

Mason County Fire District 12

Policy Manual

MISSION

Mason County Fire District 12 is committed to serving the area community with the highest level of life and property protection. We will achieve this by providing excellent and compassionate service in an atmosphere that encourages innovation, professional development and diversity.

The mission of the Fire Department is to protect the lives and property of the people of Mason County Fire District 12 from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values cultural diversity and is free of harassment and discrimination.

We provide quality service, professional fire protection and life safety to meet the needs of our community. Our values are: Diversity, Strength through diversity; Respect, Trust, support and honor both internal and external; Teamwork, Our team members are our most valuable assets; Service, We strive for excellence.

Mason County Fire District 12 is made up of a group of dedicated personnel that represent the diversity of the community. These persons work every day of the year to improve the quality of service provided to the community. I am proud to serve this community with the quality of persons that personally give so much back to the community.

Our Mission: To protect the quality of life for present and future generations through interaction with our community, compassionate service and an atmosphere that encourages innovation, professionalism, and diversity.

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PHILOSOPHY AND GOALS

Mason County Fire District #12 is a volunteer organization providing emergency services to the citizens of a district that covers 176 square miles in the South West corner of Mason County and a small portion of Grays Harbor County on our West side.

The District maintains fire stations at four locations to include Sta. 12-1 on Matlock Brady road across from Mary M. Knight School, Sta. 12-2 on Shelton Matlock road by Lake Nahawatzel, Sta. 12-3 on Beeville road, and Sta. 12-4 on Satsop Cloquallum road by Shafer State Park.

Our apparatus include four fire engines, two brush engines, two water tenders, and one basic life support aid car. There are currently twenty one volunteers in the department and that number can fluctuate between fifteen and thirty.

Each year the District responds to an average of about two hundred and sixty calls for help that include structure fires, natural cover fires, vehicle and equipment fires, vehicle accidents, medical assistance, and service calls for trees over the road, power lines down, and flooding. In addition to emergency response we are also involved with the local school providing fire prevention education during fire prevention week and providing medical standby during school sporting events. Each year we also set up an information booth and blood pressure check station at the Matlock Historical Fair.

As our community grows we face the constant challenge of meeting the emergency services needs of our community. In doing so we are also responsible for being good stewards of the tax payer's dollars. The challenge is to use the dollars provided to train and outfit our personnel, to maintain our apparatus and emergency response equipment and the facilities that house them, and to provide prevention services to the community that help to limit the number and severity of incidents that require our response.

To that end we plan and work each year to produce a set of long and short term goals that will keep us moving in a forward direction that mirrors the growth of our community and continues to meet our citizen's needs as efficiently and cost effectively as possible.

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FIREFIGHTER CODE OF ETHICS

As a firefighter and member of the Mason County Fire District 12, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

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

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

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

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

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

As a member of the Mason County Fire District 12, I accept this self-imposed and self-enforced obligation as my responsibility.

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Chapter 1 - Fire Service Role and Authority

Fire Service Authority

100.1 PURPOSE AND SCOPE

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

100.2 ORGANIZATIONAL POWERS

This district is authorized to perform:

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

100.3 FIREFIGHTER POWERS

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

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

100.4 CONSTITUTIONAL REQUIREMENTS

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

100.5 SUPERVISORY AUTHORITY

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

100.6 POLICY

It is the policy of the Mason County Fire District 12 to limit its members to only exercise the authority granted to them by law.

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Fire Service Authority

While the Mason County Fire District 12 recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

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

101.2 CHIEF EXECUTIVE OFFICER

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

101.3 POLICY

It is the policy of the Mason County Fire District 12 to have a highly qualified Chief Executive Officer.

Policy Manual

102.1 PURPOSE AND SCOPE

The Policy Manual of the Mason County Fire District 12 is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules and guidelines of this district. All district members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders and regulations which are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

102.2 POLICY

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

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

102.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Mason County Fire District 12 and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for district administrative action, training or discipline. The Mason County Fire District 12 reserves the right to revise any policy content, in whole or in part.

102.2.2 SEVERABILITY

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

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

102.3 RESPONSIBILITIES

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

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102.3.1 FIRE CHIEF

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

102.3.2 EXECUTIVE STAFF

Executive staff shall consist of the following:

- Fire Chief
- Assistant Fire Chief

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

102.3.3 OTHER PERSONNEL

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

102.4 POLICY COMMITTEE

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

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

102.5 DEFINITIONS

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

Adult - Any person 18 years of age or older.

County - The County of Mason County.

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

District/MCFD 12 - The Mason County Fire District 12.

Employee - Any person employed by the District.

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

Firefighter - Those members, regardless of rank, who perform fire suppression activities as part of their primary duties as members of the Mason County Fire District 12.

Manual - The Mason County Fire District 12 Policy Manual.

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

Member - Any person employed or appointed by the Mason County Fire District 12, including:

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

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

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

Rank - The job classification title held by a firefighter.

Shall or will - Indicates a mandatory action.

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

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

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

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

102.6 DISTRIBUTION OF THE POLICY MANUAL

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

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

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

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102.6 POLICY MANUAL ACCEPTANCE

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

102.7 REVISIONS TO POLICIES

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

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

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

Chapter 2 - Organization and Administration

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any district facility and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (WAC 296-24-567).

201.2 POLICY

The Mason County Fire District 12 is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

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

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

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Emergency Action Plan and Fire Prevention Plan

2. Names and job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.
 3. Names and job titles of persons responsible for control of fuel source hazards.
 4. Procedures to control the accumulation of flammable and combustible waste.
 5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at the workplace and made available for member and visitor review.

201.4 TRAINING

The District will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (WAC 296-24-567).

District Directives

202.1 PURPOSE AND SCOPE

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

202.2 POLICY

It is the policy of the Mason County Fire District 12 to make any immediate changes to policy and procedure in accordance with the current agreement. Generally the establishment of district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between authorized district representatives.

202.3 RESPONSIBILITIES

The Fire Chief shall issue all district directives.

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

District directives will be rescinded upon incorporation into the manual.

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

Training Policy

203.1 PURPOSE AND SCOPE

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

203.2 POLICY

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

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

203.3 OBJECTIVES

The objectives of the training program are to:

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

203.4 TRAINING PLAN

A training plan, including an ongoing proficiency cycle, will be developed and maintained by the Training Officer (WAC 296-305-05502). It is the responsibility of the Training Officer to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

203.5 TRAINING NEEDS ASSESSMENT

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

Liability Claims

204.1 PURPOSE AND SCOPE

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

204.2 POLICY

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

204.3 RESPONSIBILITY

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

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

204.4 RESPONSE TO CLAIMS

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

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

Electronic Mail

205.1 PURPOSE AND SCOPE

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

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

205.2 POLICY

Mason County Fire District 12 members shall use email in a professional manner in accordance with this policy and Washington law.

205.3 PRIVACY EXPECTATION

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

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

205.4 RESTRICTED USE

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

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

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

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor.

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Electronic Mail

Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

205.5 EMAIL RECORD MANAGEMENT

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

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

Administrative Communications

206.1 PURPOSE AND SCOPE

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

206.2 POLICY

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

206.3 PERSONNEL ORDERS

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

206.4 CORRESPONDENCE

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

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

206.5 MEMORANDUMS

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

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

Recommendations for a standardized district memorandum format include:

- A standard heading, including the name of the District.
- The date of the memorandum.
- The intended recipient of the memorandum.
- The name, rank and division of the district member creating the memorandum.

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Administrative Communications

- A brief statement of the subject of the memorandum.

206.6 FACSIMILE COVER SHEETS

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

206.7 SURVEYS

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

Post-Incident Analysis (PIA)

208.1 PURPOSE AND SCOPE

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

208.2 POLICY

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

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

208.2.1 RESPONSIBILITIES

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

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

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

208.3 POST-INCIDENT ANALYSIS

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

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

A PIA may include the following:

- Evaluation of the overall operational effectiveness
- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives
- Evaluation of the application and effectiveness of policies and/or procedures

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Post-Incident Analysis (PIA)

- Specific knowledge that might be beneficial

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

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

208.4 TYPES OF POST-INCIDENT ANALYSIS

208.4.1 HOT WASH

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

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

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

208.4.2 INFORMAL PIA

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

208.4.3 COMPANY LEVEL PIA

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

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

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Post-Incident Analysis (PIA)

208.4.4 FORMAL PIA

A formal PIA should be conducted following all:

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

A formal PIA should be considered for:

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

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

- Setting a presentation date and location within three days (whenever possible) of the incident.
- Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
- Coordinating/scheduling with other departments or outside agencies that worked the incident.
- Arranging move-up and/or cover companies from other departments.

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

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

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Post-Incident Analysis (PIA)

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

Annual Planning Calendar

209.1 PURPOSE AND SCOPE

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

209.1.1 DEFINITIONS

Definitions related to this policy include:

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

209.2 POLICY

The Mason County Fire District 12 will comply with all mandatory training requirements and inspections.

209.3 RESPONSIBILITIES

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

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

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Policy Manual

Annual Planning Calendar

- Vehicle and pump capacity inspection and testing.
- All other training and inspections required by any federal, state or local agency.

Petty Cash Management

211.1 PURPOSE AND SCOPE

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

211.2 POLICY

The District shall not establish, administer, and maintain the petty cash fund.

211.2.1

211.3

211.3.1

211.3.2

211.4

District Credit Card

216.1 PURPOSE AND SCOPE

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

216.2 POLICY

1. District issued credit cards shall have a credit limit of no more than \$5,000.00 and may be used by authorized personnel that have signed a Credit Card Use Agreement (Attachment A) for the following purposes:
 - (a) Travel:
 - (a) Credit cards may be used for official business-related expenses for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency District vehicle repairs, and other travel related expenses as authorized by the Fire Chief.
 - (b) Education Classes:
 - (a) District credit cards may be used by personnel to pay for conferences and class registrations for job related conferences and classes approved by the Fire Chief.
 - (c) Supply and Equipment Purchases:
 - (a) District credit cards may be used for ordering supplies, including online purchases for District purposes. Purchases over \$500.00 will be preapproved by the Fire Chief.
2. Prohibited Uses:
 - (a) District credit cards shall not be used for cash advances or for personal purchases.
3. Authorized Users:
 - (a) Fire Chief
 - (b) Assistant Fire Chief
 - (c) District Officers
 - (d) Executive Secretary
 - (e) Administrative Assistant
 - (f) District Commissioners
 - (g) Anyone Chief authorizes

216.3 PURCHASE AUTHORIZATION PROCESS

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

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District Credit Card

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

216.4 RECEIPT VERIFICATION

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

216.5 RECITALS

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

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District Credit Card

216.6 LEGAL REFERENCE

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

RCW 42.24.080 Municipal corporations and political subdivisions – Auditing and payment

RCW 43.09.2855 Local Governments – Use of Credit Cards

216.7 ATTACHMENT A

[See attachment: Policy 216 Credit Card Use Agreement Form.pdf](#)

Chapter 3 - General Operations

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish practices and standards by which the Mason County Fire District 12 operates at emergency incidents, drills, exercises or other situations that are similar to those encountered at emergency incidents (WAC 296-305-05000).

300.1.1 DEFINITIONS

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

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

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

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

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

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

IDLH - Immediately dangerous to life and health.

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

300.2 POLICY

It is the policy of the Mason County Fire District 12 to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant Incident Management System (IMS) for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 INCIDENT MANAGEMENT

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

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

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Incident Management

300.3.1 IC RESPONSIBILITIES

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

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

- (a) Assuming and confirming command.
- (b) Performing situation evaluations including a risk assessment.
- (c) Initiating, maintaining and controlling incident communication.
- (d) Developing an overall strategy and incident action plan, and revising the plan as required by incident conditions.
- (e) Developing an effective ICS organization by managing resources, maintaining an effective span of control and maintaining direct supervision over the entire incident by creating geographical and/or functional area supervisors as appropriate for the scope and size of the incident.
- (f) Controlling access to the incident by establishing designated hot, warn, cold and exclusion hazard control zones.
- (g) Continuing, transferring and terminating command.

Emergency Response

301.1 PURPOSE AND SCOPE

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

301.1.1 DEFINITIONS

Definitions related to this policy include:

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

301.2 POLICY

It is the policy of the Mason County Fire District 12 to appropriately respond to all emergency calls.

301.3 EMERGENCY CALLS

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

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

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

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

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

301.5 INITIATING AN EMERGENCY RESPONSE

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

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Emergency Response

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

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

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

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

301.7 FAILURE OF EMERGENCY EQUIPMENT

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

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

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

302.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

302.2 POLICY

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

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

302.3 RESPONSIBILITIES

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

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

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

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

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Fire Ground Accountability

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

302.3.1 WILDAND FIRE ACCOUNTABILITY

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

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

302.4 REPORTING

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

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

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

For structure fires, a PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

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Fire Ground Accountability

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

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

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

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

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

303.1.1 DEFINITIONS

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

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

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

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

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

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

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

303.2 POLICY

It is the policy of the Mason County Fire District 12 to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before a designated RIC has assembled or to prevent reasonable actions taken by members to determine the nature and extent of fire involvement.

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Rapid Intervention/Two-In Two-Out

303.3 PRE-DEPLOYMENT WITHOUT RESCUE EXCEPTION

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (WAC 296-305-05002(8)).

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

303.4 INITIAL STAGE DEPLOYMENT WITH KNOWN RESCUE

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

The standby firefighter (WAC 296-305-05002(6)):

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

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

303.5 RIC DUTIES

The RIC must be assembled from on-scene resources whose primary function is to prepare for, monitor and provide effective emergency rescue for responders. The RIC members may be permitted to perform other duties outside the hot zone, provided constant communication is maintained between the RIC members and the entry teams, and provided that those duties will not interfere with the RIC members' ability to participate in a rescue (WAC 296-305-05002(6)).

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

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Rapid Intervention/Two-In Two-Out

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

303.6 EMERGENCY DEPLOYMENT OF A RIC

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

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

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

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

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

304.2 POLICY

It is the policy of the Mason County Fire District 12 to utilize the FEMA USAR resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

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

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

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the Mason County Fire District 12's efforts to locate victims and manage recovery operations.

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

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

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Urban Search and Rescue (USAR)

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

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

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

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

305.2 POLICY

The Mason County Fire District 12 is committed to the safety of its members. It is the policy of the Mason County Fire District 12 to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

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

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

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

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Tactical Withdrawal

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

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

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

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

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

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

305.4.2 WITHDRAWAL GUIDELINES

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

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should

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withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming in as few and as large of groups as practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, MACECOM should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the Incident Commander or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personal Accountability Report of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are safe and accounted for.
- (e) Once all involved units have gathered at the staging area, the Incident Commander or scene supervisor should again conduct a Personnel Accountability Report to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

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

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

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305.6 NOTIFICATIONS

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

Aircraft Operations

307.1 PURPOSE AND SCOPE

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

307.2 POLICY

The Mason County Fire District 12 will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident. For specific guidance regarding utilization of aircraft on wildland fire incidents, refer to Wildland Firefighting Policy.

307.3 ICS STANDARDS

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

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Mason County Fire District 12 should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

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

Staging

309.1 PURPOSE AND SCOPE

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

309.2 POLICY

It is the policy of the Mason County Fire District 12 to safely stage resources at emergency incidents.

309.3 RESOURCE STAGING

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

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

309.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities Mason County Fire District 12 personnel should consider the following:

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

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

309.4 STAGE-AWAY OPTION

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

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

It is the policy of the Mason County Fire District 12 to use a non-standard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, district members should take the following actions:

- (a) Whenever possible, MACECOM should determine if violent subjects are involved in any call for service, and if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. At any time the MACECOM or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with MACECOM that law enforcement is responding to the incident.

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- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) All units should report “on-scene staging” upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

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

Wildland Firefighting

315.1 PURPOSE AND SCOPE

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

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

315.1.1 DEFINITIONS

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

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

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

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

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

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

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

315.2 POLICY

It is the policy of the Mason County Fire District 12 to provide wildland fire or urban wildfire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The district will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of the Mason County Fire District 12 it is the responsibility of the Incident Commander to assess the potential for the fire to extend into either State Responsibility Area (SRA) or Federal Responsibility Area (FRA) lands.

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

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Whenever a wildland fire or urban wildfire incident occurs in the jurisdiction of the Mason County Fire District 12 it is also the responsibility of the Incident Commander to assess the potential for the fire to involve areas in bordering jurisdictions. If the Incident Commander determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct MACECOM to notify the appropriate jurisdiction.

315.4 WILDLAND FIRE OPERATIONS

315.4.1 STRUCTURE PROTECTION ASSIGNMENTS

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

In the event of a structure fire at a wildland fire incident, members of the Mason County Fire District 12 shall not perform interior structural firefighting while wearing wildland PPE (WAC 296-305-07012).

315.4.2 WILDLAND APPARATUS SAFETY

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

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

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

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

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

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315.4.3 AIRCRAFT OPERATIONS

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

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

315.5 WILDLAND FIRE TRAINING

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

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

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

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

Carbon Monoxide Detector Activations

317.1 PURPOSE AND SCOPE

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

317.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Mason County Fire District 12 to respond to all reports and alarms indicating the presence of carbon monoxide and mitigate the health risks associated with exposure to CO by its members and the public.

317.3 RESPONSIBILITIES

317.3.1 COMCENTER RESPONSIBILITIES

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

317.3.2 ARRIVING UNITS

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

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

317.3.3 INVESTIGATING PERSONNEL

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

- (a) Remove occupants and unnecessary personnel from the affected area.

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

News Media and Community Relations

320.1 PURPOSE AND SCOPE

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

320.2 POLICY

It is the policy of the Mason County Fire District 12 to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

320.3 PRESS INFORMATION OFFICER DESIGNATION

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

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

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

320.4 DISSEMINATION OF INFORMATION

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

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

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- (g) Approved evacuation notices and restricted areas

320.5 RESTRICTED INFORMATION

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

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

320.6 MEDIA INQUIRIES

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

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

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

320.7 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS

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

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

Access by the media is subject to the following conditions:

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

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

320.7.1 TEMPORARY FLIGHT RESTRICTIONS

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

320.8 NEWS RELEASES

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

320.9 NEWS CONFERENCES

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

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

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Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate district personnel of the date, time, and location of all news conferences. District members attending the news conference should wear their dress uniforms as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

Scene Preservation

321.1 PURPOSE AND SCOPE

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

321.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

321.2 POLICY

It is the policy of the Mason County Fire District 12 to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

321.3 SCENE IDENTIFICATION

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

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

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- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

321.4 ENTERING SCENES

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

321.4.1 STABLE SCENE

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

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

321.4.2 UNSTABLE SCENE

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

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

321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

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

321.6 MEDICAL SUPPLIES AND DEBRIS

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

Child Abuse Reporting

322.1 PURPOSE AND SCOPE

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

322.1.1 DEFINITIONS

Definitions related to this policy include (RCW 26.44.020):

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

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

322.2 POLICY

It is the policy of the Mason County Fire District 12 to report suspected child abuse to local law enforcement.

322.3 MANDATORY NOTIFICATION

All members of this district are responsible for the timely and proper reporting of suspected child abuse. Firefighters, paramedics, EMT I and II and other district members certified under RCW 18.71.205 and WAC 246-976-144 are designated as mandated reporters (RCW 26.44.030).

A mandated reporter of this district shall immediately notify the appropriate law enforcement agency by telephone when there is reasonable cause to believe a child has suffered any suspected abuse (RCW 26.44.030).

Notification shall include the following, if known (RCW 26.44.040):

- (a) The name, address and age of the child.
- (b) The name and address of the child's parents, stepparents, guardians or other persons having custody of the child.
- (c) The nature and extent of the alleged injury or injuries.
- (d) The nature and extent of the alleged neglect.
- (e) The nature and extent of the alleged sexual abuse.
- (f) Any evidence of previous injuries, including the nature and extent of the injury.
- (g) Any other information that may be helpful in establishing the cause of the child's death, injury or injuries and the identity of the alleged perpetrator or perpetrators.

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Child Abuse Reporting

The district EMS supervisor should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or the Department of Social and Health Services.

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

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

322.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (RCW 26.44.031).

Disposition of Valuables

323.1 PURPOSE AND SCOPE

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

323.2 POLICY

The Mason County Fire District 12 will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

323.3 PROCEDURE

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

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

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

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

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

Performance of Duties

325.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

325.2 POLICY

It is the policy of the Mason County Fire District 12 to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

325.3 RESPONSIBILITIES

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

325.4 EMERGENCY RESPONSE

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

325.5 COMPETENT PERFORMANCE

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

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

325.6 SAFETY

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

325.7 DRIVER LICENSE

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

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

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Performance of Duties

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

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

325.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

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

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

325.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their identification cards on their persons while on-duty .

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

325.10 LOSS OF EQUIPMENT

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

Adult Abuse

326.1 PURPOSE AND SCOPE

This policy provides members of the Mason County Fire District 12 with guidance regarding their role in the detection of and intervention in incidents of adult abuse.

326.1.1 DEFINITIONS

Definitions related to this policy include (RCW 74.34.020):

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

- (a) Are 60 years of age or older with the functional, mental or physical inability to care for themselves.
- (b) Have a legal guardian per RCW 11.88.008.
- (c) Have a developmental disability per RCW 71A.10.020.
- (d) Live in a long-term care facility.
- (e) Receive in-home services or services from a personal aide.

326.2 POLICY

It is the policy of the Mason County Fire District 12 to report adult abuse to the Department of Social and Health Services (DSHS) and local law enforcement.

326.3 MANDATORY NOTIFICATION

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

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

Notification shall include, if known (RCW 74.34.035):

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

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Adult Abuse

- (f) Identity of the alleged perpetrator, if known.
- (g) Other information that may be helpful in establishing the extent of abandonment, abuse, financial exploitation, neglect or the cause of death of a deceased vulnerable adult.

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

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

326.4 REQUESTS FOR INFORMATION

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

Traffic Collisions

327.1 PURPOSE AND SCOPE

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

327.2 POLICY

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

327.3 REPORTING RESPONSIBILITIES

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

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

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

327.4 TYPES OF REVIEWS

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

327.4.1 COLLISION LEVELS

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

- (a) A Level I collision is any traffic collision involving:
 - 1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 - 2. Minor damage to district property or vehicles.
 - 3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:
 - 1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.

