

### District Board Members

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



### District Staff

Chris Emmons  
Fire Chief  
Anali Gonzalez  
Clerk of the Board

# Regular Board Meeting August 13, 2026 5:30 PM Location: 631 9<sup>th</sup> Street, Arcata Arcata Station Classroom

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## AGENDA

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ATTENDANCE & DETERMINATION OF QUORUM

### APPROVAL OF AGENDA

### CEREMONIAL MATTERS

### PUBLIC COMMENT/ASSOCIATION REPORTS

*Any person may address the District Board on any subject pertaining to District business that is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 et seq.) and may be limited to three (3) minutes for any person addressing the Board. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.*

1. Local 4981 Monthly Report
2. Arcata Volunteer Fire Association Report

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## **CLOSED SESSION**

*At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.*

**Government Code § 54957.6**

**Agency Designated Representatives:** Fire Chief Chris Emmons and Michael Youril, LCW

**Employee Organization:** Local 4981

**Subject:** Labor negotiations regarding CalPERS-related matters and proposed side letter agreement.

## **CONSENT CALENDAR**

**Pg.**

*Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.*

- |                                               |        |
|-----------------------------------------------|--------|
| 1. Minutes from July 9, 2026, Regular Meeting | Pg. 4  |
| 2. July 2026 Financial Report                 | Pg. 13 |

## **DISTRICT BUSINESS**

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- |                                                                                                                                                                                          |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Review and Approval of Revised Policies and Procedures Manual – Chapters 1–3                                                                                                          | Pg. 23  |
| 2. Government Relations Discussion/Action                                                                                                                                                | Pg. 199 |
| 3. Adopt Resolution 26-350 Declaring Certain Items as Surplus Property and authorizing the Fire Chief to dispose of said items as outlined in the Surplus Property Policy and Guidelines |         |
| ➤ Attachment 1- Resolution 26-350                                                                                                                                                        |         |
| ➤ Attachment 2- Exhibit A                                                                                                                                                                |         |
| ➤ Attachment 3- Surplus Property Policy and Guidelines                                                                                                                                   |         |

## **CORRESPONDENCE & COMMUNICATIONS**

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- |                                                                     |         |
|---------------------------------------------------------------------|---------|
| 1. Public Correspondence                                            |         |
| 2. Committee Reports                                                |         |
| a. FY 2026/27 Budget Committee (Johnson, Loudenslager)              |         |
| b. Government Relations Ad-Hoc Committee (Akana, Loudenslager)      |         |
| c. Fire Chief Evaluation FY 26-27 Ad-Hoc Committee (Johnson, Akana) |         |
| 3. Fire Chief's Monthly Report                                      | Pg. 201 |
| 4. Director Matters                                                 |         |

## **ADJOURNMENT**

**Next Regular Board Meeting** is scheduled for September 10, 2026, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.

*The Arcata Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, shall make their request by calling (707)825-2000, no later than 48 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority of, or all, the Board in advance of a meeting may be viewed at 2149 Central Avenue, McKinleyville, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary, at (707) 825-2000. The meeting agenda is posted at least 72 hours in advance of regular scheduled meetings, at the following locations:*

- *District's Headquarters' Building, 2149 Central Avenue, McKinleyville, CA 95519*
- *Arcata Downtown Station, 631 9<sup>th</sup> Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: [www.arcatafire.org](http://www.arcatafire.org)*

# Public Comment & Association Reports





## **ARCATA VOLUNTEER FIREFIGHTERS' ASSOCIATION, INC.**

2149 Central Avenue  
McKinleyville, California 95519  
(707) 825-2000

**Date: 8/13/2026 MONTHLY ACTIVITY REPORT**  
**To: Board of Directors, Arcata Fire District**  
**From: Arcata Volunteer Firefighters' Association**

**Mission: We exist to provide support, advocacy, and a social network for those  
Volunteering to contribute to the mission of the Arcata Fire District.**

### **Volunteering**

- Volunteer hours of support for July was 52 hours.
  - VLU Training was Gator Operations and qualifications
  - VLU Responded to various fire calls
  - Teaching CPR and First Aid
  - Crabs Game support

### **Community Outreach and Support**

- **CPR and First Aid Training**
  - CPR/1st Aid classes this month, 2 classes 32 students.
- **Grant Activity**
  - Still waiting to hear from Berg Foundation regarding hose & nozzles.
  - PG&E Funded \$5000 toward additional rural address placards
  - Waiting on CA Fire Foundation for Dual Compliant Wildland Britches.
  - Discussing a grant for a Station Alert System and a 4-Door UTV
- **Other AVFA Activities**
  - Supported the annual Crabs baseball game.
  - Developing Firewise Community projects to gain local support.

# Consent Calendar



## MINUTES

### ***Regular Board Meeting***

***June 11, 2026***

***5:30 p.m.***

***Location: 631 9<sup>th</sup> Street, Arcata***

***Arcata Fire Station Classroom***

### **Board of Directors**

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

### **CALL TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

President Johnson led the Pledge of Allegiance.

### **ATTENDANCE AND DETERMINATION OF A QUORUM**

The meeting continued with a quorum, and the following were present: President Nicole Johnson, Director Akana, Director Mendosa, and Director Maynor. Director Loudenslager is absent.

Additional District administrative staff included Fire Chief Chris Emmons, Assistant Chief Ross McDonald, and Board Secretary Anali Gonzalez

### **APPROVAL OF AGENDA**

Prior to approval of the agenda, the Board discussed postponing the Ceremonial Matters agenda item to a future meeting.

A motion was made and seconded to:

- Remove the Ceremonial Matters agenda item from the current agenda.
- Continue the Ceremonial Matters item to a future agenda.
- Approve the agenda as amended.

**Motion:** A motion was made to approve the agenda by Director Mendosa

**Second:** A second was made by Director Maynor

**Roll Call:**

**Ayes:** Johnson, Akana, Mendosa, Maynor

**Nays:**

**Absent:** Loudenslager

**Result:** Motion passed

### **PUBLIC COMMENT/ ASSOCIATION REPORTS**

**Michael Winkler**

Former Arcata City Council Member and former Mayor Michael Winkler addressed the Board regarding fire prevention following the January 2 fire.

Mr. Winkler referenced former Chief Cowan's report titled *A Roadmap to Success, Retroactive Sprinkler Ordinances* and requested that the Board:

- Consider placing the matter on a future agenda.
- Direct staff to update and investigate a potential retroactive fire sprinkler ordinance for the Arcata downtown district.
- Work with the City of Arcata to evaluate implementation options and possible financing mechanisms.

No Board action was taken.

No additional public comments were received.

### **Local 4981 Monthly Report**

A representative of Local 4981 reported the following:

- Members received the Team Spirit Award at the recent barbecue event.
- Members appreciated the opportunity to engage with the public outside emergency responses.
- Representatives met with the Finance Committee regarding the alternative staffing plan.
- Board members were invited to participate in a ride-along or station visit to better understand department operations and assist with future decision-making.

No Board action was taken.

### **Arcata Volunteer Fire Association Report**

- The annual barbecue was successful.
- Training was completed on the new air compressor.
- Thirty-two CPR students were trained during the reporting period.
- CPR training was provided at Mad River High, Cummings West, and Green Diamond.
- The Association covered approximately \$528 in costs exceeding grant funding for equipment purchases.
- PG&E and Coast Central provided grant funding for future projects.
- Firewise community meetings were underway and community participation was increasing.

No Board action was taken.

### **Closed Session:**

The Board recessed into Closed Session to discuss a personnel matter. Prior to entering Closed Session, the Chair called for public comment. No public comments were received. Following the Closed Session, the Board reconvened in open session. The Chair reported that the Board **provided direction to staff**. No additional reportable action was announced.

### **CONSENT CALENDAR**

The Chair opened public comment on the Consent Calendar. No public comments were received.

Board discussion identified the following corrections:

- Page 32 contained an incorrect appropriation limit resolution number, which was corrected.
- Page 34 (Exhibit A for Fiscal Year 2025–2026) was identified as an incorrect attachment and was removed from the Consent Calendar.
- The Fiscal Year 2026–2027 Exhibit A was confirmed as the correct exhibit.

A motion was made and seconded to approve the Consent Calendar with:

- the correction to page 32 as discussed; and
- the removal of page 34 from Consent Calendar Item No. 4.

Motion by: Director Akana

Second by: Director Mendosa

#### **Roll Call:**

**Ayes:** Johnson, Akana, Maynor, and Mendosa

**Nays:** N/A

**Absent:** Loudenslager

**Abstain:**

**Result:** Motion passed

### **DISTRICT BUSINESS**

#### **1. Adoption of the Preliminary Budget for Fiscal Year 2026-2027**

Staff presented the draft Preliminary Budget for Fiscal Year 2026–2027 pursuant to Health and Safety Code requirements.

Staff reported that:

- the preliminary budget was based on rollover amounts from the current fiscal year;
- CalPERS actuarial information was still pending;
- health insurance premiums had not yet been finalized;
- the final budget would be presented after updated financial information became available.

The preliminary budget assumed:

- static property tax growth;
- static district assessment collections;
- current staffing levels;
- estimated CalPERS unfunded accrued liability payments.

Staff recommended:

- approval of the Preliminary Budget;
- scheduling the public hearing for final budget adoption on September 10, 2026; and
- authorizing the Board Clerk/Secretary to publish the required public notice.

The Chair opened public comment.

No public comments were received.

Board discussion included clarification regarding projected revenue figures, including investment income, charges for services, and miscellaneous revenues.

Following discussion, a motion was made and seconded to:

- approve the Preliminary Budget for Fiscal Year 2026–2027 as presented;
- schedule the public hearing for final budget adoption at the September 10, 2026 Board meeting; and
- authorize the Board Clerk/Secretary to publish the required notice pursuant to Health and Safety Code Section 13893.

Motion by: Director Akana

Second by: Director Mendosa

**Roll Call:**

**Ayes:** Johnson, Akana, Maynor, and Mendosa

**Nays:** N/A

**Absent:** Loudenslager

**Abstain:**

**Result:** Motion passed

## **2. Authorization to Purchase replacement 1 3/4 – Inch Fire Hose**

Staff reported that annual hose testing resulted in a significant amount of attack hose being removed from service after failing required testing.

Staff advised that:

- replacement inventory was critically low;
- maintaining reserve hose inventory was necessary to ensure operational readiness;
- grant funding had been requested for a larger hose replacement project, although the award timeline remained uncertain; and
- the proposed purchase would provide sufficient replacement hose and reserve inventory for one engine company.

Staff estimated:

- purchase cost: **\$10,500**;
- anticipated district cost after grant reimbursement (if awarded): approximately **\$8,000**.

Board members asked questions regarding:

- grant funding;
- expected hose lifespan;
- replacement of hose on the new engine;
- hose durability;
- repairability;
- future replacement needs.

The Chair opened public comment.

No public comments were received.

Following discussion, a motion was made and seconded to authorize expenditure of **\$10,500** for the purchase of replacement 1¾-inch fire hose and reserve inventory replenishment.

Motion by: Director Mendosa

Second by: Director Maynor

**Roll Call:**

**Ayes:** Johnson, Akana, Maynor, and Mendosa

**Nays:** N/A

**Absent:** Loudenslager

**Abstain:**

**Result:** Motion passed

### **3. Award of Contract- Arcata Station Exterior Painting Project**

Staff presented the results of the competitive bid process for the Arcata Station exterior painting project.

Staff reported that:

- six bids were received;
- Empire Painting of Redding submitted the proposal determined to be the most responsive and responsible;
- the recommended contract amount was **\$33,640**;
- sufficient funding was available within the approved maintenance budget; and
- the project was scheduled for completion by September 30, 2026.

Board members discussed:

- the differences in bid amounts;
- contractor experience;
- experience working at occupied fire stations;
- project coordination;
- staging and maintaining emergency access during construction.

The Chair opened public comment.

No public comments were received.

Following discussion, a motion was made and seconded to:

- award the Arcata Station Exterior Painting Project contract to **Empire Painting** in the amount of **\$33,640**; and
- authorize the Fire Chief to execute the contract and related documents.

Motion by: Director Mendosa

Second by: Director Maynor

**Roll Call:**

**Ayes:** Johnson, Akana, Maynor, and Mendosa

**Nays:** N/A

**Absent:** Loudenslager

**Abstain:**

**Result:** Motion passed

### **4. 2026 Biennial Review of the Conflict of Interest Code**

Staff presented the required biennial review of the District's Conflict of Interest Code pursuant to the Political Reform Act and the Humboldt County Office of Elections. Staff

reviewed the statutory requirements, filing deadlines, and procedures applicable to the review process.

Board discussion included:

- the required biennial review process;
- whether amendments to the Conflict of Interest Code were necessary;
- discussion regarding language contained in Section 5 relating to Form 700 filing procedures;
- whether legal review would be necessary if amendments were made; and
- the potential costs associated with legal review.

A motion was made and seconded to authorize staff to review, complete, and submit the required 2026 Local Agency Biennial Notice.

Motion by: Director Mendosa

Second by: Director Maynor

**Roll Call:**

**Ayes:** Johnson, Maynor, and Mendosa

**Nays:** Akana

**Absent:** Loudenslager

**Abstain:**

**Result:** Motion passed

## **5. LAFCO Independent Special District Election**

Staff presented correspondence regarding the Humboldt Local Agency Formation Commission (LAFCo) election for a Regular Special District Member position.

The Board discussed the candidates and previous experience working with David Couch.

A motion was made and seconded to nominate **David Couch** and direct staff to complete and submit the official ballot.

Motion by: Director Mendosa

Second by: Director Maynor

**Roll Call:**

**Ayes:** Johnson, Maynor, and Mendosa

**Nays:** Akana

**Absent:** Loudenslager

**Abstain:**

**Result:** Motion passed

## **6. Government Relations Discussion**

Staff reported that this recurring agenda item was established to allow discussion of government relations matters affecting the District.

Discussion included:

- ongoing coordination meetings with Cal Poly and the City of Arcata;
- an upcoming meeting with Senator McGuire's staff;
- discussions regarding funding for rural fire districts; and
- continued interagency collaboration.

No public comments were received. No Board action was taken

## **CORRESPONDENCE & COMMUNICATIONS**

### **Budget Committee Report**

The Budget Committee reported meeting twice during the reporting period and advised that budget development work was ongoing.

Discussion included scheduling a future staffing workshop to provide Board members with additional operational information before consideration of the staffing proposal.

No Board action was taken.

### **Government Relations Ad Hoc Committee**

The committee reported that there were no updates.

### **Fire Chief's Monthly Report**

The Fire Chief presented the monthly report, including updates on:

#### **Administration / Intergovernmental Activities**

- Attendance at city council and interagency meetings.
- Participation in disaster preparedness exercises with PG&E, Cal Poly, the City of Arcata, and other agencies.
- Ongoing Cal OES reimbursement efforts related to the January 2 fire.
- Regional fire service coordination meetings.
- Planning discussions related to future funding measures.
- Development Impact Fee engineering study.
- Fire Chiefs Association activities.

#### **Planning / Grants**

The Board received updates regarding:

- engineering study revisions;
- preliminary budget development;
- drone program development;
- capital improvement projects;
- grant funding for address signage;
- Firewise community development efforts.

#### **Operations and Training**

Staff reported:

- successful completion of the PG&E disaster exercise;
- instructor and company officer training;
- acting duty officer and company officer assignments;
- radio testing at Cal Poly;
- annual hose and ladder testing.

Operational highlights included responses to:

- structure fires;
- traffic collisions;
- rescue incidents;
- medical emergencies;
- mutual aid responses.

### **Maintenance**

Maintenance updates included:

- vehicle transmission and brake repairs;
- apparatus repairs;
- replacement of a failed radio repeater.

### **Public Education**

Staff reported participation in:

- public education events;
- career presentations;
- Special Olympics Torch Run activities.

### **Social Media**

Staff reviewed recent social media performance and discussed the historical fire siren currently undergoing restoration.

Board members requested that staff consider providing a public update regarding the status of the historic siren.

### **Fire Marshal's Report**

The Fire Marshal reported activities including:

- plan reviews;
- construction inspections;
- code enforcement;
- special event permits;
- hydrant flow testing;
- public education;
- code training; and
- preparations for Fourth of July fireworks inspections.

Board discussion included questions regarding hazardous material storage and hydrant operations.

**No Board action was taken.**

### **Director Matters**

Board members discussed follow-up regarding the public comment requesting consideration of a retroactive fire sprinkler ordinance.

Staff advised that such an ordinance would require action by the City and potentially the County, rather than the Fire District.

The Board requested staff provide future updates regarding discussions with the City.

**No Board action was taken.**

**ADJOURNMENT**

The Chair announced that the next Regular Board Meeting would be held on **July 9, 2026**, at **5:30 p.m.** at the Arcata Fire District Downtown Station.

A motion was made to adjourn.

**Adjournment time: 8:25 pm.**

Respectfully submitted,

Business Manager / Board Secretary  
Arcata Fire District

Arcata Fire Protection District  
Statement of Cash Flows  
July 2026

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|                                                                            | Jul 26                      |
|----------------------------------------------------------------------------|-----------------------------|
| <b>OPERATING ACTIVITIES</b>                                                |                             |
| Net Income                                                                 | -389,060.91                 |
| Adjustments to reconcile Net Income<br>to net cash provided by operations: |                             |
| 1200 · ACCOUNTS RECEIVABLE                                                 | 2,436.51                    |
| Acct. Recv. - County Treasury                                              | -540,750.00                 |
| 2000 · ACCOUNTS PAYABLE                                                    | 79,483.78                   |
| US BANK:Gonzalez                                                           | 1,428.87                    |
| US BANK:Allen                                                              | 14.20                       |
| US BANK:Freeman                                                            | 76.11                       |
| US BANK:R. McDonald                                                        | 260.65                      |
| US BANK:Rheinschmidt                                                       | 13.04                       |
| 2100 · Payroll Liabilities                                                 | -5,839.98                   |
| 2100 · Payroll Liabilities:CA Withholding                                  | 1,476.76                    |
| 2100 · Payroll Liabilities:Federal Withholding                             | 22,127.00                   |
| 2100 · Payroll Liabilities:Medicare - Both                                 | 1,885.00                    |
| 2100 · Payroll Liabilities:Survivor Benefit                                | -20.46                      |
| Net cash provided by Operating Activities                                  | -826,469.43                 |
| Net cash increase for period                                               | -826,469.43                 |
| Cash at beginning of period                                                | 17,662,481.90               |
| Cash at end of period                                                      | <u><u>16,836,012.47</u></u> |

1:03 PM

08/07/26

# Arcata Fire Protection District Expenses by Vendor Detail

Accrual Basis

July 2026

| Type                                         | Date       | Memo                                                                                  | Account                     | Amount     | Balance    |
|----------------------------------------------|------------|---------------------------------------------------------------------------------------|-----------------------------|------------|------------|
| <b>ALYSSA M ALVAREZ</b>                      |            |                                                                                       |                             |            |            |
| Bill                                         | 07/29/2026 | 7/29/2026 per the Settlement                                                          | 5180.1 · Legal              | 5,000.00   | 5,000.00   |
| Total ALYSSA M ALVAREZ                       |            |                                                                                       |                             | 5,000.00   | 5,000.00   |
| <b>AMAZON</b>                                |            |                                                                                       |                             |            |            |
| Credit Card Charge                           | 07/09/2026 | Dash Camera SD Memory cards for FC Emmons and AC McDonald                             | 5121 · Maintenance - ...    | 147.88     | 147.88     |
| Credit Card Charge                           | 07/22/2026 | Mop for office                                                                        | 5170.1 · Office Supplies    | 54.33      | 202.21     |
| Credit Card Charge                           | 07/22/2026 | Britta Water filters for Mad River Station                                            | Mad River Station           | 17.61      | 219.82     |
| Credit Card Charge                           | 07/31/2026 | Air Fryer for kitchen at Arcata Station                                               | Arcata Station              | 76.11      | 295.93     |
| Total AMAZON                                 |            |                                                                                       |                             | 295.93     | 295.93     |
| <b>AT&amp;T- CAL NET 3</b>                   |            |                                                                                       |                             |            |            |
| Bill                                         | 07/19/2026 | Invoice 000025557319 BAN 9391029190 Monthly statement 6-19-26 to 7-18-26              | 5060.1 · Phones - Lan...    | 232.36     | 232.36     |
| Total AT&T- CAL NET 3                        |            |                                                                                       |                             | 232.36     | 232.36     |
| <b>AT&amp;T MOBILITY (FIRSTNET)</b>          |            |                                                                                       |                             |            |            |
| Bill                                         | 07/02/2026 | Account # 287316337101 Invoice 287316337101X07102026 Wireless                         | 5060.1 · Phones - Lan...    | 531.89     | 531.89     |
| Total AT&T MOBILITY (FIRSTNET)               |            |                                                                                       |                             | 531.89     | 531.89     |
| <b>BLAINE MAYNOR</b>                         |            |                                                                                       |                             |            |            |
| Bill                                         | 07/31/2026 | Q2 Board Meeting Attendance for Maynor for April, May, June 2026                      | 5230 · Special District ... | 200.00     | 200.00     |
| Total BLAINE MAYNOR                          |            |                                                                                       |                             | 200.00     | 200.00     |
| <b>CAL PERS</b>                              |            |                                                                                       |                             |            |            |
| Bill                                         | 07/02/2026 | Annual Unfunded Accrued Liability as of June 30, 2024 Actuarial Valuation for Rate... | 5020.4 · CalPERS UA...      | 297,150.29 | 297,150.29 |
| Bill                                         | 07/02/2026 | Annual Unfunded Accrued Liability Actuarial Valuation for Rate Plan Identifier 27345  | 5020.4 · CalPERS UA...      | 6,996.00   | 304,146.29 |
| Liability Check                              | 07/06/2026 | Pay Period 5/24/2026 to 6/06/2026                                                     | 5020.1 · CalPERS Ret...     | 25,473.94  | 329,620.23 |
| Liability Check                              | 07/21/2026 | Pay Period 6-07-26 to 6-20-26                                                         | 5020.1 · CalPERS Ret...     | 18,925.12  | 348,545.35 |
| Total CAL PERS                               |            |                                                                                       |                             | 348,545.35 | 348,545.35 |
| <b>CalPERS 457 PLAN</b>                      |            |                                                                                       |                             |            |            |
| Liability Check                              | 07/02/2026 | EMPLOYER CONTRIBUTIONS PP 6-7-2026 to 6-20-2026                                       | 5010.5 · Deferred Co...     | 2,100.00   | 2,100.00   |
| Liability Check                              | 07/10/2026 | Employer Plad Contributions                                                           | 5010.5 · Deferred Co...     | 2,100.00   | 4,200.00   |
| Total CalPERS 457 PLAN                       |            |                                                                                       |                             | 4,200.00   | 4,200.00   |
| <b>CANVA</b>                                 |            |                                                                                       |                             |            |            |
| Credit Card Charge                           | 07/16/2026 | Business cards for Fire Marshal Laidlaw                                               | 5170.1 · Office Supplies    | 19.58      | 19.58      |
| Total CANVA                                  |            |                                                                                       |                             | 19.58      | 19.58      |
| <b>CITY OF ARCATA</b>                        |            |                                                                                       |                             |            |            |
| Bill                                         | 07/07/2026 | Account 015377-000 Service Period 6-7-26 to 7-6-26 for Mad River Station              | Mad River Station           | 354.41     | 354.41     |
| Bill                                         | 07/28/2026 | Account 021032-000 Service Period 6-28-26 to 7-27-26 for Arcata Station               | Arcata Station              | 231.64     | 586.05     |
| Total CITY OF ARCATA                         |            |                                                                                       |                             | 586.05     | 586.05     |
| <b>COASTAL BUSINESS SYSTEMS, INC</b>         |            |                                                                                       |                             |            |            |
| Bill                                         | 07/16/2026 | Invoice 42516859 Agreement 021-1973506-000 Standard Copier and Smartboards            | 5200.1 · Copier             | 704.53     | 704.53     |
| Total COASTAL BUSINESS SYSTEMS, INC          |            |                                                                                       |                             | 704.53     | 704.53     |
| <b>COLANTUONO HIGHSMITH &amp; WHATLEY PC</b> |            |                                                                                       |                             |            |            |
| Bill                                         | 07/05/2026 | Invoice 71320 Legal services for Labor and Employment                                 | 5180.1 · Legal              | 1,660.00   | 1,660.00   |
| Total COLANTUONO HIGHSMITH & WHATLEY PC      |            |                                                                                       |                             | 1,660.00   | 1,660.00   |
| <b>DRONE NERDS</b>                           |            |                                                                                       |                             |            |            |
| Credit Card Charge                           | 07/14/2026 | Drone accessories- prop guard and landing pad. Payback by AFVA Grant                  | 5230.30 · 2026 Drone ...    | 260.65     | 260.65     |
| Total DRONE NERDS                            |            |                                                                                       |                             | 260.65     | 260.65     |
| <b>EVAN GIBBS</b>                            |            |                                                                                       |                             |            |            |
| Bill                                         | 07/02/2026 | Reimbursement for Gibbs for EMT recertification from North Coast EMS                  | 5230.6 · Certifications     | 77.00      | 77.00      |
| Total EVAN GIBBS                             |            |                                                                                       |                             | 77.00      | 77.00      |
| <b>FAIRA</b>                                 |            |                                                                                       |                             |            |            |
| Bill                                         | 07/02/2026 | Coverage effective July 1, 2026 to June 30, 2027                                      | 5100.1 · Liability Insur... | 68,640.00  | 68,640.00  |
| Total FAIRA                                  |            |                                                                                       |                             | 68,640.00  | 68,640.00  |
| <b>FIRE RISK MANAGEMENT SERVICES</b>         |            |                                                                                       |                             |            |            |
| Bill                                         | 07/01/2026 | Billing Period: 115 - 07/01/2026 To 07/31/2026                                        | 5030.4 · Dental, Visio...   | 3,329.86   | 3,329.86   |
| Total FIRE RISK MANAGEMENT SERVICES          |            |                                                                                       |                             | 3,329.86   | 3,329.86   |
| <b>FIREPENNY</b>                             |            |                                                                                       |                             |            |            |
| Bill                                         | 07/01/2026 | Invoice 107398 PPE Structure boots for Freeman                                        | 5050.3 · PPE - Structure    | 476.91     | 476.91     |
| Total FIREPENNY                              |            |                                                                                       |                             | 476.91     | 476.91     |
| <b>GAYNOR TELEPHONE SYSTEMS</b>              |            |                                                                                       |                             |            |            |
| Bill                                         | 07/28/2026 | INV000048034 Mad River and Arcata Station line repair                                 | 5060.1 · Phones - Lan...    | 461.00     | 461.00     |
| Total GAYNOR TELEPHONE SYSTEMS               |            |                                                                                       |                             | 461.00     | 461.00     |
| <b>HENSELS</b>                               |            |                                                                                       |                             |            |            |
| Bill                                         | 07/10/2026 | Invoice 333453/1 Weed Killer purchased by Allen for Mad River Station                 | Mad River Station           | 37.47      | 37.47      |
| Total HENSELS                                |            |                                                                                       |                             | 37.47      | 37.47      |
| <b>ID CREATOR</b>                            |            |                                                                                       |                             |            |            |
| Bill                                         | 07/30/2026 | Laidlaw's Id Renewal 2026                                                             | 5050.6 · Shields & Ba...    | 18.99      | 18.99      |
| Total ID CREATOR                             |            |                                                                                       |                             | 18.99      | 18.99      |
| <b>INFINITE CONSULTING SERVICES</b>          |            |                                                                                       |                             |            |            |
| Bill                                         | 07/01/2026 | Praesidio Full User June Billing                                                      | 5180.8 · IT                 | 270.00     | 270.00     |
| Bill                                         | 07/01/2026 | Praesidio Limited User 24 people at 50                                                | 5180.8 · IT                 | 1,200.00   | 1,470.00   |
| Bill                                         | 07/01/2026 | XGS 126 Xstream Protection for all three stations                                     | 5180.8 · IT                 | 195.00     | 1,665.00   |
| Bill                                         | 07/01/2026 | Praesidio Full User 10 users July Billing                                             | 5180.8 · IT                 | 2,700.00   | 4,365.00   |
| Bill                                         | 07/01/2026 | Praesidio Full User (Prorated) removal of Ian Babb Email                              | 5180.8 · IT                 | -180.00    | 4,185.00   |
| Total INFINITE CONSULTING SERVICES           |            |                                                                                       |                             | 4,185.00   | 4,185.00   |
| <b>JASON AKANA</b>                           |            |                                                                                       |                             |            |            |
| Bill                                         | 07/31/2026 | Q2 Board Meetin Attendance for Akana for April, May, June 2026                        | 5230 · Special District ... | 300.00     | 300.00     |
| Total JASON AKANA                            |            |                                                                                       |                             | 300.00     | 300.00     |

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# Arcata Fire Protection District Expenses by Vendor Detail

