful workplace.* Camas, WA: Author.

Cambridge Dictionary (n.d.). Bias. In *Cambridge dictionary*. Retrieved October 21, 2024, from https://dictionary.cambridge.org/us/dictionary/english/bias.

East County Fire and Rescue (ECFR). (2024b). *Board minutes* DATE, YEAR. Camas, WA: Author. [Adoption of Purpose, Policy, and Scope of SOG 1.2.2 *Workplace Anti-Harassment*]

National Association of Cities and Counties (NACO). (n.d.). *Glossary of working terms and definitions* [equity]. Retrieved October 21, 2024, from https://www.naco.org/resources/featured/key-terms-definitions-diversity-equity-inclusion

Stanford University. (n.d.). *Office of the Vice Provost for Institutional Equity, Access & Community-terminology* [discrimination]. Retrieved October 21, 2024, from https://equity.stanford.edu/discriminationharassment-support-resources/terminology

The Jed Foundation. (n.d.). *Understanding discrimination and bias.* Retrieved October 21, 2024, from https://jedfoundation.org/resource/understanding-discrimination-and-bias/#:~:text=Often%2C%20discrimination%20stems%20from%20biases,larger%20social%20biases%20and%20norms.

U.S. Congress. (1964). *Civil Rights Act of 1964, Title VI.* Pub. L. No. 88-352, 42 U.S.C. § 2000d et seq.

U.S. Congress. (1972). *Education Amendments of 1972, Title IX.* Pub. L. No. 92-318, 20 U.S.C. § 1681 et seq.

U.S. Congress. (1973). *Rehabilitation Act of 1973, Section 504.* Pub. L. No. 93-112, 29 U.S.C. § 794.

U.S. Department of Homeland Security. (2009). *6 CFR Part 19: Nondiscrimination in Matters Pertaining to Faith-Based Organizations.* Federal Register, 74(221), 62331-62341.

Washington State Legislature. (2024). *Washington Law Against Discrimination (WLAD), Revised Code of Washington (RCW) 49.60: Discrimination—Human Rights Commission.* Retrieved from https://app.leg.wa.gov/RCW/default.aspx?cite=49.60.

Appendix A-Public Non-Discrimination Notice

East County Fire and Rescue complies with state and federal laws against discrimination and provides its programs and services without discriminating against employees or members of the public based on race, creed, color, national origin, citizenship or immigration status, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and other protected statuses under the law.

East County Fire and Rescue will not retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance related to potential violations of state and federal laws against discrimination.

If you believe that East County Fire and Rescue or its personnel engaged in any type of discriminatory conduct in providing its programs or services you can file a complaint in person or by mail, fax or email with the fire chief or chairperson of the board of fire commissioners within 180 days of the date the conduct occurred. All complaints will be investigated consistent with district Standard Operating Guideline 1.2.2.

Complaints should be submitted the fire chief or chairperson of the board of fire commissioners (if the fire chief is alleged to have engaged in discrimination):

mail: Fire Chief or Board Chairperson
East County Fire and Rescue
600 NE 267th Avenue
Camas, WA 98607

e-mail: chief@ecfr.us

fax: (360) 834-5454

telephone: (360) 834 4908

Complaints can also be submitted to the United States Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

Mail: US Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch, Mail Stop #0190
2707 Martin Luther King, Jr. Ave, SE
Washington, DC 20528

e-mail: CRCLCompliance@hq.dhs.gov

fax: (202) 401-4708

telephone: 1 (866) 644 8360 (toll free)

Reasonable Accommodations

East County Fire and Rescue is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from East County programs, activities, and services.

Individuals may request reasonable accommodations from East County Fire and Rescue that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services. The district will also assist persons with limited English proficiency. Assistance may include interpreters, reformatting written materials, providing audio resources, etc.

To request reasonable accommodations or assistance due to limited English proficiency, contact the fire chief

mail: Fire Chief
East County Fire and Rescue
600 NE 267th Avenue
Camas, WA 98607

e-mail: chief@ecfr.us

fax: (360) 834-5454

telephone: (360) 834 4908

Appendix B- Complaint Form

East County Fire and Rescue

Disrespectful Behavior, Harassment, or Discrimination Complaint Form

Name of Complainant

Telephone	E-Mail

Status of Complainant

- ☐ Applicant
- ☐ Volunteer
- ☐ Part-Time Employee
- ☐ Full-Time Employee
- ☐ Elected Official
- ☐ Community Member
- ☐ Other (Specify):

Type of Complaint

- ☐ Disrespectful Behavior
- ☐ Workplace Bullying
- ☐ Harassment
- ☐ Discrimination
- ☐ Other (Specify):

If the complaint is of harassment or discrimination, what is the basis of the complaint?

☐ Race	☐ National Origin	☐ Marital Status	☐ Veteran Status
☐ Religion	☐ Ancestry	☐ Pregnancy	☐ Military Service
☐ Color	☐ Disability	☐ Sexual Orientation	☐ Retaliation
	☐ Medical Condition	☐ Sex/Gender	

Name of Respondent(s) (Individual(s) Allegedly Responsible for Disrespectful Behavior or Harassment)

Status of Respondent(s)

- ☐ Volunteer
- ☐ Part-Time Employee
- ☐ Full-Time Employee
- ☐ Elected Official

Relationship of the Respondent(s) to Complainant

- ☐ Supervisor
- ☐ Peer
- ☐ Subordinate
- ☐ Customer

Describe the specific act(s) alleged with date(s), time(s), and location(s) if possible.
If additional spaces is needed attach additional sheets.

Rev: 1.0 Integrity ● Compassion ● Professionalism ● Equity Page 1

BULLYING, HARASSMENT, OR DISCRIMINATION FORMAL COMPLAINT FORM

Has anyone witnessed the alleged behavior? ☐ Yes ☐ No
if yes, please list names and contact information.

Did you take any action to stop the alleged behavior? ☐ Yes ☐ No
if yes, please summarize the action taken.

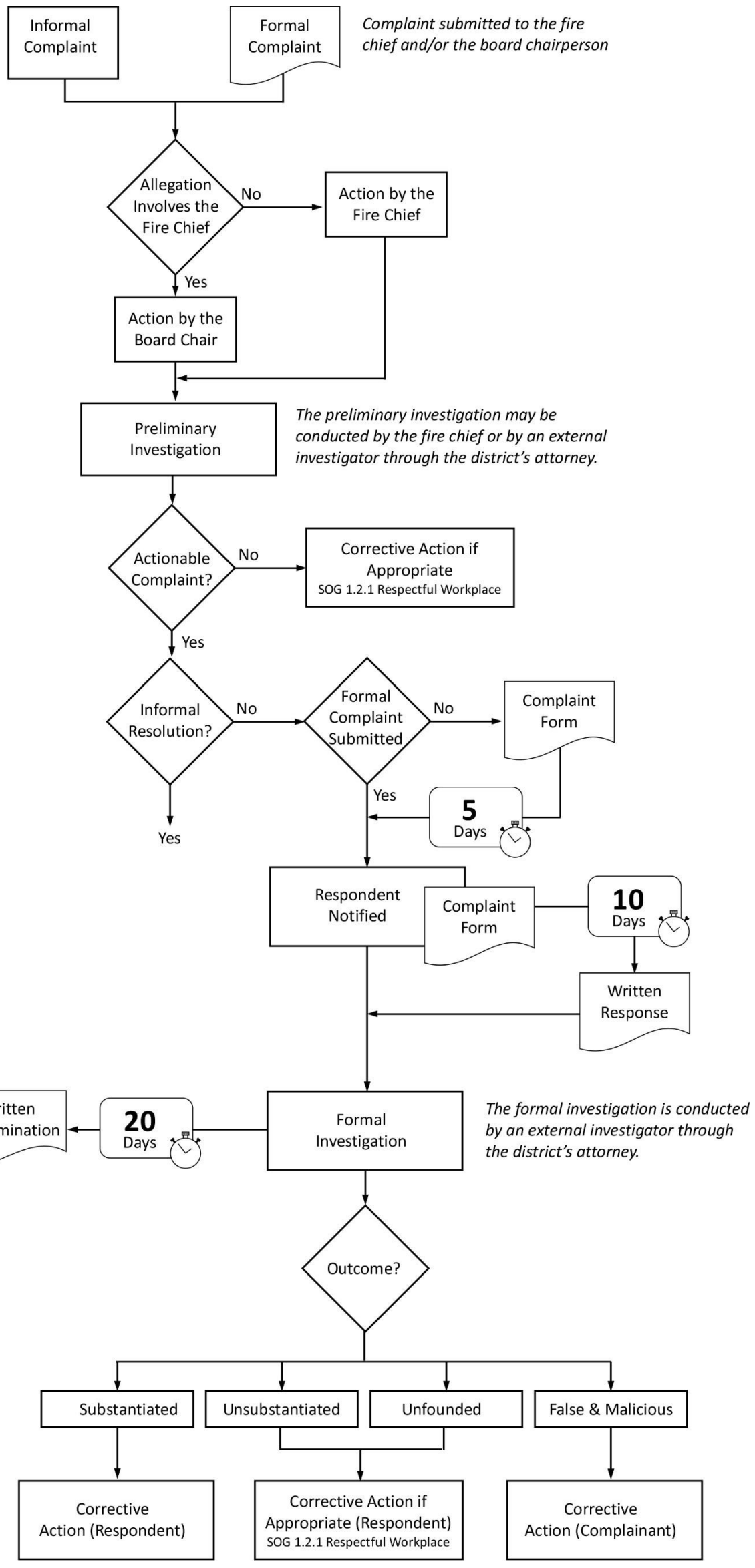
How would you like to see this situation resolved?

Any additional information or comments.

I am aware that an informal process is available to resolve the complaint and feel that a formal complaint is appropriate to resolve the alleged bullying, harassment, or discrimination. I understand that I may have the right to relief under state and federal law, and that filing a formal complaint does not necessarily enlarge the time with which I must file a complaint with the agencies or courts that enforce those laws. I agree to cooperate within reason with any investigation conducted by the district into this matter, and I understand that if I am found to have knowingly misstated any material facts in this complaint, that I many be subject to discipline.

Signed: _____ Date: _____

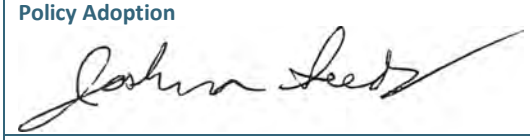
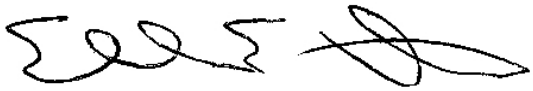
Appendix B-Complaint Flow Chart



Title	SOG #
Workplace Anti-Harassment	1.2.2

This page intentionally blank

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Respectful Workplace	1.2.3
Policy Adoption 	**Date** 1/9/2024
Standard Operating Guideline Adoption 	**Date** 1/30/2024

Purpose

East County Fire and Rescue's (ECFR's) core values of integrity, compassion, professionalism, and equity creates a responsibility to build and maintain a diverse, respectful workplace, where all employees enjoy an environment in which the dignity and self-respect of every person is valued, and which is free of offensive remarks, material, or behavior. ECFR has policies and standard operating guidelines (SOGs) which speak to legal requirements of maintaining a work environment free of illegal harassment and discrimination. This policy and SOG, however, goes beyond the legal requirements for conduct and focuses on the principles of fair and respectful treatment.

ECFR recognizes that workplace conflicts and disrespectful behavior can jeopardize an individual's dignity, self-esteem and well-being and possibly undermine work relationships, friendships, and productivity. A truly respectful workplace requires the cooperation and support from each member in the organization. Everyone has a responsibility to set a positive example and behave in a manner which will not offend, embarrass, or humiliate others, whether deliberate or unintentional.

This commitment to a respectful workplace must come from our members who are always personally responsible for their behavior and conduct. Together, we can ensure that every individual is treated respectfully and courteously.

Scope

This SOG applies to all elected and appointed (volunteer, part-time, and full-time) members of ECFR.

Policies

East County Fire and Rescue (ECFR) has established the following policies regarding maintenance of a respectful workplace (ECFR, 2024a):

- Members exemplifying East County Fire and Rescue's values of integrity, compassion, professionalism, and equity, treat one another and those that we serve with respect and do not tolerate disrespectful behavior.

- Every employee can expect to be treated respectfully in the workplace and has the responsibility to refrain from participating in behavior that is, or could be perceived to be, disrespectful in nature.
- Inadvertent disrespectful or otherwise inappropriate behavior is an opportunity for learning and helping our members apply ECFR's values in a practical way on a day-to-day basis.
- Deliberate, egregious, or repeated disrespectful or inappropriate behavior requires swift, certain, and fair corrective action through the district's disciplinary processes.

This SOG sets expectations for respectful behavior and addresses disrespectful behavior and bullying which are not prohibited by state and federal law, but which are inconsistent with the districts organizational values and prohibited by district policy and guidelines.

Procedures

The following procedures define the district's process for ensuring a respectful workplace. The procedures provide for a response to complaints of behavior that violate this guideline and which do not meet the definition of harassment or discrimination as specified in *Standard Operating Guideline* (*SOG) 1.2.2 Workplace Anti-Harassment*. SOG 1.2.2 addresses "Harassment or discrimination based on race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law" (ECFR, 2023b, p.1).

Additional detail related to types or forms of harassment or discrimination are provided in *SOG 1.2.2 Workplace Anti-Harassment.*

Responsibilities

All members regardless of rank and role are responsible for acting consistently with the district's organizational values and maintaining a respectful workplace.

Supervisors (chief officers, company officers, and members working out of class must lead by example and ensure that our members' behavior reflects these basic principles and the values of the district. Supervisors must also take immediate action to confront and correct disrespectful or otherwise inappropriate behavior and immediately advise the fire chief of complaints of harassment or other deviations from this guideline.

ECFR's Board of Fire Commissioners and fire chief are responsible for providing clarity of expectations, ensuring that these guidelines, rules, and procedures remain current and to ensure that incidents of disrespectful behavior brought to their attention are dealt with fairly, quickly, and impartially.

Definitions

Respectful Behavior: Treating others with dignity, respect for diversity, courteous interpersonal communication, mutual respect, fairness, and collaborative relationships, treating others in the manner that they want to be treated.

Disrespectful Behavior: Aggressive or patronizing behavior; rude, vulgar or condescending remarks; gossip or spreading rumors or speaking malicious untruths about others, acting to embarrass or humiliate another, exclusion of others or withholding information, treating others in a manner that they do not want to be treated.

Bullying: Repeated disrespectful behavior by individuals (or a group) directed towards a member (or group of members), which intimidates, degrades, humiliates, or undermines; or which create a risk to the health or safety of the member(s).

Important: Disrespect or inappropriate behavior is based on the perception of others (who may see things quite differently). It is important to note that intent to be disrespectful is not required nor does the behavior need to rise to the level of harassment to be disrespectful, unwelcome, and therefore a violation of our values and the provisions of this SOG.

Expectations

ECFR expects all its members to:

- Treat others with respect.
- Set an example by respecting the dignity and human rights of others.
- Recognize and refrain from actions that offend, embarrass or humiliate others, whether deliberate or unintentional.
- Address disrespectful behavior displayed by others.
- Avoid making allegations of disrespectful behavior that are frivolous or vindictive.
- Make every effort to resolve workplace issues in a respectful and informal manner.

Supervisors are responsible for immediately acting on any situation involving disrespectful behavior or bullying. Specifically, ECFR expects supervisors to:

- Recognize and address actions that constitute disrespectful behavior or bullying, whether intentional or unintentional.
- Treat each situation as a serious matter.
- Manage the situation towards a resolution between the parties, if possible, with a view to correcting behavior and preserving working relationships.
- Promote a respectful and supportive working environment for all members.

Confronting Disrespectful Behavior or Bullying

If any person feels they are being the subject of Disrespectful behavior or bullying, they should respectfully confront this behavior (not the individual on a personal level). Don't try to solve the most recent occurrence; rather, use it as an example of the pattern of behavior you want changed. Be specific. Be factual. Compare what you expected with what occurred. If disrespectful behavior or

bullying is unintentional, addressing it directly can be an effective corrective action. If the Disrespectful behavior or bullying behavior does not stop, the offended member can initiate either an informal or formal complaint.

Members observing Disrespectful behavior or bullying towards another member should also speak up and inform the offending individual that their Disrespectful behavior or bullying is inappropriate. Supervisors have a greater responsibility in that they may take corrective action beyond peer pressure to ensure respectful behavior and consistency with the provisions of this SOG. Based on personal observation, supervisors may initiate coaching, counseling, or progressive discipline to include oral or written reprimand (as appropriate) without a complaint alleging Disrespectful behavior \or bullying by another member (discipline beyond a written reprimand may be imposed by the Fire Chief).

Informal Notice

Any member, community member, contractor, or job applicant who believes he or she is the subject of Disrespectful behavior or bullying should provide notice to any district supervisor (captain, assistant chief, or fire chief) orally or in writing within 30 calendar days of the alleged incident.

Important: Any supervisor, who observes Disrespectful behavior, bullying or receives a complaint of Disrespectful behavior or bullying that may rise to the level of harassment, **shall immediately** notify the fire chief (Refer to SOG 1.2.2 Workplace Anti-Harassment).

Initial Inquiry

Upon receiving notice of alleged Disrespectful behavior or bullying, the supervisor shall inquire into the circumstances related to the allegation. If the preliminary investigation determines that the allegations may be actionable harassment or discrimination, the provisions of *SOG 1.2.2 Workplace Anti-Harassment* (ECFR, 2023b) apply and supervisor **shall immediately** notify the fire chief. Nothing in this SOG precludes the fire chief from initiating a formal investigation of alleged Disrespectful behavior or bullying.

An informal resolution will be attempted whenever appropriate. If the informal resolution process is unsuccessful, the complainant may direct a formal complaint to the fire chief.

Corrective Action

If the complaint is substantiated, but the Disrespectful behavior or bullying did not rise to the level of harassment, disciplinary action may be taken based on the outcome of the initial investigation, or the district may proceed with a formal investigation (without receipt of a formal complaint) at the discretion of the fire chief If the complaint was not substantiated, but indicative of a potential performance issue, non-disciplinary corrective action may be taken

Right to Be Accompanied: A complainant or accused may be accompanied by another person for moral support and/or to observe the discussion, at any stage of a complaint filed under this procedure. The accompanying party cannot interfere with the process but can assist in clarifying questions. *Weingarten* and *Loudermill* rights will be afforded to accused members who are represented by Local 2444 International Association of Firefighters.

Retaliation

Retaliation in any manner against a person for filing an informal or formal complaint of Disrespectful behavior or bullying, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination from employment (employees) or involuntary separation (volunteers). The fire chief will take reasonable steps to protect the victim and other potential victims from further Disrespectful behavior and bullying, and to protect the victim from any retaliation because of communicating the complaint.

Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local laws. ECFR cannot guarantee complete confidentiality, since a proper and effective investigation cannot be conducted without revealing certain information to the individual accused of disrespectful behavior or bullying, and potential witnesses. However, information about the allegation will be shared only on a need-to-know basis. Subject to the Washington State Public Records Act, the District will use best efforts to maintain the confidentiality of records relating to Disrespectful behavior or bullying complaints.

Responsibility of the Board of Fire Commissioners

If the fire chief is accused of Disrespectful behavior or bullying, complaints shall be made to the chairperson or vice-chairperson of the ECFR Board of Fire Commissioners. In this case, the board will execute the responsibilities identified as the Fire Chief's in this SOG.

Conclusion

ECFR has developed this SOG to ensure that all its members can work in a respectful workplace. ECFR will make every reasonable effort to ensure that all members are familiar with this SOG and made aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any member who has any questions or concerns about this SOG should talk with the fire chief.

References

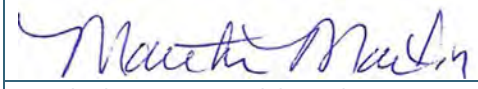
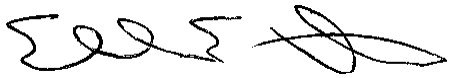
East County Fire and Rescue (ECFR). (2024a). *Standard Operating Policy (SOP) 1.2.2 workplace anti-harassment.* Camas, WA: Author.

East County Fire and Rescue (ECFR). (2024b). *Board minutes* DATE. Camas, WA: Author. [Adoption of Purpose, Policy, and Scope of SOP 1.2.3 Respectful Workplace]

This page intentionally blank

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Reporting Improper Government Action & Whistleblower Protection	1.2.4
Policy Adoption 	**Date** 12/5/2023
Standard Operating Guideline Adoption 	**Date** 12/7/2023

Purpose

The district's value of integrity requires that our members act in an ethical manner and consistent with the requirements of law and district policy and procedure. All members are encouraged to act in the best interest of the public to ensure that improper governmental actions of the district and its members are prevented and if they occur appropriate corrective action is taken. *Revised Code of Washington (RCW) 42.41 Local Government Whistleblower Protection* provides specific protections for members who report improper governmental actions. This standard operating guideline (SOG) defines the district's policy and procedures related to reporting improper governmental action and whistleblower protection.

Scope

This SOP addresses *RCW 42.41.030(2)* requiring local governments (inclusive of fire districts) to establish a policy on appropriate procedures for reporting improper governmental action. This SOP applies to the district, its commissioners, and members (employees and volunteers).

Policies

The East County Fire and Rescue (ECFR) Board of Fire Commissioners has adopted the following policies regarding reporting of improper governmental action and whistleblower protection:

- ECFR members have the right and responsibility to report information concerning and alleged improper governmental action in accordance with the procedures outlined in this SOP.
- The identify of members reporting alleged improper governmental action will be kept confidential to as great an extent possible under the law unless the member authorizes disclosure of his or her identity in writing.
- ECFR commissioners and other members are prohibited from using their official authority or influence directly or indirectly to threaten, intimidate, or coerce any member for the purpose of interfering with the member's right to report improper governmental action in accordance with this SOP or state law.
- ECFR commissioners and other members are prohibited from taking retaliatory action against a member who has provided information regarding alleged improper governmental action in accordance with this SOP or state law.

Procedure

The following procedures identify the appropriate means for members to report improper government action, the districts responsibility to investigate and if necessary, take appropriate action to address the improper action, and protection of members against retaliation.

Definitions

Improper Governmental Action: As defined in *RCW 42.41(1)* improper governmental action means any action taken by a commissioner or other member of East County Fire and Rescue in the performance of their official duties, whether the action is within the scope of their responsibility or not, that is:

- A violation of any federal, state, or local law or rule;
- Is an abuse of authority (arbitrary and capricious exercise of authority that is inconsistent with the mission of the district);
- Is of substantial and specific danger to the public health or safety; or
- Is a gross waste of public funds (use funds without valuable result, grossly deviating from the standard of care o a reasonable person would observe in the same situation).

Improper government action does not include personnel actions including appointments, promotions, transfers, assignments, reinstatements, restorations, reemployments, performance evaluations, or corrective actions including verbal or written reprimands, denial of privileges, suspension without pay, , demotions, termination, violation of collective barging laws, alleged violations of labor agreements, grievances, or complaints.

Retaliatory Action: Any adverse change in the terms and conditions of a member's employment or service to the district.

Emergency: A circumstance that if not immediately changed may cause damage to persons or property.

Member: The term member is used to identify any elected or appointed official of the district inclusive of full-time, part-time, and volunteer staff.

Reporting Alleged Improper Governmental Action

Members shall first report alleged improper governmental action to the fire chief. This report should clearly state the basis for the individual member's belief that improper governmental action has occurred. If the fire chief has allegedly taken this improper action; the member shall submit their report to the chairperson of the board of fire commissioners. If the board chair is unavailable, the member may make their report to the vice chairperson of the board commissioners.

Reports alleging inappropriate government action shall be in writing and except as provided in this standard operating guideline (SOG) shall identify the complainant (written signature or electronic

identification). The written report should specify the nature of the alleged violation(s) as well as the date(s), time(s), and location(s) of the violation(s).

While identification of the complainant aids in gathering additional information and investigation of the complaint, the district recognizes that members may wish to submit complaint anonymously to ensure confidentiality. While this complicates the investigation, the district will determine if an investigation is warranted and if so, conduct an investigation based on the information provided.

Anonymous complaints may be submitted through any supervisor by placing a sealed envelope containing the complaint and addressed to the fire chief or board chair inside an envelope addressed to the supervisor. If a supervisor receives such correspondence, they shall hand deliver the inner envelope to the addressee.

Except in the case of an emergency members must report alleged improper governmental action to the district in writing prior to providing any information to another entity. Members who fail to make a good faith effort to comply with this requirement will not receive the protections outlined in this guideline in accordance with *RCW 42.41.030(5).*

The fire chief or chairperson of the board of fire commissioners shall take prompt action to investigate reports of improper governmental action. The district will keep the identity of reporting members confidential to the greatest extent possible under the law. For other than anonymous complaints, the member reporting the alleged improper governmental action shall be provided with a summary of the results of that investigation excluding details of any personnel action based on the outcome of that investigation.

If ECFR members have reported alleged inappropriate governmental action to the district, they may report information directly to the appropriate governmental agency responsible for investigating the inappropriate governmental action if they reasonably believe:

- The district has failed to conduct an adequate investigation to determine if inappropriate governmental action has occurred
- The district not taken sufficient action to address the inappropriate governmental action, or
- The inappropriate governmental action is likely to reoccur.

Contact information for appropriate governmental agencies is provide in Appendix A.

Investigation of Inappropriate Governmental Action

If the district receives a compliant of inappropriate government action the fire chief or board chairperson (as applicable) will determine if investigation is warranted and if so, will conduct a preliminary investigation to determine if the allegations are criminal or if non-criminal if additional investigation is needed. The fire chief or board chairperson should seek advice and counsel from the district's attorney and if necessary, may have the attorney facilitate an external investigation.

If the alleged inappropriate governmental action is criminal in nature, the complaint will be referred to the Clark County Sheriff for investigation. Regardless of the outcome of a criminal investigation and subsequent prosecution (if any), the district may still take corrective action.

Non-criminal allegations will be thoroughly investigated by the fire chief or his or her designee with a determination if there are reasonable grounds that the alleged inappropriate government action has occurred. The fire chief or the board chair may engage the district's attorney to conduct or assist in investigation of alleged inappropriate governmental action. This investigation and determination shall be completed within 30 days. Should the investigation take longer than 30 days, the fire chief or board chair shall notify the complainant as to the reason for delay or extended duration of the investigation.

The fire chief and chairperson of the board of fire commissioners are responsible for the mechanisms used to report instances of potential fraud or abuse and questionable accounting or auditing practices. The fire chief and/or board chair should take whatever steps are necessary to satisfy themselves that a given complaint is without merit before disposing of it. Further, they also should document the disposition of each complaint received so it can be reviewed by the full board of fire commissioners as part of the district's internal audit process.

Corrective Action

If there are reasonable grounds that the alleged inappropriate government action has occurred, corrective action will be taken in accordance with the collective bargaining agreements with the respective unions representing district employees (IAFF, 2022 & OPEIU, 2023), district standard operating guidelines, or the fire chief's employment agreement as applicable.

Protection Against Retaliation

East County Fire and Rescue commissioners and members are prohibited from taking retaliatory action against a member because he or she has in good faith reported an alleged improper governmental action in accordance with this SOG.

Members who believe that they have been retaliated against for reporting an alleged improper governmental action should advise the fire chief in writing. If the fire chief has allegedly retaliated against the member, they should advise the chairperson of the board of fire commissioners. If the fire chief or board chair does not satisfactorily resolve the member's complaint that he or she has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to *Revised Code of Washington (RCW) 42.41* by providing written notice to the board of fire commissioners that specifies the:

- Alleged retaliatory action, and
- Relief requested

Members shall provide a copy of their written charge to the board of fire commissioners no later than thirty (30) days after the occurrence of the alleged retaliatory action. The district shall respond to these written charges within thirty (30) days.

After receiving the district's response or thirty days after delivery of the charges to the board of fire commissioners, the member may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. A member seeking a hearing should deliver the request for hearing to the fire chief within fifteen (15) days of receipt of the districts response or forty-five (45) days of submitting the charges to the board of fire commissioners, whichever is earlier.

Upon request for a hearing, the district shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

Office of Administrative Hearings
PO Box 42488
Olympia, WA 98504-2488
(350) 407-2700
(360) 664-8721 (fax)

The member as the initiating party, must prove his or her claim by a preponderance of the evidence. The administrative law judge shall issue a final decision consisting of findings of fact, conclusions of law, and judgment no later than forty-five (45) days after the date the request for the hearing was delivered to the district (extensions may be granted for good cause at the request of either the complainant or the district).

The administrative law judge may grant relief including reinstatement with or without back pay and such injunctive relief as may be found necessary to return the member to the position that he or she held prior to the retaliatory action, and to prevent reoccurrence of the retaliatory action. Costs of attorneys' fees may be awarded to the prevailing party. If a determination is made that retaliatory action has been taken against the member, the administrative law judge may impose a civil penalty personally upon the retaliator of up to three thousand dollars and recommend to the district that corrective action be taken. The district will consider any recommendation provided by the administrative law judge that the retaliator receive corrective action up to and including termination.

Responsibilities

The fire chief is responsible for implementing East County Fire and Rescue's policies and procedures for reporting improper governmental action and protecting members against retaliatory actions.

This standard operating guideline (SOP) is provided to all new members, is accessible to all members in portable document format (PDF) on the district's computer server, and on the district's website.

References

East County Fire and Rescue (ECFR) & Local 2444 International Association of Firefighters (IAFF). (2022). *Collective bargaining agreement between East County Fire and Rescue and Local 2444 International Association of Firefighters.* Camas, WA: Author.

East County Fire and Rescue (ECFR) & Office and Professional Employees International Union (OPEIU). (2023). *Agreement between East County Fire and Rescue (ECFR) & Office and Professional Employees International Union (OPEIU).* Camas, WA: Author.

East County Fire and Rescue (ECFR). (YEAR). *Board minutes DATE.* Camas, WA: Author. [Adoption of Purpose, Policy, and Scope of SOG 1.2.27 Reporting Improper Government Action & Whistleblower Protection].

Government Finance Officers Association. (2020) *Best practices, whistleblowing.* Retrieved December 22, 2020 from https://www.gfoa.org/materials/whistleblowing.

Revised Code of Washington (RCW) 42.41 Local government whistleblower protection. Retrieved November 26, 2020 from https://app.leg.wa.gov/RCW/default.aspx?cite=42.41.

Appendix B – List of Agencies

The following is a list of common agencies responsible for enforcing laws and investigating other issues involving improper governmental action. Members having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the fire chief.

Clark County

Clark County Ombudsman
(General Complaints)
201 NE 73rd Street, Suite 201
Vancouver, WA 98665
(360) 694-9007

Clark County Public Health
1601 E Fourth Plain Boulevard, Building 17
Vancouver, WA 98661
(594) 367-8000

Clark County Community Development (Code Enforcement)
PO Box 9810
1300 Franklin Street
Vancouver, WA 98666-9810
(564) 397.2375

Clark County Prosecuting Attorney
1013 Franklin Street
Vancouver, WA 98660

(564) 397-2261

State of Washington

State of Washington Attorney General
PO Box 40100
Olympia, WA 98504-0100

(360) 753-6200

Washington State Auditor
PO Box 40021
Olympia, WA 98504-7775

(360) 902-0370

Washington Department of Health (DOH)
P.O. Box 47857
Olympia, WA 98504-7857

(360) 236-4700

Human Rights Commission
711 South Capitol Way, #402
PO Box 42490
Olympia, WA 98504-2490

(800) 233-3247

Department of Labor and Industries
PO Box 44850
Olympia, WA 98504-4850

(360) 902-5799

Equal Employment Opportunity Commission
Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104-1061

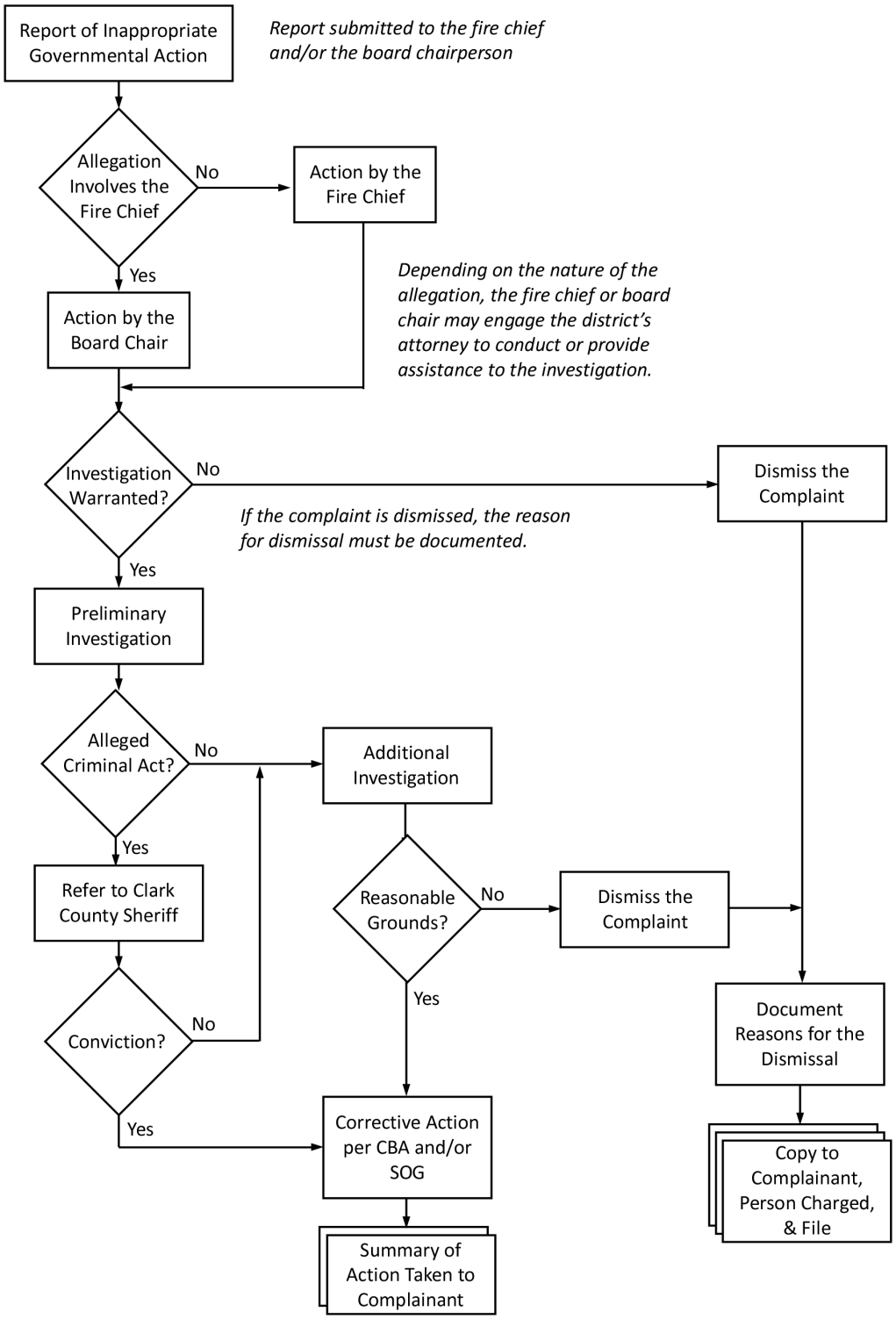
(800) 669-4000

United States

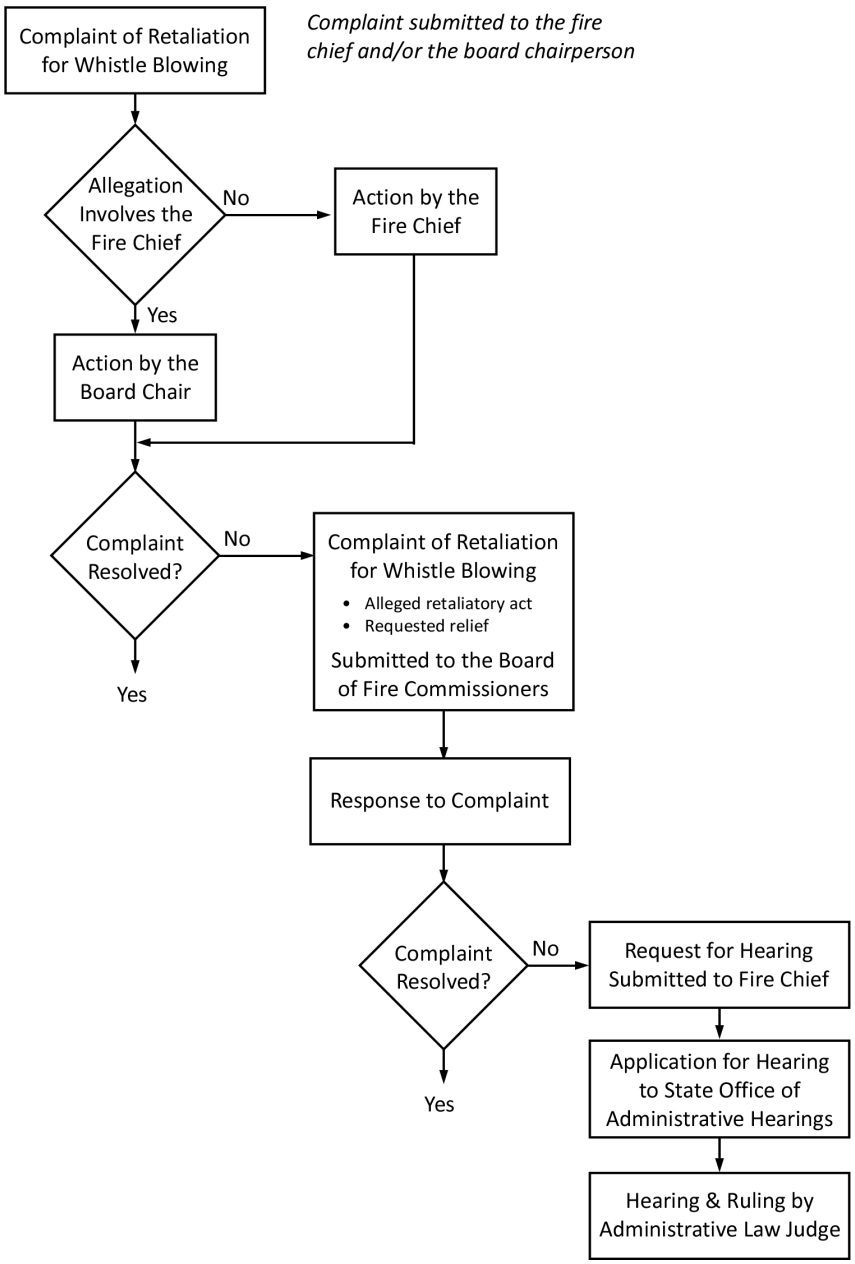
United States Attorney-Seattle
700 Steward Street, #5220
Seattle, WA 98101
(206) 553-7970

Equal Opportunity Employment Commission
909 1st Avenue
Seattle, WA 98104
(800) 669-4000

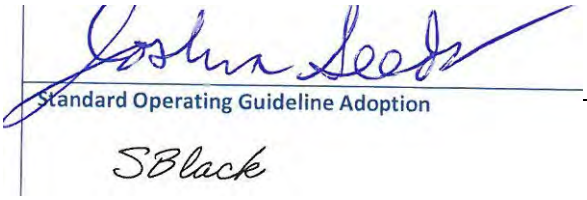
Appendix B – Reporting Improper Governmental Action Flow Chart



Appendix C – Requesting Relief from Retaliation



East County Fire and Rescue
Standard Operating Policy

Title	SOP#
Cell Phone Usage Policy	
Policy Adoption 	Date 12/2/2025
Standard Operating Guideline Adoption	Date 11/21/2025

Purpose

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the District or personally owned, while on-duty or when used for authorized work-related purposes.

Scope

This policy shall apply to all District members while on duty or representing East County Fire & Rescue. The term "Cell Phone" shall apply to all wireless electronic devices capable of receiving or sending phone calls, text messages, and/or emails.

Policy

It is the policy of ECFR to formally recognize members and community partners who provide exceptional service within the context of our values, mission, and vision.

Procedure

East County Fire & Rescue allows members to utilize District owned cell phones and to possess personally owned cell phones in the workplace. While cell phones in the workplace can assist in the mission of the department, they can also contribute to an unprofessional appearance. In addition, cell phone use while driving creates a potential danger for personnel and the public. As the department is engaged in service to the public, maintaining a safe and professional tenor is mandatory for all personnel to uphold.

All cell phone use, whether District or personally owned, shall be in compliance with District policies, and local, state, and federal laws

Personal Cell Phones

Members may carry a Personal Cell Phone while on duty subject to the following conditions and limitations:

The District will not reimburse any member for the cost of their Personal Cell Phone. The District is not responsible for loss or damage to a Personal Cell Phone.

Use of Personal Cell Phones shall not interfere with the performance of job tasks.

Use of Personal Cell Phone while on duty shall be governed by the same safety restrictions as provided for Personal Cell Phones may be used for the recording of audio, video, or photos while on duty however these recordings are subject to authorization by the fire chief to be used for any other purpose other than documentation purposes for the incident report.

Any member that uses a Personal Cell Phone for District business acknowledges that such use may subject the Personal Cell Phone to review or inspection by the District if necessary to identify communications or data that is stored on the phone when such communications or data may be responsive to a request under the Washington State Public Record Act. Review or inspections by the District shall be compliant with Washington State Law.

Any member that creates or receives communications or data related to the administration of District business, that may be identified as a public record, on a Personal Cell Phone is responsible to ensure such communications and data can be provided to the District's record retention officer.

District Cell Phones

The District may, at its discretion, assign a District Cell Phone to any member or apparatus. Such District Cell Phones shall remain the sole property of the District and shall be subject to inspection or monitoring at any time without notice or cause. District Cell Phones are to be used to conduct the business of the District as outlined below:

District Cell Phones are an augmentation to the district's communication system, not a substitute for radio communication designated for transmission through the emergency communication center (CRESA 911). Members shall may use the District Cell Phone in lieu of radio communication if CRESA 911 is inaccessible, inoperable, or the communication is not applicable for transmission through the emergency communication center.

The personal use of District Cell Phones is generally not permitted. Only incidental and necessary personal calls that are of limited number and duration and do not conflict with the proper exercise of Fire department duties will be allowed.

Members shall not download apps or ringtones to District Cell Phones without the approval of the Fire Chief or designee.

Members shall not use District Cell Phones to access social networking sites for any purpose that is not official District business.

District Cell phones shall not be used while driving emergency response vehicles. Calls may be made while driving a staff vehicle only if it is done "hands free".

Members that are assigned a District Cell Phone shall be responsible for the safekeeping of the District Cell Phone.

The safekeeping of District Cell Phones that are assigned to an apparatus shall be the responsibility of the shift Captain or acting officer. When the District Cell Phone is not in the immediate possession of the shift Captain or acting officer, it will be placed in a designated location on the apparatus.

Lost or damaged District Cell Phone shall be reported immediately to a Chief Officer.

District Cell Phones shall remain fully operational and capable of receiving phone calls, text messages, emergency alerts, and all other supported notifications at all times.

District Cell Phones shall be in the possession of the Captain, Lieutenant, Officer working out of class, or securely stored on the assigned apparatus at all times.

References

RCW 42.56 Washington State Public Records Act

RCW 46.61.672 Using a Personal Electronic Device While Driving

Docusign Envelope ID: 84862786-F4C4-4AC6-8259-8936B7122266

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
RETURN TO WORK POLICY	
Policy Adoption Signed by: Joshua Seeds E54DF15E07214D8...	**Date** 3/4/2026
Standard Operating Policy Adoption SBlack	**Date** 02/27/2026

Purpose

The purpose of this policy is to identify the need for a skills evaluation for a firefighter who has been absent from the primary position within the department for 60 or more consecutive calendar days.

Scope

If an employee is absent from their primary position within the department for 60 or more consecutive calendar days, prior to returning to their normal position and work schedule they shall be required to successfully complete position level skills-based scenarios. These assessments will be conducted to ensure the employee is proficient in the necessary knowledge, skills, and abilities to perform the required functions of their position.

Policy

Any firefighter who has been absent for 60 consecutive days will be required to complete firefighting, EMS, Engineering, and command scenarios commensurate with the expectations of their position. These evolutions will be conducted by a company officer or chief officer who will evaluate the employee's proficiency.

Description

Assessments will be based on the position the employee holds within the agency. For example, a Firefighter/EMT would be evaluated on fire ground functions and BLS skills, whereas a Captain/EMT would be assessed on the same plus fire ground command functions. The employee will be provided with any SOG, protocol or policy changes implemented during their absence and trained to a proficient level in such material. If an employee is unable to complete the examinations or skills scenarios to an acceptable level, they will be provided with remediation and an opportunity to complete additional assessments. Should the employee fail to successfully complete the assessments within three attempts disciplinary procedures will begin as outlined in the agreement currently in force between the District and Local.

Docusign Envelope ID: 84862786-F4C4-4AC6-8259-8936B7122266

Procedure

Firefighter and EMS skills:
Evaluations will be conducted to the employees' certification level and may include, but are not limited to proficiency in; Cardiac arrest, Trauma and Medical Assessment, protocol quiz, medication dosing, and ESO. In some situations when returning from extended absences an employee may be placed back into shift work but excluded from minimum staffing while receiving additional training and evaluation.

The employee will be required to complete both firefighting and pumping evolutions commonly conducted in end of probation phase testing.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Recognition Program	1.2.9
Policy Adoption Joshua Seeds	Date 12/2/2025
Standard Operating Guideline Adoption SBlack	Date 11/21/2025

Purpose

To establish a consistent program that will acknowledge and reward members of East County Fire and Rescue (ECFR) and our community partners.

Scope

This Standard Operating Policy (SOP) applies to formal recognition of district members and community partners including medals, awards, citations, and letters of commendation.

Policy

It is the policy of ECFR to formally recognize members and community partners who provide exceptional service within the context of our values, mission, and vision.

Procedure

The following procedure will be used for informal and formal recognition of ECFR's members and our community partners:

Informal Recognition

Informal recognition can be provided by our members, members of partner agencies (e.g., Camas Washougal Fire Department, Vancouver Fire Department, Skamania County Fire District 4, Clark County Sheriff, Camas Police Department, Washougal Police Department) or from community members. There is no specific format for informal recognition as it often is in the form of an e-mail, a handwritten note, or a card. In other cases, it is simply a phone call to the fire chief or another member of the district's staff.

Upon receipt of informal recognition, the following steps will be taken:

- Forward the recognition to the accounting assistant/board secretary, deputy chief or fire chief.
- If not identified in the recognition, identify which companies and members were involved in providing the service and append a note to the recognition identifying the members involved.

- Produce an electronic, portable document format (PDF) copy of the recognition (if the recognition was received by telephone, this information should be provided to the accounting assistant/board secretary who will document the recognition in writing prior to production of the PDF copy.
- Recognition will be shared with all members and the board of fire commissioners via e-mail.

Types of Awards

The ECFR recognition program includes the following types of awards. Awards to members (with the exception of Member of the Year) may also be given to members of partner public safety agencies (e.g., fire, emergency medical services, law enforcement) or members of the uniformed service (e.g., United States Navy, United States Coast Guard).

Medal of Valor: Awarded to a member who performs an act of extreme courage in a deliberate and calculated manner to save a human life under conditions which present a risk of imminent harm to both the civilian victim and the member. This action may not have been reckless and taken without due regard for safe and effective incident operations. The member's actions must have been witnessed by at least one other person who supported or substantial evidence regarding the authenticity of the act.

Distinguished Conduct Award: Awarded to any member who has acted with a high degree of integrity, compassion, professionalism, and/or equity during emergency operations when faced with specific danger, adversity, or significant challenge and has carried out their duties despite these conditions. This action may not have been reckless and taken without due regard for safe and effective incident operations. The member's actions must have been witnessed by at least one other person who supported or substantial evidence regarding the authenticity of the act.

Special Unit Citation: Awarded to any company or group of members who has distinguished themselves through a single event or for continued performance and dedication by the company or group as a whole.

Exceptional Service Award: Awarded to a member or group of members who distinguish themselves through selfless action that significantly benefits our community or the District. This award is typically given in recognition of a significant programmatic accomplishment.

Letter of Commendation: Awarded to a member or group of members in recognition of a significant accomplishment or contribution to our community or the District.

Community Awards: Awarded to citizens, businesses, organizations, and community groups whose efforts have resulted in saving lives, reduction of community risk, or benefiting the District. This includes, but is not limited to, recognition of community members who initiate cardiopulmonary resuscitation prior to the arrival of emergency medical responders.

Member of the Year: Awarded to a member recognizing that member's commitment to the District's mission and vision, and consistency with the District's values of integrity, compassion, professionalism, and excellence.

Service Awards: Members shall be recognized for years of service in five-year increments.

5 years of service - each member will be awarded a service pin, which may be worn on the Class A uniform, work shirts, commissioner sweatshirts, or administrative attire.

10 year of service - each member will be awarded a service pin, which may be worn on the Class A uniform, work shirts, commissioner sweatshirts, or administrative attire. The member will also receive a plaque or similar award to display the accomplishment.

15 years of service - each member will be awarded a service pin, which may be worn on the Class A uniform, work shirts, commissioner sweatshirts, or administrative attire. The member will also receive a plaque or similar award to display the accomplishment.

20 years of service - each member will be awarded a service pin, which may be worn on the Class A uniform, work shirts, commissioner sweatshirts, or administrative attire. The member will also receive an award such as a larger plaque, bronzed tool, helmet, etc. to display the accomplishment.

25 years of service - each member will be awarded a service pin, which may be worn on the Class A uniform, work shirts, commissioner sweatshirts, or administrative attire. The member will also receive an award such as a larger plaque, bronzed tool, helmet, etc. to display the accomplishment.

30+ years of service - each member will be awarded a service pin, which may be worn on the Class A uniform, work shirts, commissioner sweatshirts, or administrative attire. The member will also receive an award such as commemorative axe, bronzed tool, helmet, etc. to display the accomplishment. 30 years of service and beyond awards will be discussed with the board of commissioners to decide and vote on an appropriate award.

Award purchases will comply with RCW 41.60.150 which states awards will not exceed two hundred ($200.00) in value per award.

Recommendation

With the exception of years of service awards, nominations for awards may be made by any member. Members shall submit nominations in writing to the fire chief. Members will select and rank order up to three individuals on the basis of commitment to the district's mission and vision, and consistency with the District's values of integrity, compassion, professionalism, and equity.

Approval of Awards

Special Unit Citation, Exceptional Service Award, Letter of Commendation, & Community Awards: Nominations of these awards will be reviewed by the fire chief who will make the final determination on the award.

Medal of Valor & Distinguished Conduct Award: Nominations for these awards will be reviewed by a panel appointed by the Fire Chief. This panel will investigate the circumstances surrounding the incident and the member's actions prior to making a recommendation to the fire chief for award or denial. The

fire chief will submit the panel's recommendation and his endorsement or comment without endorsement to the board of fire commissioners who will make the final determination on awarding the medal or award.

Member of the Year: The intent of this award is to be determined through voting. However, if no, or, one nomination is submitted the fire chief retains the right to delegate a Member of the Year if she/he so chooses.

Presentation of Awards

Awards can be presented at a regular or special meeting of the board of fire commissioners however formal recognition will be planned for a yearly Recognition event.

Medals or Citation Bars representing awards or Service Awards shall be worn on the recipient member's Class A uniform as specified in SOG 1.2.7 Uniform and Appearance (ECFR, 2024a)

Individuals recognized as the member of the year shall have their name affixed to a plaque displayed at the fire district headquarters station.

Companies or groups receiving a special unit citation will receive a plaque that shall be displayed at the station at which that group or company is assigned. Should the group be comprised of members from multiple stations, the unit citation shall be displayed at the station represented by the largest number of members or fire district headquarters station.

Recognition on Retirement

Members retiring from East County Fire and Rescue with at least 15 years of service with the district will be recognized by presentation of their badge or badges (if they have been promoted during their tenure) in a shadow box. The board of fire commissioners may make exceptions to this rule for members having less than 15 years of service with the district.

References

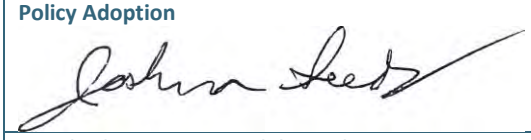
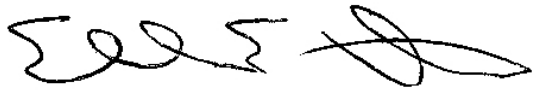
East County Fire and Rescue (ECFR). (2025). *Board minutes December 2nd, 2005*. Update policy.

East County Fire and Rescue (ECFR). (2024a). *Board minutes February 6, 2024.* [Adoption of purpose, scope, and policy of SOG 1.2.9 recognition program]. Camas, WA: Author.

East County Fire and Rescue (ECFR). (2024a). *Standard operating guideline (SOG) 1.2.7 uniform and appearance.* Camas, WA: Author.

RCW 41.60.150

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Language Access Plan	1.2.10
Policy Adoption 	**Date** 11/19/2024
Standard Operating Guideline Adoption 	**Date** 12/3/2024

Purpose

This standard operating guideline describes the district's process for providing language assistance services to individuals with limited English proficiency (LEP). This process is designed to help staff take reasonable steps to provide meaningful access for individuals and their companions to access district services. A companion includes a family member, friend, or associate of an individual seeking access to our services, programs, or activities, who, along with such individual, is an appropriate person with whom we should communicate.

Scope

This standard operating guideline applies to all volunteers, paid staff, and elected officials and all aspects of district operation and governance.

Policies

The ECFR Board of Fire Commissioners have adopted the following policies related to language assistance to individuals with LEP:

- Where language assistance services are required, they will be provided at no cost to the individual or companion, be accurate and timely, and to the extent legally possible, protect the privacy and the independent decision-making ability of the individual with LEP.
- On request, district staff will promptly identify the language and communication needs of an individual with LEP.
- Use of language assistance services in the district's Language Assistance Services Log (Appendix A), including any language assistance services necessary to communicate with companions, and such documentation will identify the individual's or the companion's preferred language.
- The district will ensure that all staff are trained in how to access and provide language assistance services set forth in this document.

Title	SOP #
Language Access	1.2.10

Procedure

The following procedures define the district's process for providing language assistance to individuals with limited English proficiency.

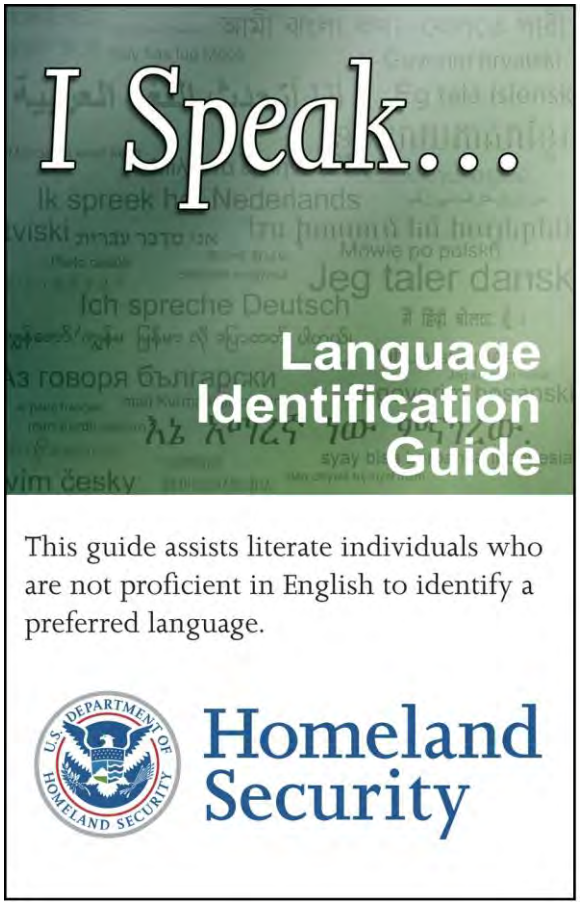
Common Languages within the District

16.7% of the households in Clark County (Southeast)--Vancouver (East), Camas & Washougal Cities Public Use Microdata Area (PUMA), WA reported speaking a non-English language at home as their primary shared language. Spanish: 6,280 households (5.52%), Mandarin or Cantonese Chinese: 2,514 households (2.21%), and Russian: 1,763 households (1.55%) are the most common languages spoken other than English (Data USA 2022).

Identifying Individuals with LEP and Their Preferred Language

If necessary, district staff will use the *I Speak…Language Identification Guide* (DHS, 2011) to identify the preferred language of individuals with LEP. These guides are carried in all district apparatus and are available at the district headquarters reception desk.

Figure 1. Language Identification Guide





Note: Adapted from Department of Homeland Security (DHS). (2011*). I speak…language identification guide.* https://www.dhs.gov/xlibrary/assets/crcl/crcl-i-speak-booklet.pdf.

Title	SOP #
Language Access	1.2.10

Obtaining Oral Language Assistance Services

Oral language assistance may be obtained from bilingual or multilingual district staff, the language line service, or at the request of the individual with LEP or in the event of exigent services other bilingual or multilingual individuals not affiliated with the district.

Bi-Lingual or Multi-Lingual District Staff: Table 1 lists district staff who are bilingual or multilingual, the language proficiency and current assignment.

Table 1. Bi-Lingual or Multi-Lingual District Staff

Member	Language	Proficiency	Current Assignment
Danny Burch	Spanish	Professional Working Proficiency	Captain, A Shift

The members listed in Table 1 have proficiency in speaking and understanding any necessary specialized vocabulary or terminology and phraseology, and the ability to impartially communicate directly with individuals with LEP in their primary language.

If possible, contact the appropriate qualified bilingual/multilingual staff member to communicate with the individual(s) in their primary language. If a qualified bilingual/multilingual staff member is unavailable, take reasonable steps to obtain a qualified interpreter as outlined in this standard operating guideline (SOG).

Language Line Service: The district uses Language Line Solutions to provide oral translation services. This service provides translation services for over 290 languages. Translator services can be accessed by landline telephone, by computer (equipped with a microphone, speakers, and video camera) or using an app on iPhones assigned to district apparatus using the Language Line application.

- To access the Language Line service by landline telephone dial (888) 808-9008 and enter the district's personal identification number (PIN).
- To access Language Line via a computer equipped with a microphone, speakers, and video camera, **use the Chrome browser** and enter the following URL: InSight.LanguageLine.com and then enter the district's authentication code to authorize the computer. Once the computer has been authorized, Language Line can be accessed by simply entering the URL.
- To access Language Line using the application on a smart phone, open the app and enter the district's authentication code to authorize the device. Once the device has been authorized, Language Line can be accessed by simply opening the application.

The district's PIN and authorization code are maintained by the administrative specialist. District cell phones have the Language Line application installed and these devices have been authorized. The district's PIN is also stored on district cell phones for landline phone use when cell service is unavailable.

Non-Affiliated Bilingual or Multilingual Individuals: Some LEP individuals may request to use a companion as an interpreter. Companions of an individual with LEP may be used if specifically requested by that individual. Communicate to the LEP individual that the district is willing to provide interpretation services at no cost prior to the use of a companion as an interpreter. If the individual declines our language assistance services and wishes to have the companion interpret, confirm that the companion agrees to provide such assistance.

In exigent circumstances (e.g., fire, medical emergency) minor children or non-affiliated bilingual or multilingual individuals may be used to interpret. However, the use of minor children or non-affiliated individuals must be limited to maintain confidentiality and accuracy of translation.

If reliance on the companion, minor child, or non-affiliated individual for such language assistance is appropriate under the circumstances, consider the following:

- Exigence of the situation (emergency vs. non-emergency).
- Competency of interpretation.
- Confidentiality or privacy concerns.
- Whether the presence of the individual providing interpretation raises any safety concerns.
- Whether there is a conflict of interest.

If relying on the companion, minor child, or non-affiliated individual for any of these reasons would be inappropriate, take reasonable steps to provide available alternative interpreter services.

Documentation: Record the use of a companion, minor child, or non-affiliated individual, or interpreter service provider in the fire incident report or electronic patient care report if related to an emergency response. Advise the administrative specialist of the use of language assistance services via e-mail including the date, type of assistance, name of the person assisted, their preferred language, and incident number (if related to an emergency response). The administrative specialist will track use of language assistance services using the Language Assistance Services Log (Appendix A).

Providing Notice to Individuals with Limited English Proficiency

The district will inform individuals with LEP about the availability of no cost language assistance services, and all necessary auxiliary aids and services as appropriate for a person with LEP and a disability by providing written notice in languages that people who have LEP will understand. Signs will be clearly and prominently posted and provided in the districts publicly accessible fire station lobbies in Spanish, Mandarin and Cantonese Chinese, and Russian (the most common languages other than English spoken in southeast Clark County, Washington).

Written Translation

The district may use a translation service, which provides qualified translators who have demonstrated proficiency in writing and understanding both written English and at least one other written non-English

language, are able to translate effectively, accurately, and impartially to and from such language(s) and English, using any necessary specialized vocabulary or terms without changes, omissions, or additions and while preserving the tone, sentiment, and emotional level of the original written statement. The translators must also adhere to generally accepted translator ethics principles, including client confidentiality.

The district may, upon request from an LEP individual, make written materials available for individuals with LEP in the same manner as those made available for English speakers.

The district uses Language Line Solutions for written translation. Contact Language Line at (800) 752-6096 or via e-mail at customercare@languageline.com. All requests for written translation will be processed by the district's administrative specialist.

The district does not currently have any documents regularly translated into other languages but will timely respond to requests and if needed will provide regularly translated documents to meet the needs of the community it serves.

Documentation

Document all language assistance services using the district's Language Assistance Services Log. This log is maintained by the district's administrative specialist. Members using language line for translation services must e-mail the administrative specialist with the following information:

- Date of service.
- Type of assistance (e.g., oral translation).
- Name of the person served.
- Preferred language.
- Incident number (if applicable).

References

East County Fire and Rescue (ECFR). (2024). *East County Fire and Rescue Board of Fire Commissioners regular meeting minutes November 19, 2024* [adoption of the purpose, scope, and policies Standard Operating Guideline 1.2.9]. Camas, WA: Author.

Department of Homeland Security (DHS). (2011*). I speak…language identification guide.* Retrieved November 16, 2024, from https://www.dhs.gov/xlibrary/assets/crcl/crcl-i-speak-booklet.pdf.

Data USA. (2022). Clark County (Southeast)--Vancouver (East), Camas & Washougal Cities PUMA, WA. Retrieved November 18, 2024, from https://datausa.io/profile/geo/clark-county-southeast-vancouver-east-camas-washougal-cities-puma-wa.

