

# EAST COUNTY FIRE & RESCUE

## REGULAR BOARD OF FIRE COMMISSIONERS MEETING

November 21, 2017

Station 91

7 PM

## AGENDA

### CALL TO ORDER:

Flag Salute

### AGENDA ADJUSTMENTS:

### CONSENT AGENDA:

1. Approval of November 7, 2017 Regular Board Meeting Minutes
2. Approval of November 7, 2017 Local BVFF&RO Meeting Minutes
3. Approval of November 7, 2017 Public Hearing Meeting
4. Approval of November 15, 2017 Policy Review Workshop Minutes
5. Approval of Financial Transactions
6. Excuse Absent Commissioner(s):

### OPEN TO PUBLIC:

### CORRESPONDENCE:

### STAFF REPORT:

Chief Swinhart  
Deputy Chief Carnes  
Assistant Chief Jacobs

### VOLUNTEER FIRE FIGHTERS ASSOCIATION:

### SAFETY REPORT:

### FIRE DISTRICT BUSINESS:

Facilities Use Policy  
Resolution 230-11212017 2018 General Operating Budget  
Resolution 231-11212017 2018 EMS Levy Budget  
Resolution 232-11212017 2018 Debt Service Budget

Approve Revised Policies:

- 00.4.1 Public Records
  - 10.2.3 Grooming
  - 10.3.1 EST Guidelines
- (See Reverse)

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**This Meeting is Being Recorded.**

**Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.**

Page # 1 of 2

- 10.4.1 Recognition of Tenure and/or Retirement
- 10.4.4 Unpaid Holidays for Reasons of Faith or Conscience
- 10.5 Definition of Members
- 10.6 Personnel Records
- 10.7.6 Weapons
- 10.7.10 Military Leave
- 10.7.11 Drug & Alcohol Free Workplace
- 10.7.18 Conflicts of Interest

Approved Reviewed Policy

- 10.7.9 Disability – Procedure for Requesting Accommodation
- 10.7.15 Taking of Photos and Video

Approve Suspended Policies:

- 10.7.1 Aids Policy
- 10.7.2 Sexual Harassment
- 10.7.4 Pregnancy Leave
- 10.7.5 Anti-Retaliation Policy
- 10.7.7 Equal Employment Opportunity & Anti-Discrimination
- 10.7.8 Disability Discrimination Policy

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

**LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

**ROUND TABLE:**

Administrative Office Closed November 23<sup>rd</sup> and 24<sup>th</sup> in observance of Thanksgiving Day  
Tentative Holiday Dinner Date Wednesday, December 13<sup>th</sup>, 6:00 PM  
Next Policy Workshop

**EXECUTIVE SESSION:**

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

**ADJOURNMENT:**

Next Regular Board Meeting: December 5, 2017, Station 91, 7 PM

Fire Chief's Report  
ECFR Board Meeting  
11/21/17

- On November 8, I attended a Washington Fire Chiefs Board of Directors meeting in Olympia. In my position on the board I represent Southwest Washington, which provides a good platform for advocating for changes at the state level that benefit our cities and fire districts.
- Paul Lewis will be making a formal presentation at the December 4 Camas Council Workshop. This will include his findings on the feasibility of an ECFR/CWFD merger. ECFR board members are encouraged to attend this meeting as a separate presentation at an ECFR board meeting is not being planned on unless requested. If a quorum of board members plan on attending the Camas workshop, ECFR officials will need to post it.
- The Washougal EMS levy has passed. Camas will be running their EMS levy renewal in February of 2018.
- I will be out of the office Wednesday thru Friday of this week for the holiday. I'll still be in town and available by cell phone or e-mail

# Deputy Chief Report

**11-21-17**

Calls since last Commissioner meeting: **20**

EMS: **13**

Fire: **2**

Other: **5**

Calls YTD: 2017- **876**

## **Staff Overtime Numbers:**

Budget Amount: **\$68,000.00**

Used YTD: **\$59,818.85**

% Used: **87.97%**

- Brown outs since last meeting: **1**  
11-20-17, Station 94, 24 hours
- ECFR responded mutual aid to a building fire in Skamania County on Sunday, 11-12-17. This was an out-building fire on Skamania Mines Road that was fully involved. Engine 94 assisted Skamania units with defensive attack and were on scene about 2 hours.
- Attended a retirement gathering for Chief Wrightson at Station 31 on Thursday 11-16-17.
- Repairs have been completed on the recent backflow issues at Station 91.
- Crews are attending MCO fire training with CWFD this week at Station 42.

## AC Jacobs Report

11-21-17

October EST training was 10-23-17.

ACC/ EOC training was 11-14-2017

November EST training 11-27-2017 Sta. 93 2017.

Tentative date for the inspection trip for the new engine is Dec. 18<sup>th</sup>.

No December EST or ACC/EOC training.

C.A.R.O.L. box packing 12-20-17 Sta. 42 delivery 12-23-2017.

### Safety Report

Next safety committee meeting, 11-29-17 Sta. 91 7:30 PM.

No reported accidents or incidents since the last board meeting



**EAST COUNTY FIRE & RESCUE  
 CONSENT AGENDA  
 November 21, 2017**

1. Minutes –

- November 7, 2017 Regular Meeting
- November 7, 2017 Local BVFF&RO Meeting
- November 7, 2017 Public Hearing Minutes
- November 15, 2017 Special Workshop Minutes

2. Invoices

- \$ 4,963.06
  - i. Check Nos.10402-10421 dated November 13, 2017

3. Approved Commissioner Stipends November 25 Pay Date

Name	For the Period Nov 1 thru Nov 15					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Berg	1		1		1	
Gianatasio	1		1			
Martin	1		1		1	
Petty	1		1			
Taggart	1		1			

4. Voided/Destroyed Claims/Payroll Warrants

- None

5. Payroll/Benefits

- \$ 48,279.76 (Payroll/EFTs)

\_\_\_\_\_  
 Commissioner Mike Taggart – Chair

\_\_\_\_\_  
 Commissioner Martha Martin – Vice Chair

\_\_\_\_\_  
 Commissioner Mike Berg

\_\_\_\_\_  
 Commissioner Tom Gianatasio

\_\_\_\_\_  
 Commissioner Sherry Petty

***EAST COUNTY FIRE & RESCUE***  
***REGULAR BOARD OF FIRE COMMISSIONERS MEETING***

November 7, 2017

Station 91

7 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Tom Gianatasio  
Mike Carnes  
Kacie Jones  
Joel VanNess

Sherry Petty  
Nick Swinhart  
Matt Hazlett  
James Troutman

Mike Taggart  
Mike Berg  
Robert Jacobs  
Zach Hougan

**CALL TO ORDER:** 19:00 PM

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

Secretary Jones advised that the Payroll/EFT Amount had been omitted from the consent agenda in the packet. The amount is \$49,922.04 and is entered into the record.

**CONSENT AGENDA:**

1. Approval of October 17, 2017 Regular Board Meeting Minutes
2. Approval of October 17, 2017 Local BVFF&RO Meeting Minutes
3. Approval of October 18, 2017 Budget Workshop Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

**Motion by Commissioner Martin** to approve the consent agenda with the adjustment, **seconded by Petty. Motion passed.**

**OPEN TO PUBLIC:**

Captain Troutman asked that East County's newest intern have a moment to speak. Intern Joel VanNess introduced himself and gave a short bio of himself.

**CORRESPONDENCE:**

None

**STAFF REPORT:**

Chief Carnes gave his report; a copy is in the packet. The commissioners had several questions about the water damage at ST93.

Chief Swinhart shared that Paul Lewis is nearly completed with his study and will likely be scheduling presentations of the information soon.

Chief Jacobs gave his report; a copy is in the packet.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing

**SAFETY REPORT:**

The next Safety Committee meeting will be November 29, 2017, 7:30PM at Station 91.

**FIRE DISTRICT BUSINESS:**

Resolution #227-11072017 General Levy Fund:

Secretary Jones explained that this resolution is the certification for the District's General Levy. **Motion by Commissioner Martin** to approve the resolution, seconded by **Commissioner Berg. Motion Passed.** Martin, Taggart, Petty and Berg vote Yea. Gianatasio abstains.

Resolution #228-11072017 EMS Levy:

Secretary Jones explained that this is the certification for the District's EMS Levy. **Motion by Commissioner Martin** to approve the levy, **seconded by Commissioner Gianatasio. Motion Passed unanimously.**

Review Paul Lewis Invoice:

Chief Swinhart advised the board that this is the preliminary billing from Paul Lewis for the previously approved study. **Motion by Commissioner Gianatasio** to approve the invoice, seconded by **Commissioner Petty. Motion Passed unanimously.**

**COMMISSIONER COMMENTS:**

Commissioner Gianatasio questioned the purchase of a barbeque for ST94. Chief Carnes explained that barbeques were requested and budgeted for last year. Additionally, ST91 received a donated used barbeque. Commissioner Taggart inquired about sending a thank you to the donors.

**OPEN TO PUBLIC:**

Nothing

**LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

Nothing

**ROUND TABLE:**

Chief Carnes shared that Chief Wrightson's retirement party is scheduled for November 16<sup>th</sup>, 3:00 PM at station 31. Commissioner Martin requested the address for ST31. Chief Carnes also shared that the administrative office will be closed on Friday, November 10<sup>th</sup> in observance of Veteran's day, and that preparations have begun for the annual Holiday Dinner. Chief Carnes also shared that the bi-annual audit has commenced, and that it may be time for the Board to consider pursuing a lid lift. Chief Swinhart shared that Washougal's EMS levy is on the ballot tonight, and will need a supermajority to pass.



**EXECUTIVE SESSION:**

None

**Motion by Commissioner Petty to adjourn, seconded by Commissioner Martin. Motion passed.**

**ADJOURNMENT:      19:29**

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Martha Martin, Vice Chair

\_\_\_\_\_  
Tom Gianatasio, Commissioner

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# EAST COUNTY FIRE & RESCUE

## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes  
November 7, 2017

### CALL TO ORDER:

The meeting was called to order by Chairperson Mike Taggart at 19:16 at Station 91.

The following were in attendance:

Martha Martin  
Tom Gianatasio  
Mike Carnes  
Kacie Jones  
Joel VanNess

Sherry Petty  
Nick Swinhart  
Matt Hazlett  
James Troutman

Mike Taggart  
Mike Berg  
Robert Jacobs  
Zach Hougan

### BUSINESS:

None

### ADJOURNMENT:

The Local Board adjourned at 19:17.

Respectfully Submitted,

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**Tom Gianatasio**, Commissioner,  
Sherry Petty, Alternate

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**Tad Crum**, FF's Assoc. Liaison  
Paula Knapp, FF's Assoc. Liaison Alternate

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**Kacie Jones**, District Secretary  
Bob Jacobs, Alternate

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**Mike Taggart**, Chairperson  
Marth Martin, Alternate

### **DISTRICT SEAL:**

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**Bob Jacobs**, Chief's Rep.

# EAST COUNTY FIRE & RESCUE

## PUBLIC HEARING

### Proposed Annexation Hearing

November 7, 2017

Draft Minutes

#### CALL TO ORDER:

The Public Hearing was called to order by Chairperson Mike Taggart at 7:01 PM at Fire Station 91.

The following were in attendance:

Martha Martin

Tom Gianatasio

Mike Carnes

Kacie Jones

Joel VanNess

Sherry Petty

Nick Swinhart

Matt Hazlett

James Troutman

Mike Taggart

Mike Berg

Robert Jacobs

Zach Hougan

#### PURPOSE:

The purpose of this Public Hearing is to consider a petition by Mr. Erik Tylek Kettenburg and Mrs. Jennifer Tylek Kettenburg to annex 160 acres of land and a residential structure, et al, to East County Fire and Rescue.

Mr. and Mrs. Kettenburg are the sole owners of the property being considered for annexation into East County Fire and Rescue's district. They have submitted a petition declaring their intention to be annexed by East County Fire and Rescue.

There was no comment from the public.

**Motion by Commissioner Martin** to accept resolution #227-11072017 providing for annexation to East County Fire and Rescue, **seconded by Gianatasio. Motion passed.**

**ADJOURNMENT:**

The Board adjourned the Public Hearing at 7:05 PM.