Accrual Basis

July 2026

| Type                                | Date       | Memo                                                                                | Account                     | Amount    | Balance   |
|-------------------------------------|------------|-------------------------------------------------------------------------------------|-----------------------------|-----------|-----------|
| <b>KEN'S AUTO PARTS</b>             |            |                                                                                     |                             |           |           |
| Bill                                | 07/10/2026 | Invoice 314268 for Gator #115 purchased by McDonald                                 | 115 - 2018 John Deere       | 90.70     | 90.70     |
| Bill                                | 07/10/2026 | Invoice 314277 Coolant for 8239 #117 purchased by Allen                             | 117 - 2004 WestMark         | 22.04     | 112.74    |
| Total KEN'S AUTO PARTS              |            |                                                                                     |                             | 112.74    | 112.74    |
| <b>LUBE CENTRAL</b>                 |            |                                                                                     |                             |           |           |
| Bill                                | 07/27/2026 | Invoice 30169 Oil Change for 8205 #217                                              | 217 - 2022 Ford F350        | 140.69    | 140.69    |
| Total LUBE CENTRAL                  |            |                                                                                     |                             | 140.69    | 140.69    |
| <b>MAD RIVER UNION</b>              |            |                                                                                     |                             |           |           |
| Bill                                | 07/22/2026 | Invoice 459288 Legal Ad for Budget Notice for 7-22-26 Edition                       | 5190.1 - Publications ...   | 70.00     | 70.00     |
| Total MAD RIVER UNION               |            |                                                                                     |                             | 70.00     | 70.00     |
| <b>MCK. COMM. SERVICES DISTRICT</b> |            |                                                                                     |                             |           |           |
| Bill                                | 07/15/2026 | Account ARC0013 Service from 6-2-26 to 7-6-26 for McKinleyville Station             | McKinleyville Station       | 25.76     | 25.76     |
| Bill                                | 07/15/2026 | Account ARC0002 service from 6-2-26 to 7-6-26 for McKinleyville Station             | McKinleyville Station       | 217.85    | 243.61    |
| Total MCK. COMM. SERVICES DISTRICT  |            |                                                                                     |                             | 243.61    | 243.61    |
| <b>MCKINLEYVILLE ACE HARDWARE</b>   |            |                                                                                     |                             |           |           |
| Bill                                | 07/11/2026 | Invoice 520928 Ceiling Fan and accompanying hardware purchased by Johnson fo...     | Mad River Station           | 230.91    | 230.91    |
| Total MCKINLEYVILLE ACE HARDWARE    |            |                                                                                     |                             | 230.91    | 230.91    |
| <b>MCKINLEYVILLE OFFICE SUPPLY</b>  |            |                                                                                     |                             |           |           |
| Bill                                | 07/16/2026 | Invoice 55922 for Postage on box sent by McDonald                                   | 5170.2 - Postage            | 3.90      | 3.90      |
| Bill                                | 07/22/2026 | Invoice 55832 PRA Request mailing, Square Incident                                  | 5170.2 - Postage            | 13.88     | 17.78     |
| Total MCKINLEYVILLE OFFICE SUPPLY   |            |                                                                                     |                             | 17.78     | 17.78     |
| <b>MEENDES SUPPLY COMPANY</b>       |            |                                                                                     |                             |           |           |
| Bill                                | 07/16/2026 | Invoice M297000 00 00 Soap for new dispensers for office and all Stations           | 5090.1 - Station Suppl...   | 317.56    | 317.56    |
| Bill                                | 07/28/2026 | Invoice M297716 00 00 Multi-fold bathroom hand towels for Mckinleyville Station     | 5090.1 - Station Suppl...   | 43.93     | 361.49    |
| Total MEENDES SUPPLY COMPANY        |            |                                                                                     |                             | 361.49    | 361.49    |
| <b>MES SERVICE COMPANY</b>          |            |                                                                                     |                             |           |           |
| Bill                                | 07/07/2026 | Invoice IN2541738 Hydraulic Tools Servicing purchased by Butler                     | 5120.5 - Hydraulic Re...    | 3,793.19  | 3,793.19  |
| Total MES SERVICE COMPANY           |            |                                                                                     |                             | 3,793.19  | 3,793.19  |
| <b>MIDAMERICA HRA</b>               |            |                                                                                     |                             |           |           |
| Bill                                | 07/15/2026 | July for August Coverage                                                            | 5030.2 - Health (Retir...   | 31,546.27 | 31,546.27 |
| Total MIDAMERICA HRA                |            |                                                                                     |                             | 31,546.27 | 31,546.27 |
| <b>MOBILE DIESEL REPAIR</b>         |            |                                                                                     |                             |           |           |
| Bill                                | 07/15/2026 | Arcata Station                                                                      | Arcata Station              | 484.34    | 484.34    |
| Bill                                | 07/15/2026 | Mad River Station                                                                   | Mad River Station           | 374.01    | 858.35    |
| Bill                                | 07/15/2026 | McKinleyville Station                                                               | McKinleyville Station       | 484.34    | 1,342.69  |
| Total MOBILE DIESEL REPAIR          |            |                                                                                     |                             | 1,342.69  | 1,342.69  |
| <b>NFPA</b>                         |            |                                                                                     |                             |           |           |
| Credit Card Charge                  | 07/20/2026 | Renewal of NFPA subscription for Laidlaw, switching to team of 5 users              | 5150 - Memberships          | 611.99    | 611.99    |
| Total NFPA                          |            |                                                                                     |                             | 611.99    | 611.99    |
| <b>Nick Barbieri Trucking LLC</b>   |            |                                                                                     |                             |           |           |
| Bill                                | 07/15/2026 | Invoice 1296575-IN Renewable Diesel Clear Mckinleyville Station Bulk Fuel           | 5250.2 - McKinleyville...   | 1,780.53  | 1,780.53  |
| Bill                                | 07/27/2026 | Invoice 0188856-IN #2 Ultra Low Sulfur Diesel delivery to Mckinleyville Station     | 5250.2 - McKinleyville...   | 1,568.07  | 3,348.60  |
| Total Nick Barbieri Trucking LLC    |            |                                                                                     |                             | 3,348.60  | 3,348.60  |
| <b>NICOLE JOHNSON</b>               |            |                                                                                     |                             |           |           |
| Bill                                | 07/31/2026 | Q2 Board Meeting Attendance for Johnson for April, May, June 2026                   | 5230 - Special District ... | 300.00    | 300.00    |
| Total NICOLE JOHNSON                |            |                                                                                     |                             | 300.00    | 300.00    |
| <b>OFFICE DEPOT</b>                 |            |                                                                                     |                             |           |           |
| Bill                                | 07/01/2026 | Invoice 473712902002 Cleaner for Arcata Station                                     | Arcata Station              | 49.57     | 49.57     |
| Bill                                | 07/02/2026 | Invoice 473130010001 dishwasher tabs, trash bags, McKinleyville Station             | McKinleyville Station       | 104.25    | 153.82    |
| Bill                                | 07/07/2026 | Invoice 474993227001 Staples for office use                                         | 5170.1 - Office Supplies    | 26.72     | 180.54    |
| Bill                                | 07/07/2026 | Invoice 474088785001 sponge, cleaner, detergent, towels for Mckinleyville Station   | McKinleyville Station       | 205.61    | 386.15    |
| Bill                                | 07/07/2026 | Invoice 474091656001 Cleaner, floor polish for Mckinleyville Station                | McKinleyville Station       | 34.13     | 420.28    |
| Credit                              | 07/15/2026 | Invoice 476095317001 CREDIT for liquid detergent - relates to invoice 474088785...  | McKinleyville Station       | -86.88    | 333.40    |
| Bill                                | 07/23/2026 | Invoice 476759531001 banker's boxes for filing of fiscal year 2025-2026 paperwork   | 5170.1 - Office Supplies    | 47.48     | 380.88    |
| Total OFFICE DEPOT                  |            |                                                                                     |                             | 380.88    | 380.88    |
| <b>OPTIMUM</b>                      |            |                                                                                     |                             |           |           |
| Bill                                | 07/04/2026 | 07715-115050-02-1 Billing Period 7-04-26 to 08-03-26                                | 5060.5 - Cable TV & I...    | 1,053.79  | 1,053.79  |
| Bill                                | 07/31/2026 | Account 07715-115050-02-1 for BP8-4-26 to 9-3-26                                    | 5060.5 - Cable TV & I...    | 1,053.79  | 2,107.58  |
| Total OPTIMUM                       |            |                                                                                     |                             | 2,107.58  | 2,107.58  |
| <b>PACIFIC GAS AND ELECTRIC</b>     |            |                                                                                     |                             |           |           |
| Bill                                | 07/01/2026 | 5-27-26 to 6-24-26 (29 billing days)                                                | McKinleyville Station       | 640.60    | 640.60    |
| Bill                                | 07/01/2026 | Details of Redwood Coast Energy Authority Electric Generation Charges               | McKinleyville Station       | 155.61    | 796.21    |
| Bill                                | 07/01/2026 | Details of Gas Charges                                                              | McKinleyville Station       | 84.52     | 880.73    |
| Bill                                | 07/01/2026 | Energy Efficiency Retrofit Loan Program                                             | McKinleyville Station       | 270.21    | 1,150.94  |
| Bill                                | 07/08/2026 | 6-2-26 to 6-30-26 (29 Billing Days) Arcata Station                                  | Arcata Station              | 469.02    | 1,619.96  |
| Bill                                | 07/08/2026 | Details of Redwood Coast Energy Authority Electric Generation Charges Arcata Sta... | Arcata Station              | 122.01    | 1,741.97  |
| Bill                                | 07/08/2026 | Details of Gas Charges Arcata Station                                               | Arcata Station              | 130.57    | 1,872.54  |
| Bill                                | 07/20/2026 | Details of PG&E Electric Delivery Charge 6-12-26 to 7-13-26 (32 billing days)       | Mad River Station           | 320.04    | 2,192.58  |
| Bill                                | 07/20/2026 | Details of Redwood Coast Energy Authority Electric Generation Charges               | Mad River Station           | 83.71     | 2,276.29  |
| Bill                                | 07/20/2026 | Details of Gas Charges                                                              | Mad River Station           | 44.12     | 2,320.41  |
| Bill                                | 07/30/2026 | Details of PG&E Electric Delivery Charges (29 billing days)                         | McKinleyville Station       | 616.33    | 2,936.74  |
| Bill                                | 07/30/2026 | Details of Redwood Coast Energy Authority Electric Generation Charges               | McKinleyville Station       | 154.45    | 3,091.19  |
| Bill                                | 07/30/2026 | Details of Gas Charges                                                              | McKinleyville Station       | 63.21     | 3,154.40  |
| Bill                                | 07/30/2026 | Energy Efficiency Retrofit Loan Program                                             | McKinleyville Station       | 270.21    | 3,424.61  |
| Total PACIFIC GAS AND ELECTRIC      |            |                                                                                     |                             | 3,424.61  | 3,424.61  |
| <b>PERS / HEALTH</b>                |            |                                                                                     |                             |           |           |
| Bill                                | 07/14/2026 | Active Premium                                                                      | 5030.1 - Health (Curre...   | 48,269.12 | 48,269.12 |
| Bill                                | 07/14/2026 | Employer Share of Retired Premium                                                   | 5030.2 - Health (Retir...   | 5,319.16  | 53,588.28 |
| Bill                                | 07/14/2026 | Admin Fee for Active                                                                | 5030.1 - Health (Curre...   | 38.62     | 53,626.90 |
| Bill                                | 07/14/2026 | Admin Fee for Retiree                                                               | 5030.3 - Retiree Healt...   | 29.49     | 53,656.39 |
| Total PERS / HEALTH                 |            |                                                                                     |                             | 53,656.39 | 53,656.39 |

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# Arcata Fire Protection District Expenses by Vendor Detail

Accrual Basis

July 2026

| Type                              | Date       | Memo                                                                                     | Account                  | Amount            | Balance           |
|-----------------------------------|------------|------------------------------------------------------------------------------------------|--------------------------|-------------------|-------------------|
| <b>REDWOOD CAPITAL BANK</b>       |            |                                                                                          |                          |                   |                   |
| Check                             | 07/01/2026 | Incoming Wire Fee                                                                        | 5230.8 · Bank Fees       | 15.00             | 15.00             |
| Check                             | 07/06/2026 | Stop Payment Fee                                                                         | 5230.8 · Bank Fees       | 25.00             | 40.00             |
| Check                             | 07/15/2026 | ACH Monthly Fee                                                                          | 5230.8 · Bank Fees       | 15.00             | 55.00             |
| Check                             | 07/15/2026 | Incoming Wire Fee                                                                        | 5230.8 · Bank Fees       | 15.00             | 70.00             |
| Check                             | 07/17/2026 | Outgoing Wire Fee                                                                        | 5230.8 · Bank Fees       | 15.00             | 85.00             |
| Total REDWOOD CAPITAL BANK        |            |                                                                                          |                          | 85.00             | 85.00             |
| <b>STAR LINK</b>                  |            |                                                                                          |                          |                   |                   |
| Credit Card Charge                | 07/23/2026 | Starlink hardware for installation at the Mckinleyville station for emergency redunda... | 5060.5 · Cable TV & I... | 577.48            | 577.48            |
| Total STAR LINK                   |            |                                                                                          |                          | 577.48            | 577.48            |
| <b>STATE FIRE TRAINING</b>        |            |                                                                                          |                          |                   |                   |
| Bill                              | 07/13/2026 | SFT ID 2257-4540 Jesus Barron- Task Book for Engineer Barron                             | 5230.14 · Staff Training | 65.00             | 65.00             |
| Total STATE FIRE TRAINING         |            |                                                                                          |                          | 65.00             | 65.00             |
| <b>THE MITCHELL LAW FIRM, LLP</b> |            |                                                                                          |                          |                   |                   |
| Bill                              | 07/01/2026 | Invoice 11701                                                                            | 5180.1 · Legal           | 203.50            | 203.50            |
| Total THE MITCHELL LAW FIRM, LLP  |            |                                                                                          |                          | 203.50            | 203.50            |
| <b>THE STANDARD</b>               |            |                                                                                          |                          |                   |                   |
| Bill                              | 07/27/2026 | Policy 00648353 0026 for July 2026 for 19 lives                                          | 5030.6 · Long Term Di... | 551.00            | 551.00            |
| Total THE STANDARD                |            |                                                                                          |                          | 551.00            | 551.00            |
| <b>VALLEY PACIFIC</b>             |            |                                                                                          |                          |                   |                   |
| Bill                              | 07/31/2026 | Invoice CL-008294 July Statement                                                         | 5250.1 · Cardlock Fuel   | 2,395.74          | 2,395.74          |
| Total VALLEY PACIFIC              |            |                                                                                          |                          | 2,395.74          | 2,395.74          |
| <b>WESTAMERICA BANK</b>           |            |                                                                                          |                          |                   |                   |
| Bill                              | 07/07/2026 | Prinipal Portion of Engine Loan                                                          | 2022 Engine Purchase...  | 53,169.52         | 53,169.52         |
| Bill                              | 07/07/2026 | Interest Portion of Engine Loan                                                          | 2022 Engine Purchase...  | 4,537.95          | 57,707.47         |
| Total WESTAMERICA BANK            |            |                                                                                          |                          | 57,707.47         | 57,707.47         |
| <b>WESTERN CHAINSAW</b>           |            |                                                                                          |                          |                   |                   |
| Bill                              | 07/18/2026 | Invoice 4093454 chainsaw scabbard and moto mix                                           | 5370.5 · Power Tools     | 139.98            | 139.98            |
| Total WESTERN CHAINSAW            |            |                                                                                          |                          | 139.98            | 139.98            |
| <b>TOTAL</b>                      |            |                                                                                          |                          | <b>603,177.16</b> | <b>603,177.16</b> |

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Accrual Basis

Arcata Fire Protection District  
Interest Earned Fiscal Year to Date

July 2026

| Type                               | Date       | Memo     | Split                    | Amount           |
|------------------------------------|------------|----------|--------------------------|------------------|
| <b>USE OF MONEY &amp; PROPERTY</b> |            |          |                          |                  |
| <b>800190 · Interest Income</b>    |            |          |                          |                  |
| Deposit                            | 07/31/2026 | Interest | AFPD Building Fund       | 166.33           |
| Deposit                            | 07/31/2026 | Interest | CalTRUST                 | 11,066.61        |
| Deposit                            | 07/31/2026 | Interest | Contingency Fund         | 1,315.81         |
| Deposit                            | 07/31/2026 | Interest | PERS Contingency Fund    | 4,258.88         |
| Deposit                            | 07/31/2026 | Interest | Vehicle Replacement Fund | 4,735.70         |
| Total 800190 · Interest Income     |            |          |                          | 21,543.33        |
| Total USE OF MONEY & PROPERTY      |            |          |                          | 21,543.33        |
| <b>TOTAL</b>                       |            |          |                          | <b>21,543.33</b> |

**Arcata Fire Protection District**  
**Profit & Loss Budget vs. Actual**

July 2026

|                                           | Jul 26     | Budget | \$ Over Budget | % of Budget |
|-------------------------------------------|------------|--------|----------------|-------------|
| Ordinary Income/Expense                   |            |        |                |             |
| Income                                    |            |        |                |             |
| TAX REVENUE                               |            |        |                |             |
| 101117 - Property Tax - Current Secured   | 216,666.67 | 0.00   | 216,666.67     | 100.0%      |
| 102500 - Property Tax-Current Unsecured   | 7,500.00   | 0.00   | 7,500.00       | 100.0%      |
| 103500 - Property Tax-Prior Yrs Secured   | 0.00       | 0.00   | 0.00           | 0.0%        |
| 105110 - Property Tax-Prior Yrs Unsecured | 4,833.33   | 0.00   | 4,833.33       | 100.0%      |
| 800040 - Supplemental Taxes-Current       | 1,000.00   | 0.00   | 1,000.00       | 100.0%      |
| 105900 - Supplemental Taxes-Prior Yrs     | 416.67     | 0.00   | 416.67         | 100.0%      |
| 113100 - State Timber Tax                 | 0.00       | 0.00   | 0.00           | 0.0%        |
| 800050 - Property Assessments             | 310,333.33 | 0.00   | 310,333.33     | 100.0%      |
| Total TAX REVENUE                         | 540,750.00 | 0.00   | 540,750.00     | 100.0%      |
| USE OF MONEY & PROPERTY                   |            |        |                |             |
| 800190 - Interest Income                  | 21,543.33  | 0.00   | 21,543.33      | 100.0%      |
| Total USE OF MONEY & PROPERTY             | 21,543.33  | 0.00   | 21,543.33      | 100.0%      |
| INTERGOVERNMENTAL                         |            |        |                |             |
| 525110 - Homeowners Property Tax Relief   | 0.00       | 0.00   | 0.00           | 0.0%        |
| 800580 - Federal Aid In-Lieu Tax          | 0.00       | 0.00   | 0.00           | 0.0%        |
| 800950 - Firefighting Reimbursements      | 1,201.55   | 0.00   | 1,201.55       | 100.0%      |
| Total INTERGOVERNMENTAL                   | 1,201.55   | 0.00   | 1,201.55       | 100.0%      |
| CHARGES FOR SERVICES                      |            |        |                |             |
| 800155 - Prevention Fees                  | 640.50     | 0.00   | 640.50         | 100.0%      |
| 800156 - R1/R2 Inspection Fees            | 3,020.39   | 0.00   | 3,020.39       | 100.0%      |
| 800700 - Other Services                   | 42.09      |        |                |             |
| 800946 - Incident Revenue Recovery Fees   | 851.94     | 0.00   | 851.94         | 100.0%      |
| Total CHARGES FOR SERVICES                | 4,554.92   | 0.00   | 4,554.92       | 100.0%      |
| MISCELLANEOUS REVENUES                    |            |        |                |             |
| 800940 - Other Revenue                    |            |        |                |             |
| Donations                                 | 102,664.93 | 0.00   | 102,664.93     | 100.0%      |
| 800940 - Other Revenue - Other            | 6.00       | 0.00   | 6.00           | 100.0%      |
| Total 800940 - Other Revenue              | 102,670.93 | 0.00   | 102,670.93     | 100.0%      |
| 800941 - Refunds                          | 363.07     | 0.00   | 363.07         | 100.0%      |
| 800942 - Incident Reports                 | 0.00       | 0.00   | 0.00           | 0.0%        |
| Total MISCELLANEOUS REVENUES              | 103,034.00 | 0.00   | 103,034.00     | 100.0%      |
| Total Income                              | 671,083.80 | 0.00   | 671,083.80     | 100.0%      |
| Gross Profit                              | 671,083.80 | 0.00   | 671,083.80     | 100.0%      |

**Arcata Fire Protection District**  
**Profit & Loss Budget vs. Actual**

Accrual Basis

July 2026

|                                                      | Jul 26            | Budget      | \$ Over Budget    | % of Budget   |
|------------------------------------------------------|-------------------|-------------|-------------------|---------------|
| <b>Expense</b>                                       |                   |             |                   |               |
| 5230.30 · 2026 Drone Grant Program                   | 260.65            |             |                   |               |
| PAYROLL FEES                                         | 0.00              | 0.00        | 0.00              | 0.0%          |
| 66900 · Reconciliation Discrepancies                 | 102,650.43        | 0.00        | 102,650.43        | 100.0%        |
| <b>SALARIES &amp; EMPLOYEE BENEFITS</b>              |                   |             |                   |               |
| 5010 · Salaries & Wages                              |                   |             |                   |               |
| 5010.1 · Full-Time                                   | 101,084.26        | 0.00        | 101,084.26        | 100.0%        |
| 5010.2 · CTO Payout                                  | 65,165.19         | 0.00        | 65,165.19         | 100.0%        |
| 5010.3 · Settlement Pay/Vacation                     | 65,000.00         | 0.00        | 65,000.00         | 100.0%        |
| 5010.4 · Holiday Pay                                 | 312.24            | 0.00        | 312.24            | 100.0%        |
| 5010.5 · Deferred Compensation                       | 4,200.00          | 0.00        | 4,200.00          | 100.0%        |
| 5010.6 · Part-Time (Hourly)                          | 5,906.74          | 0.00        | 5,906.74          | 100.0%        |
| 5010.7 · CalFire/OES Pay                             | 0.00              | 0.00        | 0.00              | 0.0%          |
| <b>Total 5010 · Salaries &amp; Wages</b>             | <b>241,668.43</b> | <b>0.00</b> | <b>241,668.43</b> | <b>100.0%</b> |
| 5020 · Retirement                                    |                   |             |                   |               |
| 5020.1 · CalPERS Retirement                          | 44,399.06         | 0.00        | 44,399.06         | 100.0%        |
| 5020.2 · Social Security                             | 398.76            | 0.00        | 398.76            | 100.0%        |
| 5020.3 · Medicare                                    | 5,058.08          | 0.00        | 5,058.08          | 100.0%        |
| 5020.4 · CalPERS UAL Payment                         | 304,146.29        |             |                   |               |
| <b>Total 5020 · Retirement</b>                       | <b>354,002.19</b> | <b>0.00</b> | <b>354,002.19</b> | <b>100.0%</b> |
| 5030 · Group Insurance                               |                   |             |                   |               |
| 5030.1 · Health (Current Employees)                  | 48,307.74         | 0.00        | 48,307.74         | 100.0%        |
| 5030.2 · Health (Retirees)                           | 36,865.43         | 0.00        | 36,865.43         | 100.0%        |
| 5030.3 · Retiree Health Admin Fees                   | 29.49             | 0.00        | 29.49             | 100.0%        |
| 5030.4 · Dental, Vision & Life                       | 3,329.86          | 0.00        | 3,329.86          | 100.0%        |
| 5030.5 · Air Ambulance                               | 0.00              | 0.00        | 0.00              | 0.0%          |
| 5030.6 · Long Term Disability                        | 551.00            | 0.00        | 551.00            | 100.0%        |
| <b>Total 5030 · Group Insurance</b>                  | <b>89,083.52</b>  | <b>0.00</b> | <b>89,083.52</b>  | <b>100.0%</b> |
| <b>SALARIES &amp; EMPLOYEE BENEFITS - Other</b>      | <b>109,633.71</b> | <b>0.00</b> | <b>109,633.71</b> | <b>100.0%</b> |
| <b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>        | <b>794,387.85</b> | <b>0.00</b> | <b>794,387.85</b> | <b>100.0%</b> |
| <b>SERVICE &amp; SUPPLIES</b>                        |                   |             |                   |               |
| 5050 · Clothing & Personal Supplies                  |                   |             |                   |               |
| 5050.1 · Uniforms                                    | 980.90            | 0.00        | 980.90            | 100.0%        |
| 5050.2 · Station Boots                               | 0.00              | 0.00        | 0.00              | 0.0%          |
| 5050.3 · PPE - Structure                             | 476.91            |             |                   |               |
| 5050.4 · PPE - Wildland                              | 0.00              | 0.00        | 0.00              | 0.0%          |
| 5050.6 · Shields & Badges                            | 18.99             | 0.00        | 18.99             | 100.0%        |
| 5050 · Clothing & Personal Supplies - Other          | 0.00              | 0.00        | 0.00              | 0.0%          |
| <b>Total 5050 · Clothing &amp; Personal Supplies</b> | <b>1,476.80</b>   | <b>0.00</b> | <b>1,476.80</b>   | <b>100.0%</b> |
| 5060 · Communications                                |                   |             |                   |               |
| 5060.1 · Phones - Landline & Cellular                | 1,975.25          | 0.00        | 1,975.25          | 100.0%        |
| 5060.2 · Alarm Monitoring                            |                   |             |                   |               |
| Arcata Station                                       | 0.00              | 0.00        | 0.00              | 0.0%          |
| Mad River Station                                    | 0.00              | 0.00        | 0.00              | 0.0%          |
| McKinleyville Station                                | 0.00              | 0.00        | 0.00              | 0.0%          |
| <b>Total 5060.2 · Alarm Monitoring</b>               | <b>0.00</b>       | <b>0.00</b> | <b>0.00</b>       | <b>0.0%</b>   |
| 5060.5 · Cable TV & Internet                         | 2,685.06          | 0.00        | 2,685.06          | 100.0%        |
| <b>Total 5060 · Communications</b>                   | <b>4,660.31</b>   | <b>0.00</b> | <b>4,660.31</b>   | <b>100.0%</b> |
| 5080 · Food                                          |                   |             |                   |               |
| 5080.1 · Food & Rehab Supplies                       | 0.00              | 0.00        | 0.00              | 0.0%          |
| 5080 · Food - Other                                  | 0.00              | 0.00        | 0.00              | 0.0%          |
| <b>Total 5080 · Food</b>                             | <b>0.00</b>       | <b>0.00</b> | <b>0.00</b>       | <b>0.0%</b>   |
| 5090 · Household Expenses                            |                   |             |                   |               |
| 5090.1 · Station Supplies                            |                   |             |                   |               |
| Arcata Station                                       | 125.68            | 0.00        | 125.68            | 100.0%        |
| Mad River Station                                    | 31.81             | 0.00        | 31.81             | 100.0%        |
| McKinleyville Station                                | 270.15            | 0.00        | 270.15            | 100.0%        |
| 5090.1 · Station Supplies - Other                    | 361.49            | 0.00        | 361.49            | 100.0%        |
| <b>Total 5090.1 · Station Supplies</b>               | <b>789.13</b>     | <b>0.00</b> | <b>789.13</b>     | <b>100.0%</b> |
| 5090.2 · Garbage Service                             |                   |             |                   |               |
| Arcata Station                                       | 0.00              | 0.00        | 0.00              | 0.0%          |
| Mad River Station                                    | 0.00              | 0.00        | 0.00              | 0.0%          |
| McKinleyville Station                                | 0.00              | 0.00        | 0.00              | 0.0%          |
| <b>Total 5090.2 · Garbage Service</b>                | <b>0.00</b>       | <b>0.00</b> | <b>0.00</b>       | <b>0.0%</b>   |
| 5090 · Household Expenses - Other                    | 0.00              | 0.00        | 0.00              | 0.0%          |
| <b>Total 5090 · Household Expenses</b>               | <b>789.13</b>     | <b>0.00</b> | <b>789.13</b>     | <b>100.0%</b> |
| 5100 · Liability Insurance                           |                   |             |                   |               |
| 5100.1 · Liability Insurance                         | 68,640.00         | 0.00        | 68,640.00         | 100.0%        |
| <b>Total 5100 · Liability Insurance</b>              | <b>68,640.00</b>  | <b>0.00</b> | <b>68,640.00</b>  | <b>100.0%</b> |
| 5120 · Maintenance - Equipment                       |                   |             |                   |               |
| 5120.1 · Vehicles                                    |                   |             |                   |               |
| 215 · 2016 Chevy 1500                                | 0.00              | 0.00        | 0.00              | 0.0%          |
| 214 · 2020 Chevy 1500                                | 0.00              | 0.00        | 0.00              | 0.0%          |
| 216 · 2022 Chevy Tahoe 8200                          | 0.00              | 0.00        | 0.00              | 0.0%          |
| 206 · 2006 F-350                                     | 0.00              | 0.00        | 0.00              | 0.0%          |
| 108 · 2007 Ferrara                                   | 0.00              | 0.00        | 0.00              | 0.0%          |
| 113 · 2011 Ferrara (1)                               | 0.00              | 0.00        | 0.00              | 0.0%          |
| 112 · 2011 Ferrara (2)                               | 0.00              | 0.00        | 0.00              | 0.0%          |
| 116 · 2022 Pierce                                    | 0.00              | 0.00        | 0.00              | 0.0%          |
| 117 · 2004 WestMark                                  | 22.04             | 0.00        | 22.04             | 100.0%        |
| 115 · 2018 John Deere                                | 90.70             | 0.00        | 90.70             | 100.0%        |
| 106 · 1998 Central States                            | 0.00              | 0.00        | 0.00              | 0.0%          |
| 217 · 2022 Ford F350                                 | 140.69            |             |                   |               |
| 5120.1 · Vehicles - Other                            | 0.00              | 0.00        | 0.00              | 0.0%          |
| <b>Total 5120.1 · Vehicles</b>                       | <b>253.43</b>     | <b>0.00</b> | <b>253.43</b>     | <b>100.0%</b> |
| 5120.2 · Hose & Ladder Testing                       | 0.00              | 0.00        | 0.00              | 0.0%          |
| 5120.3 · Hose Repair                                 | 0.00              | 0.00        | 0.00              | 0.0%          |
| 5120.4 · SCBA                                        | 0.00              | 0.00        | 0.00              | 0.0%          |