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2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
 3. Major damage to a vehicle owned or operated by the District or major damage to district property.
- (c) A Level III collision is any traffic collision involving:
1. The death or anticipated disabling injury of a member of this district.
 2. The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.

327.4.2 REVIEW TEAMS

Reviews shall be conducted by the Assistant Fire Chief for Level I collisions.

Level II and Level III collisions will be reviewed by the Fire Chief, Assistant Fire Chief and the Safety and Health Officer of the involved member. The Fire Chief is the team leader.

327.5 COLLISION REPORTS

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

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

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

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team, the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

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- (d) Collision description: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any district policies or procedures, the Fire Chief should recommend that the matter be submitted for the initiation of possible administrative action.

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

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

327.6 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION

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

Line-of-Duty Death and Serious Injury Investigations

328.1 PURPOSE AND SCOPE

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

328.2 POLICY

It is the policy of the Mason County Fire District 12 to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

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

328.3 PROCEDURE

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

- (a) A Fire Chief designated by the Fire Chief should function as the team leader and direct the investigation of the incidents involved in incident. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Mason County Fire District 12 shall give their full and complete cooperation to the investigation team.
- (c) The Washington State Department of Labor and Industries will conduct an investigation of the incidents involving the death or serious injury of an employee. The investigation team shall provide a liaison to the state investigators.
- (d) The Mason County Fire District 12 should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.

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- (e) The investigation team report and all related documentation shall be an internal Mason County Fire District 12 administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Public Records Act (RCW 42.56).

328.4 INVESTIGATION TEAM

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

- (a) Fire Chief
- (b) Fire investigator
- (c) District Health and Safety Officer
- (d) Risk manager
- (e) Employee labor representative

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

328.4.1 DUTIES AND RESPONSIBILITIES

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

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

328.4.2 DOCUMENTATION

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

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Line-of-Duty Death and Serious Injury Investigations

feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

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

328.5 FINAL REPORT

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

National Fire Incident Reporting System (NFIRS)

329.1 PURPOSE AND SCOPE

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

329.2 POLICY

The Mason County Fire District 12 is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Mason County Fire District 12 to participate in the NFIRS.

329.3 RESPONSIBILITIES

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

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

Chapter 4 - Fire Prevention

Fire Investigations

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions occurring within the jurisdiction of the Mason County Fire District 12 are investigated and properly documented in accordance with state and federal laws and national standards.

402.2 POLICY

It is the policy of the Mason County Fire District 12 to promptly investigate the cause, origin and circumstances of fires or explosions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the District shall take immediate charge of all physical evidence relating to the cause of the fire and pursue an investigation to its conclusion.

402.3 RESPONSIBILITY

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander of each incident is responsible for ensuring that each fire is investigated for origin and cause.

District first responders are responsible for recognizing, or attempting to recognize, the origin of a fire and preserving evidence for further investigation. The first-in company officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The Incident Commander is responsible for determining when Mason County Fire District 12 and/or law enforcement investigators are needed to investigate an incident.

When the Mason County Fire District 12 assumes responsibility for the investigation fire investigators assigned to an incident are responsible for pursuing the investigation through to completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson.

402.4 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

If the cause of the fire is determined to be suspicious or criminal in nature, the Fire Marshal shall immediately report the results to local law enforcement and the Washington State Fire Marshal (RCW 43.44.050).

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402.5 PROCEDURE

The first-in company officer should conduct a preliminary investigation of every fire to determine the origin, cause and circumstances. If the company officer is unable to make a determination as to the origin and cause of a fire or suspects that a crime has been committed, and the magnitude of the fire would require thorough investigation and documentation, a fire investigator may be requested in accordance with this policy.

The assistance of a fire investigator at an incident does not relieve the company officer of the responsibility to investigate the origin, cause and circumstances of a fire.

- (a) The immediate response of an Investigator shall be requested when any of the following circumstances exist:
 - 1. Major or unusual fires that exceed the investigative abilities of a company officer or a Fire Chief
 - 2. Any fire resulting in a major injury
 - 3. Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity or any other circumstance deemed appropriate by the Fire Chief
- (b) The immediate response of an investigator shall be requested, along with a law enforcement investigator when any of the following circumstances exist:
 - 1. Arson, and/or incendiary devices are involved or the origin of the fire is otherwise suspicious
 - 2. Any explosion
 - 3. Evidence or suspicion of any crime having occurred in connection with a fire or explosion
 - 4. Death resulting from a fire or explosion
 - 5. Any fire started by a juvenile
 - 6. Any illegal activity that potentially could cause a fire and/or explosion
 - 7. Any fire or explosion related to a crime or a suspected crime

402.6 QUALIFICATIONS

All company officers should be qualified to perform first responder-level origin and cause investigations in coordination with Mason County Fire District 12 investigators.

- (a) Fire investigators shall:
 - 1. Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
 - 2. Complete and maintain the certification requirements of the International Association of Arson Investigators (IAAI) or the National Association of Fire

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Investigators (NAFI), and the Washington State Fire Investigator's International Fire Service Accreditation Congress (IFSAC) certificate.

3. Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.7 EQUIPMENT

Each investigator should maintain a personal log book detailing each investigation he/she has performed and all continuing education. The purpose of this record is to document case investigation, field training and continued professional training hours to confirm status as an expert witness during court appearances.

The fire investigator's vehicle should be stocked with the following equipment to assist in the investigation of fire cause, origin and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator tool box
- Evidence collection canisters

Community Fire Station Visitation Program

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District uses to interact with the community, share information about the workings of a fire station, and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Fire Suppression Division.

405.2 POLICY

The Mason County Fire District 12 will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Fire Suppression Division.

405.3 PROCEDURE

- (a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups, and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include but are not limited to the following:
 - 1. Preschool classes or groups (public or private)
 - 2. Kindergarten classes or groups (public or private)
 - 3. Primary and secondary school groups (public, church-based, or private)
 - 4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization
 - 5. Service clubs and organizations that are generally voluntary non-profit organizations where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations
- (b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities, and activities are not appropriate for inclusion in the fire station visit program:
 - 1. Birthday party groups
 - 2. Social networking groups
 - 3. Business networking groups
 - 4. For-profit tour groups, including profit-based foreign student groups
 - 5. Any group, entity, or activity that is part of a for-profit enterprise

Neither of the lists above is intended to be all-inclusive; rather, they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

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Community Fire Station Visitation Program

Groups or organizations can request a fire station visit by completing and submitting an application to the Mason County Fire Marshal Division. Applications must be submitted at least 45 days prior to the date requested for the fire station visit. Mason County Fire Marshal Division personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Fire Suppression Assistant Fire Chief for station and crew assignment.

405.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, each Fire Suppression Division crew should be limited to conducting one station visit per calendar month. The Fire Suppression Assistant Fire Chief may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Assistant Fire Chief should notify the Mason County Fire Marshal Division personnel of the station and crew assigned to conduct each scheduled visit. The Mason County Fire Marshal Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues, or changes in the scheduled visit.

405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- Participating group size will generally be limited to 30 persons, including chaperones and drivers. Larger groups may apply but approval of the application will depend on the availability of a Mason County Fire Marshal Division representative to assist with managing the tour on the day of the visit.
- Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

405.4 RECORD-KEEPING

The Mason County Fire Marshal Division should maintain a record of all applications for the station visit program. The records should include:

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- The name and contact information for the group or organization applying for a fire station visit.
- The name of the group leader or person submitting the application.
- Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, crew availability).
- The scheduled date and time of each approved visit.
- The Fire Chief, station, and crew assigned to manage the visit.
- Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the district's established records retention schedules.

Chapter 5 - Emergency Medical Services

Patient Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure (WAC 246-976-330; WAC 246-976-430).

500.1.1 DEFINITIONS

Definitions related to this policy include:

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the EMS system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

500.2 POLICY

It is the policy of the Mason County Fire District 12 to follow the patient documentation and distribution guidelines developed by the Department of Health and approved by the Emergency Medical Services (EMS) medical program director (MPD).

500.3 PROCEDURE

A Patient Care Report (PCR) shall be completed for every patient response (WAC 246-976-330). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment and/or transport.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the district incident reporting system to document that assistance was offered and declined. The district reporting requirements concerning personal identification information, including a person's name, age, date of birth and sex, should be followed.

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Patient Care Reports

PCRs should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving hospital after the patient arrives and a complete PCR must be provided within 24 hours (WAC 246-976-330).

An EMS evaluation, performed minimally by a qualified district member, may or may not be required for non-medical requests for assistance, such as “service calls” or “back-to-bed” requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the county EMS Division, district EMS supervisors and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

500.4 DISTRIBUTION OF PCR COPIES

- (a) If a patient is transported to a paramedic receiving center, copies should be distributed as follows:
 - 1. Copy retained by the
 - 2. Copy sent to the base hospital or alternative base station
 - 3. Copy left at the designated hospital receiving center with the patient
 - 4. Copy sent to the local EMS authority
- (b) If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows:
 - 1. Copy retained by the District
 - 2. Copy sent to the base hospital or alternative base station
 - 3. Other copies per local EMS authority policy
- (c) If a patient is declared dead and is not transported, copies should be distributed as follows:
 - 1. Copy retained by the District
 - 2. Copy sent to the assigned base hospital or alternative base station
 - 3. Copy left with the body for the coroner’s office
 - 4. Copy sent to the local EMS authority
 - 5. Other copies sent per local EMS authority policy

500.5 PCR STORAGE

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy.

Latex Sensitivity

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all district members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

The district goal is to utilize equipment and devices that are latex free and minimize the risk of any exposure to patients and members.

504.1.1 DEFINITIONS

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves or other consumable medical products or medical devices).

504.2 POLICY

It is the policy of the Mason County Fire District 12 that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precaution shall be taken to prevent a latex sensitivity reaction in a patient.

504.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

If time permits before the loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the designated hospital receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile gloves, plastic wrap on blood pressure cuff) on the Pre-Hospital Care Report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should strive to carry the following latex-free equipment:

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Latex Sensitivity

- Nitrile exam gloves
- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

Controlled Substance Accountability

505.1 PURPOSE AND SCOPE

This purpose of this policy is to establish the procedures for the supply, use and accountability of controlled substances administered by the Mason County Fire District 12 (21 CFR 1300.01 et seq.).

505.1.1 DEFINITIONS

Definitions related to this policy include:

Controlled substance - A drug, substance or immediate precursor listed in any schedule of the Controlled Substances Act, including any substance added or rescheduled by the Pharmacy Quality Assurance Commission (RCW 69.50.201).

Unit - Any ambulance, transport unit or first response engine or truck company.

505.2 POLICY

It is the policy of the Mason County Fire District 12 to ensure the availability of the proper medications for emergencies and to comply with all applicable local, state, and federal regulations governing the supply, use and accountability of all controlled substances (21 CFR 1300.01 et seq.; Federal Controlled Substances Act; WAC 246-945-040).

505.3 STORAGE AND INVENTORY

To prevent the unauthorized access of controlled substances during an incident, the controlled substances must either be in direct possession of a paramedic or locked in a secured area.

The EMS supervisor will determine the locking mechanism to be utilized on vehicles that contain controlled substances. Controlled substances should be secured in the locked mechanism any time the unit is parked and unattended.

All personnel authorized to handle controlled substances shall follow this procedure unless prior written permission to deviate is obtained from the EMS supervisor or the authorized designee:

- (a) All controlled substances are to be secured by district members in the designated locking mechanism provided by the District.
- (b) At each shift change, an incoming and outgoing paramedic shall, in each other's presence, inspect the quantities, the integrity of the containers, and the expiration dates of the controlled substance inventories. Each paramedic shall attest to the quantity available by printing and signing his/her full name on a controlled substance daily report. At no time shall an individual enter a name or signature on behalf of another person.
- (c) If the inventory of any controlled substance results in a discrepancy, the paramedics must immediately attempt to reconcile the amount missing. If the discrepancy cannot be reconciled, immediate notification shall be made to the company officer, and the EMS supervisor. The EMS supervisor shall be responsible for the completion and

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Controlled Substance Accountability

submission of the DEA Form 106, Report of Theft or Loss of Controlled Substances (21 CFR 1301.76; WAC 246-945-040).

- (d) If the unit is dispatched to an incident before the daily inventory occurs, the inventory and reconciliation shall be done as soon as practicable upon returning to the station. If the outgoing paramedics have already left the station, one on-duty paramedic and the company officer from the on-duty shift may conduct the inventory and reconciliation process.
- (e) In the event that a paramedic works two consecutive shifts on the same unit, the inventory shall be performed by the paramedic and witnessed and verified by another paramedic assigned to the station, a company officer, or an on-duty shift member.
- (f) A controlled substance daily report and a controlled substance disposition and restock record shall be maintained on board. These documents shall be available for random inspection and review by the EMS supervisor and local, state, or federal regulatory representatives to ensure compliance.
- (g) When a controlled substance daily report is completed on the last day of the month, the company officers from each shift shall review the report for completeness and sign the bottom of the record. After review, the company officer shall forward a copy of the report, along with a copy of the corresponding controlled substance disposition and restock record to the EMS supervisor as soon as practicable.
- (h) A copy of the controlled substance daily report and controlled substance disposition and restock record should be maintained in the station files for a period of one year. After one year, the station copies shall be shredded.

505.3.1 STANDARD CONTROLLED SUBSTANCE INVENTORY

- (a) The standard complement of controlled substances shall be established by the EMS supervisor or the authorized designee.
- (b) Any modification to the standard complement of controlled substances shall be justified and approved by the EMS supervisor or the authorized designee.
- (c) The supply of controlled substances will be obtained from any of the district's automated storage and retrieval units, the district's controlled substances vault or other authorized source.
- (d) Only paramedics and EMS supervisors are authorized to remove controlled substances from the automated storage and retrieval unit and the controlled substances vault. A witness (paramedic, EMT or other authorized member) is required in order to access the automated inventory control unit or controlled substances vault. When removing controlled substances from any automated storage and retrieval unit, personnel shall record the following information in the designated fields:
 - 1. The patient's first and last name, sex and date of birth (when known)
 - 2. Unit identification number and Patient Care Report (PCR) number
 - 3. The incident number

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4. Any additional pertinent information may be entered into comments field
- (e) When a controlled substance is received, the paramedic receiving the drug must immediately secure the drug into the locked mechanism on the unit.

505.4 CONTROLLED SUBSTANCE ADMINISTRATION AND DOCUMENTATION

- (a) Only paramedics shall administer controlled substances. Each time a controlled substance is administered to a patient, the drug, dose and administration route shall be documented on the PCR in compliance with local EMS agency guidelines. In addition, the following information shall be recorded on the controlled substance disposition and restock record:
 1. Date of administration
 2. Incident number associated with the event
 3. PCR number
 4. Patient's full first and last name (when known)
 5. Drug and dose administered
 6. Printed first and last name and signature of paramedic who administered the controlled substance
 7. Date and source of the medication resupply
- (b) If the entire amount of a controlled substance is not administered by the transporting paramedic, a licensed staff member for the hospital that received the patient shall witness the proper disposal of the remaining amount. The hospital staff member's signature must be obtained on the controlled substance disposition and restock record. If waste of a controlled substance occurs at the incident, another paramedic or company officer must witness the waste and sign the record.
- (c) When a controlled substance is restocked, the following information shall be entered on the controlled substance disposition and restock record on the line immediately below the corresponding patient information:
 1. The date
 2. The restock source
 3. The printed full name and signature of the paramedic who restocked the controlled substance into the locked mechanism

505.4.1 ADDITIONAL DOCUMENTATION FOR TRANSFERS

If a controlled substance is administered and the care of the patient is transferred to a transporting paramedic who resupplies the administering unit, the information listed above must appear on the

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controlled substance disposition and restock record of the administering and transporting unit that provided the drug for restock, in addition to the unit identification of both the units.

If a paramedic transfers the care of a patient to a transporting paramedic prior to the administration of the entire dosage of a controlled substance, any remaining controlled substance shall not be provided to the transporting paramedic. If additional medication is needed after the patient care transfer, the controlled substance shall be used from the inventory of the transporting paramedic.

505.5 CONTROLLED SUBSTANCE SUPPLY AND RESUPPLY

- (a) The EMS supervisor shall submit a completed DEA Form 222 to the designated district supplier to order controlled substances in order to maintain established levels.
- (b) Upon receipt of the controlled substance from the supplier, the EMS supervisor or the designated paramedic shall inventory the controlled substance received to ensure that the type and quantities ordered match the type and quantities received and are reflected on the corresponding DEA Form 222 (21 CFR 1305.12; 21 CFR 1305.13).
- (c) The EMS supervisor or the designated paramedic will immediately place the controlled substance in the controlled substance vault or automated storage and retrieval unit and ensure that inventory is reconciled with any electronic data files.
- (d) The EMS supervisor or the designated paramedic will inventory the controlled substance vault and any automated storage and retrieval units weekly to ensure the existing inventory is reconciled with any electronic data files. The record of these inventories shall be printed and maintained as provided in the records retention schedule and for a minimum of two years (21 CFR 1304.04).
- (e) Any inventory or reconciliation discrepancies shall immediately be brought to the attention of the Chief and a DEA Form 106, Report of Theft or Loss of Controlled Substances shall be completed and submitted, if required (21 CFR 1301.76; WAC 246-945-040).

505.5.1 UNIT RESUPPLY

If a controlled substance is initially administered from one unit, the transporting unit or another on-scene district unit may resupply the administering unit on-scene.

The transporting unit or other district unit on-scene shall then be responsible for obtaining the resupply from the district's automated storage and retrieval unit or other authorized supply source.

An administering paramedic may opt to obtain the resupply of a controlled substance from the district's automated storage and retrieval unit or other authorized source any time it is operationally appropriate instead of resupplying from the transporting or other on-scene district unit.

Resupply from a non-district unit is not authorized. If the care of a patient is transferred to a non-district unit, the administering paramedic will obtain the resupply from the district's automated storage and retrieval unit or other authorized source.

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505.6 ACCOUNTING FOR EXPIRED OR DAMAGED CONTROLLED SUBSTANCES

Controlled substances that are expired or damaged shall be replaced as follows. Controlled substances due to expire may also be replaced as follows:

- Note the expiration date or damage, the date of replacement, and the source of restock on the district's controlled substance disposition and restock record.
- Place the expired drug or damaged container in the supplied envelope and label with the type of drug, dosage, unit identifier, and name of the paramedic who returned the drug and the date.
- Put the envelope in the locked return drug box to be returned to the designated supplier (WAC 246-945-060).

505.7 ACCOUNTABILITY

The EMS supervisor should:

- (a) Review the controlled substance daily reports and the controlled substance disposition and restock records monthly for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file and any other issues that may require follow-up or investigation.
- (b) Create, complete, maintain and annually update the district's signature log.
- (c) Randomly inspect controlled substance daily reports and the controlled substance disposition and restock records on units for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file and any other issues that may require follow-up or investigation.
- (d) Ensure copies of controlled substance daily reports and the controlled substance disposition and restock records are maintained as provided in the records retention schedule and for a minimum of two years (21 CFR 1304.04).
- (e) Notify the Chief of any item that deviates from this policy..

Chapter 6 - Training

Fire Equipment Driver/Operator Training

600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Mason County Fire District 12 members who operate firefighting apparatus as part of their duties receive appropriate training.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - A vehicle or combination of vehicles owned by a regularly organized fire suppression agency, that is designed, maintained and used exclusively for fire suppression and rescue or for fire prevention activities (RCW 46.44.190).

600.2 POLICY

It is the policy of the Mason County Fire District 12 that all members who operate firefighting apparatus shall successfully complete driver training that meets or exceeds the requirements of National Fire Prevention Association (NFPA) 1002, 2009 edition and the Office of the State Fire Marshal (OSFM).

Training should include written, oral and practical evaluations to demonstrate proficiency. The Training Officer shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

600.3 PROCEDURES

All members who operate firefighting apparatus shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition. The certificate attesting to the successful completion of an approved training course shall be carried with the member whenever he/she is operating the equipment or apparatus (RCW 46.25.050).

600.4 TRAININGMANAGER RESPONSIBILITIES

It shall be the responsibility of the Training Officer to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Training Officer shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

CPR and Automated External Defibrillator Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and utilize an Automated External Defibrillator (AED).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

Qualified instructor - An individual who is qualified to teach AED/CPR.

601.2 POLICY

It is the policy of the Mason County Fire District 12 that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required in order to utilize such equipment and/or skills. Initial training and recertification will consist of Washington State Department of Health-approved courses and will be provided by qualified instructors at the health care provider level.

601.3 REQUIREMENTS

CPR and AED training should include the following topics and skills:

- Proper use, maintenance, and periodic inspection of the AED
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care, and internal emergency response system, if applicable
- Assessment of an unconscious patient to include evaluation of the airway, breathing, and circulation to determine cardiac arrest
- Information relating to AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers, or other nearby persons
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged
- Rapid, accurate assessment of the patient's post-shock status
- The appropriate continuation of care following a successful defibrillation

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

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CPR and Automated External Defibrillator Training

All CPR and AED training provided by the District shall be approved and monitored by the County Medical Program Director (MPD), who shall also approve any written and skills examinations required for course completion. The MPD shall approve AED instructors and designate public safety AED service providers.

601.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all AED training provided to members in accordance with Washington State Department of Health regulations and under County MPD supervision. Records should include but are not limited to the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number, and qualifications of the persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

601.5 MANDATORY REPORTING

The EMS supervisor shall be responsible for collecting and reporting AED data to the County MPD. It will be necessary to establish procedures for the collection, maintenance, and evaluation of patient care records in order to report to the EMS authority on the total number of patients defibrillated and appropriate patient follow-up data as required (RCW 70.54.310).

Bloodborne Pathogen Training

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a state-mandated training program to ensure members have the skills and knowledge to protect themselves against occupational exposure to potentially infectious blood or bodily fluids.

602.2 POLICY

It is the policy of the Mason County Fire District 12 to make members' health and safety a priority by providing initial and recurring bloodborne pathogen training. All members of the District whose duties have a risk of occupational exposure to potentially infectious blood or bodily fluids shall receive bloodborne pathogen training (WAC 296-823-12005).