Respectfully Submitted,

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Martha Martin, Commissioner

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

\_\_\_\_\_  
Tom Gianatasio, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP

November 15th, 2017

Station 91

### Draft Minutes

#### ATTENDANCE:

Martha Martin

Sherry Petty

Linda Durrett

Mike Taggart

Mike Berg

Kacie Jones

Tom Gianatasio

Mike Carnes

#### CALL TO ORDER: 06:04 PM

Commissioner Martin called the meeting to order. Linda Durrett handed out previously reviewed, revised and suspended policies for review prior to final action at the next regular board meeting. Kacie Jones handed out packets including draft revisions and reviews from the District's attorney. Several policies were reviewed and discussed for editing. The next policy meeting will be scheduled at the November 21, 2017 Regular Board Meeting.

#### Meeting adjourned: 07:46

Respectfully Submitted,

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Tom Gianatasio, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

\_\_\_\_\_  
Martha Martin, Commissioner

#### **DISTRICT SEAL:**

#### **ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

11/01/2017 To: 11/30/2017

Time: 13:43:43 Date: 11/17/2017

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1195	11/13/2017	Claims	6291	10402	AMERICAN MESSAGING	57.56	Account W4-102871
					001 - 522 20 41 000 - Pagers	57.56	Pagers
1196	11/13/2017	Claims	6291	10403	BI-MART CORPORATION	88.87	Account 930279
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	88.87	Water Filter And Propane Tank
1197	11/13/2017	Claims	6291	10404	CAMAS WASHOUGAL POST RECORD	28.23	Account CAM85459
					001 - 522 20 42 001 - Legal Notices	28.23	Legal Notice Kettenberg Annexation
1198	11/13/2017	Claims	6291	10405	CHEVRON AND TEXACO BUSINESS CARD SERVICE	646.13	Account 7898808949
					001 - 522 20 36 000 - Diesel / Gas	646.13	Diesel Purchases Oct 2017
1199	11/13/2017	Claims	6291	10406	CITY OF CAMAS (Water)	205.74	Accounts 031060-000 & 016111-000
					001 - 522 20 43 000 - Hydrant/Fireline	91.26	Hydrant/Fireline ST91
					001 - 522 50 46 091 - Water & Sewer (St 91)	114.48	City Water ST91
1200	11/13/2017	Claims	6291	10407	CLARK PUBLIC UTILITIES	1,019.81	Accts 7177-363-4 & 7200-239-7
					001 - 522 50 43 091 - Electrical Service (St 91)	635.70	Electricity ST91
					001 - 522 50 43 094 - Electric & Heating (St 94)	384.11	Electricity ST94
1201	11/13/2017	Claims	6291	10408	FERN PRARIE MARKET	23.73	Account 0000000005
					001 - 522 20 36 000 - Diesel / Gas	23.73	Fuel E91
1202	11/13/2017	Claims	6291	10409	HI-WAY FUEL	437.95	Account 710
					001 - 522 20 36 000 - Diesel / Gas	437.95	Fuel Purchases Oct 2017
1203	11/13/2017	Claims	6291	10410	KAREN'S SEW IT ALL	25.00	Invoice 7490
					001 - 522 20 25 001 - FF Uniforms	25.00	Sew On Patches & Nametag (Allen) Hem Pants (Richardson)
1204	11/13/2017	Claims	6291	10411	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	38.71	Contract 03706
					001 - 522 10 40 002 - Copier Mtce	38.71	Coper Mtce ST91
1205	11/13/2017	Claims	6291	10412	LUTZ HARDWARE	78.05	Account #1095
					001 - 522 20 32 001 - Other Operating Supplies	6.49	Scene Light Toggle Switch
					001 - 522 60 48 000 - Vehicle Repair & Maint	53.70	RainX, Shop Towels, Brush, Good Off, Razor Blades
					001 - 522 60 48 000 - Vehicle Repair & Maint	17.86	Armor All And Tire Shine
1206	11/13/2017	Claims	6291	10413	NI GOVERNMENT SERVICES, INC	30.20	Account 13065328
					001 - 522 20 41 001 - Satellite Phone	30.20	Satelitte Phone
1207	11/13/2017	Claims	6291	10414	SNURE LAW OFFICE, PSC	115.00	
					001 - 522 10 42 000 - Legal Services	115.00	Contract Review And Email
1208	11/13/2017	Claims	6291	10415	STANLEY CONVERGENT SECURITY SOLUTIONS, I	604.97	Account 123127683400
					001 - 522 50 40 000 - Bldg Repair & Maint	604.97	Qtly Mtce Agreement Access Control ST91
1209	11/13/2017	Claims	6291	10416	URGENT MEDICAL CENTER	344.00	Statement #641
					001 - 522 10 43 000 - Medical/Drug Screen/Vaccina	344.00	PreEmployment Screening, Respiratory Exam & Clearances
1210	11/13/2017	Claims	6291	10417	VERIZON WIRELESS	80.02	Account 471176028-00001
					001 - 522 20 41 002 - Verizon MDC Cards	80.02	Verizon MDC Cards
1211	11/13/2017	Claims	6291	10418	WASHOUGAL HARDWARE	21.97	Account 500331
					001 - 522 10 32 000 - Cleaning and Sanitation	17.32	Duster And Organizer

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

11/01/2017 To: 11/30/2017

Time: 13:43:43 Date: 11/17/2017  
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 50 40 000		Bldg Repair & Maint	4.65	Caulk
1212	11/13/2017	Claims	6291	10419	VANCOUVER DISTRICT 2010 WASTE CONNECTIONS	167.12	Accounts 2010-458647 &2010-1022802
			001 - 522 50 44 091		Garbage (St 91)	110.29	Garbage ST91
			001 - 522 50 44 094		Garbage (St 94)	56.83	Garbage ST94
1213	11/13/2017	Claims	6291	10420	WORKING FIRE FURNITURE & MATTRESS CO.	900.00	Invoice 1095
			001 - 522 10 31 000		Furniture/Appliances	900.00	Recliners For ST 91
1214	11/13/2017	Payroll	6291	10421	WASHINGTON COUNCIL OF POLICE	50.00	Pay Cycle(s) 10/01/2017 To 10/31/2017 - WACOPS
			001 - 522 10 26 001		Admin Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
			001 - 522 20 26 001		FF Disability	5.00	
						4,963.06	
						4,963.06	Claims: 4,913.06
							Payroll: 50.00

# EAST COUNTY FIRE & RESCUE

## POLICIES, PROCEDURES & GUIDELINES

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**SUBJECT:** Facility Use

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**PPG NUMBER:** 70.4

**PAGE:** 1 of 3

**DATE OF ISSUE:** 06-05-07

**APPROVED BY:** \_\_\_\_\_ **REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
Board Chair

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### POLICY:

The community is encouraged to make use of Fire District facilities, when such usage does not conflict with East County Fire and Rescue activities. Such use should not be at the expense of tax dollars collected for support of Fire District programs—or any purpose inconsistent with these programs.

#### **1.0 Priority Uses of Facilities**

East County Fire and Rescue related activities and functions shall have precedence when scheduling facility usage. East County Fire and Rescue reserves the following:

1. **Every Wednesday, 1300 hrs, through 2200 hrs.** All rooms, all facilities.
2. **The first and 3<sup>rd</sup> Tuesday of each month, 1600 hrs, through 2200 hrs. Every Saturday, 0800 hrs, through 1900 hrs.** All rooms, all facilities.
3. **Friday/Saturday Evenings prior to Saturday/Sunday Training Sessions**
4. Assorted times for training events, functions, meetings, etc.

#### **Order of Facility Priority Use**

1. Fire District Activities.
2. Public Elections.
3. Firefighters Association Functions.
4. Clark County and other governmental agencies.
5. Community Groups, Neighborhood Associations, Youth Groups, Educational groups. Groups originating from East County Fire and Rescue jurisdiction will have priority.
6. Other organizations deemed to be public or public service in nature and which have participation and/or membership policies which allow open and equal access by the general public.

The Board of Fire Commissioners reserves the right to make final determination of what is “appropriate use”.

#### **2.0 Applications and Permits for Use of Fire District Facilities**



Applications for facility use are obtained from the East County Fire and Rescue office. The application must be completed and submitted by an adult representative of the organization to the District Office. The Fire Chief or his designee shall approve the application form attesting to the availability of dates, the appropriateness of use, and limitations or problems that might become evident.

### **3.0 Limitations and Regulations**

1. Each requested use of a facility shall require a user agreement/permit. Frequency of meetings may be limited. It is not intended that facilities be used for regular, recurring meetings (for non-governmental concerns), but rather for special occasions. No admissions may be charged, except to benefit community service projects.
2. It is the applicant's responsibility to state on the application, in detail, the intended use of the facility. The applicant shall certify to be personally responsible for any damage or abuse of Fire District facilities, grounds, or equipment growing out of the occupancy of said premises.
3. Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facilities, and conformance with rules and regulations are conditions of usage.
4. The facilities shall not be used for commercial ventures or activities in support of a particular political party, issue or candidate.
5. Facility usage shall be limited to:
  - (a) Classroom, public restrooms, parking lot, day Room, and apparatus bays.
6. Alcoholic beverages and/or narcotics will not be brought to, nor consumed on Fire District premises.
7. Use of tobacco or tobacco products shall not be allowed on Fire District property.
8. Boisterous conduct, profane or improper language, and other objectionable practices must be controlled by the using organization.
9. A designated Fire District representative must be on-site during any usage—unless waived by the Fire Chief.
10. Only that portion of the building listed and approved on the application will be available for use by the organization.
11. When the building or any equipment is damaged or left in an unsatisfactory condition, the responsible individual or group will be billed for cost of repair, replacement, and/or cleaning of the facility, and may be denied use of the facilities until payment is received. The user group will be charged a minimum of \$25.00 per hour for clean up.

12. Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of the facilities. If this is not done, the organization to which the permit is issued will be required to pay the cost of removal. The Fire District cannot provide storage space for user group equipment or supplies.
13. All equipment, furniture, and other Fire District property will be protected and left in the same location and condition as originally found.
14. All meetings will terminate, and the facility be vacated by 2130 hrs, unless previous arrangements have been made with the Fire Chief or his designee.
15. No animals are allowed in any Fire District facility—except Service Animals.
16. No use of East County Fire and Rescue audio-visual equipment is permitted without staff oversight.
17. Adult supervisors of organizations using Fire District facilities will remain with their groups during usage and will be responsible to the Fire District for observance of all rules. The adult supervisor shall check in and out with the responsible Fire District representative, as required. The adult supervisor shall be the last to leave and shall inform the Fire District representative in charge to secure the building.
18. The user organization shall be responsible for the enforcement of the above-related regulations and shall be responsible for all participants, spectators, and affiliated personnel.
19. The Fire Chief reserves the right to cancel any permit where it is deemed such action is in the best interest of the Fire District, or any provisions of the user's agreement are being violated.
20. The Fire Chief may cancel user agreements/permits in favor of Fire District activities whenever a scheduling conflict may occur.

**2018 OPERATING BUDGET**  
**EAST COUNTY FIRE & RESCUE**  
**RESOLUTION NO. 230-11212017**

**BE IT RESOLVED BY THE COMMISSIONERS OF EAST COUNTY FIRE & RESCUE**

1. That the attached hereto Exhibit "A" (by this reference made a part of this resolution) be and hereby is adopted as the budget of East County Fire & Rescue for the calendar year 2018.

A. Fund 6291 is to be used for the purpose of paying the operational expenditures for East County Fire & Rescue.

B. Funds for this budget are obtained from Tax Revenue received via Fund 6291 (Clark County Fire District #9) now known as East County Fire & Rescue.

2. That one copy of this resolution together with Exhibit "A" be delivered to each of the following:

Board of County Commissioners, Auditor's, Treasurer's and Assessor's office.

