SOUTHERN INYO FIRE PROTECTION DISTRICT

POLICY HANDBOOK

NOTICE OF REVISION OF POLICIES

Application and Revision of Policies

This manual identifies the District's policies and procedures which are presently in effect. As policies and benefits are revised, changes will be communicated through standard communication channels. Advance notice may not always be possible.

This Administrative Policy Manual is a living document. Various policies, procedures and practices may change from time to time and the appropriate notification will be provided.

Southern Inyo Fire Protection District
Policy Handbook

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POLICY TITLE: **Purpose of Board Policies**
POLICY NUMBER: **1000**
APPROVAL DATE: **4/18/24**

1000.1 It is the intent of the Board of Directors of the Southern Inyo Fire Protection District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the Southern Inyo Fire Protection District, said rules, regulations or legislation shall prevail.

1000.3 Board Policy is intended to supplement applicable law and District Resolutions with respect to the operation of District fire prevention and suppression efforts and the relationship of the District Board of Directors and its firefighters/EMS (employees).

POLICY TITLE: **Adoption/Amendment of Policies**
POLICY NUMBER: **1010**
APPROVAL DATE: **4/18/24**

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by submitting a written draft of the proposed adoption or amendment to each Director and the District Administrator through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.

1010.3 Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

The requirement to review a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a 4/5 affirmative vote of the entire Board, with the agenda specifying consideration of such action.

POLICY TITLE: **Conflict of Interest**
POLICY NUMBER: **1020**
APPROVAL DATE: **4/16/26**

1020.1 The Political Reform Act, Government Code 81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg. 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Reg. 18730 and any amendments to it, adopted by the Fair Political Practices Commission are hereby incorporated by reference and along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Southern Inyo Fire Protection District.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Inyo.

Appendix A

Policy Number 1020 – Conflict of Interest

Required Filers:

Member, Board of Directors

Non-Volunteer Employees of the District
- Fire Chief
- District Administrator

Required Forms:

Form 700, cover

Schedules A-1, A-2, B, C, D, E as applicable

POLICY TITLE: **Public Complaints**
POLICY NUMBER: **1030**
APPROVAL DATE: **05/16/24**

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute by which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the District Administrator with the objective of resolving the matter informally. If DA cannot address the complaint it will be forwarded to the Fire Chief or directly to the Board if appropriate.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the matter by the District Administrator or Chief , a written complaint may be filed with the Board of Directors within ten (I 0) days of receiving the District Administrator or Chief ' s decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation.

The individual filing the complaint may request a written decision from the Board.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

POLICY TITLE: **Claims against the District**
POLICY NUMBER: **1040**
APPROVAL DATE: **11/21/24**

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) claims against the District. Inherent in this policy is the recognition that every claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.1 Property (Land and Improvements) Damage Claims

When a property owner informs a District employee of damage to their property (by telephone, electronically or in person), the employee receiving the claim will document in writing, the time and date, and a description of the stated circumstances and allegations. Employees should refrain from commenting and ask the claimant to submit their claim in writing.

Investigations shall be done by the Fire Chief or designee in a timely fashion and documented with a written report, including photographs and/or interviews.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

1. Property owner agrees that the proposed repairs are appropriate and adequate;

2. Property owner agrees to allow District personnel access to their property to perform the repair work;

3. District personnel have the necessary tools, equipment, and expertise to perform the necessary work;

4. Repair work can be accomplished within a reasonable amount of time; and

5. Cost of material for the repairs will not exceed $1500.00.

The Fire Chief or designee shall review the damage claim and the proposed repair work. If he determines that the damage is the District's responsibility and that the proposed repair work is appropriate; a report shall be made to the District Board describing the damage claim, including a description of the work needed to resolve the claim, if the cost of material and labor for the repairs will not exceed $1,500.00.

If the cost or material for repairs is stated by claimant or estimated to exceed $1,500.00, the claim will be submitted to the District Board. The District Board shall review the claim and

receive input from staff in closed session (qualifies as "anticipated litigation" under the Brown Act).

1040.2 If the claim is denied, the District will provide supporting information for the denial.

POLICY TITLE: **Copying Public Documents**
POLICY NUMBER: **1050**
APPROVAL DATE: **11/21/24**

1050.1 Individuals requesting copies of public documents shall be charged twenty-five cents ($.25) per sheet copied to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge.

POLICY TITLE: **Policy Complaints**
POLICY NUMBER: **1060**
APPROVAL DATE: **1/16/25**

1060.1 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

1060.2 The Board of Directors of the Southern Inyo Fire Protection District desires that public complaints be logical and systematic.

1060.3 The method of resolving complaints shall be as follows:

1060.3.1 The individual with a complaint shall first discuss the matter with the Fire Chief, with the objective of resolving the matter informally.

1060.3.2 If the individual registering the complaint is not satisfied with the disposition of the matter by the Fire Chief, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the Fire Chief's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter through official action. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

1060.4 This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

POLICY TITLE: **Meeting Recording and Retention**
POLICY NUMBER: **1070**
APPROVAL DATE: **9/18/25**

1070.1 The District shall video record all regularly scheduled meetings of the Board and District committees, unless the recording of a meeting is technologically infeasible.

1070.2 These recordings shall be maintained, archived and made available to the general public for later online viewing on the District website as soon as is practical.

POLICY TITLE: **Executive Officer**
POLICY NUMBER: **2000**
APPROVAL DATE: **1/16/25**

2000.1 The Fire Chief shall be the Executive Officer of the Southern Inyo Fire Protection District and may designate administrative duties to paid staff.

2000.2 The terms and conditions of the Fire Chiefs employment shall be specified in the agreement of employment established between the Fire Chief and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the Fire Chief and the Board of Directors is in conflict with any District policy, the Board shall reconcile the conflict.

POLICY TITLE: **Hours of Work**
POLICY NUMBER: **2010**
APPROVAL DATE: **1/16/25**

2010.1 This policy shall apply to all hourly employees. The regular hours of work each day shall be flexible contingent upon agreement between the employee and the Board of Directors.

2010.2 Other than regular employees, volunteer staff shall work as follows:

2010.2.1 A schedule shall be maintained by the Fire Chief whereby volunteer employees shall be assigned to be "on-call".

2010.2.2 When an employee is on-call, he/she shall be provided a radio or pager, which will provide notification in the event of an emergency. Said radio or pager shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency may also be given in person, by phone call or electronically by the Fire Chief or the next chain of command volunteer.

2010.2.3 When an employee is called-out for an emergency, he/she will be paid an amount of "call-out" pay per call as established by the Board of Directors.

2010.2.4 When an employee is on-call, he/she shall be free to utilize his/her time as desired but must remain within the general Southern Inyo Fire Protection District area.

POLICY TITLE: **Personal Appearance**
POLICY NUMBER: **2080**
APPROVAL DATE: **03/20/25**

To establish guidelines for appropriate dress, safety considerations, and appearance during tour of duty and/or work periods. Appropriate attire and good personal appearance serve to demonstrate that the District and its employees are professional and serious about the services they provide.

This policy applies to all employees of the District.

2080.1 When responding to a call, employees shall use their best effort to be neat and clean in their personal appearance.

2080.2 Garments shall be neat, clean and safe. Employees shall use sound discretion in wearing repaired or altered uniform and equipment items. Proper garments shall be worn by all employees to avoid bringing attention to one' s attire or person.

2080.3 Good personal hygiene must be maintained. All employees must come to work smelling clean and must avoid excessive use of perfume or cologne. Fingernails shall be clean and trimmed.

2080.4 While on call, scented products should be used sparingly. It may be necessary to prohibit employees who work in close proximity to each other, from the application or use of scented products, while on duty.

2080.5 Hair on personnel will be clean, neatly trimmed and present a well-groomed appearance at all times while on duty. Employees shall not wear exaggerated hairstyles that impact safety.

Fire Personnel

2080.6 Hair extending over the forehead shall not be worn below the highest point of the eyebrows, and shall not prevent the helmet from resting on the forehead while being worn.

2080.7 Hair may not cover the entire ear.

2080.8 If hair must be secured (mechanically restrained) to meet these requirements, the device or method used to so restrain must not interfere with the safe and proper use of helmets, face pieces, or other required safety equipment. It must remain restrained under all conditions of work or activity.

2080.9 No facial hair shall prevent a "good face seal" with a Self Contained Breathing Apparatus (SCBA) respirator, as defined in 20 CFR 1910.

2080.10 Sideburns will not extend below the bottom of the ear lobe or compromise in any manner the face seal of an SCBA as defined in 20 CFR 1910.

2080.11 Any jewelry worn by personnel that may cause personal injury must be removed while performing the job.

2080.12 Supervisors are responsible to evaluate and ensure that the dress and appearance of employees meet the personal appearance standards as established by this policy.

2080.13 Uniform T-shirts provided by the District are encouraged to be worn at fire department functions.

POLICY TITLE: **Rules of Conduct**
POLICY NUMBER: **2081**
APPROVAL DATE: **03/20/25**

To assure safe, efficient and harmonious operations and to fully inform all employees of their responsibilities in this regard.

This policy applies to all employees and volunteers of the District.