602.3 PROCEDURES

The Health and Safety Officer, working with the Training Officer, shall be responsible for (WAC 296-823-12005):

- (a) Training members in the proper use of protective equipment, exposure protection, post-exposure protocols and disease modes of transmission as they are related to infectious diseases (WAC 296-305-02501; WAC 296-823-120).
- (b) Remaining current on all legal requirements concerning bloodborne pathogens and other communicable diseases, as required by WAC 296-823-12005.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.

District officers are responsible for exposure control in their respective areas. They shall work directly with the Health and Safety Officer and any affected members to ensure that the proper exposure-control procedures are followed.

602.4 TRAINING REQUIREMENTS

Any member whose duties place him/her at risk for exposure to bloodborne pathogens shall receive district-provided, no-cost, on-duty training that shall include all of the state requirements. Communicable disease training will occur before assigning tasks where occupational exposure might occur, at least annually and within one year of the previous training (WAC 296-823-12005).

The content of training materials shall be appropriate and convey the required knowledge to members. Instructors shall be knowledgeable in the subject matter as it relates to members' roles and responsibilities (WAC 296-823-12005).

The bloodborne pathogen training program shall contain elements that include, at a minimum (WAC 296-823-12005):

- (a) An accessible copy of WAC Chapter 296-823 - Occupational Exposure to Bloodborne Pathogens and an explanation of its contents.

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Bloodborne Pathogen Training

- (b) A general explanation of the epidemiology and symptoms of bloodborne diseases.
- (c) An explanation of how bloodborne pathogens are transmitted.
- (d) An explanation of the exposure control plan and how to obtain a copy of the written plan.
- (e) An explanation of how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials.
- (f) An explanation of the use and limitations of methods that prevent or reduce exposure, including the following:
 - 1. Equipment and safer medical devices
 - 2. Work practices
 - 3. Personal protective equipment (PPE)
- (g) Information about PPE:
 - 1. Types
 - 2. Proper use and limitations
 - 3. Selection
 - 4. Location
 - 5. Putting it on and taking it off
 - 6. Handling
 - 7. Decontamination
 - 8. Disposal
- (h) Information about the hepatitis B virus vaccine:
 - 1. Effectiveness
 - 2. Safety
 - 3. Method of administration
 - 4. Benefits of being vaccinated
 - 5. Vaccine and vaccination are offered at no cost to the member
- (i) Information about what actions to take and persons to contact when exposure to blood or other potentially infectious materials occurs outside of the normal scope of work.
- (j) An explanation of the procedure to follow if an exposure incident occurs, including:
 - 1. The method of reporting the incident.
 - 2. The medical evaluation and follow-up that will be available.
- (k) Information about the post-exposure evaluation and follow-up procedure.
- (l) An explanation of the signs and labeling or color-coding required.

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Bloodborne Pathogen Training

- (m) An opportunity for interactive questions and answers with the trainer during the training session.

Training may be person-to-person, by telephone or by e-mail, as long as the member can ask and receive answers during the training session.

602.4.1 ADDITIONAL TRAINING RELATED TO CHANGING TASKS OR PROCEDURES

Training must be provided to a member when his/her occupational exposure risk is affected (WAC 296-823-12010).

602.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all bloodborne pathogen training that has been provided to members, as required by Washington State. Records should include, but are not limited to (WAC 296-823-12015):

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Emergency Action Plan and Fire Prevention Plan Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Mason County Fire District 12 Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with Washington regulations for all Mason County Fire District 12 facilities (WAC 296-24-567).

603.2 POLICY

It is the policy of the Mason County Fire District 12 to provide training to all members regarding the EAP and FPP.

603.3 TRAINING GUIDELINES

EAP and FPP training shall include, but is not limited to (WAC 296-24-567):

- (a) A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plan.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plan at the following times:
 1. Initially when the plans are developed
 2. Whenever the member's responsibilities or designated actions under the plans change
 3. Whenever the plans are changed
- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP which the member must know to protect the member in the event of an emergency.

603.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the district's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

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- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hazard Communication Program Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the district's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law (WAC 296-901-14016).

604.1.1 DEFINITIONS

Definitions related to this policy include (WAC 296-901-14006):

Hazardous chemical - Any chemical that is classified as a physical hazard or health hazard, simple asphyxiant, combustible dust or pyrophoric gas, or a hazard not otherwise classified.

Health hazard - Any chemical that is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure), skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity (single or repeated exposure), or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in WAC 296-901-14022, Appendix A, Health Hazard Criteria.

604.2 POLICY

It is the policy of the Mason County Fire District 12, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced.

604.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics (WAC 296-901-14016):

- (a) Members shall be informed of any operations in their work area where hazardous chemicals are present.
- (b) Members shall be informed of the location and availability of the written hazard communication program, including information regarding any hazardous chemicals and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- (d) Members shall be trained in the physical and health hazards of the chemicals in the work area and the measures they can take to protect themselves, including specific procedures the District has implemented to protect them from exposure to hazardous chemicals. These include appropriate work practices, engineering controls, emergency procedures and personal protective equipment (PPE).

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- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

604.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hazard communication program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hazardous Materials (HAZMAT) Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Mason County Fire District 12 Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required and the training records required to meet the provisions of the Washington regulations.

605.2 POLICY

It is the policy of the Mason County Fire District 12 that any member whose duties include a role in the HAZMAT response program shall receive training to the level in which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

605.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. The skill and knowledge levels required for all new members shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas (WAC 296-824-30005).

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas (WAC 296-824-20005; WAC 296-824-30005):

605.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release (WAC 296-824-30005).

605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations level (FRO) training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading, and prevent exposures (WAC 296-824-30005).

605.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member

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with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance (WAC 296-824-30005).

605.3.4 HAZMAT SPECIALIST

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more directed or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (WAC 296-824-30005).

605.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT incident commander level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (WAC 296-824-30005).

605.3.6 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority and communications for all members. The plan shall be in writing and available for inspection and copying by members, their representatives and WISHA personnel (WAC 296-824-20005).

605.3.7 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (WAC 296-824-30005).

605.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

- (a)
- (b)
- (c)
- (d)
- (e)

605.4.1 HAZMAT MEDICAL SURVEILLANCE FOLLOWING EXPOSURE

Members of an organized, designated HAZMAT team, and HAZMAT specialists shall be provided with medical surveillance at least once every 12 months after their initial assignment (WAC 296-824-40005).

Any emergency response member who exhibits signs or symptoms of possible overexposure to hazardous substances or health hazards during the course of an emergency incident shall be

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provided with medical consultation as soon as possible following the incident or development of signs or symptoms.

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years (WAC 296-802-20005). This record shall contain at least the following information (WAC 296-824-40010):

- (a) The name and Social Security number of the member.
- (b) The physician's written opinions, recommended limitations and results of examinations and tests.
- (c) Any member medical complaints related to exposure to hazardous substances.
- (d) A copy of the information given to the examining physician by the District.

605.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include, but are not limited to, the following:

- (a) Dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
 - 1. Specific content required by regulation covered
 - 2. Manufacturer's recommendations (as applicable)
 - 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifier and job title of all members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test)

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hearing Loss Prevention and Noise Control Training

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain Hearing Loss Prevention Noise Control Training for members exposed to noise above levels predetermined by state code (WAC 296-817-100).

606.2 POLICY

It is the policy of the Mason County Fire District 12 to promote member health and safety by establishing Hearing Loss Prevention and Noise Control Training and requiring member participation. The Hearing Loss Prevention Program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts (WAC 296-817-200).

606.3 PROCEDURES

The following procedures shall comprise the Hearing Loss Prevention and Noise Control Training for the Mason County Fire District 12. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Company officers shall be responsible for ensuring that members attend scheduled testing and training.

606.3.1 NOISE EXPOSURE LIMITS

The Mason County Fire District 12 shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed the criteria in Table 1 of WAC 296-817-100.

606.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District (WAC 296-817-20015).

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

606.3.3 HEARING PROTECTOR ATTENUATION

The Mason County Fire District 12 shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in WAC 296-817-20015. The District will provide more effective hearing protectors where necessary (WAC 296-817-20015; 296-305-02004).

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Hearing Loss Prevention and Noise Control Training

606.3.4 MONITORING

The Mason County Fire District 12 shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (WAC 296-817-20005).

606.3.5 AUDIOMETRIC TESTING PROGRAM

The Mason County Fire District 12 shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to WAC 296-817-100. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter (WAC 296-817-40010; WAC 296-817-40015).

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred (WAC 296-817-40010).

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements (WAC 296-817-50010).

606.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all Hearing Loss Prevention Program training provided to members. Records should include, but are not limited to, the following (WAC 296-817-50020):

- (a) The dates of the training sessions
- (b) A list of topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) Copies of baseline and annual audiometric testing and evaluation documents
- (f) The make, model and size of the hearing protectors
- (g) Average noise exposure of the employee
- (h) Any problems with use of the hearing protections and comments or complaints from the member regarding the hearing protection

The Training Officer shall maintain the training records in accordance with established records retention schedules.

Heat Illness Prevention Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program that complies with state mandates for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities and training record documentation (WAC 296-62-09560).

607.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes, but is not limited to, heat cramps, heat exhaustion and heat stroke.

607.2 POLICY

It is the policy of the Mason County Fire District 12 to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness (WAC 296-62-09560).

607.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions prior to outdoor work which exceeds temperatures listed in Table 1 of WAC 296-62-09510 and annually thereafter. The training shall include (WAC 296-62-09560):

- (a) The environmental and personal risk factors for heat illness.
- (b) The district's procedures for complying with the state requirements for the prevention of heat illness.
- (c) The importance of frequent consumption of a minimum of one quart of water per hour when the work environment is above the outdoor temperature action levels identified in Table 1 of WAC 296-62-09510 between May 1 and September 30 and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.
- (g) The district's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if necessary.

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- (h) The district's procedures for contacting emergency medical services, and if necessary, for transporting members to a place where they can be reached by an emergency medical service provider.
- (i) The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat (WAC 296-62-09560):

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an emergency medical service provider, if necessary

607.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of all members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Health Insurance Portability and Accountability Act (HIPAA) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling Protected Health Information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

608.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160).

Protected Health Information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or is communicated orally (45 CFR 160).

608.2 POLICY

It is the policy of the Mason County Fire District 12 to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of the HIPAA regulations (45 CFR 164.530(g)).

608.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the district's privacy policies and procedures.

The EMS OFFICER shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

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Health Insurance Portability and Accountability Act (HIPAA) Training

Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, pre-hospital care records or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

608.4 TRAINING RECORDS

The Training Section shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

National Incident Management System (NIMS) Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

609.2 POLICY

It is the policy of the Mason County Fire District 12 to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Mason County Fire District 12 members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

609.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center (EOC) Staff:
 - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200, and ICS-300: Intermediate ICS for Expanding Incidents
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
 - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400: Advanced ICS

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

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National Incident Management System (NIMS) Training

609.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number, and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Respiratory Protection Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through appropriate training of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (WAC 296-305-04001; WAC 296-842-16005; WAC 296-305-05502).

610.1.1 DEFINITIONS

Respirator or respiratory protection - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

610.2 POLICY

It is the policy of the Mason County Fire District 12 to protect the health of members by providing respiratory protection training.

610.3 TRAINING REQUIREMENTS

610.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members shall be trained, based on their duties, if they do any of the following (WAC 296-842-16005):

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair or adjust respirators

610.3.2 MANNER OF TRAINING

The District will present effective training using qualified instructors. Training may be provided using audio-visuals, slide presentations, formal classroom instruction, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods (WAC 296-842-16005).

Instructors should be available to provide responses to questions, evaluate understanding of the material and provide other instructional interaction (WAC 296-842-16005).

610.3.3 FREQUENCY OF TRAINING

The District will provide respiratory protection training (WAC 296-842-16005):

- (a) Initially, before worksite respirator use begins.

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- (b) Periodically, but within 12 months of the previous training.
- (c) Additionally, when the following occur:
 - 1. The member has not retained knowledge or skills.
 - 2. Changes in the worksite or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member shall practice, at least quarterly, for each type and manufacturer of respiratory equipment available for use, the step-by-step procedure for donning the respirator and checking it for proper function (WAC 296-305-04001).

610.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment available for their use, the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include (WAC 296-305-04001):

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures such as use of regulator bypass valve, corrective action for facepiece and breathing tube damage and breathing directly from the regulator (where applicable) (WAC 296-305-04001).

610.3.5 MEMBER REQUIREMENTS

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills as required by their duties:

- (a) Why the respirator is necessary, including identifying respiratory hazards such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.
- (e) How to clean, disinfect, and store the respirator.
- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.

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- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.
- (h) The district's general obligations under WAC 296-842-100 et seq.

610.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document the following:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy (WAC 296-842-16005(5)).

The Training Officer should maintain the training records in accordance with established records retention schedules.

Discriminatory Harassment Training

611.1 PURPOSE AND SCOPE

The purpose of this policy is to establish discriminatory harassment training for all district members. This policy identifies which members should receive training, when additional or supplemental training is recommended and the record keeping necessary to minimize the occurrence of discriminatory harassment in the workplace.

611.2 POLICY

It is the policy of the Mason County Fire District 12 to provide all district members with training regarding the recognition and prevention of harassment. Supervisors should receive supplemental training due to their increased responsibility to effectively respond to a complaint.

611.3 PROCEDURE

All members of the Mason County Fire District 12 should complete training regarding the recognition and prevention of discriminatory harassment. This training should be accomplished using the following schedule:

- (a) The initial training for all existing members of the District should be completed within six months of the adoption of this policy. Any existing members who do not complete this training within the above six-month period should complete the training as soon as practicable.
- (b) All new members of the District, including members who have had a period of absence of employment from the District of greater than 90 days, should complete training regarding the recognition and prevention of discriminatory harassment within six months of the member's date of hire. Any new member of the District who has not completed this training within the six-month period should complete the training as soon as practicable.
- (c) All members of the District should complete refresher training regarding the recognition and prevention of discriminatory harassment. This training should be provided to members once every two years.

611.3.1 SUPERVISOR TRAINING

All supervisors should receive specific training regarding discriminatory harassment in addition to the discriminatory harassment recognition and prevention training recommended to all members of the District. All district supervisors should receive supervisor-specific discriminatory harassment training within six months of assuming their supervisory position. Following the initial supervisor-specific training, all supervisory personnel should receive refresher training once every three years. The District should provide at least two hours of course time in each training session.

Specific topics and information should be provided to supervisory personnel. At a minimum, the district's discriminatory harassment training program for supervisors should include, but not be limited to:

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Discriminatory Harassment Training

- (a) The definitions of unlawful harassment under state and federal laws.
- (b) The state and federal statutory law and case law principles regarding the prohibition against discriminatory harassment, the prohibition against discriminatory harassment, and the prohibition against retaliation in employment.
- (c) The various types of conduct that can constitute discriminatory harassment.
- (d) The remedies available to employees/victims of discriminatory harassment.
- (e) Sample strategies to prevent discriminatory harassment in the workplace.
- (f) The use of practical examples of discriminatory harassment, which can be obtained from a variety of sources such as factual scenarios taken from case law, media accounts of actual cases; hypothetical scenarios based on workplace situations that exist within the District, and other sources which illustrate discriminatory harassment and retaliation, through the use of training methods such as role-play, case studies, and group discussions.
- (g) The limited confidentiality of the discriminatory harassment complaint process.
- (h) The resources available to victims of unlawful discriminatory harassment.
- (i) Information on how members should report any alleged or perceived discriminatory harassment.
- (j) The employer's obligation to conduct an effective investigation into any and all discriminatory harassment complaints occurring at the District or in the course of district business.

611.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records should include, but not be limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Wildland Fire Shelter Deployment Training

612.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and proper deployment of a wildland fire shelter.

612.2 POLICY

It is the policy of the Mason County Fire District 12 to provide thorough and recurrent wildland fire shelter deployment training to all district members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

612.3 PROCEDURE

The Training Officer shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but not be limited to, the following:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712
- (c) Performance of practice fire shelter deployment using NWCG recommended tasks and scenarios that include:
 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the tent shelter quickly.
 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.
 4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.
 5. Practical exercise deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).

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Wildland Fire Shelter Deployment Training

6. Practical exercise lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

612.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain training records in accordance with established records retention schedules.

Training Records

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

613.2 POLICY

It is the policy of the Mason County Fire District 12 to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Section in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system.

613.3 PROCEDURE

The Training Section will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing. These types of training shall include annual audiograms and fit testing for Division of Occupational Safety and Health (DOSH)/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All Washington State Patrol, Fire Protection Bureau-accredited training provided by the District.
- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other incident management system.
- (e) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.

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- (f) Any training opportunity scheduled through the Training Section and intended to be provided division-wide to each of the Divisions.
- (g) Any training opportunity utilizing instruction from outside the District.
- (h) Any interagency cooperative training program or activity.
- (i) Any regularly-scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained in the Training Section files based on district established records retention schedules.

613.4 DIVISION TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but not be limited to, the following:

- (a) The course title
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, DOSH regulation or other requirement
- (c) The dates the course was provided to members
- (d) The instructor names, qualifications and/or certifications
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students
- (f) Copies of course evaluations submitted by students
- (g) Attendance records for each course session, including each member's name or other identifier

613.5 INDIVIDUAL TRAINING RECORDS

The Training Section will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of six full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

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Training Records

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Section should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Section staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include coursework, position task books and certifications, NIMS certifications, SEMS certifications, pre-hospital care provider continuing education coursework, and licensing and certification records (paramedic and Emergency Medical Technician).

613.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Section for inclusion in their individual training file. The Training Section staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Section copies of any licenses, certifications and coursework that are pertinent to their position with the Mason County Fire District 12.

The Training Section staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Mason County Fire District 12 training file.

613.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Mason County Fire District 12 member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Mason County Fire District 12 to release copies to the named third party.

Firefighter Health, Safety and Survival

615.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

615.2 POLICY

The Mason County Fire District 12 is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

615.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Mason County Fire District 12 safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

615.4 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

615.5 TRAINING OFFICER RESPONSIBILITIES

The Training Section is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

615.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Live-Fire Training

616.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

616.2 POLICY

It is the policy of the District to conduct live-fire training in a safe and effective manner that meets the standards of NFPA 1403 and any applicable state or local law.

616.3 MEMBER PREREQUISITES

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of NFPA 1001, Firefighter I.

616.4 TRAININGMANAGER RESPONSIBILITIES

The Training Officer shall be responsible for:

- (a) Scheduling live-fire training.
- (b) Confirming that the Assistant Fire Chief Training Section is notified when live-fire training is scheduled.
- (c) Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements (RCW 52.12.150; WAC 296-305-05502; WAC 296-305-06517).
- (d) Providing a secure structure for the live-fire training consistent with the requirements of this policy.
- (e) Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.
- (f) Confirming that a sufficient number of instructors will be present for the live-fire training.
 1. In no event shall there be fewer than four instructors.
 2. There shall be no more than a 5:1 student-to-instructor ratio at any time.
- (g) Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.
- (h) Designating a qualified safety officer for all live-fire training exercises.
- (i) Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements (WAC 296-305-05502):
 1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II
 2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I

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- (j) Ensuring all injuries sustained during live-fire training are documented.
- (k) Confirming all district members whose duties include structural firefighting in immediately dangerous to life and health (IDLH) conditions are provided live-fire training at least every three years (WAC 296-305-05502).

616.5 SAFETY OFFICER

A safety officer shall be designated for all live-fire training exercises and shall have the same qualifications as the lead instructor (WAC 296-305-05502). The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities (WAC 296-305-05502).

The safety officer shall be knowledgeable about all the safety features at the training location.

616.6 TRAINING REQUIREMENTS

Before beginning any live-fire training, the designated safety officer shall be responsible for:

- (a) Inspecting all burn locations.
- (b) Ensuring that all members participating in the training meet the prerequisites for participation.
- (c) Inspecting each participant's personal protective equipment (PPE) and SCBA.
- (d) Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.
- (e) Ensuring an Emergency Medical Services (EMS) unit and advanced life support (ALS) crew capable of transporting a patient are on location.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

616.7 USE OF ACQUIRED STRUCTURES

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Prior to using any acquired structure for live-fire training, the Training Officer shall:

- (a) Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.
- (b) Facilitate the preparation of the structure for safe use (e.g., removal of all asbestos containing material).
- (c) Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act (42 U.S.C. § 7401 et seq.; RCW 70A.15.5180).

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616.8 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all live-fire training that is provided to members. At a minimum, the District should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Injuries sustained during training exercises.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Chapter 7 - Equipment and Technology

Use of District-Owned and Personal Property

700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property upon separation from employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

700.2 POLICY

It is the policy of the Mason County Fire District 12 to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to including termination.

700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members should promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced with a comparable item.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property should only be used by the member to whom it was assigned.
- (e) District property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines should apply:

- (a) All district property, including keys, identification cards, electronic devices and system access cards, should be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

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- (c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Assistant Fire Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

700.4.1 COVERED PERSONAL PROPERTY

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value.

The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- (c) Any personal property used in place of district-issued property, unless required by the District.

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- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (RCW 46.30.020).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to Mason County Fire District 12, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Assistant Fire Chief.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

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

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), and similar wireless two-way communications, and/or portable internet access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

The Mason County Fire District 12 allows members to utilize district-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or off-duty for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through district PCDs or networks.

The District reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the District.

Members have no expectation of privacy regarding any communications while using a personally owned PCD for district-related business or when the use reasonably implicates work-related misconduct.

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701.4 DISTRICT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. District-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The District accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by district procedures.
 - 1. Use of a personally owned PCD for work-related business constitutes consent for the District to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
 - 2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 - 3. Searches of a personally owned PCD by the District should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- (e) The device shall not be utilized to record or disclose any district business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the District, without the express authorization of the Fire Chief or the authorized designee.
- (f) If the PCD is carried on-duty, members will provide the District with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to

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the Mason County Fire District 12 no later than the end of the member's shift and deleted from the member's PCD as soon as reasonably practicable.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their supervisor, the member may engage in district business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty district-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate recordkeeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means requires express authorization of the Fire Chief or the authorized designee.
- (f) Members will not access social networking sites for any purpose that is not official district business. This restriction does not apply to a personally owned PCD used during authorized break times.
- (g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

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- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other district communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles other than authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use and the use complies with RCW 46.61.672. Such use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send, or read a text-based communication on a PCD while driving. Members should not utilize a personally owned PCD when responding to an emergency or when engaged in an emergency incident.