Title	SOP#
Language Access	1.2.9

Appendix A-Language Assistance Services Log

Date	Type of Assistance	Name of Person	Preferred Language	Incident #`

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Tobacco Usage	1.2.11
Policy Adoption	Date ~~03/26/2025~~ 4/1/2025
Standard Operating Guideline Adoption	Date 4/3/25

Purpose

The purpose of this document is to establish direction to volunteers and career employees on the use of tobacco and/or tobacco like substances.

Scope

East County Fire and Rescue maintains that establishing a tobacco-free environment sets a clear example of good health practices; puts employees and visitors first by providing a healthy, tobacco-free atmosphere; results in lower clean-up costs, and lowers long-term health care costs.

Policy

The use or possession of tobacco, or tobacco-like substances, is prohibited on Fire District property, on emergency scenes, in district vehicles, at official Fire District Functions, or while in uniform representing East County Fire and Rescue. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited on District property. This does not include FDA approved nicotine replacement therapy products, used short term, for the purpose of cessation.

Procedure

All newly hired volunteers and career employees will be required to enter into a Tobacco Abstinence Agreement as a condition of employment.

Employee Acknowledgment

As a condition of volunteering or employment, and by signing below, I hereby attest that I have read and understand Tobacco Usage SOP 1.2.11. I further agree that I will maintain abstinence from any tobacco usage on duty while an employee of East County Fire and Rescue. I fully understand that should I violate this policy, my affiliation and/or employment with East County Fire and Rescue may be immediately terminated.

If I violate this policy I may be required to pay the District back for any reimbursement I received under the Health Insurance Reimbursement program.

Employee Name (Print)_____

Employee Signature_____ Date_____

Fire Chief _____Date_____

Docusign Envelope ID: D744E468-E155-4E2E-BB4A-362B4092D6CC

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
BOARD OF COMMISSIONERS ADHERENCE TO COMMISSIONER HANDBOOK	
Policy Adoption Signed by: Joshua Seeds E54DF15E07214D8...	**Date** 2/17/2026
Standard Operating Policy Adoption SBlack	**Date** 02/06/2026

Purpose

The purpose of this policy is to define the expectations and standards of conduct for all members of the Board of Fire Commissioners of East County Fire and Rescue.

Scope

This policy applies to all members of the Board of Fire Commissioners.

Policy

It is the policy of the Board of Commissioners of East County Fire and Rescue, Clark County, Washington, that all members of the Board shall be guided in the performance of their duties by the Commissioner's Handbook published by the Washington Fire Commissioners Association (WFCA).

The Board recognizes that the Commissioner's Handbook is updated periodically. Commissioners are expected to review revisions annually and remain informed of any changes. The handbook is available electronically through the WFCA website.

Although the Commissioner's Handbook is not statutorily required, it is widely recognized as a best-practices resource for fire district governance. Accordingly, it is the policy of East County Fire and Rescue that commissioners adhere to the principles and guidance contained within the handbook in carrying out their official responsibilities.

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
FIRE COMMISSIONER EMERITUS POLICY	
Policy Adoption Joshua Leeds	Date 1/6/2026
Standard Operating Policy Adoption SBlack	Date 12/18/2025

Purpose

The purpose of this policy is to establish a formal process for recognizing former Fire District Commissioners who have provided long and distinguished service to East County Fire and Rescue (ECFR) through the honorary designation of Commissioner Emeritus.

Scope

This policy applies to former members of the Board of Fire Commissioners of East County Fire and Rescue and governs the conditions, limitations, and recognition associated with the honorary Commissioner Emeritus designation.

Policy

The Board of Commissioners may, by formal action, majority vote, designate a former Commissioner as Commissioner Emeritus in recognition of exceptional service to the District during a regular or special public meeting. The designation is honorary in nature and is not automatic. The Commissioner Emeritus designation does not confer any authority, voting rights, quorum status, compensation, benefits, or governance role within the District.

Eligibility

A former Commissioner may be considered for the honorary designation of Commissioner Emeritus if they:

Have served a minimum of two full terms or twelve (12) years on the Board of Commissioners, unless otherwise determined by the Board due to extraordinary service;

Have demonstrated sustained commitment to the mission, values, and long-term interests of East County Fire and Rescue;

Left office in good standing.

A Commissioner Emeritus may attend public meetings or District events and may provide historical perspective or advisory input only when requested by the Board of Commissioners or the Fire Chief.

The title may be used for ceremonial or recognition purposes but shall not be used in any manner that implies official representation or authority on behalf of the District.

The designation is granted for life unless rescinded by majority vote of the Board of Commissioners.

The Board may limit the number of individuals holding the title at any given time.

Legal Authority

Nothing in this policy alters or expands the statutory authority, duties, or composition of the Board of Fire Commissioners as established under RCW 52. The Commissioner Emeritus designation does not create a public office, employment relationship, or entitlement under state law.

The title of Commissioner Emeritus is honorary only and conveys no governance authority.

A Commissioner Emeritus *shall not*:

Vote on Board matters;

Make or second motions;

Participate in Board deliberations;

Count toward quorum;

Represent the District in an official capacity unless expressly authorized by the Board.

A Commissioner Emeritus *may*, when invited by the Board Chair or Fire Chief:

Attend Board meetings or District events in a non-participatory capacity;

Provide historical perspective or institutional knowledge;

Serve as an informal advisor or mentor.

No compensation, benefits, or reimbursement are associated with this designation.

The title Commissioner Emeritus may be used in ceremonial contexts, District publications, and recognition materials. Use of the title shall not imply authority, governance responsibility, or official representation of the District.

Duration and Revocation

The Commissioner Emeritus designation is granted for life unless rescinded.

The Board may revoke the designation by majority vote if continued association or use of the title is determined to be inconsistent with the interests or values of the District.

Appendix A – Resolution Language

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF EAST COUNTY FIRE AND RESCUE ESTABLISHING THE COMMISSIONER EMERITUS DESIGNATION

WHEREAS, the Board of Fire Commissioners desires to formally recognize former Commissioners who have demonstrated longstanding dedication, leadership, and service to the District; and

WHEREAS, RCW 52 provides authority for the Board to establish policies and recognize service to the District; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East County Fire and Rescue that:

1. The honorary designation of Commissioner Emeritus is hereby established.
2. The designation shall be honorary only and shall confer no authority, compensation, benefits, or governance role.
3. Appointments shall be made by majority vote of the Board during a public meeting.

ADOPTED this ___ day of _____, 20__, by the Board of Fire Commissioners of East County Fire and Rescue.

Appendix B – Resolution Language

EAST COUNTY FIRE AND RESCUE
RESOLUTION NO. ____

A RESOLUTION APPOINTING [FULL NAME] AS COMMISSIONER EMERITUS

WHEREAS, [Full Name] served as a duly elected Fire District Commissioner for East County Fire and Rescue from [start year] to [end year]; and

WHEREAS, during this period of service, [he/she/they] demonstrated sustained commitment, leadership, and dedication to the mission, governance, and long-term success of the District; and

WHEREAS, the Board of Fire Commissioners has adopted a Commissioner Emeritus Policy establishing an honorary designation to recognize former Commissioners who have provided long and distinguished service; and

WHEREAS, the Board desires to formally recognize [Full Name] for [his/her/their] service and contributions to East County Fire and Rescue;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of East County Fire and Rescue that:

[Full Name] is hereby granted the honorary title of Commissioner Emeritus of East County Fire and Rescue.

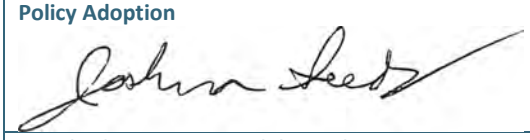
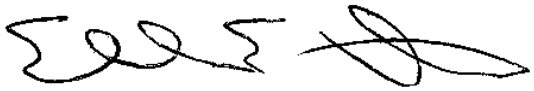
This designation is honorary only and confers no authority, voting rights, quorum status, compensation, benefits, or governance role.

The title may be used for ceremonial and recognition purposes consistent with District policy.

This designation shall remain in effect unless rescinded by action of the Board of Fire Commissioners.

ADOPTED this ___ day of _____, 20, by the Board of Fire Commissioners of East County Fire and Rescue.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Budget	1.3.1
Policy Adoption 	**Date** 6/4/2024
Standard Operating Guideline Adoption 	**Date** 6/4/2024

Purpose

"Budgeting is an essential element of financial planning, control and evaluation process of governments" (Washington State Auditor, 2013a). The district's annual budget serves two purposes:

- Provide our community and the board of fire commissioners with a clear picture of the services provided by East County Fire and Rescue, the cost of those services, and the policy decisions underlying the district's financial decisions.
- Provide the district's management with a financial and operating plan that complies with regulatory requirements for fire districts in the State of Washington and exemplifies best practices in budgeting and financial reporting.

East County Fire and Rescue's budget authorizes and provides control of the district's financial operations during the calendar year. The appropriations may not be exceeded unless amended by the board of fire commissioners. Expenditures are monitored through the accounting system and reported to the board on a regular basis. This standard operations guideline defines budgeting and reporting responsibilities, organization of the budget, the process used to develop the operating and capital budgets, financial reporting requirements, and the procedure used to amend the budget if necessary.

Scope

This standard operating guideline applies to the development, management, and adjustment of the district's budget, inclusive of all revenue and expense funds.

Policy

It is the policy of East County Fire and Rescue (ECFR) to:

- Establish funding priorities to reflect our mission to improve community safety by reducing risk through education, prevention, and response.
- Be a good steward of public funds and ensure that budgeting and financial management follow applicable laws and regulations and achieve results that are in the best interest of the district and its taxpayers.

- Conduct the budgeting and financial reporting process in a manner that is transparent and easy for taxpayers to understand.
- Ensure that the district's budgeting process has a direct and strong connection with the strategic plan adopted by the board of fire commissioners.
- Avoid budget decisions or procedures that provide for current operational cost at the expense of future needs.
- Use the Washington State Auditor's Office (SAO) Budgeting and Reporting System (BARS) codes in budget development and fiscal reporting.
- Maintain a balanced budget, defined as a beginning fund balances and revenues being equal to expenditures, other fund uses, and ending fund balances.
- Clearly set forth transfers between funds (e.g., general fund and capital projects fund) in the district's annual budget or adjustments.
- Require approval of the board of fire commissioners for transfers between funds and for budget amendments increasing or decreasing budgeted line items.
- Post the proposed and adopted district budgets and any mid-year budget amendments on the district's website in a timely manner to provide public access.

Procedure

The following procedures shall be used for budget development, fiscal reporting, and financial management.

Responsibilities

Board of Fire Commissioners: As specified in RCW 52.14.010, the affairs of the district are managed by the board of fire commissioners. The board provides policy direction through development and adoption of the district's community risk assessment, strategic plan, standard of coverage and community risk reduction plan, fire and emergency services self-assessment model, long-term financial plan, capital projects plan, and capital and operating budgets. In addition, the board reviews expenditures and approves financial transactions on a monthly basis.

Fire Chief: As the district's chief executive officer, the fire chief has overall responsibility for development of the proposed district budget and management of fiscal resources within the limits of funds appropriated by the board of fire commissioners.

Administrative Specialist: The administrative specialist is responsible for the district's financial management and accounting system used in budget development and fiscal reporting and for maintaining financial records in compliance with state laws, regulations, and fiscal best practices. The administrative specialist is responsible for development of fiscal reports as requested by the fire chief or board of fire commissioners and the district's annual report to the State Auditor's Office.

Community Budget Review Working Group: The working group is selected by the fire chief to serve in an advisory capacity, providing input to the chief and administrative specialist on the budget and budget document from a community perspective to ensure transparency and clarity. The working group is engaged throughout the budget process including review and discussion of budget assumptions, draft budget documents, participation in the budget hearing, and review of the final budget document.

Organization of District Budget

The Washington State Auditor prescribes budgeting, accounting and reporting (BARS) requirements for all local governments (RCW 43.09.200). The *Budgeting, Accounting, and Reporting System (BARS) Cash Basis for Cities, Counties and Special Purpose Districts* (SAO, 2023) includes a uniform chart of accounts, accounting and budgeting policies, guidance for preparing financial statements and instructions for preparing supplemental schedules required as part of the annual report to the state auditor (RCW 43.09.230).

The Washington State BARS is designed to allow formal integration of budgeting and accounting for all fund types in a governmental accounting system. The district prepares a comprehensive budget document of all anticipated resources and outlays on an annual basis, including those funds for which appropriated budgets are not required (e.g., leave accrual fund).

A fund is an accounting entity with its own self-balancing set of accounts recording cash and/or other sources of revenues against expenditures for specific activities. Managerial/internal funds are used for internal budgeting and are rolled up into the General Fund for purposes of BARS reporting. The district's finances are allocated to the following funds:

- ***General Fund:*** The principal operating fund, which is supported by taxes, fees, and other revenues that may be used for any lawful purpose. The general fund accounts for all current expenditures (e.g., personal services, materials and services) not specifically accounted for in other funds.

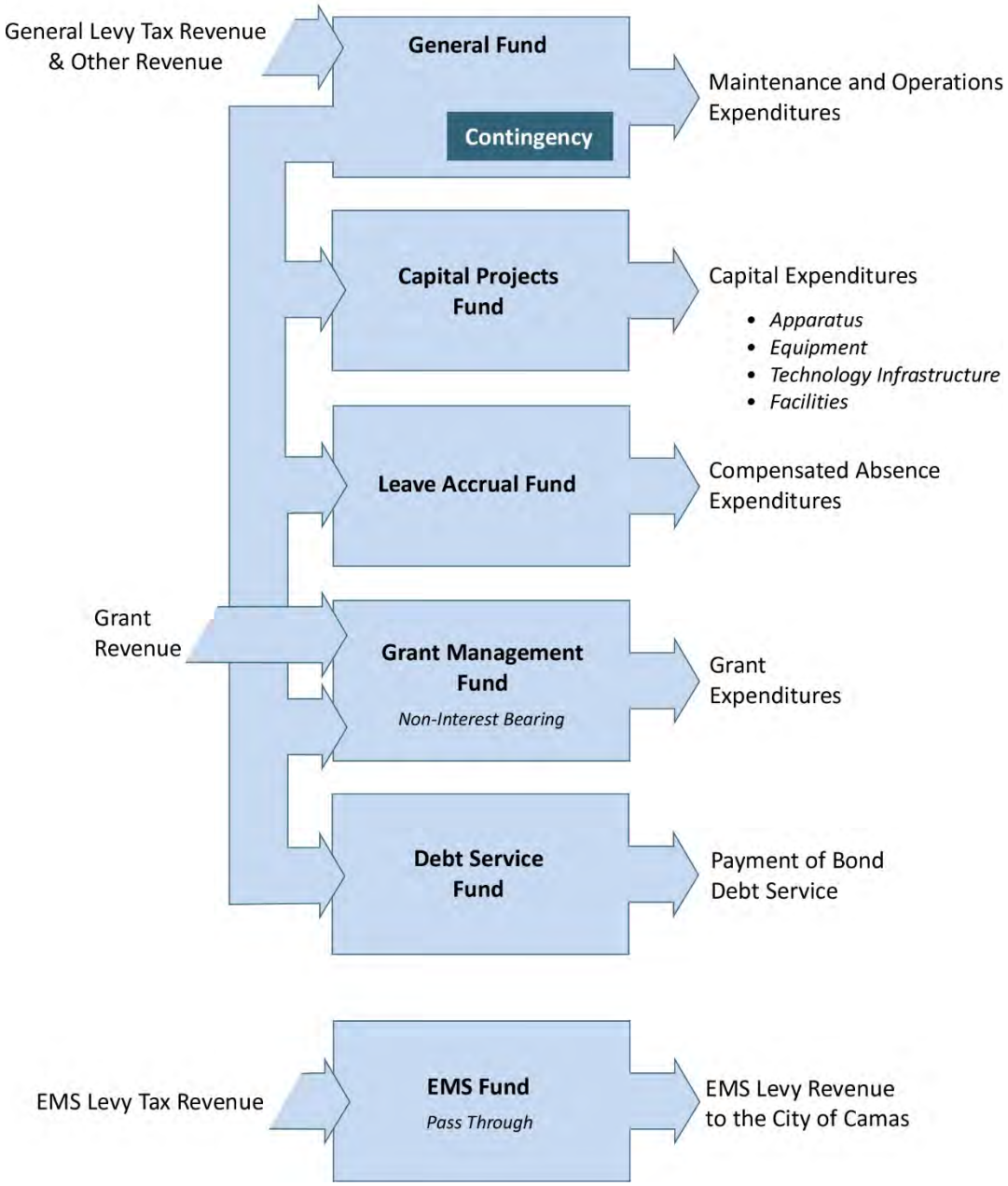
  Included within the general fund, ***contingency*** is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. ECFR endeavors to maintain a contingency reserve at 5% of budgeted maintenance and operations expense. For budgetary reporting within the context of the BARS, this managerial fund is rolled up into the general fund.

- ***Leave Accrual Fund:*** This fund is used to account for assets held by the district for buyback of accrued, but unused vacation upon employees' separation from the district. For budgetary reporting within the context of BARS, this managerial fund is rolled up into the general fund.

- ***Capital Projects Fund:*** A fund established to accumulate assets for future capital purchases and for current capital expenditures. Capital expenditures are for items having a cost greater than $5000 and a service life of greater than one year (e.g., major equipment, fire apparatus, and fire stations).
- ***Grants Management Fund:*** A fund established with a contribution of assets from the state or federal government that are to be used for a specified purpose, activity, or facility. Assets in this fund are maintained in a non-interest-bearing account in compliance with federal grant requirements. For budgetary reporting within the context of BARS, this managerial fund is rolled up into the general fund.
- ***Debt Service Fund:*** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. This fund currently has a zero balance as the district has no debt.
- ***Emergency Medical Services (EMS) Fund:*** The EMS fund is supported by the district's EMS levy which funds, in part, delivery of emergency medical services to the district's residents. The district receives advanced life support (ALS) ambulance service from the Camas Washougal Fire Department through an interlocal agreement. This agreement currently specifies that EMS levy revenue passes through the EMS fund and transferred to the City of Camas for the district's share of ambulance service expenses.

Figure 1 illustrates the relationship between revenue, funds, and expenditures.

Figure 1. Overview of Fund Relationships



Title	SOP #
Budget	1.3.1

The district's maintenance and operations budget is organized in accordance with the Washington State Budgeting and Reporting System (BARS) as prescribed by the Washington State Auditor's Office (SAO) and as such includes the following functional divisions[1]:

- ***Administration:*** Functions and activities related to the leadership and management necessary to ensure effective and efficient delivery of services to the community. Within the budget, this division also includes activities of a general nature associated with multiple service functions (e.g., postage, information technology services, telecommunications).
- ***Operations:*** Functions and activities related to fire suppression, medical, and rescue services.
- ***Fire Prevention and Public Education:*** Functions or activities related to reducing risk of harm and preventing loss of life because of fire, accident, illness, and other types of emergencies.
- ***Training:*** Functions and activities related to training and professional development.
- ***Facilities:*** Functions and activities related to rental, repair, operation, and maintenance of land, buildings and equipment related to fixed facilities (e.g., heating, ventilating, and air conditioning systems (HVAC), water systems, electrical backup generators).
- ***Apparatus and Equipment Repair and Maintenance:*** Functions and activities related to maintenance and repair of vehicles and portable equipment.

Budget Development

ECFR uses a bottom up budget process that engages project and program managers in developing budgets for each functional area of district operations. These budgets are consolidated, reviewed, and refined to produce the proposed district budget. This bottom up process has both advantages and disadvantages (Florin, 2011).

[1] Given the district's small size, these functions are budgetary and not completely organizational (e.g., some members work within the operations function but have responsibility for other functions such as training, fire prevention, facilities, or repair and maintenance).

Title Budget	SOP # 1.3.1

Table 1. Advantages and Disadvantages of Bottom Up Budgeting

Advantages/Reinforcing Strategy	Disadvantages/Mitigating Strategies
***Participative Process*:** Bottom up budget development is a participative process in which the members involved develop a greater sense of ownership and commitment to the budget as a financial plan. ***Reinforcing Strategy*:** The district's budget is used as an ongoing tool by all members with program or project management responsibility. Integration of the budget into program and project management as well as real time access to financial data increases commitment to the budget as the district's working financial plan.	***Time Required:*** Development of the district budget from the bottom up takes a significant commitment of staff time for developing program, project, and division budget proposals, executive review, and refinement of the proposed district budget. ***Mitigation Strategy:*** The district's budget calendar is designed to provide adequate staff time for budget development and integrates the budget development process into ongoing staff work. ***Lack of Expertise:*** This approach requires individuals who may have limited experience and expertise to develop detailed budget projections. ***Mitigation Strategy:*** Professional development includes training and ongoing coaching in budget development and use of the budget as an ongoing financial management tools.
Accuracy: A bottom up budget has potential to be more accurate as those involved are closest to the work that will be performed. ***Reinforcing Strategy:*** Integration of the budget into program and project management along with accurate accounting by expense category provides ongoing improvement in budget accuracy.	***Over Estimation:*** Competition for scarce resources may lead to overestimation of budget needs. ***Mitigation Strategy:*** Budget review at the function and district level along with the use of a modified zero based budgeting process, controls for overestimation of budget needs.
***Improved Communication and Coordination*:** Budget development from the bottom up improves communication and coordination between project and program, and function managers and fire chief. ***Reinforcing Strategy*:** Regular fiscal reporting and ongoing conversation between the fire chief and members responsible as function, program, and project managers maintains a focus on the budget as a working document.	***Lack of Context:*** In many organizations, rank and file members and first or second line supervisors do not have knowledge of strategic level organizational goals that impact on budget development. ***Mitigation Strategy*:** The district's mission, values, and vision are integrated with ongoing operations. Within the budget process, project, program, and function budgets must be tied closely to specific strategic goals and initiatives.

Title	SOP #
Budget	1.3.1

In addition to building its budget from the bottom up, ECFR uses modified zero based budgeting. In this process, it is not assumed that the current year's spending for a particular program or function is justified. Expenditures are examined to identify the following:

- Is this expenditure or level of expenditure in the best interest of the community that we serve?
- Are the goals and objectives of the program or function identified in the district's strategic plan?
- Are there other less costly and more effective ways of achieving the desired outcomes?
- Would overall achievement of the district's strategic goals be improved if funding was shifted from the program under review to another area of district operations?

Budget Calendar

The district's budget process begins in April with review of the district's strategic goals, capital projects plan, and other major policies in April with development of project, program, and function budgets and concludes in November with adoption of the budget by the board of fire commissioners and submittal to the Clark County Auditor.

Table 2. Budget Calendar

Month	Activity
April	Board of Commissioners major policy review: • Strategic goals. • Capital projects plan. • Other major policies. Staff develops multi-year fiscal projections.
June	Community budget review working group review of budget assumptions.
July	Development of function budgets.
August	Review & revision of function budgets. Draft comprehensive district budget.
September	Staff review & revision of the proposed district budget. Community budget review working group review of proposed district budget.
October	Submittal of the proposed district budget to the board of fire commissioners. Public budget hearing. Budget accepted or revisions specified by the board of fire commissioners.

Table 2. Budget Calendar

Month	Activity
November	The fire chief and district staff revise the proposed budget as necessary. Tax increase resolution, levy certification resolution, and resolution for adoption of the district's comprehensive budget by the board of fire commissioners. Adopted budget submitted to the Clark County Auditor.
December	Board of fire commissioners, fire chief, and community budget review working group review and discussion of the budget process and recommendations for improvement. The adopted budget is entered into the finance and accounting system. The adopted budget is submitted to the GFOA Distinguished Budget Award Program for review.

Development of Function Budgets

Just as the function budgets are the foundation for development of the overall district budget, program budgets provide the basis for development of division budgets.

Staff Budget Input Workbook: In June, each function and program manager is provided with a staff budget input workbook in Excel (.xlsx) format that is used to enter proposed funding details to support line item level requests as illustrated in Table 3. This workbook contains a worksheet for each line item. The yellow shaded areas of worksheets are provided for data input while the unshaded areas contain headings and calculated fields that are locked.

Table 3. Staff Budget Input Worksheet

522 30 30 000				**Fire Prevention & Public Education Supplies**
Item	Quantity	Unit Price	Sub Total	Justification
10-Year Battery Smoke Alarms	100	$20	$2,000	
Hard Wired (Plug In) Smoke Alarms	20	$30	$600	
Carbon Monoxide Alarms	20	$35	$700	
Smoke & CO Alarm Batteries	1	$500	$500	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
Line Total			$3,800	

Function and program managers must be able to speak to the reason for each specific request, why this expenditure is in the best interest of the community, how the expenditure supports achievement of the district's strategic goals and initiatives, and what alternatives were considered in determining that this

expenditure was the most cost effective approach. Within the operating budget any expenditure that reflects a significant change (increase/decrease in expense or addition or elimination of a service or program) must be accompanied by a narrative explanation or justification.

Data entered into the line item worksheets are linked to the associated function (administration, operations, prevention and education, training, facilities, and repair and maintenance) budget worksheets that identify the actual expenditures for the prior year, amended budget for the current year, and proposed budget for each line item along with summary data.

220 Prevention Wages & Benefits		Actual 2022	Amended 2023	Proposed 2024
522 30 14 001	Fire Prevention & Public Education Overtime	$0	$0	$1,003
220 Prevention & Public Education Supplies & Services				
522 30 30 000	Fire Prevention & Public Education Supplies	$882	$725	$3,800
522 30 30 001	Fire Prevention & Public Education Equipment	$0	$0	$100
522 30 31 000	Pre-Incident Planning Supplies	$0	$0	$0
522 30 31 001	Pre-Incident Planning Equipment	$0	$0	$0
522 30 35 000	Address Signs	$0	$0	$500
522 30 40 000	Newsletter Printing & Postage	$1,912	$4,000	$6,000
522 30 42 000	Public Education Advertising	$0	$300	$0
Sub Total		**$4,289**	**$9,025**	**$11,403**

Total Prevention Budget	**$4,289**	**$9,025**	**$11,403**

Function Business Plan: Function managers must review the district's adopted strategic goals and related initiatives and submit a business plan along with their function budget detail worksheet. This plan must include the following:

- Function title (e.g., administration, operations, fire prevention and education, training, repair and maintenance, or facilities).
- Purpose of the function (explanation of why the function exists).
- Programs within the function's area of responsibility.
- Strategic goals supported by function activities.
- Strategic initiatives that will be implemented or in progress during the budget year.

Program managers develop program business plans that specify program purchase, strategic goals, and initiatives. In addition, function and program managers correlate activities and expenditures to the Commission on Fire Accreditation International (CFAI) accreditation criteria (CPSE, 2020).

Capital Projects Plan and Budget

The East County Fire and Rescue's capital projects plan is a component of the district's integrated comprehensive plan. Direction for the capital planning process is provided in *Standard Operating Guideline (SOG) 1.4.6 Integrated Comprehensive Plan Volume 6-Capital Projects Plan*.

Annual Capital Projects Budget: The district develops an annual budget for the capital projects fund. This budget is integrated with the budgets for all other funds in the annual comprehensive budget. This budget includes:

- Capital projects fund cash flow and 10-year overview of scheduled projects.
- Individual capital project request and estimates of cost for projects that will be completed in the budget year.

Budget Amendment

There are two types of budget amendment. The first is simply a transfer between line items within a given fund (e.g., reduction in one or more lines and an increase in one or more other lines) while maintaining the same overall appropriation (net zero budget adjustment). The second type of adjustment is a transfer between funds and change in the appropriated amount within those funds (e.g., transfer from contingency or transfer between the capital projects fund and general fund).

Line item expenditures that exceed the adopted amount may be approved by the fire chief provided that the budget remains balanced at the function and fund levels. In the event that line item expenditures would result in a deficit (within the line) of greater than $2000, the board of fire commissioners must be notified at their next regular meeting.

Budget amendment will generally be performed (if needed) in April and October. However, under exigent circumstances, the fire chief may request that the board of fire commissioners adjust the budget at any time.

The district's administrative specialist will enter proposed budget changes in the Springbrook accounting system as they are identified. This entry will include the adopted amount of the line item, the proposed (adjusted) amount of the line item, the difference, percentage difference, and justification of the proposed changes. The fire chief will submit a narrative report outlining the need for the budget adjustment (increases/decreases in individual lines and/or transfer between funds) with line item level detail along with the Springbrook proposed budget changes report to the board of fire commissioners in advance of the meeting at which the budget adjustment will be considered.

Public Budget Communication

In addition to the comprehensive budget, the district will prepare a budget in brief document that provides a high level (fund and function) overview of the district's budget to provide district residents and taxpayers with user friendly, easy to access information on the district's fiscal condition and budget.

To provide a high level of transparency to the district's budget process, the proposed budget and budget in brief will be posted to the district's website concurrently with transmittal to the board of fire

commissioners. The district's adopted budget and budget in brief will be posted to the district's website immediately following adoption and any subsequent adjustments will be posted in a timely manner after adoption by the board of fire commissioners.

In addition to on-line posting, a summary of the district's budget will be included in the first district newsletter following budget adoption. This newsletter is distributed to all United States mail customers within the district.

The district's monthly budget position and check register will be posted to the district's website on a monthly basis in advance of the second monthly regular meeting of the board of fire commissioners. In addition, any budget adjustments and related supporting documentation will be posted to the district's website following the meeting of the board of fire commissioners at which these budget changes are made.

Distinguished Budget Presentation Award Program

East County Fire and Rescue participates in the Government Finance Officers Association (GFOA) *Distinguished Budget Presentation Award Program* (GFOA, 2024) on an annual basis. This program provides external validation that the district has prepared budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting.

References

Center for Public Safety Excellence (CPSE). (2020). *Quality improvement for the fire and emergency services*. Chantilly, VA: Author.

East County Fire and Rescue. (2024). *Board minutes* 06/04/2024. [Adoption of Purpose, Policy, and Scope of SOP 1.3.1 *Budget*]. Camas, WA: Author

Florin, B. (2011). *Bottom up/top down budgeting*. Retrieved April 18, 2024, from http://www.codrm.eu/conferences/2011/26_Bolojan.pdf.

Government Finance Officers Association (GFOA). (2024). *Distinguished budget presentation award program.* Retrieved April 18, 2024, from http://www.gfoa.org/budgetaward

RCW 43.09.200 Local government accounting — Uniform system of accounting. Retrieved July 1, 2013 from http://apps.leg.wa.gov/rcw/default.aspx?cite=43.09.200.

Washington State Auditor (SAO). (2024). *Budgeting, accounting, and reporting system (BARS) cash basis for cities, counties and special purpose districts.* Retrieved April 18, 2024, from https://sao.wa.gov/wkhtmltopdf/generatepdf?url=https://sao.wa.gov/book/export/html/1076&title=sao-bars-cash-manual.

East County Fire and Rescue
Standard Operating Guidelines

Title	SOP#
Procurement	1.3.2
Policy Adoption 	Date ~~5/21/24~~ 3/18/2025
Standard Operating Guideline Adoption 	Date 03/18/2025

Purpose

This Standard Operating Guideline (SOP) provides a uniform method of procurement and purchasing procedures for equipment, materials, services, and public works projects that is consistent with district policy, Revised Code of Washington (RCW) Washington Administrative Code (WAC), and guidance provided by the Washington State Auditor.

Scope

This SOP applies to all ECFR procurement of equipment, materials, services, and public works.

Policies

East County Fire and Rescue (ECFR) has established the following policies related to procurement:

- Be a good steward of public funds. To that end, district expenditures must be for a valid public purpose which benefits the community, is directly related to the district's authorized functions, and which does not have as its primary objective the benefit of a private interest.
- Follow the statutory requirements of *Revised Code of Washington (RCW 52) Fire Protection Districts*, *RCW 39 Public Contracts and Indebtedness* and other relevant state laws and regulations applicable to fire district procurement.
- Maintain appropriate internal fiscal controls to promote effective and efficient use of resources; to safeguard resources against loss due to waste, mismanagement, abuse, or fraud; and to ensure compliance with applicable state and federal laws, regulations, and fiscal best practices.
- Procurements not exceeding $5,000 may be approved by the fire chief. The fire chief shall establish procurement limits for functional, program, and project managers based on their specific responsibilities. All other procurements must be authorized by the board of fire commissioners (ECFR, 2023).
- Sole source procurements shall be fully justified based on the provisions of *RCW 39.04.280* and documented according to the provisions of this SOP Sole source procurements not exceeding $5,000 may be approved by the fire chief. All other sole source purchases must be authorized by resolution of the board of fire commissioners.

- ECFR will endeavor to ensure consistency with the Government Finance Officers Association (GFOA) best practices and advisories related to procurement.

Procedure

ECFR uses the following procedures for procurement of goods, services, and public works.

Budget Responsibility and Procurement Authority

The fire chief, as authorized by the board of fire commissioners is responsible for managing the district's comprehensive budget (operating and capital). The fire chief has delegated budgetary authority and procurement authority to ECFR members based on their role and responsibility.

Members in General: Purchases of less than $300 can be made by any member based on their role and responsibility. An example of this type of purchase would be fuel for district apparatus.

Program Managers: Program managers are responsible for one or more specific line items within the budget. Examples would include personal protective equipment or hose, appliances, and nozzles. Program managers have budgetary and procurement authority for expenditures within their specific line items.

Function Managers: The district's captains and administrative specialist have been delegated responsibility to manage the functions of administration, operations, fire prevention and education, training, repair and maintenance, and facilities. Function managers have budgetary and procurement authority within their specific functions and supervise the budget and procurement activity of program managers responsible for lines within their function. Table 1 outlines the district's expenditure origination and authorization levels.

Table 1. Expenditure Origination and Authorization

Expenditure	Any Member	Program Manager	Function Manager	Fire Chief	Board of Fire Commissioners
<$300	◆				
$300-$1,000	◆	✓			
$1,000 - $3,000	◆	◆	✓		
$3,001 - $5,000	◆	◆	◆	✓	
> $5,000	◆	◆	◆	◆	✓

◆Level at which expenditures may be originated

✓Approvals required prior to expenditure

Routine purchases of $300 or less (such as fuel for apparatus) may be made by any member. Receipts for purchases of $300 or less must be documented on a receipt document (see Appendix A).

The accounting assistant will provide each function manager with a copy of the monthly budget position for all funds and lines and a detailed expenditure report for their functional area(s) of responsibility on a monthly basis following reconciliation. Function managers are responsible for monitoring expenditures within the line items within their function(s) and an awareness of the district's overall budget position. Function managers should review expense detail with program managers as needed.

Nature of Procurement

Application of Washington procurement laws are significantly impacted by the nature of the procurement with different requirements and limitations placed on purchase of equipment, materials, and supplies, procurement of services; and public works projects. Equipment, materials, and supplies purchased to support district operations are self-explanatory. However, there are significant distinctions in the categories of public works and services.

Public Works: All work, construction, alteration, repair, or improvement other than ordinary maintenance (RCW 39.04.010). All work, construction, alteration, enlargement, improvement, repair, and/or demolition that is executed by contract, purchase order, or any other legal agreement and that is executed at the cost of the state of Washington or of any municipality (WAC 296-127-010(7)(a)(i)).

Ordinary maintenance is work that is not performed by contract and that is performed on a regularly scheduled basis (e.g. daily, weekly, monthly, etc. but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary (WAC 296-127-010(7)(b)(iii)). M*aintenance becomes Public Works only when performed by contract, rather than by district members*.

Purchased Services: Purchased services are those provided by vendors for routine, necessary, and continuing functions, mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, supporting day-to-day operations, involving completion of specific tasks or projects, and involve minimal decision-making.

Important! Some service contracts such as heating, ventilation, and air conditioning (HVAC) maintenance are classified by the Washington Department of Labor and Industries as public works and are subject to the more complex public works procurement process. Other services are not public works, but require payment of prevailing wages. If it is uncertain if a particular service is classified as public works or requires prevailing wages, see the *Prevailing Wage Policies and Determinations* (L&I, 2024) or contact L&I directly.

Personal Services: Personal services involve technical expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities are primarily intellectual in nature. Licenses or certification by state agencies are not required.

Professional Services: Services (not involving architecture or engineering) that involve professional expertise. Licenses or certification by state agencies are required. Examples would include legal or medical services.

Architectural & Engineering Professional Services: Architectural and engineering are specifically defined as services rendered by any person, other than as an employee of the agency, contracting to perform activities within the scope of the general definition of professional practice in Revised Code of Washington (RCW) 18.08 (Architects), RCW 18.43 (Engineers and Land Surveyors), RCW 18.96 (Landscape Architects).

Procurement Procedures

As a fundamental rule, the district should ensure that procurement actions are conducted in a manner that delivers the best value. RCW 52.14.110 and 120 define the statutory requirements for use of competitive bids and exceptions to bid requirements. Figures 1-3 outline both regulatory and internal procurement requirements.

Figure 1. Purchase of Equipment, Materials and Services Procurement Flow Chart

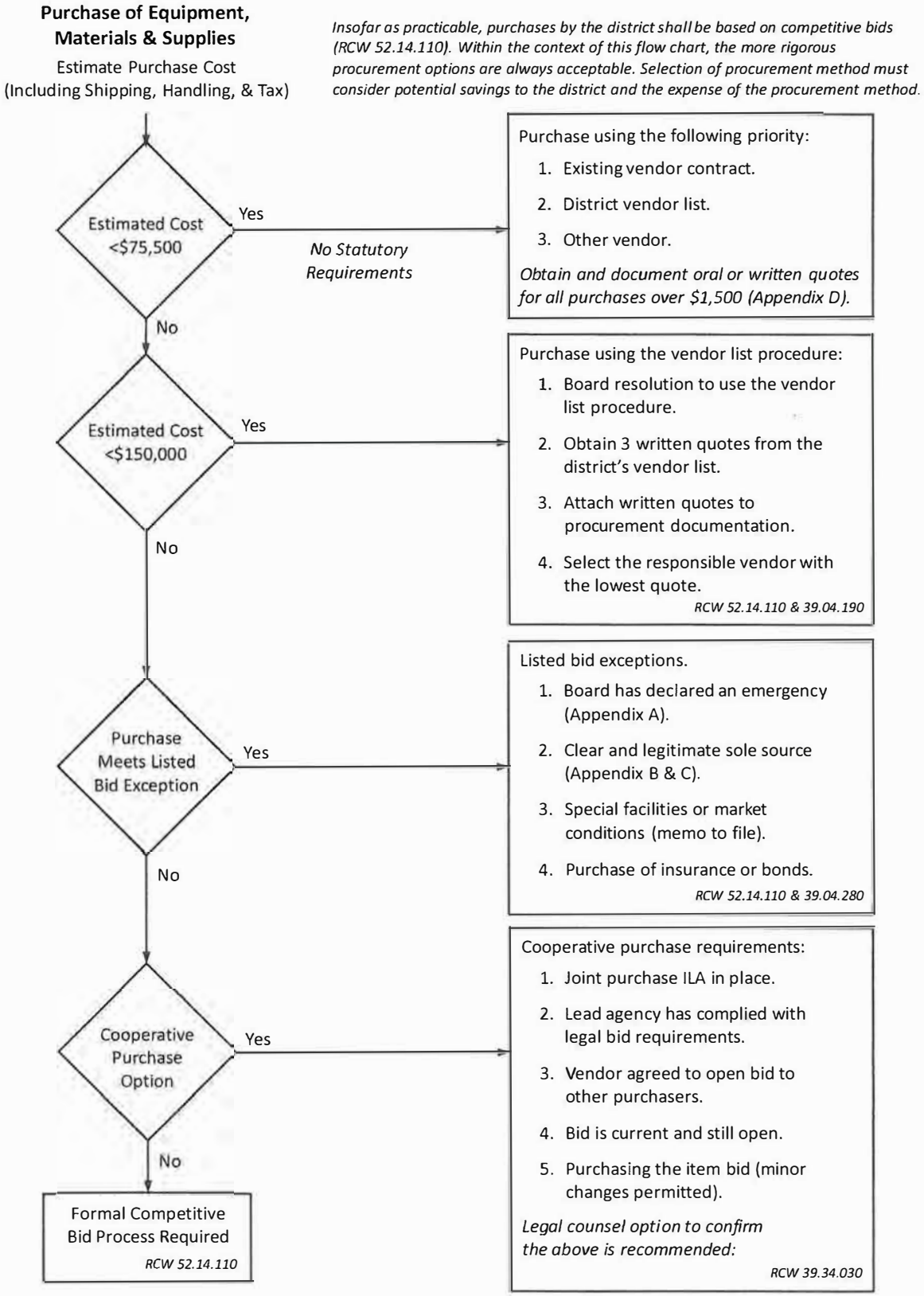


Figure 2. Public Works Procurement Flow Chart

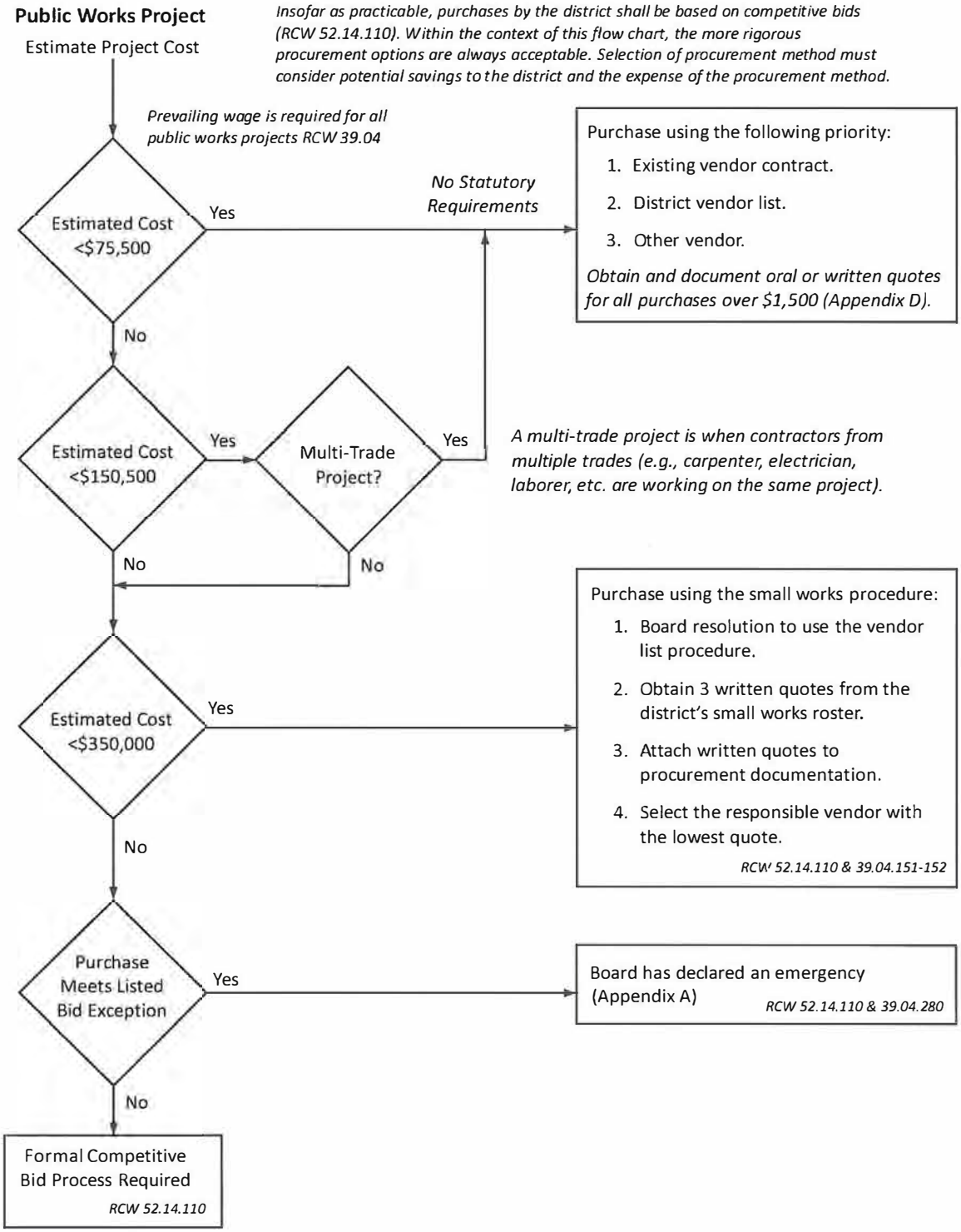
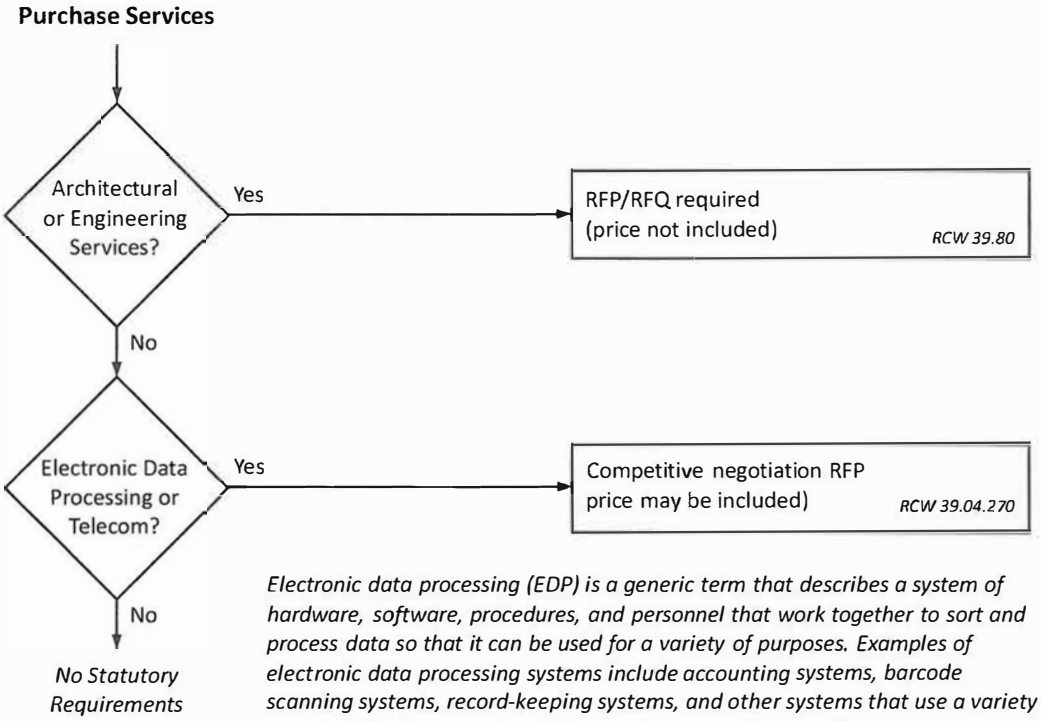


Figure 3. Professional Services, Data Processing, & Telecom Procurement Flow Chart



Competitive Bid Requirements and Exceptions

Formal sealed bids for equipment, materials and services, or public works projects are not required under the following circumstances (Effective July 1, 2024).

Bid Thresholds: The *Revised Code of Washington (RCW) 52 Fire Protection Districts* and *RCW 39 Public Contracts and Indebtedness* specify financial thresholds above which a formal bid process is required as well as thresholds for use of alternative purchasing methods such as the vendor list procedure and small works roster. A formal sealed bid process is not required under the following circumstances:

- Purchase of equipment, materials, or supplies when the cost of the purchase will not exceed $75,500 (RCW 52.14.110).
- Public works projects when the cost of the project will not exceed $75,000 for a single trade project or below $150,000 for a multi-trade project (52.14.110 & RCW 39.04.190).
- Purchase of equipment, materials, or supplies using the vendor list procedure when the cost of the purchases is between $75,000 and $150,000 (52.14.110 & RCW 39.04.190).

- Public works projects with a cost between $75,000 and $350,000 for a single trade project or between $150,000 and $350,000 for a multi-trade project when procured using the district's small works roster procedure (52.14.110 & RCW 39.04.155).

Specific Bid Exceptions: The *Revised Code of Washington (RCW) 52 Fire Protection Districts* and *RCW 39 Public Contracts and Indebtedness* identifies when the district may take an exception to formal bid process requirements. These exceptions are limited to:

- Purchases made in relation to an emergency declared by resolution of the board of fire commissioners (RCW 52.14.110 & RCW 39.04.280).
- Clear and legitimate sole source of supply (RCW 52.14.110 & RCW 39.04.280).

  Sole source procurements up to $5,000 may be authorized by the fire chief as specified in the district's procurement policies.
- Special facilities or market conditions (RCW 52.14.110 & RCW 39.04.280) including purchase of used items or purchase at auction.
- Purchase of insurance or bonds (RCW 52.14.110 & RCW 39.04.280).

Use of any of these exemptions requires a resolution by the board of fire commissioners stating the exemption and reasons for use of the exemption rather than formal sealed bid process.

Purchases from or through the Federal Government: Purchases made from or through the federal government do not require a formal bid process (RCW 39.32.070 and 39.32.090). (ECFR, 2024a).

Procurement of Telecommunication or Data Processing: Purchase of telecommunications or data processing does not require a formal bid process (RCW 39.04.270). This type of procurement requires competitive negotiation (RCW 52.14.110 & RCW 39.04.280).

Emergency Purchases

An emergency in this context consists of unforeseen circumstances beyond the control of the municipality that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken (RCW 39.04.280(3)).

Exemption of a purchase under the emergency provisions of RCW 39.04.280 requires that the board of fire commissioners pass a resolution declaring the emergency (see Appendix C). A copy of the resolution must be attached to the invoice and voucher submitted for payment.

This exception to bid requirements should be used cautiously and only where a true emergency exists.

The minutes of the board's meeting shall fully and carefully describe the cause of the emergency, the nature of the indicated immediate threat to life or property that will occur if the equipment is not obtained immediately, and the method of securing the equipment at a reasonable price that the board

establishes. These minutes shall be published no later than three weeks following award of contracts under these provisions.

The following sole source procurement requirements specified in this SOG do not apply if the board of fire commissioners has passed a resolution declaring an emergency.

Sole Source Procurement

Sole source procurement applies in circumstances where there is clearly and legitimately a single source of supply (RCW 39.04.280). Sole source justification is not required for procurement involving an expenditure of less than $1,000. A sole source procurement involving expenditure of between $1,000 and $5,000 may be approved by the fire chief. Sole source procurements involving expenditure of greater than $5,000 must be approved by resolution of the board of fire commissioners.

Justification: The following guidelines may be used to determine if the conditions for sole source procurement may be met:

- The district has conducted a screening process whereby it can justify purchase of a specific product.
- Specifications were legitimately drafted to which only one vendor can successfully respond (if specifications could be drafted to permit competition, sole source procurement may not be used).
- The product is available only through one manufacturer and distributor (and the manufacturer so certifies).
- The vendor certifies that the district is receiving the lowest price it offers anyone.

Reasonable effort must be extended to determine that competition is not feasible. If only one source is identified as a result of the market research, sole source procurement may be justified.

Documentation: Sole source procurements must be fully justified and documented to include the following (Appendix D):

- Description of the supplies or services required.
- Narrative outlining the circumstances permitting other than full and open competition.
- Description of how the nature of the purchase is consistent with the requirements for sole source procurement.
- Explanation of the efforts made to ensure that quotes are solicited from as many potential sources as possible.
- A listing of the sources that expressed an interest during the market survey.

- Certification that the justification is accurate and complete to the best of the purchaser's knowledge and belief.

Documentation of sole source procurements; justification of sole source procurement and copy of resolution (if over $5,000) (see Appendix E) must be attached to the invoice and voucher submitted for payment. All documentation regarding sole source procurement must be available for public inspection immediately after award of such contracts.

Examples: Sole source procurements may include (but are not limited to) the following types of circumstances.

- *One of a Kind:* The product is unique and is available from only one supplier (this includes used goods).
- *Compatibility:* The product must match an existing brand of equipment for compatibility and is available from only one supplier.
- *Replacement Part:* The product is a replacement part for existing equipment and is only available from one supplier.
- *Delivery Date:* Only one supplier can meet the necessary delivery requirements. Delivery by a specific date is essential for completion of a task or project or delay would cause a significant increase in cost to the district.
- *Unique Design:* The product must meet physical design or quality requirements or demonstrates a unique capability to provide a particular function and is available from only one supplier.
- *Authorized Service Provider:* Service by a specific provider is required by a previous contract or warranty.

Vendor, Consultant, & Small Works Rosters

ECFR uses a vendor, consultant, and small works rosters maintained by the Municipal Research and Services Center of Washington (MRSC) (ECFR, 2024b) and Small Works Vendor List maintained by Clark County Fire District 6.

- If possible, secure at least three quotations or written bids to ensure a competitive process, with the contract being awarded to the lowest responsible bidder. Document the quotes or bids on the documentation of oral quotations form (Appendix F).
- Immediately after the award, all bid quotations that the agency obtained must be recorded and made open to public inspection. This information must also be available to those who inquire by telephone.
- The accounting assistant will post a list of contracts awarded using the vendor list procedure on the district's website. The list will contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

Vendor Roster: The vendor roster is used for purchase of products, equipment repair, vehicle maintenance, and other purchased services as referenced in RCW 39.04.190. A vendor list may be used to secure telephone or written quotations under certain conditions, as follows:

Consultant Roster: The consultant roster is used to procure services from firms that provide architecture, engineering, and surveying services as referenced by Ch. 39.80 RCW, as well as some other professional services such as management, financial, legal, communications, and environmental consulting.

Small Works: The small works roster is used for public works projects such as those involving construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in RCW 39.04.155.

Businesses may register two ways. For the Small Works Vendor List contact Tina Mensinger at tina.mensigner@ccfd6.org To register for MRSC visit http://www.mrscrosters.org/SmallWorks_Account.aspx. The minimum information required for registration includes the following business information:

- Email address.
- Washington Unified Business Identifier (UBI#).
- Federal tax ID number.
- Department of Revenue account.
- If applicable: contractor's license, active workers comp.
- Premium status, employment security number.

The following procedure is used to generate a vendor, consultant, or small works roster:

1. Access the MRSC rosters on-line at www.MRSCrosters.org, or the Small Works roster contained on the O: Drive, in the folder titled Small Works.
2. Log on to MRSC hyperlink (the user name and password for MRSC are maintained by the administrative specialist) or open the Small Works roster.
3. Select the type of roster search (small works; consultant or vendor).
4. Select a service category based on the nature of the project.
5. For MRSC - select "search these rosters".
6. Review business application by clicking on the individual business.
7. Determine which businesses to solicit for the project (ideally all businesses on the roster will be included in the solicitation to best meet the equitability requirements).

8. If the project is considered "emergency work" check the box to search only for Vendor, Small Work or Consultant businesses.
9. Request project bids or proposals from the selected (or all) businesses.

Small works roster projects require completion of the mandatory bidder responsibility checklist for each bidder prior to award (Appendix L) (CPARB, 2019). The successful bidder shall be required to submit a wage laws compliance certification (Appendix M) (RCW 39.4.350(1)(g)) prior to award.

Intergovernmental and Cooperative Purchases

ECFR may purchase equipment, supplies, materials, and other property from the federal government without advertising, giving notice or inviting bids pursuant to the provision of *RCW 39.32.090* (ECFR, 2024a).

ECFR may also enter into a cooperative purchasing agreement with any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any political subdivision of another state as provided by RCW 39.34.

ECFR and public agencies which have filed an intergovernmental cooperative purchasing agreement (ICPA) (see Appendix G) with each other may make purchases from each other's contract awards if the vendor has agreed to such participation. In making a purchase from another agency's contract, the district accepts responsibility and must take positive action to ensure compliance with statutes governing purchases by or on behalf of itself (RCW 39.34.030). ECFR does not accept any responsibility for orders placed by other public agencies with which the district has an ICPA.

Agencies awarding a bid under the provisions of an ICPA with ECFR must comply with their own statutory requirements for providing notice for bids or proposals and either 1) post the bid or solicitation notice on a website established and maintained by the public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations, or 2) provide an access link on the state's web portal to the notice.

ECFR may also participate in purchasing cooperatives such as (but not limited to) Sourcewell, a service cooperative created by the Minnesota legislature as a local unit of government under the provisions of *Minnesota Constitution Article. XII, Section. 3*. Purchasing cooperative agreements meet the requirement for an ICPA, for ECFR's purchases from the purchasing cooperatives awards, but do not provide for the purchasing cooperative making purchases from ECFR's contract awards.

Competitive Bidding Procedures

The following procedures will be used when competitive bids are required:

An advertisement must be published in the district's official newspaper and posted on the district's website at least 13 days prior to the final date for receiving bids and must state:

- Time after which bids will not be received;
- Time and place where bids will be opened;
- Materials, equipment, supplies, or services to be purchased; and
- Character of the work to be done; and
- Where the specifications may be obtained (e.g., telephone or e-mail request and link for download from the district's website).

Although not specifically required by statute, advertisement may also contain the following:

- Requirement for a bid bond to accompany the bid, and;
- A statement that the district retains the right to reject any or all bids and to waive minor irregularities in the bidding process.

The district will provide specifications to bidders either electronically (PDF format) or in hard copy at the district headquarters. Any modification, revision, or clarification to specifications will be provided to all potential vendors who have requested a copy of the specifications.

Bids must be submitted in hard copy (no fax or electronic submission will be accepted) prior to the date specified in the advertisement. The district's administrative staff will log in bids, marking each envelope with the date and time that it is received.

Bids shall be opened at the advertised date, time, and location; read aloud and posted. Bids shall be evaluated and recommendation provided to the board of fire commissioners identifying the lowest responsive bidder.

A competitive bid tracking form (Appendix K) must be completed for all competitive bid procurements. This form is used to document key information related to the procurement including, the procurement timeline, vendors to which specifications have been sent, if the vendor failed to submit a bid, date that bids were received, bid amounts, the successful bidder, and date of award.

Public works projects subject to competitive bid requirements require completion of the mandatory bidder responsibility checklist for each bidder prior to award (Appendix L) (CPARB, 2019). The successful bidder shall be required to submit a wage laws compliance certification (Appendix M) (RCW 39.4.350(1)(g)) prior to award. Consider review of *Suggested Guidelines for Bidder Responsibility* (CPARB, 2019) prior to conducting public works projects requiring competitive bids.

The accounting assistant will post a list of contracts awarded using the competitive bid procedure on the district's website. The list will contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

All procurement documents shall be filed along with the purchase order, invoice, and other documentation related to the procurement. Electronic documentation related to competitive bid procurement shall be filed in a project specific folder named yyyymmdd_project_name (date corresponding with the start of the procurement process) within O:\10_administration\procurement.

Competitive Negotiations

Competitive negotiation as used for procurement of telecommunications or data processing equipment, software, or services includes the following minimum requirements (RCW 39.04.270):

- A request for proposal shall be prepared and submitted to an adequate number of qualified sources, as determined by the district in its discretion, to permit reasonable competition consistent with the requirements of the procurement.
- The request for proposal shall identify significant evaluation factors, including price, and their relative importance.
- Notice of the request for the proposal must be published in a newspaper of general circulation in the district at least thirteen days before the last date upon which proposals will be received.
- The district shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.

The district will negotiate final price with the qualified bidder whose proposal is most advantageous to the district with price and other factors considered. The district may reject any and all proposals for good cause and request new proposals.

The accounting assistant will post a list of contracts awarded using the competitive negotiation procedure on the district's website. The list will contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

All procurement documents shall be filed along with the purchase order, invoice, and other documentation related to the procurement. Electronic documentation related to procurement shall be filed in a project specific folder named yyyymmdd_project_name (date corresponding with the start of the procurement process) within O:\10_administration\procurement.

Qualification Based Selection

Qualification based selection (QBS) is used for procurement of architectural and engineering professional services as required by RCW 39.80:

- A request for proposal shall be prepared and submitted to an adequate number of qualified sources, as determined by the district in its discretion, to permit reasonable competition consistent with the requirements of the procurement.
- The request for proposal shall identify significant evaluation factors, **excluding price**, and their relative importance.
- Notice of the request for the proposal must be published in a newspaper of general circulation in the district at least thirteen days before the last date upon which proposals will be received.
- The district shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.

The district will negotiate a final price with the qualified bidder whose proposal is most advantageous to the district based on qualifications. The district may reject any or all proposals for good cause and request new proposals.

The accounting assistant will post a list of contracts awarded using the qualification based selection procedure on the district's website. The list will contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

All procurement documents shall be filed along with the purchase order, invoice, and other documentation related to the procurement. Electronic documentation related to procurement shall be filed in a project specific folder named yyyymmdd_project_name (date corresponding with the start of the procurement process) within O:\10_administration\procurement.

Qualification and Price Based Selection

Qualification and price based selection is used for procurement of personal and professional services. This process is similar to the competitive negotiation process specified for telecommunications and data processing:

- A request for proposal shall be prepared and submitted to an adequate number of qualified sources, as determined by the municipality in its discretion, to permit reasonable competition consistent with the requirements of the procurement.
- The request for proposal shall identify significant evaluation factors, including price, and their relative importance.
- Notice of the request for the proposal must be published in a newspaper of general circulation in the district at least thirteen days before the last date upon which proposals will be received.
- The district shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.

The district may reject any and all proposals for good cause and request new proposals.

All procurement selection documents shall be filed along with the purchase order, invoice, and other documentation related to the procurement. Electronic documentation related to procurement shall be filed in a project specific folder named yyyymmdd_project_name (date corresponding with the start of the procurement process) within O:\10_administration\procurement.

Purchasing Methods

District purchases may be made using vendor accounts, procurement cards, or purchase order. Expenditure limits for each method of purchase are specified in Table 2.

Table 2. Expenditure Limits by Purchasing Method

Expenditure Limits	Fuel Card	Vendor Account	Procurement Card	Purchase Order
< $300	◆	◆	◆	◆
≤ $1,000		◆	◆	◆
$1,001-$5,000			◆	◆
>$5,000				◆

Specific procedures for each method and limitations for each method are defined in the following sections of this SOG.

Vendor Accounts

The district maintains vendor accounts with a number of local businesses (e.g., Lutz Hardware, Washougal Lumber, Washougal Hardware, Bi-Mart, NAPA Auto Parts). Purchases from these vendors of $300 or less require the purchaser to submit the receipt along with a receipt document (Appendix A) identifying the line item number that the purchase should be charged to and detail of the purchase. Purchases over $300 charged to vendor accounts require the purchaser to submit the receipt along with a purchase order. For either a receipt document or purchase order, the payment method should specify "vendor account".

Internal controls on use of vendor accounts include the following:

- A receipt shall be provided to the accounting assistant for all purchases made with vendor accounts.
- The budget line-item number must be specified for each purchase from a vendor account and noted on quotations, purchase orders and receipt documents.
- Purchases on vendor accounts are reviewed by the accounting assistant and administrative specialist monthly.