**Arcata Fire Protection District**  
**Profit & Loss Budget vs. Actual**

Accrual Basis

July 2026

|                                                         | Jul 26           | Budget      | \$ Over Budget   | % of Budget   |
|---------------------------------------------------------|------------------|-------------|------------------|---------------|
| 5120.5 · Hydraulic Rescue Tools                         | 3,793.19         |             |                  |               |
| 5120.6 · Power Tools                                    | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5120.7 · AED & LUCAS                                    | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5120.8 · Fire Extinguishers                             | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5120.9 · Miscellaneous Equipment                        | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5120 · Maintenance - Equipment - Other                  | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5120 · Maintenance - Equipment</b>             | <b>4,046.62</b>  | <b>0.00</b> | <b>4,046.62</b>  | <b>100.0%</b> |
| 5121 · Maintenance - Electronics                        |                  |             |                  |               |
| 5121.2 · Radios, Pagers & FireCom                       | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5121.3 · Batteries (non-household)                      | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5121 · Maintenance - Electronics - Other                | 147.88           | 0.00        | 147.88           | 100.0%        |
| <b>Total 5121 · Maintenance - Electronics</b>           | <b>147.88</b>    | <b>0.00</b> | <b>147.88</b>    | <b>100.0%</b> |
| 5130 · Maintenance-Buildings & Grounds                  |                  |             |                  |               |
| 5130.1 · General Structure                              |                  |             |                  |               |
| Arcata Station                                          | 0.00             | 0.00        | 0.00             | 0.0%          |
| Mad River Station                                       | 230.91           | 0.00        | 230.91           | 100.0%        |
| McKinleyville Station                                   | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5130.1 · General Structure - Other                      | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5130.1 · General Structure</b>                 | <b>230.91</b>    | <b>0.00</b> | <b>230.91</b>    | <b>100.0%</b> |
| 5130.2 · Grounds                                        |                  |             |                  |               |
| Arcata Station                                          | 0.00             | 0.00        | 0.00             | 0.0%          |
| Bayside Property                                        | 0.00             | 0.00        | 0.00             | 0.0%          |
| Mad River Station                                       | 37.47            | 0.00        | 37.47            | 100.0%        |
| McKinleyville Station                                   | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5130.2 · Grounds</b>                           | <b>37.47</b>     | <b>0.00</b> | <b>37.47</b>     | <b>100.0%</b> |
| 5130.3 · Emergency Power                                |                  |             |                  |               |
| Arcata Station                                          | 484.34           |             |                  |               |
| Mad River Station                                       | 374.01           |             |                  |               |
| McKinleyville Station                                   | 484.34           | 0.00        | 484.34           | 100.0%        |
| <b>Total 5130.3 · Emergency Power</b>                   | <b>1,342.69</b>  | <b>0.00</b> | <b>1,342.69</b>  | <b>100.0%</b> |
| 5130.4 · Pest Control                                   |                  |             |                  |               |
| Arcata Station                                          | 0.00             | 0.00        | 0.00             | 0.0%          |
| Mad River Station                                       | 0.00             | 0.00        | 0.00             | 0.0%          |
| McKinleyville Station                                   | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5130.4 · Pest Control</b>                      | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>0.0%</b>   |
| 5130 · Maintenance-Buildings & Grounds - Other          | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5130 · Maintenance-Buildings &amp; Grounds</b> | <b>1,611.07</b>  | <b>0.00</b> | <b>1,611.07</b>  | <b>100.0%</b> |
| 5140 · Medical Supplies                                 |                  |             |                  |               |
| 5140.1 · EMS                                            | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5140 · Medical Supplies - Other                         | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5140 · Medical Supplies</b>                    | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>0.0%</b>   |
| 5150 · Memberships                                      |                  |             |                  |               |
| 5150.1 · Dues                                           |                  |             |                  |               |
| IAFC                                                    | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5150.1 · Dues - Other                                   | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5150.1 · Dues</b>                              | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>0.0%</b>   |
| 5150 · Memberships - Other                              | 611.99           | 0.00        | 611.99           | 100.0%        |
| <b>Total 5150 · Memberships</b>                         | <b>611.99</b>    | <b>0.00</b> | <b>611.99</b>    | <b>100.0%</b> |
| 5160 · Miscellaneous Expense                            |                  |             |                  |               |
| 5160.1 · Uncategorized Misc. Expense                    | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5160 · Miscellaneous Expense - Other                    | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5160 · Miscellaneous Expense</b>               | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>0.0%</b>   |
| 5170 · Office Expense                                   |                  |             |                  |               |
| 5170.1 · Office Supplies                                | 148.11           | 0.00        | 148.11           | 100.0%        |
| 5170.2 · Postage                                        | 17.78            | 0.00        | 17.78            | 100.0%        |
| 5170.3 · Software                                       |                  |             |                  |               |
| CAD Interface                                           | 0.00             | 0.00        | 0.00             | 0.0%          |
| eDispatches                                             | 0.00             | 0.00        | 0.00             | 0.0%          |
| Quickbooks                                              | 0.00             | 0.00        | 0.00             | 0.0%          |
| Scheduling Program                                      | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5170.3 · Software</b>                          | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>0.0%</b>   |
| 5170 · Office Expense - Other                           | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5170 · Office Expense</b>                      | <b>165.89</b>    | <b>0.00</b> | <b>165.89</b>    | <b>100.0%</b> |
| 5180 · Professional & Special Services                  |                  |             |                  |               |
| 5180.1 · Legal                                          | 6,863.50         | 0.00        | 6,863.50         | 100.0%        |
| 5180.2 · Human Resources                                | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5180.3 · Medical Exam & Drug Screening                  | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5180.4 · Background Checks                              | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5180.6 · Accountant & Bookkeeping                       | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5180.7 · GASB Reporting                                 | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5180.8 · IT                                             | 4,185.00         | 0.00        | 4,185.00         | 100.0%        |
| 5180.10 · Subscriptions                                 |                  |             |                  |               |
| Poster Guard                                            | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5180.10 · Subscriptions - Other                         | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5180.10 · Subscriptions</b>                    | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>0.0%</b>   |
| 5180.11 · Miscellaneous                                 | 0.00             | 0.00        | 0.00             | 0.0%          |
| 5180.13 · Video Production                              | 0.00             | 0.00        | 0.00             | 0.0%          |
| <b>Total 5180 · Professional &amp; Special Services</b> | <b>11,048.50</b> | <b>0.00</b> | <b>11,048.50</b> | <b>100.0%</b> |
| 5190 · Publications & Legal Notices                     |                  |             |                  |               |
| 5190.1 · Publications & Notices                         | 70.00            | 0.00        | 70.00            | 100.0%        |
| <b>Total 5190 · Publications &amp; Legal Notices</b>    | <b>70.00</b>     | <b>0.00</b> | <b>70.00</b>     | <b>100.0%</b> |
| 5200 · Rent & Leases - Equipment                        |                  |             |                  |               |
| 5200.1 · Copier                                         | 704.53           | 0.00        | 704.53           | 100.0%        |

**Arcata Fire Protection District**  
**Profit & Loss Budget vs. Actual**

Accrual Basis

July 2026

|                                                   | Jul 26       | Budget | \$ Over Budget | % of Budget |
|---------------------------------------------------|--------------|--------|----------------|-------------|
| <b>Total 5200 · Rent &amp; Leases - Equipment</b> | 704.53       | 0.00   | 704.53         | 100.0%      |
| 5230 · Special District Expense                   |              |        |                |             |
| 5230.1 · Property Tax Admin Fee                   | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5230.3 · LAFCO Annual Fee                         | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5230.4 · Assessment Adjustments/Refunds           | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5230.6 · Certifications                           | 77.00        | 0.00   | 77.00          | 100.0%      |
| 5230.8 · Bank Fees                                | 85.00        | 0.00   | 85.00          | 100.0%      |
| 5230.9 · Recognition Awards                       | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5230.10 · Health & Wellness                       | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5230.11 · Public Outreach                         | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5230.14 · Staff Training                          | 65.00        | 0.00   | 65.00          | 100.0%      |
| 5230.15 · Training Supplies                       | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5230 · Special District Expense - Other           | 800.00       | 0.00   | 800.00         | 100.0%      |
| <b>Total 5230 · Special District Expense</b>      | 1,027.00     | 0.00   | 1,027.00       | 100.0%      |
| 5250 · Transportation & Travel                    |              |        |                |             |
| 5250.1 · Cardlock Fuel                            |              |        |                |             |
| Mad River Station                                 |              |        |                |             |
| Diesel                                            | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Total Mad River Station</b>                    | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5250.1 · Cardlock Fuel - Other                    | 2,395.74     | 0.00   | 2,395.74       | 100.0%      |
| <b>Total 5250.1 · Cardlock Fuel</b>               | 2,395.74     | 0.00   | 2,395.74       | 100.0%      |
| 5250.2 · McKinleyville Station Bulk Fuel          | 3,348.60     | 0.00   | 3,348.60       | 100.0%      |
| 5250.3 · Lodging                                  | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5250.4 · Per Diem Reimbursement                   | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5250.5 · Travel Costs                             | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Total 5250 · Transportation &amp; Travel</b>   | 5,744.34     | 0.00   | 5,744.34       | 100.0%      |
| 5260 · Utilities                                  |              |        |                |             |
| 5260.1 · PG & E                                   |              |        |                |             |
| Arcata Station                                    | 721.60       | 0.00   | 721.60         | 100.0%      |
| Mad River Station                                 | 447.87       | 0.00   | 447.87         | 100.0%      |
| McKinleyville Station                             | 2,255.14     | 0.00   | 2,255.14       | 100.0%      |
| <b>Total 5260.1 · PG &amp; E</b>                  | 3,424.61     | 0.00   | 3,424.61       | 100.0%      |
| 5260.2 · Water & Sewer                            |              |        |                |             |
| Arcata Station                                    | 231.64       | 0.00   | 231.64         | 100.0%      |
| Mad River Station                                 | 354.41       | 0.00   | 354.41         | 100.0%      |
| McKinleyville Station                             | 243.61       | 0.00   | 243.61         | 100.0%      |
| <b>Total 5260.2 · Water &amp; Sewer</b>           | 829.66       | 0.00   | 829.66         | 100.0%      |
| <b>Total 5260 · Utilities</b>                     | 4,254.27     | 0.00   | 4,254.27       | 100.0%      |
| 5370 · Minor Equipment Purchases                  |              |        |                |             |
| 5370.1 · Fire Hose                                | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5370.2 · Fire Equipment & Fabrication             | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5310.3 · Computers & Electronics                  | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5370.4 · Small Tools                              | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5370.5 · Power Tools                              | 139.98       | 0.00   | 0.00           | 0.0%        |
| 5370.6 · Emergency Operations Supplies            | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5370 · Minor Equipment Purchases - Other          | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Total 5370 · Minor Equipment Purchases</b>     | 139.98       | 0.00   | 139.98         | 100.0%      |
| <b>SERVICE &amp; SUPPLIES - Other</b>             | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Total SERVICE &amp; SUPPLIES</b>               | 105,138.31   | 0.00   | 105,138.31     | 100.0%      |
| <b>OTHER EXPENDITURES</b>                         |              |        |                |             |
| Capital Expense                                   |              |        |                |             |
| Equipment/Vehicles                                | 0.00         | 0.00   | 0.00           | 0.0%        |
| Capital Expense - Other                           | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Total Capital Expense</b>                      | 0.00         | 0.00   | 0.00           | 0.0%        |
| Debt Service                                      |              |        |                |             |
| Webster Bank Station loan-inter                   | 0.00         | 0.00   | 0.00           | 0.0%        |
| Webster Bank-Equip loan-interes                   | 0.00         | 0.00   | 0.00           | 0.0%        |
| Proceeds from Debt                                | 0.00         | 0.00   | 0.00           | 0.0%        |
| 2021 UAL Refinance - Interest                     | 0.00         | 0.00   | 0.00           | 0.0%        |
| 2022 Engine Purchase - Interest                   | 4,537.95     | 0.00   | 4,537.95       | 100.0%      |
| 2022 Engine Purchase- Principal                   | 53,169.52    | 0.00   | 53,169.52      | 100.0%      |
| Debt Issue Costs                                  | 0.00         | 0.00   | 0.00           | 0.0%        |
| Debt Service - Other                              | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Total Debt Service</b>                         | 57,707.47    | 0.00   | 57,707.47      | 100.0%      |
| <b>Total OTHER EXPENDITURES</b>                   | 57,707.47    | 0.00   | 57,707.47      | 100.0%      |
| <b>Total Expense</b>                              | 1,060,144.71 | 0.00   | 1,060,144.71   | 100.0%      |
| <b>Net Ordinary Income</b>                        | -389,060.91  | 0.00   | -389,060.91    | 100.0%      |
| <b>Other Income/Expense</b>                       |              |        |                |             |
| Other Expense                                     |              |        |                |             |
| Adjustments to Convert to GAAP                    |              |        |                |             |
| Principal payments on LTD                         | 0.00         | 0.00   | 0.00           | 0.0%        |
| 5310 · Depreciation Expense                       | 0.00         | 0.00   | 0.00           | 0.0%        |
| Assets to be Depreciated                          | 0.00         | 0.00   | 0.00           | 0.0%        |
| Basis of Disposed Fixed Assets                    | 0.00         | 0.00   | 0.00           | 0.0%        |
| Expenses Accrued Not Yet Due                      | 0.00         | 0.00   | 0.00           | 0.0%        |
| Pension Expense                                   | 0.00         | 0.00   | 0.00           | 0.0%        |
| Post Employment Benefits                          | 0.00         | 0.00   | 0.00           | 0.0%        |
| Proceeds from Debt                                | 0.00         | 0.00   | 0.00           | 0.0%        |
| Revenue (Non-Current Resources)                   | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Total Adjustments to Convert to GAAP</b>       | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Total Other Expense</b>                        | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Net Other Income</b>                           | 0.00         | 0.00   | 0.00           | 0.0%        |
| <b>Net Income</b>                                 | -389,060.91  | 0.00   | -389,060.91    | 100.0%      |

# District Business



DISTRICT BUSINESS Item 1

**Date:** August 13, 2026  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Update of Revised Policy Manual- Chapters 1-3

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## **RECOMMENDATION**

Staff recommends that the Board review Chapters 1-3 of the updated policy manual, take public comment, discuss, and approve the attached policies.

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## **BACKGROUND**

The Arcata Fire District has undertaken a comprehensive review and revision of its Policies and Procedures Manual to ensure district policies remain current, operationally effective, and compliant with applicable laws, regulations, and best practices.

The proposed revisions to Chapters 1 through 3 are the first phase of the overall manual update process. These chapters include foundational administrative and organizational policies intended to clarify operational expectations, modernize language, and align district procedures with current legal and regulatory requirements.

## **REVIEW PROCESS**

The revision process has included extensive review and collaboration among multiple stakeholders, including:

- The Arcata Fire District Policy Review Committee
- Labor representatives
- District administration
- Legal and policy review provided through Lexipol

This collaborative process was conducted to ensure the revised policies are operationally practical, legally compliant, and reflective of current district standards and practices.

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## **DISCUSSION**

The updated policies are intended to:

- Modernize and clarify policy language
- Ensure compliance with current laws and regulations
- Improve consistency and administrative efficiency
- Maintain current operational standards and expectations

Adoption of these chapters represents the first step in the district's ongoing effort to comprehensively update and maintain its Policies and Procedures Manual.

The following policies were new policies in the manual that had not been issued by Lexipol previously. These policies were either updated to Lexipol format (to include agency content), updated to current Federal compliance language, and/or recommended best practices by Lexipol.

All other policies were updated to Federal and State compliance language without significant content changes.

214 travel Request and Expense Reimbursement (Agency Content)

215 Americans with Disabilities Act (ADA) Compliance (Federal)

216 Limited English Proficiency Services (Federal)

217 Petty Cash Management (Best Practice)

218 Physical Asset Management (Best Practice)

219 Purchase and Procurement (Best Practice)

338 Unmanned Aerial Systems (Federal / Best Practice)

## **FISCAL IMPACT**

There is no direct fiscal impact associated with adoption of these policy chapters.

## **ATTACHMENT**

- Chapters 1-3 with draft policies.

# Fire Service Authority

## 100.1 PURPOSE AND SCOPE

Best Practice

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

## 100.2 ORGANIZATIONAL POWERS

Best Practice

MODIFIED

This district is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Investigation and arrest of individuals suspected of starting fires
- (d) Provision of Emergency Medical Services (EMS)

## 100.3 FIREFIGHTER POWERS

State

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

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services
- (h) Provide public education and fire prevention activities and services

## 100.4 CONSTITUTIONAL REQUIREMENTS

Federal

MODIFIED

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

## 100.5 SUPERVISORY AUTHORITY

Best Practice

MODIFIED

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Fire Service Authority*

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

#### **100.6 POLICY**

##### **Best Practice**

It is the policy of the Arcata Fire Protection District to limit its members to only exercise the authority granted to them by law.

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

# Chief Executive Officer

## 101.1 PURPOSE AND SCOPE

Best Practice

This policy identifies the education, experience or certifications desired for the Fire Chief.

## 101.2 POLICY

Best Practice

MODIFIED

It is the policy of the Arcata Fire Protection District to have a highly qualified Chief Executive Officer.

## 101.3 CHIEF EXECUTIVE OFFICER

Best Practice

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

## 101.4 CERTIFIED FIRE CHIEF

State

MODIFIED

The Peer Assessment for Chief Executive certification established by the OSFM is a desired qualification. Certified Fire Chief status may be achieved through the California Office of the State Fire Marshal (OSFM) by acquiring a certification, holding a chief officer rank for a minimum of one year and completing the application process described in the training manual. The certification requirements are described in the State Fire Training Procedures Manual.

# Oath of Office

## 102.1 PURPOSE AND SCOPE

State

This policy establishes the oath of office for all sworn personnel of this district.

## 102.2 OATH OF OFFICE

State

MODIFIED

Upon employment, all sworn personnel shall be required to affirm the oath of office expressing commitment to support and defend the Constitution of the United States and the Constitution of the State of California (CA. Const. art. XX, § 3 and Government Code § 3102). The oath shall be as follows:

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

# Policy Manual

## 103.1 PURPOSE AND SCOPE

**Best Practice**

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

## 103.2 POLICY

**Best Practice**

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

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

### 103.2.1 DISCLAIMER

**Best Practice**

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

### 103.2.2 SEVERABILITY

**Best Practice** **MODIFIED**

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

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

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### Policy Manual

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#### 103.2.3 UNION STATEMENT

##### Agency Content

The District and Local 4981 both acknowledge the importance of collaboration on principles, doctrine and decisions that guide the District. In reference to this policy book, a policy revision, addition or modification will not be considered adopted until all parties have had adequate time to read, interpret and be given opportunity for input on the proposed policy or any subsequent modification. Whenever appropriate the District and Local 4981 will follow any applicable sections of California Gov. Code §3500-3511 known as MMBA and California Gov. Code §3250-3262 known as FBOR as pertaining to policy adoption, revision or modification.

#### 103.3 RESPONSIBILITIES

##### Best Practice

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

##### 103.3.1 FIRE CHIEF

##### Discretionary

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

##### 103.3.2 STAFF

##### Discretionary

##### MODIFIED

Staff shall consist of the following:

- Fire Chief
- Assistant Chief

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

##### 103.3.3 OTHER PERSONNEL

##### Discretionary

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

#### 103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

##### Best Practice

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

##### 103.4.1 ACCEPTABLE ABBREVIATIONS

##### Discretionary

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### Policy Manual

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The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as “Section 106.4” or “§ 106.4.”

#### 103.4.2 DEFINITIONS

State **MODIFIED**

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

**Adult** - Any person 18 years of age or older.

**District** - The District of Arcata.

**Civilian** - Members and volunteers who are not sworn employees.

**District/AFD** - The Arcata Fire Protection District.

**Employee** - Any person employed by the District.

**Fire Code** - The current edition of the International Fire Code (IFC) as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18916; Health and Safety Code § 18928).

**Firefighter/Sworn, or appointed** - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, or appointed members of the Arcata Fire Protection District.

**Manual** - The Arcata Fire Protection District Policy Manual.

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

**Member** - Any person employed or appointed by the Arcata Fire Protection District, including:

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

**On-duty** - Member status during the period when the member is actually engaged in the performance of assigned duties.

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

**Rank** - The job classification title held by a firefighter.

**Shall or will** - Indicates a mandatory action.

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

## Policy Manual

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**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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

### 103.5 DISTRIBUTION OF THE POLICY MANUAL

Best Practice MODIFIED

Copies of the Policy Manual shall be distributed to each station.

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

### 103.6 POLICY MANUAL ACCEPTANCE

Best Practice MODIFIED

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

### 103.7 REVISIONS TO POLICIES

Best Practice MODIFIED

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that they have reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

An Assistant Chief will ensure that members under their command are aware of any Policy Manual revision.

# Arcata Fire Protection District

Arcata Fire District Policy Manual

## *Policy Manual*

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All district members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

# Organizational Structure

## 200.1 PURPOSE AND SCOPE

Discretionary

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

## 200.2 POLICY

Discretionary

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

## 200.3 DIVISIONS

Discretionary

The Fire Chief is responsible for managing the Arcata Fire Protection District. The following divisions make up the Arcata Fire Protection District:

- Administration Division
- Operations Division
- Fire Prevention Division

### 200.3.1 ADMINISTRATION DIVISION

Discretionary

MODIFIED

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

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

### 200.3.2 OPERATIONS DIVISION

Discretionary

MODIFIED

The Operations Division is directed by an Assistant Chief. The Operations Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs engine companies and truck companies.

The Operations Assistant Chief may also oversee the management of the Fortuna ECC and Training.

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### Organizational Structure

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#### 200.3.3 FIRE PREVENTION DIVISION

**Discretionary**

The Fire Prevention Division is directed by a Fire Marshal. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division investigates all major fires occurring within the jurisdiction of the Arcata Fire Protection District.

#### 200.4 UNITY OF COMMAND

**Best Practice**

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

#### 200.5 CHAIN OF COMMAND

**Best Practice** **MODIFIED**

Respect for rank is essential for administrative and operational efficiency. All members of the Arcata Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

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

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

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

#### 200.6 DIRECTIVES AND ORDERS

**Discretionary**

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### Organizational Structure

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

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

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

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

#### **200.7 ALTERNATE CHANNELS OF COMMUNICATION**

##### **Best Practice**

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

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

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety, and security without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints may be made to any supervisor or directly to the Fire Chief or their designee. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance, or collective bargaining agreement.

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

## Directors Policies

### 201.1 PURPOSE AND SCOPE

Agency Content

The provisions of these policies and procedures ("Policies") are to assist the Board of Directors of the Arcata Fire Protection District ("District") as it sets policy and conducts the business and affairs of the District. It is the intent and purpose of these Policies to help clarify and define the responsibilities of the elected officials of the District.

### 201.2 POLICY

Agency Content

Refer to the Arcata Fire Board Policy Manual here.

[Arcata Fire Protection Board Manual](#)

# Emergency Action Plan and Fire Prevention Plan

## 202.1 PURPOSE AND SCOPE

State

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

## 202.2 POLICY

State

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

## 202.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

State

MODIFIED

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

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

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Emergency Action Plan and Fire Prevention Plan*

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

#### **202.4 TRAINING**

##### **State**

The District will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (8 CCR 3220; 8 CCR 3221).

## District Directives

### 203.1 PURPOSE AND SCOPE

Discretionary

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

### 203.2 POLICY

State MODIFIED

It is the policy of the Arcata Fire Protection District to make any immediate changes to policy and procedure in accordance with the current memorandum of understanding and as permitted by Government Code § 3500 et seq. Generally the establishment of district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

### 203.3 RESPONSIBILITIES

Best Practice

The Fire Chief shall issue all district directives.

All district officers shall be responsible for communicating district directives to all members in their command.

District directives will be rescinded upon incorporation into the manual.

# Training Policy

## 204.1 PURPOSE AND SCOPE

**Best Practice**

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

## 204.2 POLICY

**Best Practice**

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

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

## 204.3 OBJECTIVES

**Discretionary**

The objectives of the training program are to:

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

## 204.4 TRAINING PLAN

**Discretionary** **MODIFIED**

A training plan will be developed and maintained by the Assistant Chief and or designee. It is the responsibility of the Assistant Chief to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules. The implementation of the annual plan will be carried out by the assigned training captains.

## 204.5 TRAINING NEEDS ASSESSMENT

**Discretionary**

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

# California Fair Political Practices Commission Filings

## 205.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

## 205.2 POLICY

State

It is the policy of the Arcata Fire Protection District to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

## 205.3 PROCEDURE

State

The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this district.

## 205.4 DISTRICT RESPONSIBILITIES

State MODIFIED

The Clerk of the Board shall be the Conflict of Interest Filing Officer for the District, and shall be responsible for administering the filings in accordance with applicable laws.

All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

### 205.4.1 FILING REQUIREMENTS

State MODIFIED

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

### 205.4.2 FILING PROCESS

State

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *California Fair Political Practices Commission Filings*

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The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FPPC and the district's established records retention schedules.
- A list of all district members with potential conflict situations will be compiled and maintained in the Administration Division.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

#### 205.4.3 REPORTING REQUIREMENTS

**State** **MODIFIED**

All members are required to report potential conflicts of interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the Conflict of Interest Filing Officer.

#### 205.4.4 DESIGNATED CLASSIFICATIONS

**Discretionary** **MODIFIED**

The Arcata Fire Protection District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- All Board Members
- The Fire Chief

# Liability Claims

## 206.1 PURPOSE AND SCOPE

Best Practice

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

## 206.2 POLICY

Best Practice

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

## 206.3 RESPONSIBILITY

Best Practice

MODIFIED

The Fire Chief or the authorized designee shall receive, investigate and evaluate any claim for loss or damage received by the District.

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

## 206.4 RESPONSE TO CLAIMS

State

MODIFIED

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

If a claim is deficient or incomplete, the Fire Chief should notify the claimant within 20 days and specify the defects (Government Code § 910.8).

The Fire Chief should ensure the claim is accepted or rejected by the district's governing body within 45 days. Notice of acceptance or rejection should be given to the complainant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely but that the claimant may apply promptly to the District for a leave to file a late claim (Government Code § 912.4, Government Code § 913 and Government Code § 911.39(a)).

The Fire Chief should ensure an application for permission to file a late claim is acted upon by the district's governing body within 45 days (Government Code § 911.6).

# Electronic Mail

## 207.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District.

## 207.2 PRIVACY EXPECTATION

**Best Practice**

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

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

## 207.3 RESTRICTED USE

**Best Practice** **MODIFIED**

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

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

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

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

## 207.4 EMAIL RECORD MANAGEMENT

**State**

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Electronic Mail*

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

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

#### **207.5 POLICY**

##### **Best Practice**

Arcata Fire Protection District members shall use email in a professional manner in accordance with this policy and current law (e.g., California Public Records Act).

# Administrative Communications

## 208.1 PURPOSE AND SCOPE

Discretionary

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

## 208.2 POLICY

Discretionary

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

## 208.3 PERSONNEL ORDERS

Discretionary

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

## 208.4 CORRESPONDENCE

Discretionary MODIFIED

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on district letterhead. All district letterhead shall bear the official logo of the district in addition to the actual signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of their supervisor.

## 208.5 MEMORANDUMS

Discretionary

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

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

Recommendations for a standardized district memorandum format: a standard heading including the name of the District, the date of the memorandum, the intended recipient of the memorandum,

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Administrative Communications*

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the name, rank and division of the district member creating the memorandum, and a brief statement of the subject of the memorandum.