Apparatus Inspections, Testing, Repair, and Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair, and maintenance responsibilities of members with regard to district vehicles and apparatus. Vehicles and apparatus shall comply with all regulations in the Washington Administrative Code, Washington Motor Vehicles Code, and/or the applicable sections of National Fire Protection Association (NFPA) 1002. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled, and present a professional appearance.

702.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - A vehicle or combination of vehicles, owned by a regularly organized fire suppression agency, designed, maintained, and used exclusively for fire suppression and rescue or for fire prevention activities (RCW 46.44.190).

In-reserve - Any district vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Fire Suppression Division or that is pre-positioned to be readily available to on-duty Fire Suppression personnel for calls for service (e.g., airport rescue or firefighting apparatus).

Staff vehicles - Typically, district vehicles that are assigned to members other than first response apparatus. Staff vehicles can serve as emergency response units or non-emergency support functions.

702.2 POLICY

It is the policy of the Mason County Fire District 12 that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected weekly, including in-service and reserve apparatus. Vehicles and apparatus that are out-of-service for testing, maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 RESPONSIBILITIES

702.3.1 FLEET MANAGER RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for:

- (a) Developing and implementing a program to ensure all apparatus are maintained, tested, inspected, and repaired as required (WAC 296-305-04507; WAC 296-305-04510).

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- (b) Ensuring that all certification, testing, repair, and maintenance performed on fleet apparatus is performed by qualified technicians (WAC 296-305-04507).

702.3.2 ANNUAL SERVICE AND NONDESTRUCTIVE APPARATUS TESTING

The fleet manager will be responsible for ensuring the completion of the required annual testing for all automotive fire apparatus to ensure safe operation of all systems and components. All apparatus with fire pumps used for interior firefighting and that have a 500 gallon per minute capacity or greater will have an annual service test to determine the ability of the pump to perform at its rated pumping capacity as well as provide baseline performance data for comparison to determine the need for repair or replacement. The annual service test shall comply with NFPA standards pertaining to pumper apparatus (WAC 296-305-04507).

702.4 OVERWEIGHT PERMITS

Fire apparatus that exceed the dimensions and weight limits of RCW 46.44.190 must have an overweight permit with the Department of Licensing. When applying for an overweight permit, at least four members of the District must be physically present at the time the apparatus is weighed with the Department of Licensing. Once the permit is issued, the District must notify the Washington State Patrol that the apparatus is in compliance with overweight permit regulations (RCW 46.44.190).

702.5 APPARATUS WEEKLY INSPECTIONS

Operators should be responsible for conducting a weekly inspection of apparatus established by the District that includes all of the items and provisions identified to ensure the safe operational status of the apparatus. An inspection list is detailed in the current version of Department of Licensing's Commercial Driver Guide or in the applicable sections of NFPA 1002.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the company officer shall be immediately notified. Based on the determination of the driver or company officer, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service (WAC 296-305-04507).

All repairs and preventative maintenance to the suppression components of emergency vehicles shall be made by a National Institute for Automotive Service Excellence (ASE) certified technician or factory-qualified individual. Repairs, maintenance, or routine work to non-suppression components shall be done by personnel qualified in the specific area of repair.

The District shall maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms should be forwarded to the Fire Suppression Assistant Fire Chief and retained by the District based on established records retention schedules.

702.5.1 STAFF VEHICLE WEEKLY INSPECTIONS

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicle. Daily maintenance should include checking and

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maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear, and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Chief. The monthly checklists should be retained by the District based on established records retention schedules.

Use of District Vehicles

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Take-home vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

The District provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigate recall, and other considerations.

- **Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- **Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

703.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to district related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages. Members operating district-owned vehicles shall not permit persons other than district members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

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- (d) District take-home vehicles are to be left at a fire facility during vacations or other period of leave in excess of seven days unless approved by the Fire Chief or authorized designee.
- (e) District members shall not relinquish control of, nor allow any person to operate district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workspace and for district-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- (a) The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be allowed based on special assignment of the member.
- (b) Except as may be provided by a collective bargaining agreement, time spent during normal commuting is not compensable.
- (c) District-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- (d) The member may be required to maintain insurance covering any commuting or personal use.
- (e) The member may be responsible for the care and maintenance of the vehicle. The District should provide necessary care and maintenance supplies.
- (f) Off-street parking shall be available at the member's residence.
- (g) Vehicles shall be locked when not attended.
- (h) All district identification, portable radios, and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a district-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

703.3.2 VEHICLES SUBJECT TO INSPECTION

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions, or deletions of any equipment or accessories shall be made to district vehicles without written permission from the designated vehicle manager.

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703.3.4 TOLL ROAD USAGE

Members in authorized emergency vehicles using toll roads are exempt from paying toll road charges. An authorized emergency vehicle is an on-duty vehicle of the District which is equipped with emergency lights and sirens and used to respond to emergency calls (WAC 468-270-030; WAC 468-270-085; WAC 468-270-105).

All members passing through a toll facility in unauthorized emergency vehicles during a response to an emergency shall draft a memo to the Fire Chief or the authorized designee as soon as practicable explaining the circumstances.

Members operating district-owned vehicles that are not authorized emergency vehicles are responsible for the toll charge. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges where required (WAC 468-270-085; WAC 468-270-105).

Mobile Data Terminal Use

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Digital Terminal (MDT) in the apparatus to access incident information, resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

705.2 POLICY

The MDT shall be used for official district business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Fire Chief.

705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the officer or other crew member who is not driving and has access to the MDT.

705.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

705.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the fire radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

705.2.4 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that

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the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

- (a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.
- (b) Notify the Fire Chief of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

705.3 MDT CONSIDERATIONS

705.3.1 NON-FUNCTIONING MDT

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify MACECOM. It shall be responsibility of MACECOM to record all information that will then be transmitted verbally over the fire radio.

705.3.2 BOMB CALLS

When assisting on a report of a possible bomb, members will turn off the MDT. Operating a MDT may cause some devices to detonate.

Knox-Box Access

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of district members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Mason County Fire District 12 jurisdiction where it has been determined that a Knox-keyed device is needed for accessibility for emergency responders.

706.1.1 DEFINITIONS

Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox cabinet - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

Knox Company - The manufacturer/vendor the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Mason County Fire District 12.

Knox master key - A key carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

Knox tones - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

706.2 POLICY

It is the policy of the Mason County Fire District 12 to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

706.3 KNOX KEY ACCOUNTABILITY

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code or by tones issued via two-way radio by the dispatcher. Once the Knox master key is released, it should be used to

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access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access. Each incident requiring a dispatcher to send tones shall have that activity noted in the incident record.

The Fire Chief is ultimately accountable for Knox master keys issued to the District. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Chief or the authorized designee by the end of the applicable/assigned shift.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at district expense.

706.4 SITE INSTALLATION AND TESTING

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the District, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed 6 feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering. The preferred location for mounting a key switch is at the gate control head or adjacent to the gate or door entry key pad.

Knox-key switches should be installed by a certified electrician familiar with these devices.

706.5 KEYS IN KNOX-BOXES

Every access key placed in a Knox-Box shall be identified with a sturdy tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access

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- Other secured areas deemed appropriate by the owner or the District

706.6 LOCK UP OF KEYS IN KNOX-BOXES

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Mason County Fire District 12 to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

706.7 TESTING KEY SWITCHES

After a key switch has been installed, the property owner must contact the District. The first-in engine company will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the engine company to have the necessary repairs made.

706.8 NUMBER OF KEY SETS REQUIRED

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

706.9 ANNUAL KNOX-BOX TESTING

The Fire Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or the first-in engine company. This should consist of checking the operation of the box and the keys.

Communications Operations

707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

All Mason County Fire District 12 radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

707.2 POLICY

The Mason County Fire District 12 will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and MACECOM. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and local and regional interagency/multi-agency incidents.

707.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in MACECOM to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the firefighters/paramedics who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Command and tactical radio channels to be used for the incident
- (i) Time of apparatus arrival
- (j) Requests from members during the incident
- (k) Time the apparatus returned to service

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- (l) Disposition or status of the reported incident
- (m) Duration of the incident from the time the first unit arrives on-scene at a structure fire or other incident in which conditions appear to be time sensitive. This is also known as an incident clock.
- (n) Periodic notification to the Incident Commander of the duration of the incident at intervals of the incident clock established by Mason County Fire District 12 procedures (WAC 296-305-05000)

707.4 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, divisions or groups, including their locations and the nature of the tasks or objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason. Emergency scene communications shall employ the use of “clear-text” terminology (WAC 296-305-05000).

Members operating at incidents are responsible for maintaining radio communications with their supervisors at all times during emergency incidents.

707.4.1 EMERGENCY TRAFFIC/MAYDAY ALERT

Any member who becomes lost, trapped, injured or is in any other life-threatening situation shall immediately call for help using the term “Mayday” to declare that an emergency exists (WAC 296-305-05000). When a member declares Mayday, the following information should be reported:

- Unit identifier and rank/position
- Nature of problem
- Last known or approximate position
- Assignment
- Position of closest adjacent unit or company
- Breathing air status
- Activation of audible alert on Personal Alarm (or Alert) Safety System (PASS) device
- Activation of emergency button on portable radio

Upon hearing the report of Mayday, all other units will clear the air of routine incident radio traffic.

When a member needs to transmit critical incident information that may not identify a currently life-threatening situation, he/she may use the term “emergency traffic.” Upon hearing the term “emergency traffic,” all other members operating at the incident will discontinue routine radio traffic until the situation or condition has been resolved and routine radio traffic can continue (WAC 296-305-05000).

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707.4.2 APPARATUS IDENTIFICATION

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with MACECOM. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and MACECOM once the mobile unit has been properly identified.

707.4.3 RADIO TESTING

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

Public Alerts

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

708.2 POLICY

It is the policy of the Mason County Fire District 12 to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Fire Chief or higher rank.

708.3 PROCEDURE

Public Alerts are intended to recruit public assistance in preventing fires through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, MACECOM will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside MACECOM for the public to call for additional information and explicit instructions not to call MACECOM for additional information.

A Public Alert should include, but not be limited to, the following:

- (a) The Mason County Fire District 12 has generated the alert
- (b) The nature of the alert
- (c) The location and scope of the incident/prevention campaign/fire hazard
- (d) What the listener should do to assist in the effort
- (e) Established routes and/or destinations, if applicable
- (f) Where the listener can call to get additional information, if applicable
- (g) Instructions regarding what the listener should not do, if applicable

708.4 SYSTEM ADMINISTRATION

The Fire Chief or the authorized designee shall appoint an administrator for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system vendor, all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

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The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

Photography And Electronic Imaging

709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by district members; establishes the parameters for the types of incidents, subjects, and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

This policy does not apply to media captured through the use of body-worn cameras (see the Body-Worn Cameras Policy).

709.2 POLICY

It is the policy of the Mason County Fire District 12 to authorize members to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions, and guidelines.

The use of photography or electronic imaging of medical patients, injured victims, or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA.

The Mason County Fire District 12 shall respect the privacy rights established in the state and federal constitutions.

709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered, or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by district members for non-incident events, including:

- (a) Documentation of district training events, exercises, lectures, classes, or activities, and all fire academy-related activities.

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- (b) Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops, and other activities involving district members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Mason County Fire Marshal education events and activities, school safety presentations, and club or service organization events.
- (d) Documentation of all district vehicles, apparatus, tools and equipment, facilities, and other district-owned property.
- (e) Creation and maintenance of a photo/image bank depicting all district members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks, and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery, and cost-recovery efforts.
- (g) Documentation of any condition, activity, or event related to the district's code enforcement responsibilities.
- (h) Documentation of inspections, code compliance activities, or any other activity of Mason County Fire Marshal.
- (i) Unless prohibited elsewhere in this policy, documentation of any district activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Fire Chief, or any Assistant Fire Chief.

709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by district members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse, or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries, or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles, or other items involved in collisions, accidents, entrapments, or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.

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- (h) Documentation of the cause, location, extent, severity, and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse, or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries, or fatalities caused by such events.
- (k) Documentation of any other event, situation, or activity as deemed appropriate and necessary by the Incident Commander of any event.

709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted, or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted, or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the treatment of the patient, no photographs or electronic images should be taken of a patient under 18 years of age during a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that they do not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient, and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

Non-Official Use of District Property

710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of district property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

District property also includes use of the district's name, logos or other branding materials not intended for general distribution or marketing campaigns.

710.2 POLICY

The personal use of district property is not authorized. No equipment or material shall be loaned or used by a member for any purpose other than official district business without the express prior approval of the Fire Chief or the authorized designee.

Requests from water companies or other agencies for hose adapters or other equipment should be forwarded to the appropriate Fire Chief for consideration.

Apparatus and Specialized Equipment Standards

711.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for apparatus and specialized equipment owned or operated by the Mason County Fire District 12 as required by applicable state and national safety standards.

711.1.1 DEFINITIONS

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

Aerial devices - Fire apparatus-mounted aerial ladders, elevated platforms and water towers.

Apparatus - A mobile piece of fire equipment such as a pumper, aerial, tender, automobile, etc.

Engine (pumper) - A piece of apparatus equipped with hose and a pump for the purpose of supplying water under pressure through hose lines.

Fire apparatus - A fire department emergency vehicle used for rescue, fire suppression or other specialized functions.

Rescue craft - Any fire department watercraft used for rescue operations.

Vessel - Watercraft or other artificial contrivance used or capable of being used as a means of transportation on water, including special-purpose floating structures not primarily designed for or used as a means of transportation on water.

711.2 POLICY

It is the policy of the Mason County Fire District 12 to ensure that all apparatus and specialized equipment used by members for emergency and nonemergency activity are designed and constructed as required by Washington law and function correctly and safely in compliance with the applicable standards to ensure firefighter safety. These standards include National Fire Protection (NFPA) standards for the type of apparatus or specialized equipment as well as state and federal laws. Some specialized equipment, such as watercraft, may also require incorporation of applicable United States Coast Guard (USCG) or Department of Transportation (DOT) regulations and requirements.

711.3 RESPONSIBILITIES

The Fire Chief should appoint a fleet manager who is responsible for ensuring new apparatus and equipment purchased, leased or procured for use by the Mason County Fire District 12 conforms to the applicable NFPA safety standards and is designed and constructed as required WAC 296-305-04501.

The fleet manager shall also ensure used apparatus and equipment purchased, leased or procured for use by the Mason County Fire District 12 meets all standards and state laws applicable at the time it was manufactured and that the apparatus and equipment undergoes

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a thorough inspection, certification and testing by qualified technicians before being placed in service.

711.3.1 AUTOMOTIVE FIRE APPARATUS

New automotive apparatus purchased, leased or procured for use by the Mason County Fire District 12 shall conform with the applicable NFPA safety standards for the particular type of apparatus. Apparatus construction features shall comply with WAC 296-305-04501.

711.3.2 AERIAL DEVICE APPARATUS CONSTRUCTION

If the automotive fire apparatus is used in conjunction with an aerial device it shall be constructed to comply with the requirements in WAC 296-305-04510.

711.3.3 WILDLAND APPARATUS STANDARDS

All wildland fire apparatus owned, leased or procured by the District and operated by members of the District shall comply with construction features and safety standards contained in NFPA 1906, Standard for Wildland Fire Apparatus, 2006 edition (WAC 296-305-04501; WAC 296-305-07014; WAC 296-305-07018).

711.4 WATERCRAFT

Specialized rescue craft or vessels purchased, leased or procured by the District for the rescue of persons in distress or the suppression of fires in a marine environment shall be designed, constructed and operated as required by state and federal law and the recommendations of the manufacturer.

Watercraft operated by the District within the navigable waterways of the state of Washington shall comply with the rules of the USCG (WAC 296-305-05113).

711.5 OTHER SPECIALIZED APPARATUS

Specialized apparatus owned or operated by members of the Mason County Fire District 12 not included in this policy shall be governed in its construction, recommended use, inspection and testing by applicable NFPA standards, state and federal regulations and manufacturers' recommendations.

District Use of Social Media

712.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the District is consistent with the district mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by district members (see the Member Speech, Expression, and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media for issuance of fire hazard warnings, emergency evacuation instructions, and widespread emergencies (see the Public Alerts Policy).

712.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the district website or social networking services.

712.2 POLICY

The Mason County Fire District 12 will use social media as a method of effectively informing the public about district services, issues, investigations, and other relevant events.

District members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

712.3 AUTHORIZED USERS

Only members authorized by the Fire Chief or the authorized designee may utilize social media on behalf of the District. Authorized members shall use only district-approved equipment during the normal course of duties to post and monitor district-related social media unless they are specifically authorized to do otherwise by their supervisors.

The Fire Chief may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over district social media by members who are not authorized to post should be made through the member's chain of command.

712.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, supports the district mission, and conforms to all district policies regarding the release of information may be posted.

Examples of appropriate content include:

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- (a) Announcements.
- (b) Tips and information related to fire prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the district mission.
- (e) Real-time safety information that is related to in-progress fire incidents, geographical warnings, or disaster information.
- (f) Media releases.
- (g) Recruitment of personnel.

712.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

712.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Mason County Fire District 12 or its members.
- (e) Any information that could compromise the safety and security of district operations, members of the District, victims, patients, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this district's social media site that they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

712.5.1 PUBLIC POSTING PROHIBITED

District social media sites shall be designed and maintained to prevent posting of content by the public.

The District may provide a method for members of the public to contact district members directly.

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District Use of Social Media

712.6 MONITORING CONTENT

The Fire Chief will appoint a supervisor to review, at least annually, the use of district social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues.

712.7 RETENTION OF RECORDS

The Chief should work with the Public Records Officer to establish a method of ensuring that public records generated through the use of social media are retained in accordance with established records retention schedules.

712.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and the dissemination and retention of information posted on district sites.

Chapter 9 - Safety

Accident, Illness, and Injury Prevention Program (AIIPP)

900.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for the implementation of a formal written Accident, Illness, and Injury Prevention Program (AIIPP) to ensure that members comply with safe and healthy work practices (WAC 296-305-01505; WAC 296-800-140).

Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by district procedures outside the Policy Manual.

This policy supplements but does not supersede any related Countywide safety efforts.

900.2 POLICY

The Mason County Fire District 12 will adopt an AIIPP in order to comply with Washington law and enhance the safety of its members.

900.3 REQUIRED ACCIDENT, ILLNESS, AND INJURY PREVENTION PROGRAM COMPONENTS

Components of the written AIIPP will include (WAC 296-305-01505; WAC 296-800-14005):

- (a) A Health and Safety Officer (HSO) (WAC 296-305-01505).
- (b) A description of the entire AIIPP.
- (c) A safety orientation that covers all components of the AIIPPA.
- (d) Instruction on reporting injuries and the location of first-aid facilities.
- (e) Instruction on reporting unsafe conditions and practices.
- (f) The use and care of required personal protective equipment (PPE).
- (g) The proper actions to take in emergencies, including the routes for exiting work areas during emergencies.
- (h) Identification of the hazardous gases, chemicals, or materials, along with the instructions on their safe use and emergency action following accidental exposure.
- (i) On-the-job review and training of the practices necessary to perform the initial job assignments in a safe manner, and how to properly address hazards.
- (j) The development, supervision, implementation, and enforcement of training programs to improve the skill, awareness, and competency of all members regarding occupational safety and health (WAC 296-800-14020).

900.3.1 DISTRICT HEALTH AND SAFETY OFFICER

The Fire Chief will appoint the district HSO, who has both authority and responsibility for implementing, supervising, enforcing, and managing the AIIPP (WAC 296-305-01505; WAC 296-800-14025). The HSO will also act as a liaison with County risk management on district safety matters (see the Health and Safety Officer Policy).

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The HSO will ensure the AIIPP remains effective in practice (WAC 296-800-140; WAC 296-800-14025).

900.3.2 DIVISION SAFETY COORDINATORS

Each Assistant Fire Chief shall appoint a Division Safety Coordinator. A Assistant Fire Chief with sections that have significant safety risks may appoint a section safety coordinator for each section.

Duties of Division Safety Coordinators include but are not limited to:

- Assisting the HSO to ensure implementation of the AIIPP and safety policies.
- Conducting periodic safety inspections of the district/division to identify unsafe conditions and unsafe practices.
- Maintaining safety inspection and corrective-action records.
- Ensuring that the appropriate forms for reporting hazards and making safety suggestions are available.
- Receiving those forms and assisting in their evaluation, and advising members who submit reports of any actions taken.
- Maintaining safety training records and minutes of health and safety committee meetings.
- Ensuring that the safety bulletin board contains the required information.

900.3.3 HEALTH AND SAFETY COMMITTEES

The HSO will ensure that the district health and safety committee is formed with representatives from management and labor and that the committee meets regularly. The district HSO will be chairperson of the committee. The health and safety committee is to serve in an advisory capacity to the Fire Chief. The number of employer-selected members shall not exceed the number of employee-elected members (WAC 296-305-01505).

Assistant Fire Chiefs may elect to have sections with significant safety risks operate their own health and safety committees. The Section Safety Coordinator will be the chairperson and will act as a liaison with the district health and safety committee.

The health and safety committees will:

- Identify situations that may be a source of danger to members.
- Review results of district safety inspections.
- Review investigation reports of member injuries and illnesses and submit recommendations to district management.
- Review member reports of hazards and safety suggestions and complaints, and transmit related committee recommendations in writing to the Fire Chief (WAC 296-305-01505).

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- Discuss and formulate new safety procedures; submit these and other recommendations to district management.
- Evaluate safety rules and regulations established by the District to comply with state mandates.