**Adopted at a Regular Meeting of the Board of Commissioners, East County Fire & Rescue, this 21st day of November, 2017.**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

**DISTRICT SEAL**

**ATTEST:** \_\_\_\_\_  
**District Secretary**

# Exhibit A

## 2018 General Operating Budget

### Revenue

308 80 00 001	Rollover From 2017	\$76,212.00
311 10 00 000	Leasehold Excise Tax	\$3,600.00
311 10 00 001	Property Tax Collected	\$2,099,091.00
311 10 00 002	Property Tax - Delinquent	\$10,000.00
311 10 00 003	Admin Refund (CC Treasurer)	\$1,000.00
311 10 00 004	Timber Excise Tax	\$4,000.00
332 15 60 000	Steigerwald Wildlife Reserve	\$200.00
334 01 30 000	WSP FF1 Reimbursement	\$1,000.00
334 04 90 000	EMS Participation Grant	\$1,250.00
342 21 00 000	Fire Protection Services	\$500.00
342 21 00 001	Wildland Firefighting-Personnel	\$5,100.00
342 21 00 002	Wildland Firefighting-Equipment	\$5,000.00
342 21 00 003	Ntnl Motocross Standby	\$4,000.00
342 21 00 004	Jemtegaard State Fee	\$600.00
361 10 00 000	Earnings on Investments	\$6,000.00
362 00 00 000	DNR Timber Rents	\$10,000.00
367 00 00 000	Contributions & Donations	\$150.00
369 10 00 000	Sale of Junk & Salvage	\$50.00
369 91 00 000	Prior Year Refunds	\$250.00
369 91 00 001	Other Misc. Revenue	\$50.00
369 91 00 002	BVFF Refund for Vol Phys Exam	\$1,000.00
395 10 00 000	DNR Timber Sales	\$70,000.00
397 00 00 003	Transfer from Apparatus Reserve	\$222,443.00
<b>Revenue Totals</b>		<b>\$2,521,496.00</b>

# Exhibit A

## 2018 General Operating Budget

### Expenditure

<b>Commissioners</b>		
522 10 11 001	Commissioner Wages	\$30,000.00
522 10 21 001	Commissioner Payroll Benefits	\$2,460.00
522 10 48 001	Commissioner Mileage	\$350.00
522 10 48 002	Commissioner Meals	\$500.00
522 10 48 003	Commissioner Lodging	\$1,200.00
522 10 48 004	Commissioner Dues/Memberships	\$2,600.00
522 10 48 005	Commissioner Tuition	\$1,000.00
<b>Administrative Staff</b>		
522 10 10 001	Admin Salaries	\$193,263.00
522 10 14 001	Admin Overtime	\$1,000.00
522 10 19 001	Admin Deferred Comp	\$12,044.00
522 10 20 001	Admin Unemployment/Medicare	\$5,254.00
522 10 22 001	Admin Medical Insurance	\$53,487.00
522 10 25 001	Admin Uniforms	\$300.00
522 10 26 001	Admin Disability	\$2,497.00
522 10 26 002	Admin Retirement PERS	\$13,148.00
522 10 27 001	Admin VEBA	\$2,700.00
522 10 28 001	Admin Retirement LEOFF	\$4,927.00
522 10 29 001	Admin L&I	\$680.00
<b>Administrative Supplies &amp; Services</b>		
522 10 24 001	Magellan - EAP	\$1,260.00
522 10 30 000	Office Supplies	\$1,000.00
522 10 30 001	Postage	\$450.00
522 10 30 002	UPS/Federal Express	\$150.00
522 10 31 000	Furniture/Appliances	\$3,900.00
522 10 32 000	Cleaning and Sanitation	\$1,500.00
522 10 33 000	Computer/Software/Supplies	\$3,000.00
522 10 34 000	Incentives and Awards	\$750.00
522 10 40 000	BIAS Financial Software	\$6,263.00
522 10 40 001	Computer/Website Mtce & Repair	\$6,600.00
522 10 40 002	Copier Mtce	\$600.00
522 10 42 000	Legal Services	\$4,500.00
522 10 43 000	Medical/Drug Screen/Vaccinations	\$6,000.00
522 10 44 000	Professional Services	\$6,000.00

## Exhibit A

### 2018 General Operating Budget

522 10 44 001	Chief Services	\$37,080.00
522 10 46 000	Taxes and Assessments	\$2,500.00
522 10 49 000	Admin Tuition/Registration	\$900.00
522 10 49 001	Admin Training Travel	\$400.00
522 10 49 002	Admin Training Meals	\$300.00
522 10 49 003	Admin Training Lodging	\$600.00
522 20 42 000	Advertising	\$1,000.00
522 20 42 001	Legal Notices	\$100.00
522 20 45 001	Election Fees	\$2,000.00
522 20 46 000	Bldgs/Liability/Equip Insuranc	\$38,000.00
522 20 49 000	NFIRS/Fire Manager/Target Solutions	\$11,300.00
<b>Firefighters</b>		
522 20 10 001	Firefighter Salaries	\$778,088.00
522 20 10 002	Miscellaneous Salaries	\$1,500.00
522 20 14 001	FF Overtime	\$67,000.00
522 20 19 001	Capt Deferred Comp	\$16,324.00
522 20 20 001	FF Unemployment/Medicare	\$22,733.00
522 20 22 001	FF Medical Insurance	\$153,145.00
522 20 25 001	FF Uniforms	\$4,500.00
522 20 26 001	FF Disability	\$9,625.00
522 20 26 002	FF Retirement PERS	\$16,305.00
522 20 27 001	FF VEBA	\$8,100.00
522 20 28 001	FF Retirement LEOFF	\$38,917.00
522 20 29 001	FF L&I	\$40,502.00
<b>Volunteers</b>		
522 20 11 001	Volunteer Stipends	\$30,000.00
522 20 21 001	Medicare/SS Vol	\$2,295.00
522 20 23 001	Intern Tuition Assistance	\$18,000.00
<b>Operating Supplies &amp; Services</b>		
522 20 30 000	Maps/Books/ Periodicals	\$450.00
522 20 31 000	Food and Water	\$1,500.00
522 20 32 000	Expendable Equipment	\$1,500.00
522 20 32 001	Other Operating Supplies	\$1,500.00
522 20 32 002	Equipment	\$18,300.00
522 20 32 003	Tech Rescue Equipment	\$3,000.00
522 20 32 004	Hose & Nozzles	\$2,000.00
522 20 33 000	Volunteer Uniforms	\$600.00
522 20 33 001	T-Shirts/Sweatshirts	\$1,500.00

## Exhibit A

### 2018 General Operating Budget

522 20 34 000	Bldg Supplies/Facility Misc	\$1,500.00
522 20 35 000	Address Signs	\$150.00
522 20 36 000	Diesel / Gas	\$20,000.00
522 20 37 000	Exercise Equip	\$1,000.00
522 20 38 000	Turn-Outs	\$8,000.00
522 20 38 001	PPE Accessories	\$4,000
522 20 40 000	Radio Dispatch	\$50,000.00
522 20 41 000	Pagers	\$636.00
522 20 41 001	Satellite Phone	\$375.00
522 20 41 002	Verizon MDC Cards	\$960.00
522 20 41 003	Cell Phones for Engine 91 & 94	\$1,200.00
522 20 43 000	Hydrant/Fireline	\$600.00
522 20 44 001	Dues/Memberships	\$3,200.00
522 20 45 000	Volunteer Pensions	\$1,500.00
<b>Mobilization/Wildland Fires</b>		
522 20 11 002	Wildland Salaries & Benefits	\$2,500.00
522 20 14 002	Wildland Overtime & Benefits	\$2,600.00
<b>Public Education</b>		
522 30 30 000	Educational Supplies	\$500.00
522 30 40 000	Printing/Newsletter	\$600.00
522 30 41 000	Postage for Newsletter	\$1,300.00
522 30 42 000	Advertising	\$300.00
<b>Training</b>		
522 40 30 000	Books/Periodicals (Training)	\$2,000.00
522 40 32 000	Food and Water (Training)	\$150.00
522 40 33 000	Training Supplies	\$500.00
522 40 40 000	Local/Long Distance Travel (Training)	\$500.00
522 40 41 000	Meals (Training)	\$2,500.00
522 40 42 000	Lodging	\$2,000.00
522 40 43 000	Tuition	\$10,000.00
<b>Repair &amp; Maintenance</b>		
522 60 40 000	Fire Extinguisher Maint	\$1,200.00
522 60 40 001	Exercise Equip Maint	\$1,000.00
522 60 41 000	Hose & Nozzle Test/Mtce	\$200.00
522 60 41 001	EMS Equipment Mtce	\$200.00
522 60 41 002	Ladder Testing/Repair	\$1,500.00
522 60 41 003	Hand Tool Maintenance	\$150.00
522 60 41 004	SCBA Mtce	\$22,000.00
522 60 42 000	Minitors/Radios Repair	\$4,000.00

## Exhibit A

### 2018 General Operating Budget

522 60 43 000	Small Engine Repair	\$5,000.00
522 60 47 001	Emergency Generators Repair/Mtce.	\$500.00
<b>Disaster Prep</b>		
525 60 30 000	Disaster Preparedness	\$150.00
<b>Apparatus Repair &amp; Maintenance</b>		
522 60 48 000	Vehicle Repair & Maint	\$2,700.00
522 60 48 001	T95	\$2,250.00
522 60 48 009	E93	\$3,600.00
522 60 48 010	T93	\$2,250.00
522 60 48 011	S92	\$3,600.00
522 60 48 012	U93	\$675.00
522 60 48 013	S93	\$3,600.00
522 60 48 014	E91	\$3,600.00
522 60 48 016	U91	\$675.00
522 60 48 018	U92	\$675.00
522 60 48 019	RH93	\$675.00
522 60 48 905	A93	\$675.00
522 60 48 909	E92	\$2,250.00
522 60 48 911	E95	\$3,600.00
522 60 48 914	T94	\$2,250.00
522 60 48 915	U94	\$675.00
522 60 48 916	E94	\$3,600.00
522 60 48 917	S91	\$3,600.00
522 60 48 918	S93	\$1,800.00
522 60 48 919	T91	\$2,250.00
<b>Buildings &amp; Grounds Repair &amp; Maintenance</b>		
522 50 30 000	Grounds & Park	\$3,000.00
522 50 40 000	Bldg Repair & Maint	\$20,000.00
<b>Station 91</b>		
522 50 41 091	Monitoring (St 91)	\$450.00
522 50 42 091	Comcast Tel/Internet (St 91)	\$3,500.00
522 50 43 091	Electrical Service (St 91)	\$7,000.00
522 50 44 091	Garbage (St 91)	\$1,350.00
522 50 45 091	Gas (St 91)	\$3,500.00
522 50 46 091	Water & Sewer (St 91)	\$1,000.00
<b>Station 92</b>		
522 50 43 092	Electrical & Heating (St 92)	\$850.00
<b>Station 93</b>		
522 50 41 093	Monitoring (St 93)	\$400.00



## Exhibit A

### 2018 General Operating Budget

522 50 42 093	Comcast Tel/Internet (St 93)	\$1,677.00
522 50 43 093	Electrical & Htg (St 93)	\$4,500.00
522 50 44 093	Garbage (St 93)	\$150.00
<b>Station 94</b>		
522 50 41 094	Monitoring (St 94)	\$635.00
522 50 42 094	Comcast Tel/Internet (St 94)	\$2,695.00
522 50 43 094	Electric & Heating (St 94)	\$6,100.00
522 50 44 094	Garbage (St 94)	\$650.00
<b>Station 95</b>		
522 50 41 095	Monitoring (St 95)	\$610.00
522 50 42 095	Telephone (St 95)	\$780.00
522 50 43 095	Electrical & Heating (St 95)	\$1,500.00
522 50 45 095	Gas (St 95)	\$800.00
522 50 46 095	Water & Sewer (St 95)	\$1,500.00
<b>Capital</b>		
594 22 60 000	Capital Purchases	\$4,600.00
594 22 61 000	Computer Equip	\$26,500.00
594 22 62 000	Offsets Over Est. Prop. Tax	\$50,000.00
594 22 63 000	Offsets Est. Mob Equip. Rev	\$5,000.00
594 22 64 000	New Engine 91	\$222,443.00
<b>Debt Service</b>		
597 22 55 001	Transfer Out- Debt Service Payment	\$249,888.00

**Expenditure Totals**

**\$2,521,496.00**

**2018 EMS LEVY BUDGET  
EAST COUNTY FIRE & RESCUE  
RESOLUTION NO. 231-11212017**

**BE IT RESOLVED BY THE COMMISSIONERS OF EAST COUNTY FIRE & RESCUE**

1. That the attached hereto Exhibit "A" (by this reference made a part of this resolution) be and hereby is adopted as the EMS Levy budget of East County Fire & Rescue for the calendar year 2018.
  - A. The purpose of the EMS Levy Budget is to account for Emergency Medical Services (EMS) Levy funds that are "passed through" East County Fire & Rescue to the City of Camas via their EMS fund 6620.
  - B. Funds for this budget are obtained from Tax Revenue received via Levy 6291311104 East County Fire/Rescue EMS.
  - C. The collection and transfer of these funds is done in accordance with a service agreement for the Emergency Medical Transport Services Program. Participants in this agreement include East County Fire and Rescue, the City of Camas, and the City of Washougal.