#### **208.6 FACSIMILE COVER SHEETS**

##### **Discretionary**

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

#### **208.7 SURVEYS**

##### **Discretionary**

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

# Minimum Staffing Levels

## 209.1 PURPOSE AND SCOPE

Discretionary MODIFIED

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

The district recognizes the importance of an effective firefighting force and deployment model as outlined in NFPA 1710. Therefore, the district will make continual efforts to meet the national staffing standard set forth in NFPA 1710.

## 209.2 POLICY

Discretionary MODIFIED

The district shall maintain a minimum staffing level in accordance with the current MOU with Local 4981.

The district shall maintain at least one Fire Captain and one Duty Officer on shift at all times.

# Collateral Duties

## 210.1 PURPOSE AND SCOPE

### Agency Content

This policy will outline the "collateral duties"; give a description of responsibilities and authorities granted assignees, and the reporting requirements. This policy provides an organized and systematic framework to accomplish those tasks necessary to operate this department in an efficient manner and give employees a sense of value, responsibility and organizational pride.

Applies to all Career Staff.

## 210.2 POLICY

### Agency Content

The function of Arcata Fire involves a wide variety of duties and responsibilities to maintain an organization that is constantly striving to moving forward to provide competent and efficient fire, rescue, medical, fire prevention and education services along with an almost endless variety of non-emergency service calls for a growing community. In order to provide competent and efficient service delivery, the various duties and responsibilities must be divided among District personnel. By operating with collateral duties, levels of expertise and specialization are increased to a point not possible if the various duties and responsibilities were left to a very few to accomplish.

## 210.3 DEFINITIONS

### Agency Content

Collateral Duties: Collateral duties are long-term areas of responsibility involving routine operations or services of the Arcata Fire Protection District. They are not to be confused with special assignments or projects.

## 210.4 RESPONSIBILITY

### Agency Content

Collateral Duty Assignee: Is responsible for reporting or performing or delegating the following items:

- (a) Problems or issues
- (b) Repairs needed
- (c) Authorize Emergency repairs or purchases to maintain basic operations
- (d) Routine/required maintenance
- (e) Training issues
- (f) Request assistance for tasks
- (g) Replacement items
- (h) Suggestions for purchases

# Arcata Fire Protection District

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### *Collateral Duties*

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- (i) Create/Update Policies and Procedures
- (j) Collateral duties that have a committee assigned to them, will meet quarterly

The assignee will record activity within the scope of the assigned collateral duty into current department reporting software and submit any reports to the oversight officer. The assignee will have the authority to expend budgeted funds when approved through appropriate oversight officer.

#### 210.4.1 CHAIN OF COMMAND

Agency Content

The Assignee will report to the oversight officer. In the absence of the oversight officer, the assignee may be required to report to the Duty Officer for matters requiring immediate attention (i.e. mechanical break down of fire engine).

#### 210.4.2 ASSIGNMENTS

Agency Content

The Operations Chief will review the assignment list every two years.

#### 210.4.3 JOB DESCRIPTIONS

Agency Content

Each collateral duty is given a job description to inform the assignee of the scope of the assignment, their responsibilities, and authorities.

# Post-Incident Analysis

## 211.1 PURPOSE AND SCOPE

Best Practice

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

## 211.2 POLICY

Best Practice MODIFIED

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

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

### 211.2.1 RESPONSIBILITIES

Best Practice MODIFIED

The ICs, Duty Officers, command staff and company officers have shared responsibility for the overall effectiveness of the PIA process.

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

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

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

## 211.3 POST-INCIDENT ANALYSIS

Best Practice

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

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### Post-Incident Analysis

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

- (a) A PIA may include:
  - 1. Evaluation of the overall operational effectiveness.
  - 2. Evaluation of safety procedures.
  - 3. Evaluation of the success or failure of tactical objectives.
  - 4. Evaluation of the application and effectiveness of policies and/or procedures.
  - 5. Specific knowledge that might be beneficial.
- (b) The information gained from a PIA should be used by company officers and staff teams to:
  - 1. Reinforce the incident management system.
  - 2. Evaluate current training programs and/or identify training needs.
  - 3. Evaluate current policies and procedures.
  - 4. Identify and prioritize planning needs for the future.
  - 5. Identify equipment problems/concerns.
  - 6. Evaluate fire prevention inspection and public education effectiveness.

#### 211.4 TYPES OF POST-INCIDENT ANALYSIS

**Best Practice**

##### 211.4.1 HOT WASH

**Best Practice**

**MODIFIED**

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

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

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

##### 211.4.2 INFORMAL LEVEL PIA

**Best Practice**

**MODIFIED**

## *Post-Incident Analysis*

---

An Informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. An informal PIA is highly encouraged and should be a standard communication tool for all company officers.

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

### 211.4.4 FORMAL PIA

**Best Practice** **MODIFIED**

A formal PIA can be requested by any company officer and above.

- (a) The assigned designee is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
  - 1. Setting a presentation date and location within three days (whenever possible) of the incident.
  - 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
  - 3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
  - 4. Coordinating/scheduling with other departments or outside agencies that worked the incident.
  - 5. Arranging move-up and/or cover companies from other departments.

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

Copies of the formal AAR should be emailed to all personnel and agencies involved.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.

# Annual Planning Calendar

## 212.1 PURPOSE AND SCOPE

Best Practice

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

### 212.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

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

## 212.2 POLICY

Best Practice

The Arcata Fire Protection District will comply with all mandatory training requirements and inspections.

## 212.3 RESPONSIBILITIES

Best Practice MODIFIED

An Assistant Chief or their assigned designee is responsible for creating and maintaining a calendar that includes a schedule of all training required for compliance with state and federal regulations as well as required inspections. The calendar should include at a minimum:

- All necessary National Incident Management System (NIMS) and Occupational Safety and Health Administration (OSHA) training.
- All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) and state requirements.
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## *Annual Planning Calendar*

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- Basic Inspection Terminal (BIT) inspections of all tractor-type vehicles, performed by the California Highway Patrol (CHP) according to the California Department of Transportation (DOT) guidelines (Vehicle Code § 34501.12).
- All other training and inspections required by any federal, state, or local agency.

# Solicitation of Funds

## 213.1 PURPOSE AND SCOPE

**Best Practice**

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

### 213.1.1 DEFINITIONS

**Best Practice**

Definitions related to this policy include:

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

## 213.2 POLICY

**Best Practice**

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

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

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

## 213.3 PROCEDURES

**Best Practice**

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

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

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Solicitation of Funds*

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

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

#### **213.4 DISTRICT-SPONSORED EVENTS**

##### **Best Practice**

The following also apply to district-sponsored fundraising events:

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

#### **213.5 FUNDRAISING ON BEHALF OF OTHERS**

##### **Best Practice**

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## Arcata Fire District Policy Manual

### *Solicitation of Funds*

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

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

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

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

# Travel Request and Expense Reimbursement

## 214.1 PURPOSE AND SCOPE

### Agency Content

The purpose of this policy is to describe the procedures by which Arcata Fire Protection District employees, volunteers, and Board members may submit travel and training requests, and how to submit for reimbursement for approved travel and trainings.

## 214.2 POLICY

### Agency Content

To be authorized as district-approved travel, the requested travel must be for district-related business and/or beneficial to the member's overall personal and professional development.

### 214.2.1 PRE-TRAVEL REQUEST FOR AUTHORIZATION REQUIRED

#### Agency Content

All travel will have prior approval before committing District funds. A written or electronic Request for Training or Travel Authorization form should be submitted in a reasonable time period before the date of the intended travel (preferably 4 weeks or more). An official announcement, outline, and/or written agenda must be obtained by the requesting member and submitted with the request. The member should identify/describe the lodging arrangements they are requesting by submitting a price quote from the hotel or other adequate documentation.

All shift employees shall submit their requests to their supervising chief officer. For all non-shift employees, volunteers, and Board members, travel requests will be routed to the Fire Chief for review and consideration. Requests submitted with inadequate lead time for review and authorization may be denied.

### 214.2.2 LEAST COSTLY/MOST EFFICIENT APPROACH

#### Agency Content

Travel and lodging should be the most efficient and/or least costly as can be reasonably determined by the District, based on the needs of the District, in advance of the travel. If a member obtains District approval for more costly modes of transportation and/or lodging, the District shall only pay for the expenses that the Fire Chief or designee has determined are most efficient and/or least costly to meet the needs of the District.

### 214.2.3 REGISTRATION

#### Agency Content

The District will pay registration fees for an approved event. A flyer or announcement with registration information must be submitted with the Request for Training or Travel Authorization Form.

### 214.2.4 LODGING

#### Agency Content

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Travel Request and Expense Reimbursement*

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Overnight lodging may be approved for events that are 90 or more miles from the District boundaries. Generally, the District will cover the cost of a single room, including taxes and parking, for as many nights as necessary. Accommodations should be both economical and practical and also include prioritizing the safety and security of members. For instance, it is preferable to stay at the hotel where a conference is held, even if it is slightly more expensive than other nearby options. Location is also important: staying at a hotel closer to where business will be conducted may be slightly more expensive than outlying hotels, but it can help achieve the District's travel objectives more efficiently. Overall, District members should choose the most reasonably priced accommodations that align with the purpose and goals of the travel as well as in compliance with the Hotel and Motel Fire Safety Act of 1990 ([www.apps.usfa.fema.gov/hotel/](http://www.apps.usfa.fema.gov/hotel/)).

#### 214.2.5 TRANSPORTATION

##### Agency Content

The approved mode of transportation shall be the most efficient and/or least costly for the situation, based on the needs of the District, unless the traveling member has been authorized otherwise (the member will normally be required to pay the difference). Included approved travel expenses include common carrier cost, parking, airporter, bridge tolls, etc...

Whenever practical, the District preference is to provide the traveling member with a District vehicle and fuel card (officers should use their district-assigned credit card). However, if no District vehicle is available or the traveler is seeking special permission to use their private vehicle for travel, the District reimbursement for the use of personal vehicles shall be in the form of a per-mile payment based on current IRS Standard Mileage Rates (based on government-estimated costs of fuel, depreciations, lease payments, maintenance, repairs, gasoline taxes, oil, insurance, and vehicle registration fees). Mileage must be documented to be reimbursed. When an employee is paid the IRS Standard Mileage Rate, the District will not reimburse for fuel, fines/penalties/tickets/court costs, accident-related costs, and repairs to personal vehicles.

#### 214.2.6 MEALS & INCIDENTALS

##### Agency Content

Meal and incidental costs may be approved for events that are 90 or more miles from the District boundaries. Travelers will use the GSA per-diem rates for the travel area for meal costs.

Receipts or proof of payment for the expenses covered are not required. The term "incidental allowance" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothes, and fees and tips for services such as for waiters and baggage handlers. It does not include costs like cab fares, bridge tolls or telephone calls. Meals reimbursed using the per diem allowance method already include the tip amount.

Other expenses such as cab fare or tolls are not included in the per diem incidental allowance. These types of expenses are reimbursable expenses that the member should submit separately for reimbursement.

If breakfast, lunch, or dinner is included in the registration fee, or if a meal is proved by the event, the amount indicated by the M&IE for GSA should be deducted from the per diem.

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Travel Request and Expense Reimbursement*

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#### 214.2.7 RECEIPTS

##### Agency Content

Original, itemized receipts should be submitted for all reimbursements, excluding meals. Credit card receipts with no detail except the amount charged shall not be considered itemized receipts and are not adequate documentation by themselves to justify the expense.

The District acknowledges that receipts may not be made available by all vendors during the employee's travel. If a receipt is lost or unavailable, excluding an itemized lodging receipt, the District may reimburse the employee for the expense if the member prepares and submits a written justification memo for the expense to the Fire Chief or designee. The written justification for all items, except meals, must include a description of the expense and the reason a receipt is not available. Written justification is to be used for the occasional missing receipt and is not meant for an aggregation of many undocumented expenses. An itemized lodging receipt is required per IRS regulations and District policy; if lost or unavailable, the employee must contact the lodging facility for a duplicate, itemized receipt.

#### 214.3 AUTHORIZATION PROCEDURE

##### Agency Content

The appropriate supervisor shall review the member's Request for Training or Travel Authorization paperwork for the purpose/objective of travel. The following shall also be considered in authorizing the request:

- (a) Consider the availability of funds, staffing resources, and operational needs of the District.
- (b) Consider the likely impact of the request (i.e. distance/time resources are away, associated cost) to the District.
- (c) Ensure the least costly/most efficient approach is used.
- (d) If applicable, offer an alternative to funding the request with a cost share.

#### 214.4 TRAVELERS RESPONSIBILITIES

##### Agency Content

Once a member receives authorization, they are responsible for all applicable reservations for the seminar, conference, meeting, or training.

- (a) If there is a need for an early reimbursement of a class tuition, an expense reimbursement request must be submitted to the authorizing supervisor with a receipt attached. The authorizing supervisor will approve the report and forward it to the Business Manager for processing and payment.

The member will need to arrange for:

- (a) Requesting the appropriate time off or shift trade as needed
- (b) Completing the lodging reservations

# Arcata Fire Protection District

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### *Travel Request and Expense Reimbursement*

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- (c) Successfully completing/fulfilling the purpose/objective of their travel (i.e. completing training with a passing grade). Members who fail to satisfactorily complete the purpose/object of the travel may be subject to discipline.
- (d) Employees should return to the District as soon as possible after completing the purpose of their travel to avoid unnecessary staffing shortages. If approved, employees may extend their travel, provided it does not impact staffing. Any additional travel expenses incurred during an extended stay will be the employee's responsibility.
- (e) Ensuring that no contraband (including alcoholic beverages) is transported in a District-owned vehicle.
- (f) Ensuring that no one operates a District-owned vehicle at any time or a privately-owned vehicle while engaged in District-related travel while under the influence of any drug, narcotic, or alcohol.
- (g) Promptly reporting to their supervisor any motor vehicle accident, injury, emergency aid, or other significant incident occurring during District-related travel. Any vehicle accident involving anyone with injury or complaint of pain shall be immediately reported to the local law enforcement agency with jurisdiction.
- (h) Upon returning to the District, promptly prepare and submit required travel documentation, receipts, and remit any unspent travel advanced funds as described in this policy and/or as directed by an authorized supervisor. Members should use the Travel Expense Report as soon as practical after the member returns to the District. They shall be responsible for organizing and submitting to the authorizing supervisor their expense report with related receipts and written evidence that they successfully fulfilled the purpose/objective of their travel.

#### **214.5 TRAVEL CANCELLATIONS**

##### **Agency Content**

Members shall notify the authorizing supervisor as soon as reasonably practicable after becoming aware that they will not be able to complete the travel for which they have already requested District approval, so that the District may make operational adjustments, cancel travel and/or training reservations, and see available refunds.

Members who notify the Fire Chief or designee of their intent to cancel less than 10 days prior to the departure date of travel, may be required to reimburse the District for any non-refundable costs of the travel and/or training unless the Fire Chief or designee determines that the cancellation and assumption of related costs by the District are reasonably justifiable.

Cancelling approved travel less than 10 days prior to departure as a matter of the member's personal preference or for unexplained personal reasons is not justifiable. Examples of justifiable cancellations may include, but are not limited to:

- Cancellation of the training or other event that was the reason for the travel.
- Cancellation or interruption of the approved mode of travel (i.e. unresolvable flight cancellations, highway closures, etc...)
- Unexpected serious illness, injury, or death of the traveler or of a family member.

# Arcata Fire Protection District

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### *Travel Request and Expense Reimbursement*

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- Emergency needs of the District.

If the District cancels the member's travel and/or attendance at training, the member shall not be responsible for personally reimbursing the District for any costs. In such situations, if the member has assumed responsibility for any non-refundable costs, the District shall reimburse the member of those costs.

If a member has received a travel advance, they shall be responsible for refunding the District for all advanced funds except any non-refundable costs for which District payment has been specifically authorized.

# Americans with Disabilities Act (ADA) Compliance

## 215.1 PURPOSE AND SCOPE

### Federal

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

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

### 215.1.1 DEFINITIONS

#### Federal

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

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

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

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

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

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

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

**Power-driven mobility device** - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device

## Americans with Disabilities Act (ADA) Compliance

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was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

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

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

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

### 215.2 POLICY

#### Federal

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

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

### 215.3 ADA COORDINATOR

#### Federal

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

- (a) Coordinating efforts within the District and with the District ADA coordinator to provide equal access to services, programs, and activities including:
  - 1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
  - 2. Maintaining district compliance with accessibility standards for district web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).
- (b) Recommending amendments to this policy, as needed.
- (c) Coordinating a process of periodic self-evaluation. The process should include:
  - 1. Inspection of current district buildings and facilities to identify access issues.
  - 2. Review of current district services, activities, and programs for access issues.
  - 3. Assessment and update of current compliance measures.

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### *Americans with Disabilities Act (ADA) Compliance*

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

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### 215.4 REQUESTS

**Federal**

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

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

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

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

#### 215.4.1 DENIAL OF REQUEST

**Federal**

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

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
  1. A substantial alteration of the service, program, or activity.
  2. An undue financial or administrative burden on the District.
  3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
  4. A threat to or the destruction of the historic significance of an historic property.
  5. A direct threat to the health or safety of others (28 CFR 35.139).
  6. If any of the above circumstances are present, the ADA coordinator should work with district staff and the person requesting the modification to determine if an alternative modification is available.
- (b) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with district staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
  1. Reassigning services, programs, or activities to accessible buildings or facilities.

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2. Utilizing technology, equipment, rolling stock, or other conveyances.
  3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
  4. Any other means or methods that would make services, programs, or activities readily accessible.
- (c) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

#### 215.4.2 PERSONAL DEVICES AND ASSISTANCE

##### **Federal**

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

#### 215.4.3 SURCHARGES

##### **Federal**

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

#### 215.5 MOBILITY DEVICES

##### **Federal**

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

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

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

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

##### 215.5.1 INQUIRIES REGARDING MOBILITY DEVICES

##### **Federal**

If an individual is using a power-driven mobility device other than a wheelchair, the member may seek credible assurance from the individual that the device is needed because of a disability.

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### *Americans with Disabilities Act (ADA) Compliance*

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Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

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

#### **215.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES**

##### **Best Practice**

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

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

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

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

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

#### **215.6.1 TYPES OF ASSISTANCE AVAILABLE**

##### **Federal**

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

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

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

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#### 215.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

##### **Federal**

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

#### 215.6.3 QUALIFIED INTERPRETERS

##### **Federal**

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

Qualified interpreters should be:

- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

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

#### 215.6.4 TTY AND RELAY SERVICES

##### **Federal**

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

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

#### 215.6.5 COMMUNITY VOLUNTEERS

##### **Federal**

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

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, district members

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must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

#### 215.6.6 FAMILY AND FRIENDS

##### **Federal**

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

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

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

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

#### 215.6.7 FIELD ENFORCEMENT CONSIDERATIONS

##### **Federal**

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

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

#### 215.7 SERVICE ANIMALS

##### **Federal**

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

##### 215.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

##### **Federal**

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

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

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

#### 215.7.2 INQUIRIES REGARDING SERVICE ANIMALS

##### **Federal**

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

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

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

#### 215.7.3 CONTACT WITH SERVICE ANIMALS

##### **Federal**

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

#### 215.7.4 REMOVAL OF SERVICE ANIMALS

##### **Federal**

## *Americans with Disabilities Act (ADA) Compliance*

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

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

### **215.8 WEBSITE ACCESS**

#### **Federal**

The ADA coordinator should work with appropriate district members to develop online content that is readily accessible to persons with disabilities. District web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

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

### **215.9 DOCUMENTATION**

#### **Federal**

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

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

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

### **215.10 COMPLAINTS**

#### **Federal**

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

### **215.11 TRAINING**

#### **Federal**

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

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

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

## Limited English Proficiency Services

### 216.1 PURPOSE AND SCOPE

#### Federal

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

#### 216.1.1 DEFINITIONS

##### Federal

Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the District to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficiency (LEP) individual** - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

**Qualified bilingual member** - A member of the District, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

### 216.1 PURPOSE AND SCOPE

#### Federal

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

#### 216.1.1 DEFINITIONS

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**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

### **216.3 POLICY**

#### **Federal**

It is the policy of the District to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the [Department\_Agency] or its members.

The District will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

### **216.4 POLICY**

#### **Federal**

It is the policy of the District to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the [Department\_Agency] or its members.

The District will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

### **216.5 LEP COORDINATOR**

#### **Federal**

The Fire Chief or the authorized designee should delegate certain responsibilities to an LEP coordinator.

The responsibilities of the coordinator should include but not be limited to:

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- (a) Coordinating and implementing all aspects of the district's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:
  - 1. Languages spoken.
  - 2. Contact information.
  - 3. Availability.
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
  - 1. Content on the district website should be included in this review and should be translated on the website, if appropriate.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the District in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding district LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to district services, programs, and activities.
- (k) Requiring third parties providing district services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

#### **216.6 LEP COORDINATOR**

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- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:
  - 1. Languages spoken.
  - 2. Contact information.
  - 3. Availability.
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
  - 1. Content on the district website should be included in this review and should be translated on the website, if appropriate.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the District in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding district LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to district services, programs, and activities.
- (k) Requiring third parties providing district services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

## **216.7 FOUR-FACTOR ANALYSIS**

**Federal**

## *Limited English Proficiency Services*

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Because there are many different languages that members could encounter, the District will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by district members, or who may benefit from programs or services within the jurisdiction of this district.
- (b) The frequency with which LEP individuals are likely to come in contact with district members, programs, or services.
- (c) The nature and importance of the contact, program, information, or service provided.
- (d) The cost of providing LEP assistance and the resources available.

### **216.8 FOUR-FACTOR ANALYSIS**

#### **Federal**

Because there are many different languages that members could encounter, the District will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by district members, or who may benefit from programs or services within the jurisdiction of this district.
- (b) The frequency with which LEP individuals are likely to come in contact with district members, programs, or services.
- (c) The nature and importance of the contact, program, information, or service provided.
- (d) The cost of providing LEP assistance and the resources available.

### **216.9 TYPES OF LEP ASSISTANCE AVAILABLE**

#### **Federal**

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The District will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The District will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

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LEP individuals may choose to accept district-provided LEP services at no cost, or they may choose to provide their own.

District-provided LEP services may include but are not limited to the assistance methods described in this policy.

#### **216.10 TYPES OF LEP ASSISTANCE AVAILABLE**

##### **Federal**

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The District will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The District will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept district-provided LEP services at no cost, or they may choose to provide their own.

District-provided LEP services may include but are not limited to the assistance methods described in this policy.

#### **216.11 WRITTEN FORMS AND GUIDELINES**

##### **Federal**

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the district website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

#### **216.12 WRITTEN FORMS AND GUIDELINES**

##### **Federal**

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the district website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

#### **216.13 AUDIO RECORDINGS**

##### **Federal**

The District may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

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### **216.14 AUDIO RECORDINGS**

**Federal**

The District may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

### **216.15 QUALIFIED BILINGUAL MEMBERS**

**Federal**

Bilingual members may be qualified to provide LEP services when they have demonstrated through established District procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

When a qualified bilingual member from this district is not available, personnel from other District departments who have been identified by the [department\_agency] as having the requisite skills and competence may be requested.

### **216.16 QUALIFIED BILINGUAL MEMBERS**

**Federal**

Bilingual members may be qualified to provide LEP services when they have demonstrated through established District procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

When a qualified bilingual member from this district is not available, personnel from other District departments who have been identified by the [department\_agency] as having the requisite skills and competence may be requested.

### **216.17 AUTHORIZED INTERPRETERS**

**Federal**

Any person designated by the District to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

- (a) The competence and ability to communicate information accurately in both English and in the target language.

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- (b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

#### 216.17.1 SOURCES OF AUTHORIZED INTERPRETERS

##### **Federal**

The District may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of another district within the District.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this district, and with whom the District has a resource-sharing or other arrangement that they will interpret according to district guidelines.

#### 216.17.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

##### **Federal**

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the District to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

#### 216.18 AUTHORIZED INTERPRETERS

##### **Federal**

Any person designated by the District to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective

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Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

### 216.18.1 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

#### **Federal**

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the District to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

### 216.19 CONTACT AND DOCUMENTATION

#### **Federal**

Although all public contacts, services, and individual rights are important, this [department\_agency] will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this district is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the District or some other identified source.

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### **216.20 CONTACT AND DOCUMENTATION**

#### **Federal**

Although all public contacts, services, and individual rights are important, this [department\_agency] will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this district is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the District or some other identified source.

### **216.21 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE**

#### **Federal**

The District will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

#### **216.21.1 EMERGENCY ASSISTANCE**

##### **Federal**

District members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

### **216.22 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE**

#### **Federal**

The District will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

#### **216.22.1 EMERGENCY ASSISTANCE**

##### **Federal**

District members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the

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situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

### **216.23 COMMUNITY OUTREACH**

**Federal**

Community outreach programs and other such services offered by this district are important to the ultimate success of local government and achievement of the district's mission. This district will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

### **216.24 COMMUNITY OUTREACH**

**Federal**

Community outreach programs and other such services offered by this district are important to the ultimate success of local government and achievement of the district's mission. This district will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

### **216.25 TRAINING**

**Federal**

To ensure that all members who may have contact with LEP individuals are properly trained, the District will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

#### **216.25.1 TRAINING FOR AUTHORIZED INTERPRETERS**

**Federal**

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

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### **216.26 TRAINING**

#### **Federal**

To ensure that all members who may have contact with LEP individuals are properly trained, the District will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

#### **216.26.1 TRAINING FOR AUTHORIZED INTERPRETERS**

##### **Federal**

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

# Petty Cash Management

## 217.1 PURPOSE AND SCOPE

**Best Practice**

This policy provides for the establishment and administration of a district petty cash fund.

## 217.2 POLICY

**Best Practice**

The District will establish, administer, and maintain the petty cash fund according to this policy.

### 217.2.1 DEFINITIONS

**Best Practice**

**Custodian** - The individual designated by the Business Manager as having custody of and responsibility for maintaining the petty cash fund.

**Petty Cash Fund** - A reserve of money established to make small purchases when payment by purchase order or voucher is not practical.

## 217.3 RESPONSIBILITIES

**Best Practice**

### 217.3.1 BUSINESS MANAGER RESPONSIBILITIES

**Best Practice**

The Business Manager or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

- (a) Designation of a petty cash custodian.
- (b) Initial and replenishment fund amounts. The petty cash fund should not exceed the amount established by the District.
- (c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than \$100.
- (d) A sample petty cash voucher for use by members to request cash from the custodian. The petty cash vouchers should be sequentially numbered and include space for the following information:
  - 1. The date of the disbursement
  - 2. The amount disbursed or reimbursed
  - 3. The budget expense account
  - 4. The vendor name
  - 5. The signature of the member receiving the cash
- (e) An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:

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### Petty Cash Management

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1. The name of the member receiving cash
  2. The amount disbursed to the member
  3. The reason for the disbursement
  4. The amount of any cash returned
  5. The amount of any cash received to replenish the account
  6. A copy of any purchase receipt
- (f) A requirement that the custodian provides a full accounting and reconciliation of all fund transactions to the Business Manager, which should then be reviewed and approved according to the Petty Cash Procedure before authorizing replenishment of the petty cash fund.
- (g) A requirement that the petty cash fund is audited by the Business Manager's authorized designee at least quarterly and that the results of the audit are provided to the Business Manager.
- (h) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.
- (i) Designation of a physical location for the petty cash fund. The fund should be secured in the following manner:
1. Use a lockbox with a key or combination lock.
  2. The lockbox should then be stored in a safe, securable drawer, cabinet, or locker.
  3. The safe, securable drawer, cabinet, or locker should be located in a securable room or office with restricted access.

#### 217.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

##### **Best Practice**

The custodian responsibilities should include but are not limited to the following:

- (a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.
- (b) Requesting replenishment funds from the Fire Chief when the funds on the account fall below the established replenishment amount or requesting funds needed to bring the petty cash fund back to the maximum allowable amount. Requests should be made at any regular membership meeting. No "emergency" requests should be permitted or approved.
- (c) Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.
- (d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.

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### *Petty Cash Management*

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- (e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash and vouchers before transferring petty cash responsibilities to an alternate custodian.

#### **217.4 PETTY CASH VOUCHERS**

##### **Best Practice**

The Business Manager should maintain an appropriate stock of petty cash vouchers and provide them to the custodian as requested from time to time.

Petty cash vouchers should be sequentially numbered.