Fuel Accounts

Each apparatus is assigned a commercial fuel card for Hi Way Fuel, Chevron, and 76. Fuel cards are specific to each apparatus. Fuel purchases with an apparatus specific fuel card should be limited to that

apparatus. Under exigent circumstances (i.e., inoperative fuel card), the fuel card from another apparatus can be used, but this must be reported to the administrative specialist and accounting assistant as soon as possible and noted on the fuel receipt.

Training Requirements: All members will be provided with training in the provisions of this SOG as related to the use of fuel cards. In addition, all members must review and sign the district's fuel card user agreement (Appendix H).

Internal controls on fuel card use include the following:

- Fuel purchases may be made by any member assigned to operate a district vehicle.
- Fuel cards are inventoried at the start of each shift and documented in the Check It inventory application. If a fuel card is missing the individual conducting the inventory or their officer should check with the members assigned to that apparatus on the previous shift (or last apparatus operator if the vehicle was staffed by a volunteer member). If the fuel card is not located immediately, notify the administrative specialist and accounting assistant.
- Fuel purchases are limited to a maximum of $300 (this would be an exception as district vehicles are generally refueled when at ¾ of a tank).
- A receipt shall be attached to a receipt document and provided to the accounting assistant for all fuel account purchases.
- The vehicle mileage at the time of fuel purchase must be noted on the receipt document.
- The budget line-item number for fuel (522 20 36 000) must be noted on the receipt document.
- The accounting assistant maintains a spreadsheet tracking fuel use and mileage by vehicle and monitors fuel use on a monthly basis (additional detail on this internal control is specified in Standard Operating Guideline 1.3.3 Finance and Accounting (ECFR, 2024). Excess or undocumented fuel use shall be reported to the fire chief.

Procurement (Credit) Card

The purpose of a procurement (credit) card is to provide an efficient, cost-effective method of purchasing and paying for items or groups of items costing less than $5,000. A procurement card may be used for any transaction under this threshold where the vendor accepts credit cards. Larger purchases may not be split to place a purchase under the $5,000 threshold. The district has implemented a procurement card program pursuant to the provisions of RCW 43.09.2855 Local Governments-Use of Credit Cards (ECFR, 2024c).

The following district staff are provided with procurement cards based on their specific purchasing responsibilities.

- Fire Chief.
- Captains.

- Administrative Specialist.
- Accounting Assistant.

The accounting assistant is issued two procurement cards, one for direct charge utility payments and one for other purchases (e.g., office supplies).

The district reserves the right to not issue a card to a member or to revoke an issued card if misused.

Training Requirements: All members issued a procurement card will be provided with training in the provisions of this SOG and appropriate use of district procurement cards. In addition, users must review and sign the district's procurement card user agreement (Appendix I).

Appropriate Use Guidelines: The following uses of district procurement cards are prohibited:

- Purchases for personal use or use by others not specifically related to district business.
- Purchase of alcoholic beverages.
- Travel meals and incidentals (per diem paid by check prior to travel or reimbursed post travel). However, purchases of food related to training events or incident rehabilitation may be purchased using a procurement card.
- Cash advances on credit cards are prohibited (RCW 43.09.2855(1)(c)).

Spending and Transaction Limits: The following **maximum** spending and transaction limits are established for procurement card use. Table 3 reflects maximum limits; actual limits may be lower based on the purchasing responsibilities placed on specific members.

Table 3. Credit Card Limits

Classification	Single Purchase Limit	Credit Limit
Fire Chief	$5,000	$5,000
Administrative Specialist	$3,000	$5,000
Accounting Assistant	$3,000	$5,000
Full-Time Captain	$3,000	$5,000

Members with a need for an increase in their single purchase or credit limit must submit a written request to the administrative specialist and must be approved by the fire chief. Increases in the fire chief's single purchase or credit limit must be approved by the board of fire commissioners. Increases will only be granted based on a demonstrated need in the best interest of the district. Increases may be a temporary single purchase increase or may be a permanent increase depending on the needs of the district.

Recordkeeping Requirements: Purchases made with a procurement card must be documented with a receipt. For purchases made by telephone, fax or e-mail at least one of the following methods of documentation is required:

- Copy of the order as faxed or mailed and the fax confirmation (if available).
- Print out of the completed online order form.
- Print out of the online order confirmation.
- Print out of the e-mail confirmation.

and

- Invoice/Receipt showing items purchased, quantity, and cost.

The member making the purchase must submit with the receipt (with the line-item number for the expenditure noted on the receipt) attached to a receipt document (≤$300) (Appendix A) or district purchase order form (>$300) (Appendix B) to the accounting assistant within three days of the purchase. If the receipt is lost or was not provided by the vendor, every effort should be made to obtain a copy of the receipt. If this is not possible, a missing receipt declaration (Appendix J) must be completed. Missing receipt declarations are filed with the procurement card bill for the charge.

Unauthorized Purchases: A cardholder who makes unauthorized purchases or carelessly uses the procurement card will be liable to the district for the total dollar amount of such purchases, plus any administrative fees charged by the bank or card company in connection with the misuse. Improper use of a district procurement card may be considered misappropriation of district funds and may result in disciplinary action up to and including termination consistent with the provisions of the collective bargaining agreements between Local 2444 International Association of Firefighters or Local 11 Office Professional Employees International Union (OPEIU) and the district or the fire chief's employment contract with the district.

Safeguard of District Credit Cards: Cardholders are responsible for safeguarding the procurement card. If the card is lost or stolen the user must immediately report this by telephone to (800) 344-5696 and notify the administrative specialist so that the card may be deactivated for further use.

Procedures for Issuance and Cancelation: District procurement cards may be issued to members based on their fiscal responsibility and need to purchase goods and services directly related to district business. Issuance of a credit card may be requested through the administrative specialist but must be approved by the fire chief. Issuance of a credit card to the fire chief must be approved by the board of fire commissioners.

Payment of Balance: All credit card charges shall be paid monthly to avoid interest and fees.

Internal controls on use of procurement cards include the following:

- Dollar limits on single purchase and monthly transactions as specified in this SOG.
- Monthly reconciliation of statements by the administrative specialist and accounting assistant.
- Disciplinary procedures are in place to address unauthorized purchases or failure to safeguard district procurement cards.
- Review of spending on a monthly basis by the board of fire commissioners, fire chief, captains (function managers), administrative specialist, and accounting assistant.

Purchase Order

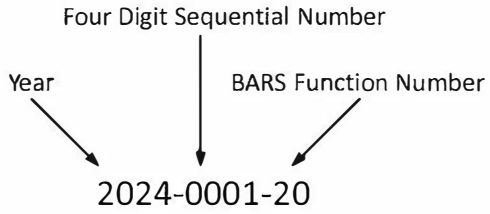
In general, purchase orders (Appendix B) are used for purchases over $5,000 and purchases less than this amount is made with a procurement card or vendor account. However, some vendors may not accept credit cards. In these cases, a purchase order would be used.

All purchases over $300 require a purchase order. Purchase orders for amounts over $5,000 or that will exceed the current line item balance shall be routed to the chief or designee as a part of the approval process. Purchase orders over $5,000 must be approved by the board of fire commissioners.

Purchase orders shall typically be completed and approved prior to the order and/or purchase of an item. **Purchase orders are required to have a budget line item number, description, and cost for each item to be purchased**. In the case of a repair or other scenario where the cost is not able to be determined prior to the service, approving person must be aware of the work and an estimate of expense must be obtained (e.g., not to exceed amount). The purchase order shall be completed after final costs are determined.

Purchase orders may be generated by the member requesting the purchase (or by the individual approving the purchase order). Purchase orders are generated in electronic form using the template in O:\00_common_forms. Purchase orders must be saved in Microsoft Excel format (.xlsx) using the purchase order number as the file name in the procurement folder for the current year (yyyy_procurement) located in O:\10_administration\procurement. Purchase Order numbers shall be comprised of the year (4-digit format), four-digit sequential number, and Budgeting and Reporting System (BARS) function number (i.e., 10 for administration, 20 for operations, 30 for fire prevention and public education, 45 for training, 50 for facilities, and 60 for repair and maintenance), as illustrated below:

Figure 4. Purchase Order Number Format



Purchase orders must be approved prior to ordering equipment, materials, or services. Approval may be in the form of an electronic signature. Once the purchase order has been completed and approved, it shall be saved in Portable Document Format (PDF) for electronic transmittal to the vendor (alternately the PO may be transmitted to the vendor by fax or as hard copy). Approved purchase orders will be transmitted to the requestor and accounting assistant.

For each purchase order, the requestor shall record the following information on the electronic purchase order log:

- PO number.
- Date.
- Requestor's name.
- Vendor.
- Description of the purchase.

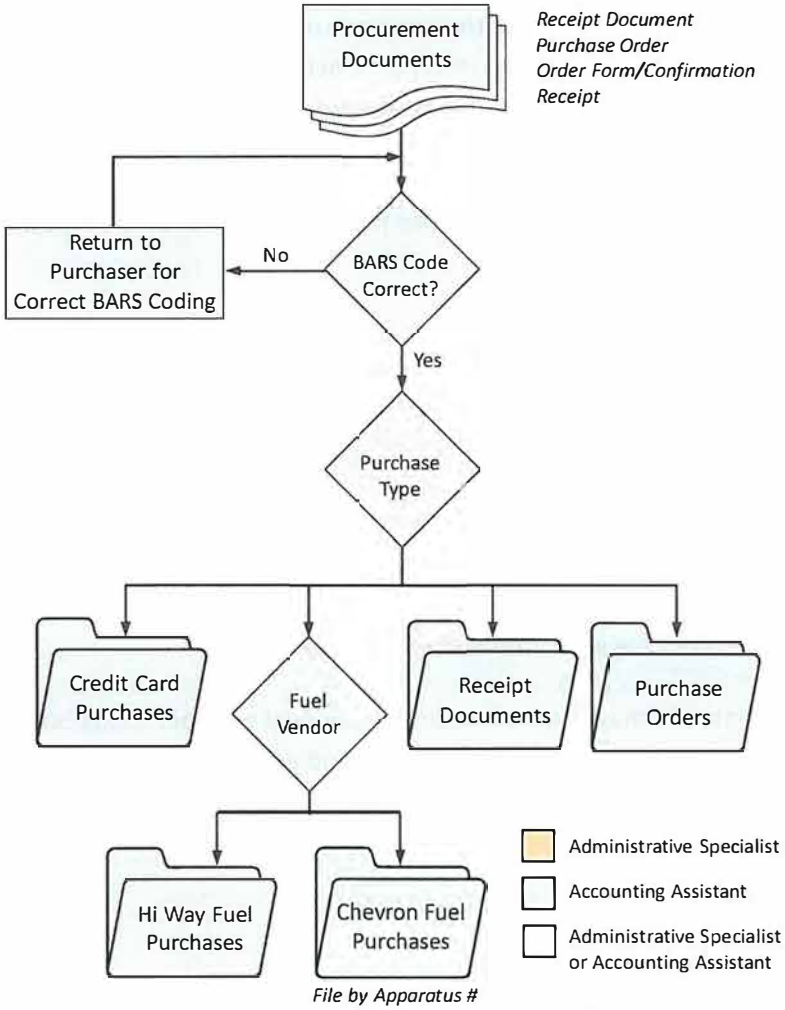
The electronic purchase order log is located in the yyyy_procurement.

In the event an immediate purchase that exceeds an individual member's expenditure authority is necessary, a captain or the fire chief shall be contacted and advised of the need to purchase (depending on cost). If the purchase is determined to be necessary, he or she may authorize the purchase. In this case, the purchaser would note verbal approval and the captain's or fire chief's name in the *"authorized by"* section of the purchase order.

Filing of Procurement Documents

Purchasers are responsible for completing the required documentation for each purchase, inclusive of identifying the correct BARS coding identifying the appropriate line-item to fund the purchase. The accounting assistant is responsible for management of hard copy procurement documents as outlined in Figure 5.

Figure 5. Filing of Hard Copy Procurement Documents



References

Chapter 296-127 Washington Administrative Code (WAC). *Prevailing wage*. Retrieved April 22, 2024, from http://apps.leg.wa.gov/wac/default.aspx?cite=296-127

East County Fire and Rescue. (2024). *Board minutes* May 21, 2024 [Adoption of Purpose, Policy, and Scope of SOG 1.3.2 *Procurement*]. Camas, WA: Author.

East County Fire and Rescue. (2024a). *Resolution 349- Resolution #347-05212024 Authorizing district purchases of supplies, materials and/or equipment from or through the United States government as permitted by RCW 39.32.090*. Camas, WA: Author.

East County Fire and Rescue. (2024b). *Resolution #347-05212024 Providing for adopting Municipal Research and Services Center (MRSC) for small public works, consultant, and vendor rosters.* Camas, WA: Author.

East County Fire and Rescue. (2024c). *Resolution #348-05212024 Adopting policy and procedure for district credit card use*. Camas, WA: Author.

Revised Code of Washington (RCW) Title 18 *Businesses and professions*. Retrieved April 24, 2024 from http://apps.leg.wa.gov/rcw/default.aspx?Cite=39

Revised Code of Washington (RCW) Title 39 Public *Contracts and Indebtednes.* Retrieved April 24, 2024,from http://apps.leg.wa.gov/rcw/default.aspx?Cite=39

Revised Code of Washington (RCW) Title 43 *State Government Executive*. Retrieved April 24, 2024, from http://apps.leg.wa.gov/rcw/default.aspx?cite=43

Revised Code of Washington (RCW) Title 52 *Fire Protection Districts*. Retrieved April 24, 2024, from http://apps.leg.wa.gov/rcw/default.aspx?Cite=52

State of Washington Capital Projects Review Board (CPARB). (2019). *Suggested guidelines for bidder responsibility.* Retrieved April 24, 2024 from https://www.des.wa.gov/sites/default/files/2022-06/BidderResponsibilityGuidelines_10-10-19.pdf.

Washington Department of Labor & Industries. (2017). P*revailing wage policies and determinations* Retrieved April 24, 2024, from http://www.lni.wa.gov/TradesLicensing/PrevWage/Policies/.

Washington Department of Labor and Industries (L&I). (2024). *Prevailing Wage Policies and Determinations.* Retrieved April 24, 2024, from https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-policies.

Appendix A-Receipt Document

East County Fire and Rescue
600 NE 267th Avenue
Camas WA 98607
(360) 834-4908
(360) 834-5454 (Fax)

Receipt Document

Vendor
Name Address

Date
Payment Method
☐ Visa ☐ Dist. Account ☐ Other (Specify)

If this purchase is for more than $300 use thePurchase Order Form

Line Number	Purchase Detai	Total

If a fuel purchase use line item 522 20 36 000 write the apparatus numbe in the purchase detail and mileage on the receipt

Attach receipt here or staple to the receipt document

Purchased by _____ Date _____

REV: 1.0 Integrity • Compassion • Professionalism • Equity Page 1

Appendix B-Purchase Order

East County Fire and Rescue
600 NE 267th Avenue
Camas WA 98607
(360) 834-4908
(360) 834-5454 (Fax)

Purchase Order

Vendor
Name
Address
Phone

Date

Purchase Order #

If purchased using a district credit card use "Visa" as the PO # and attach the receipt.

Line Number	Item #/Description	Quantity	Unit Price	Subtotal
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

Special Instructions/Additional Information

Subtotal	$0.00
Tax Rate	0.00%
Tax	$0.00
Shipping & Handling	$0.00
Total	$0.00

Clark County Sales Tax 7.5% (cities have different rates)

Requested by _____ Date _____

Authorized by _____ Signature _____ Date _____

REV: 1.1

Integrity • Compassion • Professionalism • Equity

Page 1

Appendix C-Emergency Declaration Resolution Template

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Resolution #NNN-MMDDYYY

A resolution providing for declaration of emergency; exemption of requirements for competitive bid under the provisions of RCW 39.04.28.

WHEREAS, East County Fire and Rescue, Clark County, Washington (the "district"), is a Fire Protection District established under RCW 52; and

WHEREAS, RCW 52.14.110, RCW 52.14.120 and RCW 39.04 define the statutory requirements for use of competitive bids and exceptions to bid requirements; and

WHEREAS, RCW 52.14.110(4) and RCW 39.04.280 authorize the district to waive these statutory requirements related to competitive bidding in the event of an emergency; and

WHEREAS, an emergency under RCW 39.04.280 is defined as unforeseen circumstances beyond the control of the district that either (a) presents a real, immediate threat to the proper performance of essential functions, or (b) will likely result in material loss or damage to property, bodily injury, or loss of live if immediate action is not taken; and

WHEREAS, [describe the nature of the emergency and how it meets the above criteria]

WHEREAS, [edit the following as necessary] these unforeseen circumstances occurred through reasons beyond the control of the district, present a real, immediate threat to the proper performance of essential functions and are likely to result in material loss or damage to property, physical injury to persons, or loss of life if immediate action is not taken.

THEREFORE, BE IT RESOLVED THAT:

Section 1. Pursuant to RCW 39.04.280, the board of fire commissioners here by declares that an emergency exits.

Section 2. Pursuant to RCW 39.04.280, the Board of Fire Commissioners hereby waives the competitive bidding and other requirements of RCW 52.14.110 and RCW 39.04 for purchases or contracts related to the [specify the emergency]

Section 3. The board authorizes the fire chief or his or her designee to [specify action to be taken to resolve the emergency].

Section 4. This Resolution shall be in full force and effect immediately upon its adoption and approval.

Resolution #NNN-MMDDYY

ADOPTED at a [specify regular or special] meeting of the Board of Commissioners for East County Fire and Rescue, [date] day of [month year] with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary

Appendix D-Sole Source Justification Template

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Justification of Sole Source Procurement

Sole source procurement applies in circumstances where there is clearly and legitimately a single source of supply (RCW 39.04.280). Sole source justification is not required for procurement involving an expenditure of less than $1,000. Sole source procurement involving expenditure of between $1,000 and $5,000 may be approved by the fire chief. Sole source procurements involving expenditure of greater than $5,000 must be approved by resolution of the board of fire commissioners.

Description of Supplies or Services Required

Circumstances Permitting Exemption from Bid Requirements

Each of the following requirements must be met for a sole source procurement:

- ☐ The district has conducted a screening process whereby it can justify purchase of a specific product.
- ☐ Specifications have legitimately been drafted to which only one vendor can successfully respond (if specifications could be drafted to permit competition, sole source procurement may not be used).
- ☐ The product is available only through one manufacturer and distributor (and the manufacturer so certifies).
- ☐ The vendor certifies that the district is receiving the lowest price it offers anyone.

Narrative description of how this procurement is consistent with the requirements of RCW 39.04.280.

Narrative description of attempts to solicit multiple quotes.

List of sources expressing and interest during the market survey.

I certify that this justification of sole source procurement is accurate and complete to the best of my knowledge and belief.	**Purchaser (Signature)**	**Date** ___/___/___
	Fire Chief (Signature)	**Date** ___/___/___
Resolution # (Attached) -	**Board Chairperson**	**Date** ___/___/___

Rev: 1.0 Integrity • Compassion • Professionalism • Equity Page 1

Appendix E-Sole Source Resolution Template

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Resolution #NNN-MMDDYYY

A resolution providing for Justification of sole source procurement under the provisions of RCW 39.04.280.

WHEREAS, East County Fire and Rescue, Clark County (the "district", is a fire protection district established under Revised Code of Washington (RCW) 52; and

WHEREAS, RCW 52.14.110, RCW 52.14.120, and RCW 39.04 define the statutory requirements for use of competitive bids and exceptions to bid requirements; and

WHEREAS, RCW 52.14.110(4) and RCW 39.04.280 authorize the district to waive these statutory requirements when purchases are clearly and legitimately limited to a single source of supply; and

WHEREAS, this purchase clearly and legitimately is limited to a single source of supply (see the attached justification of sole source orocurement).

THEREFORE BE IT RESOLVED THAT:

Section 1. Pursuant to RCW 39.04.280, the board of fire commissioners hereby declares that the requirements for sole source procurement have been met.

Section 2. Pursuant to RCW 39.04.280 the board of fire commissioners hereby waives the competitive bidding and other requirements of RCW 52.14.110 and 39.04 for purchases of [SPECIFY THE ITEM OR SERVICE TO BE PURCHASED].

Section 3. The board of fire commissioners authorizes the fire chief or his or her designee to issue a purchase order for this procurement consistent with the provisions of *Standard Operating Guideline (SOG) 1.3.2 Procurement.*

Section 4. This resolution shall be in full force and effective immediately upon its adoption and approval.

ADOPTED at a [specify regular or special] meeting of the Board of Commissioners for East County Fire and Rescue, [date] day of [month year] with the following commissioners being present and voting:

Resolution YY-XX

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary

Appendix F-Documentation of Oral Quotations Form

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Documentation of Oral Quotations

~~As an oral quotation~~ provides no evidence of the specific items or amount quoted for the purchase, this document must be completed for any purchase of equipment, supplies materials & services not related to a public works project that is between $1,000 and $5,000. This form must also be completed for public works projects if the total cost of the project is less than $5,000.

Description of Supplies or Services Required		
Vendors Contacted (3 Required)		**Price Quoted**
		$____.__
		$____.__
		$____.__
		$____.__
		$____.__
I certify that these quotations are accurate and complete to the best of my knowledge and belief.	**Purchaser (Signature)**	**Date** __/__/__

Appendix G- Intergovernmental Cooperative Purchasing Agreement

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Cooperative Purchasing Agreement

Pursuant to RCW 39.34 and other provision of the law, East County Fire and Rescue, hereinafter called "ECFR" or "the district" and [Specify], hereinafter called "[Specify]", hereby agree to cooperative governmental purchasing upon the following terms and conditions.

1. ECFR, in contracting for the purchase of goods and services for the district, agrees to extend said contracts to [SPECIFY] to the extent permitted by law, and agreed upon by the parties hereto, and the supplier(s).
2. ECFR will contract for the purchase of goods and services according to the laws and regulations governing purchases by the district. [Specify] accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of [Specify].
3. A purchase by [Specify] shall be effected by a purchase order from [Specify] directed to the supplier or other party contracting to furnish goods or services to ECFR.
4. ECFR accepts no responsibility for performance of any purchasing contract by the supplier, and accepts no responsibility for payment of the purchase price by [Specify].
5. [Specify] reserves the right to contract independently for the purchase of any goods or services, with or without notice to ECFR.
6. ECFR reserves the right to contract independently for the purchase of any goods or services, with or without notice to [Specify].
7. This agreement shall continue in force until canceled by either party, which cancellation may be effected by ten (10) days written notice to the other party.
8. This agreement covers all ECFR contracts for goods and services.

ADOPTED at a [specify regular or special] meeting of the Board of Commissioners for East County Fire and Rescue, [date] day of [month year] with the following commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary

Appendix H-Fuel Card User Agreement

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Fuel Card User Agreement

Your signature verifies that you understand the East County Fire and Rescue fuel card policies and program guidelines listed below and agree to comply with them.

1. Fuel cards are provided for each district vehicle based on the need to purchase fuel.
2. Fire apparatus and other district vehicles are refueled as soon as possible whenever the fuel level is less than ¾ of a tank.
3. Fuel cards are only to be used for purchase of fuel.
4. The card is only to be used for fueling district vehicles; ***personal charges are not to be made to the card under any circumstances.***
5. All charges are billed directly to and paid directly by East County Fire and Rescue. Improper use of the card or incurring personal charges can be considered misappropriation of district funds, which may result in disciplinary action, up to and including termination.
6. Cardholders are expected to comply with internal control procedures and policies. This includes obtaining and retaining detailed receipts, documenting vehicle mileage at the time of fuel purchase, submitting documentation in a timely manner, and following proper card security measures.
7. Monthly statements will be reconciled by the Accounting Assistant who may request the employee's assistance in contacting the supplier to resolve any discrepancies.
8. Missing fuel cards must be reported immediately to the administrative specialist and accounting assistant.

Member Signature

Member (printed name)

Date

ECFR Administrative Specialist

Date

Rev: 1.1 Integrity • Compassion • Professionalism • Equity Page 1

Appendix I-Procurement Card User Agreement

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Procurement Card User Agreement

~~*Your signature verifies*~~ *that you understand the East County Fire and Rescue credit card policies and program guidelines listed below and agree to comply with them.*

1. Visa charge cards are provided to East County Fire and Rescue members based on their need to purchase goods and limited services related to district business.
2. Expenses covered by per diem reimbursement may not be charged to the district card. All non-per diem expenses shall be supported with detailed receipts.
3. The cardholder is the only person entitled to use the card and is responsible for all charges made to the card.
4. The card is for business related purchases only; ***personal charges are not to be made to the card under any circumstances***.
5. All charges are billed directly to and paid directly by East County Fire and Rescue. Improper use of the card or incurring personal charges can be considered misappropriation of district funds, which may result in disciplinary action, up to and including termination.
6. Cardholders are expected to comply with internal control procedures and policies. This includes obtaining and retaining detailed receipts, submitting documentation in a timely manner, and following proper card security measures.
7. Monthly statements will be reconciled by the Accounting Assistant who may request the employee's assistance in contacting the supplier to resolve any discrepancies.
8. A lost or stolen card shall be reported immediately by telephone to (800) 344-5696.
9. Cardholders assigned a procurement card will surrender their card upon termination of employment (i.e., retirement, voluntary, or involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

Cardholder (printed name) ECFR Administrative Specialist

Date Date

Appendix J-Missing Receipt Declaration

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Missing Receipt Declaration

If all measures to obtain a required missing receipt have been exhausted, this missing receipt declaration must be completed by the person who incurred the expense. In addition, this declaration must be reviewed and signed by the immediate supervisor of the person who incurred the expense.

Item or Serivce Purchased	Date Purchased	Price
	/ /	$___.__
	/ /	$___.__
	/ /	$___.__
	/ /	$___.__
	/ /	$___.__
	/ /	$___.__
	/ /	$___.__
	/ /	$___.__
Total		$___.__

I certify that the itemized receipt for this payment has been lost or was not received from the vendor and that all attempts to obtain a replacement receipt have been unsuccessful. This missing receipt declaration is given in lieu of that itemized receipt to substantiate a payment made with a vendor account or with a district procurement card.

I further certify that the expenses listed are accurate and proper charges for costs incurred related to official district business in accordance with Standard Operating Guideline 1.3.2 Procurement.

Purchaser (Printed Name & Signature)	Date
	__/__/____
Supervisor (Printed Name & Signature)	**Date**
	__/__/____

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Competitive Bid Tracking

Complete this form for competitive bid purchases and file with project specifications, correspondence, and bid packages received from vendors.

Project Title					
Project Manager	Date Advertised		Bids Due (Date & Time)		Bids Opened (Date & Time)
Vendor	**Specs Sent (Date)**	**No Bid**	**Bid Received (Date)**	**Bid Amount**	**Award (Date)**
		☐			
		☐			
		☐			
		☐			
		☐			
		☐			
		☐			
		☐			
		☐			
Administrative Specialist	Date		Fire Chief		Date

Appendix L-Mandatory Bidder Responsibility Checklist



East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us



Mandatory Bidder Responsibility Checklist

Include this checklist in the contract file.

General Information	
Project Name	Project Number
Bidder's Business Name	Bid Submittal Date
Contractor Registration	
License Number	Active Status ☐ Yes ☐ No
Effective Date (before Bid Submittal Deadline	Expiration Date
Contractor and Plumber Infraction List	
Is Bidder on the Infraction List ☐ Yes ☐ No	
Current UBI Number	
UBI Number	Account Closed ☐ Yes ☐ No
Industrial Insurance Coverage	
Account Number	Account Current ☐ Yes ☐ No
Employment Security Department Number	
Account Number	On Bid Form ☐ Yes ☐ No
State Excise Tax Registration Number	
Tax Registration Number	Account Closed ☐ Yes ☐ No
Not Disqualified from Bidding	
Is the Bidder on the Washington Department of Labor and Industries "Not Allowed to Bid" List ☐ Yes ☐ No	
ECFR Use Only	
https://secure.lni.wa.gov/verify/	http://bls.dor.wa.gov/checkstatus.aspx
Verified By	Date ☐ Yes ☐ No

Rev: 1.0 Integrity • Compassion • Professionalism • Equity Page 1

Appendix M-Wage Laws Compliance Certification

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Wage Laws Compliance Certification

I, _____
Print name and title (for example "Bill Smith, VP") of the person signing this form

Do certify and declare that the bidder is in compliance with Revised Code of Washington (RCW) 39.4.350(1)(g) and that within the three (3) year period immediately preceding the date of this bid, the bidder has not been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated as defined in RCW 49.48.082, any provision of RCW Chapter 49.46, Chapter 49.48, or Chapter 49.52.

Executed under penalty pf perjury under the laws of the State of Washington at:

_____ on _____
Print City and State Where Signed — Print Date Signed

_____
Print Full Name of Company Submitting Bid

_____
Signature

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
FINANCE & ACCOUNTING	1.3.3
Policy Adoption	**Date**
Standard Operating Policy Adoption	**Date**
SBlack	08/18/2026

Purpose

The purpose of this policy is to establish internal controls to safeguard public resources, support accurate and timely financial reporting, and promote compliance with applicable laws, the Washington State Auditor's Budgeting, Accounting and Reporting System (BARS), and District policy.

Scope

This policy applies to all District officials, employees, and volunteers who authorize, receive, record, reconcile, safeguard, or report financial transactions or who have access to District financial systems.

Finance and accounting policies and procedures shall be consistent with the requirements of the Washington State Auditor's Budgeting and Reporting System (BARS) for entities using cash basis accounting and the best practices recommended by the Government Finance Officers Association (GFOA)

Policy

Financial responsibilities shall be separated to the greatest extent practical so that one person does not control authorization, custody, recording, and reconciliation of a transaction. When staffing prevents full separation, an independent, documented review shall serve as a compensating control.

Access to computer or on-line systems for accounting, personnel, payroll, and banking is controlled by password access. Permissions within each system are set to allow appropriate level of access depending on role and responsibility.

The District shall maintain public employee dishonesty insurance, including faithful performance of duty coverage, protecting the District against loss caused by any employee, official, or commissioner. Coverage shall apply on a blanket basis to all employees and officials, with additional scheduled limits for positions having significant financial responsibilities as determined by the Board. The Board shall review limits and set them at an amount reasonably related to the District's funds exposed to loss. If any position is required by law to be individually bonded, the District shall maintain coverage or a bond satisfying that requirement.

The District currently maintains blanket insurance coverage for public employee dishonesty policy titled Crime Coverage through the District's risk group in the amount of $100,000 per employee. The Finance Officer and Accounting Assistant are each specifically scheduled for $100,000 in coverage.

All District bank and investment accounts shall be reconciled at least monthly to the accounting records and, as applicable, county treasurer reports. Reconciliations shall receive an independent, documented review by a person who does not prepare them.

Access to accounting, personnel, payroll, and banking systems shall use unique credentials, role-based permissions, and the least access necessary for assigned duties. Multi-factor authentication shall be used when supported. Access shall be reviewed at least annually and removed promptly when duties or employment change.

Any known or suspected loss of public funds or assets or other illegal financial activity shall be reported immediately to the Fire Chief or Finance Officer. The District shall immediately report the matter to the Washington State Auditor's Office as required by RCW 43.09.185 and preserve all relevant records.

Financial and accounting policies are reviewed annually by the Board of Fire Commissioners.

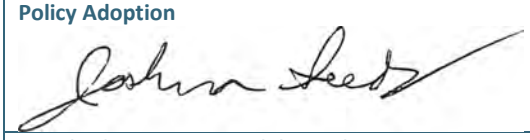
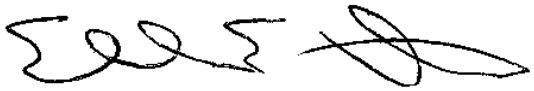
References

GFOA – Electronic Vendor Fraud
GFOA – Internal Control Environment
BARS Cash Manual – Bank Reconciliations
BARS Cash Manual – Internal Control
BARS Cash Manual – Voucher Certification and Approval
RCW 42.24.080 – Claims Against Municipal Corporations and Political Subdivisions, Auditing and Payment
RCW 42.24.180 – Issuance of Warrants or Checks Before Approval by the Legislative Body
RCW 43.09.185 – Reporting Loss of Public Funds or Other Illegal Activity to the State Auditor’s Office
RCW 43.09.200 – Local Government Uniform System of Accounting
RCW 52.16.050 – Disbursal of Fire District Funds, Issuance of Warrants, and Monthly Reports
Washington State Archives CORE, Version 5.0 – Local Government Common Records Retention Schedule

Title	SOP #
FINANCE & ACCOUNTING	1.3.3

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Travel and Training Expense and Reimbursement	1.3.4
Policy Adoption 	**Date** 6/18 2024
Standard Operating Guideline Adoption 	**Date** 6/18 2024

Purpose

This Standard Operating Guideline (SOG) defines policy and procedure for expenses related to official district business travel, training, but excluding the district's Educational Assistance Program which provides supports members' attendance of courses taken for credit towards completion of an academic degree or certificate.

Scope

This SOG applies to all district members (inclusive of employees and volunteers as well as elected and appointed officials) who are authorized by the board of fire commissioners, fire chief, or designee to expend funds for official district related travel and/or training[1].

Policies

East County Fire and Rescue has established the following policies related to training and travel expense and reimbursement:

- ECFR encourages all members to expand their knowledge, skills, and abilities through professional development programs on a local, state, and national or international level. In addition, the district encourages its members to participate as a member of local, state, and national professional organizations.
- East County Fire and Rescue (ECFR) is a good steward of public funds. To that end, district expenditures must be for a valid public purpose which benefits the community, is directly related to the districts' authorized functions, and which does not have as its primary objective the benefit of a private interest.

[1] Expenses related to training programs that are taken through a college or universities for the purpose of obtaining a required certification (e.g., Emergency Medical Technician) are included within the scope of this SOG. However, any payment for transcription of college credit related for these courses is addressed by Standard Operating Guideline (SOG) 5.6.1 Educational Assistance (Under Development).

- ECFR maintains appropriate internal fiscal controls to promote effective and efficient use of resources; to safeguard resources against loss due to waste, mismanagement, abuse, or fraud; and to ensure compliance with applicable state and federal laws, regulations, and fiscal best practices.

Procedure

The following procedures define the internal fiscal controls for the district's travel and training expenditures. Additional information on external training and the training request process is provided in *Standard Operating Guideline (SOG) 5.1.2 External Training* (ECFR, Under Development).

Authorized Expenses

District resources (e.g., funds, vehicles, equipment) must only be used for authorized district business. Expenses incurred in connection with the following types of activities are generally considered authorized expenses, provided that funding for the specific activity or type of activity has been included in the district's adopted budget and the requirements of this SOG are met:

- Attending training programs related to district operations.
- Investigation and study of best practice which may improve the effectiveness or efficiency of the district's service to the community.
- Participating in professional organizations whose activities support or effect district operations.
- Communication with representatives of regional, state and national government on district policy positions, legislation, or regulatory action which effects or impacts district operations.

The following types of expenses are not authorized:

- Personal travel appended to official district travel (inclusive of taxi fares to or from non-district business related locations).
- Family expenses, including partner's expenses when accompanying a member on official district travel.
- Entertainment expenses while on official district travel.

Expenditures specifically identified in the adopted budget may be approved by the applicable program manager responsible for that activity (e.g., captain). Expenditures within budgeted funds, but not specifically identified in the adopted budget must be approved by the fire chief or his or her designee.

Transportation Expenses

The mode and class of transportation selected should minimize overall total cost based on travel expenses and staff time.

Air Travel: The district limits airfare expense to coach class fares on regularly scheduled flights. Members are encourage to book airfares well in advance of travel (whenever possible) to take advantage of discounted economy fares.

Train: Travel by train is authorized if the expense and time required will be less than air travel or automobile. As with air travel, the district limits expense for rail travel to coach class fares.

Automobile: Members traveling by automobile should use an appropriate district staff vehicle (if available) and carpool whenever possible.

The district has a commercial account with Chevron and district staff vehicles are provided with a Chevron fuel charge card. The fire chief and captains are issued a district Visa procurement (charge) card for authorized purchases. District credit cards may be used to charge fuel for authorized travel.

Note: Fuel charge cards may only be used for fueling district vehicles or for purchasing fuel for district power equipment. Any other use is strictly prohibited.

If a district staff vehicle is available and the member chooses to drive his or her own vehicle, the member will be compensated at the applicable GSA mileage rate (currently $$0.22/mile).

Several options exist if a district staff vehicle is not available.

- **Local:** Local travel is defined as destinations less than 100 miles from the district headquarters Fire Station at 600 NE 267th Avenue in Camas, WA. For local travel, the district will pay mileage at the Federal General Services Administration (GSA) rates in effect at the time of travel.
- **Non-local:** For other than local travel an appropriate rental vehicle (based on the number of members traveling) should be used if the cost of the rental is ≤10% of the mileage reimbursement cost.

The current GSA mileage rate may be obtained on the GSA Privately Owned Vehicle Mileage Reimbursement Rate web page (GSA, 2024a). To qualify for reimbursement, mileage must be documented using an ECFR Mileage Record (Appendix A). If travel on district business is combined with personal travel, authorized mileage will be determined using the most direct route calculated using Google Maps.

If the member will be combining travel for district business with personal travel (e.g., vacation), use of a district vehicle or district rental vehicle is not authorized and members will be reimbursed for business related travel distance at the applicable mileage rate depending on if a district staff vehicle would have been available for the business-related travel (e.g., if a district vehicle would have been available, the lower mileage rate referenced above would be used for the district business travel distance, if no district vehicle was available, the higher mileage rate for personally owned vehicle use would be used).

Per Diem

Federal per diem rates published by the General Service Administration (GSA) will be used to determine appropriate expenses for lodging, meals, and incidentals. Per diem rates are based on location and may be accessed using the *GSA Per Diem Rate* web page (GSA, 2024b).

Lodging: ECFR members should book lodging in "fire safe" properties certified in compliance with the Hotel & Motel Fire Safety Act of 1990. The GSA per diem rate for lodging applies to the cost of lodging excluding tax (which is also a district expense). Lodging expenses with the specified GSA Per Diem rate are appropriate. However, there are a number of reasons that may make more expensive lodging expenses acceptable (approval will be given on a case-by-case basis), these include:

- The hotel is where the training, conference, or meeting is held, thus saving additional transportation expenses.
- The hotel was the least expensive hotel in the training, conference, or meeting area.
- The hotel was within walking distance of the training, conference, or meeting location.
- The room was shared with a colleague (ECFR or other agency) and the cost was shared, reducing total lodging expense below the per diem rate.

If lodging is not available within the specified federal per diem rate, the fire chief or designee may authorize lodging at up to, but not to exceed 300% of the per diem rate.

Meals and Incidentals: As authorized in Revised Code of Washington (RCW) 42.24.090, ECFR provides members traveling on district business with an advance in the amount of the GSA Per Diem Rate for Meals and Incidentals for the travel location(s) lieu of actual expenses.

- Per diem for meals and incidentals requires that the member have an overnight stay. Providing reimbursement for meals and incidentals for local travel is considered a taxable fringe benefit (IRS, 2022).
- Meal expenses include breakfast, lunch, and dinner. Incidentals include fees and tips given to porters, baggage carriers, bellhops, hotel maids, etc.
- Per diem for meals and incidentals is paid at 75% of the daily rate on the first and last day of travel.
- If specific meals are included in the tuition or fee for a training, conference, or meeting, the per diem shall be reduced based on the GSA meals and incidentals breakdown located on the *GSA Meals and Incidentals Breakdown* web page (GSA, 2024c).

Travel Advance

Approved travel and training requests shall be routed to the administrative specialist. Upon receipt of an approved travel and training request, the administrative specialist will provide a check to members traveling on district business to cover the in-lieu payments for meals and incidentals as specified in this

SOG (i.e., per diem check). Members must document their travel in support of this advance through receipts for travel, lodging, and training, conference, or meeting expense.

This advance is in lieu of payment of exact expenses and members do not need to provide receipts for meals and incidentals. Any cost more than the advance for meals and incidentals is the responsibility of the member.

Whenever possible, members should submit training and travel requests one month in advance of schedule training to allow time for processing the per diem check. If the request is submitted later than one month in advance, the member may need to pay their per diem expenses and receive their check upon completion of travel.

Expense Documentation

Training and travel expenses must be documented with detailed receipts and mileage record (if requesting mileage reimbursement) attached to the approved travel and training request and returned to the accounting specialist within 6 days of the completion of training and/or travel on district business.

Members who are missing receipts documenting expenses incurred on behalf of the district must make a reasonable effort to locate or obtain the receipt. If unable to do so, members must complete and sign a missing receipt declaration (see Standard Operating Guideline (*SOG) 1.3.2 Procurement* (ECFR, 2024).

Expenses Reimbursed or Paid by a Non-District Entity

If travel and/or training expenses are paid by a non-district entity, the member must clearly identify the source and amount of the training and travel expense that are being paid (e.g., conference fee, travel, or lodging paid for a member speaking at the conference). In no case, may a member accept payment of travel and/or training expenses that would create or create the appearance of a conflict of interest.

Pay Status and Compensation

Full and part-time employees shall be considered in pay status if participation in the training activity is required by the district or if the training is within the scope of the employee's current classification specification, or if the training takes place during the employee's normal work hours.

Training activity meeting all of the following criteria is not compensable:

- Training occurs outside normal work hours.
- Attendance is voluntary.
- The employee does not perform district related work while engaged in the training activity.
- The training or educational activity is not within the scope of the employees' current classification specification (i.e., required).
- Any credit coursework taken towards completion of an academic degree or certificate.

Granting of administrative (training) leave during normal work hours for an otherwise non-compensable training activity, does not make the balance of that activity compensable.

Volunteers participating in external training activity shall receive units of training credit as specified in *Standard Operating Guideline (SOG) 1.2.10 Volunteer Activity Standard and Stipend Program* (ECFR, Under Development).

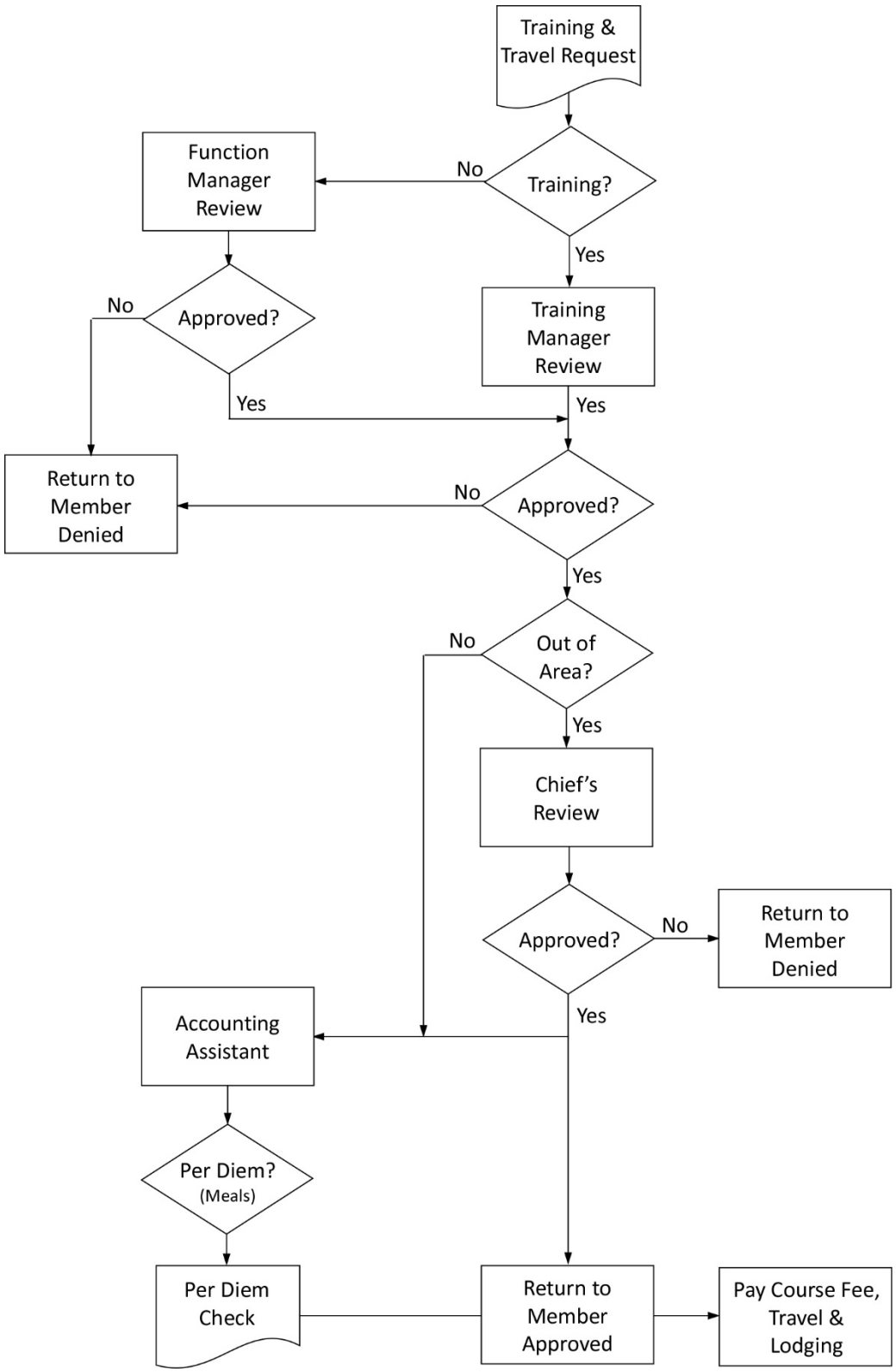
Travel and Training Request

A travel and training request form (see Appendix B) shall be completed and approved prior to the following types of activities:

- Any external training requiring district payment of a registration fee.
- Any external training requiring (or potentially requiring) payment of wages or overtime.
- All non-local travel.
- Any local travel requiring payment for lodging or meals.

Authorized expenses will be specifically identified on the travel and training request, expenses outside those authorized shall be the responsibility of the member attending training and/or traveling on district business. Under exigent circumstances (e.g., flight delays, weather emergencies), members may receive verbal approval from the fire chief or administrative specialist for expenses beyond those authorized on the travel and training request.

Figure 1. Travel and Training Request Processing Flow Chart



References

East County Fire and Rescue (2024a). Standard Operating Guideline (*SOG) 1.3.2 Procurement.* Camas, WA: Author.

East County Fire and Rescue (ECFR). (2024b). *Board of fire commissioner minutes* June 18,2024, [Adoption of Purpose, Policy, and Scope of SOG 1.3.4 Travel and Training Expense and Reimbursement]. Camas, WA: Author.

East County Fire and Rescue (ECFR). (Under Development). *Standard Operating Guideline (SOG) 5.1.2 External Training.* Camas, WA: Author.

East County Fire and Rescue (ECFR). (Under Development). *Standard Operating Guideline (SOG) 1.2.10 Volunteer Activity Standard and Stipend Program*. Camas, WA: Author.

East County Fire and Rescue (ECFR). (Under Development). Standard Operating Guideline (SOG) 5.6.1 Educational Assistance. Camas, WA: Author.

Internal Revenue Service Office of Federal State and Local Governments. (IRS). (2022). *Fringe benefit guide.* Retrieved October 22, 2024, from https://www.irs.gov/pub/irs-pdf/p5137.pdf.

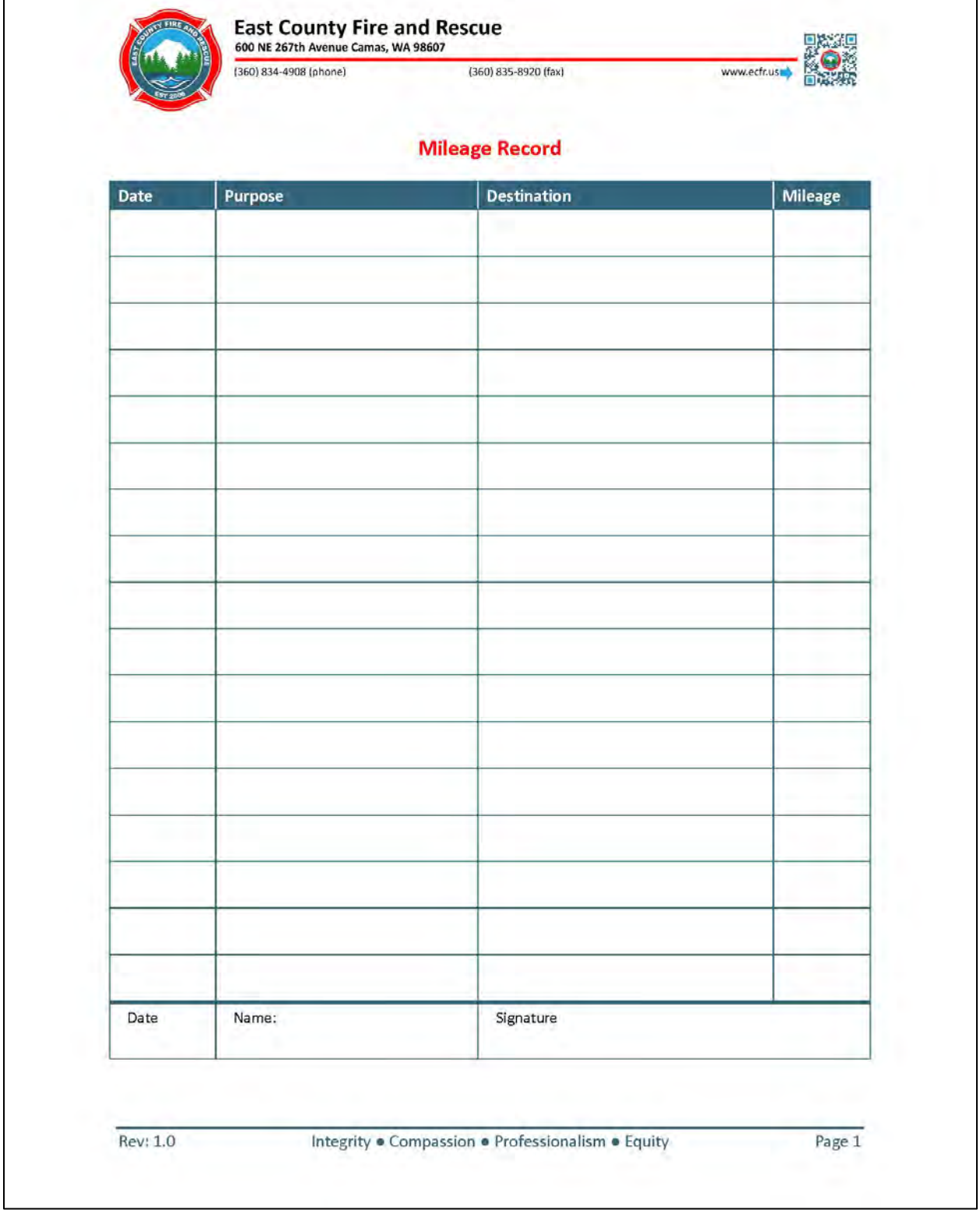
Revised Code of Washington (RCW) Chapter 42.24. Payment for claims for expenses, material, purchases-advancements. Retrieved May 13, 2024, from http://apps.leg.wa.gov/rcw/default.aspx?cite=42.24

United States General Services Administration (GSA). (2024a). Privately owned vehicle (POV) mileage reimbursement rates. Retrieved May 13, 2024, from http://www.gsa.gov/portal/content/100715

United States General Services Administration (GSA). (2024b). Per diem rates. Retrieved May 13, 2024, from http://www.gsa.gov/portal/category/21287

United States General Services Administration (GSA). (2024c). *Meals and incidental expenses (M&IE) breakdown*. Retrieved November 23, 2023, from http://www.gsa.gov/portal/content/101518

Appendix A: Personally Owned Vehicle Mileage Record



East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Mileage Record

Date	Purpose	Destination	Mileage

Date	Name:	Signature

Rev: 1.0 Integrity ● Compassion ● Professionalism ● Equity Page 1

Appendix Travel and Training Request



East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Training and Travel Request

Section 1 – Course Information and Budget

Name	Job Title	Division	Date of Request
			/ /

Course Title	Course Date(s)
	/ / to / /

Sponsoring Organization/Agency	Location

Individual benefit (Briefly describe how this training will benefit your professional development)

Learning Transfer (Outline how you will share the information obtained with other members of the District.

Materials and Services		Personal Services	
Registration Fee		Hours (ST)	
Other (Specify)		Hours (OT)	
Sub Total		Partial Call Shifts (potentially) Required (Dates and Times)	
Budget Line Item:			
Lodging		Full Call Shifts (potentially) Required (Dates)	
Per Diem (Meals)			
Travel (Specify Mode) ☐ District Vehicle ☐ Private Vehicle ☐ Air(Specify)		Alternate Work Schedule Off Shift (Date and Time) On Shift (Date and Time) ☐ Overtime Approved	
Sub Total			
Budget Line Item:		Budget Line Item (OT):	

Rev: 1.0 Integrity ● Compassion ● Professionalism ● Equity Page 1

TRAINING AND TRAVEL REQUEST

Section 1 – Course Information and Budget (Continued)

☐ Training costs indicated with "EXT" were funded from an external source (Specify amount and source)

Section 2a –Approval

Recommendation	Approval
☐ Yes ☐ No By:	☐ Yes ☐ No By:

Section 2b – Non-Local Travel

Justification	
☐ Funds are budgeted for this specific travel Fire Chief Approval ☐ Yes ☐ No By: Chief Ed Hartin	☐ This is a substitute for budgeted travel (Explain)

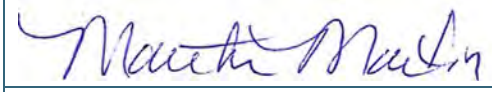
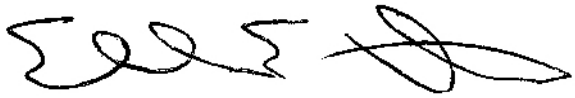
Section 3 – Completion

Course Evaluation Completed (Date)	Transfer of Training Completed (Date)

If approved to attend, I will share the information obtained as outlined in Section 1 – Transfer of Training. By submitting this request, I agree to modify my work schedule in accordance with the collective bargaining agreement and the *Standard Operating Guideline (SOG) 1.2.5* Modified *Work Schedule* (Full-Time IAFF Employees Only).

Rev: 1.0 Integrity ● Compassion ● Professionalism ● Equity Page 2

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Asset Management	1.3.5
Policy Adoption 	**Date** 12/6/2023
Standard Operating Guideline Adoption 	**Date** 12/6/2023

Purpose

This standard operating guideline (SOG) defined the district's policy and procedure to safeguard and manage the district's major assets. It is the intent of this SOG to ensure accountability for the district's assets, provide centralized documentation for insurance purposes, meet financial reporting needs and generate asset management information. This SOG is based on the requirements of Washington state law and best practices identified by the Washington State Auditor (SAO, n.d.) and Government Finance Officers Association (GFOA, 2019)

In addition, the Washington State Constitution prohibits a municipal corporation such as a fire district from giving away anything of value (WC Article VII Section 7), this SOG defines appropriate processes for disposal of assets that have been declared surplus by the Board of Fire Commissioners.

Scope

This SOG applies to inventory and management of the district's assets which are defined as follows:

- ***Capital Assets:*** Tangible or intangible asset having an expected life in excess of one year and a cost of greater than or equal to $5,000. Capital assets include, but are not limited to land, buildings, fire apparatus, and major equipment.
- ***Small/Attractive Assets:*** Tangible or intangible asset having an expected life of more than one year that are particularly at risk or vulnerable to loss. The district's schedule of small and attractive assets is defined in Appendix A.
- ***Assets with High Level Accountability Requirements:*** Items that require special attention to ensure legal compliance. Legal or contractual provisions may require a higher than ordinary level of accountability over certain capital-type items (e.g., items acquired through grant contracts).

Small and attractive assets and other assets with high level accountability requirement are referred to as capital-like assets (GFOA, 2019) and are inventoried and tracked using the same process as capital assets.

Policies

East County Fire and Rescue has established the following policies to maintain accountability for its assets:

- The district shall maintain asset records for capital assets and capital-like assets and verify those records by a physical inventory at least annually.
- Disposal of surplus property is accomplished through an efficient and appropriate process that is in compliance with applicable laws and regulations, and that achieves results that are in the best interest of the district and its taxpayers.

Procedure

The following procedures shall be used to track and manage district assets.

Responsibilities

Fire Chief: The fire chief shall ensure that an accurate asset inventory is maintained and that members comply with the provisions of this SOG in tracking and managing the assets of the district.

Asset Manager: A member will be assigned as the asset manager. Typical duties will include:

- Maintain effective identification methods for various types of assets.
- Verify that all current assets are properly identified, numbered, and tracked in the district's asset management system (AMS)
- Identification of new assets, numbering, and entering in the district's AMS
- Manage removal of assets from inventory, sale of surplus assets, and recording of such disposition
- Coordinate the annual physical inventory.

Function Mangers: Members assigned responsibility for the functions of administration, operations, fire prevention and public education, training, facilities, and repair and maintenance are responsible for ensuring that capital and capital like assets purchased are entered into the asset inventory

Individual Members: All members are responsible for care and security of district assets and reporting of damage, loss, or theft.

Items in Inventory

Capital and capital like assets will be tracked in the district's inventory. Other items with a purchase cost of less than $500 may be tracked in the district's inventory based on operational, regulatory, or standards compliance (e.g., a section of fire hose is neither a capital nor capital like asset, but is tracked in inventory to meet Washington Survey and Rating Bureau (WSRB) and National Fire Protection Association standards requirements).

Asset Tracking

Capital and capital like assets classified as small/attractive will be tracked in the district inventory control system. Whenever practical these assets will be marked with a district asset tag, identifying the item as district property and carrying the inventory number.

- ***District Asset Tag:*** Whenever practical, assets will be marked with an asset tag having a district assigned inventory number and designating that the item is district property. asset tag inventory numbers shall be entered into the AMS.
- ***Serial Number:*** Serial numbers shall be entered in the AMS with the prefix SN to designate that this is a serial number. Examples would include fire apparatus, self-contained breathing apparatus, structural firefighting protective clothing (turnout coats and pants).
- **Permanent Marking:** If not marked with a district asset tag, items not having a serial number may be marked (e.g., stamped into a metal surface) with the initials ECFR and the inventory number.

Exceptions: If it is not feasible to mark or tag, an inventory number will be assigned, and the asset tag with that number will be retained with documentation related to that item. A description of the item, its location, and assigned inventory number will be entered in the RMS. Equipment other than capital or capital like assets may be tracked using another unique identifier (e.g., fire hose number).

New assets will be processed by the asset manager or designee to verify that they are properly identified and recorded in the asset database.

Addition of Assets

The district may acquire assets by purchase, construction, donation, or lease and shall be properly marked and added to inventory in the district's AMS prior to being placed in service.

Annual Inventory

The district shall conduct a physical inventory of capital and capital like assets in the first quarter of each calendar year (January-March). The asset manager or designee will verify the existence and condition of the assets.

When reconciled, the inventory provides evidence that the district is meeting its stewardship duties over its assets. The fire chief will sign the final inventory list of assets to approve completion of the inventory and to attest to the accuracy of the recorded assets.

Other assets tracked in inventory such as fire hose and ladders shall be inventoried during annual inspection and testing.

Reporting Loss or Theft

Important: RCW 43.09.185 requires that local governments immediately report known or suspected loss of public funds or assets or other illegal activity to the State Auditor's Office. The following actions shall be taken when a loss of public funds or assets or other illegal activity is suspected or detected:

- Members who know of or suspect a loss of public funds or assets or other illegal activity shall notify the fire chief immediately. Note: If the loss of an asset is known to be accidental in nature, this notification may be within one working day.
- Members reporting loss of public funds or assets or other illegal activity are protected by the provisions of RCW 42.41 *Local Government Whistleblower Protection* and SOG 1.2.17 *Whistleblower Protection* and East County Fire and Rescue (ECFR) *Standard Operating Guideline (SOG) 1.2.27 Reporting Improper Government Action & Whistleblower Protection* (ECFR, 2023).
- The fire chief shall notify the board of fire commissioners of known or suspected loss of public funds or other illegal activity. The fire chief or board of fire commissioners may choose to consult with the district's attorney.
- The district may initiate an internal investigation and if necessary implement corrective action consistent with the provisions of Standard Operating Guideline (SOG) 1.2.21 *Performance Management* and the collective bargaining agreements with the respective unions representing district employees (IAFF, 2022 & OPEIU, 2023) as applicable.
- If theft or other illegal activity is known or suspected or if advised to do so by the State Auditor's Office, file a police report with the appropriate law enforcement agency.
- The fire chief or other member of the administrative staff shall complete an on-line report (http://portal.sao.wa.gov/SAOPortal/Public.aspx/LossReport) of the loss to the State Auditor's Office within one working day (M-F).
- The district's administrative staff shall protect the accounting records from loss or destruction. All original records related to the loss should be secured in a safe place until an audit has been completed.
- The district shall not enter into a restitution agreement with an employee prior to an audit to establish the amount of loss.

Removing Assets from Inventory

Assets will eventually be disposed of and will need to be deleted from the districts AMS. Deletion may be due to sale, scrapping, loss or theft. The department shall maintain a record of assets removed from inventory, including date and reason for removal, method of disposition, identity of any recipient, and approximate value of the asset.