The frequency of health and safety committee meetings shall be determined by the committee but shall not be less than one hour per calendar quarter. Special meetings may be held at the request of any committee member. Minutes shall be taken of all health and safety committee meetings. After review by the Fire Chief or the authorized designee, the minutes shall be conspicuously posted at all stations (WAC 296-305-01505).

900.3.4 REVIEW OF SAFETY MANDATES

The AIIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

- (a) Communicable diseases (see the Communicable Diseases Policy).
- (b) Respiratory protection (see the Respiratory Protection Program Policy).
- (c) Personal protective equipment (see the Personal Protective Equipment Policy).
- (d) Emergency Action Plan and Fire Prevention Plan (see the Emergency Action Plan and Fire Prevention Plan Policy).
- (e) Walking-Working Surfaces (see the Fire Station Living Policy).

900.4 SAFETY COMMUNICATION SYSTEM

The HSO should ensure that the District communicates with members on matters of safety and health, provides understandable safety information, and encourages members to report workplace hazards and to make safety suggestions.

Members should be provided safety information through the following systems:

- District health and safety committees
- Postings of safety information
- Written communications, such as health and safety committee minutes, the Emergency Action Plan, and County and district safety memos
- General member meetings where safety is a part of the agenda
- A safety suggestion system that allows for anonymous suggestions

Members shall be allowed to submit written suggestions or complaints. These suggestions or complaints shall be considered by the safety committee and the Fire Chief or the authorized designee will reply to the submitting member (WAC 296-305-01505).

900.5 SAFETY INSPECTION SYSTEMS

The Division Safety Coordinator must conduct inspections of facilities, equipment, and operations monthly. Safety inspections are intended to identify both unsafe conditions and unsafe procedures.

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These inspections shall include but are not limited to tools, apparatus, extinguishers, protective equipment, and life-safety equipment (WAC 296-305-01505).

In addition, inspections should be conducted whenever new substances, processes, procedures, or equipment are introduced into the workplace or a hazard is recognized. Inspections must be documented. The following is the minimum information that must be included:

- The name of the person conducting the inspection
- The date of the inspection
- Any unsafe condition or unsafe procedure discovered
- Any corrective action recommendations and the date(s) of completion

Safety inspections and corrective action records must be kept on file and must not be expunged before all corrective action has been completed. Copies of all safety inspections should be forwarded to the HSO and the health and safety committee for review and possible action.

900.6 SAFETY HAZARD MITIGATION

In the event of an imminent safety hazard that cannot be immediately abated, the following actions must be initiated by the ranking officer or person who discovers the hazard:

- Remove all exposed personnel from the hazard area.
- Provide members abating the hazard with the necessary safeguards.

900.7 INJURY INVESTIGATION SYSTEM

Injury and accident investigation is a major component of a comprehensive safety program and is necessary to prevent a recurrence.

Members conducting injury investigations should understand basic accident causation in order to report detailed information that is both accurate and useful. Accidents can have two basic causes:

- (a) The **direct** cause. This can include an unsafe practice or an unsafe work condition. Examples include the following:
 1. Unsafe lifting technique
 2. Defective tool or equipment
 3. Poor housekeeping
- (b) The **contributing** cause. These are contributing factors, other than the direct cause. Examples include the following:
 1. Member with a poor safety attitude
 2. Member with poor eyesight
 3. Inadequate safety training

900.8 SAFETY RESPONSIBILITIES

The AIIPP will require that district members (WAC 296-305-01511; WAC 296-305-01513):

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- (a) Cooperate with the District and other members in efforts to eliminate accidents.
- (b) Comply with safety standards contained in the Washington Administrative Code's Safety Standards for Fire Fighters (WAC 296-305-01001 et seq.) that are applicable to their own actions and conduct in the course of their employment.
- (c) Notify the appropriate supervisor of unsafe work practices and unsafe conditions related to equipment, apparatus, or workplaces.
- (d) Apply the principles of accident prevention and use all required safety devices, protective equipment, and safety practices as provided and/or developed by management.
- (e) Take proper care of all PPE.
- (f) Attend, when on-duty, required training and/or orientation programs to increase competency in occupational safety and health.
- (g) Should not participate in any district operations or other functions when under the influence of alcohol or drugs. This rule does not apply to those members taking prescription drugs as directed by a physician or dentist, providing that such use does not endanger the member or others.
- (h) Should not remove, displace, damage, destroy, or carry-off any safety device, safeguard, notice, or warning furnished for use in any employment or place of employment.
- (i) Should not interfere in any way with the use of any safety device, method, or process adopted for the protection of any member.

Members shall comply with the above mandates and other procedures or rules that have been established to further the district's safety goals.

Division of Occupational Safety and Health (DOSH) Inspections

901.1 PURPOSE AND SCOPE

This policy establishes guidelines and responsibilities for Mason County Fire District 12 members to follow in the event that a Washington Division of Occupational Safety and Health (DOSH) inspector requests access to district property or work operations (RCW 49.17.070).

This policy does not address those inspections requested by the Mason County Fire District 12 as part of a consultation service by DOSH.

901.2 POLICY

It is the policy of the Mason County Fire District 12 for the Fire Chief or the authorized designee to designate one or more district representatives who will be responsible for facilitating a DOSH inspection. An adequate number of representatives shall be designated to accommodate the needs of the DOSH inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the DOSH inspector once he/she has arrived (RCW 49.17.100).

District members should work cooperatively with any DOSH inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the DOSH inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

DOSH inspections may be unannounced. Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified (RCW 49.17.070).

Upon entering the district worksite, the inspector will present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

DOSH inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings.

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Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the District who is the subject matter expert on the topic.

At the conclusion of the inspection, the DOSH inspector will hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a DOSH inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all DOSH findings.

Washington DOSH Notification of Injury or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the District to immediately report to the Washington Division of Occupational Safety and Health (DOSH) an employment-related death or serious injury of any district members.

902.2 POLICY

The District will comply with DOSH reporting requirements in the event of a serious injury or death (WAC 296-305-01501; WAC 296-27-031).

902.3 MANDATORY NOTIFICATION

DOSH shall be notified by telephone or in person as soon as practicable, but no longer than eight hours after the District has knowledge of a work-related incident that causes (WAC 296-305-01501; WAC 296-27-031):

- (a) A fatal or potentially fatal injury of any member.
- (b) Injury requiring inpatient hospitalization of any member.

DOSH shall also be notified within 24 hours of a work-related incident that results in either an amputation or the loss of an eye that does not require inpatient hospitalization.

Fatalities or hospitalizations that occur within 30 days of an incident must also be reported to DOSH.

902.4 REQUIRED INFORMATION

DOSH requires the following information, if available, to be submitted with the notification (WAC 296-305-01501; WAC 296-27-031):

- (a) Establishment name
- (b) Location of the incident
- (c) Date and time of the incident
- (d) Number of fatalities, hospitalized members, amputations or members who suffered the loss of an eye
- (e) Contact person and telephone number
- (f) Names of injured or deceased members
- (g) Brief description of the incident
- (h) The type of reportable event (e.g., fatality, inpatient hospitalization, amputation, loss of an eye)

During normal business hours, the Fire Chief shall provide the information to the Administration directly when the injury involves a member of this district. After normal business hours, the appropriate Fire Chief shall contact MACECOM to have the Administration notified. In either case,

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Washington DOSH Notification of Injury or Death

the Administration is responsible for reporting the required information to DOSH at the contact number maintained by Administration.

Communicable Diseases

903.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines to assist in minimizing the risk of district members contracting and/or spreading communicable diseases.

903.1.1 DEFINITIONS

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, or tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur as the result of a member's position at the Mason County Fire District 12 (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

Occupational exposure - An exposure that may be reasonably anticipated in the performance of a member's duties.

903.2 POLICY

Communicable disease exposure is an occupational health hazard and transmission is possible during emergency responses and other departmental and in-station operations. The health and welfare of each member is a joint concern and the responsibility of the member and the Mason County Fire District 12. While each member is ultimately responsible for his/her own health, the Mason County Fire District 12 recognizes its responsibility to provide a safe workplace and to provide each member with reasonable protection from occupationally acquired communicable diseases.

It is also the policy of the Mason County Fire District 12 to provide fire, rescue, and emergency medical services to the public, despite any known or suspected diagnosis of communicable disease, and to provide post-exposure follow-up to district members in compliance with all applicable state and federal standards.

The Mason County Fire District 12 is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

903.3 HEALTH AND SAFETY OFFICER

The Health and Safety Officer shall ensure that the District has developed an exposure control plan (WAC 296-305-02501).

The Health and Safety Officer shall also be responsible for:

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- (a) Investigating reports of exposures or suspected exposures to communicable diseases.
- (b) Providing guidance and follow-up instructions when an exposure occurs.
- (c) Communicating with hospital infection control personnel.
- (d) Coordinating collection, management, security, and confidentiality of exposure records.
- (e) Remaining current on legal requirements concerning bloodborne pathogens and other communicable diseases.
- (f) Acting as a liaison to the Washington Department of Labor and Industry regarding communicable disease issues.
- (g) Conducting periodic program audits.
- (h) Ensuring that exposure report forms are available and adequate for members to properly report incidents of exposure.
- (i) Coordinating with the Training Officer in developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (j) Coordinating reviews of the plan.
- (k) Functioning as a liaison between area hospitals and district members to provide notification that a communicable disease exposure is suspected or has been determined by hospital medical personnel (WAC 296-305-02501).

903.4 EXPOSURE CONTROL PLAN

The exposure control plan shall be in writing, comply with all legal requirements, be accessible to all members, and remain consistent with the district's Accident, Illness and Injury Prevention Program and this policy (WAC 296-305-02501; WAC 296-823-100 et seq.).

903.4.1 SPECIFIC CONTENTS OF THE EXPOSURE CONTROL PLAN

The plan will include:

- (a) The identification of positions with the potential for exposure, and whether those positions require personal protective equipment (PPE) per WAC 296-823-11005. This will include:
 - 1. Determinations of which members may experience an occupational exposure. This determination must be made without considering the use of PPE.
 - 2. The determinations will contain:
 - (a) A list of job classifications in which all members have occupational exposure.
 - (b) A list of job classifications and a description of the tasks and procedures in which some members have occupational exposure.
- (b) Protocols to be followed immediately after a report of an exposure (WAC 296-305-02501).

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- (c) Protocols to comply with reporting requirements in the Washington Industrial Safety and Health Act (RCW 49.17.010 et seq.; WAC 296-800-110 et seq.)
- (d) Measures to eliminate or minimize occupational exposure, as set forth in WAC 296-823-11010 and WAC 296-823-140, and how members will be informed of those measures. The measures should include proper hand washing (WAC 296-823-14030).
- (e) A plan for the distribution and use of PPE related to communicable diseases (WAC 296-823-150; WAC 296-305-02501).
- (f) Directions for appropriate labeling of contaminated items (WAC 296-823-14025).
- (g) Rules regarding worksite maintenance in accordance with WAC 296-823-14055.
- (h) Rules regarding waste in accordance with WAC 296-823-14060.
- (i) Procedures and a training program related to airborne transmissible diseases. This includes tuberculosis exposure and respiratory requirements (WAC 296-305-02501).
- (j) Confidentiality requirements and medical protocols as set forth in WAC 296-305-02501.

903.4.2 EXPOSURE CONTROL PLAN REVIEW

The plan should be reviewed and updated at least annually by the Health and Safety Officer (WAC 296-823-11010).

The plan shall be reviewed in the event of changes to the tasks and procedures, job classifications, or technologies that may eliminate or reduce exposure. Appropriate modifications should be made to reflect any of these changes (WAC 296-823-11010).

When reviewing the plan, the Health and Safety Officer shall solicit input from members of various work areas, including those who are responsible for direct patient care and are potentially exposed to injuries from contaminated sharps, and document the comments as well as the names and positions of those who respond (WAC 296-823-11010).

903.5 EXPOSURE PREVENTION AND MITIGATION

903.5.1 GENERAL PRECAUTIONS

All human blood and bodily fluids are to be treated as if they are known to be infectious.

The minimum number of members required to complete the task safely will be used for all on-scene operations. Members not immediately needed shall remain at a safe distance (at least 6 feet) when exposure is possible or anticipated. When transporting a patient with a potentially airborne transmissible disease, members should notify the hospital staff prior to arrival to allow for immediate isolation of the patient.

Universal precautions also should be observed in the communal living environment of the fire station:

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- (a) Members shall not report to work with signs or symptoms of a communicable disease or any wounds that cannot be completely covered or in which exudates cannot be contained with dressings.
- (b) Members shall wash their hands thoroughly for a minimum of 15 seconds with soap and water:
 - 1. Before and after handling or preparing food.
 - 2. Before eating.
 - 3. After using the restroom.
 - 4. After sneezing or coughing into hands and/or handling contaminated facial tissue.
 - 5. After each patient contact.
 - 6. After removing any PPE.
 - 7. After handling potentially infectious materials.
 - 8. After cleaning/decontaminating equipment.
- (c) Activities such as eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where there is a potential for exposure to a communicable disease (WAC 296-823-14035).
- (d) Food and drink shall not be stored in areas where there is a potential for communicable disease exposure (WAC 296-823-14035).

903.5.2 PATIENT CARE AND PPE

PPE is important in the defense against communicable diseases. The following procedures shall be followed:

- (a) District-issued disposable latex or nitrile gloves and eye protection shall be worn prior to making any physical contact or initiating any patient treatment. If the situation dictates reusable gloves are necessary (structural or wildland gloves), and the risk of communicable disease is also present, disposable gloves shall be worn under the utility gloves (WAC 296-823-15010; WAC 296-305-02501).
- (b) Disposable gloves shall be replaced as soon as practicable when contaminated, torn, or punctured; any time the ability to function as a barrier is compromised; or before contact with any other persons (WAC 296-823-15010).
- (c) When possible, gloves should be changed between patients in multiple-casualty situations. Hands should be cleaned with disinfectant wipes.
- (d) Disposable gloves shall not be washed or decontaminated for reuse.
- (e) Approved medical aid eye protection and masks or full-face shields are mandatory whenever splashes, spray, or droplets of bodily fluids may be generated, and eye, nose, or mouth contamination can be reasonably anticipated (WAC 296-823-15015). Procedures that put the member at risk for splash/spray exposure include but are not limited to inserting airways, suctioning, childbirth procedures, and the treatment of a patient who is bleeding, vomiting, or spitting (WAC 296-305-02501).

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- (f) An N95 respirator/mask shall be worn when encountering an individual who is actively coughing or has a suspected or known airborne transmissible disease.
- (g) A disposable mask may be placed on a patient with a potential airborne transmissible disease only when the patient does not have respiratory distress or potential respiratory compromise, and pulse oximetry confirms that the patient is not hypoxic.
- (h) An approved spit hood may be placed over a patient's head if that person is attempting to bite or spit at care providers. The use of a spit hood shall not replace the members' donning of a mask and goggles when indicated. The spit hood should not be used if the patient has:
 - 1. The potential of developing respiratory distress or may need supplemental oxygen administration, suctioning, or insertion of an airway adjunct.
 - 2. A condition that indicates the need to closely monitor skin signs.
- (i) A mechanical breathing device or a mask with a one-way valve will be used when providing respiratory assistance. Mouth-to-mouth ventilation may be performed only as a last resort if the necessary equipment is not available.
- (j) Disposable resuscitation devices will be immediately available at all times when on-duty. An airway bag is to be brought to the patient's side for all medical emergency calls.
- (k) When in public but not assigned to a medical aid call (e.g., grocery shopping or inspections), one member of the company should have a mask with a one-way valve, gloves, goggles, and an N95 mask (WAC 296-823-15025).
- (l) All members shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluids is anticipated.
- (m) A fluid-resistant gown or turnout gear with vapor barrier shall be worn when bodily fluid splashes and sprays are possible (WAC 296-823-15020).
- (n) All procedures involving blood or other potentially infectious materials shall be performed in a way to minimize splashing, spraying, or otherwise generating droplets of those materials (WAC 296-823-14020).
- (o) Contaminated disposable supplies, including gloves, dressings, CPR masks, and single-use medical devices, shall be transported with the patient in the ambulance. The waste materials shall be disposed of in a biohazard waste container at the hospital.
- (p) Disposable gloves shall be worn when handling items soiled with blood or other bodily fluids. Disposable gloves that become contaminated shall be disposed of as contaminated waste.
- (q) It is the company officer's responsibility to ensure that all appropriate PPE measures are utilized as soon as it is apparent that such measures are needed.
- (r) The District will provide and keep readily accessible, at no cost to members, the following PPE in sizes to fit all members (WAC 296-823-15005):
 - 1. Gloves
 - 2. Gowns

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3. Face shields or a combination of masks and eye protection
 4. Mouthpieces
 5. Resuscitation bags/devices (WAC 296-823-15025)
 6. Pocket masks
 7. Other ventilation devices, as needed
- (s) Members who are allergic to the gloves that are normally provided will have ready access to at least one alternative (WAC 296-823-15010).

903.5.3 SHARPS AND ITEMS THAT CUT OR PUNCTURE

Members should take care when handling needles or other sharp objects at all times, using the following guidelines:

- (a) A needle-free or self-sheathing device, or sharps with engineered protection, will be utilized to start intravenous medications or to draw blood.
- (b) When a needle-free or self-sheathing device, or sharps with engineered protection, is not available, the sharps shall be placed into the authorized needle guard device using a one-hand technique prior to placement in the sharps container.
- (c) After use, all sharps must be immediately placed into a sharps container. This includes devices that are self-sheathing.
- (d) The sharps container shall be stored in the manufacturer's recommended position at all times. At no time shall a district member reach into a sharps container.
- (e) Sharps containers will be inspected each morning, secured when three-quarters full, and disposed of according to appropriate procedure.
- (f) Members shall not bend, recap, or remove contaminated needles or other contaminated sharps unless they can demonstrate that there is no feasible alternative or that it is required by a specific medical procedure. If recapping is necessary, use an approved mechanical device or a one-hand technique (WAC 296-823-14010).
- (g) The handling of reusable sharps and their containers shall comply with WAC 296-823-14015.

The Emergency Medical Services (EMS) supervisor shall record all needle stick and sharps injuries, including the type or brand of device involved in those injuries that may be contaminated with another person's blood or potentially infectious material, in accordance with the requirements of WAC 296-823-17010 and WAC 296-27-01109.

903.5.4 IMMUNIZATIONS

All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate immunizations and treatment. This includes making the HBV vaccination available, in accordance with applicable regulations (WAC 296-823-130).

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903.6 DISPOSAL AND DECONTAMINATION

Equipment, supplies, or vehicles that have been contaminated by blood, bodily fluids, respiratory/airborne droplets, or other potentially infectious material, and personnel whose clothing or equipment has been contaminated, shall not respond to additional calls or engage in other work activities until all contaminated clothing, supplies, equipment, and vehicle interiors have been exchanged, disposed of, or cleaned and decontaminated.

Contaminated medical garments, face shields, gloves, and devices shall be cleaned and disinfected, or disposed of, in accordance with Chapter 296-823 of the Washington Administrative Code, Occupational Exposure to Bloodborne Pathogens (WAC 296-305-02501).

PPE shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal (WAC 296-823-15030). The District will clean, repair, replace, launder, and dispose of PPE, including personal clothing, at no cost to the member (WAC 296-823-15030).

903.6.1 USE OF WASTE CONTAINERS

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus, at the clinic or hospital, or in an appropriately marked biohazard waste container at the station immediately upon return to the station.

The biohazard waste container located at the station shall be collapsible, leak-proof, red in color, or appropriately labeled with a biohazard warning, and routinely emptied. Biohazard waste containers shall be considered full when contents are three-quarters filled. Full biohazard waste containers shall be sealed or taped closed to prevent them from being inadvertently opened prior to collection and disposal by the contracted carrier.

903.6.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Members shall wash their hands immediately (on-scene if possible) or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved germicidal disinfectant shall be used to wash one's hands, paying particular attention to the fingernails (WAC 296-823-14030).

If a member's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the member shall wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, washing shall be followed by an approved hospital strength disinfectant. If large areas of the member's skin are contaminated, the member shall shower as soon as possible, using warm water and soap and/or an approved disinfectant (WAC 296-823-14030). Medical treatment should be obtained. Eyes should be flushed and other exposed mucous membranes appropriately disinfected.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be washed, irrigated, or cleaned using an approved germicidal disinfectant and then dressed or bandaged as needed. Medical evaluation and any recommended follow-up and treatment are required.

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All washing shall be done in the designated cleaning or decontamination area of the station.

903.6.3 DECONTAMINATION OF PPE

After using any reusable PPE, it shall be washed or disinfected and stored appropriately.

Any PPE that becomes punctured, torn, or loses its integrity shall be removed as soon as practicable. If the situation results in contamination of non-intact skin, the procedures in this policy shall be implemented.

Contaminated reusable PPE that must be transported prior to cleaning shall be placed into a red biohazard waste bag and labeled with the member's name, station, contents, and type of contamination. This bag should be given to the Health and Safety Officer for cleaning by an approved vendor. Gloves shall be worn when handling the biohazard waste bag and while it is being placed in the biohazard waste container. The gloves should then be included with the waste.

The Fire Chief should be contacted regarding the replacement of contaminated equipment and PPE when applicable.

903.6.4 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Contaminated non-disposable equipment shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated items shall be transported to a hospital or the fire station for proper cleaning and disinfecting. Porous surfaces, such as nylon bags and straps, shall be brushed and scrubbed with a detergent and hot water, laundered, and allowed to dry.

Nonporous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with an approved germicidal disinfectant, rinsed, and allowed to dry.

Delicate equipment (e.g., radios, monitors, defibrillators, suction equipment) should be brushed and scrubbed very carefully, following the manufacturer's recommendation, and using a minimal amount of approved germicide. This type of equipment should never be immersed in water.

While cleaning equipment, members should pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathrooms, or areas that are not designated as cleaning/decontamination areas.

Contaminated equipment should be cleaned using an approved germicide while wearing disposable gloves and goggles. Large particles of contaminants (e.g., vomit, feces, blood clots) should first be removed using a disposable towel or other means to prevent direct contact, and properly disposed.

903.6.5 DECONTAMINATION OF CLOTHING

Contaminated clothing, such as uniforms and undergarments, shall be removed as soon as practicable and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters.