2. That one copy of this resolution together with Exhibit "A" be delivered to each of the following:

Clark County Board of Commissioners, Auditor's, Treasurer's, and Assessor's office.

**Adopted at a Meeting of the Board of Commissioners, East County Fire & Rescue, this 21st day of November, 2017.**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

**DISTRICT SEAL**

**ATTEST:** \_\_\_\_\_  
**District Secretary**

2018 EMS Levy Budget-  
Resolution #231-11212017  
November 21, 2017 Commissioner Meeting

**East County Fire & Rescue  
2018 EMS Levy Budget**

**Revenue**

311104-000-0000	Property Tax	\$ 438,836.39
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**Expenditures**

594220-649-001	Pass-Through To Ambulance Service	\$ 438,836.39
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**2018 FINAL REVENUE AND EXPENDITURE BUDGET  
DEBT SERVICE FUND 6248  
EAST COUNTY FIRE & RESCUE**

**RESOLUTION NO. 232-11212017**

**BE IT RESOLVED BY THE COMMISSIONERS OF EAST COUNTY FIRE & RESCUE**

1. That the attached hereto Exhibit "A" (by this reference made a part of this resolution) be and hereby is adopted as the budget of East County Fire & Rescue for the calendar year 2018.

A. Fund 6248 is to be used for the sole purpose of paying the interest and principal of said District's General Obligation Bonds heretofore authorized and now outstanding.

B. \$249,888.00 shall transfer from Fund 6291 into the debt service Fund of said District.

2. That one copy of this resolution together with Exhibit "A" be delivered to each of the following:

Board of County Commissioners, Office of Budget, Treasurer's and Assessor's offices.

**Adopted at a Regular Meeting of the Board of Commissioners, East County Fire & Rescue, this 21st day of November 2017, the following Commissioners being present and voting.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**DISTRICT SEAL**

ATTEST: \_\_\_\_\_  
District Secretary

# EXHIBIT A EAST COUNTY FIRE RESCUE 2018 DEBT SERVICE BUDGET

FINAL REVENUE BUDGET				
FUND: 6248-000-000				
ACCOUNT NO.			DESCRIPTION	
BA SUB	ELEMENT	OBJ		
397	291	000	GO Bond-Const/Remodel St 1-1 & 1-3 2007A	\$ 40,000.00
397	291	000	GO Bond-Const/Remodel St 1-1 & 1-3 2007A	\$ 11,256.25
397	291	000	GO Bond-Const/Remodel St 1-1 & 1-3 2007A	\$ 11,256.25
397	291	000	GO Bond Refund/Refinance-December	\$ 150,000.00
397	291	000	GO Bond Refund/Refinance-June	\$ 18,687.50
397	291	000	GO Bond Refund/Refinance-December	\$ 18,687.50
<b>TOTALTRANSFER FROM FUND 6291</b>				<b>\$ 249,887.50</b>

FINAL EXPENDITURE BUDGET				
FUND: 6248-000-800				
ACCOUNT NO.			DESCRIPTION	
BA SUB	ELEMENT	OBJ		
<b>Fire Suppression/Administration</b>				
591	220	710	GO Bond-Const/Remodel St 1-1 & 1-3 2007A	\$ 40,000.00
592	220	810	GO Bond-Const/Remodel St 1-1 & 1-3 2007A	\$ 11,256.25
592	220	810	GO Bond-Const/Remodel St 1-1 & 1-3 2007A	\$ 11,256.25
				<b>\$ 62,512.50</b>
591	220	710	GO Refund-Refinance	\$ 150,000.00
592	220	810	GO Refund-Refinance	\$ 18,687.50
592	220	810	GO Bond Bear Prairie Station (Dec 2011) 2008A	\$ 18,687.50
				<b>\$ 187,375.00</b>
<b>TOTAL EXPENDITURES</b>				<b>\$ 249,887.50</b>

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Public Records**

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**PPG NUMBER: 00.4.1**

**PAGE: 1 of 1**

**DATE OF ISSUE: 06-19-07**

**APPROVED BY:** \_\_\_\_\_  
**Board Chair**

**REVISED 11-21-2017**

**REVIEWED: \_\_\_\_\_ BY:**

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**REFERENCES:** RCW 42.56, WAC 44-14

**POLICY:**

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.

**DEFINITIONS:**

1. **"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.
2. **"Writing"** means handwriting, typewriting, printing, photostating, 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.

**RESPONSIBILITY:**

**Public Records Officer:** ECFR's Board of Commissioners shall appoint a 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.

**PROCEDURE:**

**Public Records Requests** - 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.

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

**Response to Requests** - Within five (5) business days of receiving a request, ECFR will do one or more of the following:

- A. Provide the record requested, either for inspection or copying.
- B. 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.
- C. 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.
- D. 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.

**Providing Records in Installments** - 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.

**No Duty to Create Records** - 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.

**No Duty to Supplement Responses** - 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** - The charge for photocopies is fifteen cents per page. 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.

**Deposit** - 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.

**Availability of Public Records** - 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.

**Organization of Public Records:** 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.

**Closing Abandoned Requests:** 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.

**Denial of Request Due to 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.

**Retention of Records** - 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.

The retention schedule for local agencies is available at [www.secstate.wa.gov/archives](http://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

# 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: \_\_\_\_\_

# Appendix C: Exemption and Prohibition Statutes Not Listed in Chapter 42.56 RCW

RCW 42.56.070(2) requires an agency to:

publish and maintain a current list containing every law, other than those listed in the PRA, that the agency believes exempts or prohibits disclosure of specific information or records of the agency. An agency's failure to list an exemption shall not affect the efficacy of any exemption.

The following list provides exemptions and prohibition statutes not listed in the PRA. Some of the exemptions and prohibitions on the list concern public record information that may not be relevant for your jurisdiction. For instance, cities would not normally have records regarding marriage license applications or adoption records.

MRSC will periodically update this list; the date of the last update is reflected in the footer. If you become aware of additions or corrections that should be made to the list, please notify one of the staff attorneys at MRSC.

The Attorney General's Sunshine Committee webpage also provides a list of public disclosure exemptions created annually by the Code Reviser's Office.

## Washington State Statutes

<u>RCW 2.64.111</u>	Judicial conduct commission investigations of judges and initial proceedings
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 4.24.601</u> and <u>.611</u>	Trade secrets and confidential research, development or commercial information re products or business methods
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u> ; <u>RCW 7.07.070</u>	Mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Name, address and photograph of child victim or child witness
<u>RCW 7.69A.050</u>	Child victims and witnesses of certain crimes – protection of address
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9.41.097(2)</u>	Mental health information re persons buying pistols or applying for CPLs
<u>RCW 9.41.129</u>	Concealed pistol license applications

<u>RCW 9.73.230</u>	Name of confidential informants in written report on wire tapping
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090(1)(c)</u>	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
<u>RCW 9A.44.138</u>	Offender registration information given to high school or institution of higher education re an employee or student
<u>RCW 9A.82.170</u>	Financial institution records re criminal profiteering act
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.52.100</u>	Records identifying child victims of sexual assault
<u>RCW 10.77.205</u>	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition, with some exceptions
<u>RCW 10.97.050</u>	Conviction and criminal history information
<u>RCW 10.97.060</u>	Deletion of certain criminal history record information, conditions
<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 10.97.130</u>	Information about victims of sexual assault under age eighteen
<u>RCW 10.101.020(3)</u>	Information given by an accused regarding determination for indigent defense
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offender records
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children or endangered person information
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys

<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.031</u>	Information related to reports of child abuse or neglect
<u>RCW 26.44.125</u>	Reports, reviews and hearings related to a review of abuse finding
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration and any decision not to register to vote confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – local ordinance can protect return or tax information
<u>RCW 36.28A.060(8)</u>	Tactical and intelligence information provided to WASPC
<u>RCW 39.10.470(2)</u>	Alternative public works – trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
<u>RCW 39.10.470(3)</u>	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 43.43.762</u>	Contents of statewide criminal street gang database
<u>RCW 46.52.065</u>	State toxicologist records relating to analyses of blood samples
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record – limited disclosure

<u>RCW 48.62.101</u>	Local government insurance/risk management liability reserve funds established to settle claims
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
<u>RCW 51.28.070</u>	Worker's compensation records confidential – limited disclosure
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports – confidential – limited disclosure
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Ch. 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (information from HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations - confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Registration and other records of alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of community sexual assault program and underserved populations provider in discovery
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Access to court records related to mental health cases under chapter 71.05 RCW
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.335</u>	Mental health treatment of minors – records confidential
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality

<u>RCW 72.09.345</u>	Notice to public about sex offenders – department of corrections access to information
<u>RCW 72.09.585</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.13.075(5)</u>	Juvenile's status as a sexually aggressive youth and related info
<u>RCW 74.13.280</u>	Children in out-of-home placements – confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults – confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

#### Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and license plate information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of substance abuse records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on use and disclosure of social security numbers.
42 USC 654(26)	State plans for child support
42 USC 671(a)(8)	State plans for foster care and adoption assistance
42 USC 1396a(7)	State plans for medical assistance
7 CFR 272.1(c)	Food stamp applicants and recipients
34 CFR 361.38	State vocational rehabilitation services programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of alcohol and drug abuse patient records
42 CFR 431.300 - 307	Safeguarding information on applicants and recipients of medical assistance
42 CFR 483.420	Client protections for intermediate care facilities for the mentally retarded

42 CFR 5106a	Grants to states for child abuse and neglect prevention and treatment programs
45 CFR 160-164	HIPAA privacy rule
46 CFR 40.321	USCG regulations regarding confidentiality



**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Grooming Policy**

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**PPG NUMBER :10.2.3**

**PAGE: 1 of 3**

**DATE OF ISSUE: 11-16-10**

**APPROVED BY:** \_\_\_\_\_  
**Board Chair**

**REVISED 11-21-2017**

**REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**

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**POLICY: Grooming Policy**

**Purpose:** To provide consistency of ECFR personnel appearance and promote a professional appearance to the public.

**I. Professional Appearance Expectations-**

Personnel must present themselves in such a way as to generate trust, confidence, and respect from the public they serve. It is not the goal of this guideline to regulate or dictate matters of personal style and taste except to the degree that individual appearance decisions would lessen public confidence in the organization. The organization reserves the right to interpret and apply this policy as necessary to assure that personnel appearance supports this goal. It is also a concern that all personnel wear clothing that provides maximum protection under various routine and emergency situations.

Uniformed personnel shall know and abide by the safety and grooming standards specified herein. All standards and rules that pertain to personal grooming and uniform regulations shall apply to all members anytime they are wearing the ECFR uniform, on-duty or off-duty. "On-Duty" refers to any member while conducting ECFR business or emergency response.

**II. Authority & Responsibility:**

Supervising Officers are responsible to ensure that members conform to these standards.

A. Personnel whose appearance violates the standards will be informed of the necessary corrections. In cases of extreme violations or safety hazards, members will not be permitted to be on duty or on scene until the correction has been made.

B. Personnel who refuse to comply with standards and directives may be subject to disciplinary action up to and including discharge.

- C. Personnel dress, hygiene, and grooming are appropriate subjects for consideration in performance evaluation, work assignment, and promotional eligibility.

### **III. Grooming General:**

It is the duty of all personnel to take pride in their appearance. Maintenance of a proper public image, personal safety and use of protective equipment dictate that certain standards be adopted.

- A. Necklaces, bracelets, pendants, or medallions shall not be worn exposed while on duty.
- B. Wrist watches, rings, and medical related bracelets may be worn if the article will not interfere with use of gloves and turnouts, and not be subject to catching or snagging due to being loose on the wrists/fingers.
- C. Exposed piercings (uniformed line personnel) or facial jewelry is not allowed while on duty; specifically eyebrow, tongue, nose and/or lip piercing.
- D. Articles such as wallets, watch chains or fobs, personal jewelry, handkerchiefs, combs, cigars, tobacco cans, cigarettes, and pipes are not part of the uniform and shall not be attached to or exposed from the uniform.
- E. Sunglasses and frames shall be of neutral tones and shades not to include ornate frames. Sunglasses should be removed when talking with the public.
- F. Hair, sideburns, mustaches, and articles of clothing must never interfere with normal wearing and timely utilization of the helmet, flash hood or any other protective equipment, including the seal of SCBA masks.
- G. Members will maintain acceptable personal hygiene standards at all times.
- H. Fingernails will be of moderate length and neatly manicured.