Surplus and Disposal

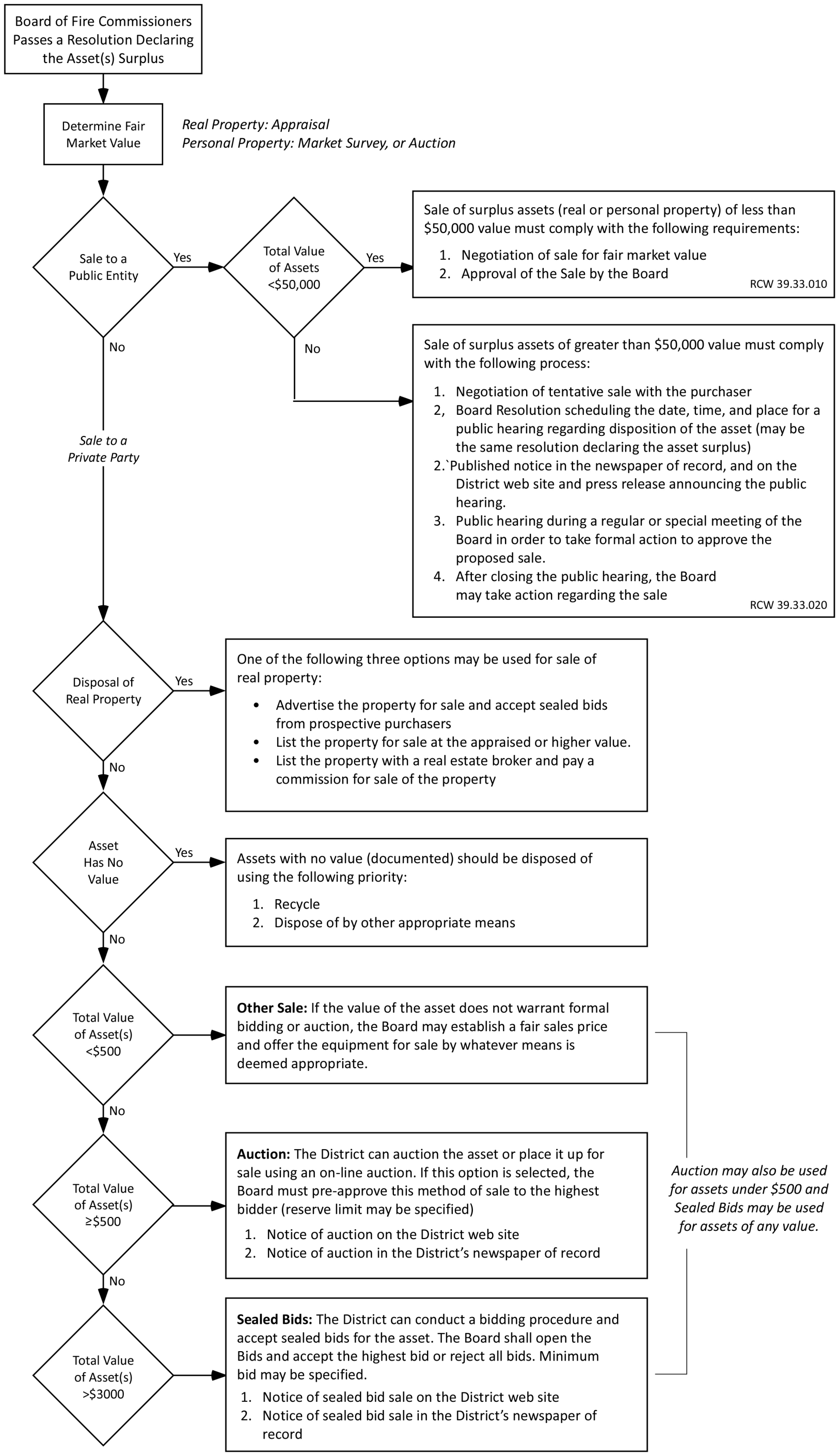
Article VIII Section 7 of the *Constitution of the State of Washington* prohibits a municipal corporation from giving away anything of value. If surplus property has any value, the district shall make a good faith effort to sell the property.

The methods and requirements for surplus and disposal depend on the nature of the asset (real property versus personal property), the purchaser (public entity versus private party), and the value of the asset. Detailed checklists for surplus and disposal of assets are provided in Appendices B-D of this SOG.

The following flow chart provides an overview of acceptable methods for the district's disposal of surplus real property (e.g., land and buildings) and personal property (e.g., equipment).

This page intentionally blank

Title	SOG #
Asset Management	1.3.5



Title	SOG #
Asset Management	1.3.5

This page intentionally blank

Conditions on Sale of Surplus Property

All sale of surplus property is "as is", and the district takes no responsibility for and makes no guarantees with respect to the items sold. The district shall make a statement of the condition of the merchandise, including the major known defects before sale. No sale shall be invalid due to defects after sale which may have been discovered by a reasonable inspection of the property before sale.

Surplus property must be removed from district property within the time after the sale specified by the district.

The district may withdraw from sale any items scheduled for disposal at any time prior to the formation of a contract. The district may also reject any and all bits if the best interests of the district so require.

Sale of Surplus Property to District Elected Officials or Employees

Surplus property available for disposal shall not be sold to a member of the Board of Fire Commissioners, appointed officers, or employees, except at public sale (e.g., auction or sealed bid).

References

ECFR District Board. (YEAR). *Board minutes* MONTH, DAY, YEAR. Camas, WA: Author. [Adoption of Purpose, Policy, and Scope of SOG 1.3.5 *Asset Management*]

Revised Code of Washington (RCW) Title 39 *Public Contracts and Indebtedness*. Retrieved November 22, 2023, from http://apps.leg.wa.gov/rcw/default.aspx?Cite=39

Revised Code of Washington (RCW) Title 42 Public Officers and Agencies. Retrieved November 22, 2023, from http://apps.leg.wa.gov/rcw/default.aspx?cite=42

Revised Code of Washington (RCW) Title 43 State Government – Executive. Retrieved November 22, 2023, from http://apps.leg.wa.gov/rcw/default.aspx?cite=43

Washington State Auditor's Office (SAO). (n.d.). Best Practices for Internal Controls Over Small and Attractive Assets. Retrieved November 22, 2023, from https://sao.wa.gov/sites/default/files/2023-05/Best-Practices-for-Small-and-Attractive-Assets.pdf.

Washington State Auditor's Office (SAO). (2023). Budgeting, accounting and reporting system (BARS) cash basis for cities, counties and special purpose districts. Retrieved November 22, 2023, from file:///C:/Users/ehartin/Downloads/sao_bars_cash_manual%20(2).pdf

Washington State Constitution. Retrieved November 22, 2023, from http://www.leg.wa.gov/LAWSANDAGENCYRULES/Pages/constitution.aspx

Government Finance Officers Association (GFOA). (2019). Best practices: control over items that are not capitalized. Retrieved November 22, 2023, from https://www.gfoa.org/materials/control-over-items-that-are-not-capitalized.

East County Fire and Rescue (ECFR) & Local 2444 International Association of Firefighters (IAFF). (2022). *Collective bargaining agreement between East County Fire and Rescue and Local 2444 International Association of Firefighters.* Camas, WA: Author.

East County Fire and Rescue (ECFR) & Office and Professional Employees International Union (OPEIU). (2023). *Agreement between East County Fire and Rescue (ECFR) & Office and Professional Employees International Union (OPEIU).* Camas, WA: Author.

East County Fire and Rescue (ECFR). (2023). *Standard Operating Guideline (SOG) 1.2.27 Reporting Improper Government Action & Whistleblower Protection*. Camas, WA: Author.

Title	SOG #
Asset Management	1.3.5

Appendix A-Schedule of Small/Attractive Assets

The following types of district assets are classified as small and attractive:

- Desktop computers
- Laptop and notebook computers
- Tablet computers
- Smart phones
- Optical devices such as binoculars
- Still and video Cameras
- Photographic and video projection equipment
- Televisions
- Electronic media players

Appendix B-Sale of Surplus Assets to Public Entity Checklist



East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Disposal of Surplus Assets (Real or Personal) to a Public Entity

The following checklist shall be used to document the district's compliance with the requirements for intergovernmental disposal of real property (land, buildings, and anything affixed to the land) or personal property pursuant to the provision of the Revised Code of Washington (RCW) 39.33.

☐ The real property has been declared surplus by the Board of Fire Commissioners:

Resolution (attached): - Date: / /

☐ Fair market value has been determined by appraisal (attached):

Appraised Value $.

Appraised By:

The appraised value of the asset(s) is less than $50,000 and the following conditions were met.

☐ Sale for fair market value was negotiated and the sale was approved by the Board of Fire Commissioners (signed motion attached)

Purchaser:

Sale Price $.

The appraised value of the asset(s) is greater than $50,000 and the following conditions were met.

☐ Negotiation of tentative sale with the purchaser was completed

☐ The Board scheduled a date, time, and place for a public hearing regarding disposition of the asset (may be included in the resolution declaring the asset surplus).

Resolution (attached): - Date: / /

☐ Press release regarding hearing (attached)

☐ Hearing posted on the District's web site

☐ Notice published in the Districts newspaper of record (copy attached)

☐ Public hearing conducted Date: / /

☐ Sale for fair market value was approved by the Board of Fire Commissioners (signed motion attached)

Purchaser:

Sale Price $.

Rev: 1.0 Integrity ● Compassion ● Professionalism ● Equity Page 1

Appendix C-Sale of Real Property Checklist



East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us



Disposal of Real Property Checklist to a Private Party

The following checklist shall be used to document the district's compliance with the requirements for disposal of real property (land, buildings, and anything affixed to the land).

☐ The real property has been declared surplus by the Board of Fire Commissioners:

Resolution (attached): - Date: / /

☐ Fair market value has been determined by appraisal (attached):

Appraised Value $.

Appraised By:

One of the following methods has been used for the sale of the real property:

☐ The property was advertised for sale and sealed bids were accepted from prospective purchasers (attached).

Highest Bid $.

Purchaser:

☐ The property was appraised and listed for sale at the appraised or higher value.

Sale Price $.

Purchaser:

☐ The property was listed for sale with a real estate broker and a commission was paid for the sale.

Listing Price $.

Broker:

Sale Price $.

Commission $.

Purchaser:

Rev: 1.0 Integrity ● Compassion ● Professionalism ● Equity Page 1

Appendix D-Sale of Personal Property to a Private Party Checklist



East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us



Disposal of Surplus Assets (Personal) to a Private Party

The following checklist shall be used to document the district's compliance with the requirements for disposal of personal property.

☐ The real property has been declared surplus by the Board of Fire Commissioners:

Resolution (attached): - Date: / /

☐ Fair market value has been determined by market survey

Market Value (survey attached) $.

Determined By:

☐ Fair market valued determined by sale at auction (see below)

Asset was determined to have no value and was disposed of in the following manner:

☐ Recycled

☐ Disposed of by other means

Assets was determined to have an individual value of <$500:

☐ Sale price authorized by the Fire Chief

Sale Price $.

Assets were determined to have an individual value of between $500 and $3000 and were sold using the following method:

☐ Silent Auction ☐ On-Line Auction ☐ Live Auction ☐ Sealed Bid (attached)

☐ Auction or sealed bid sale advertised on the District's web site

☐ Notice of auction or sealed bid sale in the Districts newspaper of record (copy attached)

Reserve Price $.

Purchaser:

Sale Price $.

Rev: 1.0 Integrity ● Compassion ● Professionalism ● Equity Page 1

Disposal of Surplus Assets (Personal) to a Private Party

Assets were determined to have an individual value of greater than $3000 and were sold using the following method:

- ☐ Sealed bid sale advertised on the District's web site
- ☐ Notice of sealed bid sale in the Districts newspaper of record (copy attached)
- ☐ Other notice of sealed bid sale:
- ☐ Sealed Bids (attached)

Reserve Price $.

Purchaser:

Sale Price $.

This page intentionally blank

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
REVENUE	1.3.7
Policy Adoption Joshua Seeds	**Date** 07/07/2026
Standard Operating Policy Adoption SBlack	**Date** 05/29/2026

Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.7 Revenue:

Scope

This policy establishes the principles and requirements governing the collection, management, diversification, and utilization of District revenues to support financial stability and delivery of services.

Policy

The district's primary source of operating revenue is a property tax levy as specified in the *Revised Code of Washington (RCW) Chapter 52.16*. However, the district shall work to develop diversification of revenue to include, but not limited to intergovernmental revenue, and fees for service.

The District shall annually evaluate the use of its available property tax levy authority as provided by state law and consider the impact of levy decisions on current operations, capital needs, reserve funding, and long-term financial sustainability.

The district will fund current expenditures with current revenues, avoiding the use of one-time funds for ongoing expenses, postponing needed expenditures, or depleting reserves to meet current expenses.

The district will actively seek grant funding for both operating and capital expenditures, provided that the grant is consistent with the district's mission and goals, provides a benefit that exceeds cost, and does not commit the district to long term tax funded expenditures following the completion of the grant period.

Procedure

The Fire Chief and Finance Officer shall monitor and project District revenues as part of the annual budget and long-term financial planning processes.

Revenue estimates shall be based upon reasonable assumptions regarding assessed valuation growth, tax collection rates, economic conditions, service demand, grant opportunities, and other relevant factors.

The Fire Chief and Finance Officer shall annually evaluate the District's property tax levy authority, including the use of the allowable one percent (1%) increase, and provide recommendations to the Board of Fire Commissioners during the budget development process.

The District shall pursue revenue sources that are consistent with its mission, legal authority, and service objectives, including property taxes, contracts for service, grants, fees, and intergovernmental revenues.

The Fire Chief and Finance Officer shall evaluate grant opportunities in accordance with SOP 1.3.11 Grant Management and present grant awards requiring acceptance to the Board of Fire Commissioners.

When projected revenues are insufficient to maintain adopted service levels, fund capital obligations, or meet long-term financial objectives, the District may consider voter-approved revenue measures, including levy lid lifts and other authorized funding options.

The Fire Chief and Finance Officer shall periodically report revenue performance, significant revenue trends, and revenue risks to the Board of Fire Commissioners.

The Fire Chief and Finance Officer shall monitor actual and projected revenues throughout the fiscal year and recommend budget amendments to the Board of Fire Commissioners when revenue projections materially differ from adopted budget assumptions.

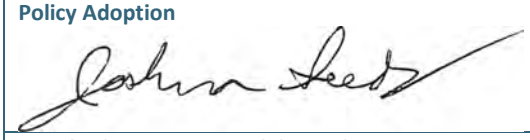
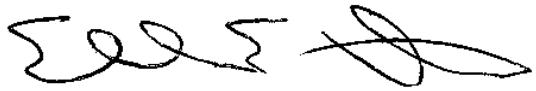
Revenue forecasts shall be reviewed annually and updated as necessary to support budget development and long-term financial planning.

References

RCW 52.16 – Finances
RCW 43.09.200 - Local Government Accounting Systems and Controls
RCW 84.55 – Property Tax Levy Limitations

Title	SOP #
REVENUE	1.3.7

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Investment	1.3.8
Policy Adoption 	**Date** 6/4/2024
Standard Operating Guideline Adoption 	**Date** 6/4/2024

Purpose

This Standard Operating Guideline (SOG) defines district policies and procedures used in investment of district funds consistent with the objectives of ensuring the safety of principal, liquidity sufficient to meet current expenses, and attaining a market rate of return. This guideline incorporates recommended best practices of the Government Finance Officers Association (GFOA) (2015, 2016).

Scope

This SOG applies to all financial assets of the district. These funds are accounted for in the Districts Annual Financial Report and include:

- General fund.
- Capital projects fund.
- Leave accrual fund.

The following funds are not included within the scope of this SOG:

- Grants management fund.
- Emergency medical services (EMS) fund.

The grants management fund is not included due to regulatory limitations on investment of grant funds received by the district. The EMS fund is not included as this fund is a pass through from ECFR to the City of Camas for advanced life support ambulance service.

Title	SOP #
Investment	1.3.8

Policies

East County Fire and Rescue has adopted the following policies related to district investments:

- It is the policy of East County Fire and Rescue (ECFR) to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the cash flow demands of the district and conforming to all state and local statutes governing the investment of public funds.
- Pursuant to the *Revised Code of Washington (RCW) 52.16.010* the Clark County Treasurer serves as the financial agent for the district. As such, the Clark County Treasurer receives and disburses district revenues, and invests financial assets consistent with the Clark County Treasurer's Investment Policy (Clark County Treasurer, 2023).
- The district's administrative specialist and fire chief will review the *Clark County Treasurer's Office Investment Policy* (Clark County Treasurer, 2023) whenever the county makes policy changes (but in any case, no less than annually) and shall determine if changes in this standard operating guideline are necessary.

Procedure

ECFR has established the following procedures related to investment of district funds.

Clark County Treasurer-Investment Pool

Pursuant to the *Revised Code of Washington (RCW) 52.16.010* the Clark County Treasurer serves as the financial agent for the district. As such, the Clark County Treasurer receives and disburses district revenues, and invests the district's financial assets.

RCWs 36.29.020, 36.29.022, and 36.29.024 provide statutory authority for the treasurer to operate a pooled investment program. The purpose of the pool is to allow political subdivisions to combine funds available for investments in order to achieve a potentially higher yield than if the funds were invested on an individual entity basis. The district will be responsible for depositing and withdrawing funds based on its cash flow needs, so there is no maturity date for pooled investments as there are for specific securities and certificates of deposit. The district maintains an interlocal agreement with the Clark County Treasurer for participation in the Clark County Investment Pool (Clark County & ECFR, 2021).

The Clark County Treasurer maintains investment policies (2023) that have been approved by the Clark County Finance Committee which consists of the County Treasurer, the County Auditor, and the Chair of the Clark County Council.

Investment of Funds Not Needed for Immediate Expenditure

Clark County functions as the district's Treasurer, receiving and processing revenue. Tax revenue is received directly and all other receipts are received via a clearing bank account at US Bank for East County Fire and Rescue. This bank account is used for deposit of cash receipts and the balance is

transferred to the Clark County Treasurer. Procedures for cash receipts and electronic fund transfers are defined in *Standard Operating Guideline (SOG) 1.3.3 Finance and Accounting* (ECFR, 2024a).

In accordance with the *Clark County Treasurer's Office Investment Policy* (Clark County, 2023) the Clark County Treasurer invests all funds in the investment pool that are not needed for immediate expenditure. District funds are withdrawn on an as needed basis. Procedures for issuance of warrants for payment of accounts payable are defined in *Standard Operating Guideline (SOG) 1.3.3 Finance and Accounting* (ECFR, 2024a).

Prudent Investment

The *Clark County Treasurer's Office Investment Policy* (Clark County, 2023) requires that the treasurer and authorized investment officers perform their duties in a manner consistent with the standard of a "prudent person," as defined by RCW 43.250.040.

> The Treasurer will invest public funds in accordance with all federal, state, and local governing statutes. The Treasurer will invest public funds in a manner that preserves capital and ensures the protection of investment principal, allows adequate liquidity for any relevant municipal corporations (participants), and achieves the highest investment return consistent with the primary objectives of safety and liquidity. (Clark County, 2023, p. 4).

The primary objectives of the Clark County Treasurer's investment policy are to provide for the safety of invested funds, maintaining sufficient liquidity for the participants to meet their cash flow requirements, and maximizing return on investment. The Pool's investment strategy is to adjust maturity and asset class diversification based on changes in market conditions. Securities are generally held until maturity, with the following exceptions:

- To minimize loss of principal.
- To meet the liquidity needs of the investment portfolio.
- To rebalance the quality, yield, or target duration of investments in the portfolio.

Reporting and Oversight

The accounting assistant shall report interest earned on investments during the prior month as part of the monthly budget position report to the board of fire commissioners.

Investment Policy Review

The fire chief and administrative specialist will review the *Clark County Treasurer's Office Investment Policy* each June and provide an overview of any substantive changes in this policy to the board of fire commissioners

Title	SOP #
Investment	1.3.8

References

Clark County & East County Fire and Rescue. (2021). *Investment services interlocal agreement concerning Clark County Treasurer & East County Fire and Rescue.* Retrieved May 10, 2024, from https://www.ecfr.us/files/d652c15d9/Clark+County+Investment+Agreement.pdf.

Clark County Treasurer. (2023). *Clark County Treasurer's Office investment policy.* Retrieved May 10, 2024, from https://clark.wa.gov/sites/default/files/media/document/2023-05/2023%20Clark%20County%20Investment%20Policy%20Final%20Signed_0.pdf

East County Fire and Rescue (ECFR). (2024a). *Standard Operating Guideline (SOG) 1.3.3 Finance and Accounting*. Camas, WA: Author.

East County Fire and Rescue. (2024b). *Board minutes* 06/04/2024 [Adoption of Purpose, Policy, and Scope of SOG 1.3.2 *Procurement*]. Camas, WA: Author.

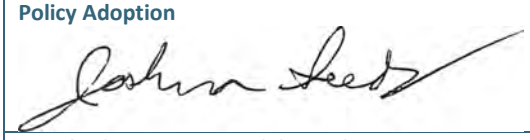
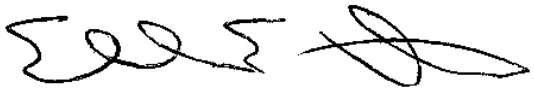
Government Finance Officers Association (GFOA). (2015). *Adopting financial policies.* Retrieved May 10, 2024, from https://www.gfoa.org/materials/adopting-financial-policies.

Government Finance Officers Association (GFOA). (2016). *Investment policy.* Retrieved May 10, 2024, from https://www.gfoa.org/materials/investment-policy.

Revised Code of Washington (RCW) 36.29 *County treasurer.* May 10, 2024, from https://app.leg.wa.gov/RCW/default.aspx?cite=36.29.

Revised Code of Washington (RCW). *Chapter 52 fire protection districts.* Retrieved May 10, 2024, from https://apps.leg.wa.gov/rcw/default.aspx?Cite=52.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Financial Reserves	1.3.9
Policy Adoption 	**Date** 6/18 2024
Standard Operating Guideline Adoption 	**Date** 6/18 2024

Purpose

This standard operating guideline (SOG) defines district policies and procedures related to establishment and maintenance of adequate financial reserves and fund balances.

Scope

This SOG applies to the district's general fund and contingency, compensated absences fund, and capital projects fund and any other reserve fund or fund for which a minimum set-aside or balance is established by the board of fire commissioners.

Policies

East County Fire and Rescue has adopted the following policies related to use of district resources:

- The board of fire commissioners shall be responsible for establishing and managing all district fund accounts, minimum fund set-asides and minimum balances. Changes to set asides and fund balances require action by the board of fire commissioners.
- The district shall strive to maintain adequate fund balances and reserves to provide cash flows to meet operating and capital expenses, while also providing the financial ability to address economic downturn and system emergencies. Operating expenditures shall include salaries, benefits, supplies, services, intergovernmental and interfund expenses, capital outlays and transfers.
- ECFR will maintain a beginning general fund balance of at least 33% of budgeted maintenance and operations expenditures to provide funds for operation prior to receipt of subsequent year's tax revenue.
- ECFR will maintain a contingency beginning balance in the amount of 5% of budgeted maintenance and operations expenditures. Contingency will be used for unanticipated or exceptional unbudgeted expenditures only with the approval of the board of fire commissioners.
- An adequate balance will be maintained in the capital projects fund to provide for scheduled replacement of district vehicles and capital equipment at the end of their useful lives.

- ECFR will maintain sufficient balance in the leave accrual fund to meet anticipated payout requirements for unused compensated leave balance. The annual contribution rate to this fund shall be based on current salary, anticipated unused leave balances, and potential retirement date based on employee age, years of service, or announced retirement date.
- For employees hired after January 1, 2024, the district will fund compensated absence liability over the duration of the employee's career with payout anticipated on retirement eligibility based on age and years of service.
- At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the district. These fund balances will be included in the annual budget as the beginning fund balances.

Procedure

Financial reserves are a key component of the district's financial risk management strategy (also see Standard Operating Policy (SOP) 1.3.12 Financial Risk Management (ECFR, 2024a)). East County Fire and Rescue faces the following revenue and expense risks:

- Expense of maintaining current service levels exceeding the 1% constitutional limitation on the district's lawful levy.
- Loss of assessed value and statutory limits on the district's levy rate.
- Loss of assessed value and related revenue due to annexation by neighboring cities.
- Losses related to extreme natural hazards events such as earthquake, tsunami, or pandemic.

Reserves help make sure that ECFR can support vital public services when revenue does not keep pace with rising cost of service or if revenue declines. This SOG describes how the district uses reserves to manage risk and ensure continued service to the community.

Financial Reserves

The unappropriated balance of the general fund serves as a general operating reserve for the district. Contingency is a committed portion of the general fund balance that has been reserved by the board of fire commissioners to address non-recurring and unanticipated or unplanned expense of an urgent nature.

The general operating reserve provided by the unappropriated general fund balance is essential to managing the divergence between operating expense and property tax revenues over time resulting from the community's desire to maintain service levels and the constitutional 1% limit on increases to the general levy. This allows the district to manage the frequency with which the district's voters need to be presented with a levy lid lift to maintain or improve service delivery levels.

Reserve funds are mechanisms for accumulating cash for future capital outlays and other allowable purposes. The practice of planning ahead and systematically saving for capital acquisitions and other

contingencies is considered prudent fiscal management. The district maintains two reserve funds, the capital projects fund, and compensated absences fund.

The district examines and provides a report to the board of fire commissioners on the adequacy of reserves on an annual basis as part of its budget process. In addition, a more comprehensive examination of reserves is conducted on a biannual basis through update and revision of the district's long-term financial plan.

Acceptable Use of Reserves

The general operating reserve provided by the unappropriated general fund balance is drawn down as it is appropriated through the district's annual budget process. However, this balance may not be reduced below the minimum fund balance specified by board policy (detailed in the policies and fund balance sections of this SOG). General fund contingency is intended to address non-recurring and unanticipated or unplanned expense of an urgent nature. The reserve funds, capital projects and compensated absences are only used for the intended purpose of the specified fund.

Reserves should not be used for recurring annual operating costs. An exception is poor economic conditions or events that disrupt East County Fire and Rescue's revenues. In such cases, the board of fire commissioners may use general fund contingency or an interfund loan from the reserve funds to the general fund to meet immediate fiscal needs. Use of reserves in this case should be a short-term option providing time for adjustment of operations.

Authorization for Use of Reserves

Use of contingency and expenditure of funds from the capital projects fund or compensated absences fund requires approval of the board of fire commissioners.

Developing and Maintaining Reserves

The board of fire commissioners adopts the district's long-term financial plan and implements that plan through the annual operating and capital budget by resolution. The long-term financial plan and annual budgets provide the basis for developing adequate reserves (if not fully funded) and maintaining adequate reserves required by board policy.

The fire chief is responsible for developing and presenting the long-term financial plan, annual budget for board adoption and presenting required interfund transfers to the board for approval to develop and maintain the district's reserves.

Minimum Fund Balances

Unrestricted fund balance available in the general fund is viewed by rating agencies (such as Standard and Poor's) as a general, high-level indicator of a government's financial health. The Government Finance Officers Association (GFOA) recommends that, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of

no less than two months of regular general fund operating revenues or regular general fund operating expenditures (GFOA, 2020b).

The East County Fire and Rescue Board of Fire Commissioners have minimum fund balances for the general fund and general fund contingency by resolution (ECFR, 2023) as illustrated in Table 1.

Table 1. Minimum Fund Balance

Fund	Minimum Beginning Balance
General Fund	33%
General Fund Contingency	5%
Total General Fund	38%

No minimum fund balances have been established for other funds. Minimum beginning fund balances in the compensated absences and capital projects fund are required to be adequate to meet cash flow demands based on anticipated expenditures and amortized future expenditures.

References

East County Fire and Rescue (ECFR). (2023). *Resolution 319-05162023 Establishing a minimum set aside for general fund beginning balance and contingency*. Camas, WA: Author.

East County Fire and Rescue (ECFR). (2024a). *Standard Operating Policy (SOP) 1.3.13 financial risk management*. Coupeville, WA: Author.

East County Fire and Rescue (ECFR). (2024b). *Minutes of the board of fire commissioners*, 06/18/2024 [adoption of purpose, scope, and policy standard operating guideline 1.3.9 financial reserves. Camas, WA: Author.

Government Finance Officers Association (GFOA). (2015). Best practices: fund balance guidelines for the general fund. https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund.

Government Finance Officers Association (GFOA). (2020a). Reserve policy template. Retrieved June 5, 2024, from https://gfoaorg.cdn.prismic.io/gfoaorg/895ea853-d5fe-41f3-91a2-2584ba864aef_Reserve+Policy_2020-02-23.docx

East County Fire and Rescue
Standard Operating Guidelines

Title	SOG #
Wage Scale for Temporary Firefighters	1.3.10
Policy Adoption	Date ~~03/26/2025~~ 04/01/2025
Standard Operating Guideline Adoption	Date 4/3/25

Purpose

The purpose of this document is to establish the process for employing a Volunteer Firefighter as a Temporary Firefighter, providing clear direction on wage determination for such assignments.

Scope

This guideline applies primarily to the payment structure for volunteers mobilized by the Fire District. It is intended for situations, including but not limited to, wildland fire mobilizations. These instances may arise during large-scale events when career firefighters are unavailable to fill vacant roles, and the conditions outlined in the collective bargaining agreement are met. The policy can be invoked by East County Fire and Rescue to fill vacant roles during such events.

Policy

The Fire District policy is to pay Temporary Firefighters an hourly wage when mobilized for wildland fires by Washington State Fire Services Resource Mobilization Plan, the Department of Natural Resources, State EMD, EMAC assignments and/or the Cooperative Agreement with the USDA Forest Service, as authorized by the Fire Chief:

Procedure

Mobilization Process

Upon identifying a need to mobilize a volunteer firefighter which necessitates a change in the volunteer's status, the Fire Chief will direct the Administrative Specialist to adjust the volunteer's status to a temporary firefighter.

Wage Determination

Volunteers will receive compensation based on a rate commensurate with the minimum wage and the job duties expected of the role. Historically, the District has compensated volunteers at approximately 1.25% of the minimum wage rate.

Annual Wage Determination

The exact rate of pay will be reviewed and determined annually at the time of appointment, based on minimum wage standards and the nature of the assignment.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
GRANTS AND GRANT MANAGEMENT	1.3.11
Policy Adoption Joshua Seeds	**Date** 07/07/2026
Standard Operating Policy Adoption SBlack	**Date** 06/24/2026

Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.11 Grants and Grant Management:

Scope

This policy applies to all grant opportunities pursued by East County Fire and Rescue and establishes the requirements for grant application, acceptance, administration, reporting, and record retention.

Policy

Consider grant funding that may be used to leverage existing funding for programs or projects which address the district's current priorities and policy objectives.

As a one-time funding source, grants shall not be relied upon to support ongoing programs. If the outcome of a grant will incur an ongoing expense (e.g., purchase of equipment requiring maintenance), the ongoing expense must be considered in evaluating if the grant is an appropriate source of revenue for the program or project.

All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor.

Procedure

District personnel identifying a grant opportunity shall notify the Fire Chief and provide information regarding the grant purpose, eligibility requirements, matching fund obligations, reporting requirements, and any ongoing financial commitments associated with acceptance of the grant.

The Fire Chief shall review proposed grant applications to determine consistency with the District's strategic priorities, operational needs, budget, and long-term financial obligations.

The Fire Chief is authorized to approve and submit grant applications on behalf of the District. Grant applications that require matching funds, creation of new positions, significant ongoing financial commitments, or budget amendments may be presented to the Board of Fire Commissioners prior to submission for review and direction.

No grant award shall be accepted without approval of the Board of Fire Commissioners at a regular or special meeting.

Upon acceptance of a grant award, the Fire Chief or designee shall ensure compliance with all grant conditions, reporting requirements, procurement requirements, record retention requirements, and financial management requirements established by the grantor.

The District shall maintain grant records in accordance with applicable state and federal retention requirements and make such records available for audit or inspection as required by law.

The Fire Chief shall provide periodic updates to the Board of Fire Commissioners regarding the status of active grants, including significant accomplishments, expenditures, compliance issues, and grant closeout activities.

References

RCW 43.09 – State Auditor
2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

East County Fire and Rescue
Standard Operating Policy

Title FINANCIAL RISK MANAGEMENT	SOP# 1.3.12
Policy Adoption Joshua Seeds	Date 07/07/2026
Standard Operating Policy Adoption SBlack	Date 05/29/2026

Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.12 Financial Risk Management:

Scope

This policy applies to the management of financial risks associated with District operations, including insurance coverage, asset protection, internal controls, fraud prevention, liability exposure, and other risks that may result in financial loss to the District.

Policy

The district will identify and analyze its potential financial risks and determine the most appropriate way to mitigate or transfer these risks to an insurer.

Financial policies and related SOPs shall be grounded in best practice to minimize the district's risk of financial loss.

The district will maintain an adequate umbrella insurance policy covering district vehicles, general liability, commercial property, and crime and fidelity. Coverage on capital assets will be consistent with the annual inventory of capital and small and attractive assets.

The district shall maintain a surety bond for commissioners, district secretary, fire chief, finance officer, and accounting assistant in an amount recommended by our insurer provider.

Procedure

The Fire Chief and Financial Officer shall periodically review the District's financial risks, including but not limited to liability exposure, property loss, fraud, theft, cyber risks, revenue fluctuations, contractual obligations, and other factors that may adversely affect the District's financial position.

The Fire Chief shall ensure that insurance coverage is reviewed annually with the District's insurance provider or risk pool to verify that coverage limits, deductibles, and policy provisions remain appropriate for the District's operations and assets.

The Financial Officer shall maintain records of insurance policies, surety bonds, and related risk management documents and ensure timely renewal of coverage.

The District shall maintain an annual inventory of capital assets and small and attractive assets to support insurance coverage and asset protection efforts.

Any significant financial risk, uninsured exposure, claim, loss event, or identified deficiency in internal controls shall be reported to the Fire Chief and, when appropriate, presented to the Board of Fire Commissioners for review and direction.

The Fire Chief shall recommend corrective actions, policy changes, insurance modifications, or other risk mitigation strategies as necessary to reduce the District's exposure to financial loss.

The Board of Fire Commissioners shall periodically review the District's financial risk management practices and insurance coverage as part of its oversight responsibilities.

References

RCW 43.09.200 - Local government accounting systems and controls
RCW 39.58 - Public Deposit Protection Commission (protection of public funds)
RCW 48.62 - Local government self-insurance and risk pools

Title	SOP #
FINANCIAL RISK MANAGEMENT	1.3.12

East County Fire and Rescue
Standard Operating Policy

Title	SOP#
GENERAL FINANCIAL GUIDELINES	1.3.14
Policy Adoption Joshua Seeds	**Date** 07/07/2026
Standard Operating Policy Adoption SBlack	**Date** 05/29/2026

Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.14 General Financial Guidelines:

Scope

This policy establishes the general financial management principles that guide the District's budgeting, financial planning, resource allocation, labor relations, operational decision-making, and stewardship of public funds.

Policy

Develop comprehensive financial policies to assure the financial strength and accountability of the district. These policies shall be adopted by the board of fire commissioners and integrated into the development of financial SOPs to provide guidance for policy implementation and administrative procedures.

Managers of each of the district's functions (administration, operations, fire prevention and public education, training, facilities, and apparatus and equipment repair and maintenance) share in the responsibility of meeting policy goals and long-term financial health.

Financial affairs and physical infrastructure will be diligently managed in an efficient and effective manner to ensure the district's long-term financial health and provision of essential public services.

Adopted service plans and programs shall be developed to reflect current financial policies, projected resources, and future service delivery requirements.

Service delivery will be analyzed on a periodic basis to ensure that quality services are provided to the community at the most competitive and economical cost. Emphasis will be placed on improving individual and work group productivity.

Compensation planning and collective bargaining will focus on the total costs of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the district. Total cost of compensation and specific operational, legal, or other compulsory items must be identified and discussed before ratification of collective bargaining agreements or personal services contracts by the board of fire commissioners.

Procedure

The Fire Chief and Finance Officer shall ensure that District financial practices, budgets, plans, and administrative procedures are consistent with adopted Board policies and applicable laws.

Managers and supervisors shall consider the financial impact of operational decisions and shall manage assigned resources in a manner that promotes efficiency, accountability, and long-term financial sustainability.

The District shall integrate financial planning, budget development, capital planning, staffing decisions, and service delivery objectives to ensure effective use of public resources.

The Fire Chief and Finance Officer shall provide the Board of Fire Commissioners with financial information necessary to support informed decision-making, including budget forecasts, financial performance measures, and significant financial risks.

Prior to consideration by the Board of Fire Commissioners, proposed collective bargaining agreements, employment agreements, and other significant contractual obligations shall include an analysis of the total financial impact to the District.

The District shall periodically evaluate service delivery methods, operational practices, and resource allocation strategies to identify opportunities for improved effectiveness, efficiency, and cost management.

District personnel shall conduct financial activities in a manner that promotes public trust, transparency, accountability, and responsible stewardship of public resources.

References

RCW 52.16 – Finances
RCW 43.09.200 - Local Government Accounting Systems and Controls

Title	SOP #
GENERAL FINANCIAL GUIDELINES	1.3.14

Docusign Envelope ID: D744E468-E155-4E2E-BB4A-362B4092D6CC

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
JURY DUTY/COURT APPEARANCE	
Policy Adoption Signed by: Joshua Seeds E54DF15E07214D8...	**Date** 2/17/2026
Standard Operating Policy Adoption SBlack	**Date** 01/16/2026

Purpose

The purpose of this policy is to define the expectations for all members regarding jury, duty or a court appearance.

Scope

Applies to all members of the district including employees, volunteers, and board of commissioners.

Policy

Members of the district subpoenaed to appear in court on behalf of the District shall be compensated at their normal regular rate. Compensation does not pertain to volunteers. If an employee must appear on a regularly scheduled day off, they will be compensated at their overtime rate, or, if appropriate as with the administrative staff, may flex their schedule to offset the hours spent in court.

If an employee is compensated due to appearing in court on behalf of the District they shall forfeit all compensation (exclusive of expense reimbursement) paid to him/her by the court as per CBA.

Members appearing in court as a plaintiff or defendant, or for a non-subpoenaed court appearance not related to district business, shall not be compensated. Vacation, floating holiday, or other appropriate accrued leave shall be used for these instances.

Members summoned for jury duty shall be allowed to serve without loss of employment status or retaliation. Jury duty is unpaid unless otherwise required by law or a collective bargaining agreement; however, employees may elect to use available accrued leave at their discretion.

A summoned employee will be passed over on the callback list for the duration of time that he/she is on call, waiting to be impaneled, or serving on the jury.

If a Fire Commissioner appears on behalf of the District, compensation shall be limited to the maximum amount permitted under RCW 52.14.010. Any additional compensation shall be limited to amounts, if any, provided by the court.

Docusign Envelope ID: D744E468-E155-4E2E-BB4A-362B4092D6CC

The district reserves the right to petition the respective court system to defer jury duty due to the nature and needs of the employee's position.

Procedure

Upon receipt of notification from the State or Federal courts of an obligation to serve on a jury or to act as a court witness, the employee shall notify their supervisor. The employee is required to provide copies of the subpoena or jury summons to the Fire Chief or designee.

References

RCW 2.36.165 Employee retaliation
RCW 2.36.166 Leave for Jury Duty
RCW 49.12.020 Wages for hours worked
FSLA 29 U.S.C 207 Overtime Requirements
RCW 52.12.031 Fire District Powers
RCW 52.14.010 Compensation and Expense Reimbursement Rules for Commissioners

Docusign Envelope ID: D744E468-E155-4E2E-BB4A-362B4092D6CC

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
DEBT COLLECTION POLICY	
Policy Adoption Signed by: Joshua Seeds E54DF15E07214D8...	**Date** 2/17/2026
Standard Operating Policy Adoption SBlack	**Date** 02/06/2026

Purpose
To establish a policy for handling the collection of debt owed to the District.

Scope
This policy pertains to unpaid debts owed to the Fire District.

Policy

For unpaid debts a billing shall be sent thirty days after the initial billing and a third notification be sent in another thirty days. In compliance with RCW 19.16.500, the third notification shall state that the debt may be assigned to the collection agency if it is not paid.

In the event it is determined that the charge cannot be collected through the above billing procedures, the Board of Commissioners shall either refer the charge to a commercial collection agency or, if appropriate, to write the charge off as an uncollectible debt.

RCW 19.16.500

(1)(a) Agencies, departments, taxing districts, political subdivisions of the state, counties, and cities may retain, by written contract, collection agencies licensed under this chapter for the purpose of collecting public debts owed by any person, including any restitution that is being collected on behalf of a crime victim.

(b) Any governmental entity as described in (a) of this subsection using a collection agency may add a reasonable fee, payable by the debtor, to the outstanding debt for the collection agency fee incurred or to be incurred. The amount to be paid for collection services shall be left to the agreement of the governmental entity and its collection agency or agencies, but a contingent fee of up to fifty percent of the first one hundred thousand dollars of the unpaid debt per account and up to thirty-five percent of the unpaid debt over one hundred thousand dollars per account is reasonable, and a minimum fee of the full amount of the debt up to one hundred dollars per account is reasonable. Any fee agreement entered into by a governmental entity is presumptively reasonable.

Docusign Envelope ID: D744E468-E155-4E2E-BB4A-362B4092D6CC

(2) No debt may be assigned to a collection agency unless (a) there has been an attempt to advise the debtor (i) of the existence of the debt and (ii) that the debt may be assigned to a collection agency for collection if the debt is not paid, and (b) at least thirty days have elapsed from the time notice was attempted.

(3) Collection agencies assigned debts under this section shall have only those remedies and powers which would be available to them as assignees of private creditors.

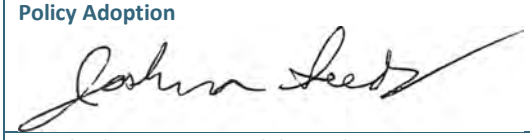
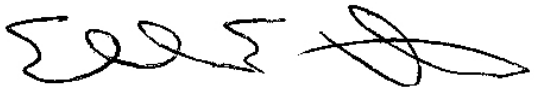
(4) For purposes of this section, the term debt shall include fines and other debts, including the fee allowed under subsection (1)(b) of this section

References

Brian Snure Email 02/02/2026
RCW 19.16.500 Public Bodies May Retain Collection Agencies

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Integrated Comprehensive Planning	1.4.1
Policy Adoption 	**Date** 1/9/2024
Standard Operating Guideline Adoption 	**Date** 1/9/2024

Purpose

Alice asked the Cheshire Cat:

> Would you tell me please, which way I ought to go from here?
> That depends a good deal on where you want to get to said the Cat.
> I don't much care where – said Alice.
> Then it doesn't matter which way you go, said the Cat.
> —so long as I get *somewhere*, Alice added as an explanation.
> Oh, you're sure to do that, said the Cat, if only you walk long enough (Carroll, L. 1998, p. 56)

Like Alice, organizations are sure to get somewhere. However, getting somewhere in particular requires an intended destination and a plan of action to reach it. While having a plan is important, the process of developing the plan provides organizational focus and is essential to the process of continuous improvement. General Dwight David Eisenhower once said, "plans are nothing, planning is everything" (Eisenhower, 1958, p. 818).

The elements of East County Fire and Rescue's Integrated Comprehensive Plan are an integral part of district management and operations and not simply *shelf art* due to the commitment of the board of fire commissioners and members of the district to our vision of *continuous improvement* (ECFR, 2023).

Scope

This Standard Operating Guideline (SOG) applies to all elements of the district's integrated comprehensive planning process.

Policies

The ECFR Board of Fire Commissioners have adopted the following policies related to the district's integrated comprehensive planning process:

- East County Fire and Rescue will develop and maintain an integrated comprehensive plan (ICP) to serve as a guide and foundation for continuous improvement in service delivery to the community.

- Components of East County Fire and Rescue's ICP will be reviewed and revised on a regular schedule to ensure that they remain current and relevant.

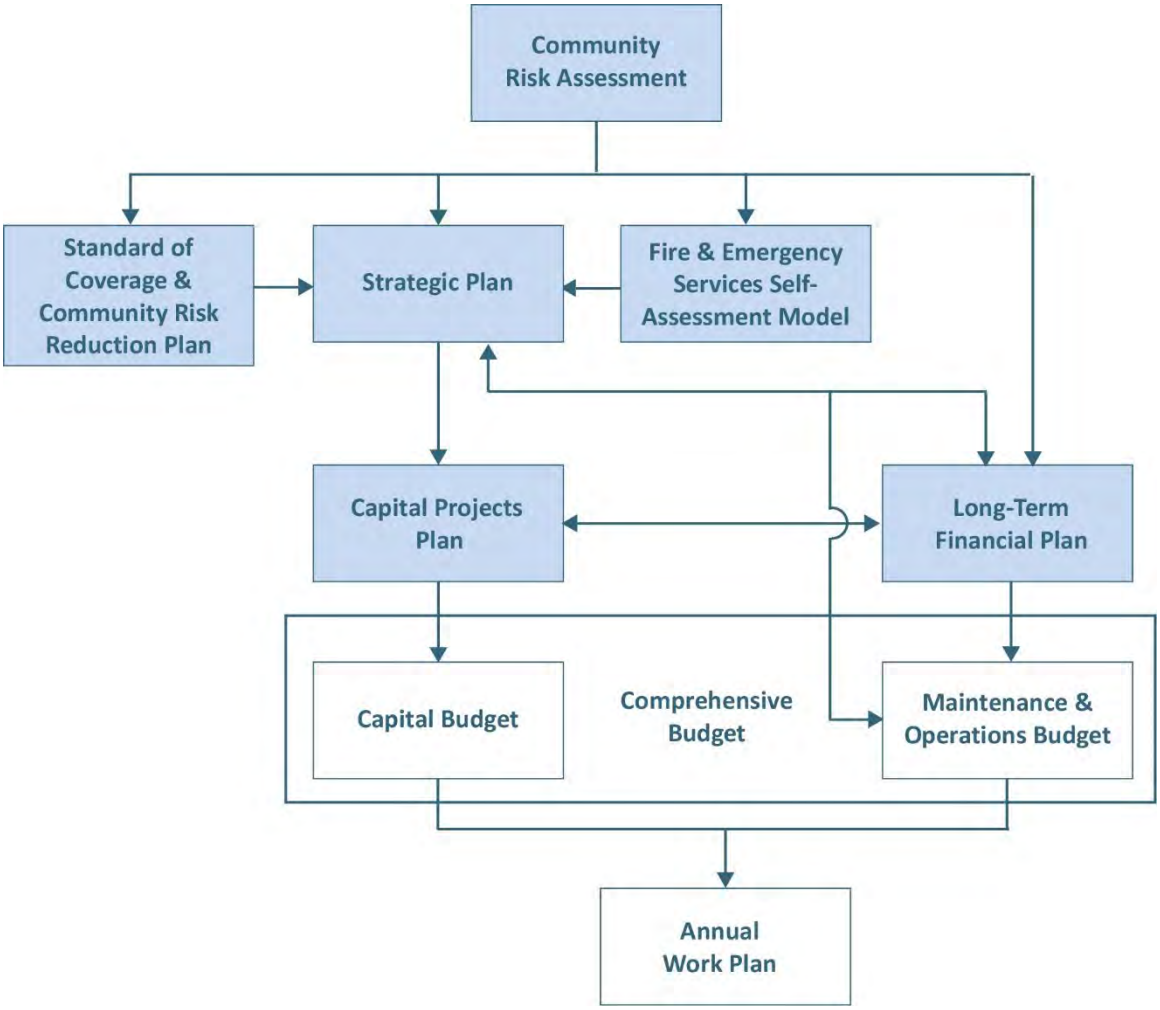
Procedure

East County Fire and Rescue (ECFR) maintains several strategic level plans to guide its ongoing operations with a forward-looking orientation. Each of these plans is a component of the district's ICP. Use of integrated comprehensive planning reduces duplication of effort and maximizes the effectiveness of the district's planning process. The ICP provides direction to the district's annual budgeting and work planning process which provides the mechanism to translate strategic level plans into action to address the district's goals and initiatives.

Plan Components

Figure 1 illustrates the components of the ICP, their relationships to one another and connection to the district's annual budget process and work plan.

Figure 1, CWIFR Integrated Comprehensive Plan Components



Volume 1-Community Risk Assessment: Each element of the district's comprehensive planning process is rooted in a sound understanding of the nature, characteristics, and risk profile of the community. This volume of the Comprehensive Plan provides an overview of the community including demographics, geography, economic profile, and critical infrastructure. In addition, provides a comprehensive risk assessment for the district, and by fire management zone (FMZ).

Volume 2-Strategic Plan: ECFR's strategic plan sets our organizational direction by establishing goals and identifies specific initiatives necessary to accomplish these goals and a means for measuring progress. This plan is a living document, intended to guide and support ongoing operations and is solidly integrated with the district's budgetary and operational business planning processes.

Volume 3-Standard of Coverage, & Community Risk Reduction Plan: The standard of coverage (SOC) and community risk reduction (CRR) plan provides a rational and systematic method of reducing and responding to the risks identified the community risk assessment. This document establishes baseline and benchmark response performance standards, provides a basis for measuring service delivery performance, and identifies strategies and performance measures for proactive risk reduction.

Volume 4-Fire and Emergency Services Self-Assessment Manual: The *Fire and Emergency Services Self-Assessment Model* (FESSAM) (CPSE, 2020) provides a structured approach to examining the district's current performance, assessment of this performance against criteria established by the Center for Public Safety Excellence (CPSE) Commission on Fire Accreditation International (CFAI) and developing a plan for continuous improvement.

Volume 5-Long Term Financial Plan: Long term financial planning involves financial forecasting and strategizing how to meet both current and future needs of the community. This volume of the integrated comprehensive plan provides a financial forecast projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables.

Volume 6-Capital Projects Plan: This volume of the integrated comprehensive plan establishes a long term, prioritized schedule of capital investments to ensure that the district has sufficient resources to fulfill its mission and that critical assets are repaired or replaced before they reach their end of useful life. The capital projects plan provides a basis for development of the district's annual capital budget.

The district develops an annual budget for all funds including general fund, capital projects fund, compensated absences fund, bond fund, debt service fund and grant management fund. Additional details regarding budget structure and organization are provided in the long-term financial plan and in the district's annual budget document.

The annual work plan is a task focused plan that operationalizes the projects and programs funded in the district's annual budget.

Planning Calendar

As a living document that informs and is informed by ongoing district operations, the integrated comprehensive plan must be reviewed and updated on a regular basis. Appendix A identifies the revision cycle (e.g., Annual, 3-year, 5-Year) and calendar for planning, review, and update of each plan component.

References

East County Fire and Rescue. (2024). *Board minutes January 9, 2024*. [Adoption of Purpose, Policy, and Scope of SOP 1.4.1 Integrated Comprehensive Planning]. Coupeville, WA: Author.

East County Fire and Rescue (ECFR). (2023). *East County Fire and Rescue Board of Fire Commissioners regular meeting minutes April 18, 2023*. Retrieved June 24, 2023, from https://www.ecfr.us/files/db91f276c/2023+04-18+Regular+Board+Meeting+Approved+Minutes.pdf.

Carroll, L. (1998). *Alice's adventures in wonderland and through the looking glass*. London: Penguin Books.

Center for Public Safety Excellence (CPSE). (2020). *Quality improvement for the fire and emergency services*. Chantilly, VA: Author.

Eisenhower, D. (1958). *Remarks at the national defense executive reserve conference, November 14, 1957.* Retrieved April 16, 2019 from https://babel.hathitrust.org/cgi/pt?id=miua.4728417.1957.001;view=1up;seq=858.

Title	SOP #
Integrated Comprehensive Planning	1.4.1

Appendix A

Month	Community Risk Assessment	Strategic Plan	Standard of Coverage/CRR Plan	FESSAM	Long Term Financial Plan	Capital Projects Plan	Annual District Budget
January			Assess Prior Year's Performance			Submittal of New Capital Projects *Annual/As Needed*	Assess Prior Year's Performance *Annual*
February	Review & Update Volume 1 ICP-Community Risk Assessment	Review & Update Volume 2 ICP - Strategic Plan				Review & Assess Proposed New or Revised Capital Projects based on Strategic Goals, Initiatives, FESSAM, & Fiscal Viability Develop Revised Capital Plan	
March				Review & Update FESSAM *Annual*			Develop Revenue & Expense Assumptions
April	*5 Year Cycle*	*5 Year Cycle*				Board of Fire Commissioners Review of Revised Capital Plan Revision of the Capital Plan Based on Board Direction	Begin Budget Process Review & Revise Functional Narratives
May						Adoption of the Capital Plan by Resolution	Project Current Year Accomplishments
June							Develop Next Year's Project Objectives based on Strategic Goals, Initiatives, & FESSAM
July							Develop Function Budgets Develop of Annual Capital Budget
August							Develop Proposed District Budget
September			Review & Update Volume 3 ICP-Standard of Coverage/Community Risk Reduction Plan *3 Year Cycle*				Citizen Budget Review
October							Submit Proposed Budget Public Budget Hearing Revisions to the Proposed Budget
November					Review & Update Long Term Financial Plan *2 Year Cycle*		Budget Adoption Adopted Budget to the County
December							

Title	SOP #
Integrated Comprehensive Planning	1.4.1

This page intentionally blank

Docusign Envelope ID: 895C1E77-462C-47C8-8440-3706BE412F0E

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Volunteer Program	1.4.2 Volunteer Program
Policy Adoption Signed by: Joshua Seeds E54DF15E07214D8...	Date 03-19-2025
Standard Operating Guideline Adoption SRH	Date 3/25/25

Purpose
The purpose of this SOP is to define the rules and regulations of East County Fire and Rescue's (ECFR) Volunteer Program.

Scope
This SOP applies to volunteers who operate in a firefighting role with ECFR.

Policy
Volunteers for ECFR are an integral part of the operations and culture of the district. This document will describe the process from application to regular responding member, outline the minimum requirements, and include the reimbursement procedure.

Procedure
Volunteers for ECFR must apply to the district using the standard district-approved application packet. The minimum requirements to apply are: being at least 18 years of age at time of appointment, a high school graduate or GED holder, and possessing a valid driver's license. Applications will only be accepted during recruitment periods.

Once an application period has closed, a review of the applications will commence.

- A candidate pool will be determined and those invited will participate in a physical agility test (PAT).
- Candidates who successfully pass the PAT will then be invited to a panel interview.
- When the panel interviews are completed a candidate priority list will be submitted to the Fire Chief.
- A determination will be made of how many candidates can be invited to a Volunteer Academy (VFA 25-01 ex.), based on available budget, turnouts, masks, etc.
- The applicants will then undergo background checks for criminal and driving history.

- Candidates invited to attend the VFA will be contacted. A prospective volunteer must attend the entirety of the academy.

- An orientation date will be set, during which the candidate will: be provided with a probationary book outlining expectations, sign onboarding paperwork for the district, sign a VFA waiver, sign this SOG to attest understanding of its content, and cover other topics not listed here.

- Upon completion of the VFA candidates will undergo a physical exam from a district approved doctor to ensure they are fit for duty. During this exam, candidates will also undergo a drug screen.

- Once a candidate completes the VFA skills tests and is cleared for response, they will be considered a Volunteer for ECFR.

- Once a volunteer is released to respond to calls, ECFR will add the volunteer to the Board of Volunteer Firefighters and Reserve Officers roster for inclusion in the pension plan (vesting after ten years of service), as well as for Line of Duty Accident and Injury coverage. Additionally, the volunteer will be covered under ECFR's Accident and Illness insurance policy while training or on shift. Both the pension plan and accident/injury coverage costs will be fully covered by the district. Since the volunteer is not considered an employee, Labor & Industry coverage does not apply.

It is important to note that this position is voluntary***: Code of Federal Regulations (CFR) Section 553.101 provides in part as follows:***
(a) An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours.... (U.S. Government Publishing Office, n.d.)

A volunteer is not an employee and is, therefore, considered "at will," meaning they can be let go at any time. During the VFA, there is no reimbursement, as the candidate has not yet contributed to the district. The VFA is a period for the candidate to determine whether they want to provide service as a responder to the district.

Once a candidate reaches Volunteer status, they will be placed on probation for one year. Once a volunteer completes a year of service and attains NFPA FF1 and Hazardous Materials Awareness and Operations certifications, and completes CPR and Wildland Fire training, the volunteer will receive a Class B shirt, name tags, the removal of probationary helmet decals, and a badge will be considered.

Docusign Envelope ID: 895C1E77-462C-47C8-8440-3706BE412F0E

Title	SOP #
Volunteer Program	1.4.2 Volunteer Program

Activity Requirements

Once a candidate becomes a responding volunteer, activity requirements will be implemented. A volunteer must complete 24 hours of staffing per month. These 24 hours can be completed in any format, but volunteers are encouraged to complete this in 12- or 24-hour shifts. Authorization from the captain or AIC must be obtained before the volunteer can ride with the shift. This should be done at least one shift in advance. While on duty, a volunteer is considered part of the crew and is expected to respond to all emergencies, prepare or restock apparatus for response, decontaminate equipment (including their district-issued turnouts), and adhere to any other tasks assigned by the officer on duty.

A volunteer must also attend a minimum of two drills per month. These drills should consist of two-hour segments and can be completed while on duty riding with the shift or by attending two monthly drills. Drill hours should be documented in ECFR's record management system.

Reimbursement

The district recognizes that volunteers will incur expenses while rendering services. The district will provide each volunteer with two district T-shirts, one district sweatshirt, two district-issued pants, and one district cap. These items are considered to be ECFR property and must be returned upon separation from the district.

The district will reimburse the volunteer $75.00 per month for those who meet the minimum requirements. This reimbursement will be distributed quarterly. A direct deposit account should be set up during orientation. Appropriate taxes will be withheld from the quarterly reimbursement. This ensures the district remains in compliance with a nominal sum, paying out less than 20% of a career firefighter's salary (SNURE LAW OFFICE, PSC, 2024, April 1).

Volunteers that fall below the minimum requirements will be removed from the district and no reimbursement will be issued after the removal date.

District Turnouts and Clothing

Turnouts are not to be taken out of the station unless approved by a company officer or fire chief. A volunteer may be allowed to remove turnouts for the purpose of riding at a different station or attending a training opportunity where it would be burdensome for the volunteer to return to the station before attending. District-issued T-shirts and sweatshirts are to be worn on duty or during training events. These articles of clothing should not be worn in social settings outside the district. Volunteers should exercise due care when representing the district outside of the district.

References

SNURE LAW OFFICE, PSC. (2024, April 1). *Volunteer compensation*. https://www.snurelaw.com/volunteer-compensation

Title	SOP #
Volunteer Program	1.4.2 Volunteer Program

U.S. Government Publishing Office. (n.d.). *Title 29 - Labor, part 553: General statement of findings and purpose*. Electronic Code of Federal Regulations (CFR). https://www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-A/part-553/subpart-B/section-553.101

Acknowledgment of Understanding

By signing below, I acknowledge that I have read and fully understand the **Standard Operating Guidelines (SOG)** for the ECFR Volunteer Program. I agree to adhere to the policies, procedures, and expectations outlined within the document. I understand that failure to comply with these guidelines may result in disciplinary action or termination from the program.

Volunteer Name: _____

Signature: _____

Date: _____

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
LONG TERM FINANCIAL PLAN	1.4.6
Policy Adoption Joshua Seeds	**Date** 07/07/2026
Standard Operating Policy Adoption SBlack	**Date** 06/24/2026

Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.4.6 Long-Term Financial Plan:

Scope

This policy establishes the requirements for the development, maintenance, review, and use of the District's long-term financial plan to support strategic decision-making, financial sustainability, capital planning, and service delivery objectives.

Policy

East County Fire and Rescue (ECFR) will develop and maintain a long-term financial plan to provide guidance to meeting the community's desired level of service on a fiscally sustainable basis.

The district will use a 10-year planning horizon for the long-term financial plan.

The long-term financial plan will be reviewed annually as part of the budget process and revised on a two-year cycle (more frequently if necessary) to ensure currency with anticipated changes in economic conditions.

Procedure

The Fire Chief and Finance Officer shall develop and maintain a long-term financial plan with a minimum planning horizon of ten (10) years.

The long-term financial plan shall include projected revenues, expenditures, staffing costs, capital improvement needs, apparatus replacement schedules, debt obligations, reserve balances, and other significant financial factors that may affect the District's financial condition.

The long-term financial plan shall incorporate reasonable assumptions regarding assessed valuation growth, inflation, labor costs, benefit costs, economic conditions, and other relevant financial indicators. The Fire Chief and Financial Officer shall review the long-term financial plan annually as part of the budget development process and recommend revisions as necessary.

A comprehensive update of the long-term financial plan shall be presented to the Board of Fire Commissioners at least every two years, or more frequently when significant operational, economic, or financial changes occur.

The Board of Fire Commissioners shall use the long-term financial plan as a guide for budget development, capital planning, reserve management, staffing decisions, and evaluation of future service level impacts.

The long-term financial plan shall be maintained as a public planning document and made available for review by the Board of Fire Commissioners and the public.

References

RCW 52.16 – Finances
RCW 43.09.200 - Local Government Accounting Systems and Controls

Title	SOP #
LONG TERM FINANCIAL PLAN	1.4.6

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
CAPITAL PROJECTS PLAN	1.4.7
Policy Adoption Joshua Seeds	**Date** 07/07/2026
Standard Operating Policy Adoption SBlack	**Date** 05/29/2026

Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.4.7 Capital Projects Plan:

Scope

This policy establishes the requirements for the planning, funding, prioritization, approval, and management of capital projects and capital asset replacement to support the District's operational, strategic, and long-term financial objectives.

Policy

The threshold used in determining if a given asset qualifies for capitalization is $5,000 per item with a useful life of over one year.

The district will maintain its physical assets at a level that is adequate to protect its capital investment and to minimize future maintenance and replacement cost. The district budget will provide for adequate maintenance and orderly replacement of capital assets.

ECFR will maintain a ten-year plan for capital projects, inclusive of capital maintenance projects that are in alignment with the district's integrated comprehensive plan (strategic plan standard of coverage, fire and emergency services self-assessment, and long-term financial plan), update it annually and make capital improvements in accordance with the plan.

The capital projects plan shall include details on each capital project plan including estimated costs, sources of financing, impact on operational expense, and a full description of the project.

The capital projects plan will be updated annually and presented to the board of fire commissioners for adoption by resolution in advance of the annual operating and capital budget development process.

The district will endeavor to transfer adequate revenue from the general fund to the capital projects fund on an annual basis to fund replacement of capital assets having a useful life of 20 years or less (e.g., fire apparatus, other vehicles, and equipment) with current revenue.

The district will consider issuance of debt for large capital projects having a useful life over 20 years.
The capital and operating budget processes shall be integrated to allow consideration of operating and capital expenditures within the context of the current and projected fiscal condition of the district.

Procedure

The Fire Chief and Finance Officer shall develop and maintain a ten-year Capital Projects Plan that identifies anticipated capital improvements, facility projects, apparatus replacement, vehicle replacement, technology investments, and major equipment purchases.

Capital projects shall be evaluated and prioritized based on operational need, regulatory requirements, service level impacts, asset condition, risk reduction, available funding, and consistency with the District's strategic planning documents.

Each capital project included in the Capital Projects Plan shall identify estimated project costs, anticipated funding sources, projected operating impacts, and the anticipated schedule for implementation.

The Fire Chief and Finance Officer shall review and update the Capital Projects Plan annually and present recommended revisions to the Board of Fire Commissioners.

The Board of Fire Commissioners shall review and adopt the Capital Projects Plan by resolution in conjunction with the annual budget development process.

Capital expenditures shall be incorporated into the annual budget and evaluated within the context of the District's long-term financial plan, reserve policies, debt obligations, and projected revenues.

The District shall monitor the progress of approved capital projects and periodically report project status, expenditures, funding sources, and significant variances to the Board of Fire Commissioners.

Capital assets shall be tracked and inventoried in accordance with District asset management and accounting procedures.

References

RCW 52.16 – Finances
RCW 43.09.200 - Local Government Accounting Systems and Controls

Title	SOP #
CAPITAL PROJECTS PLAN	1.4.7

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
SOCIAL MEDIA AND IMAGERY POLICY	1.5.1
Policy Adoption Signed by: Joshua Seeds E54DF15E07214D8...	**Date** 5/26/2026
Standard Operating Policy Adoption SBlack	**Date** 03/12/2026

Purpose

This Policy is not intended to interfere with or prohibit employee rights to engage in free speech, protected union activities, or other activities protected by state and federal law. This Policy is intended to provide the District with the ability to protect and manage the District's public reputation and to allow the District to manage and protect its legitimate interest in the efficient performance of the workplace.