# Physical Asset Management

## 218.1 PURPOSE AND SCOPE

### Best Practice

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

### 218.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

**Physical assets** – Any tangible items of value, including but not limited to:

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

**Physical asset management** – The process of tracking and maintaining the district's physical assets.

## 218.2 POLICY

### Best Practice

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

## 218.3 RESPONSIBILITIES

### Best Practice

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

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:

## Physical Asset Management

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1. Procedures for disposal of all district-owned physical assets in accordance with federal, state, and local law.
  2. Procedures for safe disposal of hazardous waste.
  3. Procedures for handling surplus and obsolete physical assets.
  4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the district's physical assets and maintain accurate and complete records related to these assets. The plan should include:
1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
  2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the district's physical assets.
  3. Routine internal and external audit practices.
  4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

### 218.4 IDENTIFICATION AND TAGGING

#### **Best Practice**

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

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

## Physical Asset Management

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### 218.5 SURPLUS OR OBSOLETE ASSETS

**Best Practice** **MODIFIED**

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

#### 218.5.1 STORAGE

**Best Practice**

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

#### 218.5.2 TRANSFERS

**Best Practice**

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

### 218.6 LOSS, DAMAGE, OR DESTRUCTION

**Best Practice**

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

### 218.7 USAGE MONITORING

**Best Practice**

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

### 218.8 MAINTENANCE

**Best Practice**

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

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

## *Physical Asset Management*

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### **218.9 DISPOSAL**

#### **Best Practice**

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

### **218.10 INVENTORY AND REPORTS**

#### **Best Practice**

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

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

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

### **218.11 TRAINING**

#### **Best Practice**

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

# Purchasing and Procurement

## 219.1 PURPOSE AND SCOPE

**Best Practice**

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

## 219.2 POLICY

**Best Practice**

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

## 219.3 PURCHASING COORDINATOR

**Best Practice**

The Business Manager should designate a member to coordinate district purchases. The member's responsibilities should include:

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

## 219.4 REVIEWS

**Best Practice**

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

# Incident Management

## 300.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents.

### 300.1.1 DEFINITIONS

**Best Practice**

Definitions related to this policy include:

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

## 300.2 POLICY

**Best Practice**

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

## 300.3 PROCEDURES

**Best Practice** **MODIFIED**

The Fire Chief should ensure the District adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

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

Whenever an emergency incident occurs in the jurisdiction of the Arcata Fire Protection District, it is the responsibility of the Incident Commander (IC) to assess the potential for the incident to involve property, structures or persons within either a State Responsibility Area (SRA) or a Federal Responsibility Area (FRA). If the incident involves or threatens to involve any SRA or FRA, the IC shall immediately notify the California Department of Forestry and Fire Protection (CAL FIRE) or the United States Forest Service (USFS) and Fortuna ECC of the incident.

The IC shall also send notification through the chain of command to the Fire Chief.

The IC should assess the potential for the incident to involve or negatively impact any persons or property in neighboring jurisdictions. If the IC determines that the potential exists, he/she shall immediately direct Fortuna ECC to notify the appropriate jurisdiction of the incident.

# Emergency Response

## 301.1 PURPOSE AND SCOPE

### Best Practice

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

### 301.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

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

## 301.2 EMERGENCY CALLS

### State

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, including at minimum a steady forward-facing red light, and shall sound the siren as reasonably necessary (Vehicle Code § 21055).

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

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

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

## 301.3 MULTIPLE EMERGENCY VEHICLE RESPONSES

### Best Practice

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

## 301.4 INITIATING AN EMERGENCY RESPONSE

### Best Practice

## Emergency Response

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If a member believes an emergency response to any call is appropriate, the member shall ensure Fortuna ECC is immediately notified.

### 301.5 RESPONSIBILITIES OF RESPONDING PERSONNEL

Best Practice MODIFIED

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency response. Emergency vehicle operators shall reduce speed at all street intersections to the extent that the vehicle operator feels necessary to ensure complete control of the vehicle.

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

#### 301.5.1 RAILROAD CROSSINGS

State

Railroad crossings present unique hazards to the operators of emergency vehicles. When stopping at any type of railroad crossing, emergency vehicle operators should turn off the siren and all unnecessary noise in the cab and open their windows to listen for approaching trains.

At uncontrolled railroad crossings, emergency vehicle operators should stop and look both ways to verify there is no rail traffic before proceeding with caution across the tracks.

When approaching a controlled railroad crossing with gates and/or signals activated, emergency vehicle operators shall stop and monitor for approaching trains. Operators shall not proceed at the crossing until the gates return to the open position, signaling devices have turned off, and the crossing is clear in all directions (Vehicle Code § 22451).

Apparent malfunctions at a railroad crossing should be reported to Fortuna ECC as soon as reasonably practicable.

At crossings controlled by only activated signals that reasonably appear to be malfunctioning, an operator may proceed across the crossing if there is no rail traffic approaching from either direction and it is safe to do so (Vehicle Code § 22451).

If the unit is delayed by rail traffic, the Company Officer should immediately contact Fortuna ECC to report the delay.

### 301.6 FAILURE OF EMERGENCY EQUIPMENT

Best Practice

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Emergency Response*

---

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

#### **301.7 POLICY**

##### **Best Practice**

It is the policy of the Arcata Fire Protection District to appropriately respond to all emergency calls.

# PRIVATELY-OWNED VEHICLES

## 302.1 PURPOSE AND SCOPE

Agency Content

### PURPOSE

This policy establishes guidelines for the District-related business use of privately-owned vehicles.

### SCOPE

This policy applies to all members operating a privately-owned vehicle on District-related business not limited to but including:

- Responding to fires or other emergency calls, including responding to the scene or to a District station.
- Pre-authorized out-of-town travel (Refer Travel Policy).
- Pre-authorized on-duty local District-related errands and travel.
- Driving a privately-owned vehicle to Stations mid shift or for overtime coverage.

District-related business does not include:

- Off-duty driving by a member commuting to/from scheduled work in a privately-owned vehicle.
- Off-duty driving of a privately-owned vehicle to stations or other locations for drills, special events, meetings, training, or other non-emergency work.
- Personal travel in a privately-owned vehicle when the member is off-duty near the site of an out-of-town training/meeting; i.e., a member who, after one day of a multi-day class is completed, drives a personal vehicle from their hotel to a restaurant for dinner and then back to the hotel, is not engaged in District-related business.

## 302.2 POLICY

Agency Content

It is the policy of the Arcata Fire Protection District to provide a vehicle to its employees while conducting district-related business.

### 302.2.1 AUTHORIZATION

Agency Content

Members shall not use privately-owned vehicles for District-related business unless authorized by personnel with the authority to grant such permission. Generally, authority to issue such permission is limited to:

- 1) Fire Chief and Chief Officers.
- 2) Administrative Assistant/Management (Confidential).

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *PRIVATELY-OWNED VEHICLES*

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Permission to drive a privately-owned vehicle on District-related business is a privilege which may be suspended or revoked at any time by the Fire Chief or designee.

#### 302.2.2 INSURANCE

##### **Agency Content**

All members using privately-owned vehicles for District-related business shall carry the state-required minimum levels of insurance.

Members not carrying the state-required minimum levels of insurance on their privately-owned vehicles shall not be permitted to drive those vehicles on any District-related business, including responding to the location of an emergency or driving to a District station for an emergency response.

Members may be ordered, for good cause, to provide to the Fire Chief or designee proof of current liability insurance for privately-owned vehicles that they are known to, or intend to, drive for District-related business.

Members shall be aware that should an accident occur, even if they are on District-related business, the insurance for the privately-owned vehicle shall be considered primary, and the District's responsibility shall be secondary.

# Fire Ground Accountability

## 303.1 PURPOSE AND SCOPE

**Best Practice**

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

### 303.1.1 DEFINITIONS

**Best Practice**

Definitions related to this policy include:

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

## 303.2 POLICY

**Best Practice**

It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

## 303.3 RESPONSIBILITIES

**Best Practice** **MODIFIED**

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained.

Supervisors are responsible for tracking all personnel on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

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

The Incident Commander should designate an accountability officer to monitor who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

The Incident Commander shall request all mutual aid resources, and any member responding off duty to check in at the command post to get an initial accountability report prior to giving that unit an assignment.

Area supervisors should be assigned to keep track of all crews assigned to their area. Company officers should know the location and assignment of each firefighter in their crew.

## *Fire Ground Accountability*

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

### **303.4 REPORTING**

#### **Best Practice**

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

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions

#### **303.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)**

##### **Best Practice**

##### **MODIFIED**

A PAR may be conducted at the request of the incident commander. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, after ordering an emergency evacuation of an area, during a change in operations, in the event of building collapse, during a Mayday, etc.

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

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

## Rapid Intervention/Two-In Two-Out

### 304.1 PURPOSE AND SCOPE

Federal MODIFIED

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

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention crews (RIC) (29 CFR 1910.134(g)(4)).

#### 304.1.1 DEFINITIONS

Federal MODIFIED

Definitions related to this policy include:

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

**Two-out crew** - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention crew (RIC) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident.

**Rapid intervention crew (RIC)** - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

### 304.2 POLICY

Federal

It is the policy of the Arcata Fire Protection District to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

### 304.3 PRE-DEPLOYMENT

Federal MODIFIED

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4)).

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Rapid Intervention/Two-In Two-Out*

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

# Urban Search and Rescue (USAR)

## 305.1 PURPOSE AND SCOPE

**Best Practice**

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

## 305.2 POLICY

**Best Practice**

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

## 305.3 RESOURCES

**Federal**

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

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

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

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

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

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Urban Search and Rescue (USAR)*

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

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

# Tactical Withdrawal

## 306.1 PURPOSE AND SCOPE

**Best Practice**

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

## 306.2 POLICY

**Best Practice**

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

## 306.3 THREAT ASSESSMENT

**Best Practice**

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

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

## *Tactical Withdrawal*

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between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

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

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

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

### **306.4 CONDUCTING TACTICAL WITHDRAWALS**

**Best Practice**

#### **306.4.1 WITHDRAWAL OPTIONS**

**Best Practice**

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

- (a) During the response to an incident:
  - 1. If a tactical withdrawal occurs during the response phase of an incident the district member responsible for initiating the withdrawal is responsible for notifying all responding units and Fortuna ECC of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have Fortuna ECC notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
  - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Fortuna ECC of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Tactical Withdrawal*

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#### 306.4.2 WITHDRAWAL GUIDELINES

##### **Best Practice**

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

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

#### 306.5 PATIENT CARE CONSIDERATIONS

##### **Best Practice**

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

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

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Tactical Withdrawal*

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patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and district members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

#### **306.6 NOTIFICATIONS**

##### **Best Practice**

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

The Duty Officer should coordinate with Fortuna ECC and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

# Bomb Threat Response

## 307.1 PURPOSE AND SCOPE

### Agency Content

To assure safety of AFD personnel responding to bomb threat scenes.

## 307.2 POLICY

### Agency Content

It is the policy of the AFD to ensure the safety of its members.

To assure AFD compliance with Humboldt County Sheriff's Office Explosives Ordinance Disposal (EOD) Unit bomb threat response protocols.

### 307.2.1 GENERAL INFORMATION

#### Agency Content

- (a) Advise dispatch of your arrival several blocks from the scene.
- (b) Turn off all cellular phones, pagers and radios (to prevent activation of device) when advised by the EOD unit. Use only landline telephones unless advised otherwise by the Sheriff's EOD unit.
- (c) Arrange for standby to provide fire suppression and to provide staffing in the event of an accidental detonation of device with injuries.
- (d) Make contact with on-scene deputy for staging location if not notified by dispatch.
- (e) Determine who is law enforcement incident commander (IC). Receive assignments and establish a line of communications with the IC.
- (f) Stage in a safe position out of sight of the device, behind cover.
- (g) Perimeter: Refer to the Emergency Response Guide.
- (h) Await briefing by bomb technician of procedure they will be using.

After detonation of a device, do not approach unless directed to do so by a bomb technician.

### 307.2.2 BOMB THREAT AT A SCHOOL

#### Agency Content

- (a) Dispatch and Arrival: In the event a device is located upon school property, the Fire District will be requested immediately and may arrive on scene first. Secure the scene, including assisting with evacuation. Do not approach or tamper with a device or possible device.
- (b) Staging: Establish a staging area away from the device. Do not park in an area where children are picked up (by parents) due to anticipated large volume of traffic.

# Arcata Fire Protection District

Arcata Fire District Policy Manual

## *Bomb Threat Response*

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- (c) Perimeter: Refer to the Emergency Response Guide.

# Response Time Standards

## 308.1 PURPOSE AND SCOPE

### Best Practice

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

### 308.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

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

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

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

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

## 308.2 POLICY

### Best Practice MODIFIED

It is the policy of the Arcata Fire Protection District to document all district response times to emergency incidents, evaluate those response times and establish response time baselines with the overall goal of reaching NFPA 1710 requirements.

## 308.3 EVALUATIONS

### Best Practice

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

# Automatic and Mutual Aid

## 309.1 PURPOSE AND SCOPE

### Agency Content

The intent of this guideline is to outline the procedure for response to automatic and mutual aid calls. This guideline will result in clarification and simplification of guidelines to allow the most expedient response to emergencies.

## 309.2 POLICY

### Agency Content

It is the policy of Arcata Fire Protection District to participate in establishing auto-aid and mutual aid agreements with neighboring agencies, while supporting the California Master Mutual Aid agreement when reasonable.

### 309.2.1 AUTOMATIC AID

#### Agency Content

All automatic aid responses will be pursuant to the updated North Bay Agreement.

[See attachment: Auto Aid Guide v2016.pdf](#) (update the link to the new agreement)

### 309.2.2 MUTUAL AID

#### Agency Content

The closest unit staffed with a minimum of 2 (two) qualified personnel will respond immediately to the mutual aid request. Other responding personnel may respond in the utility or be picked up by a responding chief officer to merge with the engine crew or staff the District stations.

Water Tender 8258 will respond with a crew of two.

### 309.2.3 SPECIAL REQUESTS

#### Agency Content

This guideline does not apply to request by CalFire for apparatus for station coverage or strike team call outs. See Policy 309

## Attachments

## Auto Aid Guide v2016.pdf

## HUMBOLDT BAY / ARCATA Automatic Aid

### To HBF (ALL CALL TONE NEEDED)

**Auto-aid Response area** – HWY 101- All areas south of Indianola cutoff to the slough bridge. Old Arcata Rd All areas south of Lily to Ole Hansen on Myrtle Ave.

**FIRE RESPONSE** (All Fires) Minimum staffing of 3  
**Closest Engine + Duty Officer** (Duty officer to bring additional staffing)

**RESCUE RESPONSE** Minimum staffing of 3  
**E8216 + Duty Officer** (Duty officer to bring additional staffing)

### From HBF

**Auto-aid Response area** - All of Manila north to mile marker 5.2 (Mad River slough). HWY101 All areas north of Indianola cutoff to Samoa Blvd Interchange. Old Arcata Rd, All areas north of Lily to Bayside cutoff

**FIRES & RESCUES**  
**1 Engine + Duty Officer** to all Fires & Extrications

## HUMBOLDT BAY / ARCATA MOVE UP & COVER

### To HBF – Cover at Bracut - (NO ALL CALL NEEDED)

Cal Fire ECC will tone out the **Arcata Engine**, to cover Bracut, no cover for ARF needed.

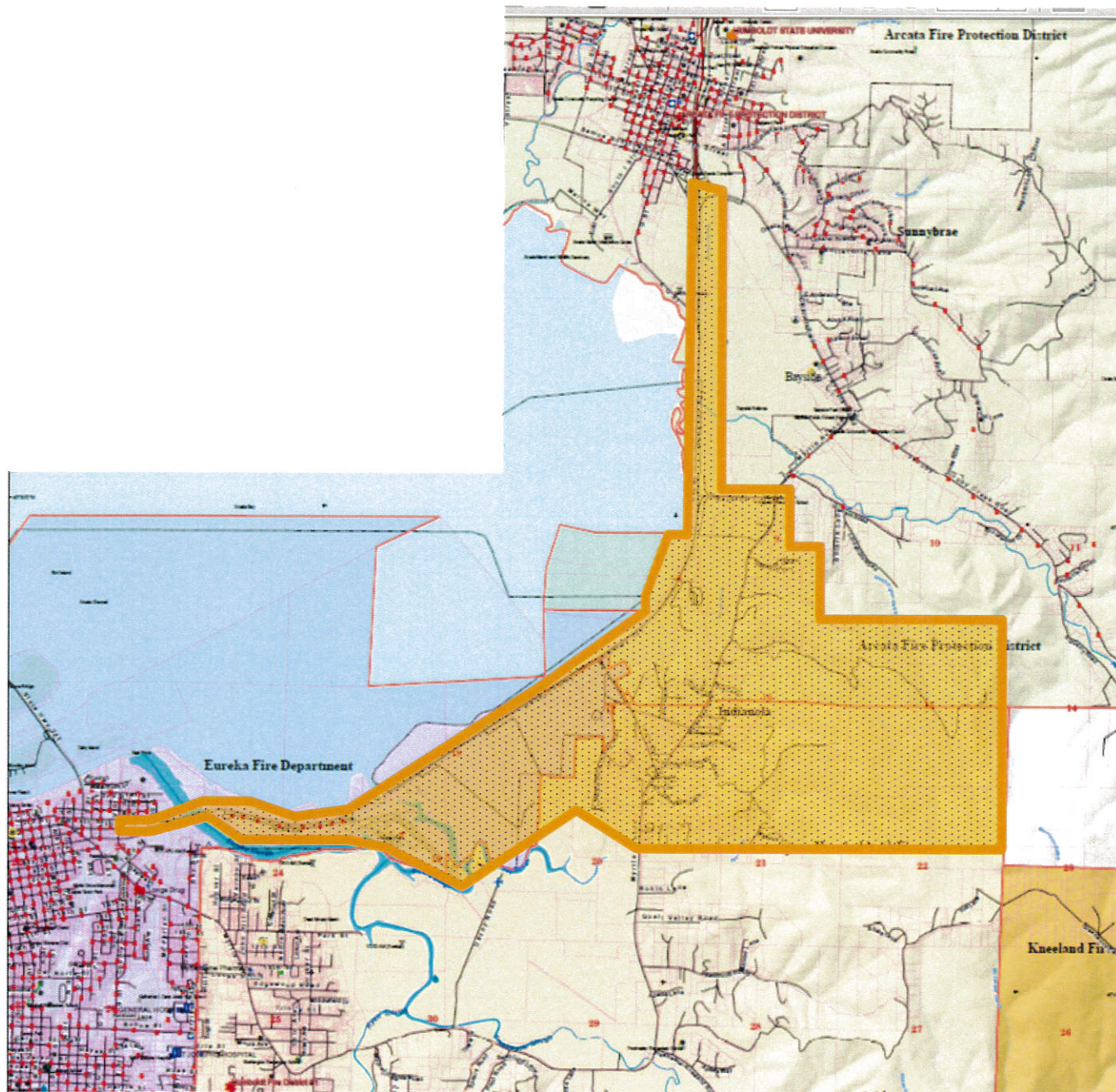
### To HBF – Move in to the City (ALL CALL TONE NEEDED)

Cal Fire ECC receives a request from HBF. Dispatch **Arcata Engine** and duty officer, to the specified location. If the Bracut cover Engine receives the request prior to the ECC, contact ECC immediately and advise of the move. ECC will set off ALL CALL TONE for staffing and dispatch the duty officer.

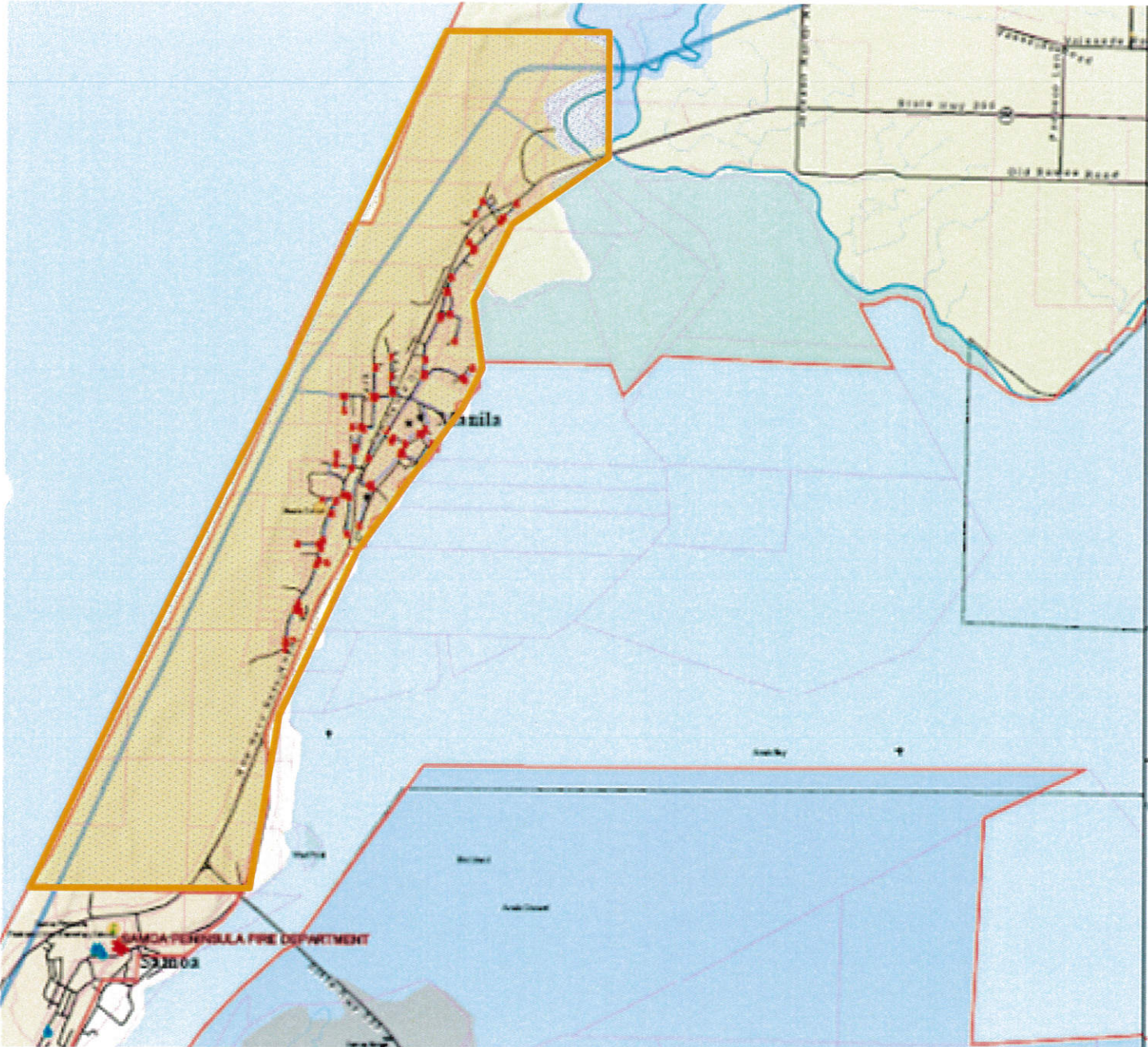
### Arcata Fire District incidents – **Closest HBF Engine**

Upon dispatch of a **structure fire** in the ARF response areas (**outside the Auto Aid areas**), immediate notification will be made to HBF dispatch by the ECC requesting one engine from HBF to move and cover at Indianola. HBF Engine request to incident, ECC will notify HBF and request a Duty Officer to respond.

# **HUMBOLDT BAY FIRE and ARCATA FIRE PROTECTION DISTRICT Automatic Aid Area Appendix B**



**HUMBOLDT BAY FIRE and ARCATA FIRE PROTECTION DISTRICT**  
**Automatic Aid Area**  
**Appendix A**



**BLUE LAKE Automatic Aid****To BLU** (ALL CALL TONE)

**Auto-aid response area** - All areas of the Blue Lake Fire District & Korbel response area

***FIRE RESPONSE (Structure and Vegetation) Min. staffing of 2***

**Closest Engine + Duty Officer**

**WT8258 + Duty Officer** – All non-hydrant areas

***RESCUE RESPONSE Min. staffing of 2***

**E8216 + Duty Officer**

**From BLU**

**Auto-aid response area** - All areas on and accessed from Highway 299 west of Glendale interchange including North Bank Road to the Highway 101 interchange. All areas south of the Mad River to Samoa Blvd, does not include Manila, Jacoby Creek and Indianola response areas.

***FIRE RESPONSE (Structure and Vegetation)***

**1 Engine + Duty Officer**

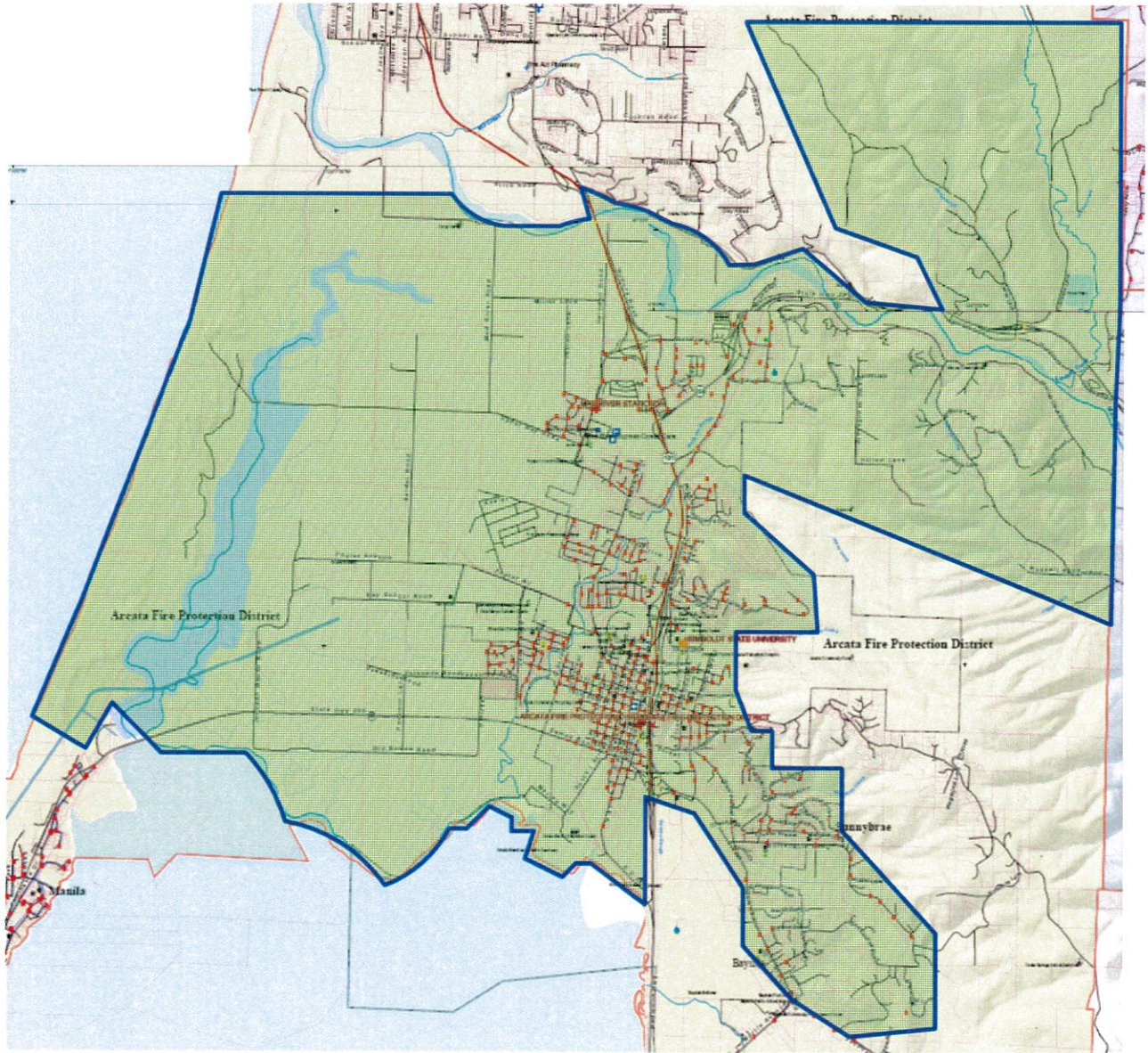
**1 Water Tender + 1 Engine + Duty Officer** – All non-hydrant areas