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If the clothing can be washed in soap and hot water, members should do so as soon as possible. If the clothing must be dry cleaned, members should place it into a biohazard waste bag and give it to the Health and Safety Officer. The Health and Safety Officer will secure a vendor that is capable of cleaning contaminated clothing and will inform the vendor of the potential contamination.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded.

903.6.6 DECONTAMINATION OF VEHICLES AND EQUIPMENT

Members should wash equipment, such as exposed portions of the apparatus or transport ambulance, gurney, backboards, blood pressure cuffs, and traction splints, as soon as possible after an incident. After removal of gross contamination with soap and water, use the approved germicidal solution and allow to air dry. A spray bottle of the solution must be carried on all apparatus to facilitate an expedient cleanup.

Equipment left at the hospital is to be cleaned by the hospital staff prior to returning the item. Members should contact the emergency department supervisor or the district EMS supervisor if a hospital fails to clean the equipment in a timely manner.

903.6.7 FACILITIES

The Health and Safety Officer shall ensure that an area for cleaning and decontamination is designated at each fire station. This area is to be used to keep equipment clean and sanitary and for members to wash any potential contamination from their bodies. It should be thoroughly cleaned after each use and maintained in a clean and sanitary order at all times. Activities such as eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in this area.

Contaminated supplies and equipment shall be kept in a separate location from clean/sterile supplies and equipment. Disposable gloves and goggles shall be worn when washing or handling contaminated equipment, clothing, or materials. A fluid-resistant gown shall be worn when there is the possibility of contaminated fluid splashes to clothing during cleanup procedures. When possible, one member should handle clean/sterile items and a different member should handle contaminated items.

Kitchen, bathroom, or other facilities that have not been designated as a cleaning, decontamination, or storage area will never be utilized for this purpose. Only designated sinks will be used, followed by decontamination with district-approved solution.

903.7 POST-EXPOSURE PRACTICES

In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care of district members. The priority shall be to provide the exposed member with the appropriate medical care, testing, and counseling to prevent or minimize the risk of contracting or spreading the disease (WAC 296-823-160).

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903.7.1 MEMBER RESPONSIBILITY TO REPORT EXPOSURE

To provide appropriate and timely treatment should exposure occur, a member shall verbally report the exposure to his/her immediate supervisor, the Health and Safety Officer, and the EMS supervisor, and complete a written exposure report as soon as possible. Additionally, the member should document in the report whether he/she would like the person who was the source of the exposure to be tested for communicable diseases.

If the EMS supervisor is notified of a potential exposure to an airborne transmissible disease by hospital staff or county public health staff, the EMS supervisor shall notify the exposed member as soon as feasible but no later than 72 hours after notification.

903.7.2 SUPERVISOR REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

- (a) Name and Social Security number of the member exposed
- (b) Date, incident number, and time of the incident
- (c) Location of the incident
- (d) What potentially infectious materials were involved
- (e) Source of material (including the name of any involved person)
- (f) Current location of the material or person
- (g) Work being done during exposure
- (h) How the incident occurred or was caused
- (i) PPE in use at the time of the exposure
- (j) Actions taken post-event (e.g., cleanup, notifications)

If the Health and Safety Officer is unavailable to seek testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought pursuant to this policy (WAC 296-823-16010).

903.7.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Any member who was exposed or suspects he/she was exposed to a communicable disease should be seen by a physician or qualified health care provider as soon as possible (WAC 296-823-16005).

The doctor or health care provider should be given the supervisor's report and the member's medical records relevant to the visit and examination, as required in WAC 296-823-16025. The blood of the exposed member shall be tested.

The health care provider will be asked to give the Health and Safety Officer and/or the County's risk manager a written evaluation of the exposed member's medical condition. A copy should be provided to the member.

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The health care provider's evaluation should only contain (WAC 296-823-16030):

- Confirmation that the member received the evaluation results.
- Confirmation that the member was informed of any medical condition resulting from the exposure incident and whether further treatment or evaluation will be required.

All other findings or diagnosis shall remain confidential and are not to be included in the written report (WAC 296-823-16030).

The Health and Safety Officer must obtain and provide the member with a copy of the health care provider's evaluation within 15 days of its completion, unless the provider gives it directly to the member or is the member's personal health care provider (WAC 296-823-16030).

903.7.4 COUNSELING

The District shall provide the exposed member (and his/her family if necessary) the opportunity for counseling and consultation.

903.8 SOURCE TESTING

Source testing should be sought when it is desired by the exposed member or when it is otherwise appropriate.

There may be several methods to obtain such testing. It is the responsibility of the Health and Safety Officer to ensure that the proper testing and reporting occur. Methods of source testing may include:

- (a) Obtaining consent from any person who may be the source of an exposure. In the event that consent cannot be obtained, the related circumstances must be thoroughly documented. Testing should occur as soon as feasible when consent is provided (WAC 296-823-16010).
- (b) Reporting to the county health officer when a member may have experienced an exposure. The county health officer may pursue testing for HIV, HBV, or hepatitis C (WAC 296-823-16010; WAC 246-100-205; WAC 246-100-206).
- (c) Seeking a court order when the source of an exposure will not consent to testing and the testing is not otherwise obtainable (RCW 70.24.340). The court order sought should cover testing for any communicable disease as deemed appropriate by a health care provider.
- (d) Permitted and mandatory disclosures for exposures (RCW 70.02.220).

The Health and Safety Officer should coordinate the testing to prevent unnecessary or duplicate testing. For example, consent of the source should not be sought again if it has already been obtained by a health care or medical service provider.

903.9 RECORDS

Reports, records, and information related to communicable disease exposures or suspected exposures are confidential and shall be maintained in a medical file separate from personnel files.

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The District shall establish and maintain an accurate medical record for each member who has the potential for occupational exposure, to include (WAC 296-305-02501; WAC 296-823-170; WAC 296-823-17005):

- (a) Member status regarding all required vaccinations.
- (b) Results of tuberculosis skin tests.
- (c) Copies of information regarding exposures.
- (d) Injuries resulting from contaminated needle sticks or cuts from contaminated sharps.

Medical records that are required by this policy are to be kept confidential and shall be retained for the duration of the member's employment with the District, plus 30 years (WAC 296-802-20005; WAC 296-823-17005).

High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Manual on Uniform Traffic Control Devices for Streets and Highways, 23 CFR 655.601).

904.2 POLICY

It is the policy of the Mason County Fire District 12 that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate (PPE) at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, or render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency response apparatus for each member.
- (b) Vests will be assigned to each ambulance unit for each member (one additional for a paramedic trainee).
- (c) Two vests will be assigned to each Fire Chief.
- (d) One vest each will be assigned to the Fire Chief, Assistant Fire Chief, Assistant Chiefs, Assistant Fire Chiefs, safety officers, investigators and the Public Information Officer.

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- (e) One vest will be assigned to each support vehicle used by district members who may be required to work on or near roadways.

904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

Apparatus / Vehicle Backing

906.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Officer - The member responsible for the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus. This position also may be referred to as a back-up person.

Vehicle - Any automobile or light utility vehicle owned or leased by the Mason County Fire District 12 and used for district business.

906.2 POLICY

To promote firefighter safety, it is the policy of the Mason County Fire District 12 that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver should utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only be used in emergency situations.

906.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer is responsible for deploying spotters when backing-up or as necessary to allow the safe movement of an apparatus.

The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation.

If the driver loses sight of the spotter, the member shall stop apparatus until the spotter is back in sight.

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If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In situations where a spotter is not available and the apparatus must be moved, the driver should park the apparatus and walk around the unit completely to identify any potential hazards. The driver should back the apparatus, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus must be backed repeatedly or for more than a short distance, the driver should repeat the walk around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or in the direction the apparatus is headed.

906.4 SPOTTER RESPONSIBILITIES

Spotters are generally used when backing-up large vehicles or fire apparatus.

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between driver and spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.

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- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground; never on the apparatus.
- (k) Practice skills as time permits.

Heat Illness Prevention Program

907.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation.

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations (WAC 296-305-05004).

907.1.1 DEFINITIONS

Definitions related to this policy include:

Fireground rehabilitation - A system for on-scene management of firefighter heat stress, dehydration, and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity, and recognition and treatment of heat strain injuries.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale, or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue, and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate, and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental confusion, convulsions, an altered level of consciousness, and skin that is hot, usually dry, and red or spotted. Temperature is usually 104 or higher.

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907.2 POLICY

It is the policy of the Mason County Fire District 12 to require member participation in the heat illness prevention program and the accompanying training.

907.3 PROCEDURE

This Heat Illness Prevention Program shall apply to all emergency operations and training exercises in outdoor environments where outdoor temperature action levels are above those listed in WAC 296-305-05004 Table 1 and personnel are exposed to heavy physical exertion and/or combinations of clothing, exertion levels, temperature, and humidity which could cause heat illness.

907.4 RESPONSIBILITIES

Members working in adverse heat environments should consume water at a minimum rate of one quart per hour. The District will ensure that a sufficient quantity of drinking water is available at all times and that the members have the opportunity to take short breaks to stay hydrated (WAC 296-305-05004).

A rehabilitation group will be established by the Incident Commander when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include but are not limited to the following (WAC 296-305-05004):

- **Length of the operation** - The two-bottle rule should generally be observed during structure fires. After the use of two self-contained breathing apparatus (SCBA) air bottles, (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples. For wildland fires, supervisors should closely monitor work tempo and hydration needs to maintain work capacity of the crew for the entire shift.
- **Amount of exertion** - [Captain]s should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts must be established when outdoor temperature action levels exceed those identified in WAC 296-305-05004 Table 1 and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the Incident Commander to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, they are responsible for communicating their needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the Incident Commander to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

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It is the responsibility of every [Captain] to monitor the condition of all firefighters for signs of heat stress or fatigue (WAC 296-305-05004). When these conditions are noted, the officer shall advise the Incident Commander and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. Employees are responsible for monitoring their own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration (WAC 296-305-05004). There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation and utilizing sufficient means to cool down and rehydrate can prevent illness and injury.

All members involved in combat suppression or strenuous work events should be evaluated by a rehabilitation group prior to returning to in-service status. Medical personnel should evaluate and measure members through established medical screening protocols as approved by local medical control (WAC 296-305-05004).

Respiratory Protection Program

908.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators, and other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. This policy is not meant to address communicable disease protection addressed elsewhere (RCW 49.17.050; WAC 296-305-01003; WAC 296-842-100 et seq.; WAC 296-305-04001).

908.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

908.2 POLICY

It is the policy of the Mason County Fire District 12 to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a company officer or Incident Commander (IC) based on an evaluation of the hazard. Members shall not be required or allowed to enter or work in, hazardous conditions without proper respiratory protection and shall be trained in the proper use and care of these devices.

908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement, and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates.
- (d) Ensure selected respirators continue to effectively protect members.

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- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
 - 1. Respirator fit during use
 - 2. Any effects of respirator use on work performance
 - 3. Respirators being appropriate for the hazards encountered
 - 4. Proper use under current work site conditions
 - 5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

908.4 USE OF RESPIRATORY PROTECTION

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other district-approved procedures recommended by the respirator manufacturer.

Company officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the company officer shall re-evaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- The member needs to replace the respirator or the filter, cartridge, or canister.

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Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

Members shall be allowed to use only the make, model, and size respirator with which they have passed a fit test in the last 12 months.

908.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include but are not limited to:

- Entering an area that may be oxygen deficient, such as confined spaces, trenches, unventilated structures, or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the company officer or IC.

Members using SCBAs shall operate in teams of two or more. Only members with a properly fitting facepiece shall be permitted by the District to function in a hazardous atmosphere with SCBA.

Any time members are working inside a confined space, they shall be provided with SCBA or an air-line respirator with an escape bottle, and they shall use the equipment unless the safety of the atmosphere can be established by testing and continuous monitoring (WAC 296-305-05113).

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

908.4.2 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air.

Company officers or the Incident Commander may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (c) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

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908.4.3 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. The correct cartridge must be selected prior to use.

A company officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease, and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste, or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

908.4.4 USE OF N95 MEDICAL MASKS

N95 masks are a class of disposable respirators that are approved by the Food and Drug Administration and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants, that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention guidelines for the prevention of tuberculosis exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

908.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

908.5.1 SCBA REQUIREMENTS

SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved by NIOSH.

The Mason County Fire District 12 shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

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908.5.2 COMPRESSED BREATHING AIR

Any purchases of compressed breathing air from a vendor or breathing air made by the District shall be tested and documentation maintained certifying the following:

- (a) Breathing air shall be tested quarterly by using an air sample taken from the same outlet and in the same manner as the respirator breathing air cylinders are filled or the air-line respirators are connected.
- (b) Breathing air meets the requirements of either the 2003 edition of NFPA 1989, Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection or the 2018 edition of ANSI/CGA G6-1 Commodity Specification for Air, with a minimum air quality of grade D.
- (c) A water vapor level of 24 ppm or less.

908.6 RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

Each new member shall be fit tested before being permitted to use SCBAs in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, any other condition that may affect the fit of the facepiece seal).

908.6.1 RESPIRATOR FIT TESTING PROCEDURES

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use.

The fit test procedures and test exercises set forth in WAC 296-842-15005 and WAC 296-842-22010 shall be followed.

908.6.2 FIT TESTING RECORDS

The Training Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the district records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include:

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (e.g., type, manufacturer, model, style, size) of the respirator tested.

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- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a printout or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

908.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter, and if any of the following conditions arise between annual tests:

- (a) A member reports medical signs or symptoms that are related to the ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

Members and their representatives may examine and copy their medical evaluation records (WAC 296-842-12010).

908.8 SCBA INSPECTION, MAINTENANCE, AND STORAGE

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include but is not limited to:

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator that is not operating properly or is below district standard air volume shall be taken out of service immediately until the problem is remedied.
- (c) Rubber facepiece:
 - 1. Excessive dirt
 - 2. Cracks, tears, holes

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3. Distortion from improper storage
 4. Cracked, loose, or scratched lenses (full facepiece)
 5. Broken or missing mounting clips
- (d) Head straps:
1. Breaks or tears
 2. Loss of elasticity
 3. Broken or malfunctioning buckles or attachments
 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
1. Detergent residue, dust particles, or dirt on the valve seal
 2. Cracks, tears, or distortion in the valve material or valve seal
 3. Missing or defective valve covers
- (f) Filter elements:
1. Proper filter for the hazard
 2. Approved designation (NIOSH)
 3. Missing or worn gaskets
 4. Worn thread
 5. Cracks or dents in filter housing

908.8.1 MAINTENANCE

Members should thoroughly clean and sanitize all SCBA and respirators after each use. Respirators should be cleaned and sanitized according to manufacturer recommendations.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

In cases where there is a reported failure of a respirator, it shall be removed from service, tagged and recorded as such, and tested before being returned to service.

908.8.2 INSPECTION

Respirator inspections shall cover all of the following:

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- (a) Respirator function
- (b) Tightness of connections
- (c) The condition of the facepiece, head straps, valves, connecting tubes, and cartridges, canisters, or filters
- (d) Pliability and deterioration of elastomeric parts
- (e) Maintenance of air or oxygen cylinders
- (f) Making sure SCBA air cylinders are at 90 percent of the manufacturer's recommended pressure level
- (g) Proper functioning of SCBA regulators when air flow is activated
- (h) Proper functioning of SCBA low-pressure warning devices when activated

Inspections for emergency respirators shall be certified by documenting the inspection date, serial number, inspector's name, findings, and required action, if any.

Inspections may be documented by either writing the information on a tag or label attached to the respirator compartment, or including the information in an inspection report (paper or electronic) that is accessible to members.

The SCBA cylinders shall be hydrostatically tested within the periods specified by the manufacturer and the applicable government agencies.

908.8.3 REPAIR

Respirators that are not functioning properly shall be repaired or replaced before being returned to service. If respirators fail inspection or are not functioning properly (e.g., leakage, vapor or gas breakthrough, increased breathing resistance) all of the following apply:

- (a) Respirators will not be used until properly repaired or adjusted.
- (b) Only NIOSH-certified parts may be used for a repair.
- (c) Repairs and adjustments must only be made by appropriately trained individuals. A manufacturer, or a technician trained by the manufacturer, shall repair or adjust reducing and admission valves, regulators, and warning devices on SCBAs or air-line respirators.

The manufacturer's recommendations and specifications for the type and extent of repairs are to be followed.

908.8.4 POST-USE PROCEDURES

At the end of suppression activities (to include fire overhaul) and before returning to quarters:

- (a) Firefighters shall be decontaminated prior to removal of respirators whenever firefighting activities result in exposure to a hazardous substance. Gross/field decontamination will be the method used.

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- (b) When exchanging air supply bottles during suppression or overhaul activities, reasonable precautions shall be taken to maintain an uncontaminated atmosphere for the breathing zone and facepiece supply hose.

908.8.5 RESPIRATOR STORAGE

Respirators in storage shall be protected against:

- Dust.
- Sunlight.
- Heat.
- Extreme cold.
- Excessive moisture.
- Damaging chemicals.

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges, and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible.

Emergency respirators, including mouthpiece respirators and those that are limited to escape-only use by their NIOSH certification, shall be kept accessible to the work area and inside compartments or covers that clearly identify them. Any additional storage instructions from the respirator manufacturer shall be followed. An adequate number of emergency respirators shall be stored in each area where they may be needed.

908.8.6 FLOW TESTING

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

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908.9 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

- Difficulty breathing.
- Dizziness, headache, or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet for the exposure agent should be obtained.

Personal Alert Safety System (PASS) Devices

909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (WAC 296-305-02017).

909.2 POLICY

It is the policy of the Mason County Fire District 12 to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device. The District shall provide written procedures for the use, care and maintenance of personal alarm devices (WAC 296-305-02017; WAC 296-305-07002(1)).

909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982, 1993 edition and WAC 296-305-02017.

Members should wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All PASS devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations (WAC 296-305-02017(2)).

Health and Safety Officer

910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

This policy does not fully restate the duties and responsibilities of the HSO contained in the Accident, Illness and Injury Prevention Program Policy.

910.2 POLICY

It is the policy of the Mason County Fire District 12 that the HSO will be appointed by the Fire Chief or the authorized designee, and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement (WAC 296-305-01507).

910.3 QUALIFICATIONS

The district's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the health and physical fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS) and instruction.
- (e) Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a safety and health program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
 1. Fire Instructor I (NFPA Instructor I)
 2. NFPA Instructor II
 3. NFPA Fire Officer I
 4. Training Program Management
 5. Incident Safety Officer
 6. Health and Safety Officer

910.4 ADMINISTRATIVE RESPONSIBILITIES

Mandatory duties of the HSO include (WAC 296-305-01507):

- (a) Plan and coordinate safety activities.

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- (b) Ensure the effectiveness of the Accident, Illness and Injury Prevention Program (AIIPP) (WAC 296-800-14025).
- (c) Work closely with the safety committee.
- (d) Ensure accidents are investigated and procedures are in place that investigations will be handled appropriately (WAC 296-305-01501; WAC 296-305-01503).
- (e) Devise corrective measures to prevent accidents.
- (f) Ensure safety training for all employees (WAC 296-305-05502; WAC 296-800-14020).
- (g) Ensure that employees comply with safety directives and management responsibilities (WAC 296-305-01509; WAC 296-305-01001 et seq.).
- (h) Ensure that required records, including, but not limited to, the following are kept (WAC 296-305-01507):
 - 1. Accidents
 - 2. Injuries
 - 3. Inspections
 - 4. Exposures
 - 5. Medical monitoring
 - 6. Safety meetings
 - 7. Apparatus
 - 8. Equipment
 - 9. Protective equipment
 - 10. Other district safety activities

The HSO, through the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards. The HSO shall maintain a liaison with staff officers regarding recommended changes in equipment and procedures and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions (WAC 296-305-01507).

910.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of HSO to monitor scene safety and enforce appropriate safety and health practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials incidents

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- Rescue response incidents, including trench, confined space, high angle, structural collapse and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

910.6 HEALTH AND SAFETY INCIDENT REVIEW

The HSO should review safety and health incident reports and ensure copies are forwarded to the safety committee (see the Accident, Illness and Injury Prevention Program Policy).

Vehicle Safety Belts

911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision.

911.2 POLICY

It is the policy of the Mason County Fire District 12 that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased, or rented by this district, or in any privately owned vehicle while on-duty. Members providing emergency medical care shall be restrained to the extent consistent with the effective provision of care. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained as described above (WAC 296-305-04503; WAC 246-976-290).

911.3 INOPERABLE SAFETY BELTS

No person shall operate district vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Fire Station Safety

912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Mason County Fire District 12 members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

912.2 POLICY

It is the policy of the Mason County Fire District 12 that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in district facilities to ensure the workplace is free from recognized hazards (WAC 296-800-110; WAC 296-305-06501). All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

912.3 PROCEDURE

For the safety of all occupants, the on-duty officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station (WAC 296-800 et seq.):

- (a) Safety notifications
 1. Install and maintain a safety bulletin to post important safety notifications, emergency phone numbers and important safety education information (WAC 296-800-19005).
 2. Maintain a current Washington Industrial Safety and Health Act (WISHA) poster to inform employees of their job safety and health protection rights (WAC 296-800-20005). Current WISHA posters are available free of charge at any Labor and Industries Office.
- (b) Personal protective equipment (PPE)
 1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances or projections. This includes, but is not limited to, working with battery fluid, grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles (WAC 296-305-06503).
 2. Protective clothing or equipment that needs to be decontaminated shall not be allowed in areas designated for sleeping, food preparation, living or personal hygiene (WAC 296-305-06505).