Scope

This Policy applies to all personnel, employees, and volunteers.

Policy

To address the fast-changing landscape of digital communications, the Internet, and the way personnel and the public communicate and obtain information online, the District may consider using Social Media tools to communicate and reach a broader audience. The District encourages the use of Social Media to further the goals of the District and its mission where appropriate.

The District has an overriding interest and expectation in deciding what is "spoken" on behalf of the District on Social Media sites and through the use of digital images owned by the District.

This document establishes the District's policy on Social Media and the use and control of digital images in the following areas:

- District Personnel use, management, administration, and oversight of District Social Media.
- Public use guidelines and restrictions for District Social Media.
- Guidelines and restrictions for personal use of Social Media by personnel when personnel's affiliation with the District is identified, known, or presumed.
- Creation and control of digital images taken by fire department personnel to protect the privacy rights of department personnel, patients, and the public; to manage and comply with record retention and public record act requirements; and to maintain, preserve, and enhance the professional image of the department.

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

Title	SOP #
SOCIAL MEDIA AND IMAGERY POLICY	1.5.1

The District endorses the secure use of Social Media to enhance communication and information exchange in accordance with the specific limitations and restrictions identified in this Policy.

The Guidelines set forth in this policy are not exclusive to any one particular form of Social Media, rather the Guidelines apply to all forms of Social Media. Because emerging technology often outpaces the ability to govern its use, the District retains the right to modify its guidelines accordingly, as unforeseen situations arise.

Standard Definitions.

District. "District" refers to East County Fire and Rescue's Fire Protection District.

District Social Media. "District Social Media" refers to Social Media directly authorized and established by the District in accordance with the terms of this Policy as an official medium for District communications.

Images. "Images" include photographs, digital photographs, digital images, video recordings, or electronic files containing a graphic image or series of images, as well as any physical or digital reproduction or copies of digital photographs, digital images, video recordings, or files.

District Images. "District Images" include images taken by On Duty Personnel regardless of whether the Image was captured with a District-owned or a private Imaging Device.

Imaging Device. "Imaging Device" includes any device capable of producing an image or digital image, including but not limited to a camera, video camera, digital camera, or digital camcorder.

On Duty. "On Duty" refers to times in which personnel are being paid by the District for their services, have access afforded to them because of their Personnel status, are engaged in official District activities, or are representing themselves as Personnel of the District. Off-duty personnel who respond to District incidents and are in uniform or are otherwise identifiable as members of the District shall be considered On Duty for purposes of this policy and shall be required to comply with all of the requirements of this policy.

Personnel. "Personnel" includes Commissioners, employees, and volunteers of the District.

Social Media. "Social Media" includes, but is not limited to mediums such as, Blogs, Facebook, Instagram, Snapchat, Twitter, YouTube, Flickr, LinkedIn, etc.

Social Media Administrator. "Social Media Administrator" refers to the designated individual(s) responsible for administering District Social Media in compliance with this Policy.

General Guidelines.

Public Record Act Compliance.

District Social Media and District Images are subject to State of Washington public records laws. Any content maintained in District Social Media that is related to District business, including a list of subscribers and posted communication, and all District Images are public record. The District is responsible for responding completely and accurately to any public records request for public records, including District Social Media and District Images. Content related to District business shall be maintained in an accessible format so that it can be produced in response to a request. Wherever possible, District Social Media shall clearly state that any information posted or submitted for posting is subject to public disclosure.

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

Record Retention and Management.
Washington state law and District records retention schedules apply to District Social Media formats and content and to all District Images. The District shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a District server in a format that preserves the integrity of the original record and is easily accessible.

Mandatory Compliance.
District Social Media shall not be created or used unless an archival system is established that allows compliance with the Washington State Public Records Act and the Department of Archives record retention requirements.

District Social Media Responsibilities.

All District Social Media must be approved by the Fire Chief or designee prior to use.

The Social Media Administrator or designee shall be responsible for administering and managing all District social media and shall ensure that:

- The District is prepared to expeditiously and efficiently comply with the requirements of the Washington State Public Records Act.
- The District is in compliance with the applicable Record Retention Requirements.

District Personnel shall be responsible for complying with this Policy and the guidelines established in this Policy.

The public shall be responsible for complying with the Public Use Guidelines.

District Social Media Standard Guidelines.

The following guidelines apply to all of the District's Social Media:

Identification of District.
District Social Media shall clearly indicate that it is maintained by the District, shall have the District logo and contact information prominently displayed, and shall display or have a direct link to this Policy.

District Purpose.
District Social Media shall include an introductory statement that clearly specifies the purpose and scope of the District's Social Media and shall be linked to the District's official website substantially in the following form:

East County Fire and Rescue Fire Protection District (www.ecfr.us) is a municipal corporation of the State of Washington that protects life and property and provides fire protection and emergency medical services to its citizens. This site is intended to serve as a mechanism for communication between the public and the

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

District on the listed topics related to the District's purpose of providing fire protection services, emergency medical services, and protecting life and property. The opinions expressed by visitors to this site do not reflect the opinions of the District. Any comments submitted to this site and any lists of users or links are public records subject to disclosure pursuant to RCW 42.56. Users recognize that there is no expectation of privacy in the use of the District's Social Media, and users are cautioned to never disclose private or confidential information on this site. Communications made on this site do not constitute official notice to the District or any District personnel. Public Record requests may not be made on this site and must be submitted directly to the District's Public Record Officer consistent with the District's Public Record Policy.

District Social Media Administration.

The Social Media Administrator shall ensure that all District Social Media use complies with the following:

- The District must be able to immediately edit or remove content from Social Media sites.
- The District must be in compliance with the Terms of Service of the Social Media forum hosting the District's Social Media.
- District Social Media content is managed consistent with the Public Use Guidelines, with such guidelines being liberally construed in favor of the Public.
- Objectionable Social Media content that is not in violation of the Public Use Guidelines may only be removed after consultation with the Chief or District legal counsel.

District Social Media Public Use Guidelines.

District Social Media shall include a prominent statement of or link to the following Public Use Guidelines:

- Any individual accessing, using, posting, or commenting on this site accepts without limitation or qualification, the District's Social Media Policy, including but not limited to these Public Use Guidelines. The District retains the right to modify its Policies without notice, and any such modification shall be effective immediately. Users of District Social Media further recognize that such use is governed by the terms of service and privacy policies of the underlying social media service provider.
- Any individual accessing, using, posting, or commenting on this site recognizes that Social Media use is not private and that the District is subject to the Washington State Public Records Act (chapter 42.56 RCW).
- The District's Social Media constitutes a limited public forum. The District monitors this site on a regular basis and reserves the right to restrict or remove any content that is deemed in violation of the District's social media policy, these Public Use Guidelines, or any applicable law. Public posts, comments, or links that contain any of the following forms of content shall not be allowed:
  - Comments not topically related to the particular article/topic being commented upon;
  - Uses for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Such a use of District Social Media is specifically prohibited by this Policy and RCW 42.17A.555, subject to the exceptions stated therein.
  - Profane language or content;
  - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed,

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest of any other party.
- Content that violates the privacy policies or terms of use of the specific social media platform being used.
- Any content removed based on these guidelines must be retained, including the time, date, and identity of the poster when available.

Links Policy.

The District may select links to other Social Media pages and outside websites that offer helpful resources for users. Once an individual links to another page or site, the District's Policies no longer apply, and users become subject to the policies of that page or site. District Social Media is intended specifically to share information about District programs, events, and services. The District is not responsible for the content that appears on outside links and provides links as a convenience only. Users should be aware that external pages and sites, and the information found on those pages and sites, are not controlled by, provided by, or endorsed by the District. The District reserves the right to delete links posted by outside individuals that violate the District's Public Use Guidelines at any time without notice.

The District specifically does not provide links to other pages or sites that are:

- Associated with, sponsored by, or serving a candidate for elected office.
- Supporting, endorsing, or seeking to defeat any candidate for elective office, or any ballot proposal.
- Purely commercial pages with no affiliation to District projects, programs, or objectives.
- Individual personal homepages.
- Individual religious pages.
- Containing information that violates the Public Use Guidelines.

Copyright Policy.

All information and materials generated by the District and provided on District Social Media pages are the property of the District. The District retains copyright on all texts, graphic images and other content that was produced by the District and found on the page. You may print copies of information and material for your own non-commercial use, provided that you retain the copyright symbol or other such proprietary notice intact on any copyrighted materials you copy. Please include a credit line reading: "credit: East County Fire and Rescue Fire Protection District Facebook (or Twitter or Instagram) Page" or "Courtesy of East County Fire and Rescue Fire Protection District."

Commercial use of text, District logos, photos, and other graphics is prohibited without the express written

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

permission of the District. Use of the District logo is prohibited for any non-governmental purpose. Any person reproducing or redistributing a third-party copyright must adhere to the terms and conditions of the third-party copyright holder. If you are a copyright holder and you feel that the District did not use an appropriate credit line, please notify the District Social Media Administrator with detailed information about the circumstances, so that the copyright information can be added or the material in question can be removed.

Use of Social Media by Personnel.

District Sanctioned Use – All Personnel representing the Fire District via Social Media or using District Social Media shall adhere to the Public Use Guidelines and to the following:

- All use of District Social Media must be preapproved by the Social Media Administrator or designee.
- District Personnel must have preapproval by the Social Media Administrator or designee before representing the positions of the District on Social Media.
- Personnel using District computers or devices to access social media shall exercise sound judgment and understand the impact on operations, security, and public trust. Use must comply with the District's Code of Ethics Policy.
- Personnel have no expectation to or right of privacy when using District electronic resources or District Social Media.
- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general remembering they are representatives of the District and, accordingly, shall be respectful of others, professional in tone, and adhere to this Policy and all personnel policies, rules, regulations, and general orders or policies of the District, and local, state, and federal law. Do not post Images or other representations of other Personnel without prior permission of the Social Media Administrator or designee and the individual(s) depicted.
- Identify yourself as a member of the District.
- Personnel shall not post, transmit, or otherwise disseminate confidential information, including Images, related to District training, activities, or work-related assignments without advance written permission from the Chief or designee.
- In no event shall the District name, logos, uniforms, equipment, or identifying information be used in a manner that gives the appearance of promoting a product, cause, political party, ballot measure, or political candidate.
- Do not conduct political activities or private business.
- Use of personally owned devices to manage the District Social Media activities or in the course of official duties is prohibited without permission from the Chief or Designee.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
- Recognize that Social Media use is not private. Your use of Social Media builds a record about the individual and the District. When using Social Media consider the impact that the use will have on you, the District, your fellow employees, family members, and the community.

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

- Adhere to the terms of service of any Social Media platform used.
- Commissioners shall not communicate with each other regarding District business via Social Media or District Social Media.

Personal Use.

This policy applies to personal Social Media use by Personnel when the member's affiliation with the District is identified, known, or presumed and is intended to protect the professional reputation of the District. When using Social Media for personal use all Personnel shall adhere to the following:

- District computers and internet access are intended primarily for work-related purposes. Personnel should use sound judgment when accessing personal social media on District systems, limiting such use to appropriate downtime and ensuring it does not interfere with job performance, operations, or compliance with the District's Code of Ethics.
- Personnel must use personal email accounts for personal Social Media activities not District email accounts.
- Personnel should not use personal Social Media to disseminate District information, District Images or conduct District business. Personnel must understand that using personal Social Media to conduct District business may convert personal Social Media into public Social Media subject to the Public Records Act and other laws governing the conduct of municipal government.
- When Personnel identify themselves as associated with the District while using Social Media for personal purposes, the Member must comply with the use restrictions in Section and the following requirements:
    - If your comments relate in any way to the activities of the District, you must clarify that the comments are your own views and opinions and not those of the District with language substantially similar to the following: "The views expressed on this [blog, page, etc.] are my own and do not reflect the views of my employer."
- Personnel are free to express themselves as private citizens on Social Media sites to the degree that their speech does not impair or impede the performance of their duties or negatively impact the District's legitimate interest in the efficient performance of the workplace.
- Personnel may use social media and images as necessary to engage in union activities and whistleblower-type activities as protected by state and federal law.
- Personnel shall not post, transmit, or otherwise disseminate any information or District Images or video to which they have access as a result of their Fire District affiliation without advance written permission from the Fire Chief or designee.
- Personnel shall not display District logos, uniforms, or similar identifying items on personal Social Media sites and web pages without advance written permission from the Chief or designee. In the event a member does receive such permission, the use of such information shall be conditioned on compliance with this policy.
- When using Social Media, Personnel should be mindful that privacy does not exist in the world of Social Media.
- Personnel may not directly or indirectly identify or disclose an association with the District through

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

Social Media if the Social Media activities are inconsistent with, or would negatively impact the District's legitimate interest in the efficient performance of the workplace or the District's reputation or standing in the community.

Creation and Use of Images.

Personnel are prohibited from using District Images in any manner when such uses are inconsistent with, or would negatively impact, the District's legitimate interest in the efficient performance of the workplace or the District's reputation or standing in the community.

On Duty Personnel shall be permitted to capture Images for incident documentation, evidentiary, training, investigation, and/or public relations purposes when such images are necessary for Personnel to perform their duties.

On Duty Personnel shall use District-owned Imaging Devices if available while responding to, operating at, or returning from any District incident or response.

If District-owned Imaging Devices are not available, On Duty Personnel may use private Imaging Devices when necessary to capture the Images subject to the following restrictions:

- Personnel acknowledge that on-duty creation of images on private Imaging Devices create District Images that are subject to the Washington State Public Records Act and the Washington State Record Retention Schedules.
- Personnel who use private Imaging Devices shall transfer all District Images to the District's record retention officer as soon as reasonably possible following the creation of the District Image. Such transferred Digital Images shall constitute the District's primary record, and any images remaining on the private Imaging Device shall be considered secondary transitory records with no retention value. Personnel are encouraged to delete such Images from their private Imaging Device after the Image has been transferred.
- Personnel who fail to transfer District Images in accordance with this policy and who fail to delete such images from their private Imaging Device after such Images are transferred recognize that their private Imaging Devices may be subject to search by the District if necessary for the District to comply with its obligations under the Public Record Act.

All District Images containing individually identifiable patient information shall be considered as protected health information under the Washington State Health Care Information Act and HIPAA. Failure to delete Images that contain individually identifiable patient information from a private Imaging Device after the District Image has been transferred shall constitute grounds for discipline.

The use of unauthorized helmet cams, dash cams, or other Imaging Device is strictly prohibited, and shall be considered a serious disciplinary breach for the Personnel involved and any officer who permits such use.

Docusign Envelope ID: ACE4C849-1EE3-8283-83AC-09039C45E71C

The use of District owned Imaging Devices for personal purposes is strictly prohibited.

Control and Preservation of Digital Images.

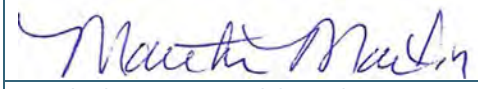
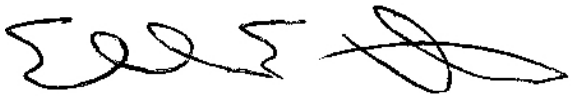
- No District Images may be used, printed, copied, scanned, e-mailed, texted, forwarded, posted, uploaded, shared, reproduced, or distributed in any manner, except as provided herein, without advance written permission from the Fire Chief or designee. This prohibition specifically includes the posting of any images on personal websites or personal Social Media.
- All digital District Images shall be downloaded from the Imaging Device as soon as possible after the Image is created into a District Digital Image secured database as established by the District's records officer. After such Digital Images are properly downloaded, the Digital Images shall be securely erased from the Digital Imaging Device's memory.
- Non-digital District Images, including negatives, prints, slides, etc., shall be transferred to the District record custodian on development of the image. If non-digital District images are not developed, the undeveloped film shall be transferred to the District record custodian.

Disciplinary Action.

Violation of the District's guidelines for the appropriate use of Social Media may be subject to appropriate disciplinary action in accordance with the District's disciplinary policy and the applicable guidelines.

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Rules of Engagement	3.1.1
Policy Adoption 	**Date** 9/5/2023
Standard Operating Guideline Adoption 	**Date** 9/29/2023

Purpose

The purpose of well-defined rules of engagement is to provide guidance to members in management of risk during emergency operations and training.

Scope

This SOG applies to all members engaged in structural firefighting response and operations. While this SOG focuses on single incident type, East County Fire and Rescue (ECFR) applies the rules of engagement on all incident types and training that presents risk to members.

This SOG addresses in part the requirements of Washington Administrative Code (WAC) 296-305-01509 Section (1) (f) and 295-301-05000 Section (5). In addition, it addresses *National Fire Protection Association (NFPA) 1500 Fire Department Occupational Safety and Health Program* (Section 8.4) (NFPA, 2018) and *NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety* (NFPA, 2020)

Policies

ECFR firefighters and officers will operate in a deliberate and calculated manner within the following risk management profiles.

- We will not risk the lives of our members for lives or property that is already lost.
- We will accept limited risk to save savable property.
- We will accept a greater level of risk to protect savable lives.

Assume these levels of risk in a highly calculated and controlled manner. Highly calculated and controlled refers to effective application of department SOGs, training, and risk management practices that must be used or followed.

Procedure

We are committed to providing the safest possible work environment for our members. It is important that each member operates as a *Safe Person*. This requires that each member:

- Is competent to perform assigned tasks.

- Performs effectively as a team member.
- Is self-disciplined within safe work practices.
- Adapts to changing conditions.
- Is continually vigilant for changing conditions and hazards.
- Recognizes his or her own capabilities and limitations.

The risk management profiles apply to response and operation at all types of incidents (as well as in our day-to-day work activity). To perform tactical operations in a deliberate and calculated manner requires:

- Establishment of command.
- Use of appropriate personal protective equipment.
- Accountability for all members working in the hazard zone.
- Safe work practices.
- Ongoing dynamic risk assessment by all personnel involved.

All members are responsible for operating under the appropriate risk management profile and communicating observed hazards or changes in conditions. These points apply differently in the non-emergency environment. The *safe person* concept and risk management philosophy should be pervasive in both the emergency and non-emergency work activity. Supervisors are responsible for encouraging members to operate in a safe manner and ensuring compliance with this policy.

Firefighters' and Company Officers' Rules of Engagement

- Take responsibility for our own safety and the safety of other members.
- Conduct an ongoing tactical, or task level size-up depending on our role and responsibility.
- Determine the occupant survivability profile.
- Base action on current and expected fire behavior, structural stability, and the capability of available resources as impacted by time.
- Operate within the appropriate risk management profile.
- Maintain crew integrity.
- If you are working inside the hazard area, be on a hoseline or be directly supported by a crew on a hoseline.
- Maintain awareness of your situation, location, and fire conditions.
- Constantly monitor fireground communications for critical radio reports.
- Look out for other members, if you see something, say something.
- Say no to unsafe practices or conditions. Stop, talk, and decide.

- Maintain an awareness of your air supply and exit before the low air alarm sounds.
- Withdraw and if necessary abandon your position before deteriorating conditions can harm you.
- Declare a Mayday as soon as you think that you or a member of your crew is lost, trapped, injured, or for any other reason cannot safely exit the hazard zone.

Command Rules of Engagement

- Immediately conduct, or obtain, a 360° size-up of the fireground.
- Determine the occupant survivability profile (are there savable lives?).
- Select an appropriate strategy based on incident critical factors.
- If you do not have adequate resources initiate a defensive strategy.
- Develop the action plan based on the problems presented by the incident and dynamic risk assessment.
- Base action on current and expected fire behavior, structural stability, and the capability of available resources as impacted by time.
- Operate within the appropriate risk management profile:
- Keep all crews advised of changing conditions.
- Respect firefighters' and company officers' right and responsibility to say no to unsafe practices or conditions. Act on reported unsafe practices and conditions. Stop, evaluate, and then decide.
- Maintain accountability by knowing who works for you, where they are, what they are doing, how long they have been doing it, and if they are making any progress.
- Obtain frequent conditions, actions, needs (CAN) reports, conduct a continuous risk assessment and revise the action plan as needed.
- When resources are limited, control the fire environment first, and then conduct search. If you are unable to establish fire control a defensive strategy is indicated.
- Develop and maintain an adequate tactical reserve using three-deep deployment as soon as possible.
- Establish rehab at all working fires or other long duration or high intensity incidents.

References

East County Fire and Rescue. (2023). Board minutes 09/05/2023. Camas, WA: Author. [Adoption of Purpose, Policy, and Scope of SOG 3.1.1 Rules of Engagement]

International Association of Fire Chiefs (IAFC) Health, Safety, & Survival Section. (2011). *Rules of engagement for structural firefighting: Increasing firefighter survival*. Washington, DC: International Association of Fire Chiefs (IAFC) Safety, Health, & Survival Section.

National Fire Protection Association (NFPA). (2018), NFPA *1500 standard on fire department occupational safety, health, and wellness program*. Quincy, MA: Author.

National Fire Protection Association (NFPA). (2020), *NFPA 1561 standard on emergency services incident management system and command safety.* Quincy, MA: Author.

Washington Administrative Code (WAC) 296-305 *Safety standards for firefighters* Retrieved March 15, 2010 from http://www.lni.wa.gov/wisha/rules/firefighters/html/305-2.htm#WAC296-305-05001

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
SAFE WORKPLACE	X.X.X
Policy Adoption Joshua Seeds	**Date** 09/16/2025
Standard Operating Policy Adoption SBlack	**Date** 08/19/25

Purpose

East County Fire & Rescue strives to provide a safe workplace for all ECFR members and the public. All members shall be diligent in their efforts to conduct themselves in a safe manner. Anyone who discovers a safety hazard at any District facility or on scene of an incident, or witnesses an unsafe act by a fellow employee or a member of the public shall attempt to mitigate the unsafe circumstance if they can do so safely. All unsafe circumstances shall be brought to a supervisor's attention immediately.

Scope

All Members and Public.

Definitions

Members means any District volunteer, employee or commissioner while acting in the scope of their duties.

Public means any individual that is not a member and members that are not acting within the scope of their assigned duties.

Firearm - Firearm means a weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder (RCW 9.41.010).

Concealed Pistol License - Concealed Pistol License means a license issued pursuant to RCW 9.41.070.075.

On Duty – On duty refers to times in which employees or volunteers are performing services for the District, have access afforded to them because of their employee or volunteer status, are engaged in official District activities, or are representing themselves as Personnel of the District. Off-duty personnel who respond to District incidents and are in uniform or are otherwise identifiable as members of the District shall be considered On Duty for purposes of this policy and shall be required to comply with all of the requirements of this policy.

Personnel – Personnel shall include employees, volunteers and commissioners of the District.

Prohibited Areas – Prohibited areas are areas identified in the policy section where Firearms are prohibited by State, Federal or Local law.

Policy

Restrictions on the Public

Pursuant to RCW 9.41.305 members of the public are prohibited from open carry of weapons in District buildings "used in connection with meetings" of the governing board and in "any location of a public meeting or hearing of the [governing board] during the hearing or meeting."

The District will post notice of the restriction at those designated locations.

Restrictions on District Personnel:

The policy of the District is to prohibit On Duty Personnel from carrying Firearms consistent with Cherry v. Municipality of Metropolitan Seattle 116 Wash.2d 794.

Firearm Storage. Unsecured Employee Firearms are not permitted on District property. Any Employee who is licensed to carry a Concealed Pistol or has an open carry Firearm shall properly secure their Firearm in an appropriate locked storage container in their personal vehicle upon entry onto District property.

Exceptions are granted to sworn law enforcement officers who are on duty, or who, in accordance with their agency's policy, are required to carry a weapon while off duty.

Workplace Violence and Threats

ECFR strictly prohibits any acts of violence or threats of violence toward Members or the Public at District facilities or District-related activities.

Violent behavior includes, but is not limited to:

- Verbal or physical threats
- Acts of intimidation
- Aggressive physical contact

Violations of this Safe Workplace Policy by Members will result in disciplinary action, up to and including termination of employment or volunteer status. Violations by the Public may be reported to local law enforcement.

Procedure

If any Member becomes aware of a violation of this policy, they are required to notify a supervisor immediately. Members should follow the established chain of command and ensure that a Chief Officer is informed of the situation without delay.

If there is reason to believe that an immediate threat or act of aggression is occurring, contacting local law enforcement may be necessary and appropriate in addition to notifying ECFR leadership.

References

Snure Law Office, PSC - Brian Snure Email August 18th, 2025

Firearms and Dangerous Weapons RCW 9.41.010

Concealed Pistol License RCW 9.41.070-.075

Open Carry of Weapons Prohibited on State Capitol Grounds and Municipal Buildings RCW 9.41.30

Cherry v. Municipality of Metropolitan Seattle 116 Wash.2d 794

Possessing Dangerous Weapons on School Facilities RCW 9.41.280

Weapons prohibited in Certain Places – Local Laws and Ordinances – Exceptions – Penalties RCW 9.41.300

East County Fire and Rescue
Standard Operating Policy

Title BLOODBORNE PATHOGENS AND COMMUNICABLE DISEASE PROGRAM	SOP#
Policy Adoption Joshua Seely	Date 08/07/2025
Standard Operating Policy Adoption SBlack	Date 07/18/25

Purpose

To protect the public and employees from communicable diseases, and to delineate responsibility in the event of a bloodborne or airborne exposure.

Scope

East County Fire and Rescue recognizes that communicable disease is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response, including in-station operations. The health and welfare of each member is a joint concern of the member and district.

East County Fire and Rescue shall develop, maintain, and follow a written Exposure Control Plan in accordance with OSHA Standard 29 CFR 1910.1030 and WAC 296-823 "Occupational Exposure to Bloodborne Pathogens".

Policy

The goal of this program is to provide all members with the best available protection from occupationally acquired communicable disease. This guide applies to all members providing fire, rescue, or emergency medical services and will be reviewed at least annually or whenever the introduction of new or modified tasks or procedures warrant.

For the purpose of this policy the following terms are defined.

Exposed – being in the presence of
Exposure - having a dangerous bloodborne pathogen enter an employee's body through one of the four routes. 1) inhalation 2) penetration 3) absorption 4) ingestion

Example - a firefighter was exposed to carbon monoxide; a firefighter had an exposure when blood from a patient entered their eye

Procedure

It is the practice of the East County Fire and Rescue:

To provide fire, rescue, and emergency medical services to the public to known or suspected diagnoses of communicable disease in any patient.

To regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material (body substance isolation).

To provide all members with the necessary training, immunizations, and personal protective equipment needed for protection from communicable diseases.

To recognize the need for work restrictions based on infection control concerns.

To encourage participation in member assistance programs.

To prohibit discrimination of any member for health reasons, including infection and/or seroconversion with HIV or HBV virus.

To regard all medical information as strictly confidential. This will include information on patients entered in the medical reports. No member's health information will be released without the signed written consent of the member.

PROCEDURE TO DELINEATE RESPONSIBILITIES IN THE EVENT OF A BLOODBORNE EXPOSURE

Employee

The employee will report all confirmed and suspected events of being exposed (bloodborne, airborne, carcinogen) in writing using the exposure section provided in ECFR's report writing software. In the event of an exposure the Accident/Injury report form found in the "Red Packet" on the O drive should also be used.

The following steps will be taken:

1. Decontaminate by immediately washing the exposed area with soap and water for 2-3 minutes.

2. Decontaminate with saline eye wash 1000cc each eye if the eyes are involved.

3. Transport or POV to nearest hospital. Exposure Contact, identified on the ECFR Exposure Checklist, for any Exposure/Follow Up procedures immediately. (no later than 30 minutes after exposure).

4. Complete Exposure Report -- Communicable Disease form.

5. If treatment is sought as a result of the exposure, employees must complete the following forms:

All Employees -

East County Fire and Rescue Report of Accident

Volunteer Employees-

Board for Volunteer Firefighter & Reserve Officers Report of Accident form

Non-volunteer Employees-

Physicians Initial Report (2-part white), provided by physician or hospital

If there is a blood borne pathogen exposure: The Exposure Contact must be notified of hospital destination of the source patient for initial request for the source patient blood draw immediately but no more than 30 minutes after exposure.

Blood is drawn initially on the source patient only. The employee is NOT to go to the hospital unless directed to do so by the Exposure Contact.

If the source patient blood draw is positive. The exposed employee shall be directed to go to the designated hospital that is identified by the Exposure Contact. Baseline blood test will be performed within two (2) hours after arrival at the hospital.

If the source patient blood draw is negative. The exposed employee shall have a follow up confidential meeting with the Medical Program Director regarding the exposure. At that time baseline testing for the employee would be provided if requested by the Medical Program Director or the employee. A follow up letter from the MPD will be sent to the employee's house. A copy will also be placed in the employee's medical file.

If initial treatment is needed, the exposed employee will have any treatment started by the hospital/office/clinic as identified by the Exposure Contact in order to maintain confidentiality of the source patient and the exposed employee. Further treatment should be provided by the patient's own physician or one authorized by the Department of Labor & Industries. East County Fire and Rescue must receive documentation of the treatment completion for the employees medical file.

Company Officer

The company officer will ensure employee(s) complete the Exposure Report -- Communicable Disease form and Checklist. Then have the employee notify the Exposure Contact immediately (no later than 30 minutes).

If follow up is not necessary, as determined by the Exposure Contact:

Complete Exposure Report -- Blood Borne Communicable Disease form and the exposure checklist before the end of the shift, place in an envelope marked Confidential and take it to the Exposure Control Officer at the end of the current shift.

If follow up is necessary:

The Exposure Contact will need this information:

The nature of the exposure

The name of the source patient

The date of birth of the source patient

Exposure Contact

The Exposure Contact will:

Evaluate information provided on the Exposure Form to determine if follow up is required with a medical facility.

If follow up is not necessary, as determined by the Exposure Contact :

The Exposure Contact will communicate to the employee as to what constitutes an occupational exposure and would require follow up.

The Exposure Contact will offer follow- up appointment with the Medical Program Director for the employee for any questions and clarifications.

If follow up is necessary:

Have the hospital request permission, from the source patient, to have blood tested for HIV/HBV/HCV/Syphilis.

Provide the account number of the agency for billing of lab tests on the employee as well as the source patient.

To the extent practicable, immediately notify the employee(s) of the blood test results.

Complete and forward the completed Exposure Report -- Communicable Disease form to the Medical Program Director.

Provide a copy of the completed Exposure Report -- Communicable Disease form for inclusion in the employee(s) Medical health file.

Destination Hospital

The destination hospital will confirm an infectious disease exposure and draw HIV, HCV, HBV and Syphilis. Results will be given to the Exposure Contact within 1 hour with the results of the HIV and HCV tests. HBV (and Syphilis if HIV positive) results will be provided within 48 hours. Results will also be in written form to the employee.

Employee

The employee will report all confirmed and suspected airborne communicable disease and tuberculosis exposures in writing using EXPOSURE REPORT -- COMMUNICABLE DISEASE.

The exposure will be reported as identified in steps 1 through 5 above.

1. If the exposure is Tuberculosis, the employee we will have a PPD skin test or Lab drawn. (PPD skin test needs to be done within seven (7) days of exposure) and follow up PPD's as directed by

the current CDC Recommendation.

The exposed employee shall have a follow up confidential meeting with the Medical Program Director regarding the exposure. At that time any other baseline testing for the employee would be provided if requested by the Medical Program Director or the employee. A follow up letter from the MPD will be sent to the employee's house. A copy will also be placed in the employee's medical file.

Company Officer

The company officer will ensure employee(s) complete Exposure Report -- Communicable Disease form, and have the employee notify the Exposure Contact with information immediately (no later than 30 minutes) to determine if follow up is required with a medical facility.

Exposure Contact

If follow up is not necessary as determined by the Exposure Contact:

The Exposure Contact will communicate to the employee as to what constitutes an occupational airborne exposure and would require follow up.

The Exposure Contact will offer follow- up appointment with the Medical Program Director for the employee for any questions and clarifications.

An Exposure Report --Airborne Communicable Disease form will be provided for the employee(s) Medical Health file if the source patient is suspected as having an airborne communicable disease.

Destination Hospital

Will evaluate information to determine if there was an exposure to an infectious disease and respond to the Exposure Contact within 2-hours of the call. Depending on the disease the results will be available within 2-48 hours. Notification verbally to the employee and followed up in written form.

Exposure Contact

1. The Destination Hospital will notify Exposure Contact final results after 48 hours.

2. The Exposure Contact will follow up with the employee within 36 hours for recommended procedures, depending on what the specific disease may be.

3. Will evaluate Exposure Report -- Communicable Disease form and make corrective recommendations, if any.

4. Will complete Exposure Report -- Airborne Communicable Disease form in the employee(s) Medical health file.

References

East County Fire and Rescue
Standard Operating Policy

Title	SOP#
Physical Fitness	3.2.1
Policy Adoption	Date 03/26/2025 4/1/2025
Standard Operating Guideline Adoption	Date 4/3/25

Purpose

The purpose of this SOP is to define the expectations for participating in physical fitness for exempt employees or non-exempt employees scheduled on a 40-hour per week schedule.

Scope

The SOG is specific to exempt, non-union employees, or non-exempt employees scheduled to a 40-hour work week. Physical fitness procedures for non-exempt employees on an alternate schedule (24/48 or 1, 3, 2, 3 as examples) are covered in the collective bargaining agreement.

Policy

The District understands the advantages of allowing employees to participate in a physical fitness program to enhance an employee's health and mental well-being. The District encourages employees to participate and shall allow time as practical during each standard work period for employees working a 40 hour per week schedule to engage in physical fitness.

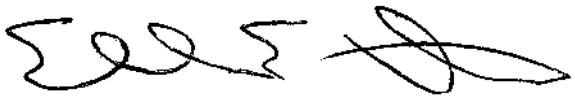
Procedure

The physical fitness program (inclusive of showering) shall be completed within 90 minutes (total time) with return to work in acceptable dress or duty uniform.

Title	SOP#
Physical Fitness	3.2.1

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Vehicle Driving and Operation	3.3.1
Policy Adoption 	**Date** 1/9/2023
Standard Operating Guideline Adoption 	**Date** 1/9/2023

Purpose

Vehicle accidents result in a significant number of firefighter line-of-duty deaths each year (second only to heart attacks and stress). The primary line of defense in preventing injuries and fatalities because of vehicle accidents is not getting in the accident in the first place. This standard operating guideline (SOG) serves to define department expectations regarding vehicle operation and safe driving practices.

Scope

This SOG applies to members driving and riding in district vehicles during both emergency and non-emergency operations and operating and riding in personally owned vehicles (POV) when responding to emergency incidents (i.e., district stations or incident location). (WAC 296-305-04505).

Operation of authorized emergency vehicles (district vehicles equipped with warning lights and siren) is governed by *Revised Code of Washington (RCW) 46.61.035 Authorized Emergency Vehicles*. This SOG specifies additional requirements beyond RCW 46.61.035 with regards to vehicle speed and stop lights/signs.

ECFR has classified vehicles and apparatus based on their gross vehicle weight (WFC, 2017):

- Command and utility vehicles
- Light apparatus such as a squad (type six engine) or rehab unit with a GVW under 26,000 lbs.
- Engines with a single rear axle and GVW between 26,000 lbs. and 36,000 lbs
- Water Tenders with tandem rear axles and GVW over 36,000 lbs.

Related SOG: *ECFR Standard Operating Guidelines 3.3.1 Seatbelt Use* (ECFR, 2023a), *3.3.4 Apparatus Operational Readiness Inspection* (ECFR, UNDER DEVELOPMENT), *4.1.1 Roadway Incidents/Traffic Control* (ECFR, UNDER DEVELOPMENT), *4.2.1 Functions of Command-Deployment* (ECFR, 2023b), *5.3.1 Apparatus Operator Requisite Qualifications* (ECFR, UNDER DEVELOPMENT), *and 5.3.2 Apparatus Operator Training* (ECFR, UNDER DEVELOPMENT).

Title	SOP #
Vehicle Driving and Operation	3.3.1

Policies

East County Fire and Rescue has adopted the following policies related to vehicle driving and operation:

- East County Fire and Rescue (ECFR) drivers and apparatus operators must drive proactively, adjusting their driving to avoid collisions triggered by other drivers, traffic, and environmental conditions. All members must work together as a team to ensure safe and effective apparatus operation.
- Drivers and apparatus operators shall comply with all traffic laws when operating district vehicles under non-emergency conditions. In addition, members shall also comply with all traffic laws when responding to the station or incident location in a personally owned vehicle.
- Members operating district vehicles for emergency response must have completed the *Emergency Vehicle Incident Prevention Program* (EVIP) (WFC, 2017) and be qualified for the type of apparatus operated. The district's requirement for EVIP qualification applies to members with all classes of driver's license including a Commercial Driver's License (CDL)[1]. All members must carry proof of (EVIP) certification during operation of fire apparatus. (RCW 46.25.050).
- Members can drive staff vehicles non-emergency without completing (EVIP). Members driving any district vehicle with a GVW over 26,000 lbs. must have completed (EVIP),

Procedure

The following procedures outline responsibilities for members driving district vehicles and anyone riding in district vehicles (officers, firefighters, civilians).

Note: *While this is an immediate recall SOP, members are not expected to be able to quote the document verbatim, but simply to be able to apply the concepts presented in the field, under both emergency and non-emergency conditions.*

Drivers/Apparatus Operators

Within the context of this SOG the term driver refers to anyone who is driving a district vehicle other than fire apparatus (e.g., staff vehicle). The term apparatus operator refers to anyone who is driving a fire apparatus (e.g., squad, engine, water tender).

The primary duty of the apparatus operator is the safe and effective transportation of the crew and operation of the apparatus. Both motor vehicle regulations (RCW 46.61.035(4)) and ECFR SOG's hold the apparatus operator accountable for safe operation of the vehicle. Officers riding in fire apparatus are also accountable for ensuring that the apparatus operator is complying with the provisions of the motor vehicle regulations and provisions of district SOGs.

[1] While not required by state law, the district requires members with a CDL and members who will operate vehicles with a GVW below 26,001 lbs. to complete EVIP as there are topics addressed in this training that relate specifically to emergency vehicles and laws pertaining to emergency vehicle operations.

Prior to driving any district apparatus, apparatus operators are responsible for:

- **Technical Competence:** Specifically, apparatus operators must be qualified in the type of apparatus to be operated as specified in *5.3.2 Apparatus Operator Training* (ECFR, UNDER DEVELOPMENT).
- **Knowledge of the Response Area:** Apparatus operators must be familiar with response routes, addressing, mapping, target hazards, and operational limitations (load limited bridges, overhead obstructions, etc.).
- **Awareness of Conditions:** It is essential that the apparatus operator maintain an awareness of road conditions including weather conditions, construction, traffic patterns, etc. that may affect response and apparatus operation.
- **Apparatus Operational Condition:** Apparatus operators must ensure that at a minimum, apparatus is safe and in proper operational condition consistent with the provisions of *3.3.4 Apparatus Operational Readiness Inspection* (ECFR, UNDER DEVELOPMENT).
- **Apparatus Maintenance:** The Apparatus operator is responsible for performing minor preventative maintenance to maintain readiness for response and minimize apparatus down time and requesting maintenance service consistent with the provisions of SOG 7.2.1 Fleet Maintenance (ECFR, UNDER DEVELOPMENT)

The apparatus operator is responsible for the safe arrival of the crew at the emergency incident. Specific responsibilities during apparatus operation include:

- **Ensuring Crew Safety:** The apparatus operator is responsible for ensuring that all members of the crew are on the apparatus, seated, and wearing their seat belts (verbal confirmation) prior to response as required by *Standard Operating Guideline 3.3.1 Seatbelt Use* (ECFR, 2023a)
- **Proactive Driving:** It is essential that the apparatus operator anticipates developing traffic conditions and potential problems in advance of their occurrence.
- **Anticipate Operational Requirements:** The apparatus operator must collaborate with the company officer in anticipating potential operational assignments (initial attack, water supply, etc.).
- **Effective Positioning:** Apparatus operators must anticipate tactical requirements in the placement of apparatus. The apparatus operator and company officer are jointly responsible for effective apparatus placement.
- **Operation of Apparatus Systems:** The apparatus operator is responsible for safe and effective operation of apparatus systems (e.g., fire pump.). The apparatus operator is not simply a “truck driver”, a high level of knowledge and skill is necessary to perform effectively as an engineer.

- **Communication:** Safe and effective operation is frequently dependent on the ability to communicate immediately. The apparatus operator must maintain communications capability while operating at emergency incidents.

Pre-Response Checklist

The apparatus operator and company officer[2] shall complete the following checklist prior to response (every time)!

1. ***Compartment Doors Closed/Overhead Door Fully Open:*** Stated by the apparatus operator, confirmed by company officer.
2. ***Incident Location:*** Stated by company officer, confirmed by the apparatus operator.
3. ***Response Route:*** Stated by the apparatus operator, confirmed by the company officer. As many response routes throughout the district are complex, this does not need to be "turn by turn". However, it is important that the apparatus operator and company officer have a shared understanding of the route that will be taken to the incident.
4. ***Seated/Seat Belts:*** Asked by the apparatus operator, confirmed by each member riding on the apparatus by stating **Ready**. Do not use the term "go" as it may easily confused with the word "no".
5. ***Correct Radio Frequency:*** Stated by the company officer, confirmed by the apparatus operator.

Company Officer

If an officer is on the apparatus they should generally ride in the right front seat. Regardless of rank, members riding in this position will fulfill the following responsibilities.

- The company officer shall comply with SOG 3.3.2 Seat Belt Use (ECFR, 2023b) and complete the pre-response checklist in conjunction with the apparatus operator.
- The company officer must know the incident location and appropriate response route ***prior to the start of response*** and must coordinate any changes with the apparatus operator during response. Confirm this using the map book or computerized map even when you are certain of the location.

[2] The term company officer refers to captains, but not all district apparatus responds with a company officer. For the purposes of this SOG the member riding in the right front seat will generally perform the duties and have the same responsibilities as the company officer as related to operation of fire apparatus and response to incidents.

- For fire response, determine if the incident is in a hydranted area or unhydranted area and identify an appropriate water supply location (hydrant for a hoselay or water tender fill point). If available, the company officer will access preplan information prior to arrival.
- The company officer is responsible for the operation of electronic communications equipment (radio and mobile data computer), audible warning devices.
- The company officer is responsible for assisting the driver/apparatus operator in clearing intersections and must indicate “clear right” if the apparatus operator may not be able to visualize roadways or travel lanes to the right of the apparatus.
- If the apparatus is responding from out of quarters, the company officer shall advise CRESA of where the apparatus is responding from. Officers must also consider where other responding units may be encountered at intersections and communicate by radio on the tactical channel (e.g., Ops 51) when approaching (i.e. Engine 91 on Blair Road approaching Washougal River Road).

While both state motor vehicle regulations and ECFR SOGs hold the driver responsible for safe vehicle operation, company officers have an obligation to provide effective supervision and ensure driver’s safe operation of the vehicle and compliance with laws and district guidelines.

Company officers have “stop driving authority” which mandates removal of any driver who is in violation of this guideline from the driving position, This authority includes, but is not limited to: ordering the unit stopped while responding to a call; requesting a replacement unit for the call; removal of the driver and replacement with another qualified driver; or proceeding in non-emergency mode to the call and advising CRESA of such.

All Members Riding in Apparatus

All members riding in district apparatus have the following responsibilities:

- All members shall comply with SOG 3.3.2 Seat Belt Use (ECFR, 2023b) and complete the pre-response checklist in conjunction with the apparatus operator and company officer.
- No helmets shall be worn in apparatus when it is moving.
- All members riding in district fire apparatus during non-emergency and emergency operations have the responsibility to aid the driver in safe operation of the vehicle.
- During emergency response, all members will limit conversation to that required for safe and effective response (e.g., navigation, clearing intersections; radio communications with CRESA, and other responding units).
- Any member, regardless of rank or position, has the right and responsibility to ask the driver to slow down and/or comply with the provisions of this guideline.

All Driving

Prior to moving the apparatus, apparatus operators must confirm that compartment doors are closed and that it is safe to move the vehicle.

In addition to compliance with traffic laws and the provisions of District SOGs, drivers and apparatus operators are expected to "be nice" to other drivers and pedestrians.

The backing of apparatus should be avoided when possible. If it is necessary to back the apparatus, one member of the crew shall be positioned at the left rear of the apparatus (driver's side) in a position visible to the driver to serve as a guide. Members serving as a guide to backing apparatus shall use standard signals as outlined in Appendix A of this SOG. The driver must stop immediately if sight of the guide is lost, you are unclear regarding the direction given, or if you suspect that the guide is in error. If you can't see or aren't sure, stop!

If the driver/apparatus operator is alone in the apparatus, he or she must dismount and walk around the apparatus to identify potential obstacles and hazards prior to backing.

Regardless of if a guide is used or is unavailable, the driver/apparatus operator is responsible for knowing the position of the apparatus and potential obstacles.

When the vehicle parked or positioned for operation the rear wheels on the left side (driver's side) of the apparatus shall be chocked (front and rear).

Turn off or reduce the power level of retarder engine brakes when driving in slippery conditions.

Non-Emergency Driving

Under non-emergency conditions such as day-to-day driving and non-emergency responses, ECFR apparatus operators shall comply with all traffic laws. Non-emergency responses are classified as Priority 4, 5, 6, and 7 by the Clark Regional Emergency Service Agency (CRESA) dispatch system.

Response may be upgraded to an emergency response by a responding command officer, or at the discretion of the company officer based on changes in the reported nature of the incident. If upgraded at the company officer's discretion, CRESA must be advised of the change in response mode.

Emergency Response

Emergency responses are classified as Priority 1, 2, and 3 by the CRESA dispatch system. When responding to emergency incidents, members may exercise exceptions to traffic laws identified in *RCW) 46.61.035 Authorized Emergency Vehicles* **as limited by this SOG**.

The nature of the emergency does not dictate the way you drive and operate the apparatus. Speed is determined by road conditions, characteristics of the apparatus, and the capability of the driver (do not overestimate your capability!).

Use of visual and audible warning devices is only a **request** for the right of way and notice to others that the apparatus is responding to an emergency. Apparatus operators should consider reducing the use of visual and audible devices. (e.g., use rear facing warning lights) during inclement weather conditions.

Drivers **must stop** at stop signs and red lights (negative right of way intersections), blind intersections, intersections where the driver cannot clear all lanes of traffic, and when school buses are displaying red flashing lights. (NFPA 1500, 6.2.8)

When proceeding through intersections each lane must be cleared before the apparatus proceeds. The company officer must assist the driver in clearing lanes to the right of the apparatus, indicating “clear right” when it is safe to proceed. (NFPA 1500 6.2.9)

Posted speed is for ideal conditions. Remember that fire apparatus is heavier than an automobile and has considerably different handling and stopping characteristics. Apparatus must be operated with due regard. Exceeding the posted speed does not shorten response time significantly while dramatically increasing the risk to our members and the public. Squads and engines should not exceed 10 mph over the posted speed limit under ideal conditions on major response routes. Under adverse weather conditions or poor visibility, speed must be reduced (possibly below the posted speed limit) to ensure safe operation. **Due to weight and handling characteristics, water tenders may not under any circumstances exceed the posted speed limit**.

In general, when encountering other responding units at an intersection, normal rules of the road apply to determine who has the right of way. When in doubt, stop and let the other unit proceed! Right of way may be impacted by tactical need (e.g., engine before water tender). In these situations, confirm right of way by radio prior to proceeding. If another emergency vehicle is trying to pass during emergency response when safe to do so, provide them right of way.

Response should be downgraded to non-emergency mode if the call nature changes to a non-emergency. This decision may be made by a responding command officer or at the discretion of the company officer. For example, if the reporting party indicates that an automatic alarm is the result of burnt food, the response should be downgraded. Response may also be downgraded to non-emergency mode if conditions are such that responding with lights and siren will not improve response time and/or the safety of our members. For example, in inclement weather it may be necessary to reduce speed based on conditions and it may be appropriate to maintain the use of rear waning lights, but not to use front facing lights and siren. If response mode is downgraded by the company officer, CRESA must be notified of this change.

Apparatus Positioning

Generally, the first arriving engine will respond directly to the incident and position to best advantage based on the nature of the incident and conditions. For single patient emergency medical incidents this will also apply to the first arriving medic unit.

For multi-unit response all later arriving units will follow Level 1 staging procedures as defined in *SOG 4.2.1 Functions of Command-Deployment.* In greater alarm incidents (e.g., 2nd or 3rd alarm) all companies other than those on the first alarm shall follow Level 2 Staging procedures as defined in *SOG 4.2.1 Functions of Command-Deployment.*

Apparatus that is directed to "park out of the way" should position their apparatus in a manner that will not impede ingress and egress from the incident location and will facilitate demobilization as the incident winds down.

In fire incidents, consider that fire apparatus is an extremely valuable exposure. Position working apparatus based on a realistic (and pessimistic) view of potential for fire development and structural collapse. Also be aware of overhead electrical lines that may fall on apparatus due to fire effects.

In large houses, apartments, and commercial buildings consider the access requirement for use of a ladder company and leave room for the truck! Aerial apparatus may be positioned to provide access to upper floors and the roof and/or for potential use of elevated master streams in defensive operations.

When operating at incidents, apparatus should be positioned 1) to protect members working at the incident, 2) in positions of tactical advantage based (don't get blocked in or block in other units). For additional information, refer to ECFR SOG 4.1.1 Roadway Incidents/Traffic Control [ECFR, UNDER DEVELOPMENT].

Wheel chocks must be used when fire apparatus is parked at emergency incidents or is otherwise being operated (WAC 296-305-04505).

References

Checkers. (2023). *Wheel chocks: a guide for maximizing safety.* Retrieved November 29, 2023, from https://checkers.justrite.com/news/chocking-procedures-a-guide-for-maximizing-safety/.

East County Fire and Rescue (ECFR). (2023b.) Standard Operating Guideline (SOG). 3.2.1 seat belt use. Camas, WA: Author.

East County Fire and Rescue. (2023a). Board minutes January 9, 2024. Coupeville, WA: Author. [Adoption of Purpose, Policy, and Scope of SOG 3.3.1 Vehicle Driving and Operation]

National Fire Protection Association (NFPA) (2017b) *NFPA 1451 Standard for a fire department emergency vehicle operations training program*. Quincy, MA: Author.

National Fire Protection Association (NFPA) (2021) *NFPA 1500 Standard on fire department occupational safety and health programs*. Quincy, MA: Author.

National Fire Protection Association (NFPA). (2017a) *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications.* Quincy, MA: Author.

Revised Code of Washington (RCW) 46.25.050 Commercial driver's license required — Exceptions, restrictions, reciprocity. https://app.leg.wa.gov/rcw/default.aspx?cite=46.25.050,

Revised Code of Washington (RCW) 46.61.035 *Authorized Emergency Vehicles.* *https://apps.leg.wa.gov/rcw/default.aspx?cite=46.61.035*.

Washington Administration Code (WAC) 296-305-04505 Safety Standards for Firefighters; Automotive Apparatus Operational Rules.

Washington Fire Chiefs Association (WFC). (2017). *Emergency vehicle incident prevention (EVIP) program policies and procedures.* Olympia, WA: Author.

Appendix A-Standard Backing Signals

Standardized backing signals improve communication between the apparatus backing guide and driver. The signals illustrated in Figure 1 work well when visibility is good and when using traffic wands when conditions are dark, or visibility is otherwise reduced.

Figure 1. Standard Backing Signals

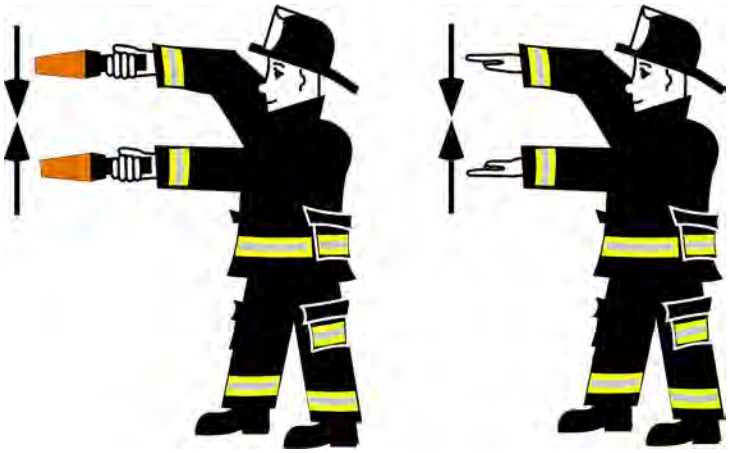


Straight Back: Backward motion with both hands.



Turn: Point in the direction that you want the apparatus to turn.

Figure 1. Standard Backing Signals (continued)



Distance from and Obstruction: Illustrate the distance with both hands.



Stop: Hands Crossed overhead.

Appendix B-Wheel Chocks

The second key to proper chocking is the actual positioning of the chocks themselves. When chocking a vehicle, always follow these simple rules to ensure maximum efficiency and safety.

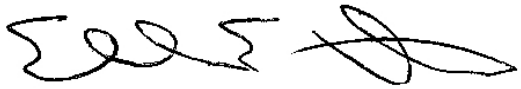
- Always ensure the chock is centered and squared with the tire.
- Position the chock snuggly against the tire tread.
- Always use wheel chocks in pairs.
- Wheel chocks must be positioned downhill and below the vehicle's center of gravity.
- On a downhill grade, position the chocks in front of the front wheels.
- On an uphill grade, position the chocks behind the rear wheels.
- On a level grade, position the chocks on the front and back of a single wheel.

Figure 2. Positioning Wheel Chocks



Note: Adapted from Checkers. (2023). *Wheel chocks: a guide for maximizing safety*. https://checkers.justrite.com/news/chocking-procedures-a-guide-for-maximizing-safety/.

East County Fire and Rescue
Standard Operating Guidelines

Title	SOG #
Seat Belt Use	3.3.2
Policy Adoption 	**Date** 1/9/2023
Standard Operating Guideline Adoption 	**Date** 1/9/2023

Purpose

Vehicle accidents result in a significant number of firefighter line-of-duty deaths each year (second only to heart attacks and stress). In many cases, the firefighters who died were not wearing seat belts. Seatbelts are the last line of defense in preventing firefighter fatalities due to vehicle accidents, first is not getting in the accident in the first place (see *Standard Operating Guideline (SOG) 3.3.1 Vehicle Driving and Operation* (ECFR, 2023)).

Scope

This SOG applies to anyone (member or civilian) driving or riding in district vehicles during both non-emergency and emergency operations.

The Revised Code of Washington (RCW) Section 46.61.688 requires that all persons 16 years of age or older operating or riding in a motor vehicle wear a seat belt. Persons younger than 16 riding in a motor vehicle must wear a seat belt or be fastened into an approved child restraint device. *No exemption is specified for firefighters or civilians riding in or driving fire apparatus, aid units, or ambulances*.

Policies

East County Fire and Rescue has adopted the following policies related to seat belt use:

- All occupants of district vehicles are required to be seated and wear seat belts when the vehicles are in motion (NFPA, 2021, section 6.3.1)
- Apparatus operators and drivers shall not move fire apparatus or other district vehicles until all persons on the vehicle are seated and secured with seat belts in approved riding positions, other than as specifically allowed in this chapter (NFPA, 2021, section 6.2.5)
- Members actively performing necessary emergency medical care while the vehicle is in motion shall be secured to the vehicle by a seat belt, or by a vehicle safety harness designed for occupant restraint, to the extent consistent with the effective provision of such emergency medical care (NFPA, 2021, 6.3.4).

Title	SOG #
Seat Belt Use	3.3.2

Procedure

Each member has an individual responsibility to ensure their own safety by wearing their seat belt. Except as provided below, the apparatus operator shall not move the apparatus until verbal confirmation that all personnel are seated and wearing their seatbelt. Officers, as supervisors have an additional responsibility to ensure the safety of all members of the company by both setting a positive example of seat belt use and ensuring that other personnel on the apparatus are always wearing their seatbelt when the apparatus is in motion.

Seat belts shall not be released or loosened for any purpose while the vehicle is in motion, including the donning of respiratory protection equipment or protective clothing. Don personal protective clothing prior to mounting the apparatus and self-contained breathing apparatus backpack straps prior to the seatbelt. If the apparatus is on the road when dispatched to an incident requiring self-contained breathing apparatus and/or protective clothing, donning should be completed on arrival at the incident (or stop and don the required personal protective equipment prior to arrival).

The only exception to the use of seat belts or a safety harness is that members riding in an ambulance may, if necessary to provide effective emergency medical care, remove their seat belt. However, this should be the exception, rather than the rule.

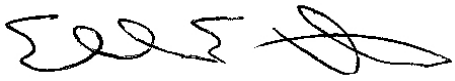
References

ECFR District Board. (YEAR). Board minutes DATE. Copeville, WA: Author. [Adoption of Purpose, Policy, and Scope of *SOG 3.3.1 Vehicle Driving and Operation*]

Revised Code of Washington (RCW) 46.61.688 Seat Belts, Use Required, Penalties, Exemptions. Retrieved November 29, 2023, from http://apps.leg.wa.gov/Rcw/default.aspx?cite=46.61.688

National Fire Protection Association (NFPA). (2021). *Standard 1500 Fire Department Occupational Safety and Health Program*. Quincy, MA: Author.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Personal Protective Equipment-The Basic Rule	3.4.1
Policy Adoption 	**Date** 1/9/2023
Standard Operating Guideline Adoption 	**Date** 1/9/2023

Purpose

Emergency operations often require members to operate in an environment which presents a hazard of injury. Personal protective equipment is the last line of defense against these hazards. The Safety Standards for Firefighters specified in the Washington Administrative Code ((WAC 296-305) requires the District to provide personal protective equipment and training to recognize its capabilities, limitations, and when it should or must be used. This standard also requires members to apply the principles of accident prevention in their work and to use all required safety devices, protective equipment, and safety practices, as provided and/or developed by the district.

This Standard Operating Guideline (SOG) is intended to define the basic rule for use of personal protective equipment (PPE) and to provide specific examples of when PPE is required.

Scope

This SOG applies to all members in both emergency and non-emergency operations and activities.

Policy

It is the policy of East County Fire and Rescue that members select and use personal protective equipment (PPE) based on observed and anticipated hazards (the basic rule).

Procedure

The following specific requirements for use of personal protective equipment illustrate application of the basic rule but are not intended to be all inclusive. If circumstances are not addressed specifically, members must use good judgment in application of the basic rule. All members should focus on crew as well as individual safety. Supervisors (e.g., chief officers, company officers, and crew leaders) must set a positive example and ensure that members use appropriate PPE based on the hazards presented by in their work location and the tasks being performed.

- Members operating at EMS incidents must wear medical gloves and eye protection. Respiratory protection must be worn in cases where an airborne infectious hazard is known or suspected.

- When investigating an alarm of fire (e.g., automatic alarm, smoke in the structure) or incident involving flammable liquids or gases (e.g., gas investigation, odor of gas), members shall wear structural firefighting clothing and SCBA in the ready position. Officers[1] may use their judgment when the responsible party reports no fire or this is a repeat call (e.g., for an alarm malfunction).
- Members (excluding apparatus operators) shall don protective clothing prior to response from the station or when the apparatus is parked at any other location. If dispatched while on the road, don PPE immediately on arrival at the incident. ***Do not remove seat belts to don PPE while the apparatus is in motion.***
- Seat mounted SCBA backpacks may be donned prior to placing the apparatus in motion or after arrival. Do not remove seat belts to don SCBA while the apparatus is in motion.
- Members operating in the hazard zone at fire incidents other than vegetation fires shall wear structural firefighting clothing and SCBA at the ready position and must be on air if smoke or other respiratory hazards are or may be present.
- Do not breathe smoke! At other than vegetation fires, members must be on self-contained air supply if operating in an area where smoke is present or in areas where conditions may change so quickly that donning the facepiece may not be safely accomplished (e.g., working on the roof at a structure fire).
- Members operating inside the hazard zone at vehicle crashes must wear structural firefighting clothing. If assigned to fire control (or standby for fire control), they must also wear SCBA (facepiece in place, ready to go on air).
- When operating in Marine 5, members shall wear a personal floatation device (PFD) if there is potential for immersion in cold water based on role, a dry suit must be worn. In other instances where members are working at an incident where there is potential to fall into deep or moving water, a personal floatation device (PFD) must be worn. If operating at a fire incident on or near the water, the PFD must be worn under structural firefighting clothing.
- Other than during firefighting operations, members in proximity to moving traffic, members shall wear a high visibility reflective vest and helmet. When engaged in firefighting operations in proximity to moving traffic, protective equipment required for firefighting operations must be worn.
- Members operating chain saws at incidents other than structure fires shall wear a helmet, primary eye protection, gloves, wildland boots or other appropriate footwear, and protective chaps.

[1] [1] The term company officer refers to captains, but not all district apparatus responds with a company officer. For the purposes of this SOG in the absence of a company officer the senior member will generally perform the duties and have the same responsibilities as the company officer as related to use of personal protective equipment.

- Members operating around power equipment (generators, pumps, saws, etc. or breathing air compressors shall wear hearing protection unless the use of hearing protection would compromise member safety (e.g., during fireground operations).

References

East County Fire and Rescue (ECFR). (DATE). Board minutes DATE. Camas, WA: Author. [Adoption of Purpose, Policy, and Scope of SOP 3.4.2 Personal Protective Equipment-The Basic Rule]

East County Fire and Rescue
Standard Operating Policy

Title	SOP#
RESPIRATORY PROTECTION PROGRAM	
Standard Operating Policy Adoption Joshua Loeb	Date 12/2/2025
SBlack	Date 10/31/2025

Purpose

The Fire District recognizes that the environments faced by its employees while fighting fires or engaging in other emergency incidents may not always have atmospheres that will sustain life. The Fire District hereby establishes a mandatory self-contained breathing apparatus {SCBA) policy to ensure the safety and health of all members operating in hazardous environments.

Scope

This policy applies to all fire suppression activities requiring entry into IDLH (Immediately Dangerous to Life or Health) environments or unknown spaces that may contain hazardous atmospheres. These environments shall be considered hostile, and the mandatory SCBA rules implemented. This policy also applies to any required entry into confined spaces.

This policy complies with:

- WAC 296-842 Respirators: Safety Standards

- WAC 296-842-14005 Medical Evaluations

- OSHA Standard 29 CFR 1910.134 Respiratory Protection

- NFPA 1500, NFPA 1404, NFPA 1981, NFPA 1989, and NFPA 1582

Policy

All members assigned to work in hazardous atmospheres shall be provided with approved SCBAs. Prior to being released to respond to calls, members shall receive training on the proper use and maintenance of equipment and shall pass a pre-employment NFPA 1582 medical evaluation verifying their physical ability to use respiratory equipment.