2081.1 The District's standards of conduct are established for the guidance of all employees. The following represent only a partial list of unacceptable behaviors and conduct, including but not limited to the following:

In matters of general conduct all employees are to be governed by common and reasonable rules of behaviors observed by law abiding and self respecting citizens.

All members of the District shall abide by the rules and regulations of the District.

Infractions of Standards of Conduct may lead to disciplinary action up to and including discharge. (Ref: Policy 2260 Disciplinary Action)

2081.2 Employees and volunteers will keep themselves in readiness to perform their duty at all times when on the schedule, and not absent themselves from duty or place of assignment without specific permission of their supervisor.

2081.3 Firefighters shall attend all emergency response calls to which they may be assigned, detailed, or summoned and exert their greatest energy and ability in the performance of their duty under any and all circumstances.

2081.4 Employees and volunteers shall participate in training activities as directed; be thoroughly familiar with all equipment required to perform the requirements of the position, and perform related work as may be required.

2081.5 Accord obedience, respect and courtesy to supervisors and those performing the duties of a higher rank.

2081.6 Be courteous and respectful when dealing with the public.

2081.7 Exercise precautionary measures to avoid injury to self and others while in the performance of duty.

2081.8 Be responsible for the safe keeping and proper care of all property in your charge.

2081.9 Instruct individuals designated to act in their absence and be confident that their relief is capable and able to perform the duties to which they are assigned.

2081.10 When assigned to act in a higher rank, accept responsibility for the performance of the duties of that position, with the right to decline for any valid reason.

2081.11 In the event two or more members of rank below that stipulated as "Officer" find themselves in a position which requires initiative action, the senior member present shall assume command unless or until otherwise directed by a supervisor.

2081.12 When an employee receives an order which is in conflict with a previous order, the employee shall so inform the supervisor who issued the conflicting order and be governed by his/her instructions.

2081.13 Employees will keep their person, attire, workspace, and lockers in a neat and clean condition.

2081.14 On-duty scheduled personnel will have their turn-out gear (helmet, coat, gloves, boots, trousers, and other safety issue) with them, ready to respond to any summons.

2081.15 Response to a summons shall be completed in a safe and lawful manner. It is not necessary to speed or otherwise endanger yourself or others in response to a call. Traffic signs will be observed at all times in responding to the station.

2081.16 Horseplay, practical jokes or other disorderly conduct which may endanger the safety or well-being of any employee or District operations is unacceptable.

2081.17 Personnel shall not engage in such other practices as the District determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the District, its employees or the citizens which we serve.

2081.18 Personnel shall report any accident or personal injury to his/her supervisor.

2081.19 Falsifying or mutilation of any District document or record is prohibited.

2081.20 Engaging in acts of dishonesty, fraud, theft or sabotage is prohibited. Employees will not conspire with anyone to permit circumvention or evasion of any law or regulation pertaining to Fire and Public Safety.

2081.21 Wrongful or injurious exercise of authority by any member of the District while on duty, while conducting District business or representing the District in any capacity is prohibited.

2081.22 Personnel are to notify his/her supervisor and administration within twenty-four (24) hours of any change of residence or telephone number.

2081.23 No employee shall go off duty or schedule before the change of shift unless properly relieved or authorized.

2081.24 No information relative to the business of the District will be furnished to persons not directly connected with the District without prior approval of the Fire Chief

2081.25 Employees will not, on or off duty, use the uniform, badge or prestige of the District for the purpose of personal gain.

2081.26 Employees will not lend their name or approve the use of same, as a member of the District, to any commercial enterprise without approval from the Fire Chief.

2081.27 No employee shall directly or indirectly solicit the influence or intercession of any person or persons to effect their promotions, transfer or other personal gain.

2081.28 No employee will be party to any malicious gossip, report or activity which could disrupt District morale or bring discredit to the District or its employees.

2081.29 In adherence to government regulations, no employee may offer or provide a gratuity to any government employee or official on behalf of, or in pursuance of, District business. Gratuities are defined as meals, drinks, gifts, expenses, cash, or any other item of value, including personal service.

2081.30 An employee may not receive, give, pay, promise, or offer to the public anything of value whether cash or other property for the purpose of securing or appearing to secure preferential treatment.

2081.31 Any general or specific orders issued hereafter are to be recognized as additions to these Rules of Conduct and shall have equal force and effect.

2081.32 No employee shall receive a reward, fee or gift from any person for service incident to the performance of duty, except as authorized by the Fire Chief or board of Directors of the District.

2081.33 Conduct which the District feels reflects adversely on the employee or District is prohibited.

2081.34 Unauthorized use of District material, time, equipment or property is prohibited.

2081.35 Unauthorized access to District records, misuse or removal without authorization of District records or confidential information of any kind is prohibited.

2081.36 Employees shall not belong to any organization, association or society which will in any manner divide their loyalty to the District or to the United States of America.

POLICY TITLE: **Rules of Conduct for Manager and Supervisors**
POLICY NUMBER: **2082**
APPROVAL DATE: **06/19/25**

The purpose of this policy is to ensure safe, efficient and harmonious operations and to fully inform all officers of their additional responsibilities in this regard. This policy applies to all managers and supervisors of the District and is in addition to Policy 2081 Rules of Conduct.

2082.1 In matters of general conduct, managers and supervisors are to be governed by ordinary and reasonable rules of behavior observed by law abiding and self respecting citizens.

Managers and supervisors of the Southern Inyo Fire Protection District shall have titles as herewith designated:

Fire Chief
Assistant Fire Chief
Battalion Chief
EMT/Firefighter

Infractions of any Standards of Conduct Policy may lead to disciplinary action up to and including discharge. (Ref: Policy 2260 Disciplinary Action)

2082.2 Managers and supervisors shall require subordinates to comply with the rules, regulations and policies of the District, and keep superiors informed of any problem issues that arise; and be prepared to document violations.

2082.3 Managers and supervisors shall address promptly any questions from subordinates regarding the rules, regulations and policies of the District and decide, in emergency situations, any immediate actions to be taken.

2082.4 Managers and supervisors are to be fair and respectful when dealing with subordinates.

2082.5 Managers and supervisors shall be responsible for the completeness, accuracy and prompt filing of all reports for which they are accountable.

2082.6 It is the duty of officers of the District to exercise caution in their actions and avoid placing members' lives in needless jeopardy.

2082.7 Before leaving the emergency scene, ensure all reasonable precautions are taken.

2082.8 Managers and supervisors shall perform all other duties or assignments as may be assigned by the Fire Chief or his authorized representative.

2082.9 Managers and supervisors shall report to the Fire Chief, through normal channels, all acts of valor or merit performed by a member of their command. The report shall be prepared promptly in writing and contain a full and correct account of the facts.

2082.10 Conflict of authority shall be strictly avoided. No manager or supervisor shall interfere in matters or operations for which another manager or supervisor, of equal rank, is responsible, except with the other's consent or by order of a superior.

2082.11 All managers and supervisors are responsible for the enforcement of District programs and policies and should avoid criticism or derogatory statements regarding District programs, policies and procedures.

2082.12 District managers and supervisors shall adhere to the training schedule and outline provided for probationary firefighters.

2082.13 Acting managers and supervisors shall have full authority and will be held responsible for executing the duties of the position.

2082.14 Reports of accidents, injuries or other events requiring a special report shall be completed by the manager or supervisor immediately concerned before going off duty. In the event such officer is injured and unable to physically or mentally complete such report, then his second in command shall be required to complete the report prior to going off duty.

2082.15 In the event of a death occurring to a member while on duty, the member's immediate supervisor shall impound all personal property of the victim and retain it under protective custody until its release is directed by order of the Fire Chief.

2082.16 In the event of a death of a member, the Fire Chief shall ensure that an inventory of all effects, personal and otherwise is completed. The closest relative shall be notified and, if possible, the contents of the member's locker should be removed in their presence.

2082.17 Information concerning the death of a member on duty shall be released only by the Fire Chief. Notification of the nearest next of kin shall be done promptly, with tact, dignity and with full concern for the welfare of the family.

POLICY TITLE: **Vehicle Costs**
POLICY NUMBER: **2100**
APPROVAL DATE: **10/16/25**

2100.1 The Fire Chief or their designee shall have a vehicle assigned to them for the purpose of conducting business for the District. If the vehicle assigned to them is not in service or recommended for travel to training exercises, they shall be reimbursed for the cost of said use on the basis of total miles driven as calculated by Google maps and at the rate specified in the Internal Revenue Service Guidelines and/or the Inyo County rates in effect at the time of said usage.

2100.2 When an employee or Board Member is authorized to use their personal vehicle in the performance of District work, or training classes, they shall be reimbursed for the cost of said use on the basis of total miles driven as calculated by Google maps and at the rate specified in the Internal Revenue Service Guidelines and/or the Inyo County rates in effect at the time of said usage.

2100.3 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2100.4 Proof of adequate insurance covering collision, personal injury, and property damage shall be required by the District of any employee or Board Member using a personal vehicle in the performance of District work, and/or training.