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3. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals, e.g., working with trimmers, pruners and other tools or other operations.
 4. Protective clothing shall not be stored in personal lockers unless specifically identified for that purpose and shall not be stored in living, kitchen or personal hygiene areas.
 5. Wear hearing protection in compliance with the Hearing Loss Prevention and Noise Control Training Policy.
- (c) Station first-aid kit
1. Each fire station shall maintain a first-aid kit with the minimum complement of items identified in WAC 296-305-01517.
- (d) Housekeeping and personal hygiene
1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms in a clean, orderly and sanitary condition. Storage of emergency medical supplies and equipment shall be in a dedicated enclosure separate from other areas and maintained per the manufacturer's instructions (WAC 296-305-06505).
 2. Clean and repair the source of water leaks quickly to avoid mold growth.
 3. Smoking is prohibited in the building or within 25 feet of an entrance, exit or operable window, as provided in the Smoking/Tobacco Products Policy (RCW 70.160.030; WAC 296-800-24005).
 4. Avoid using compressed air to blow dirt, chips or dust from clothing while it is being worn.
 5. Maintain cooking appliances and eating utensils in good working order.
 6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
 7. Provide and clearly label first-aid supplies.
 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (e) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
 3. Do not let pot handles extend over the counter.

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(f) Safe lifting

1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle.
3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.

(g) Walking surfaces and exits

1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.
2. Remove any objects that block hallways and/or passageways.
3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
6. Ensure all areas of the building are adequately illuminated.
7. Ensure beds are located to cause minimum interference during dressing.

(h) Apparatus floor

1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.
2. Use caution and handrails when exiting apparatus.
3. Maintain apparatus doors in a safe, operable condition.
4. Maintain a minimum of three feet of clearance around all apparatus in the station (WAC 296-305-06509).
5. Ensure that the floors are kept free of grease, oil, water and tripping hazards. The floors shall have slip-resistant surfaces on areas where members would normally mount or dismount the apparatus (WAC 296-305-06509).
6. No class I or class II combustible liquids shall be used for cleaning purposes to remove grease or dirt from apparatus (WAC 296-305-06509).

(i) Equipment machinery and tools (WAC 296-305-06519)

1. Observe safety precautions when operating all equipment, machinery and tools.

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2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
 3. Mount all equipment and machinery securely to the surface on which it sits.
 4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
 5. Work rests and tool rests on grinders shall be adjusted to a maximum opening of 1/8 inch to the grinding wheel.
 6. Ensure all power tools are adequately grounded.
 7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
 8. Portable ladders shall be adequate for their purpose, in good condition and have secure footing.
 9. Fixed ladders shall be equipped with side rails, cages or special climbing devices.
- (j) Electrical wiring, fixtures and controls (WAC 296-800-280)
1. Maintain minimum requirements for clear access around all electrical control panels.
 2. Ensure all electrical equipment is inspected, safe, grounded and used for its approved purpose.
 3. Maintain electrical fittings, boxes, cabinets and outlets in good condition.
 4. Ensure all flexible cords and cables are approved and in good condition.
 5. Ensure all electrical tools and equipment do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.
- (k) Fire extinguishers and fire prevention (WAC 296-800-300)
1. Ensure fire extinguishers are of the proper type for the expected hazards and distributed so they are readily accessible.
 2. Ensure portable fire extinguishers are kept fully charged, in operable condition and left in their designated place.
 3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
 4. Test the fire alarm system as required by the fire code.

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5. Ensure a qualified person services the sprinkler system as required by the fire code.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least minimum required clearance below all sprinkler heads.
- (l) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning and the name and address of the manufacturer, importer or responsible party.
 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms or secondary containment.
 3. Store hazardous materials separately from food, food preparation and eating areas.
 4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 5. Store cylinders of compressed gas in an upright position, away from combustible materials.
 6. Avoid wearing or storing turnout gear in the living quarters or buildings.
 7. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 8. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

Ground Ladders

913.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the ground ladders are periodically inspected and tested for compliance with the standards set forth in Washington law and the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders (WAC 296-305-06006).

913.2 POLICY

It is the policy of the Mason County Fire District 12 to perform testing, inspection, and certification of all ground ladders for the safety of district members and to comply with applicable standards.

913.3 INSPECTION AND TESTING

All district-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ground ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be visually inspected at least once a month and after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service (WAC 296-305-06006).

Ground ladder testing and certification should be performed by a trained, qualified district member or a qualified vendor.

913.3.1 NEW LADDERS

New ground ladders purchased by the District shall be constructed, tested, and certified in accordance with applicable NFPA standards (WAC 296-305-06006). If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance with NFPA standards, the ladder may be placed in service with no further testing.

913.3.2 MANUFACTURER'S RECOMMENDED USE

Members of the District shall climb ground ladders with the fly in when this is not in conflict with the manufacturer's recommendations.

When the manufacturer's recommendations are to climb with the fly out and ladders are used routinely in the fly out configuration, members may nonetheless climb and descend the ladder with the fly in when adverse conditions exist (WAC 296-305-06006(2)).

913.4 RECORDS

The Fire Chief shall be responsible for maintaining comprehensive records of all ladder testing, repair, and certification for the service life of each ladder.

Personal Protective Equipment

915.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Mason County Fire District 12 members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities (WAC 296-305-02001).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respiratory Protection Program Policy.

915.2 POLICY

It is the policy of the Mason County Fire District 12 to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

915.3 PPE STANDARDS AND REQUIREMENTS

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard.

The [Department_Agency] shall apply the following guidelines, requirements, and standards (WAC 296-305-02001; WAC 296-305-02002; WAC 296-305-02004; WAC 296-305-03002):

- (a) The PPE provided shall minimally meet nationally recognized standards and all state-required standards (WAC 296-305-02001; WAC 296-305-02002; WAC 296-305-02004; WAC 296-305-03002).
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Assistant Fire Chief in charge of the [DivisionMajor] where the equipment will be used.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

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915.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI-designated standard number and date, and the ANSI-designated class of helmet. Protective helmets shall, at a minimum, meet the requirements of NFPA 1972, Standard on Helmets for Structural Firefighting, 1987 edition (WAC 296-305-02004). Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard.

915.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. Primary face and eye protection that is appropriate for the hazard shall be provided for, and used by, members exposed to the specific hazard. The District shall provide and require that members wear approved face and eye protection that is suitable for the hazard (WAC 296-305-02004; WAC 296-305-02501).

915.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall either be destroyed or removed and shall not be worn until properly cleaned (WAC 296-305-02004).

915.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (WAC 296-305-02004; WAC 296-305-02501).

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915.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard (WAC 296-305-02004).

915.3.6 PERSONAL FALL PROTECTION SYSTEMS

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (WAC 296-305-02019).

915.3.7 WILDLAND FIREFIGHTING CLOTHING AND EQUIPMENT

Members engaged in wildland fire suppression duties must wear a protective clothing ensemble as directed by the [Department Agency]. The [Department Agency] shall use NFPA 1977 as a guideline for selecting wildland PPE. Wildland firefighting PPE shall consist of the following (WAC 296-305-07012):

- (a) Head protection
- (b) Flame resistant upper and lower torso clothing designed for high heat and prolonged work periods
- (c) Gloves
- (d) Goggles
- (e) Boots
 - 1. Must be sturdy, slip-resistant lace-up style leather boots that are a minimum of 8 inches high from the top of the sole to the top of the boot.

Chainsaw protection shall be provided to members using chainsaws in wildland firefighting activities and shall meet the specifications as identified in WAC 296-305-07006.

915.4 SELECTION, CARE, AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

915.4.1 SELECTION

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer (HSO) Policy).

The PPE selection process should include:

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The selection process should evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) A risk assessment may at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
 - 1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) Considerations should include the following:
 - 1. PPE performance expectations, to include thermal and physiological effects
 - 2. Style and design for user comfort and wear performance
 - 3. Construction for quality, durability, and garment life
 - 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs, as identified in WAC 296-305-02001 and WAC 296-305-02002
 - 5. Any necessary changes to operating procedures
- (d) Firefighting PPE that contains perfluoroalkyl and polyfluoroalkyl substances (PFAS) chemicals should be avoided (RCW 70A.400.030).

915.4.2 INSPECTION

There are two primary types of PPE inspection:

Routine inspection - Firefighters shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspection should include the following, as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Rips, tears, and cuts
 - (b) Damaged/missing hardware and closure systems
 - (c) Thermal damage, such as charring, burn holes, and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage

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- (f) Loss of elasticity or flexibility at openings
- (g) Excessive wear to liners
- (b) Helmets should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage to the shell, such as:
 - (a) Cracks, crazing (small cracks), dents, and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
 - 4. Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes, and melting
 - 5. Damaged or missing components of suspension and retention systems
 - 6. Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
 - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage, such as charring, burn holes, and melting
 - (c) Exposed or deformed steel toe, steel midsole, and shank
 - (d) Loss of water resistance
- (d) Fall protection should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage, such as charring, burn holes, and melting
 - (c) Excessive stretching

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- (d) Distorted or damaged hardware

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every six months or whenever routine inspections indicate a problem may exist (WAC 296-305-02001; WAC 296-305-02002).

Advanced inspections shall only be conducted by trained and certified members or a manufacturer-approved vendor certified to conduct advanced inspections (WAC 296-305-02002). All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognized standards.

915.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions should apply to the cleaning of PPE:

- (a) Soiled and contaminated PPE elements shall undergo either a routine/Preliminary Exposure Reduction (PER), an advanced cleaning, or a specialized cleaning.
- (b) Soiled and contaminated PPE should not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (c) Commercial dry cleaning shall not be used.
- (d) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (h) District standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
 - 1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:
 - (a) Initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.

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- (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
- 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.
 - (a) The district's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner.
 - (b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
 - (c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
- 3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
 - (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
 - (b) The district's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminate and consult the manufacturer for an appropriate decontamination agent and process.
 - (c) PPE components contaminated with blood, body fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

915.4.4 REPAIR OF DAMAGED PPE

Damaged PPE shall not be used (WAC 296-305-02002). The district's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to members while repairs are being made.

915.4.5 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- PPE shall not be stored in direct or indirect sunlight or exposed to ultraviolet radiation or fluorescent lighting when it is not being worn.

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- PPE shall be clean, dry, and well-ventilated before storage.
- PPE shall not be stored in airtight containers unless the container is new and unused.
- PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.

915.4.6 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to district procedures.

915.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the district's HSO. All fittings shall be completed by the HSO and/or by a manufacturer's representative.

- Members shall only use district-issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other district facilities.

915.6 MEMBER-PROVIDED PPE

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the HSO prior to use. All personally owned PPE is subject to the requirements of this policy.

915.7 PPE TRAINING

The Training Officer should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (WAC 296-305-02001):

- (a) Determining when PPE is necessary and what kind should be used.
- (b) How to properly wear, adjust, and remove PPE.
- (c) The limitations of the PPE.

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- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.
- (g) Members provided fire shelters must be trained in their use and must receive refresher training at least annually (WAC 296-305-07012). For additional information, refer to the Wildland Fire Shelter Deployment Training policy.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

915.8 PPE RECORD-KEEPING

The [Department_Agency] shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, decontamination, or sanitation, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.
- (l) A written notice from a seller that PPE contains PFAS chemicals and the reason PFAS chemicals were added shall be retained for at least three years from the date of the purchase. The District is required to provide this notice and associated sales documents upon request to the Washington Department of Ecology within 60 days (RCW 70A.400.030).

915.9 PPE RETIREMENT

PPE ensembles and elements should be retired as follows:

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- (a) When worn or damaged to the extent that the District deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

915.10 SPECIAL INCIDENT PROCEDURE

If any member of the Mason County Fire District 12 suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the district's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for the storage of PPE.

915.11 REPORTING

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

Hazard Communication

917.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous chemicals in the workplace (WAC 296-901-14002).

917.2 POLICY

It is the policy of the Mason County Fire District 12 to develop, implement and maintain a written chemical hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS).

917.3 PROCEDURE

The Fire Chief or the authorized designee shall appoint an officer to develop, implement and maintain a written hazard communication program that includes, but is not limited to (WAC 296-901-14010):

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in employee work areas.
- (c) The District shall make the written chemical hazard communication program available, upon request, to members, their designated representatives, the Washington Department of Labor and Industries and the National Institute of Occupational Safety and Health (NIOSH).
- (d) The District shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information (WAC 296-901-14012):
 1. Product identifier
 2. Signal word
 3. Hazard statement
 4. Pictogram
 5. Precautionary statements
 6. Name, address and telephone number of the chemical manufacturer, importer or other responsible party

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Hazard Communication

917.4 SAFETY DATA SHEETS

The District shall have a SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with WAC 296-901-14014.

917.5 TRAINING REQUIREMENTS

See the Hazard Communication Program Training Policy.

Personal Firearms

918.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by providing guidance on the possession of firearms in the workplace.

918.2 POLICY

The Mason County Fire District 12 will make reasonable efforts to reduce risk to members and the public by placing limitations on firearms being brought onto district property or carried by members while on-duty or while representing the District in any capacity.

918.3 PROHIBITIONS

Members are prohibited from possessing a firearm while on-duty or while on or in district property or vehicles.

Roadway Incident Safety

919.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth district Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

919.2 POLICY

It is the policy of the Mason County Fire District 12 to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

919.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief should ensure that the District adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

919.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

Procedures should also include any requirements in the manual of uniform traffic control devices adopted by the state, including but not limited to the following (WAC 468-95-010):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training and retention processes utilized by the Mason County Fire District 12. This policy supplements any rules that govern employment practices for the Mason County Fire District 12.

1000.2 POLICY

In accordance with applicable federal, state and local law, the Mason County Fire District 12 provides equal opportunities for applicants and district members regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex or any other protected class or status. The District does not show partiality or grant any special status to any applicant, member or group of members, unless otherwise required by law.

1000.3 RECRUITMENT

Recruitment efforts will typically be conducted by the Fire Chief

In cooperation with the Administration, minimum qualifications should be developed for each job classification and should include minimally, any special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner (see the Position Descriptions Policy). The standards for all job classifications should be specific and related to the duties required and non-discriminatory but allow for the lawful exclusion of persons who do not meet County or state hiring standards.

Generally, the standards may include the following requirements. The candidate should be:

- (a) At least 18 years of age by the closing date of the recruitment period.
- (b) In possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Act (OSHA) color codes for hazardous materials (e.g. blue, red, yellow and white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives established in the International Association of Fire Chiefs (IAFC)/ International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness/Fitness Initiative or similar validated health screening process.
- (e) In possession of or have the ability to obtain a valid state driver license in the class required for the position sought.
- (f) Be a U.S. citizen or have proof of a legal right to work in the U.S.

1000.4 SELECTION STANDARDS

Candidates for job openings should be selected based on merit, ability, competence and experience. Candidates who are successful in the initial testing process may be invited to participate in a background investigation.

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All entry-level firefighter candidates should meet the minimum standards established by the IAFC/IAFF Fire Service Joint Labor Management Wellness/Fitness Initiative and the National Fire Protection Association (NFPA).

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

The following standards may be considered as a best practice for hiring criteria:

1000.4.1 MOTOR VEHICLE OPERATION

- The ability to possess a valid state driver license
- The demonstrated ability to drive safely
- The ability to possess a valid state-issued commercial driver license, if job duties include driving a vehicle that requires such a license
- The ability to comply with the U.S. Department of Transportation (DOT) regulations regarding employees in safety-sensitive driving assignments, and the ability to comply with the provisions of the DOT Drug and Alcohol Testing Policy

1000.4.2 INTEGRITY

- Being honest in dealing with the public and district members
- Showing strong moral character and integrity in dealing with the public and district members
- Refusing to tolerate unethical or illegal conduct on the part of other fire service personnel

1000.4.3 CREDIBILITY AS A WITNESS IN A COURT OF LAW

- The ability to give testimony in a court of law without being subject to impeachment due to honesty or veracity (or their opposites) or due to prior felony conviction

1000.4.4 DEPENDABILITY

- A history of completing work accurately and in a timely manner
- Demonstrated history of being self-motivated to perform well
- A willingness to work the hours necessary to complete the job

1000.4.5 LEARNING ABILITY

- Demonstrated ability to comprehend and retain information
- The ability to recall information pertaining to standard operating procedures, the Incident Command System and fireground safety measures

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Recruitment and Selection

- The ability to apply the material, tactics and procedures required of a firefighter to a variety of situations

1000.4.6 PERSONAL SENSITIVITY

- The ability to assist with a variety of problems that demonstrate sensitivity for the feelings of others
- Empathy
- Effectiveness in dealing with people without arousing antagonism
- The ability to understand the motives of people and how they may react and interact

1000.4.7 JUDGMENT UNDER PRESSURE

- The ability to apply common sense during high-pressure situations
- The ability to make quick and effective decisions
- The ability to use good judgment in dealing with a variety of emergency situations
- The ability to make logical and reasonable decisions under pressure
- The ability to take direction and perform activities as ordered

1000.4.8 ILLEGAL USE OR POSSESSION OF DRUGS

Any history of illegal use or possession of drugs shall be evaluated on a case-by-case basis.

1000.4.9 VETERAN PREFERENCE

The District will provide veteran preference points as required by RCW 41.04.010.

1000.5 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal (OSFM).

1000.6 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat employees fairly, equitably and consistently.

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- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, County benefits, seniority benefits, forms of recognition, etc.

1000.7 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Mason County Fire District 12.

1000.7.1 NOTICES

The Administration Division shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Washington's Fair Credit Reporting Act (15 USC § 1681d; RCW 19.182.010; RCW 19.182.020; RCW 19.182.110).

1000.7.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the Washington State Patrol Identification and Criminal History Section (WASIS) or provided by a third party, may have restrictions on the access, use, security and release of the information. The Administration Division shall establish procedures to ensure compliance with any applicable requirements and security limitations.

1000.7.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Administration Division shall not require candidates to provide passwords, account information or access to password-protected social media accounts (RCW 49.44.200).

The Administration Assistant Fire Chief should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate and validated.
- The District fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Assistant Fire Chief should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.7.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

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1000.7.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.8 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.9 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal.

1000.10 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.

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Recruitment and Selection

- Treat members fairly, equitably and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, forms of recognition, etc.

Fire Officer Development

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to define the required and recommended competencies in the Mason County Fire District 12 Fire Officer Development Program.

1006.2 POLICY

It is the policy of the Mason County Fire District 12 that, in order to train and develop members for supervisory roles, it will utilize such resources as the Center for Public Safety Excellence (CPSE), the National Fire Academy's (NFA) Executive Fire Officer Program (EFOP); the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications; and other district-approved certification programs for the professional development of fire officers.

Discriminatory Harassment

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1012.2 POLICY

The Mason County Fire District 12 is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1012.3 DEFINITIONS

Definitions related to this policy include:

1012.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

1012.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination,

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participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

1012.3.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1012.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Washington State Human Rights Commission guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with County or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

1012.4 RESPONSIBILITIES

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the Mason County Fire District 12 and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, or the Commissioner Chair.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

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Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

1012.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1012.4.2 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the District and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1012.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, or the Commissioner Chair for further information, direction, or clarification.

1012.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Mason County Fire District

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12 that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1012.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1012.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief,, or the Commissioner Chair.

1012.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1012.6 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and action taken to remedy or address the circumstances giving rise to the complaint.

1012.7 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

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- Approved by the Fire Chief, or the Commissioner Chair, depending on the ranks of the involved parties.
- Maintained in accordance with the established records retention schedule.

1012.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Conduct and Behavior

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1013.2 POLICY

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1013.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1013.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful in the performance of their duties. They should control their tempers, exercise reasonable patience and discretion and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane or insolent language or gestures and should not express prejudice concerning race, religion, politics, sex, age (40 and over), physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (RCW 49.60.030).

1013.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane or insolent language or gestures and shall not express prejudice concerning race, religion, politics, sex, age (40 and over), physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (RCW 49.60.030).

1013.6 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

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1013.7 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1013.8 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1013.9 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1013.10 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.

1013.11 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, service or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the District or the County.

If it may reasonably be inferred that the person, business or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under (RCW 42.23.070).

1013.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1013.13 ABUSE OF POSITION

Members should not use their official position, official identification cards or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend

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to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph or official title that identifies them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1013.14 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

Personnel Complaints

1014.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the District's Administration.

1014.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

1014.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the District.

1014.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the member's Fire Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated district representative, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the

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designated district representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1014.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1014.4.1 AVAILABILITY OF COMPLAINT FORMS

Personnel complaint forms will be available and clearly visible in public access locations within district facilities. Forms will also be available on the district website. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Fire Chief any suggestions for improvement or changes.

1014.4.2 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by e-mail, in person or by telephone.
- (b) Any district member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1014.4.3 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1014.5 COMPLAINT DOCUMENTATION AND TRACKING

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint.

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On an annual basis, the District should audit the log and send an audit report to the Fire Chief or the authorized designee.

1014.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1014.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) Appointed Officers or supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Assistant Fire Chief and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Fire Chief of the accused member, via the chain of command. The Fire Chief will forward a copy of the complaint to the Assistant Fire Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Assistant Fire Chief or Fire Chief.
- (d) A supervisor investigating any complaint should:
 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Fire Chief for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no

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further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Fire Chief.

- (g) Unresolved citizen complaints shall be forwarded to the Fire Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1014.6.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the District:

- (a) Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the District should:
 - 1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.
 - 2. Provide the date, time and place of the interview and the names of all who will be present.
 - 3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.
- (c) Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.
- (d) An investigator should not interview a member at that person's home without the member's prior permission.
- (e) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (f) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (g) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions or be subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.

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- (h) Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews.
- (i) If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.
- (j) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (k) All members shall provide complete and truthful responses to questions posed during interviews.
- (l) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1014.6.3 UNIFORM DISCIPLINARY ACT INVESTIGATIONS

The District will comply with the provisions of the Uniform Disciplinary Act as required for any member who is subject to the Act and under investigation for unprofessional conduct (RCW 18.130.010 et seq.).

1014.6.4 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and essentially follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

1014.6.5 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative

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leave. The Fire Chief or the authorized designee shall notify the Administration in writing of the employee's administrative leave and the cause for the leave.

1014.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

1014.7.1 ASSISTANT FIRE CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Assistant Fire Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Assistant Fire Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Assistant Fire Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Assistant Fire Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1014.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Assistant Fire Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice.
 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.

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- (c) Once the member has completed his/her response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.
- (d) Once the Fire Chief has issued a written decision, the discipline shall become effective.

1014.8 PRE-DISCIPLINE MEMBER RESPONSE

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

1014.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1014.10 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member may appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.