### **IV. Grooming Specific**

- A. Hair neatly cut, clean, and well groomed. Spiked hair, dyed stripes, spots, or any unnatural combination of hair color is prohibited.
- B. Sideburns will not extend below the bottom of the ear lobe, nor exceed 1-1/2" at the widest point.
- C. No decorations shall be worn in the hair. Hair clips or pins matching the color of the hair may be worn.

#### D. Facial Hair

- Beards of any type, to include goatees are specifically prohibited.
- Mustaches must not interfere with the seal of a mask and must be kept neatly trimmed. They may not exceed more the one-inch (1”) beyond or one-inch (1”) below the corner of the mouth.

#### V. Tattoos:

While the District does not believe tattoos and piercings contribute to the professional image that the District desires for members, it recognizes that tattoos are becoming more commonplace and are an acceptable norm for many persons we serve. The District further maintains that appearance has an impact on both member performance and customer perception.

The District will allow exposed tattoos on the arms of members.

Tattoos shall not display any violent, sexual, anti-societal, racial, profanity, or similar imaged scenes. However, any member displaying a tattoo on any exposed surface of their body that, in the sole determination of the District, is inconsistent with District policies governing harassment or political activity, may be required to wear clothing that completely covers the tattoo. Tattoos on body parts other than arms, will need to be covered by the District uniform while on duty. There shall be no tattoos on the face or neck area.

The Fire Chief or the Chief’s designee shall make the final determination on appropriate tattoos.

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: EST Guidelines**

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**PPG NUMBER: 10.3.1**

**PAGE: 1 of 1**

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**REVISED: 11-21-2017**

**Board Chair**

**REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**

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Emergency Support Team(EST) members are considered an integral part of East County Fire & Rescue, and as such, will be held to the same policies, procedures, and guidelines as other members.

Applications for membership will be available year-round, and new members will be accepted as needed. The need for new members shall be determined by a Chief Officer. Membership will be held to a maximum of ten (10) active EST personnel.

Although the members of the EST are considered support personnel, the job may require strenuous exercise and lifting. Therefore, the requirements in the EST Job Description must be met prior to obtaining a position with the EST (please see EST Job Description for a complete list of knowledge, skills, and abilities.) Example of requirements below:

- The individual must frequently lift, carry, balance, push, and/or move up to 10 pounds and occasionally lift, carry, balance, push, and/or move 100 pounds or more.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- EST members should have adequate hearing that allows for understanding and comprehending radio communications.
- Must be able to continually meet District adopted medical standards for career staff, or BVFF medical standards for volunteer firefighter. (whichever is applicable)
  - EST members must meet Position Specific District Training Requirements.
  - EST members must obtain Respiratory Clearance and pass an N95 Fit Test.

EST members with Washington EMS certification (EMT or EMR) are considered eligible to participate in the Board for Volunteer Firefighters (BVFF) relief and pension plan. Those members will be enrolled in the BVFF disability and pension plans. Members must meet minimum activity requirements to receive service credits for retirement. EST members without Washington EMS certification will be covered under East County Fire & Rescue's VFIS Accident and Sickness policy for volunteers.

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Recognition of Tenure and/or Retirement**

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**PPG NUMBER: 10.4.1**

**PAGE: 1 of 1**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY: \_\_\_\_\_**

**REVISED 11-21-2017**

**Board Chair**

**REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**

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**POLICY:**

1. Policy: It is the policy of East County trophies, plaques, etc., in recognition of tenure members for their services.

Fire & Rescue, to allow for gifts, and/or retirement for presentation to

2. Action: The cost of such gifts shall not exceed the limits as follows:

<u>Years of Service with ECF&amp;R</u>	<u>Cost Limit</u>
a. 15 years	\$ 30.00
b. 20 years	\$ 60.00
c. 30 years	\$ 120.00

3. Exceptions: It is recognized that on rare occasions exceptional individuals may rate special recognition. The Board may allow exceptions to this policy by special action.

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures and Guidelines**

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**SUBJECT: Unpaid Holidays for Reasons of Faith or Conscience**

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**PPG NUMBER: 10.4.4**

**PAGE: 1 of 1**

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**Board Chair**

**REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**

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**POLICY: UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE**

Employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization

The employee may select the days on which they desire to take the two unpaid holidays after consultation with their supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the WAC 82-56.

If possible, an employee should submit a written request for the unpaid holiday(s) to the employee's supervisor a minimum of 14 days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" pursuant to RCW 1.16.050, Paragraph 3.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Definition of Members**

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**PPG NUMBER: 10.5**

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**POLICY:**

For purposes of clarity and understanding, the following definitions apply to the terms “members” and “all personnel”:

1. **Elected Officials:** The Commissioners of the Fire Protection District.
2. **Employees:** The full time and /or part-time paid employees of the Fire Protection District. This includes Chiefs, Officers, Fire Fighters, Emergency Medical Service, and Administrative Personnel.
3. **Volunteers:** A person who performs service willingly and without pay and serves the District as at will members. This includes:
  - A. Fire Fighters: Chiefs, Officers and line; (Combat & Service).
  - B. Emergency Medical Services: First Responders, Emergency Medical Techs, and Paramedics.
  - C. Fire Corps: Emergency Response Team members, (REHAB & AIR).
  - D. Other volunteers: CERT, Search & Rescue, Special Projects Administrative personnel when performing work/duties, training, or other activities authorized by a Chief Officer, or their representative.
  - E. Cadets: When in authorized training status or activities.
4. Applications, requirements, and operation perimeters are set forth in Fire District Rules & Regulations.

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Personnel Records**

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**PPG NUMBER: 10.6**

**PAGE: 1 of 4**

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**APPROVED BY: \_\_\_\_\_**

**REVISED 11-21-2017**

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**REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**

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**Purpose:** To document agency policy and procedures on personnel records.

1. The District shall organize, compile and maintain personnel records and files for each officer, staff person, and member within the District. Each file shall be kept confidential to the extent permitted by law.
  
2. The contents of the files may include, but are not limited to the following:

**A. PERSONNEL FILE**

**1. MEMBER DATA**

- Member's personal information ( i.e. Social Security Number, Date of Birth, home address, telephone number, etc.)
- Member's emergency information
- Member's title and/or position held
- Job description
- Payroll deduction agreements

**2. MEMBER STATUS**

- Department to which the member is assigned
- Annual salary
- Changes in employment status
- Seniority Date
- Date of hire
- Management approval/disapproval of status change

**3. MEMBER SELECTION**

- Personnel requisition
- Resume
- Application for employment/membership
- Authorization for former employees to release information
- Offer/acceptance letter
- Skill test results (oral, practical, written)



#### 4. MEMBER DEVELOPMENT

- Copies of all EMS, fire, haz-mat, technical, wildfire, and vocational training, records, task books, certificates, transcripts, etc.
- Community activities performed on behalf of the District
- Career development planning and counseling documents
- College or secondary training, certificates, and degrees
- Tuition reimbursement forms
- Notations of significant development

#### 5. PERFORMANCE DOCUMENTATION

- Awards, commendations, and meritorious service letters
- Promotional letters
- Written reprimands
- Notices of suspension, probation, and termination
- Notices of demotions or extended probation
- Letters regarding insufficient drill attendance
- Letters regarding insufficient call attendance
- Performance evaluations and appraisals

#### 6. MISCELLANEOUS DATA

- Member handbook receipt
- Requests to inspect personnel file
- Any other agreements, acknowledgments, and requests
- Written voluntary resignation
- Exit interview records
- Termination clearance checklist
- Authorization to release information to future employees
- Challenges to claims, discipline, or other actions and orders
- Copies of annual OTEP training attendance
- Copies of annual drill attendance
- Copies of annual call attendance.

#### **B. MEDICAL FILES** (strictly confidential)

- Work related injury/illness statements & forms
- Doctor's notes and reports
- Fitness for duty results
- Workers Compensation injury forms and reports
- Drug and alcohol test results
- Disability Leave documentation
- Benefit claim forms
- Reimbursement request for medical expenses
- Disability identification form

- Any voluntary medical information from employee health program
- Medical insurance claim forms
- Request for reasonable accommodation
- Infectious disease exposure statements and forms
- Copies of vaccination forms and blood tests

**C. CONFIDENTIAL FILES** (strictly confidential)

- Federal tax withholding forms (W-4s and W-2s)
- Residency status forms
- Insurance dependent and beneficiary forms
- Retirement withholding forms
- benefit plan choices/enrollments
- Employment agreements/contracts
- Background information checks
- Credit check data and reports
- Equal Employment Opportunity/affirmative action data
- Leave of Absence requests
- Copies of Washington Driver's License and/or Commercial Drivers License, and Emergency Vehicle Incident Prevention

**D. PAYROLL FILES**

- Pay records including overtime, special pay, vacation pay and sick pay
- Vacation and sick leave records
- Time cards

**E. SUPERVISOR'S WORKING FILE**

- Working file held by members immediate supervisor

3. The contents of the files shall be available to the Fire Chief (and to those staff members as authorized by the Fire Chief) to organize, compile and maintain.

4. Confidentiality of personnel files and their contents shall be strictly maintained by those members authorized access.

5. Any member shall be permitted, as scheduled during normal administration office business hours, to review the contents of his/her personnel file in the presence of an authorized staff member. RCW 49.12.240-260 "Employee Inspection of Personnel Files."

6. Personnel files shall not be permitted outside of the administration office unless written approval is granted by the Fire Chief. Copies of training records can be provided to the member upon request to the administrative staff.

7. Except for routine verifications of employment, no information from a member's personnel file will be released to the public, including the media, without the express written request for specific information and the written permission of the member or legal authority.

8. Members are not permitted to remove information from their file. A member may formally request, to the Fire Chief, the removal of irrelevant or erroneous information.

The member may also provide a written statement to be placed in their file and/or appeal same to the District Board of Appeals.

9. Information obtained through pre-employment background checks, previous employer and personal references is solely for the use of the District. It shall be maintained separately from the member's personnel file, and is not available to the member.

10. The retention period for personnel records shall be according to the "Washington State Fire Protection Districts Records Management Manual and General Records Retention Schedule."

### **Legal Reference**

RCW 42.56.250 (3) "Certain personnel and other records exempt from public inspection"

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Weapons Policy**

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**PPG NUMBER: 10.7.6**

**PAGE: 1 of 2**

**DATE OF ISSUE: 5-15-2007**

**REVISED: 11-21-2017**

**APPROVED BY: \_\_\_\_\_**

**Board Chair**

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**POLICY:**

East County Fire and Rescue prohibits, forbids, and does not tolerate weapons on District property, in District apparatus, or during any District-related activity.

Weapons include visible and concealed weapons, except those concealed weapons for which the owner has necessary permits. Weapons can include firearms; fixed-blade knives or folding knives with a blade longer than three-and-one-half inches; explosive materials; or any other objects that could be used to harass, intimidate, or injure another individual, member, volunteer, manager, or supervisor.

This policy does NOT pertain to sworn Law Enforcement personnel (on- or off-duty), and does not include non-concealed hunting rifles left inside of secured personal vehicles while conducting District business. NOTE: Weapons shall remain in personal vehicles—they shall not leave the vehicle nor be displayed while on District property or at District-related activities.

**Reporting Procedure**

- 1. Contact your immediate Supervisor immediately. If you are uncomfortable making such a report, have a trusted District member make the report for you. You will be contacted by a Superior to obtain information in writing to substantiate this allegation.**
- 2. If you or your designees are uncomfortable contacting your immediate Supervisor, or if your immediate Supervisor is the person engaged in this wrongdoing, contact the next higher ranking Officer.**

**Reporting Procedure (continued):**

- 3. If you or your designees are uncomfortable contacting the next higher ranking Officer or if the next higher ranking Officer is engaged in this wrongdoing, contact any higher ranking Officer, up to and including the Fire Chief.**
- 4. If you or your designee are uncomfortable contacting any of these Officers or if these higher Officers are engaged in this wrongdoing, you can immediately direct questions, problems, complaints, or reports to ANY member of your District's Board of Commissioners.**

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Military Leave**

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**PPG NUMBER: 10.7.10**

**PAGE: 1 of 2**

**DATE OF ISSUE: 11-21-2017**

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**Board Chair**

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### **POLICY:**

The District provides leaves of absence for any employee who is a member of a uniformed service and is absent from work due to an obligation to a uniformed service. Uniformed services include the National Guard, Army, Navy, Air Force, Coast Guard or Marine Corps Reserve of the U.S., any organized reserve or armed forces of the U.S., and other categories designated by the President in times of emergency. The District will provide leave for voluntary and involuntary active duty, active duty for training, initial active duty for training, full time National Guard duty, and other types of duty as required by law.