POLICY TITLE: **Volunteer Personnel Workers' Compensation Insurance**
POLICY NUMBER: **2115**
APPROVAL DATE: **10/16/25**

2115.1 An unpaid person authorized to perform volunteer firefighting and EMS service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

2115.1.1 The Legislature of the State of California has provided through legislation (Labor Code 3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

2115.2 An unpaid volunteer who is not an employee of the district who provides support to the district shall sign a hold harmless waiver agreement.

POLICY TITLE: **Educational Assistance**
POLICY NUMBER: **2120**
APPROVAL DATE: **10/16/25**

2120.1 Employees of the District are encouraged to pursue educational opportunities, which are related to their present work, which will prepare them for foreseeable future opportunities within the District, or which will prepare them for future career advancement.

2120.2 To be eligible for reimbursement of costs, the employee must receive advance approval for the class(es) and expenses, not to exceed $350 per semester, through the Chief and the Board of Directors. Requests for reimbursement should be submitted in writing. The employee will be notified of formal approval, or the reasons for disapproval.

2120.3 Upon completion of the class (es), the employee is responsible for sending copies of the proof of completion, and expense receipt(s) to the Chief.

2120.4 The type of classes generally eligible for reimbursement per this policy:

2120.4.1 Classes which are related to the employee's present work assignment or which may contribute to the benefit of the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

2120.5 Specialized training is defined as any training that is not mandated as a requirement for performing the service of a Volunteer/Employee in which the District deems beneficial to District operations. The intent of that specialized training is training that is not required to be taken and is training that is accepted by the Volunteer/Employee without any loss of status/rank or by negative reflection on job performance/evaluation.

2120.5.1 Obligations/Expectations: All specialized training will require a written agreement to be executed between the Fire Chief and the Volunteer/Employee, or the Fire Chief and Chairperson of the Board, to be brought to the Board of Directors specifying what is to be provided to the Volunteer/Employee and what the District expects to receive in return from the Volunteer/Employee.

The agreement should include particulars in regards to training, materials, and volunteer service. The District will retain the original copy of all materials provided. All agreements will comply with the Equal Opportunity Employment requirements. Any refusal of specialized training will not affect the Volunteer/Employee's job performance review or status/rank.

POLICY TITLE: **Pay Periods**
POLICY NUMBER: **2130**
APPROVAL DATE: **11/20/25**

2130.1 The salaries and wages of all District employees shall be paid semi-monthly, being the 15th day and the last day of the month.

2130.2 Volunteer staff will be paid on a "Call-Out" basis at a rate to be set by the Board of Directors. Total call-outs per staff member will be paid monthly at the end of the month. The Fire Chief will be responsible for sending in call-out reimbursement requests to the Inyo County Treasurer.

2130.3 The Inyo County Treasurer will be responsible for disbursing payment to individuals receiving monies each month.

POLICY TITLE: **Gifts**
POLICY NUMBER: **2155**
APPROVAL DATE: **11/20/25**

2155.1 An employee or their immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value;

2155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2155.1.3 Does not result in any kind of special or favored treatment;

2155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

POLICY TITLE: **Grievance**
POLICY NUMBER: **2180**
APPROVAL DATE: **11/20/25**

2180.1 This policy shall apply to all regular and volunteer employees in all classifications.

2180.2 The purpose of this policy is to provide a procedure by which employees may formally claim that they have been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps:

2180.4.1 Level I - Preliminary Informal Resolution: Any employee who believes they have a grievance shall present the evidence thereof orally to their immediate supervisor within fifteen (15) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within five (5)working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.4.2 Level II - Fire Chief: If the grievance has not been resolved at Level I, the grievant must present their grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the Fire Chief within thirty (30) working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement shall include the following:

a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;

b) The circumstances involved;

c) The decision rendered by the immediate supervisor at Level I;

d) The specific remedy sought.

2180.4.2.2 The Fire Chief shall communicate their decision within ten (10) days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. Time limits for appeal shall begin the day following receipt of the Fire Chief's written decision. Within the above limits, either party may request a personal conference with the other. If the Fire Chief does not respond within the time limits, the grievant may appeal to the next level.

2180.4.3 Level III - Board of Directors: In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Directors within ten (10) days. The statement shall include a copy of the original grievance; a copy of the written decision by the Fire Chief; and a clear, concise statement of the reasons for the appeal to Level III. This appeal should be filed with the District Administrator and the District office.

2180.4.3.1 The Board of Directors, as soon as possible at a regular monthly meeting of the Board, shall schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The Fire Chief may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2180.5.4 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

Appendix "A"

EMPLOYEE GRIEVANCE FORM

Southern Inyo Fire Protection District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

_____
_____
_____
_____
_____
_____

Circumstances involved:

_____
_____
_____
_____
_____
_____

Decision rendered by the informal conference:

_____
_____
_____
_____
_____
_____

Specific remedy sought:

_____
_____
_____
_____
_____
_____

POLICY TITLE: **Drug & Alcohol Free Workplace**
POLICY NUMBER: **2190**
APPROVAL DATE: **12/18/25**

2190.1 The Southern Inyo Fire Protection District has the responsibility to the general public which it serves, and to the members (employees) of the District including any subdivision, charter, or branch to assure such employees do not work for the District while under the influence of any substance which is either prohibited by law or has the ability to alter a person's mental or physical status which may compromise the safety of that person, fellow employees, or the general public. Any work situation that involves drug and substance use shall be handled with zero tolerance.

2190.1.1 Influence: To cause stupefaction, stimulation, or excitement by or as if by use of a chemical substance. An effect on the mind and/or body by substances which may result in unsafe behavior.

2190.1.2 Drug and Substance Use: Refers to the use of or dependence on a stimulant, depressant, chemical substance, herb (plant) or fungus leading to the effects that are detrimental to the individual's physical or mental health, or the welfare of others.

2190.1.3 Use of prescription drugs known to have impairment oriented side effects must be reported to a supervisor prior to the start of duties.

2190.2 The use, sale, possession, purchase, or transfer of drugs, alcohol and/or any other substances, including prescribed medications that may cause impairment, by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

2190.3 All District employees shall be provided training for recognizing drug and substance influence. The training shall include the employee's responsibilities for assuring a safe workplace, and the conditions of this policy.

2190.4 All prospective District employees are subject to a one time pre-employment drug and substance test to establish a baseline condition of existing use.

2190.4.1 Current employees may decline the initial one time drug screening without prejudice.

2190.4.2 All test information, both compliance and results, become part of the employee's file and will remain confidential.

2190.5 District employees may, at the District's discretion, be subject to drug testing for reasonable cause.

2190.5.1 Reasonable cause is determined whenever a person exhibits signs of "being under the influence" or when more than one piece of evidence leads to the belief that a person is being influenced by a substance as per 2190.2.

2190.6 Drug testing shall be limited to a urine analysis by a clinic or laboratory qualified to conduct such testing, unless federal, state, or local law dictates other drug testing methods.

2190.7 Whenever the District requests an employee to take a drug and substance test, the District shall be responsible for the costs of the tests. When the employee has tested positive and the employee wishes to challenge the results of the test or attempt to be reinstated to active duty, it will be at the employee' s expense.

2190.8 It is the responsibility of all District employees to report possible substance abuse and any person exhibiting signs of being under the influence, through the chain of command, as per 2190.2

2190.8.1 Reports pertaining to the District employees shall be handled by the Fire Chief. Law enforcement may take control whenever the situation took place in their presence or when requested to do so by the Fire District.

2190.8.2 All reports pertaining to non District employees shall be handled by law enforcement.

2190.8.3 All reports submitted under this policy must be supported by a signed statement from the person reporting their suspicions. The statement shall include all pertinent and objective information that supports the report.

2190.8.4 The Fire Chief shall investigate all substance abuse reports to insure validity and accuracy unless the Board of Directors appoints a Board Director or a commission.

2190.8.5 All reports shall be held confidentially unless superseded by federal, state, or county law.

2190.9 Disciplinary Action:

2190.9.1 A written warning will be used whenever circumstances of the incident are suspected to be linked to drug or substance use and there are no injuries or property damage. The employee will be suspended from work and required to complete a drug and substance abuse test. This warning will remain in the employee' s file for one year where it will then be dismissed if no further infractions of this policy occur.

2190.9.2 A final written warning may be issued if an employee has an existing written warning on file or the incident involves an injury or property damage. The employee will be suspended from work until a post incident drug and substance test is completed. The second warning will remain in the employee's file for one year when it will then be dismissed if no further infractions of this policy occur.

2190.9.3 Termination of employment should be used as a last resort. The employee shall be allowed to voluntarily seek counseling and/or entry into a twelve-step program, at the employee's expense, within thirty (30) days after the incident. The employee shall remain suspended from work until a drug and substance test is taken and proof of counseling and/or entry into a twelve-step program and a negative drug and substance test is submitted to the Fire Chief

2190.9.4 Immediate termination of employment is warranted whenever an employee is involved in an accident resulting in injuries, an OSHA reportable incident or property damage and when use is suspected as per section 2190.2 and refuses to take a drug test.

2190.9.5 Termination may also become effective if the Fire Chief has investigated and substantiated a report of drug or substance abuse and determines the employee has jeopardized any person's safety and the employee has failed to take corrective actions after receiving the first warning.