The Fire District will provide medical evaluations to all employees required to use a respirator during their job duties. Evaluations will be conducted as follows:

Information to Physician of Licensed Health Care Professional
The District will provide information to the Physician or Licensed Health Care Professional (PLHCP) regarding the type and weight of the respirator, expected duration and frequency of use, expected physical work effort, additional clothing and equipment to be worn, temperature and humidity extremes that may be encountered, and a copy of this policy and Chapter 296-842 WAC.

Respirator Medical Questionnaire

Employees will be given a medical questionnaire to complete during normal working hours. To ensure confidentiality, only the employee and the PLHCP may review the questionnaire. Once completed, employees will give the form to the Administrative Specialist who will forward the sealed form directly to the PLHCP to ensure confidentiality. Employees shall have the opportunity to discuss questionnaire results with the PLHCP.

PLHCP Review and Written Recommendation

Upon review, the PLHCP shall determine if a follow-up evaluation is needed. The written recommendation provided to the District and employee will include:

- Any limitations on respirator use due to medical conditions or workplace factors.
- The need for any follow-up medical evaluations.
- Confirmation that the employee received a copy of the recommendation.

The District will determine medical qualification based on the PLHCP's recommendation and maintain records in the employee's confidential medical file. Additional evaluations will be provided when indicated by the PLHCP or when workplace or PPE changes increase physiological burden.

Fit Testing

Fit testing shall be conducted annually and whenever required. Only NIOSH-approved, positive-pressure SCBAs meeting NFPA 1981certification standards shall be used. Facial hair that interferes with the sealing surface or valve function of the respirator is not permitted. Members shall not wear contact lenses or eyeglasses that interfere with the facepiece seal. Optical kits will be provided when needed.

The Fit test shall be conducted as follows:

- Test Aerosol Mist Protocol
- Test subject shall not chew gum or have sweets 2 hours prior to test procedure.
- The test subject shall be allowed to smell a weak concentration of the aerosol mist to familiarize him/her with its characteristic sweet taste using a diluted saccharine solution.
- The test subject shall properly don the respirator selected as above, and wear it for at least 10 minutes before starting the fit test.
- The fit tester shall review this protocol with the test subject before testing.
- The test subject shall perform the conventional positive pressure and negative pressure fit checks. Failure of either check shall be cause to select an alternate respirator.
- Place test hood on, use concentrated saccharine solution, and give 6 bursts into hood. Additional bursts are to be given each minute of testing.
- Advise the test subject to signal when a sweet taste is detected.
- The test conductor shall begin the test process.
- The following exercises shall be performed while the respirator seal is being challenged by the test aerosol mist. Each shall be performed for one minute.
- Normal breathing In the normal standing position, without talking, the subject shall breathe normally for at least one minute.
- Deep Breathing In the normal standing position the subject shall do deep breathing for at least one minute pausing so as not to hyperventilate. Be certain breaths are deep and regular.
- Turning head side to side Standing in place the subject shall slowly turn her/his head from side between the extreme positions to each side. The head shall be held at each extreme position for at least five seconds. Be certain movement is complete. Alert the test subject not to bump the respirator on the shoulders. Have the test subject inhale when his head is at either side. Perform for at least one minute.
- Moving head up and down Standing in place, the subject shall slowly move his/her head up and

down between the extreme position straight up and the extreme position straight down. The head shall be held at each extreme position for at least five seconds. Perform for at least one minute. Are certain motions being complete and made about every second. Alert the test subject not to bump the respirator on the chest. Have the test subject inhale when his/her head is in the fully up position.

- Reading The subject shall read out slowly and loud so as to be heard clearly by the test conductor. The test subject shall read the "rainbow passage" below.
- "When the light strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow."
- Grimace The test subject shall grimace, smile, frown, and generally contort the face using the facial muscles. Continue for at least 15 seconds. The test is used to check the reseal of the respirator after the seal is broken.
- Bending, Kneeling and Lifting in a manner similar to such activities preformed during on-scene activities. The test subject shall bend at the waist and touch toes and return to upright position. Repeat for at least one minute.
- Jogging in place for at least one minute.
- Normal breathing Same as exercise (1) on previous page.

The fit testing test will be conducted annually. In addition, a fit test will be conducted as soon as possible whenever the test subject has:

Weight change of 20 pounds or more;

Significant facial scarring in the area of the face piece seal.

Significant dental changes, i.e., multiple extractions without prosthesis, or acquiring dentures.

Reconstructive or cosmetic surgery.

Air Quality Testing

Breathing air from compressors and cascade systems shall be tested at least quarterly per NFPA 1989 to ensure compliance with air quality standards.

Training

The Training Division shall ensure all members receive comprehensive instruction on SCBA use, including donning, doffing, operation, limitations, and maintenance. Members shall practice quarterly and demonstrate competency annually in accordance with NFPA 1404. Training records will be maintained in each member's file. The Training Division will also be responsible for regularly evaluating the effectiveness of the Respiratory Protection Program.

Required training shall include:

- Recognizing respiratory hazards that may be encountered;
- Understanding the components of the SCBA;
- Understanding the safety features and limitations of the SCBA
- The cleaning, disinfecting, storing, inspecting, maintenance and repairing of the SCBA.
- After completing such training, each member shall practice at least quarterly, for each type and manufacture of respirator available for use, the step-by-step procedure for donning the respirator and checking it for proper function.
- Members shall be tested at least annually on the knowledge of SCBA equipment operation, safety, organizational policies and procedures, and face piece seals, to The Fire District's standard.

- Such records shall remain part of the member's training file.

Operational Requirements

Members shall use SCBAs in all IDLH or potentially hazardous environments. SCBAs must not be removed until the atmosphere has been tested and declared safe. Members shall not compromise the protective integrity of the respirator for any reason while in hazardous atmospheres. When exchanging air supply bottles during suppression or overhaul activities, reasonable precautions shall be taken to maintain uncontaminated atmosphere to the breathing zone and face piece supply hose. Anytime members are working inside a confined space, they will be provided with SCBA or airline respirator with escape bottle, and shall use the equipment unless the safety of the atmosphere can be established by testing and continuous monitoring. Members using a properly functioning SCBA shall not compromise the protective integrity of the SCBA by removing the face piece for any reason in hazardous atmospheres or in atmospheres where the quality of air is unknown.

Inspection and Maintenance

Company officers shall ensure that SCBAs are inspected daily, after each use, and at least monthly. Inspections will be documented and deficiencies corrected immediately. Members are responsible for maintaining assigned facepieces in a clean, serviceable condition and reporting any issues promptly.

Recordkeeping

The District will maintain documentation of fit testing, medical evaluations, training, and inspections for the duration of employment plus thirty years, consistent with WAC 296-802. Records shall be accessible to authorized personnel only.

Respirator fit test records shall include:

Applicable written guidelines for the respirator fit testing program including pass/fail criteria;

Type of respirator tested including manufacturer, model, and size;

Type of fit test and instrumentation or equipment used;

Name or identification of test operator;

Name of member tested;

Date of test; and

Results of test.

Medical Surveillance

Every member/employee who is being considered for inclusion in the respiratory protection program must participate in the department's medical surveillance program. The employee or the employee's supervisor reports medical signs or symptoms that are related to their ability to use a SCBA. A PLHCP, a Fire District Officer, or the respiratory program administrator informs the Fire Chief that an employee needs to be reevaluated based on measurable information. Information from the respiratory program, including observations made during fit testing, indicates an employee's need for reevaluation.

Program Review

The respiratory protection program shall be reviewed annually to ensure effectiveness, regulatory compliance, and equipment readiness. Corrective actions will be implemented as necessary.

Each member covered by this policy is required to strictly adhere to them to the fullest extent.

Engine Company Officers shall be responsible for the condition and maintenance of SCBA's assigned to their apparatus.

Engine company officers will be responsible for the replacement of air tanks, verification of daily/weekly checks and for the proper use of SCBA by members.

Members shall maintain the level and proficiency of use expected by the Department.
Members shall be responsible for maintaining their SCBA face pieces and breathing tube in sanitary and proper operating condition.
Members shall guard against damage to respiratory equipment.
Members shall be responsible for checking their SCBA as specified in the Guidelines when coming on duty, and shall advise their officer that the unit is OK or in need of repair.
Repairs shall only be done by certified SCBA Technicians.
The Training Division shall be responsible for ensuring that an annual test is completed by each member on their knowledge of SCBA equipment operation, safety, Department organizational policies and procedures, and face piece seals.
The Training Officer is responsible for the training of all respirator users.

Management is responsible for:
Identification of personnel or job titles which are required and authorized to wear to wear respiratory protection equipment in the course of performing their duties;
Ensuring that members/employees covered by this policy comply with all facets of this respiratory protection policy, including medical surveillance, fit testing, respiratory inspection and maintenance;
The overall implementation of this policy.

Self-contained breathing apparatus (SCBA) are thoroughly inspected and documented by written record, at least once per month and after each use;

- The respirator program is adhered to by covered employees;
- The respirator program is evaluated annually in order to evaluate its effectiveness.
- Self-Contained Breathing Apparatus provides respiratory protection under conditions of oxygen deficiency or in concentrations of toxic gases immediately dangerous to life or health. The period over which the device provides protection is limited by the amount of air in the apparatus. Respirators offer no protection against skin irritation or against skin absorption of materials.

Daily checks of SCBA and masks are required by personnel on the day they come on duty. These checks shall include:

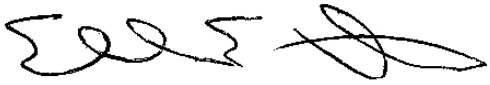
- Negative Pressure Test is to assure the respirator is adjusted and worn properly. The negative pressure test is performed by covering the whole respirator lightly with the hands and inhaling slightly. If a leak exists, the air can be felt as it enters. With SCBA, the air inlet is disconnected from the regulator and sealed with the hand as the wearer inhales. There should be an obvious lack of breathing air.
- Chin properly placed - Positioning of mask on nose (if applicable)
- Strap tension
- Fit across nose bridge
- Room for safety glasses
- Distance from nose to chin
- Room to talk
- Tendency to slip
- Cheeks filled out
- Daily SCBA and mask check shall include:
- Cylinder Valve closed
- Cylinder Pressure between 5000 and 5500 psi.
- Low pressure alarm.
- Follow Manufacturers instruction to verify alarm by pressurizing the system, open the cylinder valve and close it, the alarm should ring when air is slowly released with emergency by-pass knob.

- High pressure hose
- Check for tight fit at the tank
- Check for physical damage to the hose e.g. bubbles, abrasions, splits.
- Regulator
- Shut off or main line knob in closed position.
- By-pass knob, closed.
- Gauge in good condition.
- Regulator gauge should read zero.
- Backpack harness and carrier
- Shoulder and body straps fully opened and not deteriorated
- Buckles and snaps in proper working order.
- Face piece:
- Lens clean and free of cracks
- Visually inspect valve at face piece
- Adjustable head straps have not deteriorated
- Nose cups, if applicable, in place and free of debris
- Note any dents, cuts or discoloration due to heat on the air cylinder
- Integrated PASS device and gauges working+/- 200 psi.

References

- WAC 296-842 Respirators: Safety Standards
- OSHA 29 CFR 1910.134 Respiratory Protection
- NFPA 1500 (2021) Standard on Fire Department Occupational Safety, Health, and Wellness Program
- NFPA 1404 (2023) Standard for Fire Service Respiratory Protection Training
- NFPA 1981 (2022) Standard on Open-Circuit SCBA for Emergency Services
- NFPA 1989 (2019) Standard on Breathing Air Quality for Emergency Services
- NFPA 1582 (2022) Standard on Comprehensive Occupational Medical Program for Fire Departments

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Air Management	3.5.2
Policy Adoption 	**Date** 2/20/2024
Standard Operating Guideline Adoption 	**Date** 2/20/2024

Purpose

Air Management is a work practice intended to ensure that members have adequate air supply to perform assigned tasks while wearing self-contained breathing apparatus (SCBA) and exit the hazardous environment without loss of air supply.

Scope

This SOG applies to all members who wear self-contained breathing apparatus.

Related SOG: *3.5.1 Respiratory Protection Program*, *4.2.1 Command Function 1-Deployment*, *4.2.5 Command Function 5-Communications*, and *4.3.2 Rapid Intervention/Firefighter Rescue*.

In addition, this SOG addresses in part, the requirements of *National Fire Protection Association (NFPA) 1500 Standard on Fire Department Occupational Safety and Health Programs*, Section 7.15.8 and 7.15.11, *NFPA 1404 Standard for Respiratory Protection Training Programs*, Section 5.1.5, and *NFPA 1407 Standard for Training Fire Service Rapid Intervention Crews*, Sections 7.5, 7.8, and 7.13.

Policies

East County Fire and Rescue (ECFR) has established the following policies regarding air management while using self-contained breathing apparatus in a hazard zone:

- Members will maintain an awareness of their air supply while working in hazardous atmospheres and exit the hazard zone prior to activation of the low air alarm.
- The last 33% (1815 psi) of that air supply shall only be used in the event of an emergency that interferes with normal egress from that hazardous environment.
- Low air alarm activation while operating in the hazard zone is an emergency.
- Inability to exit the hazard zone within 60 seconds of low air alarm activation is an automatic mayday criterion.

Procedure

SCBA cylinders on apparatus must be fully charged. As outlined in *SOG 3.1.5 Respiratory Protection Program*, SCBA cylinder pressure must be checked daily (on-duty staffed stations) and weekly at stations that do not have on-duty staffing. If cylinder pressure is less than 100% of rated capacity (5500 psi), the cylinder must be filled.

Members must maintain an awareness of position in the hazard zone to allow adequate air supply for egress. ECFR has established a maximum entry distance of 175' (200' long handline) when working under smoke filled, IDLH conditions. This is based on limited entry and work time while maintaining adequate air supply for egress. The first 66% of air supply is used for entry, working, and egress. The remaining 33% is reserve that should only be used in the event of an emergency that prevents egress prior to low air activation.

Task Level Air Management

Air supply drives the duration of a company's work cycle (normally between 10 and 15 minutes depending on workload and fitness levels of the crew members. The foundation of air management is an individual responsibility to ensure his or her own safety by regularly checking the pressure remaining in their SCBA cylinder while operating in a hazardous environment. Members should all check their air pressure when going on air and at regular intervals. Also consider checking air status when changing location or upon completion of a task. The pressure gage on the control console provides the most accurate indication of cylinder pressure but is often difficult to see in a smoke logged environment. In addition to the pressure gage, the SCBA provides the following indications of air supply during use.

The heads-up display provides a simple and quick way to monitor air status. The function of the heads up display lights is illustrated in Table 1.

Table 1. Heads Up Display

Heads Up Display	Indication	% Air Remaining	Cylinder Pressure
	Two Continuous Green Lights	76-100 %	4180-5500 psi
	One Continuous Green Light	51-75%	2805-4125 psi
	One Slowly Flashing Yellow Light	34-50%	1870-2750 psi
	One Rapidly Flashing Red Light in the HUD	≤33%	< 1815 psi

Individual crew members should also monitor the air status of other members of their crew using the pack frame sensor module lights as illustrated in Table 2.

Table 2. Pack Frame Sensor Module Lights

Sensor Module Lights	Indication	% Air Remaining	Cylinder Pressure
	Green Lights Flash Once Every 3 Seconds	50-100 %	>2750 psi
	Yellow Lights Flash Twice Every Second	35-50%	1925-2750 psi
	Yellow Lights Alternate Every Second	<35%	<1925 psi

Company officers[1] operating in a hazardous environment have two additional responsibilities:

1. Ensure the safety of all members of the company or crew by maintaining awareness of the air status of each person they are supervising (the lowest air pressure among the company or crew members)
2. Ensure egress with sufficient time to avoid low air alarm activation inside the hazardous environment.

Company officers should advise their supervisor (e.g., division supervisor or command) of the need to recycle well before reaching the point where egress from the hazard area is required. This permits assignment of another crew to relieve the working crew in place, rather than interrupting the work being performed (e.g., fire attack, search). In a small house, 50% air consumption is likely a reasonable point to exit the hazard zone. However, in larger or more complex occupancies it may be necessary to begin exiting the hazard zone with a greater amount of air remaining.

Tactical Level Air Management

Division supervisors (or the IC if divisions have not been established) are responsible for tactical level air management. These responsibilities include:

- Controlling the position and function of assigned companies[2] operating in the hazard zone.
- Maintaining an awareness of the length of time that companies have been working (on air).

[1] The term company officer is used throughout this document in the generic sense to refer to company officers, members working out of class, or crew leaders (senior member of a company or crew that does not have a company officer).

[2] The term crew refers to personnel (not necessarily assigned to apparatus) while the term company applies to staffed fire apparatus. In this document the term company is used to refer to staffed apparatus or the members assigned to that apparatus when working as a crew.

- Maintaining accountability for assigned companies operating in the hazard zone
- Maintaining an adequate tactical reserve (on-deck companies)
- Managing the work/rest cycle (recycle and rehab)

Effective communications and use of accountability job aids (e.g., tactical worksheet, status board, and passports) is an essential element of both accountability and air management. Companies should include air status (e.g., ¾ or ½ based on the heads-up display) when providing a conditions, actions, & needs (CAN) report on the request of the IC or division supervisor or as part of priority traffic or status change messages. Air status should be an integral part of the actions element of a CAN and is the major factor influencing the need to recycle.

Strategic Level Air Management

The IC must consider air management as a critical fireground factor when performing size-up and determining strategy. Strategic level air management includes:

- Ensuring adequate resources to maintain three-deep tactical deployment (i.e., resources working, on-deck, and staged).
- Providing adequate air supply resources (i.e., additional cylinders, air unit(s)) when companies may be working beyond the capability provided by the spare cylinders carried on apparatus).
- Identifying and assigning attack positions (entry points) to limit the depth of entry to 175’.
- Establishing and staffing an incident organization to provide sufficient tactical level supervision manage the resources working in the hazard zone and meet tactical level air management responsibilities.

Air Supply Emergency

Activation of the SCBA low air alarm in a hazardous environment shall be treated as a serious condition. Members experiencing this condition must immediately notify members of their company. Company officers with a member experiencing low air alarm activation must transmit a priority traffic radio message to their immediate supervisor (division supervisor or command) that the crew is exiting the hazardous environment due to low air alarm activation. The company officer with the member in low air status will notify command and provide a personnel accountability report (PAR) immediately upon exit from building.

If the company officer feels that the crew cannot exit the hazard zone within 60 seconds, then they must declare a Mayday, identifying the need for the rescue air supply (to trans fill the cylinder(s) member(s) with low air)! If a company has transmitted a priority traffic radio message indicating low air alarm activation has not exited the hazard zone and provided a personnel accountability report (PAR) within 60 seconds. Their immediate supervisor should declare a mayday and assign an on-deck company to assist the company with the low air emergency with the rescue air supply (RIC Pack).

Important: Rapid refilling of a SCBA cylinder (trans fill from the rescue air supply) while it is being worn is only permitted under two circumstances: 1) Imminent life-threatening situation resulting from a low air condition, or 2) Prior to an imminent life-threatening situation resulting from a low air condition (NFPA 1500 Section 7.15.8)

Summary of Key Points

- Always start with a full SCBA cylinder.
- Have a round trip ticked (entry, work, and exit) plan.
- Maximum depth of penetration 175'.
- No gated wyes or water thieves inside the building.
- Everyone is responsible for their own air management.
- Company officers monitor their crew's air status.
- Division supervisors monitor the air supply of companies in their division (the IC monitors companies' air supply if divisions have not been established).
- Command communicates with divisions and ensures adequate resources to maintain three deep deployment.
- Everyone exits and is out of the hazard zone before low air alarm activation.
- Activation of the low air alarm (vibralert, heads up display, pack frame lights) while operating in the hazard zone is a low air emergency and must be communicated using priority traffic.
- Inability to safely exit the hazard zone within 60 seconds is an automatic mayday.

References

East County Fire and Rescue (ECFR). (2024). *Board minutes February 6, 2024*. Camas, WA: Author. [Adoption of Purpose, Policy, and Scope of SOG 3.5.2 Air Management]

National Fire Protection Association (NFPA) (2021) *1500 Standard on fire department occupational safety and health programs*. Quincy, MA: Author.

National Fire Protection Association (NFPA) (2020) *NFPA 1407 standard for training fire service rapid intervention crews.* Quincy, MA: Author.

National Fire Protection Association (NFPA) (2018) *1404 Standard for fire service respiratory protection training*. Quincy, MA: Author.

This page intentionally blank

East County Fire and Rescue
Standard Operating Policy

Title	SOP#
LOCKOUTTAGOUT POLICY	
Policy Adoption	Date 08/07/2025
Standard Operating Policy Adoption SBlack	Date 08/07/25

Purpose

This covers the operation, servicing, and maintenance of machines and other energy sources or when responding to incidents involving machines and other energy sources, when start-up or release of energy could cause injury to personnel.

This program is designed to give East County Fire and Rescue personnel knowledge and guidelines to follow for Locking and Tagging devices which may cause injury or death due to start up while maintenance and servicing is done or during an emergency incident.

Scope

Any ECFR member doing work on or around any hazardous energy source must strictly adhere to the following procedures and no work shall be performed contrary to these procedures.

This program was developed to comply with the Washington Administration Code 296-803.

Policy

Lock out -Energy isolation process by means of a padlock or other mechanical device(s).
Tag-out – Process of placing identification tags and other "permit" processes to indicate actual persons involved with any form of energy isolation action for the protection of preventing injury to personnel and/or other persons.

Hazardous energy types are electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, and stored energy of any combinations of energy. All types of energy may be encountered at different locations and facilities within response areas of East County Fire and Rescue.

All persons, upon observing a machine or piece of equipment which is locked out shall not attempt to start, energize, or use that machine or equipment. All personnel are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tag out. Even if victim rescue is necessary, it is the responsibility of ECFR personnel to ensure the

energy isolation steps are completed prior to performing rescues and/or medical treatment.

Procedure

The following step-by-step lockout procedure shall be followed to protect all persons working on or around equipment. If on-site personnel have already locked out/tagged out machinery or equipment, then an ECFR lockout device must be added to the lock tree, with keys secured by the member or placed in a designated lock box.

If the equipment does not have lockout capability and cannot be locked out in any way, refer to the tagout procedures following this section. All locks and tags shall be provided by East County Fire and Rescue.

When any equipment is locked out, it must also be tagged. Refer to the tagout procedures section for proper requirements.

Visit the lockout/tagout board and complete the required information. This includes your name, the officer's name, and the date and time of lockout/tagout.

Confirm which machine or equipment is being taken out of operation through consultation with the facility's "responsible person" as defined in WAC 296-24-110.

Identify and lock/tag all sources of energy. If multiple energy sources exist, all tags must specify the total number (e.g., secondary, tertiary sources).

All power supplies must be locked out individually.

Turn off all point-of-operation controls.

Do not pull disconnect switches under load to avoid arcing or explosions.

High-voltage disconnects must be handled by an authorized "responsible person" such as an electrician or system operator.

Turn main power to "off".

Those involved in the operation must secure their lock{s) to the control lever or lock adapter.

Each lock must have a tag indicating:

- type of work
- date and time
- person performing the work
- supervisor's name
- attempt to engage power with the lock in place.

- this confirms the power cannot be turned back on. (Conduct a "test start" to ensure power is off.)

Inspect all machine controls and verify complete de-energization.

Check for alarm systems, series controls, or alternate power feed that could release stored energy.

Bleed, drain, purge, or block hydraulic, pneumatic, or other fluid systems.

Secure mechanisms under tension (e.g., springs) with clamps, chains, or blocks.

Tag blocks or lock them out if required to prevent movement.

Record required Lockout Tagout information.

- document the work type, date/time of shutdown, and personnel involved on the lockout/tagout board.

Once all energy sources have been locked out and hazards controlled, work may begin.

If power is needed for testing, follow Lockout Tagout removal steps carefully and reapply Lockout Tagout before resuming work.

The area must be cleared of tools, parts, and personnel before restoring power.

Valves or rerouted components must be reset and checked.

Upon completion of work, contact the incident commander or designee for approval to remove any Lockout Tagout devices.

Before re-energization, all employees in the area must be accounted for and notified.

During shift changes, outgoing personnel must leave their locks in place until the incident commander is informed and incoming personnel have applied their own locks or received keys.

Incoming personnel must verify a zero-energy state before beginning work.

Note: No employee may remove another person's Lockout Tagout device without incident commander approval. Supervisors must also be informed when any information is removed from the Lockout Tagout board.

If a lock/tag is mistakenly left on (e.g., due to emergency or illness), only the incident commander or designee may remove it after a full investigation and confirmation that the equipment is safe.

Exception - plug and cord equipment

Plug-and-cord-connected equipment does not require a Lockout Tagout device if the plug remains under the exclusive control of the employee during the incident. This means the plug must either be in the employee's physical possession, within arm's reach, or in direct line of sight at all times.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
TORT CLAIM RISK MANAGEMENT AND REPORTING POLICY	
Policy Adoption	Date
Joshua Seeds	12/2/2025
Standard Operating Policy Adoption	Date
SBlack	11/14/2025

Purpose

This Policy establishes the procedures for District management's response to incidents wherein any District personnel become aware of significant events that may result in liability or a need for legal action by the District, including receipt of tort claims or service of legal process of any kind.

Scope

Applies to all district members.

Policy

Claims Agent. The Board of Commissioners shall designate a tort claim agent by Resolution of the Board.

Tort Claim Form. The Board Secretary shall develop and make available upon request a standard tort claim form.

Response to Significant Events: A significant event is defined as any incident or occurrence involving District personnel or resources that causes personal injury or death to any member or third party, causes injury or damage to any District or third-party property, or any incident that could potentially place the District in a position of liability. The service or receipt of any claim for damages in any amount or of any legal process (summons, complaint, subpoena, deposition notice, etc.) is considered a significant event for purposes of this policy. Any member that becomes aware of a significant event shall immediately report such significant event to the member's immediate supervisor and the Fire Chief and forward all documents received or served. The Fire Chief or designee shall immediately notify the Board Chair and any other persons as directed by the Board Chair or designee.

Process for Handling Significant Event. The Chief or the Chief's designee shall evaluate the liability risk, need for legal response and District responsibility for the significant event and shall initiate on or more of the following procedures in the discretion of the Chief or the Chief's designee:

1. The Chief shall notify the District's attorney and insurance carrier as soon as reasonably practicable.

2. The Chief shall, in consultation with the District's attorney and, when appropriate, insurance carrier appoint an Investigator to investigate the acts or omissions out of which the significant event arose to determine the following:

a. The nature of the acts or omissions that gave rise to the significant event;

b. The identity of any and all District personnel involved in the incident and the identity of any non-District personnel that may have knowledge of circumstances giving rise to the significant event;

c. Identify and preserve all applicable records and computer files relating to the significant event;

d. Whether the significant event creates the potential for litigation involving the District; and

e. What corrective actions, if any, should be taken by the District in response to the significant event.

3. The investigative report shall be delivered to District legal counsel for initial review and recommendations. No copies of the report, supporting documents, interview records, witness statements, investigator's notes or any summary thereof shall be released or given to any person prior to the initial review by District legal counsel.

4. District legal counsel shall work with the Chief and, when necessary, report the investigation findings and any legal and risk management recommendations to the Board of Commissioners.

Process for Handling Complaint/Claim: On receipt of service of a tort claim, summons and complaint or other legal process by the Agent designated by the District:

1. The Agent shall record date, time and name of person served;

2. The Agent shall immediately notify the Fire Chief.

3. The Fire Chief shall immediately notify the chair of the Board and District legal counsel.

4. The District record custodian shall immediately begin the process of locating & preserving all applicable computer files, documentation and records;

5. The Fire Chief, in consultation with District legal counsel shall make an initial evaluation of the basis of the complaint/claim to determine the following:

a. The nature of the acts or omissions that gave rise to the complaint/claim;

b. Whether the acts or omissions of a past or present officer, employee or volunteer were, or in good faith purported to be, within the scope of the individual's official duties with the District;

c. Identify any and all District personnel involved in the claim;

d. Whether the District has insurance coverage which may cover the alleged acts or omissions of the individual.

6. After consultation with the Fire Chief and Board members, District legal counsel shall tender defense of such claim or summons and complaint to the District's insurance carrier;

7. The Fire Chief shall consult with the District's legal counsel and insurance carrier to determine who shall conduct any necessary investigation and the scope of such investigation;

8. The Fire Chief shall work with the Board and legal counsel to establish parameters for the District's designated contact person to respond to news media and public inquiries.

9. The Fire Chief shall instruct all personnel to refrain from disclosing any information relating to the claim or engaging in discussions regarding such incident or claim unless authorized by the Chief.

10. The Board shall review any decision by the insurance carrier to:

a. Accept the defense without qualification;

b. Deny coverage; or

c. Accept the defense with reservation of certain rights.

11. The Board may then either challenge the insurance carrier's decision or approve the decision and any additional actions as necessary or desired;

12. The Fire Chief or designee shall closely monitor the progress of claims or litigation, coordinate with the attorney for the District and insurance carrier, and report to the Board on a regular basis.

Post-Action: A review of relevant District Policies & Procedures will be conducted as part of the investigation of a significant event, claim or lawsuit. If policy or procedural corrections or changes are indicated, they should be enacted as soon as practical. Likewise, based on the investigative findings the Fire Chief shall ensure that appropriate training is provided to all District members to reinforce correct practices and behavior.

References

Brian Snure Tort Claim Email 11/05/2025

East County Fire and Rescue
Standard Operating Policy

Title	SOPII
INCIDENT REPORTING	
Policy Adoption Joshua Loeb	Date 08/07/2025
Standard Operating Policy Adoption SBlack	Date 7/23/2025

Purpose

The purpose of this policy is to define the expectations for all responding members regarding incident reports

Scope

Applies to all responding members authorized to complete incident reports in East County Fire and Rescue's online reporting system.

Policy

It is the expectation of the District that all incident reports shall be entered into the District's online reporting system immediately upon return from an incident. Due to various shift schedules, it is acceptable to complete reports during your shift tour (24 or 48 hours). However, all reports must be completed prior to going off shift.

Any incident that involves the provision of patient care, to include refusal of care, or public assistance, shall be documented in the EMS module in the District's online reporting system.

Any incident that involves multiple apparatus and/or the establishment of "Command" for mitigating extenuating circumstances (e.g; multiple patients, structure fire, extrication, etc.) shall complete a narrative specific to the unit.

The patient care narrative shall be completed using the SOAPE format.

Procedure

Incident Commanders (IC) are responsible for ensuring that incident reports are completed in accordance with this policy. Incident commanders may not be formally assigned if there is only one apparatus on scene. An incident commander, if not otherwise assigned, is the highest-ranking firefighter on the responding apparatus.

Primary caregivers for medical/trauma patients are responsible for completing medical reports. An incident narrative and EMS narrative information will be entered for each patient.

If any forms were completed, as an example Refusal of Care, they should be scanned and added as an attachment to the report. An electronic form is preferred and generated directly from the incident report.

Duty Officers are responsible for monitoring report completion to include compliance with the procedures outlined in this guide.

The Chief and Deputy Chief or his/her designee will monitor the quality of all reports and make recommendations for improvement as required.

Any incident involving critical patient, a fatality, significant property loss, an incident involving District personnel or apparatus accident, significant environmental exposure, heightened media or public interest, or any situation when the incident commander or officer determines early documentation is necessary, shall have the report completed immediately upon the apparatus's returns to the station.

Any incident report may be started by someone other than the responsible party. However, the primary patient caregiver and/or incident commander is ultimately responsible for the entire report and its contents.

All incident narratives must be completed by the person(s) responsible for the report.

Overtime Guidelines

In the event a call occurs near the end of a shift, overtime is authorized for the employee to remain on duty to complete the associated report. Employees may not defer report writing to their next scheduled shift.

Overtime is intended specifically for late-shift responses, not for completing reports from earlier calls that could have been documented during the regular shift. All employees are expected to manage their time appropriately to complete reports during their scheduled hours whenever possible.

Overtime for report writing should be minimal, justified, and used responsibly.

Public and Media Information

Only the Fire Chief or Deputy Chief are authorized to release information to the public or media unless specifically delegated by the Fire Chief. Units on scene may provide general statements regarding the nature of the incident, such as basic incident type or operational status. However, confidential information-including names, addresses, medical details, or any identifying personal information-must never be shared.

It is acceptable to provide non-sensitive information, such as an estimated time for road reopening, but personnel should remain mindful that even seemingly general information may inadvertently reveal protected or identifying details. Always exercise discretion and, when in doubt, refer inquiries to the Chief or Deputy Chief.

References

WAC 246-976-420 through 455: EMS Patient Care Report Timelines

RCW 70.168.090 requires licensed EMS providers to report patient data electronically to DOH

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
INCIDENT REHABILITATION	4.1.1
Policy Adoption Joshua Seeds	**Date** 09/15/2026
Standard Operating Policy Adoption SBlack	**Date** 09/04/2026

Purpose

To establish a systematic rehabilitation process that protects members from the physiological and psychological effects of strenuous work, thermal stress, fatigue, dehydration, environmental exposure, and extended operations. Rehabilitation is an operational function and shall be incorporated into incident and training plans whenever conditions warrant.

Scope

This policy applies to all ECFR members, career and volunteer firefighters, administrative employees, and board of commissioners, participating in emergency operations, training exercises, planned events, or other activities involving strenuous work, personal protective equipment (PPE), climatic stress, prolonged exposure, or extended operational periods. Mutual-aid personnel operating under ECFR command shall use the established rehabilitation process unless their agency's requirements are more protective.

Policy

ECFR shall provide timely rehabilitation, medical monitoring, relief from climatic conditions, rest and recovery, hydration, electrolyte and caloric replacement when indicated, active or passive cooling or warming, accountability, and clinical clearance before a member returns to duty. No member shall be criticized, delayed, or discouraged from reporting symptoms or requesting rehabilitation.

Definitions

- *Formal rehabilitation (Rehab):* A designated, supervised function with accountability, medical monitoring, climatic protection, rest, hydration, and release or disposition decisions.
- *Self-rehabilitation:* Brief rest and hydration by a member or crew before formal Rehab activation. Self-rehabilitation does not replace formal Rehab when an activation criterion is met.
- *Climatic controls:* Engineering, administrative, and work-practice measures used to reduce heat, cold, wind, rain, humidity, solar load, or other environmental stress.
- *Rehab Group Supervisor:* The person assigned by the Incident Commander (IC) or Operations Section Chief to manage the Rehab function.
- *Member:* Any ECFR employee, volunteer, or other responder covered by this policy.

Responsibilities

Incident Commander or Training Lead

- Evaluate workload, duration, staffing, PPE, topography, weather, temperature, humidity, wind, precipitation, smoke/air quality, and access to shelter at the outset and throughout the operation.
- Establish Rehab early enough to prevent avoidable illness or injury; do not wait for a member to become symptomatic.
- Assign adequate personnel and resources, rotate crews as necessary, and establish more than one Rehab area when distance, terrain, incident size, or access would otherwise limit use.
- Integrate Rehab into the incident action plan and communicate its location and reporting requirements.

Company Officers and Supervisors

- Monitor crew condition, workload, fluid intake, behavior, and environmental exposure continuously.
- Assess each crew at least every 45 minutes and more frequently when climatic conditions, workload, PPE, or member condition warrant.
- Send the crew to Rehab as a unit when practicable and immediately refer any symptomatic member.
- Maintain crew integrity and accountability until the crew is reassigned, released, or transferred for care.

Members

- Maintain hydration and monitor personal factors that can increase susceptibility, including acclimatization, illness, medications, sleep, nicotine, alcohol, caffeine, and recent strenuous activity.
- Immediately report symptoms in themselves or others and comply with Rehab evaluation and release decisions.
- Remove heat-retaining PPE when directed and avoid returning to work without authorization.

Rehab Group Supervisor and Medical Personnel

- Operate Rehab in coordination with Command, Accountability, Safety, Logistics, and EMS.
- Track all members entering and leaving Rehab, provide or arrange medical monitoring, and communicate status or resource needs.
- Ensure that at least one person trained to the basic life support (BLS) level and competent in Rehab assessment is present whenever formal Rehab is operating.
- Prevent return to duty until the member has completed the required recovery period and has been cleared by BLS-qualified personnel.

Activation and Entry Criteria

The IC, Safety Officer, Training Lead, company officer, or medical personnel may establish or require Rehab at any time. Formal Rehab shall be established when any of the following applies:

- Members have used two 30-minute SCBA cylinders, one 45- or 60-minute SCBA cylinder, or have completed approximately 40 minutes of strenuous work without SCBA.

- A member or supervisor identifies signs or symptoms of heat stress, cold stress, fatigue, dehydration, smoke or contaminant exposure, abnormal behavior, or declining performance.
- The operation is expected to be extended, labor intensive, geographically dispersed, or conducted in structural PPE, chemical-protective clothing, wildland PPE, or other heat-retaining ensembles.
- Climatic conditions reach a Washington action level or otherwise create a foreseeable heat, cold, wet, wind, or air-quality hazard.
- The IC, Safety Officer, Training Lead, Rehab Group Supervisor, company officer, or member requests Rehab.

Earlier intervention: These are maximum work benchmarks, not an entitlement to continue working until a benchmark is reached. Command and supervisors shall shorten work cycles when conditions or member status warrant.

Rehab Area Selection and Setup

The Rehab area shall be announced and identified, sized for anticipated crews, and located so that members can enter, recover, receive care, and return or be transported without interfering with operations.

- Outside the hot zone, collapse zone, traffic hazards, apparatus exhaust, smoke plume, contaminated runoff, excessive noise, and public/media view when practical.
- Upwind and uphill from smoke or hazardous releases when conditions permit, with ready EMS access and a clear transport route.
- Close enough for practical access but sufficiently separated from operational pressure to permit meaningful recovery.
- Equipped with seating, potable fluids, cups or individual containers, medical equipment, accountability materials, lighting, sanitation supplies, and climatic-control equipment appropriate to conditions.
- Arranged to separate members needing routine recovery from those requiring treatment, isolation, decontamination, or transport.

Members exposed to products of combustion or other contaminants shall complete gross decontamination, as operationally practical, before entering the clean Rehab area. Contaminated PPE shall be removed or isolated. Members shall clean hands and face before eating or drinking.

Climatic and Environmental Controls

Heat Action Levels: Supervisors shall implement the heat provisions of this policy when the outdoor temperature reaches the applicable Washington action level below, or earlier when radiant heat, humidity, solar load, terrain, PPE, workload, member condition, or limited air movement increases risk.

Clothing or PPE	Action level	Required response
Nonbreathing or vapor-barrier clothing; chemical-resistant suits	52°F	Begin heat-risk controls and shorten work cycles as needed.
Double-layer woven clothing, including coveralls, jackets, or sweatshirts	77°F	Begin heat-risk controls and increase monitoring.
All other clothing	89°F	Begin heat-risk controls and increase monitoring.

Hot-Weather Controls

- Provide a shaded or air-conditioned area with seating for extremely hot conditions. Use a climate-controlled vehicle, tent, building, or comparable enclosure when available.
- Remove helmets, hoods, gloves, coats, SCBA, and other heat-retaining PPE as soon as accountability, contamination, and scene safety permit.
- Use active or passive cooling based on the member's condition. Options include ambient-air rest, fans, cool wet towels, forearm/hand immersion, misting, cooling vests, ice packs placed appropriately, or movement to air conditioning.
- Avoid trapping heat with wet towels or coverings over the head, neck, or torso unless they are actively cooling and changed frequently.
- Increase crew rotation, reduce work duration, schedule strenuous training for cooler periods when practicable, and provide additional staffing and drinking opportunities.
- At wildland incidents, members shall not work longer than one hour in high temperatures while wearing structural protective clothing. Command shall substitute crews or increase crew size to avoid reaching that limit.
- For suspected heat stroke or rapidly worsening heat illness, remove the member from duty, begin rapid cooling within the responder's training and medical protocols, request ALS, and arrange prompt transport. Do not delay cooling while awaiting transport.

Cold, Wet, and Wind Controls

- Provide a dry, heated area protected from wind and rain, with seating, for extremely cold, wet, or windy conditions. A heated vehicle, tent, or building may be used.
- Remove and isolate wet clothing and PPE when practical; provide dry garments, blankets, gloves, socks, head covering, and other warming supplies.
- Use passive warming for alert members with mild symptoms. Use active external warming only within training and medical protocols, and avoid direct high heat that can burn numb skin.
- Provide warm, nonalcoholic fluids when the member is alert and able to swallow. Do not rely on caffeine as a warming or hydration strategy.
- Reduce exposure time, increase rotations, protect members from conductive heat loss to the ground or seating, and monitor dexterity, speech, coordination, judgment, and shivering.
- Treat altered mental status, loss of shivering despite cold exposure, severe clumsiness, collapse, or other suspected moderate/severe hypothermia as a medical emergency; handle gently, request ALS, and arrange transport.

Smoke, Exhaust, and Air Quality

- Locate Rehab in the cleanest reasonably available air and continuously reassess wind and smoke movement.
- Relocate Rehab or use a filtered, climate-controlled enclosure when smoke, dust, apparatus exhaust, or other airborne contaminants compromise the area.
- Respiratory symptoms, headache, dizziness, nausea, confusion, chest discomfort, or suspected carbon monoxide/cyanide exposure require prompt medical evaluation and shall not be attributed solely to fatigue or weather.

Hydration and Nutrition

- When climatic conditions present heat or cold stress, provide and make readily accessible at least one quart of potable water per member per hour, and give members frequent opportunities to drink.
- Encourage frequent intake of small quantities rather than rapid overconsumption. Members shall not be forced to consume excessive fluid.
- Water is appropriate for routine work. Electrolyte replacement shall be available or considered during prolonged, high-sweat, or extended operations.
- After approximately one hour of sustained operations, consider caloric and electrolyte replacement. Food shall be appropriate to the duration, conditions, contamination controls, and medical needs of members.
- Alcohol and energy drinks shall not be used for rehabilitation. Highly caffeinated or very sugary beverages should not be the primary hydration source.

Medical Monitoring

A BLS-qualified person shall evaluate members entering formal Rehab. Assessment shall be individualized and repeated as indicated. At a minimum, monitoring should consider:

- Chief complaint, symptoms, mental status, speech, coordination, appearance, skin condition, and work/exposure history.
- Heart rate, respiratory rate and effort, blood pressure, and pulse oximetry when available and clinically appropriate.
- Temperature assessment when heat or cold illness is suspected, using equipment and methods consistent with medical direction.
- Carbon monoxide assessment when available and when exposure or symptoms indicate; a normal pulse-oximetry reading does not exclude carbon monoxide poisoning.
- Known medical concerns disclosed by the member and any findings required by local EMS protocols or medical direction.

Immediate Treatment or Escalation

The member shall be removed from duty and evaluated for ALS care and transport when clinical judgment or protocol indicates, including any of the following:

- Altered mental status, fainting, seizure, inability to stand or walk normally, severe weakness, or rapidly worsening condition.
- Chest pain or pressure, significant shortness of breath, abnormal respiratory effort, palpitations, or suspected cardiac event.
- Signs of heat stroke, moderate/severe hypothermia, significant dehydration, or persistent vomiting.
- Concerning vital signs or symptoms that fail to improve with rest, cooling or warming, and hydration.
- Any condition for which the member, Rehab medical provider, company officer, Safety Officer, or IC believes further evaluation is necessary.

Rest, Reassessment, and Release

A member entering formal Rehab after reaching a work benchmark shall receive at least 20 minutes of seated recovery, unless transferred to medical care. Longer recovery shall be provided as needed.

- Time alone does not determine readiness. The member shall be reassessed and may return only when alert, oriented, symptom-free, able to perform safely, adequately hydrated, no longer excessively hot or cold, and demonstrating clinical findings acceptable under local protocol.
- Only BLS-qualified Rehab personnel may clear a member to return. The Rehab Group Supervisor shall coordinate the member's status with Accountability and Command.
- A member who is not cleared after the normal recovery cycle shall remain out of duty and receive further evaluation, treatment, or transport as appropriate.
- A member transported, refusing recommended care, or released from the incident for a medical concern shall be managed and documented under applicable EMS, injury-reporting, and return-to-duty procedures.

Accountability and Documentation

Formal Rehab shall maintain a written or electronic record sufficient to account for members and support continuity of care. The record should include:

- Incident or training identifier, date, Rehab location, and responsible supervisor/medical personnel.
- Member name and unit, time in, work cycle or SCBA use, reported symptoms or exposure, assessments performed, interventions, reassessment, time out, and disposition.
- Return to duty, continued Rehab, release from incident, refusal of care, or transport destination, as applicable.

Medical information shall be handled as confidential and retained in accordance with ECFR records, EMS, exposure, and occupational-injury requirements. Rehab records do not replace patient care reports, exposure reports, injury reports, or near-miss documentation when those records are otherwise required.

Demobilization and Post-Incident Actions

- Before demobilization, supervisors shall evaluate crews for persistent symptoms, fatigue, hydration needs, and ability to drive or perform subsequent duties safely.
- Members shall be advised to report delayed symptoms and seek medical evaluation when indicated.
- Used Rehab supplies shall be replenished; reusable equipment shall be cleaned or decontaminated; and deficiencies shall be reported.
- Significant medical events, climatic-control failures, or recurring Rehab problems shall be reviewed through the appropriate after-action and safety processes.

Training

All members shall receive training on this policy; body temperature regulation; heat- and cold-stress risk factors, signs, symptoms, and controls; hydration; climatic action levels; self-reporting; and the Rehab process. Supervisors shall receive additional training on environmental assessment, work/rest decisions, crew monitoring, emergency response, and movement of a member to a location accessible to EMS. Training shall occur before foreseeable exposure and be refreshed periodically and whenever the policy materially changes.

References

- NFPA 1584, Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises, 2022 edition.
- NFPA 1580, Standard for Emergency Responder Occupational Health and Wellness, 2025 edition (successor/consolidated standard containing the NFPA 1584 subject matter).
- Washington Administrative Code 296-305-05004, Occupational Exposure to Heat and Cold Stress.
- Washington Administrative Code 296-305-07004, Heat-Related Illness Prevention for Wildland Firefighters.
- NIOSH Fire Fighter Fatality Investigation and Prevention Program, Report F2018-16, rehabilitation components and training recommendations.

Appendices

Appendix A Command Quick Reference

Activate Rehab early: Any officer or medical provider may recommend Rehab. The IC retains responsibility to ensure that the function is established and resourced.

Decision point	Minimum action
Establish	Expected extended/strenuous operations, climatic hazard, heat-retaining PPE, member symptoms, or command/safety request.
Automatic entry	Two 30-minute SCBA cylinders; one 45- or 60-minute cylinder; about 40 minutes strenuous work; symptoms; or direction by command/supervisor/medical staff.
Location	Clean air; outside operational hazards; accessible to crews and EMS; enough room; separate routine recovery from treatment.
Hot conditions	Shade or air conditioning, seating, PPE removal, cooling, shorter rotations, more frequent monitoring and hydration.
Cold/wet conditions	Dry heated shelter, wind/rain protection, seating, dry garments/blankets, warming, shorter rotations.
Minimum staffing	Rehab supervisor plus at least one BLS-qualified person capable of monitoring and evaluation.
Recovery	At least 20 minutes after a work benchmark, plus reassessment; longer if necessary.
Return	Only after BLS clearance and communication with Accountability/Command. Time alone is not clearance.

Appendix B - Suggested Rehab Cache

- Pop-up shelter(s), climate-controlled vehicle access, fans, and portable heater approved for the intended environment
- Chairs or benches protected from excessive heat loss/gain
- Potable water, electrolyte beverages, disposable cups, and food appropriate for extended incidents
- Cool towels, misting equipment, forearm-immersion supplies, cooling vests, ice, blankets, dry clothing, and warming packs
- BLS/ALS assessment equipment consistent with medical protocols, including thermometer

and CO-oximetry when available
- Accountability board or Rehab tracking forms, pens, lighting, clocks/timers, and communications equipment
- Hand/face cleaning supplies, waste containers, PPE isolation bags, and basic sanitation supplies

Appendix C - Rehab Record Minimum Fields

- Incident/training number and location
- Member name, agency, and unit/company
- Entry time and reason for entry
- SCBA cylinders/work duration and relevant exposure
- Symptoms and assessment findings
- Cooling, warming, hydration, nutrition, treatment, or other interventions
- Reassessment findings and time
- Disposition and release/transport time
- Name or identifier of clearing medical provider

Appendix D – Environmental Stress Reference

Use these charts as supplemental planning tools. Washington's ambient-temperature action levels in the Heat Action Levels table remain mandatory and apply independently of these charts.

D.1 Heat Index and Structural-PPE Planning Adjustment

Each cell shows the National Weather Service heat index followed by a conservative structural-PPE planning value in parentheses. The PPE value is the heat index plus 10°F; it is not a measured temperature inside turnout clothing.

Relative humidity	80°F air	85°F air	90°F air	95°F air	100°F air	105°F air	110°F air
40%	80 / 90	84 / 94	91 / 101	99 / 109	109 / 119	121 / 131	136 / 146
50%	81 / 91	86 / 96	95 / 105	105 / 115	118 / 128	134 / 144	152 / 162
60%	82 / 92	89 / 99	100 / 110	113 / 123	129 / 139	149 / 159	171 / 181
70%	83 / 93	93 / 103	106 / 116	123 / 133	143 / 153	166 / 176	194 / 204
80%	84 / 94	97 / 107	113 / 123	134 / 144	158 / 168	187 / 197	219 / 229
90%	86 / 96	102 / 112	122 / 132	147 / 157	176 / 186	209 / 219	247 / 257
100%	89 / 99	108 / 118	132 / 142	161 / 171	195 / 205	234 / 244	278 / 288

How to use: Read the heat index at the intersection of air temperature and relative humidity. The second number is the structural-PPE planning value.

- Direct sunlight: The National Weather Service states that full sunshine can increase heat-index values by up to 15°F. Add that exposure separately when applicable.
- Operational limit: Heat index and adjusted values are screening tools only. Shorten work cycles whenever radiant heat, workload, terrain, limited air movement, member condition, or symptoms indicate greater risk.

D.2 Wind Chill Chart

Wind chill describes heat loss from exposed skin, not air temperature inside PPE. Wet clothing, fatigue, and prolonged exposure can increase cold-stress risk.

	40°F air	30°F air	20°F air	10°F air	0°F air	-10°F air	-20°F air	-30°F air
5 mph	36	25	13	1	-11	**-22**	**-34**	**-46**
10 mph	34	21	9	-4	-16	**-28**	**-41**	**-53**
15 mph	32	19	6	-7	**-19**	**-32**	**-45**	**-58**
20 mph	30	17	4	-9	**-22**	**-35**	**-48**	**-61**
25 mph	29	16	3	-11	**-24**	**-37**	**-51**	**-64**
30 mph	28	15	1	-12	**-26**	**-39**	**-53**	**-67**
40 mph	27	13	-1	-15	**-29**	**-43**	**-57**	**-71**
50 mph	26	12	-3	-17	**-31**	**-45**	**-60**	**-74**
60 mph	25	10	-4	**-19**	**-33**	**-48**	**-62**	**-76**

Above −19°F
Frostbite possible in ~30 min
Frostbite possible in ~10 min
Frostbite possible in ~5 min

How to use: Use this chart as a screening tool and shorten work cycles when conditions warrant.

Docusign Envelope ID: 84862786-F4C4-4AC6-8259-8936B7122266

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOG #
Training Documentation	
Policy Adoption Signed by: Joshua Seeds E54DF15E07214D8...	**Date** 3/4/2026
Standard Operating Policy Adoption SBlack	**Date** 02/17/2026

Purpose

To establish documentation standards and expectations, for training completed by East County Fire and Rescue members, and to further identify training types and documentation procedures.

Scope

All East County Fire and Rescue members. Members are assigned varying levels of access to the district's training software, Target Solutions. Documentation abilities and requirements vary by the member's status and rank.

Training documentation is required by and must adhere to the requirements laid forth in WAC 296-305, 296-304, 296-811, and must be formatted in a manner that facilitates access during WSRB evaluations.

Policy

All training documentation will include the employee's name, the lead trainer's name (if applicable), the type of training, and the date on which the training took place. Training records will be maintained in Target Solutions and managed by the District's Training Officer. All training completed on duty or by any member compensated for training will be documented in accordance with the procedure outlined in this policy.

Procedure

As outlined in this procedure, training documentation requirements vary depending on the training type and the personnel participating.

a) **Shift Level Training:** Training completed at the shift level with more than one company present shall be completed by the Shift Captain or AIC on duty.

b) **Company Level Training:** Training completed by a single company shall be recorded by the ranking member by class.

c) **Individual Training and Assigned Courses:** Individual skills training and assigned coursework to be completed by individual members shall be recorded by the member to whom the training was assigned.

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
LIVE FIRE TRAINING	X.X.X
Policy Adoption Joshua Seeds	**Date** 03/03/2026
Standard Operating Policy Adoption SBlack	**Date** 02/27/2026

Purpose

To provide a safe, consistent, and realistic live-burn training environment for personnel within our fire district, a dedicated burn lab has been constructed at Station 91. Live fire training carries inherent risks due to the use of actual fire conditions. To mitigate these hazards and ensure that training remains both safe and readily accessible.

Scope

All personnel shall adhere to the procedures and requirements outlined in this policy.

Policy

The burn lab is a heavy-gauge metal Conex structure that meets all requirements established by East County Fire Rescue (ECFR) and local building officials. It is built to withstand significant environmental and operational stresses, including seasonal weather variations and the thermal demands of repeated live fire evolutions. The structure is securely anchored to maintain stability under all expected conditions.

Prior to any training activity, the burn lab must be inspected to confirm that all doors and access points are fully operational and that no combustible materials are present other than the approved pallets, hay, and/or plywood specified in the attached checklist.

Safety Briefing

A comprehensive safety briefing shall be conducted before any live fire evolution. This briefing will:

- Explain the conditions participants will encounter inside the burn lab.
- Identify the designated entry team and backup team.
- Identify the exterior instructor—who may also serve as the Safety Officer—and the interior instructor, who may operate as part of the entry team.

- Establish radio communication procedures, including the assigned radio channel and a mandatory radio check.
- Review the emergency evacuation plan.

The incident safety briefing, used in conjunction with the IAP 201 and the practical checklist included in this policy, ensures that all participants clearly understand the objectives, expectations, and operational parameters of the training. This preparation not only enhances safety but also maximizes the educational value and effectiveness of the training burn.

IAP 201

An IAP 201 form is included with this policy and shall be completed for every live fire training evolution conducted in the burn lab. This form documents the operational plan and ensures that all required elements of a safe and compliant training event are addressed.

Practical Checklist

A practical checklist is included and must be followed for all live fire training conducted in the burn lab. This checklist outlines required safety measures, equipment checks, and procedural steps necessary for safe operation.

Certified Live Fire Training Instructor

The exterior instructor, who may also serve as the Safety Officer, must hold certification from the Authority Having Jurisdiction (AHJ) as a Live Fire Training Instructor. This ensures that all live fire evolutions are supervised by qualified personnel with the expertise necessary to maintain safe and effective training conditions.

NFPA 1403

The use of the burn lab will be in compliance with the applicable components of NFPA 1403 in reference to live burn training in a Conex burn box.

Only materials approved under NFPA 1403 are authorized for burning. Personnel utilizing the burn box shall ensure that pallets used for fuel are untreated and constructed solely of natural wood fibers. Treated wood, painted wood, plywood, particle board, or any other manufactured wood products are strictly prohibited.

Return to Directory

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
Burn Lab - Live Fire Training	Live Burn	Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**



5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

PPE - Full structural firefighting PPE required, SCBA must be worn and operational and all PPE inspected prior to entry.
Crew Assignments - Entry team: Firefighters with charged hoseline. Backup team: Positioned outside ready to assist (On-Deck). Safety Officer: Monitors conditions and has the authority to stop training (may be the outside instructor). Instructors: One inside (may be one of the members on the hoseline) and one outside.
Safety Procedures - Maintain communication at all times (all members must have a radio). Entry only with instructor approval. Hoseline must be charged and tested prior to entry. Emergency evacuation upon instructor's command. Accountability: Personnel Accountability Report (PAR) before and after each evolution. Have two hoselines, one for the entry team and a second outside for the backup team (each hoseline must have a seperate water supply).
Health Precautions - Ensure proper hydration, rehab, and heat stress awareness. SCBA must remain on until clear of the container.
Emergency Plan - Designated safe zone and rehab area. EMS crew available. On-Deck crew have RIT equipment staged and ready. Have a clear evacuation route identified.
Water Supply - Have two seperate water sources.
Notifications - Notify CRESA and CWFD prior to the live fire training. The fire must be completely extinguished before leaving the burn lab.

6. Prepared by: Name: Sammy Brown Position/Title: Deputy Chief Signature:

Date/Time: 12/10/2025 1600

Return to Directory

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
Burn Lab - Live Fire Training	Live Burn	Date: Time:

7. Current and Planned Objectives:

Training Objective: Conduct live fire training in ECFR's burn lab to practice interior fire attack, search & rescue, and hose management under realistic heat and smoke conditions.

Location: Designated training ground burn container, inspected and prepared for safe use.

Scenario: Controlled Class A fuel load (pallets or straw, etc.) ignited to simulate compartment fire. Fire behavior will be monitored and kept within safe limits (no more then three pallets or the equivelant for a fire load).

Participants: Firefighters in full PPE and SCBA, instructors inside (may be on the entry team's hoseline) and outside the container, Safety Officer overseeing operations (may be the outside instructor). Burn Lab operations require a minimum of five (5) personnel.

Duration: Approximately 20-30 minutes per evolution, with cooling and reset periods between burns.

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:
	Explanation of the training.
	Appointment of entry team, backup team (On-Deck), inside and outside instructor, and Safety Officer.
	Prepare a primary hoseline with the appropriate water source. The hoseline must be charged and able to
	reach into the burn container.
	Prepare a second hoseline with a second water source. The hoseline must be charged and able to reach
	into the burn container.
	Safety walk through in and around the burn lab.
	Live burn training.
	Rehab.

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

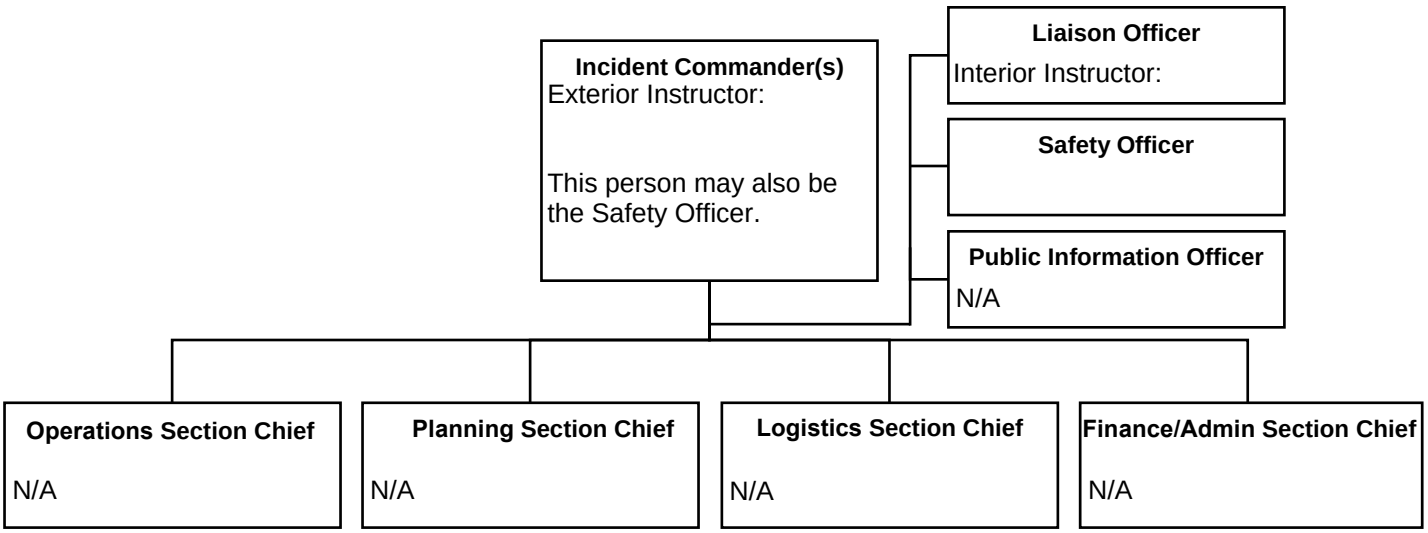
ICS 201, Page 2 Date/Time: _____

Return to Directory

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
Burn Lab - Live Fire Training	Live Burn	Date: Time:

9. Current Organization (fill in additional organization as appropriate)**:**



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

Return to Directory

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
Burn Lab - Live Fire Training	Live Burn	Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
Entry Team:				☐	
				☐	
Backup Team:				☐	
				☐	
Safety Officer:				☐	
				☐	
Exterior Instructor:				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

Return to Directory

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an “X” or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

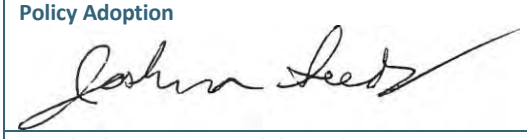
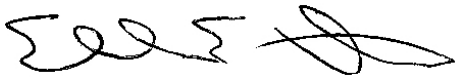
Practical Checklist for Burn Lab

- ✓ Approved Class A fuels only – No more than 3 pallets and 3 sheets of plywood (for use along the ceiling and walls secured under chains) or the equivalent per burn.
- ✓ Minimum of five (5) Firefighters required for a burn.
- ✓ Instructor-in-charge and Safety Officer designated.
- ✓ Crew briefing with assignments.
- ✓ Full PPE & SCBA for all participants.
- ✓ Primary and backup hose lines charged and ready.
- ✓ Two separate water supplies confirmed and tested.
- ✓ Tools staged (RIT bag, forcible entry, and extinguisher).
- ✓ Radios checked and ICS chain of command clear.
- ✓ Back up crew, capable as a RIT standing by.
- ✓ Accountability check & debrief after training burn.
- ✓ Notify CRESA and CWFD prior to the burn.
- ✓ Confirm weather conditions.
    - o Do not burn when the temperature is above 90 degrees Fahrenheit.
    - o Do not burn when temperature, humidity, and wind conditions increase fire risk.

Live Burn Instructor-in-Charge Date

LIVE FIRE TRAINING	X.X.X

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
Professional Development Plan	5.6.1
Policy Adoption 	**Date** 9/17/2024
Standard Operating Guideline Adoption 	**Date** 9/17/2024

Purpose

A professional development plan (PDP) provides a process for developing and documenting members' professional goals. A member's professional goals should consider personal development that is meaningful to the member, at the same time enhances service delivery by the district for the citizens it serves. The professional development plan is a road map for knowledge, skill, and ability development necessary to reach the member's goals. The PDP includes some or all of the following facets:

- Experiential learning
- Training and certification
- Reading projects and individual study
- Other formal education.