**Paid Leave:** The District will pay up to twenty-one days each year beginning October 1 through September 30 per RCW 38.40.060 for military leave taken for active duty or active training duty. Such military leave shall be in addition to any vacation to which the employee might otherwise be entitled and shall not involve any loss of efficiency, rating, privileges, or pay. During the period of military leave, the officer or District member shall receive his/her normal rate of pay. As required by law, employees may use any previously accrued sick leave hours to provide income during the leave, in addition to the 21 days.

**Unpaid Leave:** Employees who are called to or volunteer for active duty military service in excess of twenty-one (21) workdays will be placed on an unpaid leave of absence during the time the employee is in an active duty status with any branch of the United States Armed Forces. The employee may choose to use accrued vacation leave prior to moving to an unpaid status. Any unused leave accruals remaining when the unpaid leave begins will be held until the employee returns to active employment with the District. During the unpaid leave, the employee will neither earn additional vacation or sick leave nor be entitled to health insurance benefits. Employees are entitled to remain on the District's health plan for up to 24 months under COBRA regulations; however, the employee will be required to pay the full insurance premium. Reinstatement following active duty will be in compliance with state and federal laws at the time of the return to work.

**Leave for Spouses Deployed for Military Duty:** Pursuant to RCW 49.77.030, during times of military conflict declared by the President or Congress, an employee, working 20 hours per week or more, whose spouse is a member of the United State Armed Forces, National Guard or Reserves who had been notified of an impending call or order to active duty, or who has been deployed, or when the military spouse is on leave from deployment, is eligible for a total of fifteen (15) days of unpaid leave per deployment. The employee must give notice of intention to take leave within five (5) days of the soldier/ spouse receiving official notice of the order to

active duty, or official notice of receiving leave from active duty. This leave is unpaid leave. However, employees may substitute accrued vacation or sick leave for any part of their spousal military leave. During leave under this policy, the District will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay their share of insurance premiums, if any. Failure of the employee to pay his/her portion of the premium may result in cancellation of health insurance. If an employee fails to return to work at the end of the leave, the employee may in some cases be responsible to pay back the District for the employer portion of the health insurance premiums.

**Employees Are Expected To Provide Advance Notice:** Employees should provide written notice at least thirty (30) calendar days in advance of the anticipated date that a military leave or family military leave will begin, if the need for the leave is foreseeable. In the case of an unforeseeable or unanticipated leave, employees must provide notice as soon as possible or within two calendar days of learning of the need for the leave. No notice is required if it would be unreasonable or impossible for the employee to provide notice or if the giving of notice is precluded by military necessity.

**Laws Governing Military Leave Are Complex:** The law governing military leave is complex and all details are not covered in this policy. Any questions should be directed to the District Fire Chief who may elect to seek legal counsel.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Drug & Alcohol Free Workplace**

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**PPG NUMBER: 10.7.11**

**PAGE: 1 of 11**

**DATE OF ISSUE: 11-21-2017**

**APPROVED BY: \_\_\_\_\_ REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**  
Board Chair

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**POLICY:**

**DRUG & ALCOHOL FREE WORKPLACE POLICY**

**I. PURPOSE:**

It is the policy and intent of the District to maintain a safe and healthy working environment for all employees, to ensure efficient and safe community service, to protect employees and the District from liability, to safeguard District property and assets, and to comply with all applicable laws and regulations governing drug and alcohol abuse.

The District is committed to operating a drug and alcohol free workplace and has an obligation to ensure public safety and trust in its services and programs. Accordingly, the manufacture, distribution, dispensation, possession or use of controlled substances, the unauthorized use of prescription drugs, drugs not medically authorized, or the use of any other substance, including marijuana and alcohol, which would impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees is strictly prohibited. Employees who possess or use drugs or alcohol in violation of this policy are subject to disciplinary measures up to and including termination.

It is imperative that employees who abuse drugs or alcohol be aware of the seriousness of such misconduct and the potential penalties. In addition to law enforcement measures that would be invoked for criminal violations, such employees are subjecting themselves to major discipline because of the serious safety, health, and service risks that they create. By avoiding drug and alcohol abuse, such risks and penalties may be averted. All employees are strongly urged to follow the guidelines in this policy and utilize rehabilitation services if drug or alcohol abuse is a personal problem.

This policy provides for pre-employment drug testing of prospective employees in public safety positions, and post-accident, reasonable suspicion, "return-to-duty" and "follow-up" drug and alcohol testing for all employees.

**II. DEFINITIONS:**

- A. ACCIDENT: Any incident in which an employee was involved in that results in injury or harm to the employee, other individuals, equipment, or property.



- B. CFR: Code of Federal Regulations.
- C. CHIEF'S DESIGNEE: a representative appointed by the Fire Chief.
- D. DOT: Federal Department of Transportation.
- E. DRUG: amphetamines, cocaine, opiates, marijuana (THC), phencyclidine (PCP) or other substances including alcohol, the use of which impairs an employee's ability to perform a job or duty, or poses a threat to the safety of an individual or others.
- F. DRUG AND ALCOHOL ABUSE PROFESSIONAL (SAP): licensed physician with knowledge of drug and alcohol abuse disorders.
- G. DRUG TEST: a blood, breath, hair follicle and/or urinalysis test (as appropriate) for the presence of drugs or alcohol.
- H. EMPLOYEE: any full-time, part-time, volunteer, probationary or temporary member of the District.
- I. FAILING A DRUG TEST: a test result, as determined by the District's MRO, documenting positive evidence of the presence of any alcohol at a level greater than 0.04 in an employee's system or the presence of a drug or drug metabolite that is at or above the determined threshold cutoff level. Failing a drug test shall be referred to as "testing positive."
- J. IMPAIRED: a diminishing or worsening of an employee's mental or physical condition, which is the result of using alcohol or drugs.
- K. MEDICAL REVIEW OFFICER (MRO): a licensed physician with knowledge of substance abuse disorders and appropriate medical training as designated by the District.
- L. ON THE JOB: an employee is considered "on the job" whenever employee is: either on duty or on district property, driving a district vehicle or whenever employee is working for the District or conducting district business.
- M. PASSING A DRUG TEST: a test result, as determined by the District's MRO, documenting no evidence of the presence of any alcohol at a level of 0.04 or greater in the employee's system, or no presence of a drug or drug metabolite that is at or above a pre-determined threshold cutoff level.
- N. PUBLIC SAFETY POSITION: any employee or volunteer in a firefighter or emergency medical services position.
- O. PROPER MEDICAL AUTHORIZATION: a prescription or other written approval from a licensed practitioner/physician or dentist for the use of a drug in the course of medical treatment, which must include the name of the substance, the period of authorization, and whether the prescribed drug may impair job performance.

- P. **REASONABLE SUSPICION:** A belief based on objective facts sufficient to lead a reasonable person to suspect that an employee is under the influence of drugs or alcohol to the extent that the employee is unable to safely and efficiently perform a job or duties, or poses a threat to the safety of the employee or others.
- Q. **SAMHSA:** Substance Abuse and Mental Health Services Administration
- R. **UNDER THE INFLUENCE:** condition which is the result of using drugs or alcohol, the result of which limits an individual employee's ability to safely and efficiently perform a job or duties, or poses a threat to the safety of the employee or others.

### **III. RESPONSIBILITIES:**

A. **The Board of Commissioners:** The Board of Commissioners is responsible for:

- i. Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.
- ii. Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.
- iii. Providing adequate drug and alcohol training for management to allow for the appropriate implementation of this policy and its procedures including but not limited to training in the detection of drug and alcohol use and the behaviors which may indicate drug or alcohol abuse by an employee.

B. **Management:** The Chief or designee is responsible for:

- i. Implementing and enforcing this policy and applicable procedures.
- ii. Insuring that all employees have access to this policy and information concerning the impact of the use of alcohol and drugs on job performance.

C. **Employees:** Employees shall comply with this policy as a condition of employment. Employees are responsible for:

- i. Not reporting to duty while under the influence of drugs or alcohol.
- ii. Not being under the influence of drugs or alcohol while On The Job.
- iii. Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
- iv. Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy.
- v. Cooperating and complying with applicable testing procedures established in this policy.

- vi. Any employee who is taking a drug or medication, whether or not prescribed by the employee's physician, which may reasonably adversely affect that employee's ability to perform work in a safe or productive manner is required to report such use of medication to the employee's supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those that may cause drowsiness or dizziness. Employee's using prescription drugs may be required to provide Proper Medical Authorization prior to working while taking prescription medications. The supervisor in conjunction with the chief then will determine whether the employee can remain at work and whether any work restrictions will be necessary.

#### **IV. TESTING:**

- A. **Pre-Employment Testing:** Public Safety Position applicants seeking District employment who have been offered conditional employment must successfully pass a Drug Test. An applicant who fails the Drug Test will be informed of test results and will not be eligible for employment with the District at that time. Applicants who test positive will be notified that they have not met the standards for employment. An applicant that tested positive may request a re-test in accordance with Section V.
- B. **Reasonable Suspicion Testing:** When reasonable suspicion exists to believe that an employee may be under the influence or impaired by alcohol or drugs, the following procedure shall be followed:
  - i. The employee shall be informed of reasonable suspicion, removed from assignment (active duty) and placed on paid administrative leave status pending results of interview and/or testing.
  - ii. A supervisor assigned by the District and a witness, at the discretion of the employee in question, shall accompany said employee at all times during the interviewing and testing procedure.
  - iii. If a questionable substance is present, an appropriate sample shall be secured.
  - iv. Immediate notification of the Chief or designee.
  - v. The supervisor assigned shall, if circumstances permit, interview the employee to verify that a reasonable suspicion exists.
  - vi. If, after interview, reasonable suspicion still exists:
    - a. A supervisor shall transport the employee to the testing facility and the appropriate testing procedures will be implemented.
    - b. The employee will be required to sign a consent form for the testing.
    - c. Following the test a supervisor shall transport the employee to the employee's residence.

- d. If test results are positive, the time off will be charged to the employee's earned/accrued time off bank.
  - e. If test results are negative, the time off will be charged to paid administrative leave.
  - vii. If, after interview, a determination is made that the employee is impaired but not in violation of this policy, implement sick leave procedures.
  - viii. If a determination is made that there is no violation or impairment, for any reason, this process shall be immediately discontinued and all operations returned to original status. Furthermore, all documentation and records of the event shall immediately be destroyed.
- C. **Post-Accident Testing:** Employees shall be subject to post-accident testing if they are involved in an Accident, while on the job. The following procedure shall be followed:
- i. The employee shall be tested as soon as possible, but not more than eight hours after the accident for alcohol testing and 32 hours for drug testing after the time of the accident.
  - ii. Employees involved in accidents shall refrain from alcohol or drug use following the accident or until a drug test is administered.
  - iii. Employees who leave the scene of an accident without appropriate authorization prior to the testing shall be considered to have refused the test and shall be subject to disciplinary action, up to, and including termination.
  - iv. If a post-accident alcohol test is not administered within two hours following an Accident, the supervisor at the scene of the Accident shall document the reasons why the test was not administered within two hours. If the post-accident alcohol test is not administered within eight hours after the Accident, the supervisor at the scene shall cease efforts to test and document the reasons the test was not conducted. In both cases, the documentation shall be forwarded to the Chief or designee.
- D. **Follow-up/Return to Duty Testing:** As part of a follow-up to counseling or rehabilitation for drug or alcohol use, an employee may be required to submit to a drug test. The following Procedure shall be followed:
- i. If an employee has been placed on leave through use of counseling or rehabilitation services, the employee will not be permitted to return to work until the employee has passed a drug test as documented by the SAP, has the approval of the appropriate rehabilitation program coordinator, medical review officer, and the concurrence that the Chief or designee determines that the employee is fit to return to duty.
  - ii. Such employees may be required to undergo frequent drug and/or alcohol testing for a period of time to be determined on a case-by-case basis by the SAP.

- E. **Voluntary Request For Treatment:** The District shall not discipline employees who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem. No disciplinary action will be taken against an employee unless the employee refuses the opportunity for rehabilitation and/or fails to comply with the Follow-up/Return to Duty procedures.
- F. **Post Treatment:** If, after an initial positive test in violation of this policy or voluntarily entering a treatment program, an employee again violates this policy he/she will be terminated.