2190.10 Appeals:

2190.10.1 Any employee may appeal their disciplinary action in writing to the Fire Chief within thirty (30) days of the action. The Fire Chief shall submit the employee's request to the Board of Directors for action at the next regularly scheduled meeting. The employee shall be informed when the appeal will be heard by the Board of Directors and be allowed to speak to the Board of Directors when the item appears on the agenda.

2190.11 This policy shall become effective after adoption by the Governing Board of Directors.

CONSENT AND RELEASE FORM
DRUG/ALCOHOL TESTING

I hereby authorize Southern Inyo Fire Protection District, and any laboratories or medical facilities designated by Southern Inyo Fire Protection District, to perform a urinalysis test to detect the presence of alcohol and/or illicit drugs in my body. I further authorize the reporting of the results of such test(s) to Southern Inyo Fire Protection District Board of Directors and Fire Chief. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with the Southern Inyo Fire Protection District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may test the sample for adulteration.

This release form is valid for one time only.

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

Applicant/Employee Signature:_____ Date: _____

Fire Chief Signature: _____ Date: _____

Substance Abuse and Smoking Policy

Substance Abuse

The use of Alcohol, and controlled substances is prohibited. If anyone is found working and/or performing duties as a representative of the Southern Inyo Fire Protection District while intoxicated or under the influence of any controlled substance, that person(s) shall be immediately dismissed from the incident scene or place of work. It will be the responsibility of the Incident Commander or the highest ranking responder on scene to report such incidents involving substance abuse to the Fire Chief It will also be the responsibility of the Incident Commander or highest ranking responder to notify law enforcement if the incident of substance abuse has taken place on an emergency call. There will be no tolerance for substance abuse. A mandatory drug test will be required immediately and a suspension from duties will begin at time of incident for a length of time no less than 72 hours or until a personnel review is given by the Fire Chief Upon review, anyone testing positive for substance abuse will be suspended from service for a minimum of 1 year and a retest will be required before returning to service. Dismissal from duties may be requested by the Board of Directors at any time or if the retest results are positive.

Smoking

Smoking is prohibited while en route to a call-out and during an emergency call. Smoking is also prohibited during any contact of a patient and around the storage or use of oxygen. Smoking is prohibited in public buildings and schools. Personnel may smoke when not actively working an emergency call or training and must be a minimum of 50 feet from the storage and/or use of oxygen and other combustible sub stances. Anyone found disobeying this smoking policy will be given a verbal warning upon the first offense and a written warning on the second offense. A third infraction of this policy will result in a one month suspension from duties. A fourth infraction will result in a 1 year suspension or dismissal from services. A fifth infraction will result in dismissal from services.

I have read this policy and understand my responsibilities to report infractions of this policy to the Fire Chief. I also understand the punishment(s) for disobeying this policy.

Print Name: _____

Signature: _____

Date: _____

POLICY TITLE: **Tobacco Use**
POLICY NUMBER: **2195**
APPROVAL DATE: **4/16/26**

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.

2195.1.1 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.1.2 Employees are prohibited from smoking within fifty (50) feet of any District buildings or equipment and while actively engaged in providing services for the District.

2195.2 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District' s policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

2195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

POLICY TITLE: **Smoke-Free Workplace**
POLICY NUMBER: **2197**
APPROVAL DATE: **4/16/26**

2197.1 Smoking is prohibited within the buildings and facilities of the Southern Inyo Fire Protection District. Those who smoke are requested to do so outdoors, and to dispose of cigarette butts properly.

2197.2 Extra care should be taken when working around combustible materials, or out in the field.

2197.2.1 Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner.

2197.3 Smoking is not allowed in any District vehicles.

POLICY TITLE: **Pre-Employment Physical Examinations**
POLICY NUMBER: **2200**
APPROVAL DATE: **4/16/26**

2200.1 All individuals who are offered full-time, temporary, part-time, or volunteer employment shall be required to submit to a physician's examination at District expense. The examining physician will be provided a description of the job involved to assist in determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2200.2 Retesting of an individual who was previously employed on a temporary, part-time, full time, or volunteer basis will be required if more than three months have elapsed since the individuals last day of work for the District.

2200.3 When the individual to be tested reports to the medical facility for the scheduled examination, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

2200.4 All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the employee and the Fire Chief shall have access to the actual test results.

POLICY TITLE: **Sexual Harassment**
POLICY NUMBER: **2210**
APPROVAL DATE: **4/16/26**

2210.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

2210.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2210.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2210.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2210.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

2210.3 Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.3.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading works to describe the person, or propositions of a sexual nature.

2210.4 Policy Publicizing: All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at the time by the Fire Chief

2210.6 Complaint Process: Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.6.1 An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred; the employee is free to file their complaint with any supervisory employee or if the immediate supervisor is the Fire Chief it may be filed with the Board Chairperson.

2210.6.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy# 2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee or with the Chairperson of the Board of Directors if the employee's immediate supervisor is the Fire Chief and the Fire Chief is unavailable or personally involved in said complaint.

2210.7 Complaint Response Process: Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to the Fire Chief.

2210.7.1 Within twenty-four (24) hours of the filing of a formal or informal complaint, even if it is withdrawn. The investigation shall be conducted by the Fire Chief.

2210.7.2 A written record of any investigation of an alleged sexual harassment shall be maintained.

2210.7.3 All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

2210.7.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of his/her right prior to the commencement of such discussions.

2210.8 Disciplinary Procedures and Sanctions: Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the Fire Chief against the harasser where sexual harassment is found.

2210.8.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment.

2210.8.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.

2210.8.3 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

POLICY TITLE: **Harassment**
POLICY NUMBER: **2215**
APPROVAL DATE: **6/25/26**

2215.1 Southern Inyo Fire Protection District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy# 2210) and harassment because of race, sex, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District, including supervisors and co-workers.

2215.2 Harassment because of race, sex, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

2215.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations or comments;

2215.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photographs, cartoons, drawings, or gestures;

2215.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis; and,

2215.2.4 Retaliation for having reported or threatened to report harassment.

2215.3 This policy applies to any web-based and mobile technologies, including but not limited to email, texting, messaging, social networking, blogging, and micro-blogging through platforms like Facebook, LinkedIn, Twitter, and YouTube.

2215.4 If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor or the Fire Chief as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness (es).

2215.4.1 Staff receiving harassment complaints will refer them immediately to the Fire Chief or the Chairperson of the Board of Directors (in the event the complaint involves the Fire Chief), who will undertake an immediate thorough and objective investigation of the harassment allegation(s).

2215.5 If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for

harassment will be subjected to appropriate disciplinary action, up to and including termination. Appropriate action will be taken to remedy any loss to the employee resulting from the harassment and complainant will be notified that appropriate action has been taken. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

2215.6 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

POLICY TITLE: **Confidentiality**
POLICY NUMBER: **2217**
APPROVAL DATE: **6/25/26**

2217.1 Intent

2217. 1.1 This policy is to establish procedure for maintaining confidentiality of information protected by Local, County, State, and Federal Laws pertaining to medical information, personal identification, and other sensitive information.

2217.1.2 This policy does not exempt the Fire District or its staff from the responsibilities inherited by any law governing the protection of medical, personal, and government classified information.

2217.2 Background

2217.2.1 In the course of providing services as described in the Health and Safety Code, Fire District Law of 1987, the Southern Inyo Fire Protection District may collect information from anyone directly or indirectly receiving services from the Fire District.

2217.2.2 Information gathered in the course of providing services to the public may be used to document the occurrence of the emergency or non-emergency event, provide evidence of services rendered, billing for services rendered, preplanning, or enforcement purposes.

2217.2.3 Information may be collected on paper forms, computers, or recording devices, such as voice recorders and cameras, as approved by the Fire Chief.

2217.3 Policy

2217.3.1 Information Collection

2217.3.1.1 Any person working for the Fire District who directly or indirectly is involved in the delivery of services rendered by the Fire District, whether for emergency purposes or otherwise, is considered to be a representative working for the Fire District. Additionally, any Fire District staff or Board Member, regardless of duty status, may be perceived as actively engaging as a representative of the Fire District at any time.

2217.3.1.2 All information collected for the purpose of billing for services rendered, investigation for cause, issuing permits, or for code enforcement, is property of the Fire District. Persons as described in

2217.3.1.1 are responsible to hold such information in trust of the Fire District and will immediately deliver all said information to the Fire Chief for proper processing.

2217.3.1.3 Use of personal recorders and cameras used to collect information about any person to whom the Fire District is directly or indirectly rendering services are strictly prohibited without the direct consent of the Fire Chief or an incident commander. In the event that consent is given to use personal recorders or cameras, that information becomes property of the Fire District as described in section 2217.3.1.2.

2217.3.1.4 All papers, forms, or other documents used to collect information about the person or persons to whom the Fire District is directly or indirectly rendering services is property of the Fire District as described in section 2217.3.1.2.

2217.3.1.5 Use of electronic devices to photograph people who are either directly or indirectly receiving service from the Fire District is strictly prohibited without written consent from the person or persons involved.

2217.3.2 Information Storage

2217.3.2.1 All information collected as described in this policy will be stored at the Fire District's main office. No employee of the Fire District will hold or store information as described in this policy on any personal electronic device or in paper form without authorization of the Fire Chief.