***RESCUE RESPONSE***

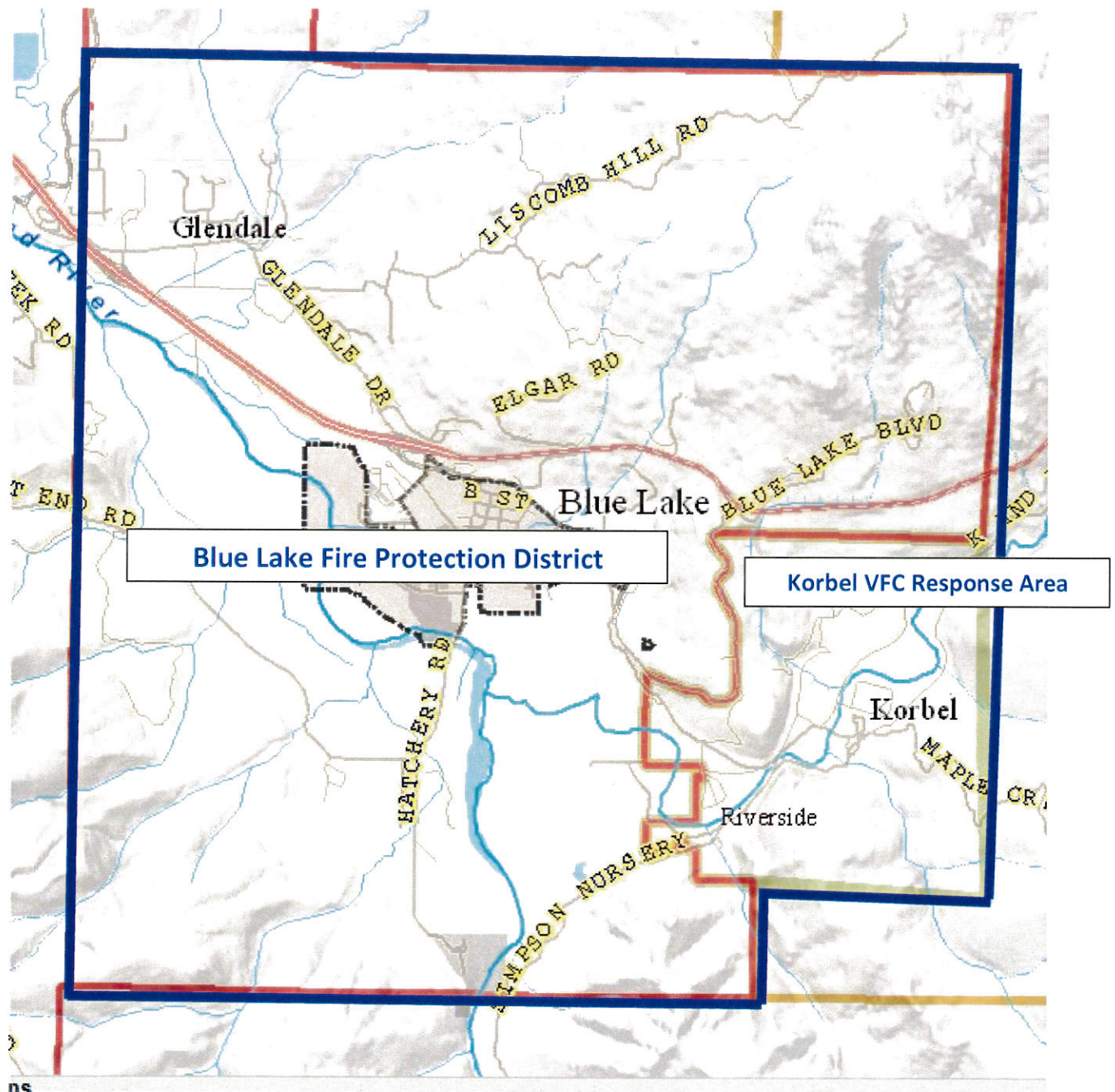
**Rescue + 1 Engine + Duty Officer**

**MOVE UP & COVER**

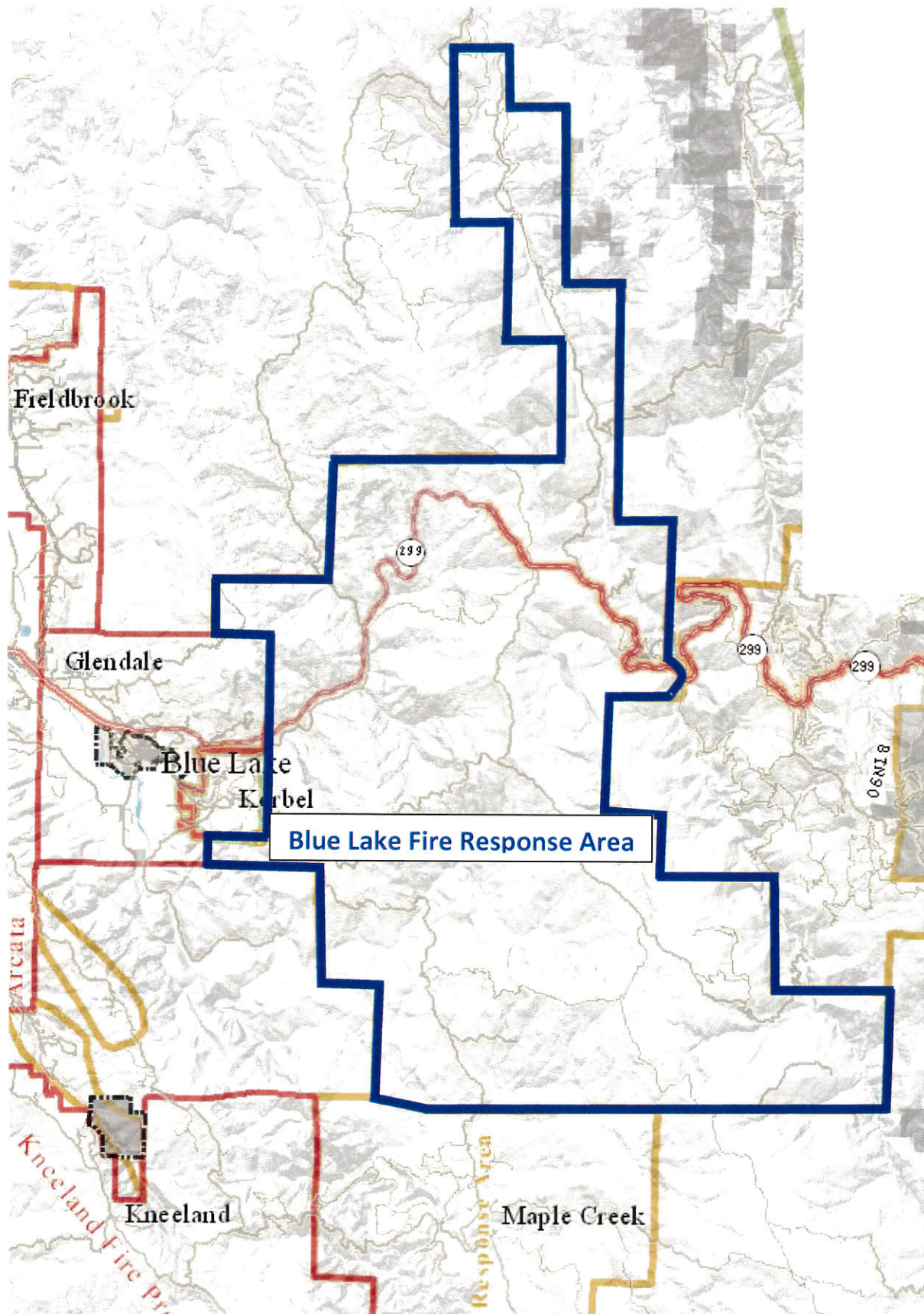
**Blue Lake Fire Response Area incidents** – **Mad River Engine** to move and cover the BLFD station when BLFD is committed to any location in the Blue Lake Fire Response Area upon their request.



## Auto Aid from ARCATA into BLUE LAKE



## BLUE LAKE FIRE RESPONSE AREA



**FIELDBROOK Automatic Aid****(ALL CALL TONE NEEDED)****To FBR****Auto-aid coverage area** - All areas of the Fieldbrook Fire District.***FIRE RESPONSE (Structure and Vegetation) Min. staffing of 2*****McK Engine + Duty Officer** - All areas north of 2800 blk of Fieldbrook Rd –**MR Engine + Duty Officer** - All areas south of Squaw Creek**WT8258 + Duty Officer** - All non-hydrant areas east of Fieldbrook Rd &  
all non-hydrant areas north of Murray Rd***RESCUE RESPONSE Min. staffing of 2*****E8216 + Duty Officer****From FBR****Auto-aid coverage area** - All areas of the ARF north of the Mad River and including the Glendale response area, but not to include the Essex response area.***FIRES & RESCUES*****1 Engine** to all Structure & Vegetation Fires & Extrications**CONTRACTS****Cal Redwood Company 5151 Highway 101****Response to a Commercial Fire Alarm**

- Closest ARF Engine **(NO ALL CALL NEEDED)**

**All confirmed fires **(ALL CALL TONE NEEDED)****

- Duty officer, 1 closest on-duty engine, T-8283 crossed staffed with on-duty crews, and additional response from off-duty/volunteer personnel, plus 2 engines and a duty officer from HBF. The 3rd on-duty ARF engine will cover at MR Station.

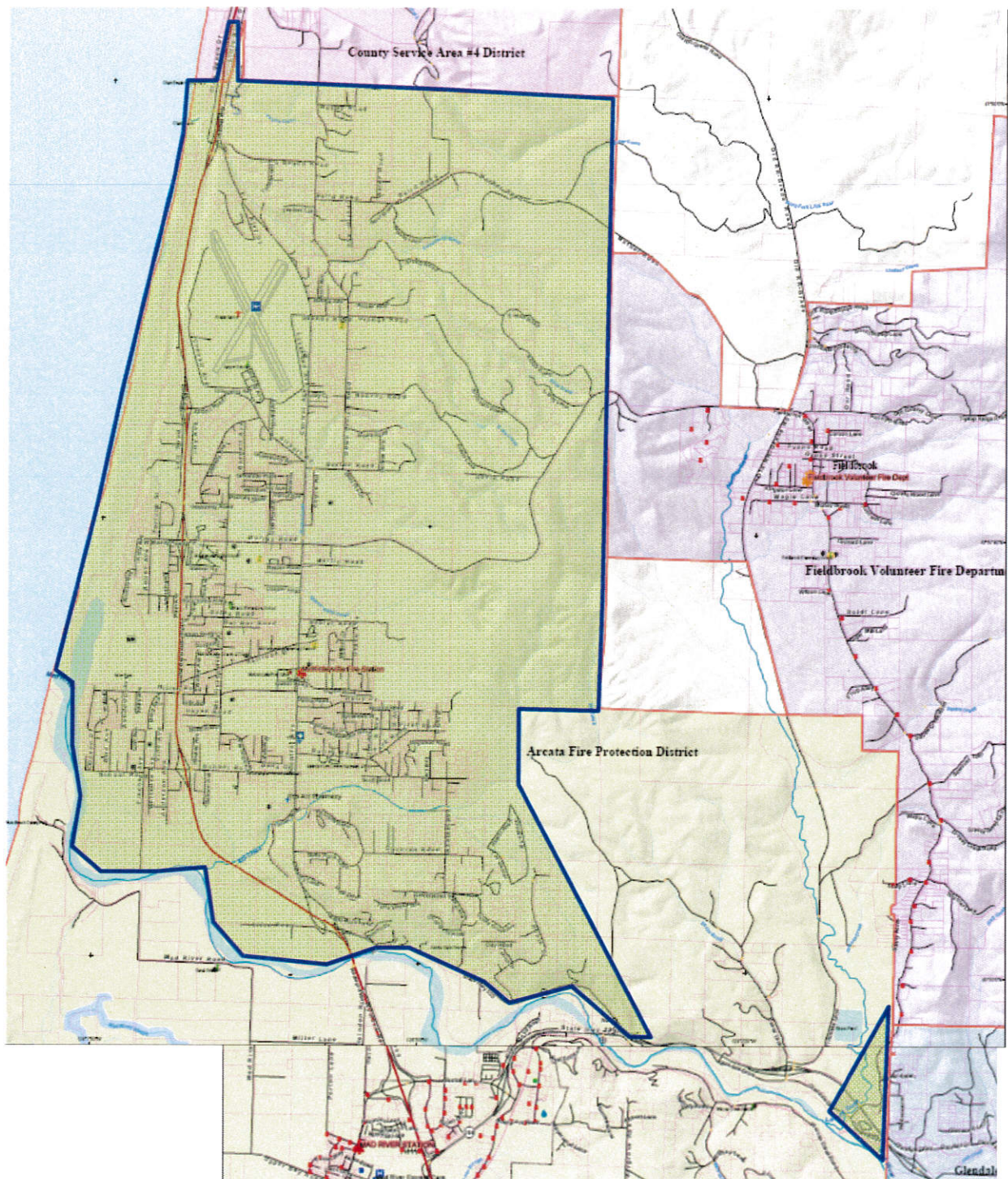
**Blue Lake Casino 777 Casino Way****All Structure Fires****(ALL CALL TONE NEEDED)**

- Truck 8283 (min. of 3) + Duty Officer (Duty officer to bring additional staffing)
- Full BLU response

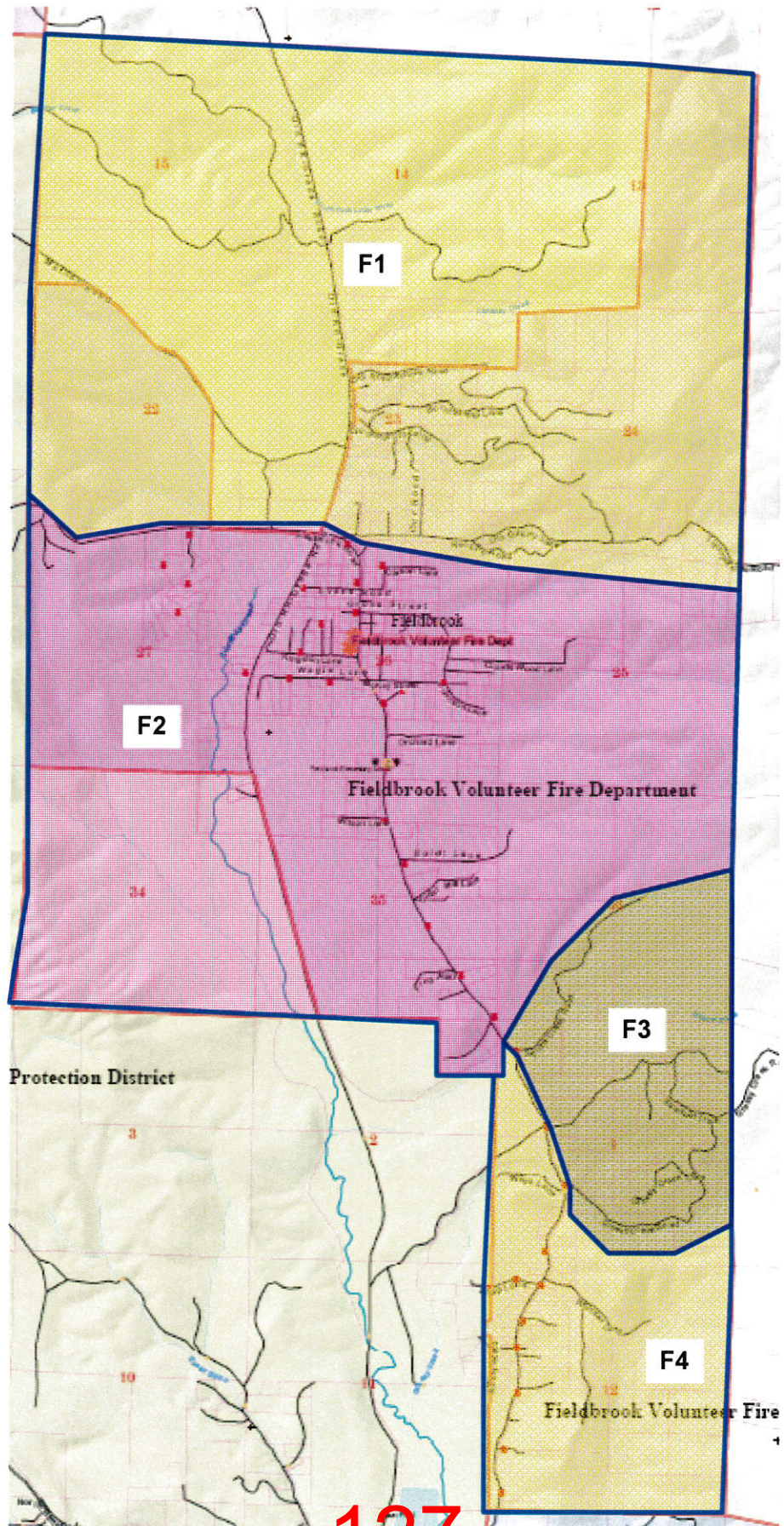
**Korbel Green Diamond Mill****All Structure Fires****(ALL CALL TONE NEEDED)**

- Closest Engine + Duty Officer

## Auto Aid from FIELDBROOK into ARCATA



## Auto Aid from ARCATA into FIELDBROOK



# Aircraft Operations

## 310.1 PURPOSE AND SCOPE

**Best Practice**

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

## 310.2 POLICY

**State**

The Arcata Fire Protection District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

## 310.3 ICS STANDARDS

**State**

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

## 310.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

**Best Practice**

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

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., California Highway Patrol (CHP), California Transportation Authority (CalTrans)) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.

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## *Aircraft Operations*

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- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

# Atmospheric Monitoring for Carbon Monoxide

## 311.1 PURPOSE AND SCOPE

**Best Practice**

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

### 311.1.1 DEFINITIONS

**Best Practice**

Definitions related to this policy include:

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

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

## 311.2 POLICY

**Best Practice**

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

## 311.3 RESPONSIBILITIES

**Best Practice** **MODIFIED**

Company Officer's should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications as required, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

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

## 311.4 PROCEDURES

**Best Practice**

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

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere. Gasoline-powered smoke ejectors should not be used to positive-pressure ventilate.

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### *Atmospheric Monitoring for Carbon Monoxide*

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

Members shall also use a SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen (8 CCR 5144; 29 CFR 1910.134).

#### **311.5 EMERGENCY MEDICAL TREATMENT**

##### **Best Practice**

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

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

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

#### **311.6 DOCUMENTATION**

##### **Best Practice** **MODIFIED**

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered into the Districts documenting software. This will serve as a history of an instrument's performance.

## Staging

### 312.1 PURPOSE AND SCOPE

**Best Practice**

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

### 312.2 POLICY

**Best Practice**

It is the policy of the Arcata Fire Protection District to safely stage resources at emergency incidents.

### 312.3 RESOURCE STAGING

**Best Practice**

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

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

#### 312.3.1 REGULAR STAGING

**Best Practice** **MODIFIED**

When establishing a staging location and conducting staging activities Arcata Fire Protection District personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident or at the closest hydrant until assigned by the IC.
- (b) During extended attack, the IC should establish a secondary staging location early and assign a staging area manager. A radio designation of "staging" should be utilized. Additional location factors should be considered when identifying and establishing staging areas:
  1. **Private property** - Whenever practicable, staging areas should be established using public property as opposed to private property. If it is necessary to utilize private property, the incident management team should attempt to contact the property owner and obtain permission to utilize the property.

## Staging

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2. **School property** - Whenever practicable, the incident management team should contact the school administration or property manager for permission to use school property prior to establishing a staging area. If school property is utilized, the staging area should be configured to create the least possible disruption to scheduled school activities, including traffic flow in and around the school and the orderly movement of vehicles carrying students. When school property is used for staging purposes, the local media should be notified. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.
3. **Church property** - Whenever practicable, the incident management team should contact the church administration or property manager for permission to use the property prior to establishing a staging area. If church property is utilized, the staging area should be configured to create the least possible disruption to scheduled church activities, including traffic flow in and around the property.
4. **Commercial property** - Whenever practicable, the incident management team should contact the owner or property manager for permission to use the property prior to establishing a staging area. If commercial property is utilized, the staging area should be configured to create the least possible disruption to normal business, including traffic flow in and around the property.
5. **Major transportation infrastructure** - Whenever practicable, consideration should be given to avoiding disruption of major transportation infrastructure, including freeways and main traffic arteries, airports, train facilities and transit centers.
6. **Election polling facility** - In the event that an incident requiring a staging area occurs on a scheduled public election day, the staging area should not directly impact any public polling facility or inhibit the normal flow of traffic in or around a public polling facility. If a negative impact to a public polling facility is unavoidable, the appropriate election official should be immediately notified of the circumstances of the disruption.

### 312.4 STAGE-AWAY OPTION

Best Practice **MODIFIED**

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

- Shootings or shots-fired
- Stabbings
- Civil disturbances
- Criminal gang activity
- Attempted suicides

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## Arcata Fire District Policy Manual

### *Staging*

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- Domestic disputes, including family fights
- Unknown assaults
- Bomb incidents

It is the policy of the Arcata Fire Protection District to use a nonstandard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, district members should take the following actions:

- (a) Whenever possible, Fortuna ECC should determine if violent subjects are involved in any call for service and, if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time Fortuna ECC or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The company officer should also confirm with Fortuna ECC that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) All units should report "on-scene staging" upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

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

\*Refer to Declaring a Mayday on Non-fire Incidents Policy.

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## Rehab During Emergencies/Training

### 313.1 PURPOSE AND SCOPE

**Agency Content**

To ensure that the physical and/or mental condition of staff operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation.

Applies to all.

### 313.2 POLICY

**Agency Content**

It is the policy of Arcata Fire Protection District to provide rehab as needed for emergencies and training.

# High-Rise Incident Management

## 314.1 PURPOSE AND SCOPE

### Best Practice

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

### 314.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

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

## 314.2 POLICY

### Best Practice

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

## 314.3 PROCEDURES

### Best Practice MODIFIED

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

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

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

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## *High-Rise Incident Management*

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- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for a sustained fire attack.

# Elevator Restrictions During Emergencies

## 315.1 PURPOSE AND SCOPE

**Best Practice**

This policy provides guidelines for elevator use during emergency incidents.

## 315.2 POLICY

**Best Practice**

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

## 315.3 USE OF STAIRWELLS

**Best Practice**

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

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

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

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

## 315.4 USE OF ELEVATORS

**Best Practice**

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

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

# Elevator Entrapments

## 316.1 PURPOSE AND SCOPE

**Best Practice**

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

## 316.2 POLICY

**Best Practice**

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

## 316.3 RESPONSIBILITIES

**Best Practice**

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

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

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

## 316.4 PROCEDURE

**Best Practice**

On-scene personnel should consider the following:

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

## *Elevator Entrapments*

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

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

### **316.5 TRAINING**

#### **Best Practice**

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

# Swiftwater Rescue and Flood Search and Rescue Responses

## 317.1 PURPOSE AND SCOPE

**Best Practice**

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

## 317.2 POLICY

**Best Practice**

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

## 317.3 PROCEDURE

**Best Practice**

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

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

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

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

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## *Swiftwater Rescue and Flood Search and Rescue Responses*

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

# Confined Space Rescue Response

## 318.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidance on various confined space entries.

### 318.1.1 DEFINITIONS

Best Practice

MODIFIED

Definitions related to this policy include:

**Confined space** - An area with limited access and egress, with the possible existence of hazards such as oxygen deficient, flammable or toxic atmosphere or physical hazards (e.g., tanks, pipes, culverts, sewers, vaults, manholes, voids in a structural collapse or any area not intended for continuous human occupancy).

**Confined space entry** - Entry occurs when any part of an entrant's body breaks the plane of an opening to a confined space.

**Confined space entry permit** - An Occupational Safety and Health Administration (OSHA) required list of all hazards inherent to a confined space and the protections necessary for an entrant.

## 318.2 POLICY

Best Practice

MODIFIED

It is the policy of the Arcata Fire Protection District to provide training and equipment to members to reasonably ensure their safety when responding to potential confined space rescues. However, the District's members are only trained to the confined space awareness level and shall not enter any confined space areas.

## 318.3 PROCEDURES

Best Practice

MODIFIED

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

District members should adhere to National Institute for Occupational Safety and Health (NIOSH) safety standards when performing a confined space rescue.

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

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

## *Confined Space Rescue Response*

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### 318.3.1 PRECAUTIONS

**Best Practice** **MODIFIED**

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

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

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

### 318.4 TACTICAL GUIDELINES

**Best Practice**

#### 318.4.1 PRIMARY ASSESSMENT

**Best Practice** **MODIFIED**

- Upon arrival, the first-in company should establish command and provide a Report of Conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit indicating information about the space.
- Make a determination whether the operation will be a rescue or a recovery.
- Make a request through the ECC for an operational qualified team.

#### 318.4.2 SECONDARY ASSESSMENT

**Best Practice**

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

#### 318.4.3 INCIDENT COMMANDER RESPONSIBILITIES

**Best Practice** **MODIFIED**

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### *Confined Space Rescue Response*

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- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine if the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, explosion-proof lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment and victim removal equipment).
- Establish a perimeter and ventilation, if needed, and make assignments that include a safety officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and back-up personnel are wearing the proper level of personal protective equipment (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure district-approved procedures are followed to perform the rescue.

#### 318.4.4 VICTIM ASSESSMENT

##### **Best Practice**

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

#### 318.4.5 VICTIM TRANSFER

##### **Best Practice**

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

#### 318.5 TERMINATION OF THE RESCUE

##### **Best Practice**

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

- Ensure all rescue personnel are accounted for.

# Arcata Fire Protection District

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### *Confined Space Rescue Response*

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

# Wildland Firefighting

## 319.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to provide guidance for wildland firefighting incidents.

## 319.2 POLICY

**Best Practice**

It is the policy of the Arcata Fire Protection District to utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

## 319.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

**Best Practice**

Whenever a wildland fire event occurs in the jurisdiction of the Arcata Fire Protection District it is the responsibility of the Incident Commander to assess the potential for the fire to involve either a State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the Incident Commander shall immediately notify the California Department of Forestry and Fire Protection (CalFire) or the U.S. Forest Service (USFS) Fortuna ECC of the incident. The Incident Commander shall also send notification up the chain of command to the on-duty Duty Officer, the Operations Assistant Chief and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Arcata Fire Protection District it is also the responsibility of the Incident Commander to assess the potential for the fire to involve areas in bordering jurisdictions. If the Incident Commander determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Fortuna ECC to notify the appropriate jurisdiction.

# Carbon Monoxide Detector Activations

## 320.1 PURPOSE AND SCOPE

### Best Practice

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

### 320.1.1 DEFINITION

#### Agency Content

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

## 320.2 POLICY

### Best Practice MODIFIED

Exposure to CO can be hazardous to health. It is the policy of the Arcata Fire Protection District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

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

Members shall also use a SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen (8 CCR 5144; 29 CFR 1910.134).

# Safely Surrendered Baby Law

## 321.1 PURPOSE AND SCOPE

State

This policy establishes the guidelines to comply with the Safely Surrendered Baby (SSB) Law (Health and Safety Code § 1255.7).

This policy addresses infants who are less than 72 hours old and are surrendered under the terms of the SSB Law pursuant to Penal Code § 271.5 and Health and Safety Code § 1255.7. This policy does not address illegal desertion or abandonment of an infant as defined in Penal Code § 271. For an abandoned infant, see the Abandoned Infants Policy.

### 321.1.1 DEFINITIONS

State

Definitions related to this policy include:

**Coded identification bracelets** - Two small coded bracelets to be placed on the ankles of the surrendered infant and one large coded bracelet provided to the person surrendering the infant.

**Medical questionnaire** - The SSB Law requires that a medical questionnaire be offered to the person surrendering the infant for the purpose of collecting medical information critical to the health and survival of the infant.

**Safe-surrender site** - Any district facility designated by the local governing body (Health and Safety Code § 1255.7).

## 321.2 POLICY

State

It is the policy of the Arcata Fire Protection District to provide an option to protect infants by allowing parents or persons with lawful custody to safely and confidentially surrender infants at any fire station that has been designated as a safe-surrender site (Health and Safety Code § 1255.7).

## 321.3 PROCEDURE

State MODIFIED

The Fire Chief identifies all full-time safety and administrative employees are qualified to take custody of surrendered infants and ensure that such qualified personnel are available to receive any surrendered infants (Health and Safety Code § 1255.7).

An Assistant Chief shall ensure that district facilities designated as safe-surrender sites display the California state-approved Infant Safe logo.

The following procedures will be used by personnel at all district facilities that have been designated as safe-surrender sites (Health and Safety Code § 1255.7).