## V. Methodology

- A. **General:** To ensure the accuracy and fairness of the testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration SAMHSA/DOT guidelines where applicable and will, at a minimum include using SMHSA certified laboratories, chain of custody procedures, and equipment. Testing procedures may include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.
- B. **Positive Test Results.** All positive test results shall first be reviewed by the District Medical Review Officer (MRO). The MRO shall review the employee's medical history and afford the employee with an opportunity to offer any clarifying information that would explain the positive test.
- C. **Compliance with Testing:** Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately pending further investigation. Refusal can include an inability to provide a specimen or breath sample without a valid medical reason or delaying arrival at the collection site. Such refusals will be treated as insubordination and recorded as a positive test when considering appropriate disciplinary action.
- D. **Re-Tests and Observed Tests.** Any employee who tests positive for drugs may request, within 72 hours of notification, a test of the split sample, as all specimens are split and the untested portion stored for a period of time. The employee must notify the MRO of his/her request and the employee will be responsible for the cost of the split sample test. There are certain situations that may require the employee to provide, at the collection site, another urine or breath sample, e.g., when insufficient volume or breath provides an inadequate sample or the technician has reason to suspect tampering with the sample. Under the latter circumstances, a second collection may be under observed conditions.

## VI. Search Notice and Conditions.

- A. When a supervisor or the Chief or designee has reasonable suspicion to believe that an employee possesses drugs or alcohol in violation of this policy, the employee will be required, at the Chief or designee's direction, to submit to a search of any room, desk, file,

locker or other container provided by the District, law enforcement may be used. Any search conducted beyond these parameters shall be conducted in accordance with applicable state or federal laws.

- B. Any drugs or alcohol discovered on District premises in violation of this policy will be confiscated and the District will coordinate with appropriate law enforcement officials as necessary. Before any search may be conducted, except in an emergency situation, there must be concurrence by a supervisor and the Chief or designee that there is reasonable suspicion of the presence of drugs or alcohol in violation of this policy. Prior to the search occurring, the employee shall be informed of the suspected situation with an explanation of reasonable suspicion at that time.

## **VII. Disciplinary Action.**

- A. Violations of this policy will be grounds for appropriate disciplinary action on a case-by-case basis, up to and including, termination. Additionally, law enforcement authorities will be notified in appropriate situations. Employees who fail to cooperate and voluntarily participate in such provided programs shall be considered as testing positive and in violation of this policy.

## **VIII. Reporting Violations.**

- A. An employee who has reasonable suspicion of drugs or alcohol on District property or in District vehicles, or observes or has knowledge of another employee who either (1) violates this policy; or (2) is in a condition which might impair that employee's ability to perform job duties or which poses a hazard to the safety and welfare of others, shall promptly report the situation to his or her supervisor. To the degree possible, the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.
- B. If an employee has reasonable suspicion that the Chief or designee is violating this policy, the employee shall report this to the Chairperson of the Board of Commissioners. To the degree possible, the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.

## **IX. Rehabilitation Program**

- A. Any employee who tests positive for drugs or alcohol shall be medically evaluated, counseled and treated for rehabilitation as recommended by the SAP. Employees who complete a rehabilitation program may be required to undergo frequent drug and/or alcohol testing for a period of time to be determined on a case-by-case basis by the SAP. An employee may voluntarily enter a rehabilitation program without prior testing. The all or a portion of the treatment and rehabilitation may be paid for by the employee's health insurance program if available. Employees will be allowed to use their accrued and earned leave for the necessary time off involved in the rehabilitation program. If an employee does not have available insurance or have available accrued or earned leave, the District will not be responsible for any costs associated with treatment or loss of wages from missed work.

## **X. Privacy**

- A. Confidentiality shall be maintained throughout the testing process. Records of test results of employees receiving treatment for chemical dependency or of employees or applicants involved in other situations related to this policy will be maintained and used by the District with the maximum respect for individual confidentiality and privacy. The District shall retain such records relating to the sample collection process and positive test results. The District shall retain positive test results for at least (1) year. Only the Chief, the Human Resources Manager and the employee's immediate supervisor will be made aware of the test results. Such information will not be released to a third party without specific written authorization by the individual, or upon court order. The District shall maintain records and reports as required by appropriate government authorities.

## **XI. Policy Commitment, Notice, and Training**

- A. All employees shall receive a copy of this Policy. The District shall make training available for Employees to help prevent drug and alcohol abuse problem situations and appropriately deal with such problems should they occur.

## **XII. Right of Appeal**

- A. The employee has the right to appeal the results of the drug or alcohol tests. To initiate an appeal, the employee must fill out and sign the attached "Drug Test Appeal" (Appendix C) form within 5 business days of being notified of a positive test result. The appeal process will be conducted without cost to the employee. The employee will be scheduled to meet with the Chief or designee or the MRO within 14 calendar days to review the appeal. Following the meeting the Chief, designee or MRO will issue a written report of findings and conclusions.

## **XIII. Conflict with other laws**

- A. This Policy is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State, or Local statutes.

## **APPENDIX**

Appendix A: Pre-employment Drug Testing Consent Form

Appendix B: Employee Drug and Alcohol Testing Consent Form

Appendix C: Drug Test Appeal Form

**Appendix A**

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*APPLICANT CONSENT FORM AND AUTHORIZATION FOR SPECIMEN COLLECTION,  
SUBSTANCE TESTING, AND RELEASE OF INFORMATION*

I, \_\_\_\_\_ as a public safety position job applicant, voluntarily consent to provide a urine specimen at the designated Drug testing services provider, or any other site designated by Spokane County Fire Protection District No. 13. I understand that the urine specimen will be tested for the presence of drugs or controlled substances prohibited by Spokane County Fire Protection District No. 13's Drug & Alcohol Free Workplace Policy. I give my consent for the release of such test results to Spokane County Fire Protection District No. 13's Medical Review Officer, who shall interpret such results for Spokane County Fire Protection District No. 13's Chief and/or the Chief's designee. I further authorize Spokane County Fire Protection District No. 13 and its management to use this information as necessary in considering my application for employment. I understand that I may not be hired if I test positive for drugs or controlled substances prohibited by this policy. Upon request, Spokane County Fire Protection District No. 13 shall give me a copy of written test results it receives.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**



**Appendix B**

***Spokane County Fire Protection District No. 13***

**EMPLOYEE**

***CONSENT AND RELEASE FORM FOR DRUG/ALCOHOL TEST PROGRAM***

I acknowledge that I have received a copy of, have been duly informed, and understand the Fire District's drug and alcohol testing policy and procedures. I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed on how the tests are conducted, what the tests can determine, and the consequence of testing positive for drug use. I give consent for the release of such test results to the Chief or his designee.

I understand that if I voluntarily come forward and ask for assistance to deal with a drug or alcohol problem through the Substance Abuse Program I will not be disciplined by Spokane County Fire Protection District No. 13

I understand how drug/alcohol tests are collected and further understand that these are medical tests that are conducted under the auspices of a Medical Review Officer. I understand that the MRO will review and interpret any positive test results, and that I will have the opportunity to be interviewed by the MRO to review my status, my medical history, and any relevant biomedical factors prior to the District being informed whether I passed or failed the test. The District will maintain the findings in a confidential manner and will not divulge the information to any outside source without the consent of the employee.

I understand that a confirmed positive drug or alcohol test will result in my referral to a Drug and Alcohol Substance Abuse Professional. Provided I have come forward voluntarily, I will be required to complete a rehabilitation program. No disciplinary action will be taken against me unless I refuse to take a drug/alcohol test, refuse the opportunity for rehabilitation, fail to complete a rehabilitation program successfully, or again test positive for drugs/alcohol within one (1) year of completing an appropriate rehabilitation program. I understand that such disciplinary action, as described herein, may include dismissal from the District.

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Printed or typed name of employee

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Signature of employee

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Date



# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Conflicts of Interest**

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**PPG NUMBER: 10.7.18**

**PAGE: 1 of 1**

**DATE OF ISSUE: 10-19-2010**

**REVISED: 11-21-2017**

**APPROVED BY: \_\_\_\_\_ REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**

**Board Chair**

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### **POLICY:**

#### **Conflicts of Interest**

Any member of the Board of Commissioners or the Fire Chief shall not benefit, directly or indirectly, in any contract made by, through or under the supervision of the Fire Chief or Commissioner, except as provided below;

- Any contract, purchase of materials or activity paid from District funds received by the District Official or his or her business does not exceed the dollar amounts set forth in RCW 42.23.030.
- A Commissioner may not vote on the authorization, approval or ratification of a contract in which he or she is beneficially interested.
- Whenever a Commissioner or his or her spouse or dependent is employed by the district, the Commissioner shall abstain from voting on, refrain from participating in, or attempting to influence, any Board action affecting the employment status of the Commissioner, spouse, or dependant. Actions affecting employment status include, but are not limited to, hiring, establishing compensation and benefits, setting work conditions, conducting performance evaluations, or approving a professional service agreement.

Reference: RCW 42.23 and RCW 42.52

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Disability-Procedure for Requesting an Accommodation**

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**PPG NUMBER: 10.7.9**

**PAGE: 1 of 1**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY: \_\_\_\_\_ REVIEWED: 11-21-2017 BY: Board**  
**Board Chair**

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### **POLICY:**

Qualified individuals with disabilities may make requests for reasonable accommodation as follows:

#### **Requesting Procedure**

- 1. Contact your immediate Supervisor. If you are uncomfortable making such a request, have a trusted District member make the request for you. You will be contacted by a Superior to obtain information necessary to consider this request.**
- 2. If you or your designee is uncomfortable contacting your immediate Supervisor, contact the next higher ranking Officer.**
- 3. If you or your designee is uncomfortable contacting the next higher ranking Officer, contact any higher ranking Officer, up to and including the Fire Chief.**
- 4. If you or your designees are uncomfortable contacting any of these Officers, you can immediately direct your request to ANY member of your District's Board of Commissioners.**

On receipt of an accommodation request, an appropriate District representative will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that East County Fire & Rescue might make to help overcome those limitations.

The District will determine the feasibility of the requested accommodation, considering various factors including, but not limited to: the nature and cost of the accommodation, the availability of outside funding, overall financial resources, and the accommodation's impact on the operation of the District, including its impact on the ability of other members to perform their duties.

The District will inform the member of the District's decision on the accommodation request or on how to make the accommodation.

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Taking of Photos and Video**

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**PPG NUMBER: 10.7.15**

**PAGE: 1 of 1**

**DATE OF ISSUE: 7-21-2009**

**APPROVED BY: \_\_\_\_\_ REVIEWED: 11-21-2017**  
**Board Chair**

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**POLICY:**

The creation or taking of photos and videos, at emergency scenes and on the fire ground, shall be allowed but only with the permission of the incident commander or a Chief Officer. Ideally, such permission should be obtained in advance, i.e. before taking the photo or video. In the creation or staging of the photograph, all members shall be mindful of the need to depict only those portions of the patients' anatomy needed for the training or educational purpose of the photo. Since all department members are trained to be protective of patient privacy and confidentiality, every effort will be made to protect patients and other members of the public from intrusive media attention or photography, within the parameters or boundaries of the emergency scene, to the extent practical. It is recognized, however, that it is not possible or appropriate to prohibit other persons (non-members of the department) from taking photos or videos from or in other public places, near but outside of the emergency "perimeter". Taking photographs or videos of department personnel, equipment or facilities for private or commercial use without prior written permission of the Fire Chief is strictly prohibited.

**Use of Department Photos or Video**

Photographs or videos taken at emergency scenes by department members shall only be used for training, quality assurance, or education (including public education, when permitted). Under no circumstances, should such media be shared with, or shown to, nonmembers of the department, except with the prior written approval of the Fire Chief or his designee. This limitation applies also to mutual aid calls involving members of other departments. Photos or Video taken by department members may only be shown or included in public education media, such as election materials, open house posters, newsletters, and the like, when patients are visible, if such depictions of patients are minimal, or if more than minimal, used with the written permission of the patient. A "minimal" depiction of a patient means that the viewer cannot in any manner identify the patient, and can visualize little or no part of the patient's unclothed anatomy, even by using magnification. Non-emergency photos or video may be included in such publication education media, but the privacy interests of the public should still be considered.