2217.3.3 Information Security

2217.3.3.1 All information collected by all forms of media shall be stored at the Fire District office. Information will be made available by the Fire Chief by request as prescribed by law.

2217.3.3.2 Sharing of personal information is restricted to direct consent of the person whose information is being requested and such consent must be in writing.

2217.3.3.3 Transfer of medical information is restricted as prescribed by the HIPAA law.

2217.3.3.4 Any response to a request from the public to obtain specific information from the Fire District must be carefully edited to ensure confidentiality, by obscuring personal information, such as but not limited to names, addresses, financial account numbers, and social security numbers. Furthermore, any request for information from the public may also be restricted or prohibited by HIPAA law.

2217.3.4 Violations and Disciplinary Action

2217.3.4.1 All violations of this policy will be investigated by the Fire Chief and/or the Board of Directors.

2217.3.4.2 Punitive action will be weighed against the nature of the violation and damages incurred.

2217.3.4.2.1 Disciplinary action may include written corrective action against the staff member for minor offenses. Serious offenses may include termination from employment. Additionally, the violator may be subject to punitive action as described by applicable law.

2217.3.4.3 Record of any violation of this policy will remain in the employee's personnel record for a minimum of one year. A second violation of this policy within one year will result in termination of employment with record of the violations permanently maintained in the employee's personnel file.

2217.3.5 Appeals

2217.3.5.1 Employees that receive disciplinary action under this policy may request an appeal within thirty days of the action.

2217.3.5.2 Employees must make a request to appeal disciplinary action to the Fire Chief who will arrange for the issue to be added to the next regular meeting of the Board of Directors.

2217.4 Effective Date

2217.4.1 This policy will become effective thirty days after Board approval.

POLICY TITLE: **Affirmative Action**
POLICY NUMBER: **2220**
APPROVAL DATE: **6/25/26**

2220.1 It is the policy of the Southern Inyo Fire Protection District that there shall be no discrimination because of race, sex, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.2 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy# 2180, or complaints to regulatory agencies.

POLICY TITLE: **Equal Opportunity**
POLICY NUMBER: **2225**
APPROVAL DATE: **6/25/26**

2225.1 The District employs persons having the best available skills to efficiently provide high quality service to the public.

2225.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

2225.2.1 Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, sex, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation , or any other factor unrelated to job performance.

POLICY TITLE: **Nepotism**
POLICY NUMBER: **2230**
APPROVAL DATE: **6/25/26**

2230.1 It is the policy of Southern Inyo Fire Protection District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, and brother.

2230.1.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

POLICY TITLE: **Outside Employment**
POLICY NUMBER: **2240**
APPROVAL DATE: **6/25/26**

2240.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

2240.1.1 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2240.1.2 The nature of the additional or outside employment is such that it reflects unfavorably on the District; or,

2240.1.3 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.2 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

2240.3 All employees shall notify the District, in writing of all outside employment within 30 days of accepting employment with the outside employer.

POLICY TITLE: **Separation from District Employment**
POLICY NUMBER: **2250**
APPROVAL DATE: **09/17/26**

2250.1 Resignation: To leave District service in good standing, an employee must file a written notice of termination with the Fire Chief at least two (2) weeks before the effective date. The Fire Chief may, however, grant good standing with less notice if they determine the circumstances warrant. Resignations may not be withdrawn without the Fire Chief's approval.

2250.2 Dismissal of Employees: An employee may be dismissed at any time by the Fire Chief for cause, and after consulting with District Legal Counsel.

2250.2.1 The following shall constitute sufficient cause for dismissal:

2250.2.1.1 Conviction of a felony;

2250.2.1.2 Fraud in securing employment;

2250.2.1.3 Misappropriation of District funds or property;

2250.2.1.4 Intentional or gross misconduct; and,

2250.2.1.5 Failure to respond or improve regarding an item specified in #2260.2, "Grounds for Discipline", of Policy# 2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

2250.2.1.6 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

2250.2.2 A probationary employee may be dismissed at any time during a probationary period without the right of appeal or hearing. In case of such dismissal, the Fire Chief shall notify the dismissed probationary employee in writing that they are being separated from District service.

2250.2.3 Dismissal of the Fire Chief or District Administrator shall be as outlined in the employment agreement between the Fire Chief and the District.

2250.3 Notice of Dismissal: All employees shall be provided with a notice of dismissal. This notice shall be prepared by the Fire Chief after the consultation with District Legal Counsel and shall contain the following:

2250.3.1 A description of the proposed action and its effective date or dates and in the case of an employee, the ordinance, regulation or rule violated;

2250.3.2 A statement of the acts or omissions upon which the action is based;

2250.3.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; .and,

2250.3.4 In the case of an employee, a statement advising the employee of the right to file an appeal as provided in # 2250.4 of this policy.

2250.4 Procedures for Disciplinary Action and Dismissal of Employees:

2250.4.1 An employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the Fire Chief within five (5) working days of the date of the notification. The Fire Chief shall then schedule an informal hearing at which the employee may answer the charges against them, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The Fire Chief shall issue their opinion and decision within ten (10) working days of the hearing and may, if the Fire Chief finds that the dismissal was not justified, order a less severe disciplinary action, or may order the employee reinstated.

POLICY TITLE: **Confidentiality Regarding Resignations**
POLICY NUMBER: **2251**
APPROVAL DATE: **09/17/26**

2251.1 To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's or Fire Chief or District Administrator's resignation from the District.

2251.1.1 This policy is a public record which the District must release upon request.

POLICY TITLE: **Letters of Recommendation**
POLICY NUMBER: **2255**
APPROVAL DATE: **09/17/26**

2255.1 The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by the individuals in their capacity as District employees or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the Fire Chief will approve all recommendations before dissemination.

2255.1.1 The Fire Chief shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees other than themselves. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Fire Chief.

2255.1.2 At their discretion, the Fire Chief may refuse to give a recommendation. Any recommendation they give shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

2255.1.3 An employee has the right to appeal, in keeping with the Board's appeal policy.

POLICY TITLE: **Disciplinary Action**
POLICY NUMBER: **2260**
APPROVAL DATE: **09/17/26**

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Fire Chief may discipline any employee for cause.

2260.2 Grounds for Discipline:

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or the use of illegal or non-prescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Disorderly conduct.

2260.2.5 Incompetence or inefficiency.

2260.2.6 Being wasteful of material, property, or working time.

2260.2.7 Violation of any lawful or reasonable regulation or order made and given by an employee' s supervisor, insubordination.

2260.2.8 Neglect of duty.

2260.2.9 Dishonesty.

2260.2.10 Misuse of District property.

2260.2.11 Willful disobedience.

2260.2.12 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the letter at the time of presentation, asthis signature signifies only receipt of the document, not agreement to the contents. The employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the Fire Chief within five (5) working days of the date of the notification. The Fire Chief shall then schedule an informal hearing at which the employee may answer the charges against them, present any mitigating evidence, or otherwise

respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The Fire Chief shall issue their opinion and decision within ten (10) working days of the hearing and may, if the Fire Chief finds that the dismissal was not justified, order a less severe disciplinary action, or may order the employee reinstated.

2260.4 All negative evaluations or letters of discipline shall remain part of the employee's personnel file. Negative evaluation shall not be used by the Fire Chief in decisions to dismiss if the performance has improved or the action which merited a disciplinary action has not recurred, for a period of at least one year.

2260.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the Fire Chief after consultation with the District Legal Counsel and shall contain the following:

2260.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation; or rule violated;

2260.5.2 A statement of the acts or omissions upon which the action is based;

2260.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request.

2260.5.4 A statement advising the employees of the right to request a hearing as provided in paragraph 2250.4 of Policy# 2250, "Separation from District Service";

2260.5.5 A date by which time the employee must respond in writing if they wish to contest the action.

2260.6 All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

POLICY TITLE: **District Vehicle Usage**
POLICY NUMBER: **2290**
APPROVAL DATE: **09/17/26**

2290.1 This policy applies to employees who drive District vehicles to and from work.

2290.1.1 During working hours, extraneous trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

2290.1.2 Other than the forgoing uses, District vehicles will not be used for any personal purposes without prior approval. This means that weekend or after hours trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted without the approval of the Fire Chief or designee.

POLICY TITLE: **Social Media**
POLICY NUMBER: **2300**
APPROVAL DATE: **02/19/26**

2300.1 Purpose: The purpose of this policy is to make employees and other persons who use Southern Inyo Fire Protection District (hereinafter "District") technology aware of their responsibilities when using social media. Employees should be aware of the potential consequences of violating this policy whether on or off duty. The purpose of this policy is also to protect the interests of the District, the privacy of employees, and protect private information about members of the public served by the District where applicable. This policy is also intended to ensure efficient use of employee time and to minimize distractions from an employee's assigned tasks and duties and to assist employees in making informed decisions concerning the appropriate use of social media. What is said online comes under close scrutiny by others, especially when a communication involves public employees. This policy is intended to protect employees from unintended consequences of inappropriate social media posts and protect the District from harm to its reputation that can result from such posts. This policy also establishes that only authorized individuals are permitted to post on the District's official media sites or speak on behalf of the District when posting on social media.