- (a) Site preparation:

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### *Safely Surrendered Baby Law*

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1. All district facilities designated as safe-surrender sites will display the California state-approved Infant Safe logo near the front door, if possible adjacent to a 9-1-1 call box. In addition, fire station lobbies should display public outreach brochures obtained from the state or the local child welfare agency.
  2. At each safe-surrender site, the Medical Equipment Coordinator shall be responsible to order, maintain and inventory, on a monthly basis, Safe Surrender Kits that contain coded identification bracelets, the medical information questionnaire and a Fact Sheet regarding the SSB Law.
  3. At each safe-surrender site, the Medical Equipment Coordinator shall be responsible for maintaining any donated blankets and maintaining current contact information for the local child welfare agency.
- (b) Accepting a surrendered infant:
1. Qualified personnel shall accept a surrendered infant, even if the infant appears older than 72 hours. If the infant appears to be older than 72 hours, the receiving personnel should immediately notify law enforcement and the appropriate child welfare agency, as provided in the Abandoned Children Policy.
  2. The receiving personnel shall notify the Fortuna ECC, via the phone, of a "medical aid" at the station and request an ambulance. Avoid radio traffic declaring an "infant safe surrender," to maintain confidentiality.
  3. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested.
- (c) Following acceptance of an infant:
1. Receiving personnel shall open a Safe Surrender Kit and place the small coded bracelets on the infant's ankles and make a good faith effort to give the large coded bracelet to the person surrendering the infant to facilitate reclaiming the infant.
  2. Receiving personnel shall make a good faith effort to provide a Fact Sheet from the kit to the surrendering person. The law requires that the medical questionnaire also be offered to the surrendering person. This is a voluntary document, however, and can be declined by the surrendering person.
  3. The surrendering person should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and to be reassured that the same protection from prosecution and the ability to surrender the child is available at the hospital.
  4. If the surrendering person does not wish to accompany the infant to the hospital, the surrendering person should be encouraged to complete the medical questionnaire and should be given assistance, if needed.
  5. If the surrendering person is unwilling to complete the questionnaire and unwilling to accompany the infant to the hospital, personnel should make a good faith effort to provide the surrendering person the following items from the kit:

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### *Safely Surrendered Baby Law*

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- (a) The business reply envelope containing the medical questionnaire, which can be filled out later and returned by mail.
  - (b) The Fact Sheet
  - (c) The surrendering person's copy of the coded bracelet
- 6. Advise the surrendering person that they may reclaim custody of the infant within 14 days of the surrender of custody by means of the coded identification bracelet they have just received.
- (d) Medical assessment and documentation:
  - (a) A qualified health care professional shall assess the infant to identify any immediate treatment needs and complete a Pre-Hospital Care Report for the infant. The bracelet code number shall be included on the infant's Pre-Hospital Care Report in the patient name field.
  - (b) If the surrendering person is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Service (EMS) protocols. If treated, the mother should be listed as "Jane Doe" to protect her anonymity.
  - (c) **DO NOT** use the parent's name on the Pre-Hospital Care Report (Health and Safety Code § 1255.7(d)(2)).
- (e) Transportation to the hospital:
  - (a) Once on scene, the ambulance personnel shall assume custody of the infant, initiate base hospital contact, and continue to assess and provide for any needs of the infant.
  - (b) As soon as possible, but in no event later than 48 hours after the District has taken custody of the infant, District personnel shall notify Child Welfare Services (CWS) of the surrendered infant both by verbal phone report and written Suspected Child Abuse Report.
- (f) Additional notifications and media concerns:
  - (a) The receiving personnel shall notify their appropriate supervisor as soon as practicable.
  - (b) The supervisor will notify the Duty Officer, and the district Public Information Officer.
  - (c) The Duty Officer may, as circumstances dictate, provide the following limited facts to the media:
    - (a) Date, time and fire station where the infant was surrendered
    - (b) Local child welfare agency representative's name and telephone number
    - (c) Under no circumstances shall the surrendering person's name be released to the public or media (Health and Safety Code § 1255.7(k)).
- (g) Individuals who return to claim an infant:

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Safely Surrendered Baby Law*

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1. If a parent or individual who voluntarily surrendered an infant requests return of the infant while the District still has physical custody, the infant shall either be returned to the parent or individual or the receiving personnel should contact the local child welfare agency if any personnel at the safe-surrender site know or reasonably suspect that the child has been the victim of child abuse or neglect. The voluntary surrender of an infant is not in and of itself a sufficient basis for reporting child abuse or neglect. Possession of the ankle bracelet identification, in and of itself, does not establish a right to custody of the child and members may seek assistance from the child welfare agency.
  2. If a parent or individual who voluntarily surrendered an infant requests return of the infant after the District has given up physical custody, the person should be directed to call the child welfare agency that has custody of the infant. District personnel should assist the person with the telephone call, as needed.
  3. The Fortuna ECC should be notified that the company is engaged in a "public assist" at the fire station.
  4. The identity of the surrendering individual must still be kept anonymous and confidential.
  5. Do not make any judgments about time frames or the individual's ability to care for the infant. The local child welfare agency will determine whether the infant is released to the individual.
- (h) Community donations:
1. Community groups, volunteers, foundations and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers or blankets, directly to the fire station. The following guidelines are established:
    - (a) The only item a fire station may accept is a small, new baby blanket in the original wrapper. Donated blankets may be stored with the Safe Surrender Kits.
    - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food or diapers, should be directed to a local social service agency and/or reputable charities.

# Trench Rescues

## 322.1 PURPOSE AND SCOPE

### Best Practice

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1926 Subpart P).

### 322.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

**Excavation** - Any man-made cut, cavity, trench or depression in the ground.

**Trench** - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

## 322.2 POLICY

### Best Practice

It is the policy of the Arcata Fire Protection District to use standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

## 322.3 PROCEDURES

### Best Practice MODIFIED

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

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
  1. Who is in charge at the site and what happened?
  2. How many victims are trapped and where are they located?
  3. Is a rescue possible or is this a body recovery?
  4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- (b) An extrication and safety officer should be assigned to:
  1. Determine what kind of material is covering the victims (e.g., dirt, sand, rock).
  2. Monitor the status of all personnel involved in the rescue.
  3. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Trench Rescues*

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- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.
- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include (29 CFR 1926.651(g)(2)(i)) the following:
  - 1. A self-contained breathing apparatus (SCBA)
  - 2. A safety harness or line, or a basket stretcher
  - 3. A helmet
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
  - 1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
  - 2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
  - 3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
  - 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

# Earthquake Response

## 323.1 PURPOSE AND SCOPE

### Agency Content

To provide guidance during the first few hours after a perceived strong earthquake. Personnel will have to judge the severity of the quake and take initial steps to determine their response capabilities and survey vital community infrastructure that serves the public. The immediate threat of a Tsunami shall be assumed.

## 323.2 DEFINITIONS

### Agency Content

**Insignificant** - An earthquake that is detected indoors by several people usually as a rapid vibration, but which may not be immediately recognized as an earthquake.

**Significant** - An earthquake that is detected indoors by practically everyone and outdoors by most everyone. Buildings tremble throughout.

**Moderate** - An earthquake that is detected by everyone, frightens many, and causes general excitement to near panic. May cause serious damage to masonry buildings, chimneys, etc.

**Major** - An earthquake that causes general panic, the ground cracks conspicuously and major damage occurs to many buildings. Railroad rails bend, roads and bridges are damaged or destroyed.

## 323.3 POLICY

### Agency Content

Immediately following an earthquake, the following procedures shall be followed by District Personnel

## 323.4 ON-DUTY PERSONNEL PROCEDURES

### Agency Content

During an earthquake, protect yourself.

- (a) If you are outside, stay outside. Stay in an open area away from buildings, trees, and electrical lines.
- (b) If you are inside, stay inside. Crawl under a table or desk or brace yourself in a hallway preferably in an interior doorway and away from glass.
- (c) If you are driving, safely pull over and stop. Stay clear of overpasses.
- (d) Return to quarters if you are in the field to secure the station or office and begin earthquake procedures.

### 323.4.1 ALL FIRE STATIONS

#### Agency Content

Immediately after a significant or greater earthquake:

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### Earthquake Response

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- (a) All companies will open apparatus doors and remove first alarm apparatus from quarters. If the structural stability of quarters is a concern, then all reserve apparatus will also be removed.
- (b) A District wide radio watch shall be maintained until notified that it is no longer needed. Under radio watch each District fire station and all available personnel and units shall monitor any radio channels designated by the Duty Chief or ECC. Fire station speakers shall be left in day mode for the duration of radio watch.
- (c) All stations will be checked for damage with particular attention paid to gas, electrical and water utilities, shutting them off if necessary before responding to other emergencies.
- (d) Make contact with your family to ensure their safety.
- (e) If the earthquake has been of such magnitude to cause structural damage, each company will do a CRITICAL FACILITIES check in.

#### 323.4.2 COMMUNICATION

##### Agency Content

The Duty Chief will conduct a fire station roll call via landline, cell phone or radio. The Duty Chief will then notify the Communication Center (Fortuna ECC) and advise them of conditions and status of the stations.

Local Ham Radio Operators will be allowed to function in the McKinleyville and Arcata Fire Stations to establish a link in the event radios and cell phones are down.

#### 323.4.3 DISTRICT INSPECTION

##### Agency Content

Each Company shall do a DRIVING SURVEY of their first-in district if requested by the Duty Chief, paying particular attention to known target hazards. Every attempt should be made to bypass smaller incidents and concentrate on major problems.

As an example, if the situation is going to get worse after you leave if you don't do something (natural gas leaking down line from a meter) stop and do what you can, then carry on with your survey. An accurate picture of the district in relation to damage is essential to efficient operations.

Consideration should be given to utilize the Volunteer Logistics Unit to assist with damage assessments of the District.

#### 323.4.4 OPERATIONS

##### Agency Content

If wide spread damage is present, Humboldt County will activate their Emergency Operations Center (EOC) at the County Court House. Arcata will activate their EOC at the police station.

The Duty Chief or their designee will report to the Arcata EOC and coordinate operations with the County EOC, Fortuna Command Center and field units. If personnel are available, the Fire District will be split into a North (Mad River to Crannel) Branch and a South (Mad River to Indianola cutoff) Branch. If necessary, other branches may be developed.

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## Arcata Fire District Policy Manual

### *Earthquake Response*

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Firefighters are NOT to respond into Tsunami Run-Up Zones unless cleared by the Duty Officer. The Duty Chief shall receive information from the Arcata EOC or County EOC regarding Tsunami updates. Once firefighters are cleared to operate in the Tsunami Inundations Zones, the Practice of using Lookouts, having a Communications Plan, Escape Routes and Safety Zones (LCES) shall be implemented.

#### **323.5 ADMINISTRATIVE SUPPORT STAFF**

##### **Agency Content**

- (a) Secure your office area.
- (b) Report to the Fire Administration Building for assignment to assist where needed.

#### **323.6 OFF-DUTY PERSONNEL AND VOLUNTEERS**

##### **Agency Content**

During the earthquake, protect yourself and your family. (Review "On-Duty" Section)

Be prepared to report to work and carry out your duties after knowing the emergency needs of your family are being met. If needed, family may come to the station in lieu of being left at home.

Prepare your family and home before the earthquake strikes.

#### **323.7 AUTOMATIC RECALL**

##### **Agency Content**

In the event of a moderate earthquake in Humboldt County, as per the Emergency Recall Policy, all employees are to report to their respective stations for duty immediately. The Duty Chief will assign personnel as needed.

#### **323.8 RESPONSE PRIORITIES**

##### **Agency Content**

1. Life Safety hazards
2. Property conservation
3. Evacuations
4. Environment protection
5. Road closures

# Hazardous Materials Response

## 324.1 PURPOSE AND SCOPE

**Federal**

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

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

## 324.2 POLICY

**Federal**

It is the policy of the Arcata Fire Protection District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120).

## 324.3 INCIDENT ACTION PLAN

**Best Practice**

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

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.

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

- ICS-201 Incident Briefing.
- ICS-202 Incident Objectives.
- ICS-203 Organization Assignment List.
- ICS-204 Assignment List.

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- ICS-205 Incident Radio Communications Plan.
- ICS-206 Medical Plan.
- ICS-207 Incident Organization Chart.
- ICS-208 Safety Message/Plan.

### **324.4 RESPONSIBILITIES**

#### **State**

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with California regulations for emergency response and applicable federal laws.

#### **324.4.1 INITIAL ACTIONS**

##### **Best Practice**

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

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

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

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

## *Hazardous Materials Response*

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### **324.5 RESOURCE CONSIDERATIONS**

#### **Best Practice**

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

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

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

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and California law (Government Code § 8607). It is also important to consider the limitations of available (PPE) and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

### **324.6 NOTIFICATIONS**

#### **Best Practice**

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

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) California Governor's Office of Emergency Services
- (e) California Office of the State Fire Marshal
- (f) California State Department of Public Health
- (g) California Environmental Protection Agency
- (h) California State Department of Transportation
- (i) California Highway Patrol
- (j) United States Coast Guard National Response Center

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## *Hazardous Materials Response*

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# News Media Relations

## 325.1 PURPOSE AND SCOPE

**Best Practice**

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

## 325.2 POLICY

**Best Practice**

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

## 325.3 PUBLIC INFORMATION OFFICER DESIGNATION

**Best Practice**

**MODIFIED**

As soon as practicable after basic fire and rescue operations are completed on the fire ground or at any significant fire incident, the Incident Commander should designate a Public Information Officer if the District does not have a full time Public Information Officer. The Public Information Officer should interface with and provide timely and relevant information to representatives of the media during critical command stages. A single Public Information Officer will be designated for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents.

In multi-agency or multi-jurisdictional incidents, it may be necessary to establish a joint information center with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information to the media.

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

## 325.4 DISSEMINATION OF INFORMATION

**Best Practice**

**MODIFIED**

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

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (e.g., high rise, technical rescue)

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## Arcata Fire District Policy Manual

### News Media Relations

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- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios
- (f) Projected duration of the incident

If appropriate, the Public Information Officer may coordinate a brief interview with available personnel..

#### 325.5 RESTRICTED INFORMATION

##### **Best Practice**

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

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

#### 325.6 MEDIA INQUIRIES

##### **Best Practice**

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

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

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident. The Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown after receiving authorization from the Incident Commander

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## Arcata Fire District Policy Manual

### News Media Relations

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and in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

#### 325.7 MEDIA ACCESS

##### State

Authorized members of the media shall be provided access to scenes of floods, storms, fires, earthquakes, explosions, and other emergency scenes. Access by the media is subject to the following conditions (Penal Code § 409.5(d)):

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public. Media representatives may not bring or facilitate the transport of an unauthorized person into a closed area unless it is for the safety of the person.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
  1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.

#### 325.7.1 TEMPORARY FLIGHT RESTRICTIONS

##### Federal

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

#### 325.8 NEWS RELEASES

##### Discretionary

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

#### 325.9 NEWS CONFERENCES

##### Discretionary

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *News Media Relations*

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

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

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate district personnel of the date, time, and location of all news conferences. District members attending should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

#### **325.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL**

##### **Best Practice**

Upon approval from a supervisor, district employees may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the California Division of Occupational Safety and Health (Cal/OSHA).

# Scene Preservation

## 326.1 PURPOSE AND SCOPE

### State

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

### 326.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

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

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

## 326.2 POLICY

### Best Practice

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

## 326.3 SCENE IDENTIFICATION

### Best Practice

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

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

## Scene Preservation

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

### 326.4 ENTERING SCENES

#### Best Practice

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

#### 326.4.1 STABLE SCENE

##### Best Practice

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

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

#### 326.4.2 UNSTABLE SCENE

##### Best Practice

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

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

### 326.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

#### Best Practice

### *Scene Preservation*

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Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

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

#### **326.6 MEDICAL SUPPLIES AND DEBRIS**

##### **Best Practice**

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

# Child Abuse Reporting

## 327.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide guidelines for the mandatory reporting of suspected child abuse or neglect (Penal Code § 11165.7).

### 327.1.1 DEFINITIONS

State

Definitions related to this policy include:

**Child** - Any person under the age of 18 years (Penal Code § 11165).

**Child abuse or neglect** - Includes the following:

- Physical injury or death inflicted by other than accidental means upon a child (Penal Code § 11165.6)
- Sexual abuse as defined in Penal Code § 11165.1
- Neglect as defined in Penal Code § 11165.2
- The willful harming or injuring of a child or endangering a child or the health of a child, as defined in Penal Code § 11165.3
- Unlawful corporal punishment or injury as defined in Penal Code § 11165.4

Child abuse or neglect does not include an altercation between minors (Penal Code § 11165.6).

## 327.2 POLICY

State

It is the policy of the Arcata Fire Protection District to report suspected child abuse to local law enforcement.

## 327.3 MANDATED REPORTER REQUIREMENTS

State MODIFIED

All members of this district are responsible for the timely and proper reporting of suspected child abuse or neglect. Non-volunteer firefighters, paramedics, EMT's and other district members certified under Health and Safety Code Division 2.5 § 1797 et seq. are designated as mandated reporters (Penal Code § 11165.7).

A mandated reporter of this district who, in his/her professional capacity or scope of employment, has knowledge of or observes a child known or reasonably suspected to have been the victim of child abuse or neglect, shall notify law enforcement personnel by telephone as soon as practicable. The member shall then send or transmit a written follow-up report on the form provided by the law enforcement agency (Penal Code § 11168) within 36 hours of receiving the information concerning the incident (Penal Code § 11166(a)). A record of the written follow-up report should be retained.

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Child Abuse Reporting*

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Reports of suspected child abuse or neglect shall include the following information if known (Penal Code § 11167(a)):

- The name, business address and telephone number of the mandated reporter
- The capacity that makes the person a mandated reporter
- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source of that information
- The names, addresses and telephone numbers of the child's parents or guardians
- The name, address, telephone number and other relevant personal information about the persons who might have abused or neglected the child

District members with knowledge of, or who reasonably suspect that, a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage may make a report through a mandated reporter (Penal Code § 11166.05).

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter is a misdemeanor and may also result in discipline (Penal Code § 11166(c)).

#### **327.4 MANDATED REPORTER STATEMENT**

**State**

Each mandated reporter of this district shall be provided with a copy of Penal Code § 11165.7, Penal Code § 11166 and Penal Code § 11167, and shall sign a statement acknowledging that he/she received the copies, is a mandated reporter and will comply with the mandatory reporting provisions (Penal Code § 11166.5). The District will retain the original signed statement consistent with the district's established records retention schedules.

#### **327.5 CONFIDENTIALITY**

**State**

Reports of child abuse or neglect are to be confidential and may be disclosed only as provided in Penal Code § 11167.5.

# Disposition of Valuables

## 328.1 PURPOSE AND SCOPE

**Best Practice**

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

## 328.2 POLICY

**Best Practice**

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

## 328.3 PROCEDURE

**Best Practice**

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the incident commander, or the member's commanding officer.

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

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

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

Members should document in the incident report, the disposition of any reasonably identifiable valuables.

# Performance of Duties

## 329.1 PURPOSE AND SCOPE

Best Practice

This policy establishes daily performance expectations.

## 329.2 POLICY

Best Practice

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

## 329.3 RESPONSIBILITIES

Best Practice

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

## 329.4 EMERGENCY RESPONSE

Best Practice

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

## 329.5 COMPETENT PERFORMANCE

Best Practice MODIFIED

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District.

Unsatisfactory performance may include, but not be limited to, the following:

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

## 329.6 SAFETY

Best Practice

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Performance of Duties*

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

#### **329.7 DRIVER LICENSE**

**Best Practice** **MODIFIED**

All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

All members should be familiar with the state vehicle code, the Fire Apparatus Driver-Operator manual and all other applicable district policies and procedures.

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

#### **329.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

**Best Practice** **MODIFIED**

All members shall complete and submit all necessary reports, forms and memos by end of shift and in accordance with any other applicable district policy or procedure.

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

#### **329.9 LOSS OF EQUIPMENT**

**Best Practice** **MODIFIED**

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

# Adult Abuse

## 330.1 PURPOSE AND SCOPE

State

This policy provides members of the Arcata Fire Protection District with guidance regarding when notification is to be made to law enforcement and/or the local ombudsman and licensing agencies of suspected abuse of certain adults.

## 330.2 POLICY

Best Practice

It is the policy of the Arcata Fire Protection District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

## 330.3 MANDATORY NOTIFICATION

State

Firefighters, paramedics, Emergency Medical Technicians, and other district members certified under Division 2.5 of the Health and Safety Code are designated as mandated reporters (Welfare and Institutions Code § 15630(a)).

Members of the Arcata Fire Protection District shall notify law enforcement or Adult Protective Services (APS) of known, suspected, or alleged instances of abuse when the member (Welfare and Institutions Code § 15630):

- (a) Has observed or has knowledge of an incident that reasonably appears to be adult abuse.
- (b) Is told by an elder or dependent adult of abuse.
- (c) Reasonably suspects abuse.

For purposes of defining adult abuse, a dependent adult is an individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict their ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.07; Welfare and Institutions Code § 15610.23).

For purposes of notification, abuse is physical abuse, abandonment, abduction, isolation, financial abuse, or neglect. Physical abuse includes any assault or sex crime (Welfare and Institutions Code § 15610.63). Financial abuse includes taking personal or real property by undue influence or intent to defraud (Welfare and Institutions Code § 15610.30).

### 330.3.1 NOTIFICATION PROCEDURE

State

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Adult Abuse*

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Notification should occur by telephone or through a confidential internet reporting tool as soon as practicable. If notification is by telephone, a written report or internet report shall be sent within two working days as provided in Welfare and Institutions Code § 15630(b).

Notification should include (Welfare and Institutions Code § 15630(e)):

- Name of the person making the report.
- Victim's name and age.
- Current location of the victim.
- Names and addresses of family members or any other adult responsible for the elder's or vulnerable adult's care.
- Nature and extent of the condition of the elder or dependent adult.
- Date of the incident.
- Any other information requested, including information that led to the suspicion of elder or dependent adult abuse.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (Welfare and Institutions Code § 15630(h)).

#### 330.3.2 LONG-TERM CARE FACILITY NOTIFICATION

**State**

If the abuse occurred in a long-term care facility (not a state mental health hospital or a state developmental center), notification shall be made to law enforcement immediately and written reports shall be made to the local ombudsman, the corresponding licensing agency, and law enforcement as required (Welfare and Institutions Code § 15630(b)(1)).

#### 330.3.3 STATE MENTAL HOSPITAL OR DEVELOPMENTAL CENTER NOTIFICATION

**State**

If the abuse occurred in a state mental hospital or a state developmental center, notification shall be made immediately to law enforcement.

If the abuse occurred in a state mental hospital or a state developmental center and resulted in any of the following incidents, notification shall also be made to the designated investigators of the Department of State Hospitals or the Department of Developmental Services (Welfare and Institutions Code § 15630(b)(1)(E)):

- (a) Death
- (b) Sexual assault as defined by Welfare and Institutions Code § 15610.63
- (c) An assault with a deadly weapon by a nonresident
- (d) An assault with force likely to produce great bodily injury (as described by Penal Code § 245)
- (e) An injury to the genitals when the cause of the injury is undetermined

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Adult Abuse*

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- (f) A broken bone when the cause of the break is undetermined

#### **330.4 RELEASE OF REPORTS**

**State**

Information related to incidents of adult abuse or suspected abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy (Welfare and Institutions Code § 15633).

Requests for information about an incident referred to law enforcement should be referred to the law enforcement agency.

# Traffic Collisions

## 331.1 PURPOSE AND SCOPE

**Best Practice**

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

## 331.2 POLICY

**Best Practice**

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

## 331.3 REPORTING RESPONSIBILITIES

**Best Practice** **MODIFIED**

All district members involved in a traffic collision in a vehicle owned by the district or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the Duty Officer and appropriate local law enforcement agency if applicable.

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

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

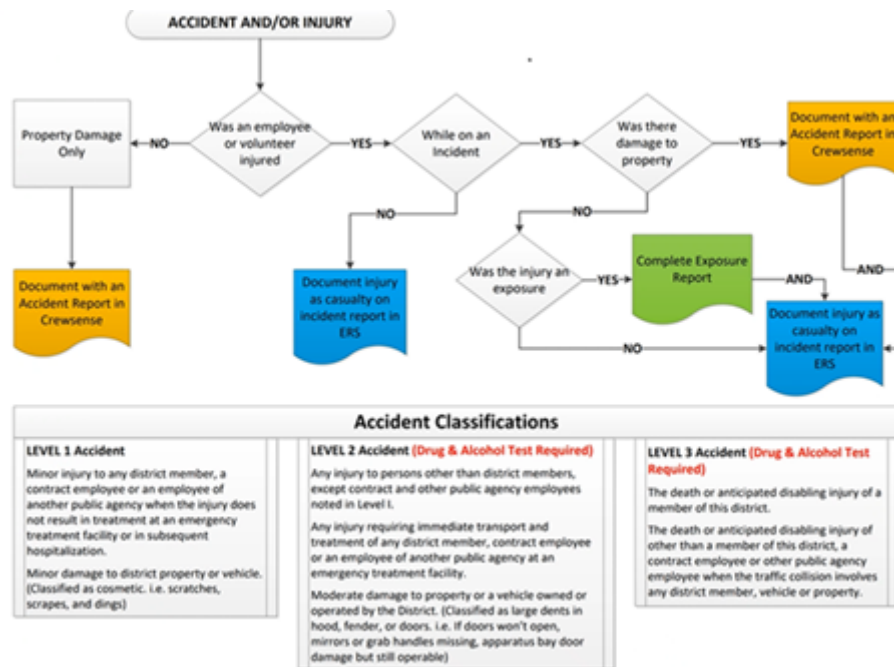
### 331.3.1 ACCIDENT REPORTING FLOWCHART

**Agency Content**

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### Traffic Collisions



### 331.4 TYPES OF REVIEWS

Best Practice MODIFIED

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

#### 331.4.1 COLLISION LEVELS

Best Practice MODIFIED

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

- (a) A Level I collision is any traffic collision involving:
  1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
  2. Minor damage to district property or vehicles. (Classified as cosmetic. i.e. scratches, scrapes, and dings)
  3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:
  1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
  2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
  3. Moderate damage to property or a vehicle owned or operated by the District. (Classified as large dents in hood, fender, or doors. i.e. If doors won't

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### Traffic Collisions

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open, mirrors or grab handles missing, apparatus bay door damage but still operable)

4. Major damage to district.(Classified as heavy damage, vehicle out of service; broken axles, bent or twisted frames. i.e. Vehicle rolled over, complete side of vehicle damaged, apparatus bay door rendered inoperable) .

(c) A Level III collision is any traffic collision involving:

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

#### 331.4.2 REVIEW TEAMS

Best Practice MODIFIED

Reviews shall be conducted by the Duty Officer for Level I collisions.

Level II and Level III collisions will be investigated by the law enforcement agency that has jurisdiction where the accident occurred. The report shall be reviewed by the Fire Chief or his or her designee, a designated safety officer or risk manager and a labor representative of the involved member.

#### 331.5 COLLISION REPORTS

Best Practice MODIFIED

Reports involving Level I collisions will be submitted through the chain of command to the Operations Assistant Chief. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief the completed report and all related documentation from the investigation will be forwarded to the district's custodian of records for filing.

[A completed report should include the following:](#)

- (a) Investigation methods: Identify the members of the investigation team and agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

#### 331.6 CONFIDENTIALITY OF DEPARTMENT COLLISION INVESTIGATION

State MODIFIED

# Arcata Fire Protection District

Arcata Fire District Policy Manual

## *Traffic Collisions*

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All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Vehicle Code § 20012).

# Fire Investigation

## 332.1 PURPOSE AND SCOPE

### Agency Content

To provide procedures for the investigation of fires within the Arcata Fire Protection District, to other fire agencies under the mutual aid plan, and to assist law enforcement in fire-related matters.

It shall be the responsibility of the Fire Chief, or his/her designee, to investigate promptly the cause, origin, and circumstances of each and every fire occurring within the Arcata Fire Protection District pursuant to these procedures.

Applies to All.

## 332.2 POLICY

### Agency Content

It is the policy of Arcata Fire Protection District to conduct an origin and cause investigation for every fire.

### 332.2.1 INCIDENT COMMANDER DUTIES AND RESPONSIBILITIES

#### Agency Content

3.1. The Incident Commander shall be responsible for the initiation of the investigation of the cause, origin, and circumstances of fires within the Arcata Fire Protection District.

3.2. The Incident Commander shall be responsible for determining the level of fire investigation needed for each incident.

3.3. The Incident commander should call for a fire investigator when any one or more of the following exists:

3.3.1. Fire involving death or injury, including Fire District personnel.

3.3.2. Fire of a suspicious nature.

3.3.3. When the on-scene fire officer cannot determine fire cause.

3.3.4. Large monetary loss.

### 332.2.2 FIRE INVESTIGATOR DUTIES AND RESPONSIBILITIES

#### Agency Content

4.1. The fire investigator shall be responsible for securing and performing on-scene fire investigation and related activities. He/she shall keep the Incident Commander informed of progress and shall make requests for additional assistance through the Incident Commander.

4.2. The fire investigator is responsible for any follow-up investigations necessary to conclude cause and origin determination.

4.3. Criminally or maliciously caused fires shall be turned over to the appropriate law enforcement agency or the District Attorney.

# Arcata Fire Protection District

Arcata Fire District Policy Manual

## *Fire Investigation*

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4.4. Fires caused by juveniles should be closely evaluated and should be referred to our Juvenile Fire Setter Program when possible.

4.5. Mutual aid requests are to be authorized by the Duty Officer.

# Line-of-Duty Death Investigations

## 333.1 PURPOSE AND SCOPE

Best Practice

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

## 333.2 POLICY

Best Practice MODIFIED

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

## 333.3 PROCEDURE

Best Practice MODIFIED

As soon as practicable after a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event. This team shall be led by the law enforcement agency with jurisdictional authority.

- (a) An investigator designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Arcata Fire Protection District shall give their full and complete cooperation to the investigation team.
- (c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.
- (d) The Arcata Fire Protection District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Arcata Fire Protection District administrative report.