**Disposition of Photos and Video**

Once such photos and video have served the training, quality assurance, or other educational purposes for which they were created, they should be destroyed and/or deleted from the memory of whatever medium in which they are stored.

# PHOTO/VIDEO USE RELEASE FORM

I, \_\_\_\_\_, hereby grant and authorize East County Fire and Rescue the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or videos taken of me to be used in and/or for legally promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration. This authorization extends to all languages, media, formats and markets now known or hereafter devised. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing.

I understand and agree that these materials shall become property of East County Fire and Rescue and will not be returned.

I \_\_\_\_\_ hereby hold harmless and release East County Fire and Rescue from all liability, petitions, and causes of action which I, my heirs, representative, executors, administrators or any other persons may make while acting on my behalf or on behalf of my estate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Aids Policy**

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**PPG NUMBER: 10.7.1**

**PAGE: 1 of 1**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY:** \_\_\_\_\_ **SUSPENDED:** 11-21-2017  
**Board Chair**

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**POLICY:**

East County Fire & Rescue recognizes that members with a life threatening illness such as AIDS may wish to continue their service or employment and, in fact, that continued service or employment may be therapeutically important to their recovery process. East County Fire & Rescue also recognizes that it must satisfy its legal obligation to provide a safe work environment for all members and other visitors to our premises. As long as members who have AIDS are able to maintain acceptable performance standards in accordance with established East County Fire & Rescue policies and procedures, and the weight of medical evidence continues to indicate that AIDS cannot be transmitted by casual workplace contact, members with AIDS will be permitted to continue to participate.

In determining a member's ability to continue in service or employment, East County Fire & Rescue will consider making reasonable accommodation to the member's condition, consistent with applicable federal, state, and local laws.

If you have AIDS or any other life-threatening illness, please contact a Chief Officer, Fire Fighters Association Officer, or Administrative Staff Member. The District will provide you with information about the illness and about programs that are available to assist you and your family. Further, East County Fire & Rescue will take all reasonable precautions, to the maximum extent possible, to ensure that the information about your condition remains confidential. East County Fire & Rescue will also determine what information should be obtained from your physician so that the District can explore the types of possible reasonable accommodations that may be recommended for you, consistent with the business needs of the District, established policy, and applicable federal, state, and local laws.

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Sexual Harassment**

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**PPG NUMBER: 10.7.2**

**PAGE: 1 of 2**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY: \_\_\_\_\_**

**SUSPENDED: 11-21-2017**

**Board Chair**

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### **POLICY:**

#### **Sexual Harassment: No Tolerance**

East County Fire & Rescue does not tolerate sexual harassment in the workplace or during any District-related activity or event. East County Fire & Rescue provides internal procedures for victims of sexual harassment to report sexual harassment, and disciplinary penalties for those who commit sexual harassment. No person, member or third party, no matter his or her title or position has the authority, expressed, actual, apparent or implied, to commit or allow sexual harassment.

Sexual harassment includes 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 a condition of membership or employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring a sexual act or favor to maintain membership, keep a job, or obtain a promotion or additional compensation.

East County Fire & Rescue prohibits, forbids, and does not tolerate any member, manager or visitor, male or female, to harass a member or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

- Direct or implied threats that submission to sexual advances will be a condition of employment or continued service with the District;
- Material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
- Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, sexual jokes, gestures, statements, e-mail or voicemail messages, leering or stalking;
- Intentional, malicious or unwelcome physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes; and
- Physical assaults on other members, including but not limited to rape, sexual battery, molestation, or any attempt to commit such acts.

East County Fire & Rescue will take all allegations of sexual harassment seriously and determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation. East County Fire & Rescue will make every effort to ensure that those named in the



report, or who are too closely associated with those involved in the report, will not be part of the investigative team. East County Fire & Rescue reserves the right and hereby provides notice that third parties may be used to investigate sexual harassment claims.

All members, including supervisors and managers, will be subject to severe discipline up to and including discharge for any act of sexual harassment they have committed.

Even conduct that is intended to be “innocent” may still constitute sexual harassment if it falls within the terms of this policy. If any member expresses concern that your behavior may have violated this policy, please respect his/her concerns. Regardless of your intent, how others interpret your behavior is important.

This policy is not meant to interfere with or discourage friendships among members. However, members must be sensitive to acts or conduct that may be considered offensive by other members.

East County Fire & Rescue prohibits retaliation against any member who lodges a good faith complaint of sexual harassment, or who participates in any related investigation. East County Fire & Rescue recognizes that making false accusations of harassment in bad faith can have serious consequences for those who are wrongly accused. East County Fire & Rescue prohibits deliberately making false and/or malicious harassment allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

### **Reporting Procedure**

**If you are aware of workplace conflict or wrongdoing taking place, you must immediately discuss your questions, problems, complaints, or reports with your direct supervisor. If you feel uncomfortable doing so or if your direct supervisor is the source of the problem, condones the problem, or ignores the problem, immediately report to the Fire Chief.**

**If neither of these alternatives is satisfactory to you, then you can immediately direct your questions, problems, complaints, or reports to ANY member of your District’s Board of Commissioners.**

**You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make wrongdoing or conflict known should it exist.**

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Pregnancy Leave**

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**PPG NUMBER: 10.7.4**

**PAGE: 1 of 2**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY:** \_\_\_\_\_  
Board Chair

**SUSPENDED: 11-21-2017**

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**POLICY:**

East County Fire & Rescue prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The District will treat all applicants, members, and employees who are pregnant the same way as any other applicant, member, or employee with regard to position-related functions, benefits, opportunities, and purposes. No person, member, or employee, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to discriminate against a pregnant member, employee or applicant of East County Fire & Rescue.

East County Fire & Rescue will not deny a position or job, or remove a pregnant member or employee from a position or job because the member or employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. The District will make all decisions regarding recruitment, selection, placement, training, hiring, advancement, discharge or other terms, conditions, or privileges of membership or employment based on position-related qualifications and abilities.

All decisions regarding a pregnant member or employee's placement in or continuation in a position or job will be based on the same consideration that governs all employment decisions—the employee's ability to satisfactorily perform the essential duties of the position in question.

Generally, a member will be reinstated if he or she is still qualified to perform the position or job duties and if circumstances do not make it impossible, unreasonable or against public policy to place the member back into the same or similar position.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any act of pregnancy discrimination reasonably believed to have been committed.

**Reporting Procedure**

- 1. Contact your immediate Supervisor immediately. If you are uncomfortable making such a report, have a trusted District-member make the report for you. You will be contacted by a Superior to obtain information in writing to substantiate this allegation.**
- 2. If you or your designees are uncomfortable contacting your immediate Supervisor, or if your immediate Supervisor is the person engaged in this wrongdoing, contact the next higher ranking Officer.**

3. If you or your designees are uncomfortable contacting the next higher ranking Officer, or if the next higher ranking Officer is the person engaged in this wrongdoing, contact any higher ranking Officer, up to and including the Fire Chief.
4. If you or your designees are uncomfortable contacting any of these Officers, or if these higher Officers are engaged in this wrongdoing, you can immediately direct questions, problems, complaints, or reports to ANY member of your District's Board of Commissioners.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Anti-Retaliation Policy**

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**PPG NUMBER: 10.7.5**

**PAGE: 1 of 2**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY: \_\_\_\_\_**  
**Board Chair**

**SUSPENDED: 11-21-2017**

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**POLICY:**

East County Fire & Rescue prohibits and does not tolerate retaliation against any member because of that member's participation in protected activities, including but not limited to good faith reporting of workplace wrongdoing, making a protected claim against the organization, participating in any related investigation, or properly using District benefits.

Any member who engages in prohibited retaliation is subject to disciplinary action, up to and including possible termination. No person, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to retaliate against any member.

The District recognizes that making false accusations of wrongdoing in bad faith can have serious consequences for those who are wrongly accused. East County Fire & Rescue prohibits deliberately making false and/or malicious allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

**Reporting Procedure**

- 1. Contact your immediate Supervisor immediately. If you are uncomfortable making such a report, have a trusted District member make the report for you. You will be contacted by a Superior to obtain information in writing to substantiate this allegation.**
- 2. If you or your designees are uncomfortable contacting your immediate Supervisor, or if your immediate Supervisor is the person engaged in this wrongdoing, contact the next higher ranking Officer.**

**Reporting Procedure (Continued):**

- 3. If you or your designees are uncomfortable contacting the next higher ranking Officer or if the next higher ranking Officer is the person**

engaged in this wrongdoing, contact any higher ranking Officer, up to and including the Fire Chief.

4. If you or your designee are uncomfortable contacting any of these Officers or if these higher Officers are engaged in this wrongdoing, you can immediately direct questions, problems, complaints, or reports to ANY member of your District's Board of Commissioners.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Equal Employment Opportunity & Anti-Discrimination**

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**PPG NUMBER: 10.7.7**

**PAGE: 1 of 2**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY: \_\_\_\_\_**

**SUSPENDED: 11-21-2017**

**Board Chair**

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**POLICY:**

East County Fire & Rescue prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability or any other basis prohibited by applicable federal, state or local laws.

All members, managers, supervisors, and applicants are guaranteed the same service or employment opportunities. No person or member, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to discriminate against another member of East County Fire & Rescue. This policy applies while on the job or during any District-related activity or event.

East County Fire & Rescue will make all recruitment, selection, placement, training and layoff decisions based solely on job-related qualifications and abilities. East County Fire & Rescue will administer and conduct all personnel procedures, including compensation, benefits, discipline, training, recreational and social activities, and safety and health programs without regard to an individual's race, color, religion, sex, age, sexual orientation, national origin, veteran status, or disability.

East County Fire & Rescue prohibits retaliation made against any member who lodges a good faith complaint of discrimination, or who participates in any related investigation. The District recognizes that making false accusations of discrimination in bad faith can have serious consequences for those who are wrongly accused. East County Fire & Rescue prohibits deliberately making false and/or malicious discrimination allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

**Reporting Procedure**

- 1. Contact your immediate Supervisor immediately. If you are uncomfortable making such a report, have a trusted District member make the report for you. You will be contacted by a Superior to obtain information in writing to substantiate this allegation.**
- 2. If you or your designees are uncomfortable contacting your immediate Supervisor, or if your immediate Supervisor is the person engaged in this wrongdoing, contact the next higher ranking Officer.**
- 3. If you or your designees are uncomfortable contacting the next higher ranking Officer, or if the next higher ranking Officer is the person engaged in this**

wrongdoing, contact any higher ranking Officer, up to and including the Fire Chief.

4. If you or your designees are uncomfortable contacting any of these Officers, or if these higher Officers are engaged in this wrongdoing, you can immediately direct questions, problems, complaints, or reports to ANY member of your District's Board of Commissioners.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Disability Discrimination Policy**

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**PPG NUMBER: 10.7.8**

**PAGE: 1 of 2**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY: \_\_\_\_\_**

**SUSPENDED: 11-21-2017**

**Board Chair**

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**POLICY:**

East County Fire & Rescue prohibits, forbids, and does not tolerate discrimination against any qualified individual with a disability. All qualified individuals with a disability are guaranteed the same service or employment opportunities as other members or applicants. No person or member, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to discriminate against a qualified member or applicant with a disability.

East County Fire & Rescue will make all decisions regarding recruitment, selection, membership, hiring, training, advancement, discharge, or other terms, conditions, or privileges of service or employment based on job-related qualifications and abilities.

East County Fire & Rescue prohibits verbal, physical, or visual conduct that belittles or demeans any qualified individual with a disability.

Violators of this policy are subject to disciplinary action up to and including discharge for any act of disability discrimination reasonably believed to have been committed.

**Reporting Procedure**

- 1. Contact your immediate Supervisor immediately. If you are uncomfortable making such a report, have a trusted District member make the report for you. You will be contacted by a Superior to obtain information in writing to substantiate this allegation.**
- 2. If you or your designees are uncomfortable contacting your immediate Supervisor, or if your immediate Supervisor is the person engaged in this wrongdoing, contact the next higher ranking Officer.**

**Reporting Procedure (continued):**

- 3. If you or your designees are uncomfortable contacting the next higher ranking Officer, or if the next higher ranking Officer is the person engaged in this wrongdoing, contact any higher ranking Officer, up to and including the Fire Chief.**



4. If you or your designees are uncomfortable contacting any of these Officers, or if these higher Officers are engaged in this wrongdoing, you can immediately direct questions, problems, complaints, or reports to ANY member of your District's Board of Commissioners.