2300.2 Scope: This policy applies to all District employees (including but not limited to volunteer first responders) whether on or off duty, regardless of using District or personal technology, and to any person using District equipment (phones, computers, networks, internet connections, etc.). For purposes of this policy, the term "Social Media" includes websites and applications that enable users to create and share content or participate in social networking. Nothing in this policy should be construed as denying employees their civil or political liberties under the U.S. and State of California Constitutions. Nothing in this policy is intended to interfere with any rights under the National Labor Relations Act.

2300.3 Official District Social Media Accounts:

2300.3.1 The establishment of any District social media account must be authorized by the Board of Directors (hereinafter "Board"). Any questions regarding District Social Media accounts should be directed to the Board.

2300.3.2 Posting on District Social Media sites may only be executed by authorized users (hereinafter "Authorized Users"), as determined by the Board.

2300.3.3 Annually, each officer shall provide the Board with a list of Authorized Users. Any changes in the status of an Authorized User must be coordinated with the Board.

2300.3.4 When using official Social Media, Authorized Users shall comply with the commenting policy set forth in the attached Exhibit A.

2300.3.5 Employees who are responsible for maintaining and posting on any District approved Social Media site must have knowledge of the District's record retention obligations and comply with those obligations. In general, there are very limited circumstances in which content posted on District Social Media sites should be deleted by District employees.

2300.3.6 The Board should be consulted for further guidance prior to content being deleted other than in keeping with the policy described in Exhibit A.

2300.4 Social Media Usage at Work

2300.4.1 Social Media use shall not interfere with the performance of job duties.

2300.4.2 No person shall use District-issued electronics (desktops, laptops, cell phones, etc.) to post, view, or engage with Social Media unless they are an Authorized User or the usage is specifically permitted as a part of that person's job duties.

2300.4.4 Authorized Users are expected to comply with "Terms of Use" of social media platforms.

2300.5 Prohibited Conduct: Prohibited conduct for both on-duty and off-duty conduct as applicable, is set forth below. This includes, but is not limited to the following behavior on Social Media:

2300.5.1 Disclosure of confidential information, proprietary information, and/or information that is prohibited from release by law.

2300.5.2 The use of an employee's or any District email address to register on social media or other online tools utilized for personal use.

2300.5.3 Sharing content that is sexual, obscene, violent, or pornographic in nature, in connection with any reference to the District or the individual's employment with the District.

2300.5.4 Conduct or encourage illegal activity.

2300.5.5 Promote, foster or perpetuate discrimination on the basis of age, race, color, creed, religion, national origin, ancestry, disability, marital status, familial status, sex, gender identity or expression, sexual orientation, or military status.

2300.5.6 Threaten, intimidate, or harass any individual.

2300.5.7 Incite or promote violence.

2300.5.8 Defame any individual, group or organization.

2300.5.9 Share information or images that reasonably could compromise individual or public safety, or privacy rights.

2300.5.10 Attribute personal statements, opinions, or beliefs to the District or do anything to give the false impression that the employee is representing the District in such personal statements.

2300.5.11 Conduct public business or make official statements as a representative of the District via personal social media accounts (including private or direct messages), unless so authorized.

2300.5.12 Retaliating for reporting a possible violation of this policy or for cooperating in an investigation.

2300.5.13 Post statements or images that disrupt District operations.

2300.6 Advisements

2300.6.1 Employees assume any and all risk associated with their off-duty personal/private blogging and use of social media. Remember, what is shared may be available permanently and publicly—even if you think you did not share it publicly or attempt to modify or delete it.

2300.6.2 Statements made on social media that affect the workplace may be investigated under any relevant District policy including, but not limited to, the use District-owned property policy, anti-harassment/sexual harassment/non-discrimination policies, computer usage policy, and the equal employment opportunity policy.

2300.6.3 Work-related complaints are more likely to be resolved in the workplace than by posting on social media. The District encourages employees to follow the applicable internal complaint procedures rather than using Social Media to voice work-related complaints.

2300.6.4 If an employee can be easily identified with, or identifies himself or herself as, a District employee on a social media profile, the employee is encouraged to make clear that the views expressed on the account are their own and do not reflect the views of the District. However, the use of such a disclaimer does not prevent statements or posts from being the basis of disciplinary action. Employees are not absolved of their responsibility to comply with this policy simply by using such a disclaimer.

2300.6.5 Communications related to public business may meet the definition of a record under California Public Records Law (and therefore possibly be subject to review and release) even if the communication is on the employee's personal account.

2300.6.6 This policy may be amended from time to time.

2300.6.7 Employees are expected to comply with the law and all other District policies when using social media platforms.

2300.7 Consequences of a Policy Violation

2300.7.1 Violation of this policy may subject the employee to disciplinary action up to and including termination.

2300.7.2 Violations of law or other policies that occur through social media usage may also result in disciplinary action up to and including termination.

2300.8 Acknowledgment

2300.8.1 I hereby acknowledge that I have received, read, and understand the Southern Inyo Fire Protection District Social Media Policy and its Exhibit A.

_____ _____

Applicant Signature Date

_____

Print Name

2300.9 EXHIBIT A of the Social Media Policy Moderation of Third Party Content on District Social Media Sites

The Southern Inyo Fire Protection District uses a variety of social media platforms to inform the public about the latest news, activities, programs, projects, and events happening in the District and is intended to serve as a means of communication between the District and the public. Our goal is to share ideas and information with as many individuals as possible and our policy is to accept the majority of comments made to District social media pages.

All comments posted to any of the District's social media sites will be monitored. Comments should be related to the posted topic for the District's social media page or post. The District's social media accounts are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service requests. Social media platforms utilized by the District shall not contain any of the following, and the District reserves the right to remove or hide comments containing any of the following elements as soon as possible:

- Contains profane language or obscene content
- Contains sensitive personal information (medical information, social security numbers, etc.)
- Conducts or encourages illegal activity
- Promotes, fosters or perpetuates discrimination on the basis of age, race, color, creed, religion, national origin, ancestry, disability, marital status, familial status, sex, gender identity or expression, sexual orientation, or military status
- Threatens, harasses, or is a personal attack against any individual
- Incites or promotes violence
- Defames any individual, group or organization
- Contains information that reasonably could compromise individual or public safety
- Unsolicited business proposals or endorsements/promotion of commercial services, products, or entities
- Directly promotes or opposes a candidate for political office

Appeals regarding the removal or hiding of any comments containing the above elements can be submitted to the Board.

A lack of response shall be considered a denial of an appeal. Notwithstanding the foregoing, the District is not obligated to take such actions, and the District disclaims any and all responsibility and liability for materials that the District deems inappropriate for posting which cannot be removed or hidden in an expeditious and otherwise timely manner.

A comment posted by a member of the public on a District social media site is the opinion of the commentator or poster only, and the posting of a comment does not imply endorsement

of, or agreement by, the District, nor do such comments necessarily reflect the opinions or policies of the District.

The District neither guarantees the authenticity, accuracy, appropriateness nor security of external links, websites, or content linked thereto. Any content posted to this site is subject to public disclosure.

This comment policy is subject to amendment or modification at any time.

POLICY TITLE: **Injury and Illness Prevention Program**
POLICY NUMBER: **3010**
APPROVAL DATE: **10/15/26**

3010.1 Policy

Southern Inyo Fire Protection District (SIFPD) will maintain a safety and health program conforming to the best practices of other fire districts of this type. To be successful, such a program must embody proper attitudes toward injuries and illness prevention on the part of managers, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and their coworkers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. All employees are required to comply with the District's safety and health policies and practices. This includes employees at every level and in all positions within the District.

Southern Inyo Fire Protection District (SIFPD) has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders.

3010.2 Responsibility

SIFPD is committed to the safety and health of employees in the course of performing their work. Under the IIPP, the District holds the Board of Directors, Fire Chief, Assistant Chief, Battalion Chiefs and Captains responsible for the safety of employees and volunteers in their charge.

3010.2.1 Board of Directors

The Board has the ultimate responsibility and authority to:

- Review and formally adopt the IIPP.
- Allocate resources to appropriately implement IIPP elements.
- Monitor IIPP implementation efforts by periodically requesting an update of IIPP activity be included as an agenda item for Board meetings.
- Approve program additions.

3010.2.2 Fire Chief

The Fire Chief has the responsibility to:

- Act as liaison between the day-to-day operations of the safety program and the Board by providing periodic updates of IIPP activity at board meetings.

- Allocate resources to appropriately implement IIPP elements.
- Ensure the IIPP is updated regularly.
- Hold all staff accountable for completing responsibilities outlined below.

3010.2.3 IIPP Administrator

The Fire Chief or Assistant Chief will act as the Safety Officer, who is the designated IIPP administrator and has the responsibility to:

- Coordinate and/or conduct safety training related to general safety policies, rules, and work practices.
- Coordinate scheduled workplace inspections of all facilities.
- Conduct periodic safety inspections of all facilities.
- Identify or evaluate reported hazards and unsafe working conditions.
- Facilitate correction of all identified hazards and unsafe working conditions in a timely manner.
- Ensure accident investigations are completed, and corrective action is followed up in a timely manner.
- Ensure that personnel know, understand and follow established safety guidelines
- Maintain all safety-related documentation including training records, inspections, corrective action, and safety communication.
- Creates an annual report of accident investigations and safety inspections for board review
- Ensure equipment is maintained in good condition.
- Provide the necessary personal protective equipment and train personnel in its use.