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Line-of-Duty Death Investigations*

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- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act.

#### **333.4 LIAISON TEAM**

**Best Practice** **MODIFIED**

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

- (a) Duty Chief
- (b) Fire investigator
- (c) District Safety Officer
- (d) Employee labor representative

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

##### **333.4.1 DUTIES AND RESPONSIBILITIES**

**Best Practice**

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

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

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Line-of-Duty Death Investigations*

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- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.

#### 333.4.2 DOCUMENTATION

##### **Best Practice**

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

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.
  - 1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
  - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

#### 333.5 FINAL REPORT

##### **Best Practice**

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

# National Emergency Response Information System (NERIS)

## 334.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to provide guidance regarding National Emergency Response Information System (NERIS) reporting to ensure district response information is properly reported to NERIS.

## 334.2 POLICY

**Best Practice**

The Arcata Fire Protection District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Arcata Fire Protection District to participate in NERIS.

## 334.3 COORDINATOR RESPONSIBILITIES

**Best Practice**

The Administration Assistant Chief should designate a NERIS coordinator, who should develop and maintain familiarity with NERIS resources and reporting requirements and ensure district information is compliant with the NERIS reporting format.

## 334.4 CAPTAIN RESPONSIBILITIES

**Best Practice**

The Company Officer should ensure a NERIS report is completed for each response as soon as practicable, but no later than the end of the shift.

# Volunteer Logistics Unit

## 335.1 PURPOSE AND SCOPE

Best Practice MODIFIED

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

### 335.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Logistic Volunteer- An individual who performs a service for the District without promise, expectation or receipt of compensation for services rendered. This may include non- firefighting, non-hazardous suppression or rescue tasks, and they may be assigned to a variety of critical support tasks.

Volunteer Logistics Unit- Collectively, the logistical volunteers shall be known as the Logistic Unit, Volunteer Logistics Unit or VLU

## 335.2 POLICY

Best Practice MODIFIED

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

## 335.3 PROCEDURE

Best Practice MODIFIED

The Logistics Volunteer unit may assist district personnel in emergency response, through non firefighting suppression or other non-hazardous support. Logistics volunteer may also assist the District in its public education efforts and/or in other areas within the District as needed. Logistics Volunteers are intended to supplement and support, rather than supplant firefighters and civilian personnel and are an important component of this organization.

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

district

Volunteer Logistic members serve at-will and their volunteer status may be terminated by the Fire chief or Volunteer Logistic Unit Coordinator at any time without cause or reason.

## *Volunteer Logistics Unit*

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### **335.4 VOLUNTEER LOGISTIC UNIT MANAGEMENT**

**Best Practice** **MODIFIED**

#### **335.4.1 VOLUNTEER COORDINATOR**

**Best Practice** **MODIFIED**

A Volunteer Logistic Unit Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Logistic Coordinator is to provide a central coordinating point for effective volunteer logistics management within the District, and to direct and assist staff and Volunteer Logistic Units efforts to jointly provide more productive services. The Volunteer Logistic unit Coordinator will work with other district staff on an ongoing basis to assist in the development and implementation of the Volunteer Logistics Unit.

- (a) Recruiting, selecting, screening and training qualified logistic members for various positions.
- (b) Facilitating the implementation of new volunteer logistic unit activities and assignments.
- (c) Maintaining records for each logistic members.
- (d) Tracking and evaluating the contribution of logistic unit volunteers.
- (e) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (f) Maintaining liaison with other community volunteer programs
- (g) Volunteer Logistic Coordinator may appoint Volunteer Logistic Captains to delegate task and maintain span of control

#### **335.4.2 RECRUITMENT**

**Best Practice** **MODIFIED**

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

- Be at least 18 years of age for all positions
- Possess a valid insurable California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Be willing to commit to approximately 4 hours per month as a volunteer logistics member
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer logistic assignment

## *Volunteer Logistics Unit*

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### 335.4.3 SCREENING

**Best Practice** **MODIFIED**

All prospective volunteer members shall complete the application form. The Volunteer Logistic Unit Captains or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

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

- (a) Employment history
- (b) References
- (c) Live Scan Fingerprinting
- (d) DMV Certified Driving Record

### 335.4.4 SELECTION AND PLACEMENT

**Best Practice** **MODIFIED**

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

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

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

### 335.4.5 TRAINING

**Best Practice** **MODIFIED**

Logistic members will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignment. Logistic members should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Logistic Captains. Training should reinforce to logistic members that they may not intentionally represent themselves as, or by omission infer that they are firefighters or other full-time employees of the District. They shall always represent themselves as a volunteer logistic member.

### 335.4.6 DRESS CODE

**Best Practice** **MODIFIED**

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

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Volunteer Logistics Unit*

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

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

#### **335.5 MINIMUM PERFORMANCE STANDARDS**

**Best Practice** **MODIFIED**

To be in "good standing" for the District as determined by the Fire Chief or his designee a Logistic Unit member must meet these criteria each month and will be reviewed quarterly:

- Participate in required training hours – 4 hrs for Logistics Unit Member,
- Perform all assignments outlined in their particular job description

If a Logistic member firefighter does not meet these minimum standards for any quarter, the Logistic Member automatically goes on probation. The Logistic Member stays on probation until such time as their performance meets the cumulative totals required for the current quarter and any missing hours from the previous quarter.

Once a logistic member has been placed on probation, they have 60 days to become current in all performance requirements. If, at the end of this 60 day period, the member has not returned to "good standing", with the District the logistic member shall be sent a certified letter placing them on notice of termination in 30 days. If, within this final 30-days the logistic member does not become "in good standing" with the District the Logistic member will be removed from the District roster at the end of the 30 days and must turn in all gear and equipment belonging to the District. Should the Logistic member resign at any time during this process, before the last day of the final 30-day period, they will be considered to have resigned in good standing with the District.

#### **335.6 CONFIDENTIALITY**

**Best Practice** **MODIFIED**

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

Logistic members shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the Fire Chief or his or her designee.

# Arcata Fire Protection District

Arcata Fire District Policy Manual

## *Volunteer Logistics Unit*

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### **335.7 PROPERTY AND EQUIPMENT**

**Best Practice** **MODIFIED**

Logistic members will be issued an identification card. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a logistic member shall remain the property of the District and shall be returned at the termination of service.

# Civilian Ride-Along Program

## 336.1 PURPOSE AND SCOPE

Discretionary

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

## 336.2 POLICY

Discretionary

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

## 336.3 PROCEDURE TO REQUEST A RIDE-ALONG

Discretionary

MODIFIED

Generally, ride-along requests will be reviewed and scheduled by an Assistant Chief or the authorized designee.

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

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

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

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

### 336.3.1 ELIGIBILITY

Discretionary

MODIFIED

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

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

- Being under 18 years of age without parent/guardian consent.
- Prior criminal history.
- Pending criminal action.

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Civilian Ride-Along Program*

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- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

#### **336.4 FIRE CAPTAIN RESPONSIBILITIES**

**Discretionary** **MODIFIED**

The fire captain shall advise the on-duty Duty Officer that a ride-along is present in the fire apparatus before going into service. Fire captains shall consider the safety of the ride-along at all times. Fire Captains should use discretion when encountering a potentially dangerous situation, and if feasible, require the participant to remain in the fire apparatus. The Company Officer has the ability to terminate the ride along without cause.

# Shopping & Dining On-Duty

## 337.1 PURPOSE AND SCOPE

**Best Practice**

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

## 337.2 POLICY

**Best Practice**

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

## 337.3 PROCEDURE

**Best Practice** **MODIFIED**

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty should make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies should shop within their initial response area or at the store nearest their response district, if possible.
- (d) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (e) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (f) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (g) Apparatus should not be parked in red zones or along red curbs if there is adequate legal parking for the apparatus and response times are not significantly effected.
- (h) Apparatus shall not park in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.
- (i) Crews may go to a restaurant to dine in for meals.

# Unmanned Aerial Systems

## 338.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS), and for the storage, retrieval, and dissemination of images and data captured by the UAS.

### 338.1.1 DEFINITIONS

#### Federal MODIFIED

Definitions related to this policy include:

**Unmanned aerial system (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV), and all the supporting or attached systems designed for gathering information through imaging, recording or any other means.

**Visual observer** - A designated person who is not located with the UAS operator but is in communication with the pilot and can see the UAS in operation.

**Remote Pilot in Control (RPIC)** - The licensed individual designated to have final authority and ultimate responsibility for the safe operation of an unmanned aircraft (drone). They are accountable for compliance with all safety protocols, flight regulations, and ensuring the aircraft poses no hazard to people or property.

## 338.2 POLICY

### Best Practice

A UAS may be utilized to enhance the district's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

## 338.3 PRIVACY

### Federal

The use of the UAS potentially involves privacy considerations. Absent an authorized reason, operators and visual observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy. Operators and visual observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy.

Locations where a person may have a reasonable expectation of privacy include:

- (a) In a residence.
- (b) In the enclosed yard of a residence.
- (c) On private property where activity cannot be seen from the street or ground level.

## Unmanned Aerial Systems

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Methods that may be used to avoid recording private activity include:

- (a) Deactivating a recorder or imaging device until the UAS is away from the potentially private activity.
- (b) Turning the recorder or imaging devices away from persons or locations during UAS operations.

### 338.4 PROGRAM COORDINATOR

#### Best Practice

The [agencyHead] shall appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for agency operations.
- Ensuring that all authorized UAS pilots and visual observers have completed all required FAA and district-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging events. Deployment of a UAS shall require written authorization of the Fire Chief or the on-scene IC, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal fire investigations involving a UAS, including coordinating with local law enforcement.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS, including but not limited to:
  - Safety oversight.
  - Use of visual observers.
  - Establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continued airworthiness of a UAS up to and including its overhaul or service life limitations.

## Unmanned Aerial Systems

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- Developing protocols to ensure that all data intended to be used as evidence for fire investigations are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including chain-of-custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Fire Chief.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

### 338.5 USE OF UAS

Best Practice MODIFIED

UAS operations should only be conducted consistent with FAA regulations.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when undertaken as part of a fire investigation in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

Only authorized operators who have completed the required training shall be permitted to operate the UAS. The required training is FAA Part 107 Remote Pilot Certificate and a completed Arcata Fire District UAS Training Task Book.

#### 338.5.1 PERMISSIBLE USES

Best Practice MODIFIED

Situations where a UAS may be considered for use include:

- Hazardous materials incidents.
- Structure fires.
- Mass casualty incidents.
- Search and rescue.
- Wildland fires.
- High-rise incidents.
- Natural and manmade disaster response.
- Video/photographs for investigative support.
- During training activities.

# Arcata Fire Protection District

## Arcata Fire District Policy Manual

### *Unmanned Aerial Systems*

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- Anytime an aerial view of the emergency scene is appropriate.
- Anything that is not a prohibited use.

#### 338.5.2 PROHIBITED USES

**Federal**

District UAS shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as to race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

#### 338.6 RETENTION OF DATA

**Best Practice**

Data collected by the UAS shall be retained as provided in the established records retention schedule.

#### 338.7 OWNERSHIP AND USE OF DATA

**Best Practice**

The use of any photography or electronic imaging made by District members while using a UAS shall comply with the requirements of the Photography and Electronic Imaging Policy and the Patient Medical Record Security and Privacy Policy.

**Date:** August 13, 2026  
**To:** Board of Directors, Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Government Relations Discussion

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**DISCUSSION:**

At the February Board of Directors meeting, the Board requested to place a "government relations" item on future agendas to allow for discussion of ongoing items that impact the Arcata Fire District, such as community projects, relationships with other government entities, and future planning topics.

**RECOMMENDATION:**

Staff recommends that the Board consider the information provided, take public comment, and discuss ongoing topics. No action needed.

**FINANCIAL IMPACT:**

- ☒ No Fiscal Impact/Not Applicable
- ☐ Included in Budget: 25/26
- ☐ Additional Appropriation Requested:

**ALTERNATIVES:**

1. Take no action
2. Give Direction to Staff
3. Board Discretion

**ATTACHMENTS:**

# Correspondence & Communications



CORRESPONDENCE & COMMUNICATIONS item 3

**Date:** August 13, 2026  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Fire Chief  
**Subject:** Fire Chief's Monthly Report

|                                      |
|--------------------------------------|
| <b>Monthly Administrative Report</b> |
|--------------------------------------|

Executive/Intergovernmental/Training Activities-Fire Chief

*Chief Emmons:*

- Attended ongoing Cal OES, AFD California Disaster Agreement meeting re: January 2<sup>nd</sup> fire.
- Attended meeting with Restoration Services owner to discuss future opportunities for public safety wellness programs.
- Attended weekly City of Arcata Directors meetings
- Attended the monthly Humboldt County Fire Chiefs Association Meeting.
- Multiple Planning discussion regarding "Rumble Over the Redwoods" airshow and coordination.
- Provided consultation to National Geographic videographer.
- Attended City Council meeting via Zoom while on vacation for Development Impact Fee presentation.
- Met with Finance Committee

## Planning Section Report

*Chief Emmons/Assistant Chief McDonald*

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### Administrative & Planning

- Attended Captains' Meeting with all Captains present.
- Met with Bartle Wells Consulting.
- Ongoing development of the **Unmanned Aerial System (UAS) Program**, including:
  - District UAS Policy Statement
  - Operational Policy for the Arcata Fire Protection District

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### Capital Improvements

- Painting process for the Arcata Station scheduled for September
- 

### Grants

- Assistance to Firefighters Grant Application *Water Tender replacement*- Submitted
- Leary Foundation-Training Props- unknown review
- Green Diamond-Nozzles-unknown review process
- Berg Grant-
  - *Hoses and supplies* – Resubmitted and should know by end of August
  - New Grant submitted to cover cost of a station alerting system
- Coast Central- McKinleyville Station Alert System Hardware – Submitted should know by late October.
- Fire Safe Council/Firewise Communities-Jacoby Creek, Fickle Hill, Warren Creek areas being developed. Roy Wills, Rob Cannon, Michelle Donahue, John Evenson

## **Operations and Training Report**

**Assistant Chief McDonald**

### **Training:**

- Drone operators are starting to practice with flight time with the practice drone

### **Operations**

- **Acting Duty Officer Hours – 312**
- **Acting Company Officer Hours – 122**

|                                  |
|----------------------------------|
| <b>Monthly Incident Activity</b> |
|----------------------------------|

### **Notable Incidents**

- 07/04/2026 Fence and Construction Debris on Fire in Jacoby Creek. Fire destroyed three sections of fence and burned roofing material. Crews were able to extinguish the fire with minimal extension to vegetation and vehicles.
- 07/04/2026 Small Vegetation fire behind AmeriGas in Arcata. Fire burned along the trail behind the property and extended into the property.
- 07/04/2026 Roadside spot fire in Blue Lake that spread to wood chip piles. E8218 and C8201 assisted Blue Lake and Fieldbrook with control of the Fire..
- 07/05/2026 Structure Fire on Mad River Road in Arcata. CalFire, Blue Lake, Fieldbrook, Westhaven and HBF responded to assist. Possible cause of the fire was a candle near combustible material.
- 07/08/2026 Dispatched to a extrication off of California Ave in Arcata. E8217 arrived and reported that a vehicle had gone off the road and crashed into a tree. E8218 and E8217 assisted the occupant back to the ambulance. The vehicle had failed to stop in a driveway and drove into a gully between neighborhoods.
- 07/16/2026 Multi-family Structure Fire with possible entrapment on Blackhawk in McKinleyville. Fieldbrook and HBF responded. E8219 arrived to find a 2-Story 4-Plex with fire and smoke showing from a middle apartment. E8219 controlled the fire quickly,

and E8218 assisted with searching for the residence. The residence was not home at the time of the fire. Fire was and damages were contained to the apartment of origin.

07/19/2026 All three Engines and C8201 responded to a vegetation fire in McKinleyville. C8201 arrived to find a small grass fire in a backyard threatening a house and outbuilding. As E8219 arrived at scene the fire had started to burn the siding of the house. Fire was contained quickly with minimal damage to the house. Cause of fire was miss use of fire.

07/19/2026 Structure fire on Liscom Hill. E8218 and C8201 responded with CalFire, Fieldbrook Fire, and Westhaven Fire to assist Blue Lake with the incident. E8218 arrived first and reported a home with 50% involvement. Fire was extinguished and overhauled.

07/29/2026 Multi-Family Structure Fire in Arcata. Crews responded to a exterior fire at 7<sup>th</sup> and Union. E8217 found a fire the second story decking that accessed the upstairs apartments. E8217 was able to quickly extinguish the fire and prevent extension into the building. Fire was most likely caused by improperly discarded smoking material.

#### **Break Down of top 5 Medical Call types (% of Medical YTD) 1175**

|                          |       |
|--------------------------|-------|
| 1. Breathing Problems    | 12.3% |
| 2. Unknown Problem       | 10.7% |
| 3. Fall                  | 8.5%  |
| 4. Altered Mental Status | 6.9%  |
| 5. Overdose/Poisoning    | 5.5%  |

#### **Break Down of Top Five Fire Call Types (% of Fire YTD) 118**

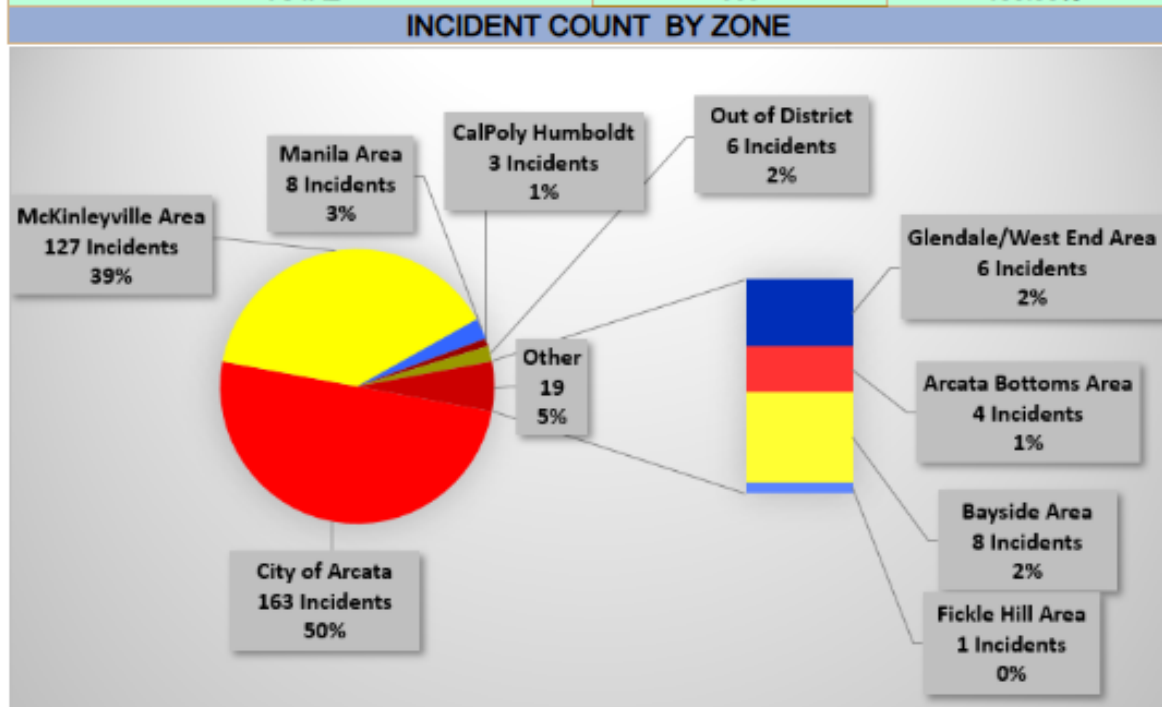
|                    |       |
|--------------------|-------|
| 1. Outside Other   | 23.7% |
| 2. Trash/Rubbish   | 16.9% |
| 3. Structure Fire  | 15.2% |
| 4. Vegetation Fire | 11.9% |
| 5. Vehicle Fire    | 10.2% |

#### **Top Five Location Types (YTD) 2177**

|                      |       |
|----------------------|-------|
| 1. 1 or 2 Family     | 37.9% |
| 2. Multi Family      | 19.2% |
| 3. Street            | 7.3%  |
| 4. Manufactured Home | 6.6%  |

5. Highway 3.2%

| MONTHLY INCIDENT COUNT  |            |                |
|-------------------------|------------|----------------|
| Fires                   | 28         | 8.36%          |
| Hazardous Situations    | 7          | 2.09%          |
| Medical                 | 156        | 46.57%         |
| Public Service          | 54         | 16.12%         |
| Rescue                  | 1          | 0.30%          |
| No Emergency            | 80         | 23.88%         |
| Law Enforcement Support | 0          | 0.00%          |
| Incomplete              | 9          | 2.69%          |
| <b>TOTAL</b>            | <b>335</b> | <b>100.00%</b> |



| MUTUAL AID                  |           |                  |            |
|-----------------------------|-----------|------------------|------------|
| Aid Type                    |           | Total            |            |
| Aid Given                   |           | 4                |            |
| Aid Received                |           | 5                |            |
| OVERLAPPING CALLS           |           |                  |            |
| # OVERLAPPING               |           | % OVERLAPPING    |            |
| 95                          |           | 28.36%           |            |
| TRAVEL TIME UNDER 5 MINUTES |           |                  |            |
| Station Response Area       | Responses | Within 5 minutes | Percentage |
| Arcata                      | 83        | 49               | 59%        |
| Mad River                   | 94        | 61               | 65%        |
| McKinleyville               | 109       | 67               | 61%        |
| Other                       | 28        | 11               | 39%        |
| AVERAGE FOR UNITS           | 315       | 188              | 60%        |

**Apparatus and Equipment Report**

**Apparatus/Vehicle Out of Service Time**

Mini Drone (Training Drone) out of service with a sensor issue. Away for warranty repair

## Community Risk Reduction and Outreach

### Public Education

07/24/2026 McKinleyville Expanded Learning did a Station tour at the Arcata Station

07/28/2026 E8219 Attended Transportation Day at Little Fishers in McKinleyville

## Social Media Performance Update

### Arcata Fire District

### Social Media Report – July

#### Facebook:

[Top content by views](#)

[Boost content](#)

[See all content](#)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                       |                                                                                                                 |                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Where Our Money Comes From</b></p> <p>Our first source of funding is the Ad Valorem property tax, which literally means "according to value".</p> <p>It's based on the assessed value of your property (usually the last sale price).</p> <p>Here's how it works:</p> <ul style="list-style-type: none"> <li>→ The County collects a 1% tax on that value</li> <li>→ Arcata Fire receives less than 1% of what the County collects.</li> </ul> <p>That small portion is what helps keep your essential fire and emergency services running every day.</p> <p><b>FIRE FUNDING 101: What's an Ad...</b></p> <p>Mon Nov 25, 9:04am</p> <p>2.8K views, 12 likes, 2 shares</p> | <p><b>THANK YOU CALIFORNIA FIRE FOUNDATION</b></p> <p>For providing us a special grant to help us protect the communities we serve.</p> <p><b>Thank you to @cafirefound for...</b></p> <p>Tue Jul 7, 8:53am</p> <p>2.7K views, 31 likes, 5 shares</p> | <p><b>DON'T DO THE RIGHT THING THE WRONG WAY</b></p> <p><b>ONE LESS SPARK ONE LESS VEHICLE</b></p> <p><b>Weekend plans? Make wildfire safety...</b></p> <p>Sun Jun 28, 8:49pm</p> <p>1.9K views, 8 likes, 1 share</p> | <p><b>Have you spotted our AVFA cre...</b></p> <p>Mon Jun 29, 12:06pm</p> <p>1.9K views, 16 likes, 3 shares</p> | <p><b>OFFICE CLOSURE</b></p> <p>ARCATA FIRE DISTRICT HEADQUARTERS OFFICE WILL BE CLOSED JULY 3, 2026</p> <p><b>Your reel</b></p> <p>Thu Jul 2, 9:38am</p> <p>1.2K views, 9 likes, 1 share</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|                                                                                                                 |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Have you spotted our AVFA cre...</b></p> <p>Mon Jun 29, 12:23pm</p> <p>5.4K views, 23 likes, 0 shares</p> | <p><b>THANK YOU CALIFORNIA FIRE FOUNDATION</b></p> <p>For providing us a special grant to help us protect the communities we serve.</p> <p><b>Thank you to @cafirefound for...</b></p> <p>Tue Jul 7, 9:52am</p> <p>2.6K views, 10 likes, 0 shares</p> | <p><b>Where Our Money Comes From</b></p> <p>Our first source of funding is the Ad Valorem property tax, which literally means "according to value".</p> <p>It's based on the assessed value of your property (usually the last sale price).</p> <p>Here's how it works:</p> <ul style="list-style-type: none"> <li>→ The County collects a 1% tax on that value</li> <li>→ Arcata Fire receives less than 1% of what the County collects.</li> </ul> <p>That small portion is what helps keep your essential fire and emergency services running every day.</p> <p><b>FINANCIAMIENTO DEL DISTRITO 101:...</b></p> <p>Tue Nov 25, 9:08am</p> <p>2.9K views, 15 likes, 3 shares</p> | <p><b>Where Our Money Comes From</b></p> <p>Our first source of funding is the Ad Valorem property tax, which literally means "according to value".</p> <p>It's based on the assessed value of your property (usually the last sale price).</p> <p>Here's how it works:</p> <ul style="list-style-type: none"> <li>→ The County collects a 1% tax on that value</li> <li>→ Arcata Fire receives less than 1% of what the County collects.</li> </ul> <p>That small portion is what helps keep your essential fire and emergency services running every day.</p> <p><b>FIRE FUNDING 101: What's an Ad...</b></p> <p>Tue Nov 25, 9:04am</p> <p>2.8K views, 12 likes, 2 shares</p> | <p><b>THANK YOU CALIFORNIA FIRE FOUNDATION</b></p> <p>For providing us a special grant to help us protect the communities we serve.</p> <p><b>Thank you to @cafirefound for...</b></p> <p>Tue Jul 7, 8:53am</p> <p>2.7K views, 31 likes, 5 shares</p> |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Instagram:

 Top content by views



Thank you to  
@cafirefound for...

Tue Jul 7, 8:53am

👁 2.7K    ❤ 31  
🗨 0    ➦ 5



Thu Jul 2, 9:38am

👁 1.2K    ❤ 9  
🗨 0    ➦ 1

# Fire Marshal's Office Monthly Report

Hours Worked: 90

## Building Projects

During the reporting period, the Fire Marshal's Office continued to provide plan review, code interpretation, inspection, and development-related services throughout the District.

- **Project Referrals: 3**
- **Plan Reviews: 18**
- **Building Code Interpretations: 9**
  - City of Arcata – 4
  - County of Humboldt – 5
  - Samoa – 0
  - Blue Lake – 0
  - Fortuna – 0

## Inspections

A total of **29 inspection and permitting activities** were completed during the reporting period:

- **Construction Inspections: 13**
- **Special Events: 7**
  - Public Fireworks Display – 1
  - Special Event Permits – 6
  - Dance Permitting – 0
- **State-Mandated Inspections: 3**
  - Community Care Licensing (850) – 2
  - Mad River Hospital – 1
  - New Business License – 0
  - R-2 Occupancies – 0
  - Cal Poly Humboldt – 0
  - Schools – 0
- **Cannabis Facility Inspections: 0**
- **Special Inspections: 6**
  - Fire Sprinkler – 4
  - Flush and Hydro – 1
  - Fire Alarm – 1

- Commercial Hood – 0

## **Enforcement**

The Fire Marshal's Office conducted the following hazard abatement and code enforcement activities:

- **Hazard Abatement: 4**
  - Tall yard grass – 4
- **Code Enforcement: 4**
  - Residential weed-related enforcement – 4
  - City of Arcata – 0
  - Samoa – 0
  - Other fire hazards – 0
- **Referrals from Inspectors: 0**

## **Meetings and Public Education**

The Fire Marshal's Office participated in **9 pre-application and general meetings** during the reporting period:

- **Building Department Pre-Application Meetings: 1**
  - City of Arcata – 1
- **General Meetings: 8**
  - City of Arcata Building Department – 4
  - County Fire Chiefs – 1
  - Administrative Meetings – 2
  - Rumble Over the Redwoods – 1
- **Public Education Activities: 0**

## **Other Activities**

Additional activities included:

- **Hydrant Flow Activities: 6**
  - Residential – 4
  - Commercial – 2
  - Cal Poly Humboldt – 0
- **Miscellaneous Activities: 2**
  - Knox details – 2
- **Training: 3**

- Code training with Humboldt County Building and Planning Departments

## Monthly Summary

The Fire Marshal's Office recorded **90 hours of activity** during the reporting period, with significant activity focused on plan reviews, construction inspections, building code interpretations, special-event permitting, fire protection system inspections, hydrant flow activities, and code enforcement. Coordination with local building and planning agencies continued through pre-application meetings, departmental meetings, and code training.