A secondary purpose associated with professional development plans is to assist in training program budget development. The PDPs guide allocation of limited training resources based on organizational and individual training goals.

Scope

This standard operating guideline is applicable to all full-time, part-time, and volunteer members.

Policies

East County Fire and Rescue has established the following policies related to professional development planning.

- The district supports its members' professional development and encourages all members to engage in developmental learning activities throughout their service with the district.
- Members will be encouraged to complete professional development plans concurrent with mid-year (June) performance feedback discussions with their supervisor.

- Company and chief officers are encouraged to use the Center for Public Safety Excellence Commission on Professional Credentialling process as a guide to developing their professional development plans and to seek professional designation as a component of their professional development process.

Procedure

Establishing a plan for professional development requires identification of professional goals and the developmental activity necessary to achieve those goals. Central Whidbey Island Fire & Rescue's professional development planning process is based on each member's short-term professional goals focused on the next year and intermediate professional goals (two-to-five-year timeframe).

Developmental activities include experiential learning, training and certification, reading projects and individual study, and other formal education. An individual's plan may include components in one or more of these areas depending on their goals.

Developing the Plan

Each member will work with their supervisor and if necessary the training division manager to identify their goals and required developmental activities. The following two examples illustrate the relationship between professional goals and developmental activities.

Example: A full-time firefighter who has served for two years with East County Fire and Rescue has a short-term goal of meeting the requirements for advancement from 2nd Class Firefighter to 1st Class Firefighter. This member's intermediate goal to be qualified for promotion to the position of lieutenant. This firefighter has 12 lower division credits towards an associate degree, three of the credits are in the general education category and nine are for fire science courses.

For advancement to 1st Class Firefighter, the firefighter needs to become certified as an Emergency Medical Services (EMS) Ongoing Training and Evaluation Program (OTEP) Evaluator, have a minimum of 16 lower division general education college credits (inclusive of writing, health, math, arts and letters, social sciences, science, computer science), and completion of the 2nd Class Firefighter task book.

This firefighter would identify the need to attend the EMS OTEP Evaluator course, complete 13 additional credits in the general education category, and completion of the experiential learning identified in the 2nd Class firefighter task book.

Important! Professional development plans for full-time firefighters and officers should address the requirements of the step program (ECFR, 2024 & ECFR & IAFF Local 2444, 2024), but should not be limited to these requirements. Also consider areas of professional development outside or beyond these minimum requirements.

Documenting the Plan

The professional development plan form provides a simple method for documenting goals and planned developmental activities (Appendix A).

Professional development plans should be established and documented during annual performance feedback with adjustment as necessary throughout the year. This timing will allow professional development plans to provide input for the Professional Development division budget.

The member and their supervisor should each retain a copy of the plan to identify targets of opportunity for professional development and as a reference during performance feedback discussions. Also forward a copy of the plan to the training officer to support development of the training division budget.

Professional Development Resource Guide

The East County Fire and Rescue fire chief and training officer will be responsible for development and maintenance of professional development resources including, but not limited to a professional development roadmap, training and certification requirements, and professional development reading lists.

References

East County Fire and Rescue (ECFR). (2024). *Standard operating guideline 1.2.8 step program*. Camas, WA: Author.

East County Fire and Rescue (ECFR) and East Clark Professional Firefighters, International Association of Firefighters (IAFF) Local 2444. (2024). *Agreement between st County Fire and Rescue (ECFR) and East Clark Professional Firefighters, International Association of Firefighters (IAFF) Local 2444 January 1, 2025-December 31, 2027.* Camas, WA: Authors.

Appendix A-Professional Development Plan Form

ECFR Professional Development Program

Professional Development Plan

All members are encouraged to complete a professional development plan that identifies short-term and intermediate professional goals and the experiences, training and certification, reading projects and individual study, and/or formal education required to reach these goals. A professional development plan provides a foundation for the responsibilities shared by the member and the district for ongoing improvement of knowledge and skill.

Section 1 – Member and Supervisor		
Name	Job Title	Date
Supervisor	Job Title	

Section 2 –Professional Goals
Short-Term Professional Goal (this goal would be focused on the next year)
Intermediate Professional Goal (the focus of this goal would be the next several years out to five years from now)

Section 3–Action Plan
This action plan identifies the relevant experiential learning, training and certification, reading projects and individual study, and/or formal education that you will undertake in the next year.
Experiential Learning
Training and Certification
Reading Projects and Individual Study
Education

Supervisors and members should each retain a copy of the professional development plan and send a copy of the plan to the training division manager (this will help the district budget to meet professional development needs). This plan should be used to identify targets of opportunity for professional development and as a reference when providing annual and mid-year performance feedback.

Rev: 1.0 Professionalism ● Integrity ● Compassion ● Excellence Page 1

East County Fire and Rescue
Standard Operating Policy

Title	SOP#
FACILITY SAFETY INSPECTIONS	
Policy Adoption	Date
Joshua Seely	08/07/2025
Standard Operating Policy Adoption	Date
SBlack	07/11/25

Purpose

The purpose of this policy is to ensure that all District facilities remain safe for employees and visitors. Regular inspections are intended to identify and address issues promptly to prevent hazards, avoid facility downtime, and minimize costly repairs.

Scope

This policy applies to all ECFR members. Any member who observes a facility-related issue is encouraged and expected to report it in a timely manner. The intent of this policy is to promote a proactive approach to facility safety and maintenance, mitigating potential problems before they occur.

Policy

ECFR will conduct monthly safety inspections of all District facilities using the safety inspection checklist provided in the District's online platform (currently Vector Check It).

Procedure

Inspection Responsibility

The Officer in charge of facilities is responsible for conducting, or delegating, monthly inspections of all District stations.

Inspection Checklist

All items on the checklist must be addressed. If an item is not applicable (N/A) or requires further explanation, appropriate notation shall be made.

Addressing Deficiencies

Safety-related deficiencies shall be corrected immediately when possible.

If an identified hazard cannot be immediately mitigated, it shall be reported to the Duty Chief or

a Chief Officer. The area or equipment shall be isolated or cordoned off until mitigation is completed.

Documentation and Reporting

Completed inspection forms shall be submitted to both the Fire Department Safety Committee and the Officer in charge of facilities.

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
FLAG ETIQUETTE	
Policy Adoption Joshua Seeds	Date 12/16/2025
Standard Operating Policy Adoption SBlack	Date 12/05/2025

Purpose

The purpose of this policy is to define the policy of flag etiquette in accordance the references contained herein.

Scope

The United States Flag will fly at the headquarters station and each station staffed.

Policy

The United States Flag shall fly between sunrise and sunset each day. It may be flown after sunset if properly illuminated. The duty Chief and/or duty Officer may choose not to raise the "Colors" during extreme inclement weather.

It shall be the policy of East County Fire and Rescue to fly "Colors" at half-staff when so ordered by executive order of the President or Governor of the State.

The chairperson or Fire Chief may order all District flags to fly at half-staff on the day of death (or notification) and the day of any service honoring the person's memory, or for a period to be determined not to exceed thirty days.

This honor may also be ordered for any current, or past: Commissioners, chiefs, officers, firefighters, and/or administrative members of the District to honor their memory.

On Memorial Day, the "Colors" shall be flown at half-staff until noon, and then raised to full staff until lowered for the day.

In accordance with the references the "Colors", when flown at half-staff, it first should be hoisted to the peak for an instant, and then lowered to the half-staff position. The "Colors" should be again raised to the peak before it is lowered for the day at sunset.

References

RCW 1.20.015 Display of National and State Flags
Title 36 U.S.C. Patriotic Customs

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
UNAUTHORIZED ENTRANCE AND ENCAMPMENT POLICY	
Policy Adoption Joshua Leedy	Date 12/16/2025
Standard Operating Policy Adoption SBlack	Date 12/05/2025

Purpose

The purpose of this policy is to define what is unauthorized entrance and encampment for the district owned properties of East County Fire and Rescue.

Scope

1. Properties. The district owns real property at the following locations that is used for the purposes specified "Properties:"
   1.1. [Insert list of Properties by address and use category (i.e., staffed fire station, unstaffed station, vacant, etc.]
2. Control of Properties. The use of these Properties for the intended purposes requires that the district maintain full control over all uses of the property and prohibits public use of the Properties except where specifically permitted such as station meeting rooms and lobbies.
3. Prohibited Activities. The district finds the following conduct on the Properties is a threat to the public safety and health and interferes with the operations of the district and, where permitted, the public's use of the Properties for their intended purposes:
   3.1. Unauthorized entry on District Properties; and
   3.2. Erecting unauthorized Encampments or Obstructions on the Properties.
   3.3. Unauthorized parking of vehicles and trailers.

Policy

4. Definitions.

   4.1. "Encampment" means one or more tent, structure, or assembly of camping equipment or Personal Property located on the Properties, which appears to a reasonable person as being used for camping.
   4.2. "Immediate hazard" means an encampment or Obstruction where the location of the encampment or Obstruction creates an immediate risk of serious injury or death to the campers or which directly interferes with the district's ability to provide emergency services.
   4.3. "Obstruction" means people, tents, Personal Property, garbage, debris or other objects related to an encampment that interfere with ingress and egress to the Properties and structures on the Properties by District personnel or members of the public.

4.4. "Personal Property" means an item that: is reasonably recognizable as belonging to a person; has apparent utility in its present condition and circumstances; and is not hazardous. Designated District personnel will determine whether an item is Personal Property, and in cases when the status of an item cannot reasonably be determined in the designated District personnel's judgment based on the totality of the circumstances, the item shall be considered Personal Property under this rule.

4.4.1. Examples of Personal Property include but are not limited to vehicles, trailers, identification, personal papers and documents, tents, bicycles, radios and other electronic equipment, eyeglasses, prescription medications, photographs, jewelry, crutches, and wheelchairs.

4.4.2. Personal Property does not include: 1) building materials such as wood products, metal, pallets, or rigid plastic, or 2) food products, beverages or legal or illegal drugs not associated with an identifiable prescription or 3) any hazardous substances.

5. Removing Immediate Hazard Obstructions and Encampments.

5.1. Immediate Hazard Obstructions and Encampments may be removed immediately without prior notice if deemed reasonably necessary by the Fire Chief or designee. The provisions of Sections 6 and 7 of this policy do not apply to removing Immediate Hazard Obstructions and Encampments.

5.2. If the Immediate Hazard Obstruction or Encampment is determined to be under control of an individual present, oral notice may be given to the individual to immediately remove the Immediate Hazard Obstruction or Encampment.

5.3. Personal Property that is removed shall be stored by the district as provided for in Section 9 and may be recovered as provided for in Section 10.

5.4. Non-Personal Property may be immediately removed and disposed.

5.5. Upon removing an Immediate Hazard Obstruction or Encampment where Personal Property has been removed and stored, the district shall post a notice as provided for in Section 8.

6. Encampment and Obstruction Removal and Notice Requirements (Non-Immediate Hazard).

6.1. A notice shall be posted on or near each Obstruction or Encampment that is subject to removal stating: (1) the day the notice was posted; (2) the date the removal is scheduled; (3) the time range in which that date's removal will commence, which range may be no more than four hours; (4) where Personal Property will be stored if removed; (5) how Personal Property may be claimed by its owner; and (6) contact information for an outreach provider that can provide shelter alternatives. If individuals are present at the encampment, oral notice shall also be provided if reasonably possible.

6.2. The notice shall be posted no fewer than 72 hours before an Obstruction or Encampment removal and shall provide a removal date no more than 7 days after the notice posting date. If the action to physically remove the Obstruction or Encampment is not commenced by the district within the removal date and time range provided in the notice, the district shall re- post notice of the Obstruction or Encampment removal before removal may occur.

6.3. The notice shall be printed in English and may be printed in any other language the district determines would further the purpose of the notice.

7. Encampment and Obstruction Removal, Alternative Shelter Opportunities.

   7.1. Prior to removing an Encampment, the District shall identify available housing or other shelter assistance resources for the Encampment occupants.
   7.2. Prior to removing an Encampment, District staff shall use best efforts to coordinate site visits by outreach professionals to provide shelter assistance resources.
   7.3. District personnel or, if available, outreach professionals shall visit each Encampment at least once between the time that notice of removal is posted and the scheduled removal date.
   7.4. District personnel and, if available, outreach professionals shall be present at the commencement of removal activities on the date an Encampment removal is scheduled to start according to the posted notice.
   7.5. The district shall take reasonable steps to segregate Personal Property from material that is not Personal Property, provided the segregation does not pose a danger to the individual segregating the Personal Property from the other material.
   7.6. Tents and structures that were not previously posted with a notice but are in the immediate area of tents or structures that were posted with a notice may be removed if the tent or structure was placed in the immediate area after notices were posted.
   7.7. Non-Personal Property may be immediately removed and disposed of.
   7.8. Personal property shall be stored as provided for in Section 9 and may be recovered as provided for in Section 10.

8. Post Removal Notice

   8.1. A notice shall be prominently posted at the site where an Obstruction or Encampment has been removed.
   8.2. The notice shall state: (1) the date the Obstruction or Encampment was removed; (2) whether Personal Property was stored; (3) where the Personal Property is stored; (4) how any stored Personal Property may be claimed by its owner; and (5) contact information for outreach professionals who can assist individuals with shelter alternatives and other services. This notice shall remain posted for a minimum of 10 days.

9. Storage Of Personal Property Removed from An Encampment.

   9.1. The district shall store all Personal Property encountered when removing Obstruction or Encampments, provided the district has no obligation to store Personal Property that is hazardous or is reasonably expected to become a hazard during storage.
   9.2. Personal property shall be stored at a location designated by the district.
   9.3. The district shall maintain a log of stored Personal Property until the Personal Property is recovered by its owner or the property is discarded as permitted under this rule.
   9.4. Personal property that is not recovered after 60 calendars days from and including the day the Personal Property was stored may be discarded or donated by the district.

10. Recovering Stored Personal Property.

   10.1. Individuals claiming that Personal Property has been removed from an Obstruction or Encampment may contact the district using the contact information contained in the Notice.

10.2. The individual shall describe the Personal Property with reasonable particularity. No identification is required for an individual to recover the property. The log of Personal Property shall indicate who received the recovered Personal Property.

10.3. Storage, recovery, and delivery of Personal Property shall be at no cost to the individual that owns the property.

11. Removal of Unauthorized Vehicles and Trailers.

The district shall post the Properties in accordance with RCW 46.55.070 and shall contract with a registered tow truck operator for the removal of unauthorized vehicles and trailers in accordance with Chapter 46.55 RCW.

References

RCW 46.55.070 Towing and Impoundment and Posting Requirements.

East County Fire and Rescue
Standard Operating Policy

Title LOAN OF DISTRICT EQUIPMENT POLICY	SOP#
Policy Adoption Joshua Seeds	Date 08/07/2025
Standard Operating Policy Adoption SBlack	Date 07/29/2025

Purpose

To reduce unnecessary expense to ECFR for maintenance costs and new equipment acquisition.

Scope

All members of East County Fire and Rescue. Only those who have been authorized to loan equipment should utilize this policy. Those who have not been given authorization should defer to those who have.

Policy

Agencies that have signed mutual aid agreements with East County Fire and Rescue (ECFR) may borrow emergency and non-emergency equipment, when available, and as approved by the Fire Chief. This applies when the loan will not adversely affect the operations of ECFR. The person responsible for borrowing the item(s) shall sign out all equipment loaned with an expected return date.

Tables and chairs may be loaned to local community groups, schools, and local citizens. ECFR does not loan out tables or chairs without advanced approval of the Fire Chief or his designee.

Any and all other loans must be approved by the Fire Chief or his/her designee.

Procedure

The fire district does not loan emergency equipment out to personnel with the exception offered to the public as described above.

Personnel are welcome to use any non-emergency equipment for personal use provided:

a. The equipment must not leave the station.

b. The use of the equipment does not create any operational interruptions with on-duty operations.

c. The use of such equipment does not damage the equipment or reduce its life span.

d. The use of the equipment does not create a financial burden on the Fire District.

e. The equipment is placed back where it was found and in the same or better condition.

References

Protocol Book

East County Fire and Rescue

Section B: Guidelines

Table of Contents – click on an item below to be directed to a specific page.

1. Aircraft Response – X.X.X 285
2. Apparatus “Out of Service” Criteria – X.X.X 288
3. Apparatus Positioning – X.X.X. 291
4. Fire Hose Program and Apparatus Hose Complement – X.X.X 293
5. Ground Ladders Standard for Use, Inspection, and Maintenance – X.X.X 295
6. Incident Accountability System – X.X.X 297
7. Incident Command – X.X.X 299
8. Incident Response – X.X.X 301
9. Outdoor Burning – X.X.X 304
10. Minimum Instructional Oversight – X.X.X 307
11. Operational Emergency Terminology – X.X.X 308
12. Radio Communications – X.X.X 310
13. Rapid Intervention Team/Firefighter Rescue – X.X.X 312
14. Railway Emergencies – X.X.X 315
15. Rope Rescue Operations – X.X.X 318
16. Self-Contained Breathing Apparatus (SCBA) Use – X.X.X 321
17. Shift Priorities and Considerations – X.X.X 324
18. Special Rescue Operations – X.X.X 326
19. Staffing Guide – X.X.X 329
20. Turnout Gear Maintenance and Inspection – X.X.X 331

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
AIRCRAFT RESPONSE	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 11/21/2025

Purpose

The intent of this Guideline is to provide incident priorities and a standardized approach for accidents involving aircraft emergencies.

Procedure

The pilot is in-charge of their aircraft and makes the final decisions about when and where to land, and how to handle any problem until they land. This includes early notification to the dispatch center that the plane has a problem and/or will be making an emergency landing.
This may include fly-overs while we look for all landing gear to be down and locked; flying around to burn-off fuel; etc.

Early notification allows fire resources to be called and positioned prior to aircraft touchdown. Dispatch may be able to reach the nearest control tower by telephone to stay abreast of current happenings with the pilot and relay information to the ECFR Incident Commander. The ECFR Incident Commander may want to have direct phone contact with the Tower before the plane lands.

The Federal Aviation Administration (FAA) categorizes aircraft incidents using Alert Levels 1, 2, and 3:
Alert 1: An informational notification regarding an aircraft with a known or suspected operational defect that is not expected to hinder a safe landing.
Alert 2: An informational notification concerning an aircraft with a defect that affects normal flight operations and may result in an accident.
Alert 3: A notification involving an aircraft fire or an imminent or actual crash.

CRESA classifies aircraft by size using the terms “large” and “small.”
- Large aircraft: Holds 10 or more people.
- Small aircraft: Holds fewer than 10 people, such as a Cessna, single-engine plane, helicopter, or balloon. CRESA uses the term “number of occupants” to refer to persons on board, while the FAA uses “souls on board.”

Before the plane lands, it is always best to know:
- How many persons (souls) are on-board
- Amount of fuel on-board
- Specific type of aircraft (single-engine, twin-engine, Cessna, Mooney, etc)

- Specific problem encountered
- Exit door locations
- ECFR's Aircraft Field Operating Guide (FOG)
- The Fire District does NOT foam runways.

Position all apparatus off the runway, stay as far back from the runway as possible, likely on the taxiways near the start and end of the runway.
Don't move to the runway until the aircraft passes your standby location. Any time the apparatus is on or near the runway, they will have all emergency lights in operation.
Firefighters will be in full PPE including SCBA. Engine Companies need to be ready to move quickly and without delay. Watch for sharp metal.
When possible, conduct a 360-degree investigation before accessing the aircraft. This helps identify potential hazards to responders, such as downed power lines, poles, structural debris, or flammable liquid releases.
If your apparatus in on the runway or blocking any portion of it you must shut the runway down.
The Airport has a hydrant system with a 60,000 gallon water supply, review the Airport Pre-plan for hydrant locations. If Airport hydrants are used, contact Port Personnel for proper system shut-down.

NEVER APPROACH A RUNNING ENGINE OR ENGINES FROM THE FRONT OR SIDE OF THOSE ENGINES.

Incident Priorities:

- Safety of Crews
- Rescue and Life Safety
- Fire Suppression—you may need to extinguish fire or 'cut a path' through fire to reach the exit door to extricate the pilot and/or passengers

Scene preservation:

- Always approach the plane from the rear.
- If the motors can't be shut down—consider running a charged hose-line into the engine intake. Chalk the wheels of intact aircraft and stabilize before getting into the aircraft. The FAA should be notified of any aircraft accident (via CRESA).
- If the plane reaches an airport and crashes and/or blocks any part of the runway you will notify CRESA so that they can relay a message to the FAA of the need to shut down the airport via a NOTAM (Notice to Airmen).
- The fuel and electrical systems need to be shut-off on all aircraft (with problems) after they land (see Aircraft FOG). If the plane is significantly damaged standby for fire protection until the FAA is ready to work on the plane.
- The Fire District will be the Incident Command Agency until the emergency phase is over
- Include Law Enforcement in a Unified Command.
- Law Enforcement takes over the scene after the Life Safety and Fire Emergency work has been mitigated.

An emergency vehicle with flashing lights can also be staged at the approach end of the runway to warn incoming aircraft. Aircraft typically take off and land into the wind to maximize lift and

control.
Notify the Port of Camas-Washougal of the accident (via CRESA). Grove Field is owned and operated by the Port of Camas-Washougal.
If the aircraft accident takes place off-sight of the airport, you will follow the incident priorities of the Aircraft Response Plan with consideration towards possible exposures and any access issues or concerns.
The FAA investigates crashes and significant equipment failures before the plane is moved.
Approach this as a crime scene - until proven otherwise—personal effects and other items should not be allowed to be taken from the aircraft.
FAA describes an “incident” as a minor happening. “Incident” means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. An incident typically does not get reported to FAA.
Code of Federal Regulation (49 CFR 830.2) describes an accident in which any person suffers death or serious injury, or if the aircraft receives substantial damage. An accident is a real happening that needs to be reported to the FAA.
CCSO/WSP can help maintain control of the scene. Public access should be restricted to the scene/airport.
ECFR personnel should consider taking pictures of the aircraft. Scene pictures taken by ECFR personnel belong to the Agency and should not be shared without permission from the Fire Chief.
Expect the media to show-up and to fly-over. Anticipate the need for a PIO. Coordinate press releases with CCSO/WSP.
The Port should be involved, ensure they have been contacted.
Expect significant internal trauma associated with aircraft crashes for survivors.
Expect significant biohazards associated with those who die.
Consider decontamination for First Responders.
Consider CISD for all Emergency Responders.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
APPARATUS "OUT OF SERVICE" CRITERIA	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 07/11/25

Purpose

The purpose of this policy is to establish criteria for when fire apparatus is to be taken out of service. The criteria is specific to the presence of defects and deficiencies that reduce the operational safety and performance of our apparatus below levels established in 49 CFR, part 390, "Federal Motor Carrier Safety Regulations", applicable, federal, state and local regulations, applicable nationally recognized standards, manufacturers' recommendations' and East County Fire and Rescue Maintenance Guidelines. Although this list is intended to be comprehensive, as new apparatus is purchased with different specifications, this list may not contain all the areas to be considered when an apparatus should be pulled from service. When in doubt contact a supervisor, follow the chain of command.

Procedure

Any ECFR apparatus found, during operation or during any inspection, to have any of the following deficiencies or defects shall be taken out of service until repairs are made.

(1) Engine System

i. Major coolant leak
ii. Engine unable to maintain proper temperature (i.e. overheating)
iii. Major oil leak
iv. Low engine oil pressure (Gauge in red zone or low oil pressure indicator)
v. Contaminated coolant or oil (i.e. oil in coolant, fuel in oil, coolant in oil, or coolant in transmission fluid).
vi. Fuel leak.

(2) Transmission

i. Automatic transmission overheats in any range
ii. Transmission has major leak
iii. Transmission will not go into lockup for fire pump operations.
iv. Transmission fluid contaminated with coolant.

(3) Electrical System

i. Alternator not maintaining voltage (less than 12.5 volts).
ii. Battery gassing excessively.
iii. Headlights out.
iv. More than 3 emergency lights out.

(4) Braking System

i. Any audible air leak with park brake released.
ii. Any audible air leak with park brake released and service brake applied.
iii. Vehicle pulling when brakes applied.
iv. Compressor will not build air pressure.
v. Parking brake will not hold truck.
vi. Shoes, drums, pads worn beyond manufacturer's minimum specifications.
vii. Shoes or pads with oil contamination.
viii. Exclusive brake stroke.

(5) Crew Cab Area

i. Broken cab amounts.
ii. Cut, broken or excessive wear of seat belts (latches not holding or releasing properly).
iii. Cracked or broken windshield obstructions (line of vision).
iv. Inoperable windshield wipers.

(6) Chassis, Axles, Steering and Suspension Systems, Drive Line, Wheels and Tires.

i. Tires cut to cords, audible air leak, flat or excessive low pressure.
ii. Tires with tread depth less than 4/32 on steer axles.
iii. Tires with tread depth less than 2/32 on drive axle.
iv. Cracked or broken springs.
v. Cracked or broken spring hangers.
vi. Loose steering system components.
vii. Cracked rims.
viii. Missing lug nuts.
ix. Major leads on power steering system.
x. Use of tow truck to free a struck vehicle.

(7) Fire Pump

i. Pump test results fall below 90% of the original rating of the fire pump, in accordance with NFPA 1911 standards.
ii. Pump will not engage manually and/or electrically.
iii. Pressure control system inoperable.
iv. Pump transmission components have major leaks.
v. Pump panel throttle/pressure controls inoperable.
vi. Water tank has major leak.

B. Any vehicle involved in any type of accident requires an immediate inspection.

C. The Shift Leader shall be notified immediately before moving the apparatus and the Duty Chief shall be notified the apparatus is out of service.

D. Any apparatus taken out of service shall be tagged with an “Out of Service” sign placed on the driver’s door handle and steering wheel.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
APPARATUS POSITIONING	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 06/09/25

Purpose

This guideline provides direction for safely spotting fire district apparatus during emergency responses, including wildland fires, structure fires, EMS incidents, and motor vehicle accidents (MVAs). All emergency personnel are at risk of injury or death while operating near moving traffic or in hazardous environments. The goal is to maximize protection for crews and apparatus through consistent tactical procedures.

Key Terminology

Advance Warning – Notifications advising approaching motorists to slow down and prepare for emergency traffic control ahead.
Block – Positioning apparatus at an angle to oncoming traffic to create a physical barrier between vehicles and the work zone.
Protected Zone – The safe area between emergency personnel and moving traffic.
Downstream – The direction traffic moves away from the incident.
Upstream – The direction traffic moves toward the incident.
Flagger – Personnel (fire, law enforcement, or others) designated to monitor and direct approaching traffic.
Temporary Work Zone – The defined area of the roadway where emergency operations occur.

Procedure

Listed below are considerations for spotting apparatus and emergency vehicle.

Structure Fires
Spot past the incident address to allow access for additional apparatus.
Avoid parking in areas exposed to extreme heat or potential fire spread.
Consider hose lengths to maximize preconnected hoses and reduce the need for extension.
Be aware of structural collapse zones.
In difficult access areas (e.g., narrow or unpaved roads), park at the street.

Wildland Fires
Always maintain a clear egress route.
Avoid positioning over dry grass/vegetation; consider exhaust heat.
Park in the black (burned area) when possible.
Avoid placing apparatus near structures or exposures that may ignite.

Motor Vehicle Accidents
First-arriving units must block the scene to protect personnel and patients.
Angle apparatus with wheels turned away from the work zone to deflect in case of secondary impact.
Block at least one working lane and one additional lane.
Request law enforcement for traffic control; coordinate positioning.
Protect the pump operator by parking with the control panel on the downstream side.
Stage or release unnecessary units to reduce scene congestion.
Prioritize blocking based on traffic flow and volume.
Deploy cones from the rear of the blocking apparatus toward upstream traffic.

The Incident Commander must ensure a safe work environment and act as the Scene Safety Officer until this duty is delegated or the incident concludes.

General Safety Considerations
Situational Awareness: Always remain vigilant. Never trust moving traffic. Avoid turning your back to vehicles.
PPE: Wear full protective clothing and a high-visibility safety vest at all roadway incidents.
Check traffic before opening doors or exiting the vehicle.
Exit at the corner of the unit; stay close to the apparatus as you move around it.
Night Operations: Use flares or strobes in combination with cones. Exercise caution with flares during dry conditions.
Aerial Use: Consider aerial access, collapse zones, overhead hazards, and exposure risks.
Wheel Chocks: Use when operating on inclines or as required by conditions.

Backing Procedures
Use a Backer whenever possible. Maintain visual contact and use standard hand signals.
Stop Immediately if the driver loses sight of the backer.
Backup Cameras: Helpful, but do not replace a backer if one is available.
Staff Vehicles: Backers are not required in low-risk conditions with good visibility.
Solo Backing: Is not recommended but in the rare occurrence that a backer is unavailable the operator should get out of the apparatus and check the surrounding area before backing. Use extreme caution.
Consider delaying backing until a backer arrives unless urgent.

By following this guideline, fire personnel can ensure safer and more efficient incident operations while minimizing risks to crews, apparatus, and the public.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
FIRE HOSE PROGRAM AND APPARATUS HOSE COMPLEMENT	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 07/24/2025

Purpose

This guideline provides direction for maintenance of our hose and the standardization of outfitting East County Fire and Rescue apparatus with fire hose.

Procedure

It is the intent of ECFR to remain consistent in our hose loads throughout the fleet. Listed below are the standard fire hose package on each type of apparatus.

Engine:
Bumper load 100’ of 1.75”
Minute-man Crosslays 200’ of 1.75”
Blitz-Line-200’ of 2.5”
Blitz Fire-200’ of 2.5”
Accordion Dead Load 800’ of 2.5”
LDH/Supply 1050’ of 5”
Pony sections 2 x 5”

Tender:
Pony section 1 x 5”
Pony section 1 x 2.5”
Protection line with nozzle 100’ of 1.75”
Supply line 5 x 50’ sections of 2.5”
Supply line 10 x 100’ sections of 5”

Squad:
Stack loads 2 x 200’ of 1.5” with nozzles and tees
Stack load 1 x 100’ of 1.5” with nozzle
Rolled sections 4 x 100’ of 1”
Pony section 1 x 2.5”

Reserve hose:
It is the intent of ECFR to attempt to ensure we have reserve hose to replace dirty or out of service hose. Reserve par will fluctuate as hose meets end of life.

Cleaning, Inspection and Maintenance

After each use, all hose will be cleaned as needed and inspected prior to being placed in service. If any section of hose is found to be damaged or otherwise unfit to be returned to service on an apparatus, the hose shall be placed out of service (OOS).

Out of service hose shall be tagged with a red out of service tag detailing why the hose is out of service, rolled from the female end, and the male end tied in a knot. The program manager shall be notified. The program manager will then determine the best course of action for the OOS hose.

If hose section has a damaged or missing gasket, replace the gasket and place the hose in service.

Hose shall be cleaned using the hose washer or using a garden hose and scrub brush and inspected after being used in a fire; training or emergency.

Purchasing

It is the goal of ECFR to have a pro-active purchasing plan for fire hose replacement. Fire hose is budgeted to be replaced on a cycle. Older in-service hose will be placed in reserve.
ECF&R will make every effort to replace 1.75” and 2.5” hose as it surpasses the 10-year age limit per NFPA 1962.

Testing

All hose shall be tested annually in accordance with NFPA 1962. The outcome will be recorded and placed in a public folder on the district server. Any hose that fails the annual service test will be placed OOS following the procedure outlined in the Cleaning, Inspection and Maintenance section.

The Hose and Appliance program manager shall be notified of all OOS service hose.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
GROUND LADDERS STAN ARD FOR USE, INSPECTION AND MAINTENANCE	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 06/11/25

Purpose

The purpose of this standard is to give direction for the use, care, inspection, maintenance, and deployment techniques of ECFR ground ladders.

ECFR has a diverse compliment of fire service ground ladders. A ground ladder is any fire service ladder, portable in nature, not permanently affixed to a fire apparatus. These ladders are provided for use in various emergent and non-emergent evolutions. While it is not possible to list every feasible use, some common uses include:
Fire attack, ventilation, rescue, above/below-grade ingress/egress, and training.

Procedure

All ladders shall meet or exceed NFPA 1931 design specifications.

Use

ECFR has adopted a set of common practices used throughout the county for ladder deployment or “Throwing.” These techniques and evolutions are commonly taught methods used by neighboring agencies in the county. The rationale behind the adoption of the techniques was to allow for common language and technique between mutual aid response.

Care, Inspection and Maintenance

All ladders shall be service tested annually, or after any damage has occurred that may have structurally weakened the ladder to the point of creating a dangerous piece of equipment with potential for catastrophic failure.

Service testing shall be performed by fire department personnel or an approved third-party service provider. In accordance with NFPA 1932, all ladders shall be inspected at least monthly following the procedures outlined in this guideline. Inspections shall meet the standards specified in NFPA 1932 and follow the manufacturer’s recommended practices.

Any deficiencies discovered during inspection shall be documented and reported immediately for corrective action.

Any damage or function issues shall be reported to the shift lead immediately, and the ladder be placed out of service until repaired. A red-tag should be attached stating who found the damage, description of damage, and date.

A visual inspection shall include, but not limited to, the following:

- Heat sensor labels on metal and fiberglass ladders, for a change indicating heat exposure
- All rungs, bolts and rivets for snugness and tightness
- Welds, for any cracks or apparent defects
- Beams and rungs, for cracks, breaks, gouges, wavy conditions, or deformation
- Butt spurs, for excessive wear or other defects
- Halyards for fraying, kinking, mildew, or indicators of heat exposure.
- Roof hooks, for sharpness and proper operation
- Ladder slide areas for galling or absence of wax, if required by manufacturer
- Loss of gloss on fiberglass
- Correct operation of pawl assemblies
- Wire rope on extension ladders for snugness when the ladder is in the bedded position, to ensure proper synchronization of upper sections during operation
- Labels present and legible, clean with no buildup of grease, dirt, or grime on the beams
- The diagonal brace on the base of a folding (attic) ladder for damage
- The hinge assembly and locking pin assemblies on a multi-purpose ladder for the presence of any visual damage and for their proper operation

All conditions found unacceptable during the subject visual inspection shall be corrected in accordance with NFPA 1932 prior to the ladder being returned to service.

If gouges and dents are discovered in a beam during the visual inspection, the ladder shall be subjected to the appropriate service test. Gouges and dents in a beam shall not be cause to fail a ladder if it passes the applicable load test. If gouges or dents are discovered in a rung, the manufacturer shall be consulted regarding the need for repair prior to the ladder being returned to service.

Ladders shall be stored in the, “Service-ready” position. Ladders shall be kept clean, without buildup of dirt, grease, grime, or other contaminants. Mild detergent and water with a stiff bristle brush, or steel wool, can be used to clean fire ladders.

All ladders will be waxed on a semi-annual basis. Specifically, the areas of the beams that contact one another will be coated in paraffin wax. The rest of the beams can be coated in a light, liquid car wax.

DO NOT WAX THE RUNGS. In the event that wax is found to be degraded in between scheduled waxing, the surface will be cleaned, and fresh wax will be applied.

Pawls/locks/pulleys can be lubricated with a graphite powder on an as-needed basis.

Do NOT use petroleum-based products (WD40).
Heat sensor labels shall be present, and show no signs of heat exposure.
Any burrs can be filed down with a fine grade file.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
INCIDENT ACCOUNTABILITY SYSTEM	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 08/01/2025

Purpose

To establish a standardized personnel accountability system that identifies members operating at emergency incidents and tracks their assignments, in compliance with NFPA 1561.

This system ensures the safety of all personnel by maintaining continuous awareness of their location and function during emergency operations.

Procedure

The personnel accountability system shall be utilized at all emergency incidents where ECFR personnel are operating. All members are required to participate in this system.

Company officers, division supervisors, and the incident commander share responsibility for ensuring personnel accountability is maintained throughout the incident

Identification & Tagging

Each ECFR member is issued Velcro nametags affixed to their helmet. Upon assignment to an apparatus, members shall place their nametags on that apparatus's Velcro "passport" board. The apparatus officer or shift leader is responsible for verifying all crew members are listed on the passport prior to response.

Passport Exchange (Check-In)

Upon arrival at the incident, apparatus officers shall "passport in" by delivering their passport board to the Incident Commander (IC) or designated accountability officer. If immediate task assignment prevents direct contact with the IC (e.g., emergent rescue or fire attack) the passport may be left with the engineer/operator or on the officer's seat of the first-in engine. The IC (or designee) will collect passports from these locations as soon as feasible.

Incident Commander Responsibilities

The IC is responsible for overall personnel accountability. At the onset of operations, the IC shall initiate an accountability and inventory worksheet. IC will maintain awareness of the location, status, and assignment of all units and personnel. Additional Accountability Officers may be assigned as needed for complex or large-scale incidents.

Division/Group Supervisors

Division and group supervisors shall directly supervise assigned companies. DC's will track personnel within their division/group. DC's will coordinate accountability updates with the IC or assigned accountability officer.

Company Officer Responsibilities

Officers will maintain continuous awareness of location and condition of all crew members. Officers will ensure members remain under their supervision at all times when operating as a company and report any changes in crew location or assignment to the IC or division supervisor promptly.

Compliance

This system shall be used on all incidents, regardless of size or complexity. All members are expected to adhere to this procedure as part of ECFR's incident management system (IMS).

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
INCIDENT COMMAND	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 08/01/2025

Purpose

All East County Fire & Rescue emergency incidents shall be managed with the National Incident Management Systems (NIMS) and the Incident Command Systems (ICS).

At emergency incidents, the Incident Commander (IC) shall establish an organizational structure with sufficient supervisory personnel to safely manage operations, direct resources, and mitigate the situation to bring the incident to a safe and effective conclusion.

Procedure

East County Fire & Rescue has adopted the National Incident Management System (NIMS) and all related publications and procedures related for the utilization of the ICS.

ICS guidelines apply to all members involved in emergency operations. All members involved in emergency operations shall be familiar with the NIMS system. All members shall receive on-going ICS training that is conducted frequently enough to ensure that each member is able to perform their assigned ICS duties and functions satisfactorily and in a safe manner.

At an emergency incident, the Incident Commander shall be responsible for the overall safety of all members and all activities occurring at the scene through the utilization of District adopted risk management and accountability policies.

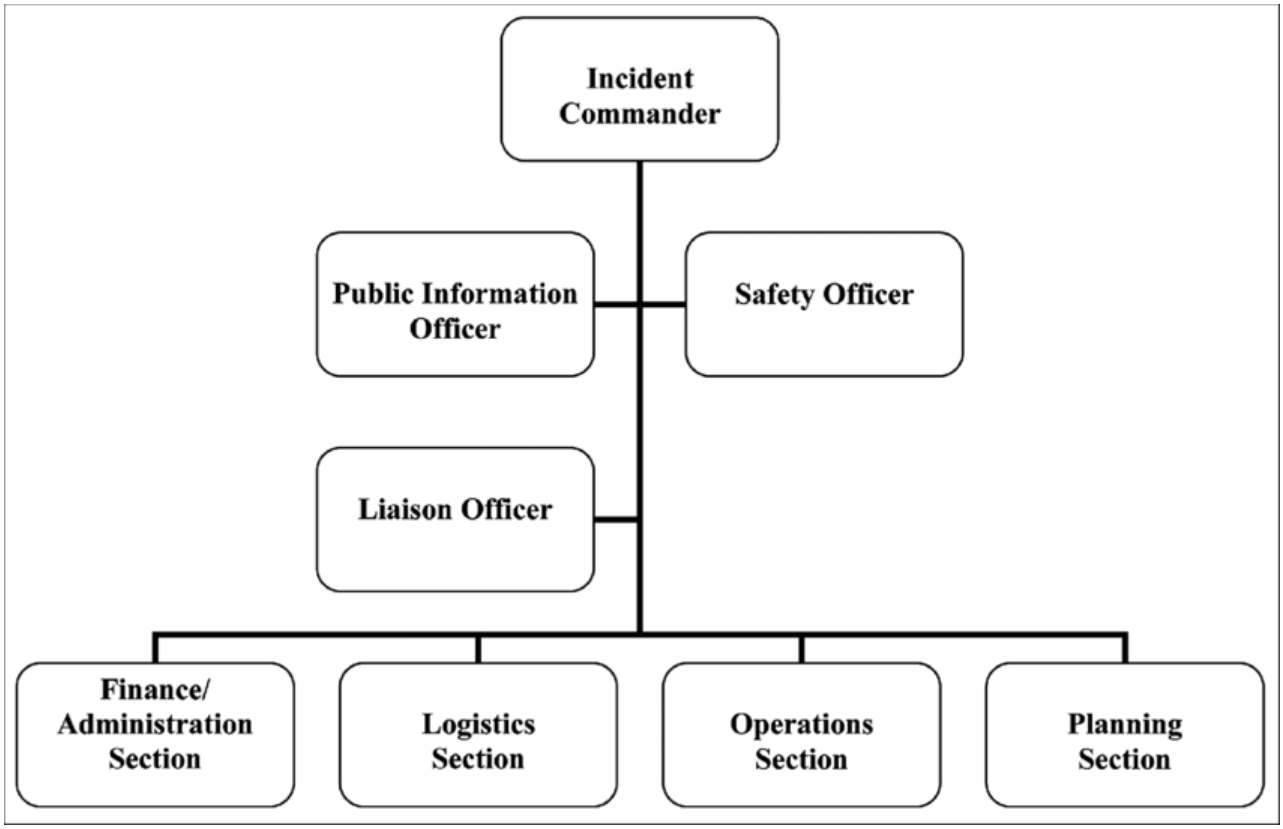
The first arriving apparatus officer will delegate themselves as Incident Command unless a chief officer arrival is imminent and a formal pass of command will delay operations.

It is the expectation that once a chief officer arrives on scene, they will assume command. In cases where a scene is deescalating or higher-level supervision is not required, the apparatus officer may retain command. The decision for this will be made by the chief officer. Passing command should not occur more than once on a scene to avoid confusion and loss of situational awareness. An exception may be made due to size or complexity of the incident.

Before a formal passing of command, a confirmation of the scene size up and condition, actions, and needs (CAAN) should be conveyed. Normally, a CAAN report confirms air supply, however if command is being transferred before units enter, or shortly after they enter an Immediately Dangerous to Life and Health environment air status can be delayed.

On all calls there will be an incident commander. On most EMS calls, and lower priority fire response calls, Incident Command will be informal and not declared. However, the Shift Leader or Officer still retains incident command.

On the majority of calls not all branches of NIMS will be utilized. All calls will use IC, Safety Officer and Operations. On higher acuity calls, fires, and more complex calls, the other areas may be formally assigned. If not delegated, incident command retains and it expected to perform those duties.



Once the scene has been brought to a conclusion, or, the scene has deescalated to a level formal command is no longer needed, command should be officially terminated over the radio operations channel. Remaining units will be released incrementally, leaving only those necessary to complete tasks. If apparatus remains on scene the unit name should be given to dispatch as the scene contact. There doesn't need to be another formal pass of command if only one or two units remain on scene.

The IC is responsible for the overall safety of all personnel and for applying ECFR's risk management and accountability policies throughout operations.

All members must maintain ICS competency through completion of NIMS IS-100, IS-200 for firefighters and company officers. ICS-300/400 for chief officers or personnel expected to assume expanded ICS roles.

Training shall be reviewed annually and incorporated into ECFR's continuing education schedule.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
INCIDENT RESPONSE	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 08/01/2025

Purpose

The intent of this guide is to provide an emergency response plan based on the laws of the State of Washington, nationally recognized standards, County Protocol, and the needs of East County Fire & Rescue (ECFR).

Procedure

This guide outlines the appropriate response to the scene of any incident requiring ECFR assistance. Response changes may be necessary at the discretion of the Shift Leader or Duty Chief.

The following is a list of initial response (fire and EMS) recommendations that are programmed into Computer Aided Dispatch (CAD).

Dispatch Priorities

Priority 1 & 2 (Emergent): Closest units dispatched regardless of jurisdiction.

Priority 3 (Urgent but Stable): Host agency units dispatched first; if unavailable, closest neighboring units are assigned.

Priority 4 & Lower (Non-Emergent): Host agency units only; calls remain queued until host units are available.

Response

A first alarm assignment includes four (4) engines, two (2) tenders, and one (1) Battalion Chief. Each additional alarm assignment will add an additional four (4) engines, two (2) tenders, and one (1) Battalion Chief.

The Shift Leader or Duty Chief may override these recommendations on a call-by-call basis. Any deviation from CAD recommendations should be based on extenuating circumstances, updated information, etc. and not personal preference.

Command Duty Officer Response - For the purposes of incident management, an ECFR Duty Officer, when possible, respond to all alarms requiring a Command position.

Unit recommendation procedures should be utilized. CAD will recommend the most appropriate response for the call type and area. Other unit types (tender, air, etc.) may require dispatch changes based on the availability of personnel at the discretion of the Duty Officer or Shift Leader.

Response Codes

Response codes shall be determined based on the dispatch priority of the call. Generally, the following response matrix should be followed. Incident commanders may at their discretion change response codes based on call notes or other circumstances that warrant an up/downgrade.

Priority	EMS	FIRE
1 & 2	Code 3	Code 3
3	Code 3	Code 1
4 or lower	Code 1	Code 1

NOTE: Rehab, Air Unit, and Tender responses shall be COLD (Code 1).

Staffing Requirements

Engines are considered “Staffed” once they have a minimum of two combat rated firefighters, at least one of which is a driver/pump operator. Staffed Engines shall make themselves ‘Available’ in CAD via dispatch (Ex: “FIRE COM, Engine 91 is Available Quarters at Station 91”).

Staffing - A prompt response should be initiated with personnel and equipment requested. If the number of personnel is not specified, the minimum number of personnel should be:

1. Two on an engine or Squad*
2. One on a tender or rehab

* All personnel for these responses must be combat rated.
For response times:

Non-turnout calls (no PPE donning required):

Goal: ~60 seconds during the day

Goal: ~90 seconds at night

Turnout-required calls (PPE donning required):

Goal: ~90 seconds during the day

Goal: ~120 seconds at night

These benchmarks are targets, not mandates, and allowances may be made for extenuating circumstances such as gear changes, equipment swaps, or clearing a previous scene.

Resource Management

When both ECFR engines are committed and/or a long duration call occurs the Duty Chief or Shift Leader may request for a move up Engine from Skamania through CRESA.

It is the Duty Chief or Shift Leader's responsibility to monitor first alarm response and ensure that the intent of this guideline is being met. The Duty Chief or Shift Leader shall also ensure that resources are returned to service and made available as soon as practicable.

Personal Vehicle (POV) Response – Responding to a scene in a POV is strictly forbidden. Personnel shall respond on the appropriate apparatus, at the time of the incident dispatch. All response should be accomplished by responding in ECFR apparatus.

Mutual Aid

The countywide mutual aid agreement requires that response be provided to other jurisdictions when resources are available. The appropriate response to an incident outside of ECFR shall be initiated upon request.

Move-ups to other agencies should be initiated with personnel and equipment requested. If the number of personnel is not specified, the minimum number of personnel should be as outlined in this guideline. Whenever possible, adequate ECFR personnel should remain at in-District in order to maintain our apparatus staffing. Priority must be given to ECFR and at least one engine with at least two combat rated personnel must remain in the jurisdiction of ECFR. (i.e. split crews whenever possible and volunteers must remain with a career Firefighter).

A timely response to move up requests is expected. The Duty Chief should get notification of any apparatus moving out of District.

Variations

Exceptions or variations may be made at the discretion of the Shift Leader or Duty Chief at the time of the move-up call. If the proper resources cannot be provided, the requesting agency should be notified through CRESA.

Routine Unit Moves

Short Duration Moves - A unit move should be made with CAD anytime an apparatus is taken out of response mode in its primary station area (e.g. training); and should move back upon return. Doing so ensures that CAD will deploy the closest units while the apparatus is out of position. Unit moves are not necessary for very short ventures out of are (e.g. driver training). Maybe not necessary as Station 91 and 94 have a 60%/40% split of alarms.

Long Term Moves – This situation typically occurs when an apparatus is being taken out of service for maintenance or repairs. Example: E91 is being taken out of service for several days for repairs and E93/5 is being moved to Station 91 to take its place. In this case placards, radios, and needed equipment should be swapped out. There is no need to update dispatch as the replacement engine will still be unit E91.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
OUTDOOR BURNING	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 09/05/25

Purpose

This guideline is designed to outline the roles, responsibilities, and recommended actions of East County Fire and Rescue personnel when responding to burning complaints, inquiries, and dispatches.

Procedure

ECFR is a source of public information regarding outdoor burning and a place to obtain Clark County burning permits. Burning regulation enforcement, outside of hazard mitigation is not within ECFR's scope of authority.

Outdoor burning in Clark County is regulated by the County Fire Marshal's office and Southwest Clean Air Agency (SWCAA). The Fire Marshal's office and SWCAA, not the Fire Department, are responsible for enforcement of the burning regulations in our area.

Inquiries and Complaints About Open Burning

Inquiries:
If approached by a citizen, in person or by phone, with questions about burning, you should direct them to the SWCAA website or the Clark County Fire Marshal's website.

Personnel should not interpret or make determinations about burn regulations; instead, direct citizens to SWCAA or the Clark County Fire Marshal's office for authoritative guidance.

If their home is within the permitted burn area, inform the citizen that they need to obtain a residential burn permit from either website mentioned above, or in person at station 91 or 94.

Complaints:
If a citizen approaches you with complaints about burning in their area, the citizen should be informed of the following:

ECFR has no enforcement authority. In the case of illegal burning, we can only inform and educate about current burn bans and regulations.

If they believe the burning taking place is a hazard to life or property, they should be directed to immediately call 911 so that the proper resources can be dispatched.

If the burning in their area is simply “annoying” or being done while a burn ban is in place, they should file a complaint with the SWCAA. These complaints can be made online at https://www.swcleanair.gov/burning/complaints.asp
or by phone at (360)-574-3058.

If dispatched to a burn complaint or illegal burn the following actions should be taken.

Upon arrival, determine if there is a hazard.
If there is a clear and present hazard:
Have the property owner extinguish the fire. If they refuse personnel should extinguish the fire.

In the case of blatant disregard for burning regulations:
The County Fire Marshal should be contacted. Advise them of the situation and take action according to their direction.

If there is no hazard but the fire is in the no burn area:
Advise dispatch to notify SWCAA.

If there is no hazard and the fire is in an open burn area:
No Fire District intervention is warranted. Do not initiate contact.

For further information, refer to SWCAA 425 Outdoor Burning policy
https://www.swcleanair.gov/docs/regs/reg425.pdf

Burning Regulations in Clark County

Prohibited methods: Burn barrels are banned statewide, and only natural vegetation (grown on the property) or clean firewood are permitted for burning

Permits required: Residential burning (e.g., yard debris or small piles up to 10' × 10' × 6') is allowed only outside of urban growth areas—and only with a written permit from the Clark County Fire Marshal or Southwest Clean Air Agency

Recreational fires (like fire pits or campfires) are allowed under strict conditions:
Maximum size of 3 ft diameter × 2 ft height, only charcoal or seasoned firewood (no lumber), must be constantly attended, and must not create a nuisance

Where Burning Is Allowed
Permitted in unincorporated and non-urban areas during the official burning season (typically from October 1 through July 15)

In urban growth areas, all residential and land-clearing burning is permanently prohibited—there’s no way to obtain a permit there

Total Burn Ban

A total burn ban goes beyond the seasonal outdoor burning ban and prohibits all forms of outdoor burning, including recreational fires.

Key Features

All outdoor burning prohibited:

No residential debris burning.

No land-clearing or yard debris fires.

No recreational fires (campfires, fire pits, chimineas, outdoor fireplaces, etc.).

Permits invalidated: Any issued residential burn permits are suspended until the ban is lifted.

Applies countywide: Both urban and rural/unincorporated areas.

Still allowed:

Gas, propane, or pellet grills and appliances designed for cooking or heating are typically still permitted, provided they're used safely and per manufacturer's instructions.

Some bans may allow gas fire tables or propane-fueled devices because they can be instantly turned off.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
MINIMUM INSTRUCTIONAL OVERSIGHT	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 06/11/25

Purpose

To ensure adequate instructional oversight, sufficient personnel shall be assigned to provide for the safety of all individuals involved in the learning process.

Procedure

Adequate instructional oversight shall be maintained at all times. The number of instructors and support personnel shall be sufficient to ensure a safe learning environment based on class size, student experience, skill complexity, and risk factors. Instructor-to-student ratios shall comply with applicable NFPA standards, manufacturer recommendations, and best practices. The safety of all participants remains the highest priority throughout the training process.

The following minimum personnel will be required for all District training:

Classroom Instruction

1 or more instructors depending on content per class.

Field Instruction (non-live fire)

1 or more instructors depending on class size, complexity of skill, experience of students, and risk analysis. A ratio of 5 students to 1 instructor should be sought for any skill. However, in a skill such as PPE/SCBA turn out times as an example, it is acceptable to fall below the 5 to 1 ratio. In a skill such as Vehicle Extrication as an example a 5 to 1, or less students to instructor ratio, should be strictly enforced.

Live fire training

Live fire training shall be conducted in full compliance with NFPA 1403, including staffing all required operational positions. Only personnel certified to NFPA 1403 standards or those authorized by the Authority Having Jurisdiction (AHJ) shall serve in instructional or supervisory roles during live fire exercises.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
OPERATIONAL EMERGENCY TERMINOLOGY	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 07/11/25

Purpose

This guideline covers the emergency terminology that will be used during fireground operations. Each term carries specific definitions to direct personnel to take action in an effort to protect firefighters and civilians while engaging in offensive and defensive actions.

Procedure

Each term carries with it specific actions firefighter should conduct as outlined below.

Abandon: The term “abandon” is used to direct companies or crews operating in the hazard zone to immediately exit via escape routes to a safety zone. For example, at a structure fire the order to “abandon the building” directs all companies or crews in the hazard zone to immediately exit to a safety zone. Companies or crews abandoning the hazard zone will take only the tools, equipment, and hose lines necessary to permit their emergency egress.

In the event a situation occurs that an emergency abandonment of a structure or area by all firefighters is required, an alert tone (10 seconds) generated by CRESA will be sounded in conjunction with an audible abandon signal on the fire ground. Verbal “emergency traffic” information will immediately follow the alert tones on all frequencies in use on the scene, followed by the continuous sounding of air horn and sirens for a period of ten seconds.

When abandonment of a structure or area is needed, the sequence of events is as follows:

The IC will announce “emergency traffic” and order an immediate abandonment of a structure or area, by all divisions, over the radio. At this time, apparatus operators in the immediate area will sound the audible abandon signal (air horn and/or sirens) for 10 seconds.

The IC will then contact a CRESA dispatcher and request the abandon alert tone be sounded.

The IC will also advise the dispatcher of pertinent “emergency traffic” information that should immediately follow the alert tone. If applicable, the announcement will also include the location of a meeting place(s) in a safe zone.

The dispatcher will tap out the alert tone on all frequencies in use, followed by the “emergency traffic” information relayed from the IC.

Division Supervisors will order all crews out of their respective area of responsibility immediately.

The IC will start a PAR by Division, beginning with Division most at risk.

Each Division Supervisor will account for their assigned personnel, and advise the IC. If there are no Division Supervisors, the IC will assume that responsibility.

Simultaneous with the abandon signal and the PAR, the RIT will prepare for deployment for rescue operations if needed.

If anyone is not accounted for, the abandon alert tone/signal will be repeated.

Withdraw: The term “withdraw” is used to order a controlled tactical movement from current operating positions to a safer location. For example, offensive operations at a structure fire could be shifted to defensive by ordering the companies to “withdraw from the building”. Companies or crews withdrawing from an operating position will also remove tools, equipment, and hose lines.

Evacuate: The term “evacuate” will be limited to removal of civilians who are exposed or potentially exposed to hazards presented by the incident, i.e. evacuation of exposures at a structure fire or evacuation conducted downwind of a hazardous materials release.

Emergency Traffic: The phrase “emergency traffic” is the code word used in radio communications by command only to indicate a critical, life safety related message. Emergency traffic has priority over all other radio communications with the exception of a mayday message. Situations in which emergency traffic communications are indicated are (but not limited to):

- Abandoning the hazard zone
- Reporting extreme safety hazards such as imminent structural collapse
- Changing strategy from offense to defense
- Requesting additional resources in a critical situation

Safety Zone: An area of safe refuge located outside the hazard zone.

Return to Directory

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
RADIO COMMUNICATIONS	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 07/11/25

Purpose

To provide a standard of radio communications for incident response, on-scene, and routine operations.

Procedure

All ECFR radio communications shall be conducted per this guideline and the Clark Regional Emergency Services Agency (CRESA) communications manual.

General

Use clear text speech at all times when communicating on the radio.

All radio communications shall be brief, concise, and impersonal.

Slang or superfluous words shall not be used.

Non-incident, routine, and unit-to-unit communications shall be done on the ECFR TALK channel.

Refrain from broadcasting proper names of patients or involved citizens over the airways.

Incident Communications

Initial apparatus responding to an incident shall respond on the assigned response channel. Commonly FIRECOM or OPS 51. Units should turn to the appropriate channel and announce they are responding and state number of personnel as per county guidelilens.

Upon arrival and establishing Command the first-arriving unit shall give a verbal report and request an OPS channel if not already assigned.

After establishing Command, the IC is the only one to communicate with the OPS dispatcher.

All responding units shall immediately switch to the OPS channel and communicate status with Command (no further communications will be made between these units and Dispatch).

Any apparatus that responds after Command is established will do so the OPS frequency.

All on-scene communications will be done on OPS or other channels designated by Incident Command. If the scene dictates, Incident Command may request certain operations (I.E. Water supply) move to another channel to clear up communication on the first OPS channel.

Individual units released from a scene prior to termination of Command will go in service on the OPS frequency.

Upon termination of Command the IC will place all remaining units in service.

Air Support Communications

Air Support (i.e. Life Flight) can be put on standby by any responding unit via Dispatch.

Air Support activation can only be made by an on-scene medic or the Incident Commander.

The Air-to-Ground frequency for Lifeflight on the tri-band radio is A12 or as assigned.

Dispatch will advise Air Support to switch to the assigned frequency.

The Ground designation for air support communications is “LZ” (landing zone).

All communications with Air Support shall be done through LZ.

NOTE: 800 Mhz is routed through the repeater. Use may have o switch to a simplex, radio to radio, channel if you are in an area where you cannot hit the repeater. Switching to this frequency must be communicated through dispatch to ensure that the responding helicopter is notified.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
RAPID INTERVENTION TEAM/FIREFIGHTER RESCUE	X.X.X
Standard Operating Guideline Adoption SBlack	**Date**

Purpose

To establish a fully equipped rescue team on scene in a ready state to immediately act to rescue injured and trapped fire department personnel. This protocol will be implemented at all working structure fires.

Procedure

1. Initial Operations – Two-In/Two-Out

A. Prior to engaging firefighters in IDLH atmospheres, the Incident Commander (IC) will ensure that an adequate number of personnel are available to safely conduct emergency scene.

B. Firefighters operating in hazardous areas will operate in teams of two or more.

C. During initial operations, when only one team is operating in the hazardous area at a working structure fire, a minimum of four individuals is required – two individuals working as a team in the hazard area, and two individuals present outside this hazard area for assistance or rescue at emergency operations.

i. Two-In utilizes the buddy system and ensures that contact is maintained between interior team members so they can monitor each other's situation.
ii. Two-Out requires two people outside the structure to ensure that adequate personnel are immediately available to monitor and account for those team members on the interior team and to initiate rescue and call for additional back-up personnel.

NOTE: In order to meet the requirements, the inside team and outside team must have radio communications established.

D. IC's responsibility will be for maintaining a constant awareness of the number and identity of members operating in the hazard area, their location and function, and time of entry. The outside team will be equipped with the same level of PPE as the interior crews including SCBA and appropriate rescue equipment.

E. Initial attack operations will be organized to ensure that if upon arrival at the emergency scene initial attack personnel find an imminent life-threatening situation where immediate action could prevent the loss of life or serious injury, such action will be permitted with less than four personnel. These conditions fall into one of two categories:

i. Confirmed rescue. Life threat is obvious through initial observations (e.g., firefighters see or hear victims or verify occupants are still in the threatened structure.), and the structure can

be safely searched by a minimum of two members (e.g., small commercial or residential structures).

NOTE: Immediate entry can be made without two-out, providing those communications have been relayed to other responding companies that rescue operations have begun with only one out. The use of Department approved search aids (e.g., search lines, hose line) is strongly recommended.

ii. Possible rescue. Based on size-up indicators, the IC judges that an imminent life-threatening situation exists.

F. Priority will be given to subsequent arriving resources to ensure that the IC position is fully functional, two-out established and back-up safety lines are in place.

2. Sustained Operations – Rapid Intervention Team (RIT)

A. The assignment of RIT (On Deck) will be clearly verbalized on the operations channel.

B. RIT must build their contingency plans based on the AWARE concept:

i. Air
ii. Water
iii. A Radio
iv. Extrication

C. Initial activity (see Attachment A):

i. Obtain required equipment.
ii. Check-in: Report to Command and determine the approximate operating position of working crews/companies.
iii. Size-up: RIT will perform a 360° reconnaissance of the fire building to determine means of access to, and egress from, operating areas.
iv. Monitor: The RIT (On Deck) Officer must closely monitor the OPS radio channel(s) at all times for the activities and status of working companies. RIT will maintain knowledge of all company locations.
v. Report: When RIT has been established it will be clearly reported over the OPS channel.

D. The IC may assign more than one RIT (On Deck) companies, depending on the magnitude of the incident.

3. RIT Activation

A. RIT will be activated primarily for the following two situations:

i. Receipt of a mayday radio message (refer to Fire & Rescue Protocol, Emergency Communications).
ii. Trapped or missing firefighter. The IC will assume that an individual is lost, trapped, or missing until that individual or crew is accounted for (refer to Fire & Rescue Protocol, Missing or Trapped Firefighter).

B. Upon activation RIT will be assigned to the Firefighter Rescue Branch as the Firefighter Search Group.

C. The IC will designate a new RIT (On Deck) anytime the current RIT is activated.

RAPID INTERVENTION TEAM CHECKLIST

IC Briefing:
- o Company assignments and locations.
- o Fireground time vs. progress.
- o Tactical Objectives

Size-Up
- o Building Dimensions (length x width x height)
- o Building Occupancy
- o Building Construction:

Wood Frame Heavy Timber Mixed Construction
Ordinary Noncombustible
Fire Resistive Tilt-Up
Roof System
Light Weight Heavy Weight

Perform 360
- o Placement of windows, doors, fire escapes, porches, etc.
- o Potential danger of high security doors, barred windows, building modifications.
- o (These things should be reported to the IC.)
- o Consider Softening the Structure

RESPONSIBILITIES AND CONSIDERATIONS
- o Report in protective gear with SCBA and the minimum equipment required for RIT assignment.
- o Once assigned, RIT will be immediately available for firefighter rescue.
- o RIT Officer will assign crew to gather necessary equipment.
- o Check for alternate escape routes for crews.
- o Check with Safety Officer, compare information.
- o Relocate or add another RIT if necessary.
- o Request specialized resources in support of RIT.
- o Check for potential collapse and collapse area.
- o Identify EMS location.