3010.2.6 Employees/Volunteers

Employees/volunteers have the responsibility to:

- Follow all written and verbal safety instructions.
- Report all injuries, no matter how minor, to their supervisors.
- Accomplish their duties using safe work practices.
- Coach fellow employees on safe work practices, whenever appropriate.
- Notify a supervisor in the event of an observed unsafe condition or unsafe act.
- Perform only authorized jobs.

3010.3 Compliance

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and for assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the provisions of our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices. Disciplinary procedures are outlined in the Standard Operation Procedures.
- Ensure employee's are given employee handbook in both print and digital format and ensure that employees sign the appropriate form acknowledging they have received and read the handbook

3010.4 Communication

3010.4.1 SIFPD recognizes that open, two-way communication between management and staff on health and safety issues is essential for an injury-free, productive workplace. The District will use the following systems of communication designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

3010.4.2 Employee Safety Meetings

The IIPP administrator will ensure that employee safety meetings are held on a annual basis or as needed. The main focus of these meetings will be on relevant safety-related information to further inform and educate employees on safe work practices.

Documentation of all safety meetings and a list of employees in attendance will be maintained on file for a period of no less than three years.

3010.4.3 Notification Procedures

It is the responsibility of each employee to immediately inform his/her manager, supervisor, or the IIPP administrator of any hazards, unsafe conditions, or unsafe work practices in the work site. Employees are also encouraged to direct any questions or concerns regarding safety issues to their manager, supervisor, or the IIPP administrator without fear of reprisal in any form.

3010.4.4 Postings

A safety bulletin board will be used to post safety-related information accessible to all employees. The safety bulletin board consists of:

- Emergency phone numbers (e.g., police, fire, etc.).
- Emergency evacuations maps.
- Names and phone numbers of the IIPP administrator and other designated after-hours contacts.
- Complete set of required federal and state employee posters.

3010.5 Safety Committee

In the event that a Safety Committee is deemed necessary, the Safety Committee will be made up of a Safety Officer and two employees. Each employee will remain on the safety committee for a period of one year, unless they desire to serve longer. This committee will meet a minimum of one time per month. There will be an agenda, minutes and a general informational report to all employees of the District at the regularly scheduled monthly staff meetings, in addition to the duties listed in the "Responsibility" section. Otherwise, the Safety Officer will perform the following duties:

3010.5.1 Hazard Assessment

Periodic inspections provide a method of identifying existing or potential workplace hazards so they can be eliminated or controlled.

The Fire Chief will ensure completion of documented safety inspections each year to help identify hazards and unsafe working conditions and practices. These inspections will be performed using a "Safety Inspection Checklist."

In addition, the IIPP administrator will ensure an inspection is conducted when new substances, processes, procedures, or equipment that presents potential new hazards are introduced into the workplace.

Employees are encouraged to report possible hazardous situations and are assured that their reports will be given prompt and serious attention without fear of reprisal. Whenever possible, it is the intent of the District to immediately abate any hazard that gives rise to a risk of imminent harm.

3010.5.2 Accident Investigation

All accidents and injuries must be reported immediately, by telephone or in person, to the Fire Chief or the IIPP administrator. Investigation of workplace accidents and hazardous substance exposures will be performed in a timely manner by the IIPP administrator.

Investigations will be conducted using an Accident Report Form. The following steps should be taken when performing an accident investigation:

- Visit the accident scene as soon as possible.
- Interview injured employees and witnesses.
- Examine the workplace for factors associated with the accident/exposure.
- Determine the cause of the accident/exposure.
- Take corrective action to prevent the accident/exposure from recurring.
- Record the findings and corrective actions taken on the "Accident Investigation Form."

All documentation of the accident investigation will be maintained by the IIPP administrator.

Thorough investigation of all accidents, illnesses, and near misses will help the District identify causes and needed corrections and can help determine why and where accidents occur and any accident trends. Such information is critical to preventing and controlling hazards and potential accidents.

3010.5.3 Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

3010.5.3.1 When Observed or Discovered

The District will let employees know that a hazardous situation was corrected (or was not hazardous), thereby creating a system by which employees continue to report hazards promptly and effectively.

3010.5.3.2 When an Imminent Hazard exists that cannot be immediately abated without Endangering Employee(s) and/or Property

The District will remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary personal protective equipment.

All actions taken for hazard correction shall be dated, documented, and maintained for a period of no less than five years.

3010.5.4 Training and Instruction

Awareness of occupational safety and health hazards and knowledge of how to prevent or control such hazards is essential to a safe and healthful work environment in this District, and the policy of this District requires that safety training be given to the following:

- All employees when the IIPP is first established.
- All new employees thereafter.
- All employees given a new job assignment for which training has not previously been provided.
- Any employee affected by the introduction of new substances, procedures, or equipment into the workplace.
- All affected employees when new or previously unrecognized hazards are discovered.
- Supervisors to familiarize them with safety and health hazards to which employees under their immediate direction and control may be exposed.

Safety and health training will be designed to instruct all employees on the potential hazards associated with particular jobs, job practices, and operations. All safety and health training will be documented. Documentation will include:

- Employee's name
- Training date
- Type of training
- Person, company, or organization providing the training

The District will maintain all safety-related training documentation for a period of no less than five years.

Training and instruction will be provided to groups or individually in the following ways:

- Formal and informal safety meetings and discussions.
- Distribution and review of the IIPP.
- Other written communications, programs, and postings.
- Other methods as applicable to providing instruction in a form readily understandable to all affected employees.

3010.5.5 Record Keeping

The District documents the implementation and maintenance of the IIPP in the following manner:

- Documentation of all safety and health training for each employee, including the employee's name, training dates, type of training, and

training providers, is maintained on file for a period of no less than five years.
- Documentation of inspections, including the person(s) conducting the inspection and the unsafe conditions and work practices that have been identified, is maintained on file for a period of no less than five years.
- Documentation of the action taken to correct the identified unsafe conditions and work practices is maintained on file for a period of no less than five years.
- Documentation of accidents, illnesses, and near-misses that identify the root cause and corrective action taken is maintained on file for a period of no less than five years.

3010.5.5.1 Cal/OSHA Logs

It is the policy of the District to maintain a log of all recordable occupational injuries and illnesses as required by the Occupational and Safety and Health Act of 1970.

3010.5.5.2 Cal/OSHA 300 Logs

Cal/OSHA 300 logs will be maintained and retained for five years following the end of the calendar year to which they relate. They will be made available for inspection and copying by representatives of the Department of Labor, or the Department of Health and Human Services. Also, employees and former employees and/or their representatives will be allowed access to the log. The Cal/OSHA 300A Summary will be posted each year in the District office from February 1 through April 30.

POLICY TITLE: **Return to Work After Serious Injury or Illness**
POLICY NUMBER: **3015**
APPROVAL DATE: **10/15/2026**

3015.1 The purpose of this policy is to ensure that employees who return to work after a serious injury or illness are physically and mentally capable of performing the essential functions of the position with or without accommodations to which they are returning.

3015.2 This policy applies to all employees of the District.

3015.3 A serious injury or illness, or surgery is defined as one that results in the employee being absent from work and one which may limit the employee' s future performance of the essential functions of their regular duties or assignments.

3015.4 As a joint protection to the employee and the District, employees who have been absent from work because of serious illness or injury may be required to obtain a doctor's release or provide a personal affidavit with release of liability, specifically stating that the employee is capable of performing the essential functions of their normal duties or assignments.

3015.5 Employees returning from a serious injury or illness may be required to demonstrate, to the satisfaction of the District, their ability to successfully perform the physical or mental essential functions of the position with or without accommodation to which they are returning or where required under Americans with Disabilities Act (ADA).

POLICY TITLE: **Budget Preparation**
POLICY NUMBER: **3020**
APPROVAL DATE: **10/15/2026**

3020.1 The purpose of this policy is to provide a public and transparent process for the annual budget of the District.

3020.2 This budget shall reflect the best estimates of incomes and expenditures.

3020.3 The Treasurer shall have general responsibility for the preparation and submission of the annual budget. Should this position be vacant or the Treasurer is unable to perform this duty, the Board Chairperson shall appoint this duty to any other Board Member.

3020.4 Schedule of events:

3020.4.1 May: Budget Committee develops a preliminay budget.

3020.4.2 June Board Meeting: Board review/approval of preliminary budget for submission to County.

3020.4.3 July Board Meeting: Agendize final budget for public review/comment.

3020.4.4 August Board Meeting: Board review/approval of final budget for submission to County.

3020.4.5 June Board Meeting: Final approval of budget.

3020.5 The budget must be balanced with any funds drawn from reserves, undesignated funds and/or accumulated capital outlay accounts clearly identified.

3020.6 All budget deficiencies must be identified and balanced before the expenditure is authorized.

3020.7 With a majority approval of the Board, the Budget Committee may be given discretionary authority to modify and adopt budget changes that reflect changes to income or spending necessities.

3020.8 Expenditures against any account may not exceed budgeted levels without Board approval and a prior adjustment to the budget.

POLICY TITLE: **Fixed-Asset Accounting**
POLICY NUMBER: **3030**
APPROVAL DATE: **11/18/08**

3030.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3030.2 An accounting, or inventory, of all fixed assets shall be conducted on a bi-annual basis, completed by August, following the same timeline as the Inyo County Audit. After conclusion of said inventory, the General Manager/Fire Chief shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

3030.3 Applicable purchases for inclusion in said accounting shall be the following:

3030.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than $300.

3030.3.2 All land and building acquisitions regardless of price; and,

3030.3.3 Additions or major improvements to the District's service infrastructure.

3030.4 When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3030.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said recording shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.6 Applicable information to be maintained in said inventory records shall include at least the following:

3030.6.1 Asset number;

3030.6.2 Description;

3030.6.3 Manufacturer's serial number;

3030.6.4 Storage location;

3030.6.5 Original cost;

3030.6.6 Acquisition date;

3030.6.7 Life expectancy; and,

3030.6.8 Classification code (e.g., office equipment, vehicle, etc.)

POLICY TITLE: **Expense Authorization**
POLICY NUMBER: **3040**
APPROVAL DATE: **05/15/25**

3040.1 All purchases made for the District by staff shall be authorized by the Fire Chief and District Administrator, and shall be in conformance with the approved District Budget.

3040.2 Any commitment of District funds for a general purchase or expense greater than $500.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations. Maximum $2500.00 per vehicle for purchase or maintenance is pre-authorized by the Board of Directors.

3040.3 A "petty cash" fund shall be maintained by the District office having a balance on-hand maximum of $300.00.

3040.3.1 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Administrator, and any remaining advanced funds shall be returned. Receipt showing debit of advanced funds signed by requesting party shall be kept by the District4 Administrator until reconciliation.

3040.3.2 No personal checks shall be cashed in the petty cash fund.

3040.3.3 The petty cash fund shall be included in the District's independent accounting audit.

3040.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by a valid receipt, said expended cash may be reimbursed upon request from the District's petty cash fund. Others shall be reimbursed via County warrants through regular payment procedures.

POLICY TITLE: **Credit Card Policy**
POLICY NUMBER: **3041**
APPROVAL DATE: **4/19/24**

3041.1 To provide guidelines for personnel while conducting business or training, the use of the Southern Inyo Fire Protection District credit card, and personal credit cards.

3041.2 Scope.

3041.2.1 Elected District officials; and

3041.2.2 All District employees and volunteers.

3041.3 Policy

District Board members and District employees are occasionally required to travel out of town to conduct District business, or to attend training. Out of town travel is usually defined as travel outside of the boundaries of the District.

The Board of Directors preapproves necessary travel expenses to the Fire Chief's meeting and the EMCC meeting. The Chief additionally has authority to spend the current year's travel budget.

All District credit card purchases made by board members must be approved in advance by the Board of Directors. Necessity, feasibility, cost, and benefit will all be taken into consideration.

3041.4 Procedure. This policy establishes the procedures concerning authorized expenses utilizing a District credit card.

3041.4.1 Submission of credit card receipts:

Reimbursement for expenses or personal credit card use incurred on behalf of the District shall be itemized on an expense reimbursement form available from the District Administrator. Individuals are expected to submit expense claims and/or credit card receipts as soon as possible. Each claim or charge receipt must clearly indicate the date, nature of expense, amount claimed or charged, and have your signature.

3041.4.2 The following procedures apply to District credit card transactions:

3041.4.2.1 If the employee is provided a District credit card for expenses, the employee is required to retain and submit original copies of all items charged to the card.

3041.4.2.2 The appropriate manager is responsible for authorizing credit card use in accordance with provisions of this policy and other District policies including expense authorization (Policy #3040).

3041.4.3 The following are acceptable credit card charges as allowed under 3040:

3041.4.3.1 Air (or common carrier) fare for trips involving an appreciable distance;

3041.4.3.2 Hotel rooms, reimbursed at the single rate unless all occupants are authorized for travel;

3041.4.3.3 Rental cars, airport limousine service, etc. as authorized. Employees are directed to purchase the liability insurance whenever an employee rents a car. The cost for the car rental liability insurance will be covered by the District any time an employee has been authorized to rent a car.

3041.4.3.4 Internet purchases for items, services, hotel rooms, air fare, and license fees for district business must be made with prior Board of Director's approval. Reimbursement for all purchases conducted over the Internet must be claimed on the applicable reimbursement form and a transaction receipt must be attached.

3041.4.4 Non-reimbursable Expenses:

3041.4.4.1 Purchase of alcoholic beverages or any personal expenditures, i.e. room videos, barber, shoeshine, travel insurance, purchase of toiletries, fines for traffic violations, damages to employee's car, excess of the allowable meal expense;

3041.4.4.2 Meals eaten at home or eaten at work facilities at 24-hour District institutions;

3041.4.4.3 Personal telephone calls. The District will not reimburse for monthly phone service fee when a personal cellular phone is used;

3041.4.4.4 Costs for spouses or other family members accompanying District employees or officials will not be reimbursed;

3041.4.4.5 Purchases made for items, services, or fees that are not for District business or are not authorized in this policy;

3041.4.4.6 Expenses which are excessive or unreasonable.

POLICY TITLE: **Employment of Outside Contractors and Consultants**
POLICY NUMBER: **3042**
APPROVAL DATE: **11/18/08**

3042.1 The District employs outside contractors or consultants for construction or engineering projects, or for auditing purposes. The District's procedure is as follows:

3042.1.1 Construction projects will be advertised for bid in newspapers. The bid opening is open to the public and will be specified in the bid documents.

3042.2 Consultants will be selected by the Board of Directors. The Board of Directors will make their selection based on the consultant's experience and qualifications. The consultant will also be required to make a cost estimate for his/her services that will be used in his/her evaluation in the selection process.

POLICY TITLE: **Purchasing**
POLICY NUMBER: **3080**
APPROVAL DATE: **11/18/08**

3080.1 To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than $500.00 vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.

3080.2 Purchases will be handled as follows:

3080.2.1 Purchases up to $500.00 of approved budgeted items that are highly competitive items will require two quotes with vendor contact information. The Board will be notified at the next regular meeting of the purchases.

3080.2.2 Purchases from $501.00 to $3,000.00 must be accompanied with three (3) quotes from vendors and received by telephone, fax or mail prior to processing a purchase order, and have Board approval before purchase.

3080.2.3 Purchases from $3,001.00 to $9,999.99 must be accompanied with three (3) written quotes from vendors and be approved by the Board of Directors before purchase.

3080.2.4 Purchases of $10,000.00 and more shall be subject to a bid process and have prior approval of the Board of Directors. A minimum of three (3) written bids shall be solicited. When possible, local vendors should be encouraged to submit bids. All bids shall be sealed. All bids shall be addressed to the Chairperson of the Board. All bids shall be opened before a quorum of the Board of Directors. The Board shall award a purchase contract to the bidder of their choice.

3080.3 Government Code Sections 4300, 14808 and 24808.5 shall be the District bidding exemption provisions.

3080.4 All purchases, except for petty cash, shall be accompanied by a purchase order and shall describe the items or service that it covers. Receipts for all purchases will be kept for records.

3080.5 Emergency purchases shall be subject to the approval of the Fire Chief and the Board Chairperson. Emergency purchases shall mean those purchases or expenditures necessary for the immediate safety of the public and for the preservation of life and property.

3080.6 Bills/Warrants shall be paid in a timely manner, so as not to incur late charges.

3080.6.1 Any payment to Board Directors or employees except for call-out pay shall be pre-approved by the Board of Directors.

3080.7 Any two of the following Board Directors may execute warrant orders on behalf of the District, the Chairperson, Vice Chairperson or the Secretary. Warrant orders normally will be executed by the Chairperson and the Secretary. In the absence of one of the above, any Director may execute warrant orders on his/her behalf.

POLICY TITLE: **Disposal of Surplus Property or Equipment**
POLICY NUMBER: **3085**
APPROVAL DATE: **11/18/08**

3085.1 Sale of Surplus Equipment.

3085.1.1 Board of Directors takes action to declare equipment surplus. Conditions include:

3085.1.1.1 To be sold AS IS;

3085.1.1.2 To be destroyed for safety or security reasons;

3085.1.1.3 To be recycled;

3085.1.1.4 Can't be sold; and,

3085.1.1.5 Can't be recycled.

3085.1.2 The item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment is sold AS IS).

3085.1.3 Sealed bids are opened at the next regular Board meeting and action is taken by the Board to accept or reject highest bid.

3085.1.4 Bidders are notified of Board' s action. If there are no physical bids through advertising, the District may auction the item by electronic means; or,

3085.1.4.1 The District may dispose of said item by recycling or destruction.

3085.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

3085.2 Sale of Real Estate:

3085.2.1 The Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3085.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public).

3085.2.3 If the property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

3085.2.4 The Board takes action at the next regular Board meeting to accept or reject the highest bid.

3085.2.5 Bidders are notified of the Board's action.