REQUIRED EQUIPMENT
- o Full PPE, SCBA donned, Face Piece ready
- o RIT Bag
- o Thermal Imaging Camera
- o Hose Line
- o Spare Radio for Downed Firefighter
- o Flathead Axe and Halligan Tool

SUGGESTED EQUIPMENT
- o Additional SCBA
- o Additional Radios
- o Specialty Nozzles such as Piercing and/or Distributor Nozzles
- o Portable Hand Lights
- o Portable Fire Extinguishers
- o Ground Ladders
- o Saws – Wood/Concrete/Metal
- o Stretchers (SKED, Stokes)/Backboard

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
RAILWAY EMERGENCIES	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 05/25/2026

Purpose

BNSF Railway is the dominant freight carrier in Washington including in the Camas-Washougal corridor. The 32nd Street rail crossing in Washougal has an average of 32 trains crossing daily (www.cityofwashougal.us). East County Fire and Rescue will most likely be Included in the initial alarm assignment to any significant railway emergency. This SOG is designed to ensure and enhance a safe and efficient response.

Procedure

This SOG applies to all Firefighters and Officers who may be part of a railway emergency response.

Safety

- Possible Hazardous Materials (Haz-Mat) cargo
- Fire
- Possible Mass Casualty Incident (MCI)
- Scene stability
- Equipment failures
- Access and difficult extrications

Tactical Considerations

Give clear size-up. Call for needed resources early.

- Freight/Cargo Train
    - Train crew will contact their supervisors to inform them of the incident.
        - Include these supervisors in the Command Staff.
    - Identify and address any life or safety hazards.
        - Most cargo trains have a crew of two (2). Both crew members should be in the head locomotive.
        - Challenges with small access in locomotives.
    - Identify any and all hazardous materials.
        - Waybill containing list of all hazardous cargo will be with the conductor or in the cab of the locomotive.

        - Additionally, locomotives have 2,000 – 5,500 gallons of diesel fuel and 300 gallons of lube oil.

After addressing immediate threats to life and safety, treat any spill as a Haz-Mat incident. Act within the scope of Haz-Mat Operations and request the regional Haz-Mat for a response.

- Emergency fuel cut-off is located outside on either side of the frame above the fuel tanks and inside the cab of the locomotive on the back wall.
- Battery switch is located on the back wall of the cab of the locomotive.
    - Due to the high voltage nature of locomotives, DO NOT use water on locomotive fires. Use extinguishing agent for energized electrical fires.
- Passenger Train
    - Address life and safety hazards
    - Determine number of patients
    - Call for an MCI if applicable
        - CCFD 6 with CCFR have an MCI trailer and Vancouver Fire has an MCI trailer.
- Vehicle or hazard blocking or near a railroad crossing
    - Each railway crossing will have a contact phone number posted. If unable to locate or not near a crossing refer to the contacts below.
    - If possible and safe to do so, remove hazard from railway crossing.
    - If needed have railway shut down in both directions and confirm the tracks are shut down prior to operations. Have a flagger two (2) miles in either direction of the incident to warn crews and trains approaching the area. If in doubt, shut down the tracks in both directions. prior to operations.
        - Refer to special considerations regarding flaggers.

For fire on or near tracks follow above guideline. If hose needs to be stretched across tracks, have the train stopped in both directions and confirm shut down prior to operations.

Special Considerations

- Any large-scale incident on or near the railway, use railway personnel as part of a Unified Command.
- In addition to or in place of, the railroad has Haz-Mat teams trained to handle railway incidents.
- If tracks need to be shut down, position a flagger two (2) miles in either direction of the incident to warn trains and crews. A train can take up to one (1) mile to stop.
- Train crew will contact supervisors. If they are unavailable to do so, contact BNSF supervisor and have them respond.

Contacts

For on-scene safety, have CRESA contact the involved railroad for assistance with any incident involving railroad property.

- BNSF
- BNSF and AMTRAK for any incident involving AMTRAK
- Union Pacific

- For Haz-Mat
  - Request through CRESA the Regional Haz-Mat team and BNSF Haz-Mat team.
  - Have CRESA contact CHEMTREC (800) 424-9300.
  - Askrail app can be used to identify cargo on a freight train.
- For extrication and/or technical rescue request through CRESA the regional TRT.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
ROPE RESCUE OPERATIONS	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 07/25/2026

Purpose

The intent of this guideline is to outline safe and effective rope rescue operations and training for East County Fire and Rescue personnel.

Procedure

Ropes and rope equipment shall be utilized in accordance with department training, Standard Operating Guidelines and NFPA 1670 and NFPA 2500.

All East County Fire and Rescue (ECFR) staff shall be trained to, and expected to operate at, the Operations level for rope rescue as defined by Chapter 5.3 of the 2009 ed. Of NFPA 1670. At the department's discretion, staff members may be appointed to be trained to and operate at the technician level as defined by chapter 5.4 of the 2009 ed. of NFPA 1670.

Emergency Response

All calls or events that are confirmed to require rope rescue shall have command established for the duration of the incident. Furthermore, the positions of Safety and Rescue Group Supervisor shall be fulfilled by the Incident Commander (IC) unless otherwise delegated away.

Communications shall be established per county protocol, and an operating frequency assigned by dispatch. In a multi-disciplinary response, a common operating frequency will be identified.

When a call is confirmed to involve a rope rescue, the initial dispatch assignment may not provide sufficient personnel to conduct rescue operations. Ensure, at a minimum, that three engines, one medic unit, and one chief officer are dispatched. Request additional resources as needed based on complexity of the incident.

If the scene is a considerable distance away and air ambulance could save more than 20 minutes on transport for a critical patient, order the air ambulance early.

As needed based on incident complexity, consider ordering the Vancouver Technical Rescue Team (TRT) early or establishing contact with the team lead while enroute.

Operations

Current industry best practice defines Twin Tension Rope Systems (TTRS) as the "Gold standard" for rope rescue systems. ECFR will use TTRS unless circumstances dictate otherwise. Deviation from this standard shall be documented in the incident report.

ECFR staff members that are trained to the operations level may be trained in rappelling up to and including high angle. Authorization to perform rappelling at the Operations level is not automatic. Personnel shall successfully complete department-approved training, demonstrate proficiency, and receive authorization from the Authority Having Jurisdiction (AHJ) to performing rappelling operations. Authorization may be revoked if proficiency is not maintained.

At the operations level, rappel is strictly for access and not rescue. When rappelling in a high angle environment, a redundant safety system shall be utilized. This is most easily accomplished by utilizing an "auto-belay" device such as the Petzl ASAP system. Personnel will be taught to use all equipment necessary for rappelling.

Single rope access shall only be used in a low-to-medium angle environment by a lone rescuer strictly for patient access where a stable position exists for the rescuer to arrive at.

Patients in a stokes basket and litter attendants will have redundant connection points when connected to the system.

Rope gear shall be maintained in a ready state and kept clean. Rope logs are to be completed by the company officer or his designee when rope is used for training or rescue.

Soft rope goods like harnesses, webbing, prusiks and rope shall be retired at 10 years from in-service date or when damage or shock load has occurred. Hardware may continue to be used as long as it is in serviceable condition.

Training

In order to maintain proficiency, East County Fire & Rescue response personnel should train with rope rescue equipment on a quarterly basis.

All ECFR response personnel, at a minimum, shall be trained to the Awareness level set forth in NFPA 1670.

ECFR line staff, at a minimum, shall be trained to an Operations level set forth in NFPA 1670. When possible, training rope and equipment should be utilized during training, rather than first line emergency equipment.

When emergency equipment must be used for training, appropriate inspection and documentation must be completed prior to the equipment being returned in service.

Inspection and Cleaning

Inspection of rope rescue equipment shall be performed after each use, including training equipment, according to manufacturer's recommendations.

If needed, cleaning of the equipment will also be completed in compliance using manufacturer's recommendations.

Return rope back in appropriate bags and apparatus by stuffing, not coiling, the rope and putting equipment in its proper place.

If rope or equipment needs to be put out of service for repair or replacement, then red tag the equipment, remove it from service and notify the Rope Program Manager.

To be in compliance with manufacturer recommendations, all rope, webbing and harnesses will be put out of service or destroyed after 10 years of service life.

“Putting out of service” includes cutting rope and webbing into small sections that would allow for practicing knots but not rope rescue.

“Destroying” pertains to the discarding of ropes, webbing and harnesses that are not suitable for training or rescue response.

See “Logging Use” for instructions on completing equipment inspections and cleanings.

Logging Use

Rope used during training or on an emergency, shall be properly documented following inspection and cleaning.

Each time a rope is used, the following should be entered into the log such as the date, manner in which the rope was used, comments and the inspector’s initials.

The Rope Program Manager’s responsibility will be to review the rope log on a regular (at least annually) basis to check for proper documentation, rope use and equipment maintenance.

References

WAC 296-305-05113: Technical rescue operational specialties
NFPA 1670 (2009): Standards on Operations and Training for Technical Search and Rescue *Incidents*
NFPA 2500: Standard on Organizational Capabilities for Technical Search and Rescue and Life Safety Rope and Equipment for Emergency Services

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
SELF CONTAINDED BREATHING APPARATUS (SCBA) USE	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 07/11/25

Purpose

This guideline will describe the standard use of SCBA's whether on the fireground or in training situations.

Procedure

During emergency operations SCBA's shall be worn if a firefighter has the potential to enter any immediately dangerous to life and health environment (IDLH). As part of training evolutions, the procedures listed here should be observed.

Adaptations will have to be made dependent upon actual method selected for donning: over-the-head, coat method, from-the-jump seat, etc.

Donning:

- Check cylinder gauge, cylinders should be above 5000 psi however, lower pressure bottles can be utilized in certain conditions to avoid taking cylinders out of service when the situation (training, overhaul) does not dictate needing a full bottle for long duration work.
- Open cylinder gauge.
- If the low-air warning device is not audible, remove the SCBA from service.
- Check PASS device operation
- Check regulator pressure.
- Should be within 10% with cylinder gauge.
- Don pack frame/harness assembly.
- Tighten all straps.
- Don mask.
- Tighten straps from the bottom up.
- Check Seal
- Pull hood over head.
- Feel for bare skin and adjust as necessary.
- Don your helmet and tighten strap.
- Dock the demand valve into the face mask.
- Check for positive pressure flow.
- Gently place two fingers under mask seal to allow a positive flow of air to escape.
- Check for bypass valve operation.

- Open bypass (counterclockwise). A constant flow of air should flow into the mask.
- Close bypass.

Don your gloves.

Doffing:

Doff your gloves.

- Doff demand valve.
- Turn off cylinder gauge.
- Bleed air pressure.
- Utilize the bypass valve.
- Then shut
- Return demand valve to pouch
- If pouch is unavailable, pull up on harness.

Doff helmet.

Lower hood around neck. If re-entry is not anticipated, the hood may be returned to an alternate location.

Doff mask. Fully extend straps. Place in a secure location.

Doff pack frame:

- Shut air valve.
- Fully extend straps.
- Bleed air from hose line through bypass valve.
- Close bypass valve.
- Turn Personal Alert Device to off.

Securing SCBA for the next use:

- Cylinder should be replaced immediately.
- Mask should be cleaned immediately.
- The entire SCBA should be inspected and cleaned prior to placing back on the apparatus.

The following procedure is to be implemented in the apparatus check to ensure that all SCBA's are in proper working condition.

- Visually inspect complete apparatus for worn or aging parts and damaged components.
- Check latest cylinder hydrostatic test date to ensure it is current within 5 years.
- Visually inspect cylinder for large dents or gouges. Cylinders which show signs of exposure to high heat or flame, such as paint turned brown or black, decals charred or missing, gauge lens melted or elasto-meric bumper distorted, shall be tagged out of

service.

- Make sure the bypass valve is closed.
- Check cylinder pressure gauge for "FULL" reading. If the cylinder pressure is less than 5000 PSI replace with a fully charged cylinder.
- Open cylinder valve slowly, observing the harness mounted pressure gauge to again check that the cylinder is fully charged. The low air alarm should sound momentarily and shut off. No air should be escaping from the apparatus.
- The cylinder pressure gauge and the harness mounted pressure gauge should have readings within 10% of each other. If they are not, the apparatus is to be tagged out of service.
- Close the cylinder valve. The needle indicator on the harness mounted pressure gauge should not fall more than 1/8 on the gauge per minute.
- Gradually reduce the system pressure by slightly opening the bypass valve to slowly vent air from the system. Check to see that the low air alarm sounds as the needle enters the RED sector of the pressure gauge below the "1/4" marking. If the alarm does not sound, then the apparatus should be tagged out of service.

Out of Service Breathing Apparatus - Any apparatus not in full working condition shall be:
Tagged out of service.
Personnel in charge of SCBA’s should be notified about the damaged equipment. A failure should be noted in our inventory control software.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
SHIFT PRIORITIES AND CONSIDERATIONS	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 07/11/25

Purpose

The purpose of this guideline is to establish standard priorities and expectations for each shift at East County Fire and Rescue (ECFR). This framework is intended to promote consistency across all shifts, regardless of personnel assignments, and ensure operational efficiency and readiness.

Procedure

Emergency Response

The highest priority for each shift is the timely and safe response to calls for service. ECFR is dedicated to the effective mitigation of all types of emergencies.

Readiness to Respond
Maintaining readiness is essential. This includes:

- Apparatus and equipment checks
- PPE and SCBA inspections
- Ensuring all tools and equipment are placed back in service promptly after calls
- Calls will not be considered closed until the report is completed

After response and readiness to respond shifts will address the following:

Apparatus and stations.
Inspect, clean, and maintain secondary apparatus and fire stations per the established schedule. Address grass/brush maintenance, facility repairs, and consumable purchases as needed. Ensure apparatus is clean and ready for the oncoming shift.

Special circumstances (e.g. station tours, pub. ed.)
Support scheduled activities such as station tours, CPR classes, or fire prevention education.

Training
Training should always remain a high priority and only be delayed or cancelled due to conflicts with other priorities or high call volume days. All personnel are expected to maintain their training requirements as per District standard. Any special training needs should be brought to the shift leader's and training officer's attention as soon as possible to allow for scheduling. Training rosters will be filled out after every session. This is the responsibility of the lead instructor and officer.

Projects

Assigned project areas (e.g., small engine maintenance, radios, PPE inventory) should be worked on regularly to ensure continual progress.

Shift Routine

The expectation of each shift is to run in a similar routine.

- All shift personnel will be in proper uniform attire and ready to respond to calls by the start of shift by 0700.
- A “pass-down” between the off going shift and oncoming shift will take place allowing the oncoming shift to know any information pertinent to their tour.
- All shift personnel will engage in physical fitness over the duration of their shift. Please refer to the most current labor contract for physical fitness details.
- Breaks will follow Labor and Industry standards, as the day allows. Meals (breakfast, lunch, and dinner) should be taken as close to traditional times as possible when operationally feasible.
- Officers will review future staff scheduling and make decisions on authorizations.

While this guideline provides a comprehensive framework, it is not exhaustive. The intent is to provide clear direction for daily operations, particularly in the absence of an officer. Shifts should function consistently to support seamless transitions when personnel are reassigned or working on different shifts.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
SPECIAL RESCUE OPERATIONS	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** DRAFT

Purpose

To establish guidelines for the performance of various rescue types by firefighters for East County Fire and Rescue.

Definitions

Life safety rope: 13mm (1/2in.) static Kernmantle rope used to move rescuers or victims.
Rope rescue: A technique used to move victims up or down an incline by means of life safety rope.
Water rescue: A technique used to remove a victim from a body of water, either moving or standing.
Vehicle extrication: A technique used to remove victims from a vehicle by means of disassembly of the vehicle.
Training: Educating members in a certain discipline
Recognized certification: Certificates issued by a recognized accreditation body and/or state entity for the successful completion of training in a given discipline.
Rescue group supervisor: A forward assigned command delegate responsible for assigning and supervising work to accomplish a victim rescue.
Rope rescue Operations: Skill set identified by NFPA 2500.
Rescue load: Combined weight of the patient, rescuers, and gear attached to rescue systems.
TTRS: Twin tension rope system
“Trad”: Dedicated main, dedicated belay
DMDB: Dedicated main, dedicated belay. A system in which all weight is borne by the haul line and a safety line is only loaded in the event of a failure.

Procedure

When dispatched to an incident that can reasonably be assumed to require a specialty rescue discipline, the first in company should request any resources they deem necessary to get those resources moving.
An operating frequency should be requested in the event of a multi-company response.
Once on scene, the first arriving company officer should size up the incident, establish command, and confirm they have the appropriate resources enroute.
The incident action plan should be announced as soon as it is identified.
Patient contact should be made and maintained as soon as possible.
Incident stabilization is the first priority. Preventing further harm by securing the scene is critical.

This includes traffic control, vehicle stabilization, or upstream safeties to direct traffic away from the scene. Utilize cooperators like law enforcement, utilities, Department of Transportation, or others as necessary for assistance.
Identify “Hot,” “Warm,” and “Cold” zones to provide safety to rescuers.
Before any persons operates in the hot zone, rescue-specific safety checks should be performed on the plan, rigging and PPE.
Use the safest, most efficient, best practices when establishing rescue systems. Examples include “Twin tension rope systems” for rope rescue, “Rescue 42” tele-strut stabilization for vehicle extrication, or “Reach, Throw, Row, Go” for water rescues.
Package patients securely, and whenever able, provide redundancy.
Extricate as soon as able keeping in mind, “The platinum 10,” and, “The golden hour.”
In the event of fatalities, coordinate with law enforcement or the medical examiner prior to recovery of the body.
Once the incident operations are ceased and equipment is returned to the apparatus, an informal after-action review (“Tailboard”) should be performed and led by the IC.

Rope rescue specific procedures:

The following are the commonly assigned positions and their responsibilities. If not assigned, they fall to the next highest position in the organization chart (Rescue group sup. Or IC.):
Edge- responsible for communicating with rescuers downhill and spotting progress
Riggers- Responsible for building and controlling lowering or hauling systems
Safety- Responsible for the overall safety of victims and rescuers. Aside from the IC, he is the only one that can complete halt operations.
Rescuer(s)- Over-the-edge personnel who access the victim(s) and secure them.
Litter attendant(s)- Those assigned to travel with the patient up/downhill. They also count towards rescue load.
Haul team- personnel used to pull rope
Rescue group supervisor: Responsible for the rescue and retrieval of patient(s).
The following commands should be commonly understood by all personnel working at a rope rescue event:
Up: Pull rope to raise the load.
Down: Give rope to lower the load.
Slow: Pull slower to allow rescuers to traverse and obstacle.
STOP: Stop moving. Don’t pull, lower or otherwise touch the system. Can be called by any position.
Rescuer over the edge: Rescuer is now on the system and in the hot-zone.
___Ready? A question asked by the person in control of the system to confirm a specific position is prepared to function.

Water rescue specific procedures:

Under development.

Vehicle extrication specific procedures:

Under development.
ECFR line staff, at a minimum, shall be trained to an Operations level set forth in NFPA 1670.

When possible, training rope and equipment should be utilized during training, rather than first line emergency equipment.
When emergency equipment must be used for training, appropriate inspection and documentation must be completed prior to the equipment being returned in service.

Inspection and Cleaning

Inspection of rope rescue equipment shall be performed after each use, including training equipment, according to manufacturer's recommendations.
If needed, cleaning of the equipment will also be completed in compliance using manufacturer's recommendations.
Return rope back in appropriate bags and apparatus by stuffing, not coiling, the rope and putting equipment in its proper place.
When possible, do not store rope with knots left in.
If rope or equipment needs to be put out of service for repair or replacement, then red tag the equipment, remove it from service and notify the Rope Program Manager.
Attempt to replace the damaged equipment from either the rope cache bags on Squad 91 and 94 or from the rope supply at Station 91.
To be in compliance with manufacturer recommendations, all rope, webbing and harnesses will be put out of service or destroyed after 10 years of service life.
"Putting out of service" includes cutting rope and webbing into small sections that would allow for practicing knots but not rope rescue.
"Destroying" pertains to the discarding of ropes, webbing and harnesses that are not suitable for training or rescue response.
See "Logging Use" for instructions on completing equipment inspections and cleanings.

Logging Use

A rope log can be found and used at each station, in a notebook entitled, "Rope Rescue."
Rope used during training or on an emergency, shall be properly documented following inspection and cleaning.
Each time a rope is used, the following should be entered into the log such as the date, manner in which the rope was used, comments and the inspector's initials.
Any East County response personnel can log use and maintenance in the rope log.
It is the respective Shift Lead's responsibility to make sure the rope log gets properly filled out at the conclusion of the drill or emergency incident.
The Rope Program Manager's responsibility will be to review the rope log on a monthly basis to check for proper documentation, rope use and equipment maintenance.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
STAFFING GUIDE	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 06/09/25

Purpose

East County Fire & Rescue (ECF&R) is committed to providing the highest possible level of service with the personnel available. To ensure consistent emergency response, it is the goal of the District to maintain staffing at Station 91 and Station 94 at all times with at a minimum of two career firefighter/EMTs at each location.

Procedure

Scheduling and Daily Staffing

- Firefighters are scheduled in advance through the district's staffing software at the direction of the shift officer.
- The shift shall attempt to maintain a minimum of four person staffing with a minimum of two firefighter/EMTs at each of the two staffed stations.
- If a shift officer is off duty a line firefighter meeting the requirements will operate in an Acting in Capacity position and assume responsibility for the shift.

Station 91 – First priority
Station 94 – Second priority
Station 93 – Not Staffed
Station 92 – Not Staffed

Staffing Shortages

- In the event the shift falls below four personnel due to vacations, Kelly days, floating holidays, sick time (Note: Refer to the Collective Bargaining Agreement [CBA] with IAFF Local 2444; e.g., no more than two personnel may take expected leave simultaneously), the officer or acting in capacity firefighter will attempt a call back to fill the vacancy.
- If there is no one to fill the vacant spot Station 94 will be closed and the remaining firefighter will be reassigned to staff Station 91.
- Shifts can be augmented by ECFR volunteer personnel that meet the criteria for response but will not take the place of a career firefighter unless a career firefighter is unavailable.

Operational Oversight and Notification

- Any staffing changes that affect operational deployment the on-duty chief, or acting in capacity officer, must be notified.
- Final decisions on staffing deployment and station configuration are at the discretion of the on-duty chief and may consist of considerations for weather conditions, public events, training drills, etc.

Chief Officer Deployment

- It is the goal of East County Fire & Rescue to have an on-duty chief to respond to higher acuity calls to act in the incident commander role.
- ECFR recognizes that this may not always be possible, or, additional duty officer may respond during peak activity periods (e.g. July 4th) however, ECFR does not mandate chief officer coverage as a standard procedure.

If a chief officer is not available during a peak activity period, a ECFR Captain meeting the requirements can operate in the Acting in Capacity position if:

- Approved by the Fire Chief.
- Not on duty.
- Consistent with the MOU included in the CBA.

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
TURNOUT GEAR MAINTENANCE AND INSPECTION	X.X.X
Standard Operating Guideline Adoption SBlack	**Date** 07/11/25

Purpose

To describe the proper way to keep protective clothing as clean as possible from carcinogens caused by toxic gases, smoke and other hazardous materials and to keep protective clothing clean from blood borne pathogens as a result of emergency medical responses.

Carcinogens - A substance that causes cancer by interfering with the DNA master system of cell control.

Blood Borne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Protective Clothing (turnout gear) - Clothing designed to protect a person while entering a hazardous environment. Coat, pants, hood, boots, gloves and helmet shall pertain to this guideline.

Procedure

Keep turnout gear stored in a place where gear is not in direct sunlight and out of contact with exhaust fumes such as diesel fumes. Keep protective clothing as clean as possible.

Gross Decontamination

When any member is exposed to a contaminated atmosphere such as a fire or Hazardous Material incident, he/she will, as soon as practical, flush the contaminates from his/her turnout gear with a hose line at the scene. Research has indicated that simple hose line flushing will remove in excess of 95% of particulate contaminants encountered on the fire-ground.

Care Instructions

- Protective clothing should be washed separately from other garments.
- Do not use chlorine bleach (sodium hypochlorite) as this will adversely affect the tear strength of your protective clothing and lessen its life. Only soap provided by the district is to be used in the washing machines.
- Protective clothing is only to be washed at Station 91 or Station 94 in the industrial washing machines.
- Instructions for using the washing machines are posted on the washers.
- When cleaning turnout clothing the shells should be separated from the liners.
- Wash shells separate from liners. Pants and coats may be washed together.
- When washing liners, turn the garment inside out so the Gore-Tex is on the inside of the liner.
- Hoods may be washed with the liners.
- Gloves should be washed separately or with the outer shells.
- Helmets and Boots should be washed using a fresh germicidal solution and rinsed with water for a minimum of fifteen minutes. Dispose of the solution by pouring down the drain in the cleaning area.
- Remove garments from washing machine when done and dry by hanging in a shaded area that receives good cross ventilation or hang on a line and use a fan to circulate air.

Daily Inspection

Each member of the fire department is responsible for inspecting his/her protective clothing before each shift. Visual inspection of protective clothing will include:

Helmet:

- Reasonably clean with front piece and helmet shield in place.
- No missing parts.
- Face shield is not broken or excessively scratched.
- Chin strap is not broken or missing.
- Helmet liner is not shredded, worn, split or cracked.
- Webbed suspensions are not broken or torn.
- No visible cracks or excessively deep gouges in shell.
- Shell not warped or bubbled from exposure to heat.
- No helmet degradation or flaking.

Nomex Hood:

- There will be no holes or tears in hood.
- Hoods are not stretched out of shape and must provide coverage of all face and neck skin surfaces.

Gloves:

- Not stiff or rigid.
- No worn or rotten stitching.
- Glove insulation not worn through.
- No holes or tears.
- Gloves fit properly.
- Gloves are NFPA approved.

Turnout coat and pants:

- No holes or rips in garment shell.
- No broken snaps, clasps or Velcro.
- No rivets pulled loose from fabric.
- No missing stitching
- No ripped liners.

Suspenders/Belt are not broken or stretched.

Reflective stripes are not burned, cracked, melted or torn.

No fabric of the shells worn through.

Boots:

- No holes.
- No severe cracks.
- Boots fit properly.

Any gear in need of repair will be placed out of service until repaired or replaced with another piece so the firefighter can remain in a ready state. Please inform the personnel in charge of PPE inventory of any out of service gear, or, needed replacement gear.

Semi-Annual Inspections

In addition to daily inspections an annual East County Fire & Rescue Structural Firefighting PPE inspection form must be completed for all issued PPE and turned into the PPR Program manager. PPE found to not be in compliance with WAC 296-305-02002 Structural firefighting clothing (SFF) will be retired from service or repaired to manufactures specifications by qualified individuals approved by the manufacture.

Protocol Book

East County Fire and Rescue

Section C: Appendices (Forms, Templates, References)

Table of Contents – click on an item below to be directed to a specific page.

1.	Facility Use Agreement Form	335
2.	Standard Tort Claim Form Packet (includes Instructions, STC Form, Medical Authorization, and Vehicle Collision)	337
3.	Procurement Crew Manual and Reference Chart	346
4.	Receipt Document Form	353
5.	Purchase Order/Request Form	354
6.	Missing Receipt Declaration	355
7.	Policy Template	356
8.	Guideline Template	357
9.	Property Salvage Report	358
10.	Public Records Request Form	360
11.	Tuition Reimbursement Form - IAFF	361

Return to Directory

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Facility Use Agreement

Use/Activity Information					
Fire Station Number or Location:					
Facility Requested (i.e. classroom, parking lot):					
Date(s) Requested:					
Time Requested (Include setup, breakdown)	Start:		End		
Description of Activity					
Open to Public?		Number of People Expected:			
Is there a charge for attending?		Cost per Person:			
Will Food and/or beverages be served?					

User Information			
Applicant/Organization:			
Contact Person:			
Phone:		Phone2:	
Email:			

Return to Directory

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

User Signature

By signing below, I agree to the following:

- I am a duly authorized agent of the applicant.
- I have read and agree to comply with East County Fire & Rescue Policy "70.4 Facility Use."
- I will return the facility in a clean and undamaged condition. If I do not, I agree to reimburse the District for the cost of repair, replacement, and/or cleaning.
- I understand that I may be required to pay a fee for the use of the facility and that the fee must be paid prior to my use.
- I further agree to release, indemnify and forever hold harmless East County Fire & Rescue and its officers, employees, agents, elected officials, or members from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any harm that may come to me, my family members, guests, or invitees during the rental/usage, "directly or indirectly" as a result of my use of the facility. I further agree to defend, indemnify and hold harmless East County Fire and Rescue, its officers, employees, agents, elected officials, or members from and against any and all claims, suits or judgments, actions, costs or liabilities arising from my use of the facility.

User Signature: _____ Date: _____

EAST COUNTY FIRE AND RESCUE USE ONLY

Approved: Yes No Certification of Insurance Required: Yes No

User Fee Required: Yes No

Chief Officer Signature: _____ Date: _____

Temporary Door Code: _____

Date Payment Received: _____

Receipt #: _____

Return to Directory

Standard Tort Claim Form Packet

East County Fire and Rescue

Documents Contained in the Standard Tort Claim Form Packet

1. Instructions for completing the Standard Tort Claim Form
2. Standard Tort Claim Form
3. Medical Authorization
4. Vehicle Collision Form only for tort claims involving vehicle accidents/collisions

Legal Requirements for Presenting Standard Tort Claim Forms

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

1. Claimant; or
2. Person holding a written power of attorney from the Claimant; or
3. Attorney in fact for the Claimant; or
4. Attorney admitted to practice in Washington State on the Claimant's behalf; or
5. A court-approved guardian or guardian ad litem on behalf of the Claimant

Present in Person or Mail the Standard Tort Claim Form and Supporting Documents to:

East County Fire and Rescue
ATTN: Fire Chief
600 NE 267th Ave
Camas WA, 98607

Business Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m. Closed on weekends and official state holidays.

Return to Directory

INSTRUCTIONS FOR COMPLETING A STANDARD TORT CLAIM FORM

Before presenting a Standard Tort Claim form, please read these instructions, the Standard Tort Claim form, and other appropriate forms in their entirety.

- Type or print clearly in ink and sign the Standard Tort Claim form.

- Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.

- If the requested information cannot be supplied in the space provided, please use additional blank sheets so your Standard Tort Claim form can be easily read and understood.

- The following are examples on how to complete the Standard Tort Claim Form (from the Standard Office of Financial Management Form):

1. Smith, Karen Michelle
2. 1234 College Way NW, Apt. 56, Seattle WA 98178
3. PO Box 910, Seattle WA 98178
4. Same (or residence at the time of incident)
5. 206-123-4567
6. 8:00 a.m., August 9, 2008
7. If the incident that caused the damages occurred over a period of time, please provide the beginning time and the ending time in item 7
8. Washington, Grant, Tumwater, Campus of South Puget Sound Community College, Building number 22
9. I-5, Southbound, Milepost 109, near the Martin Way Exit
10. Washington State Department of Transportation, Highway
11. Smith, Thomas Arthur, 1234 College Way NW, Apt. 56, Seattle WA 98178 (360) 456-3456; Tow Truck Driver, Nisqually Towing
12. Unknown
13. List all other witnesses having knowledge of the incident in question, with their names, addresses, and telephone numbers that are not listed within items 11 and 12. Also include a description of their knowledge. For example, if your sister was with you, when the alleged incident occurred, please include her name, address, telephone number, and indicate she witnessed the incident.
14. Please provide all of your medical providers with their names, address, telephone numbers, and the type of treatment. If you were treated for a personal injury, please include your medical records and bills.
15. Please describe the incident that resulted in the injury or damages, specifically answering the questions who, what, where, when and why.
16. If you reported this incident to law enforcement, safety, or security personnel, please provide a copy of the report or contact information to the person you spoke with.
17. Please provide the dollar amount for your damages, including your time loss, medical costs, property damage loss, etc. This amount should represent your opinion of total compensation.
    (a) If you are presenting a personal injury claim, please sign and attach the Medical Release form.

    (b) If your claim involves a motor vehicle accident, please complete, sign, and attach the Vehicle Collision Form.

For Offical Use Only

Return to Directory

STANDARD TORT CLAIM FORM

General Liability Claim Form

Pursuant to Chapter 4.92 RCW, this form is for filing a tort claim against East County Fire and Rescue

Some of the information requested on this form is required by RCW 4.92.100 and may be subject to public disclosure. Pursuant to the new law, Standard Tort Claim forms cannot be submitted electronically (via e-mail or fax).

PLEASE TYPE OR PRINT IN INK

Mail or deliver original claim to:

East County Fire and Rescue
ATTN: Fire Chief
600 NE 267th Ave
Camas WA, 98607

Business Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m. Closed on weekends and official state holidays.

CLAIMANT INFORMATION

1. Claimant's name:_____
   Last name First Middle Date of birth (mm/dd/yyyy)
2. Current residential address:_____
3. Mailing address (if different):
   _____
4. Residential address at the time of the incident (if different from current address):
   _____
5. Claimant's daytime telephone number: (Home) _____(Business) _____
6. Claimant's e-mail address:_____

INCIDENT INFORMATION

7. Date of the incident: _____(mm/dd/yr) Time:_____ ☐a.m. ☐p.m. *(check one)*
8. If the incident occurred over a period of time, date of first and last occurrences:

from _____ (mm/dd/yr) Time:_____☐ a.m. ☐ p.m. (*check one)*

to _____ (mm/dd/yr), Time:_____☐ a.m. ☐ p.m. (*check one)*

9. Location of incident:_____
   State and county City, if applicable Place where occurred
10. If the incident occurred on a street or highway:

_____
Name of street or highway Milepost number Intersection or nearest intersecting street

11. Agency or department alleged responsible for damage/injury:

12. Names, addresses and telephone numbers of all persons involved in or witness to this incident:

13. Names, addresses and telephone numbers of all District employees having knowledge about this incident:

14. Names, addresses and telephone numbers of all individuals not already identified in #12 and #13 above that have knowledge regarding the liability issues involved in this incident, or knowledge of the Claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

15. Describe the cause of the injury or damages. Explain the extent of property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

16. Has this incident been reported to law enforcement, safety or security personnel? If so, when and to whom?

_____

_____

17. Names, addresses and telephone numbers of treating medical providers. Attach copies of all medical reports and billings.

_____

_____

18. Please attach documents which support the claim's allegations.

19. I claim damages from the East County Fire and Rescue in the sum of $_____.

This Claim form must be signed by the Claimant, a person holding a written power of attorney from the Claimant, by the attorney in fact for the Claimant, by an attorney admitted to practice in Washington State on the Claimant's behalf, or by a court-approved guardian or guardian ad litem on behalf of the Claimant.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

_____	_____
Signature of claimant	Place of signing
_____	_____
Printed Name	Date of Signing

Return to Directory

Claim# _____

Authorization for Release of Protected Health Information (PHI) to East County Fire and Rescue

Name: _____
(Last, First, Middle Initial or Middle Name)

Date of Birth: Month _____ Day ____ Year _____

I hereby authorize disclosure of my protected health information to the East County Fire and Rescue, for purposes of processing my claim for damages filed with the District.

I understand that by signing this document, I authorize the release of the following information:

Complete medical record for all services, including history and physical exam; progress notes; x-ray reports; inpatient admissions; operative notes; physical or other therapy; laboratory and other test

reports; physician and physician assistant orders; nursing notes; and all other records and references designated by the provider as part of its medical record. HIV Test Results and medical information related to HIV testing or treatment Psychiatric, mental and behavioral health records, including treatment notes, assessments, testing

documents and results, and medical records related to mental health diagnosis and treatment Alcohol assessment, testing, referral or treatment records All other chemical dependency assessment of treatment records Pharmacy prescriptions and reports All letters and memos received or sent, including electronic mail, referencing my treatment,

Information related to alleged sexual assault or sexually transmitted disease, including test results Urgent care, outpatient or other clinic visit information Gynecological and/or obstetrical information All client records generated for or by governmental programs of which I am a client. Identify the program(s) and agency: _____.

Financial records related to my care and treatment

I understand the following: **(PLEASE READ AND INITIAL ALL STATEMENTS)**

_____ I understand that my records are protected under HIPAA/PHI regulations (federal law) and Washington State Health Care Information Act (RCW 70.02).

_____ I understand that my health information may be subject to re-disclosure by East County Fire and Rescue and not protected for purposes of evaluating and investigating the claim I have filed with the District.

_____ I understand that the specific information to be disclosed in my medical record may include information regarding alcohol, drug or other controlled substance use, counseling referrals and/or a history of testing or treatment of acquired immune deficiency syndrome.

_____ I understand that I may revoke this authorization at any time by notifying East County Fire and Rescue in writing, and that the revocation will be effective as of the date East County Fire and Rescue receives it. Any records obtained pursuant to this Authorization for Release of PHI prior to the revocation will be deemed authorized by me for release.

_____ I understand that this Authorization for Release will expire 90 days from the date I sign it. I can also authorize a different time frame for this release to be valid. This permission is valid until my claim is resolved or closed by East County Fire and Rescue

.

A copy of this Authorization carries the same authority as the original for purposes of releasing my records to East County Fire and Rescue.

Signature of Authorizing Individual: _____
Date of Signature: _____
Telephone number: _____

Witness (where patient is over 13 and signing the release): _____

Where the signer is not the subject of the records: I am authorized to sign this because I am the: (attach proof of authority):

- ☐ Parent of minor
- ☐ Legal Guardian
- ☐ Personal Representative
- ☐ Other

To the Provider or Records Custodian:

Please send legible copies of all records to:

East County Fire and Rescue
ATTN: Fire Chief
600 NE 267th Ave
Camas WA, 98607

Return to Directory

VEHICLE COLLISION FORM

PLEASE TYPE OR PRINT IN INK

Please attach this form to your standard tort claim form, if the claim involves a vehicle collision.

CLAIMANT AND INCIDENT INFORMATION

CLAIMANT'S NAME **(A SEPARATE FORM MUST BE COMPLETED FOR EACH CLAIMANT)** | DATE OF ACCIDENT(mm/dd/yyyy) | TIME AM ☐ PM ☐

CURRENT STREET (RESIDENCE) ADDRESS | CITY | STATE | ZIP | PHONE HOME / WORK

(RESIDENCE) STREET ADDRESS FOR SIX MONTHS PRIOR TO THE ACCIDENT | CITY | STATE | ZIP | EMAIL

State//County/City (if applicable) where occurred | STREET OR HWY | MILEPOST NO. | INTERSECTION OR NEAREST STREET/ROAD

YOUR VEHICLE INFORMATION (VEHICLE #1)

YEAR	MAKE	MODEL	LICENSE PLATE NO.	WHERE CAN CAR BE SEEN?	WHEN?

NAME OF VEHICLE OWNER | ADDRESS | CITY | HOME AND WORK PHONE

NAME OF DRIVER | ADDRESS | CITY | HOME AND WORK PHONE

DRIVER'S LICENSE NUMBER | STATE OF ISSUANCE | DATE OF EXPIRATION

DESCRIBE DAMAGE | ESTIMATE $ | YOUR INSURANCE COMPANY AND POLICY NO.

OTHER VEHICLE INFORMATION (VEHICLE #2)

YEAR	MAKE	MODEL	LICENSE PLATE NO.	STATE AGENCY, IF KNOWN

NAME OF OWNER | ADDRESS | CITY | PHONE

NAME OF DRIVER | ADDRESS | CITY | PHONE

DESCRIBE DAMAGE | ESTIMATE $

OTHER NON-VEHICLE DAMAGE

WAS OTHER (NON-VEHICLE) PROPERTY DAMAGED? IF SO, DESCRIBE WHAT TYPE OF PROPERTY WAS DAMAGED.

NAME OF OWNER | ADDRESS | CITY | PHONE

DESCRIBE DAMAGE | ESTIMATE $

INJURED PARTIES

NAME	ADDRESS	PHONE	INJURY	AGE	VEH 1	VEH 2	VEH 3	PED	OTH
		HOME / WORK							
		HOME / WORK							
		HOME / WORK							
		HOME / WORK							
		HOME / WORK							

WITNESSES

NAME (ATTACH ADDITIONAL SHEETS IF NECESSARY) | ADDRESS | CITY | PHONE

HOME / WORK

HOME / WORK

HOME / WORK

COMPLETE ALL DETAILS

Return to Directory

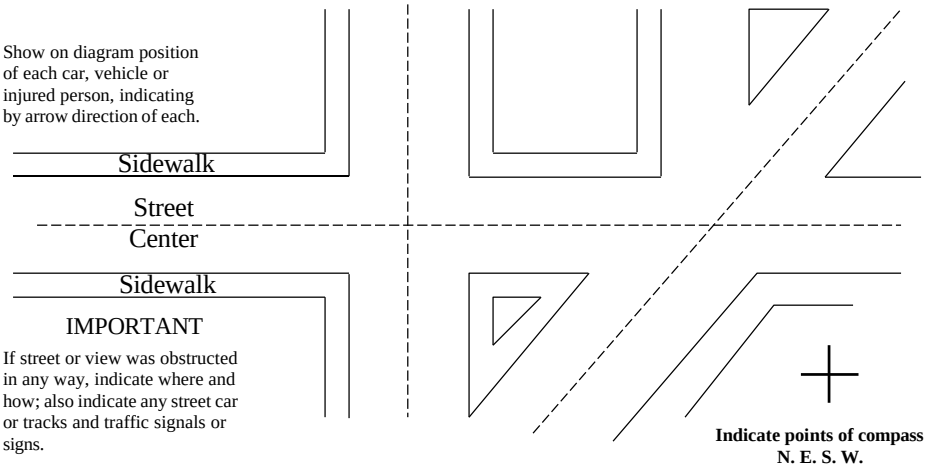
Describe conduct and circumstances causing injury or damages and explain the extent of medical, physical or mental injuries. Please identify name, address, and telephone number of treating physicians and other medical providers. Please attach property damage estimates and/or all medical bills in support of your claim. If necessary, attach additional pages containing information in this format.

☐ Straight Road
☐ Curve – R or L
☐ Level

☐ Hillcrest
☐ Uphill
☐ Downhill

☐ One Lane
☐ One and One-Half Lane
☐ Two Lane or Four Lane

Show on diagram position of each car, vehicle or injured person, indicating by arrow direction of each.

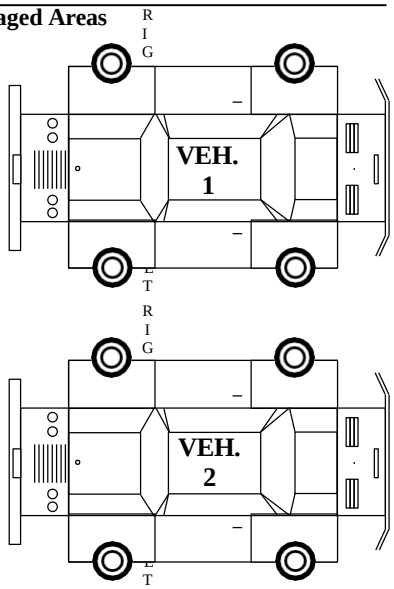


IMPORTANT

If street or view was obstructed in any way, indicate where and how; also indicate any street car or tracks and traffic signals or signs.

Indicate points of compass N. E. S. W.

Mark Damaged Areas



LIGHT CONDITIONS (CHECK ONE)	TRAFFIC CONTROL	TYPE OF ROAD (CHECK ONE OR MORE)	VEHICLE CONDITION (CHECK ONE OR MORE)	ROAD SURFACE (CHECK ONE)	WEATHER (CHECK ONE)
1 ☐ DAYLIGHT	VEHICLE NO. 1 NO. 2	VEHICLE NO. 1 NO. 2	VEHICLE NO. 1 NO. 2	VEHICLE NO. 1 NO. 2	1 ☐ CLEAR, CLOUDY & OVERCAST
2 ☐ DAWN	☐ 1 ☐ SIGNALS	☐ 1 ☐ ONE WAY	☐ 1 ☐ DEFECTIVE BRAKES	☐ 1 ☐ DRY	2 ☐ RAINING
3 ☐ DUSK	☐ 2 ☐ STOP SIGN	☐ 2 ☐ TWO WAY	☐ 2 ☐ DEFECTIVE HEADLIGHTS	☐ 2 ☐ WET	3 ☐ SNOWING
4 ☐ DARK STREET LIGHTS ON	☐ 3 ☐ FLASHING RED	☐ 3 ☐ REVERSIBLE ROAD	☐ 3 ☐ DEFECTIVE REAR LIGHTS	☐ 3 ☐ SNOW	4 ☐ FOG
5 ☐ DARK STREET LIGHTS OFF	☐ 4 ☐ FLASHING AMBER	☐ 4 ☐ INTER-CHANGE LOOP RAMP	☐ 4 ☐ TIRES WORN	☐ 4 ☐ ICE	5 ☐ OTHER (SPECIFY)
6 ☐ DARK NO STREET LIGHT	☐ 5 ☐ RR SIGNAL	☐ 5 ☐ ALLEY	☐ 5 ☐ PUNCTURED OR BLOWN TIRES	☐ 5 ☐ OTHER (SPECIFY)	
7 ☐ OTHER (SPECIFY)	☐ 6 ☐ OFFICER/ FLAGMAN	☐ 6 ☐ TWO WAY-LEFT TURN LANES	☐ 6 ☐ OTHER (SPECIFY)		
	☐ 7 ☐ YIELD SIGN	☐ 1 ☐ SEPARATED			
	☐ 8 ☐ NO TRAFFIC CONTROL	☐ 2 ☐ DIVIDED			
	☐ 9 ☐ OTHER	☐ 3 ☐ UNDIVIDED			

NAME OF INVESTIGATING POLICE AGENCY: _____

INVESTIGATING AGENCY REPORT NO. _____

A separate claim form should be submitted for each claimant. .

This information is being provided to aid in resolving the claim.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

_____ _____

Signature of Claimant ***Date and Place (residential address, city and county)***

East County Fire and Rescue
Manual and Reference Chart

Title	SOP #
PROCUREMENT CREW MANUAL AND REFERENCE CHART	1.3.2
Standard Operating Policy Adoption SBlack	**Date** 03/12/2026

Purpose

This guide explains how ECFR members make routine purchases for district operations.

The intent is to provide simple, clear direction for firefighters and officers while ensuring compliance with ECFR procurement policy and Washington State law. The complete procurement requirements are contained in SOP 1.3.2 Procurement.

Purchasing Authority

ECFR assigns purchasing authority based on role and responsibility.

Purchase Amount	Approval Authority
Under $300	Any member
$300 – $1,000	Program Manager (Firefighters in charge of an operational area i.e., small tools)
$1,001 – $3,000	Function Manager (Captain or Lieutenant, Finance Officer, Accounting Assistant)
$3,001 – $5,000	Fire Chief or Deputy Chief
Over $5,000	Board of Fire Commissioners

Members must stay within these limits unless additional authorization is obtained.

Purchasing Authority Definitions

Member
Any career ECFR employee making routine operational purchases.

Typical purchases include:

- fuel
- small tools
- minor supplies
- operational materials

Members may make purchases under $300 when necessary for district operations.

Program Manager
Program managers are personnel responsible for specific equipment, programs, or administrative areas.

Examples include:

Firefighters assigned equipment responsibilities (tools, hose, EMS supplies, etc.)

Program managers may approve purchases up to $1,000 within their assigned area.

Function Manager
Function managers are company officers responsible for broader operational areas.

Examples include:

Captains, Lieutenants, Financial Officer, Accounting Assistant / Board Secretary

Function managers may approve purchases up to $3,000.

Fire Chief / Deputy Chief
The Fire Chief and Deputy Chief may approve purchases up to $5,000.

Board of Fire Commissioners
Purchases over $5,000 require approval by the Board of Fire Commissioners.

Capital Assets
Assets having:

- a useful life greater than one year
- a value of $5,000 or greater

Examples include:

- land
- buildings
- fire apparatus
- major equipment

Purchasing Process

The following steps should be used when making purchases.

***Definition**: There are two types of Purchasing Orders. 1) **An ECFR Purchasing Order is required for every purchase regardless of purchasing method.** 2) A vendor might require their own Purchasing Order allowing them to bill us.*

Purchases Under $300
Members may purchase items necessary for district operations.

Requirements:

- submit receipt with completed receipt documentation

- identify correct budget line item

Examples:

- small tools
- minor hardware
- operational supplies

Purchases $300 – $1,000
Require approval from the Program Manager responsible for that area.

Common purchasing methods include:

- procurement card
- vendor account
- ECFR purchase order required
- Vendor purchase order when required

Receipts and documentation must be submitted to the Accounting Assistant.

Purchases $1,001 – $3,000
Require approval from a Function Manager (Captain, Lieutenant, Finance Officer, or Administrative Assistant).

Typical purchasing methods include:

- procurement card
- vendor account
- ECFR purchase order required
- Vendor purchase order when required

Documentation must include:

- receipt
- budget line item
- ECFR purchase order required

Purchases $3,001 – $5,000
Require approval from the Fire Chief or Deputy Chief.

These purchases require a purchase order.

Purchases Over $5,000
Purchases exceeding $5,000 require Board approval.

Complete ECFR Purchase Order with vendor quote (Include tax and shipping).

Completed Purchase Orders should include “a request not to exceed.” For example, the cost of new SCBA’s may be quoted at $9000.00, however taxes and shipping costs are unknown. Final Purchase Order should list $9,000.00, taxes unknown, shipping unknown, request purchase of up to $11,000.00.

Staff must stay inside their spending authority. Contact the Fire Chief, Deputy Chief, or administrative staff before proceeding with these purchases.

Purchasing Methods

ECFR uses several purchasing methods depending on the type and size of purchase. Purchases may not be split into multiple transactions to avoid spending limits or procurement requirements.

Vendor Accounts
The district maintains vendor accounts with several local businesses including:

- Lutz Hardware
- Washougal Lumber
- Washougal Hardware
- Bi-Mart
- NAPA

Requirements:

- receipts must be submitted
- purchases over $300 require an ECFR purchase order and attached receipt documentation.

Procurement Cards
Procurement cards are used for most purchases under $5,000.

Examples include:

- equipment purchases
- training supplies
- operational materials

Procurement cards may not be used for:

- personal purchases
- alcohol

- travel meals (unless authorized training or incident rehabilitation)

Receipts must be submitted within three days.

Fuel Cards
Each apparatus has an assigned fuel card.

Fuel card requirements:

- used only for district vehicles
- receipt must be attached to completed receipt documentation
- vehicle mileage must be recorded

Special Purchases

Certain purchases require coordination with administration.

Examples include:

- building construction or facility work
- public works projects
- software or telecommunications purchases
- cooperative purchasing
- sole source purchases

If uncertain, contact the Fire Chief, Deputy Chief, or administrative staff before proceeding.

Documentation Requirements

All purchases must include documentation.

Required documentation generally includes:

- receipt
- purchase order (if over $300.00)
- correct BARS line-item coding including item and description

Documentation should be submitted promptly to the Accounting Assistant.

Return to Directory

ECFR PROCUREMENT QUICK REFERENCE SHEET

STEP 1

What Does It Cost?

Cost	Who Approves
Under $300	Any member
$300 – $1,000	Program Manager
$1,001 – $3,000	Captain / Lieutenant/Finance Officer/Accounting Assistant
$3,001 – $5,000	Chief / Deputy Chief
Over $5,000	Board approval required

STEP 2

How Do I Pay?

Method	Typical Use
Procurement Card	Most purchases under $5,000
Vendor Account	Local supply vendors
ECFR Purchase Order	Every purchase over $300
Vendor Purchase Order	Vendors we have an account with
Fuel Card	District vehicles only

STEP 3

Documentation

Every purchase requires:

- ✔ Receipt
- ✔ Budget line item
- ✔ Purchase order if applicable and/or receipt document

Submit receipts with proper documentation to Accounting Assistant.

STEP 4

Call Administration If the Purchase Involves:

- facilities or construction
- IT or software
- public works projects
- cooperative purchasing
- sole source purchases
- anything over $5,000

Return to Directory

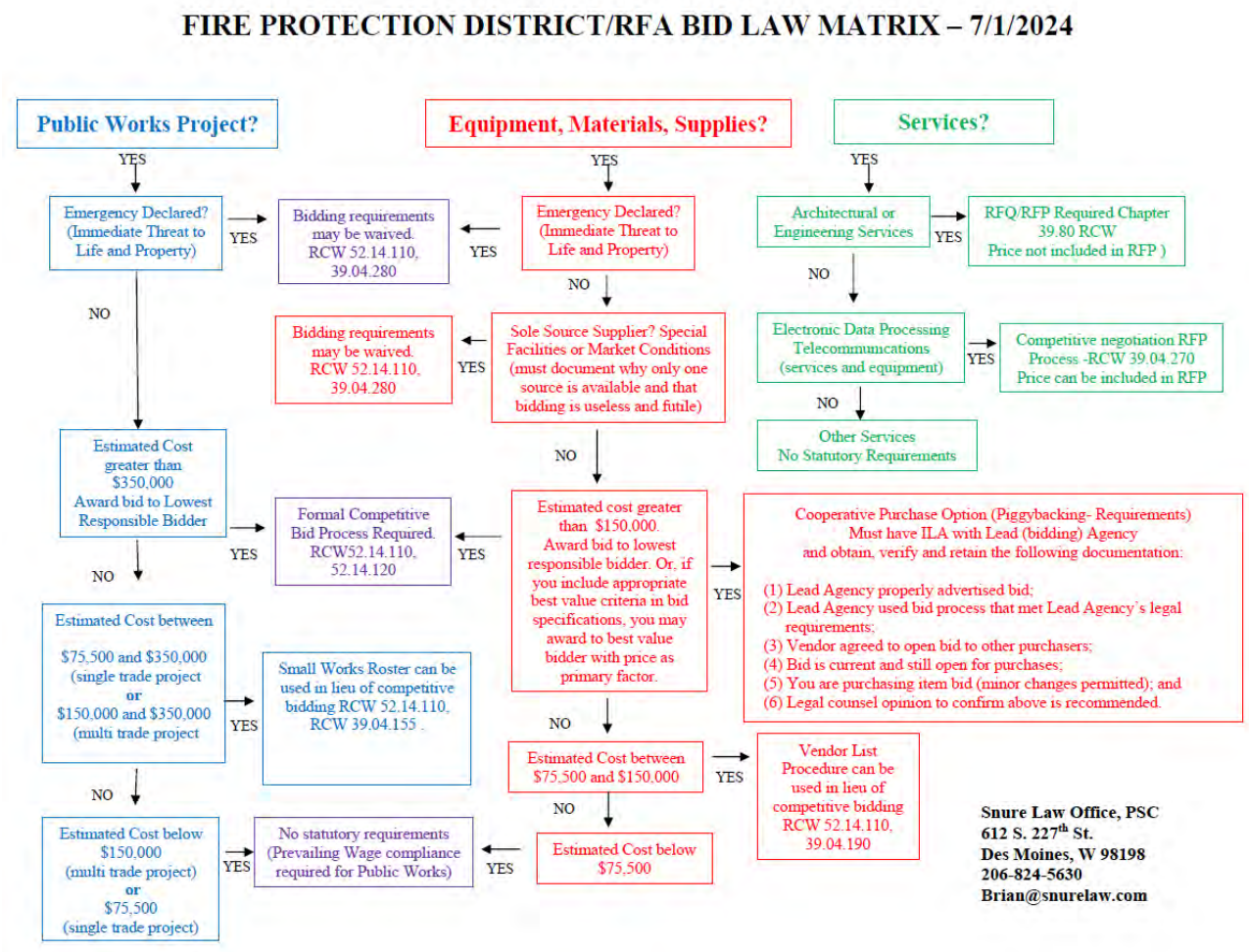
Washington Procurement Law Reference

Washington State procurement requirements are summarized in the Washington Fire District Bid Law Matrix (July 2024).

This matrix outlines procurement thresholds and statutory requirements for:

- equipment purchases
- public works
- services
- cooperative purchasing
- bid exemptions

Members should coordinate with administration before interpreting or applying these requirements.



Refer to the Washington Fire District Bid Law Matrix (July 2024) for state procurement requirements.

Title	SOP #
PROCUREMENT CREW MANUAL AND REFERENCE CHART	X.X.X

Return to Directory

East County Fire and Rescue

600 NE 267th Avenue
Camas WA 98607
(360) 834-4908
(360) 834-5454 (Fax)

Receipt Document

Vendor
Name Address

Date

Payment Method
☐ Visa ☐ Dist. Account ☐ Other (Specify)

If this purchase is for more than $300 use the Purchase Order Form.

Line Number	Purchase Detail	Total

If a fuel purchase use line item 522 20 36 000 write the apparatus number in the purchase detail and mileage on the receipt.

Attach receipt here or staple to the receipt document

Purchased by

Date

Return to Directory

East County Fire and Rescue

600 NE 267th Avenue
Camas WA 98607
(360) 834-4908
(360) 834-5454 (Fax)

Purchase Order

Vendor
Name
Address
Phone

Date

Purchase Order #

If purchased using a district credit card use "Visa" as the PO # and attach the receipt.

Line Number	Item #/Description	Quantity	Unit Price	Subtotal
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

Subtotal	$0.00
Tax Rate	7.80%
Tax	$0.00
Shipping & Handling	$0.00
Total	$0.00

Special Instructions/Additional Information

Clark County Sales Tax 7.8% (cities have different rates)

Requested by _____ Date _____

Authorized by _____ Signature _____ Date _____

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Missing Receipt Declaration

If all measures to obtain a required missing receipt have been exhausted, this missing receipt declaration must be completed by the person who incurred the expense. In addition, this declaration must be reviewed and signed by the immediate supervisor of the person who incurred the expense.

Item or Service Purchased	Vendor	Date Purchased	Price
		/ /	$____.__
		/ /	$____.__
		/ /	$____.__
		/ /	$____.__
		/ /	$____.__
		/ /	$____.__
		/ /	$____.__
		/ /	$____.__
Total			$____.__

I certify that the itemized receipt for this payment has been lost or was not received from the vendor and that all attempts to obtain a replacement receipt have been unsuccessful. This missing receipt declaration is given in lieu of that itemized receipt to substantiate a payment made with a vendor account or with a district procurement card.

I further certify that the expenses listed are accurate and proper charges for costs incurred related to official district business in accordance with Standard Operating Guideline 1.3.2 Procurement.

Purchaser (Printed Name & Signature)	**Date** __/__/____
Supervisor (Printed Name & Signature)	**Date** __/__/____

Return to Directory

East County Fire and Rescue
Standard Operating Policy

Title	SOP #
SAMPLE SOP FORMAT	X.X.X
Policy Adoption INSERT BOARD CHAIR SIGNATURE	**Date** DRAFT
Standard Operating Policy Adoption	**Date** DRAFT

Purpose

INSERT THE PURPOSE OF THE STANDARD OPERATING POLICY (INCLUSIVE OF POLICIES AND PROCEFURE)

Scope

DEFINE WHO THE STANDARD OPERATING POLICY APPLIES TO.

IDENTIFY WHAT LEGAL, REGULATORY, OR STANDARD THE STANDARD OPERATING POLICY ADDRESSES (IF APPLICABLE)

Policy OR POLICIES

INSERT A CONCISE LIST

Procedure

INSERT PROCEDUREAL POLICY (IF APPLICABLE). IF THE STANDARD OPERATING POLICY SIMPLY PROVIDES POLICY, THIS SECTION IS OMITTED.

References

INSERT REFERENCES USING APA FORMAT

East County Fire and Rescue
Standard Operating Guideline

Title	SOG #
SAMPLE SOG FORMAT	X.X.X
Standard Operating Guideline Adoption	**Date** DRAFT

Purpose

INSERT THE PURPOSE OF THE STANDARD OPERATING GUIDELINE

Procedure

INSERT PROCEDUREAL GUIDANCE (IF APPLICABLE).

Return to Directory

East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

Property Salvage Report

Tag Number	Description of Asset	Serial Number	Status of Asset-Chose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	

Return to Directory

PROPERTY SALVAGE REPORT

			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	
			☐	☐	☐	☐	

Signature

Surplus Resolution Number

Date

Return to Directory

REQUEST FOR PUBLIC RECORDS

NAME OF REQUESTER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ DATE OF REQUEST: _____ TIME: _____

NATURE OF REQUEST:

1. Identification of records: _____

_____

_____

2. Inspection only: _____

3. Number of copies requested: _____

Signature _____

****

For Office Use Only: Date: _____ Time: _____

1. Request Granted: _____ Record Withheld: _____ Record Withheld In Part: _____

2. If consent is needed, name of individual: _____

3. If withheld, identify the exemption contained in RCW 42.17.310, or other applicable statute that authorizes the withholding of the record or part of record:

_____

4. If withheld, explain how the exemption applies to the record withheld: _____

_____

_____

Signature: _____

Return to Directory

East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607
(360) 834-4908 (phone) (360) 835-8920 (fax) www.ecfr.us

IAFF Tuition Reimbursement Request Form

Requirements for Reimbursement:

- The annual budget shall include **$1000 per represented employee** for college tuition reimbursement.
- Tuition reimbursement may be applied toward courses in **an approved, accredited program awarding a degree in a field related to the fire service**.
- Requests for reimbursement must be submitted **within 90 days** of successful course completion.
- The employee must provide **proof of tuition payment** and **a passing final grade**.
- Each represented employee will be entitled to **a 50% tuition reimbursement, up to $1000 per year**.
- Reimbursement should occur **within 60 days of the employee's request**.
- Reimbursement request details must be provided on **this completed form** and **documentation showing final grade(s) and tuition receipt(s)** must be attached.
- Tuition reimbursement will not be allowed for paramedic school.
- On November 1st, if there are funds remaining for that calendar year, they shall be dispersed equally to employees who provided proof of qualifying tuition expenses in excess of $2000 to a maximum total of 50% of tuition reimbursement. Any additional reimbursement shall be made to qualified recipients by December 31st of the same year that the request was made.

Applicant Information		
Name:	**Date:**	
Address:		
City:	**State:**	**Zip Code:**

Course Information
Course Name:
Course/Term Completion Date:
Total Tuition Amount:

I certify that this is a true and correct claim for college tuition reimbursement.

Signature _____ Date _____

Return to Directory

Administration Only

Accounting Information

Reimbursement Amount:

Additional Reimbursement (November Excess):

Comments:

Bars Code: 522 45 40 000 - Tuition Reimbursement (IAFF)

Chief Authorization

Signature

Date