1014.11 AT-WILL AND PROBATIONARY MEMBERS

Probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

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Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered by the Fire Chief to be appropriate.

1014.12 ATTACHMENT 1

[Complaint Form](#)

Personnel Records

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance, retention of, and access to personnel files in accordance with established law.

1017.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave of absence forms, fitness for duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1017.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

District file - Any file maintained in the office of the District or the Administration as a permanent record of a member's employment with the District.

1017.2 POLICY

It is the policy of the District to maintain the confidentiality of its members' personnel information.

1017.3 REQUESTS FOR DISCLOSURE

All records kept by Washington State public agencies are considered public unless they are covered by specific disclosure statutes (RCW 42.56.070).

Private personnel records that are exempt from public disclosure include but are not limited to:

- (a) Applications for public employment.
- (b) Residential addresses, personal electronic mail addresses, and telephone numbers.
- (c) Performance evaluations which do not discuss specific instances of misconduct.
- (d) Medical information (RCW 70.02.005 et seq.).

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- (e) Industrial insurance (workers' compensation), claim files and records (RCW 51.28.070).
- (f) Employee identification numbers.
- (g) Taxpayer information, such as tax withholding data (RCW 42.56.230).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the designated district official charged with the responsibility of responding to such requests.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The designated district official charged with the responsibility of responding to requests for disclosure of personnel records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require assistance of the district's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Commissioner Chair, County Attorney, or attorneys or representatives of the County in connection with official business.

1017.3.1 NOTICE TO MEMBER

Upon receipt of a request for information located exclusively in a member's personnel records, the Public Records Officer is responsible for providing notice to the member, the union representing the member, and to the requestor, that includes the following information (RCW 42.56.250):

- (a) The date of the request
- (b) The nature of the requested record relating to the member
- (c) That information in the record will be released if not exempt from disclosure at least 10 days from the date the notice is made
- (d) That the member may seek to enjoin release of the records under RCW 42.56.540 (court protection of public records)

1017.4 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Any person who maliciously and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates or otherwise discloses the residence address or telephone number

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of any member of this district will be subject to discipline and/or termination and the penalties of all applicable laws.

1017.5 MEMBER ACCESS TO OWN FILE

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files (RCW 49.12.240; RCW 49.12.250).

A member may annually request that all information contained in his/her personnel file subject to disclosure be reviewed by the District for any irrelevant or erroneous information. Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or within 30 days provide the member with a written explanation why the contested item will not be removed. If the member disagrees with the explanation, the member may submit a written statement containing a rebuttal or the correction and have it placed in his/her personnel file (RCW 49.12.250(2)).

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.
- Records of an employee relating to the investigation of a possible criminal offense (RCW 49.12.260).
- Records of an employee compiled in preparation for an impending lawsuit which would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts (RCW 49.12.260).

Physical Fitness

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1021.2 POLICY

It is the policy of the Mason County Fire District 12 to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- (a) Meet the physical demands required on emergency responses.
- (b) Reduce the risk of member injury or illness.
- (c) Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties, (e.g., emergency responses, public education, training activities, or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity that, in its sole discretion, presents greater risks than benefits.

1021.3 PROCEDURE

The time, location, and duration of company physical fitness activities are at the discretion of the on-duty Fire Chief and the [Captain]. In all cases, the location for physical fitness must be within the company's first-in response area or approved arrangements for coverage, be consistent with this policy, and not result in a response delay.

All Fire Suppression members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the [Captain] during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the District, one or more of the following may apply:

- (a) Station physical fitness equipment
 - 1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.
- (b) Fitness club membership
 - 1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the district's discretion, with fitness club memberships for on-duty physical fitness activities.

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1021.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including:

- (a) Voluntary participation by members.
- (b) Allowable physical fitness activities, including:
 - 1. Stretching.
 - 2. Running, jogging, walking or rowing.
 - 3. Weight training (with spotter present).
 - 4. Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
 - 5. Core strengthening.
 - 6. Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (c) Physical fitness activities as recommended by the district's Wellness and Fitness Program Policy and/or qualified peer fitness trainers (PFTs).
- (d) Acceptable use of district-approved physical fitness facilities and equipment.
- (e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
- (f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
- (h) Ongoing support and evaluation.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the district HSO and be consistent with the district's overall wellness program.

Member participation in competitive or contact sports is not recommended while on-duty.

1021.5 INJURY PREVENTION

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:
 - 1. Insufficient warm-up.
 - 2. Poor core stabilization.
 - 3. Exceeding physical capabilities.

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4. Improper equipment use.
 5. Defective equipment.
 6. Lack of proper instruction.
- (b) Members who are participating in physical fitness activities are expected to:
1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 3. Maintain realistic goals and limits for physical fitness routines.
 4. Develop an understanding of how to use fitness equipment properly and safely.
 5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it if necessary.
 6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

Critical Incident Stress Debriefing

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing Program. The Mason County Fire District 12 recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord, and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1022.2 POLICY

It is the policy of the Mason County Fire District 12 to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

1022.3 CISD PROGRAM

The District should establish a committee responsible for implementing and managing the CISD Program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who represent all levels of district personnel. The district's Health and Safety Officer serves as the committee chairperson.

Functions of the committee include but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops, and seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- Coordinating and following-up on requests for CISD.
- Identifying state and local peer CISD organizations and teams.

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1022.4 CISD COMPONENTS

The CISD Program should include pre-incident, on-scene, and post-incident activities, including education, diffusion of emotional reactions, and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support members and trained professionals such as physicians, psychologists, or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness-Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

1022.4.1 ACTIVATION

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death, or suicide of a firefighter, police officer, or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts significant media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate, or delayed emotional response
- Cumulative trauma from multiple incidents.

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support members or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including but not limited to communications personnel, law enforcement officers, and paramedics or ambulance personnel.

For additional guidance on members requesting peer support or professional help on an individual basis, see the Wellness Program Policy.

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1022.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
 - 1. Supervise and advise on all clinical aspects of the program
 - 2. Ensure the quality of CISD services
 - 3. Offer clinical support and program guidance to the CISD committee and peer support members
 - 4. Provide guidance to peer support members
 - 5. Assist in training peer support members and with continuing education
 - 6. Advise on the development of policy and written operational CISD protocols
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
 - 1. Be a licensed mental health professional
 - 2. Be trained and experienced in a recognized CISD model
 - 3. Demonstrate experience in counseling emergency services members
- (c) The duties and responsibilities of peer support members related to CISD services include the following:
 - 1. Assist and support the CISD mental health professionals as necessary
 - 2. Provide referrals to mental health professionals, where appropriate
 - 3. Provide support and basic education to members and their families
 - 4. Serve as a CISD provider with mental health professionals

Peer support members should participate in both initial and continuing education and training regarding CISD principles and procedures.

1022.5 DEBRIEFING

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common CISD formats include:

- (a) On-scene debriefing: Peer support members or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of members, and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support members. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.

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- (c) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support members that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support, and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support members several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, a CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during the debriefing process. Everyone is equal.

Following any intervention, members who need additional assistance should contact peer support members or the wellness coordinator to obtain information.

1022.6 ATTENDANCE

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in a CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, involved members should be out of service, with radios, personal communications devices, and other distractions turned off.

1022.7 ROTATION OF PERSONNEL

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Peer support members may make a request to their [Captain] or Fire Chief for relief or reassignment during a shift to participate in CISD activities. The peer support members should provide a number of on-scene services, including on-site evaluation, encouragement, and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Fire Chief is responsible for making the appropriate arrangements.

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Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

1022.8 CONFIDENTIALITY

The District considers all CISD, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

Exceptions to confidentiality include when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

1022.9 RECORD-KEEPING

Following a CISD, the committee chairperson should prepare a summary report and forward it to the CISD Program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD team members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

Workplace Violence

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent.

1023.2 POLICY

It is the policy of the Mason County Fire District 12 to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

1023.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting district business or on district property.

No member engaged in district business shall carry or possess weapons or explosives unless either:

- (a) Permitted by district policy
- (b) State or local law prohibits the District from restricting the possession of the weapon or explosive

1023.4 REPORTING AND INVESTIGATING

1023.4.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

1023.4.2 SUPERVISOR, MANAGER, FIRE CHIEF, AND ASSISTANT FIRE CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

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1023.4.3 INVESTIGATION

The Administration Division will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

1023.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

District members who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

1023.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

1023.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Administration. The District needs this information in order to provide a safe workplace.

1023.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and the applicable memorandum of understanding before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

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1023.8 LEGAL ACTION

The district's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the District to reduce future or threatened violent behavior in the workplace.

1023.9 CORRECTIVE ACTIONS

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the employee assistance program.
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

1023.10 WORKPLACE VIOLENCE PREVENTION

All district members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

Lactation Breaks

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members.

1024.2 POLICY

It is the policy of the Mason County Fire District 12 to provide, in compliance with federal and state law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk for a nursing child for up to two years after the child's birth (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; RCW 43.10.005).

1024.3 LACTATION BREAK TIME

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; RCW 43.10.005). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify MACECOM or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt district operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1024.4 PRIVATE LOCATION

The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal and state law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; RCW 43.10.005).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

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Lactation Breaks

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

1024.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the District shall clearly label it as such and shall remove it at the end of their shift.

Smoking and Tobacco Use

1025.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Mason County Fire District 12 facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes but is not limited to any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches, and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1025.2 POLICY

The Mason County Fire District 12 recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the District and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all district facilities, buildings, and vehicles, and as further outlined in this policy.

1025.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the Mason County Fire District 12.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside County facilities and vehicles.

1025.4 ADDITIONAL PROHIBITIONS

No person shall smoke tobacco products within 25 feet of a main entrance, exit, or operable window of any public building, including any district facility (WAC 296-800-24005).

Smoking and the use of other tobacco products is prohibited by any individual on district property, or vehicles or fire apparatus. The District will be published and maintained as a smoke-free workplace (RCW 70.160.030).

Drug- and Alcohol-Free Workplace

1026.1 PURPOSE AND SCOPE

The Mason County Fire District 12 prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere (41 USC § 8103).

1026.2 POLICY

It is the policy of the Mason County Fire District 12 to provide a drug- and alcohol-free workplace for all members.

1026.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public. Such use shall not be tolerated.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1026.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

1026.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action (RCW 69.51A.060)

1026.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

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Drug- and Alcohol-Free Workplace

Members are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1026.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Administration, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1026.6 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a _Command Officer respond to the location of the impaired member. The Command Officer shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

1026.7 REQUESTING SCREENING TESTS

A supervisor or Chief may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Chief reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.

1026.7.1 ASSISTANT CHIEF RESPONSIBILITY

The Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

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1026.7.2 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

1026.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1026.9 CONFIDENTIALITY

The District recognizes the need for confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Personal Appearance Standards

1027.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the district's ability to address any other grooming or personal appearance deemed improper for members of the District.

1027.2 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

1027.2.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Administration.

1027.2.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

1027.2.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1027.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

1027.2.5 BEARDS AND GOATEES

Beards, goatees, or any hair on the chin or near the bottom lip is prohibited.

1027.2.6 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

1027.2.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

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Personal Appearance Standards

1027.2.8 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1027.2.9 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry, worn around the neck, shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

1027.3 TATTOOS

At no time will tattoos on the arms below the elbow be visible while on-duty. Any tattoo, brand, or mutilation on the head, neck, scalp, face, or hand must be covered by way of a uniform, business attire, or neutral-colored skin patch while on-duty. Tattoos, brands, or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered. Inappropriate marks may include but are not limited to marks that exhibit or advocate discrimination; marks that promote or expresses gang, supremacist, or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.

1027.4 BODY PIERCING OR ALTERATION

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the District in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

1027.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of district members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied. Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Badges

1029.1 PURPOSE AND SCOPE

The name of the Mason County Fire District 12 and the district badge and uniform patches are property of the District. This policy establishes the rules associated with Mason County Fire District 12 badges and any likeness of the badge.

1029.2 POLICY

The Mason County Fire District 12 may issue members of the District a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1029.3 BADGE TYPES

1029.3.1 MEMBER FLAT BADGES

Members may, at their own expense and with the written approval of the Fire Chief, purchase a flat badge that can be carried in a wallet.

A member may sell, exchange or transfer a flat badge only to another member of the Mason County Fire District 12 and only with the written approval of the Fire Chief.

1029.3.2 CIVILIAN MEMBER BADGES

Curved uniform badges issued to civilian personnel shall be clearly marked to reflect the position of the assigned member (e.g., dispatcher, Public Information Officer, inspectors).

- (a) Civilian personnel shall not display the district badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Civilian personnel shall not display the district badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they occupy the rank or position of any other member of the District.
- (c) Civilian personnel may not purchase, carry or display a flat badge.

1029.3.3 RETIREE BADGES

Upon honorable retirement, a member may purchase his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the Mason County Fire District 12 and may be revoked in the event of misuse or abuse.

An honorably retired member of the District may keep his/her flat badge upon retirement.

1029.3.4 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

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- (a) A firefighter of this district: From the time of death until midnight on the 14th day after the death.
- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

1029.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

1029.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or Web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

1029.6 PERMITTED BADGE USE BY MEMBER GROUPS

The likeness of the district badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following:

- (a) The member associations may use the likeness of the district badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not the Mason County Fire District 12. The following modifications shall be included:
 - 1. Any text referring to the Mason County Fire District 12 shall be replaced with the name of the member association.
 - 2. The badge number portion of the image shall display the name or acronym of the member association.

Work-Related Illness and Injury Reporting

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries, post-traumatic stress disorder (PTSD), and occupational illnesses.

1031.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - An injury, disease, post-traumatic stress disorder, or infection while acting in the course of employment and as specified in Washington law (RCW 51.08.013; RCW 51.08.100; RCW 51.08.140; RCW 51.08.142).

1031.2 POLICY

The Mason County Fire District 12 will address work-related illnesses and injuries appropriately, and will comply with applicable state workers' compensation requirements (RCW 51.28.010 et seq.).

1031.3 RESPONSIBILITIES

1031.3.1 MEMBER RESPONSIBILITIES

A member sustaining any work-related illness or injury shall report such event to a supervisor as soon as practicable, but within 24 hours, and shall seek medical care when appropriate (WAC 296-305-01501).

A member may be treated for an on-duty illness or injury by a personal physician on the initial visit, however, any additional or ongoing care must be transferred to a network provider through the Department of Labor and Industries (RCW 51.36.010).

1031.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related illness or injury should ensure the member receives medical care as appropriate and should notify the Fire Chief of the reported illness or injury.

Within seven days of notification of a work-related illness or injury, the supervisor shall ensure that all forms and logs required by the Department of Labor and Industries are prepared and completed. If there is a privacy concern due to the nature of the illness or injury of the member, the supervisor shall ensure the member's privacy is protected (removing the member's name/ personal information) as required by law (WAC 296-27-01119; WAC 296-305-01501).

Supervisors shall ensure that required workers' compensation documents regarding the illness or injury are completed and forwarded to the Fire Chief promptly. Any related Countywide illness- or injury-reporting protocol shall also be followed.

1031.3.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief who receives a report of a work-related illness or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded

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to the Fire Chief, the County's risk management entity, and the Administration Assistant Fire Chief to ensure any required Department of Labor and Industries reporting is completed as required in the illness and injury prevention plan identified in the Accident, Illness and Injury Prevention Program Policy.

1031.3.4 FIRE CHIEF RESPONSIBILITIES

The Fire Chief shall review and forward copies of the report to the Administration. Copies of the report and related documents retained by the District shall be filed in the member's confidential medical file.

1031.4 SETTLEMENT OFFERS

When a member sustains a work-related illness or injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company, or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1031.4.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related illness or injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the County to determine whether the offered settlement will affect any claim the County may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the County's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

1031.5 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Assistant Fire Chief through the chain of command and a copy sent to the Administration Assistant Fire Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1031.6 NOTICE TO EMPLOYEES

The Administration should ensure the display of a Notice to Employees regarding access to benefits, and provide new members with a written notice concerning their rights, benefits, and obligations under workers' compensation laws (RCW 51.14.100).

Release of HIPAA-Protected Information

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's personal health information, which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

1033.2 POLICY

It is the policy of the Mason County Fire District 12 to allow members to complete a pre-authorization for the release of their personal health information to a family member in the event the member becomes injured or ill on-duty.

1033.3 GUIDELINES

The following topics should be considered for inclusion in this policy:

- (a) The right of members to voluntarily complete a pre-authorization for the release of personal health information to specific individuals
- (b) The location of storage and method of security of completed pre-authorization forms
- (c) The process for a supervisor to access completed forms during both business and non-business hours
- (d) Expiration, renewal and revocation processes for the pre-authorization form
- (e) A list of situations or circumstances in which members can expect the District to release their personal health information to the pre-authorized individuals

Line-of-Duty Death

1035.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any district member while on-duty, while traveling in connection with such duty, or while engaged in firefighting or Emergency Medical Services (EMS) activities off-duty is considered a line-of-duty death. The death of any district member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of district members are seriously injured.

1035.2 POLICY

It is the policy of the Mason County Fire District 12 to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

1035.3 RESPONSIBILITIES

1035.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the District at the appropriate time.
- (c) Immediately after the announcement, all flags at fire stations and other district facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event should that be for longer than 14 days.
- (d) Request that the Administration Division assemble personal data, such as date of birth, file photograph, marital status, dependents, and names of next of kin to facilitate the application for state and federal line-of-duty death benefits.
- (e) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- (f) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the District.
- (g) Document all actions, contacts, requests, and other pertinent data.

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- (h) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.
- (i) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- (j) Complete the Washington State Patrol Fire Fatality Report within 48 hours after the line-of-duty death.

The Fire Chief should determine if it is necessary to request outside resources to assist in the staffing or investigation of the incident, as needed.

1035.3.2 FIRE CHIEF

In the event of a line-of-duty death, the Fire Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.
- (b) Immediately notify the Assistant Fire Chief and the Fire Chief.
- (c) Gather all available information concerning the incident and circumstances leading to the death.
- (d) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- (e) Preserve all tactical worksheets, video, and/or audiotapes for the investigation.
- (f) Consider the need for members at the incident to have access to Critical Incident Stress Debriefing (CISD) services.

1035.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer shall:

- (a) Collect facts of the incident from the Fire Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy.

1035.3.4 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of a member's personnel effects in the event of a line-of-duty death. Personal effects include all property owned

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by the deceased member that is kept on district property, as well as personal items carried by the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of personal effects:

- (a) All personal effects at the station house shall be taken to the Administration Division to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration Division and secured.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time, and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Administration Division for placement in the deceased member's personnel file.

1035.3.5 ADMINISTRATION DIVISION

The Administration Division will have the following responsibilities:

- (a) Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits and other salary and vacation pay).
- (c) Review the Public Safety Officers' Benefit Program to determine benefits and the process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all the benefits to which the survivor is entitled.

1035.4 FAMILY SUPPORT LIAISON

The appointed Family Support Liaison should conduct all duties in accordance with the Family Support Liaison Policy.

1035.5 FUNERAL ARRANGEMENTS

Funeral arrangements should be made in accordance with district funeral protocol.

1035.6 LINE-OF-DUTY DEATH INVESTIGATIONS

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

Line-of-Duty Death and Serious Injury Notification

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications, and identifies roles and responsibilities.

1036.2 POLICY

It is the policy of the Mason County Fire District 12 to ensure, to the extent reasonably practicable, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized, or killed in the line of duty. The District shall make it a priority to offer assistance and support to the member's family.

1036.3 PROCEDURE

- (a) For the purpose of this policy, a serious injury or hospitalization is defined as a medical condition that is life-threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander (IC) or Fire Chief at the scene of the serious injury or death will immediately notify the Assistant Fire Chief and provide the necessary information.
- (c) The Assistant Fire Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the IC, the Public Information Officer, or the Fire Chief, as appropriate.
- (e) In the event of the death of a member, the Fire Chief must immediately initiate the procedures in the Line-of-Duty Death and Serious Injury Investigations Policy.

1036.4 DEATH NOTIFICATIONS

The Assistant Fire Chief, in coordination with the Fire Chief or the authorized designee, will assign a two-person notification team consisting of either a Fire Chief and district chaplain or two Fire Chiefs to locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

- (a) Contact the Administration Division to obtain information regarding the member's next of kin.
- (b) Call back operations staff, if necessary.

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Line-of-Duty Death and Serious Injury Notification

1036.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Fire Chief learning of the serious injury or death. The notification team should:

- (a) Gather and validate as much information about the incident as possible.
- (b) Wear the dress uniform, if possible.
- (c) Plan the appropriate timing and schedule when it is necessary to make the notification to more than one person or family group (e.g., a spouse and parent).
- (d) Meet prior to making the notification to establish roles of the team members and allow the exchange of known facts.
- (e) Determine if the Fire Chief, Assistant Fire Chief, or Fire Chief is aware of a special relationship between the deceased member's family and another member. If so, it may be appropriate to have that member accompany the notification team. Prior to arrival, the team should clarify the member's role in the notification process.

1036.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, the chaplain should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief and all members of the District.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

1036.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Fire Chief may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family, or with the assistance of the local fire department/law enforcement.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.

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- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Assistant Fire Chief.

1036.4.4 INTERNAL DISTRICT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty Fire Chiefs should be notified.
- (b) All members should be notified as soon as possible after the family notification is made.

1036.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Fire Chief will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

- (a) Elected officials or board of directors
- (b) Commissioner Chair
- (c)
- (d) District Health and Safety Officer, who will make the necessary notifications in coordination with the Fire Chief
- (e) Other notifications as determined by the Fire Chief

1036.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to other local county fire agencies
- (b) Notification to the Department of Labor and Industries, by telephone or in person, shall be made within eight hours for a line-of-duty death. This notification is also mandatory for a probable death or inpatient hospitalization. The Washington Division of Occupational Safety and Health shall also be notified within 24 hours of a work-related incident that results in either an amputation or the loss of an eye that does not require inpatient hospitalization (WAC 296-305-01501; WAC 296-27-031).
- (c) Notification to the Washington State Fire Marshal's Office, by telephone, shall be made within two business days for a line-of-duty death. This should be followed by a written Washington State Patrol Fire Fatality Report Form (RCW 43.44.060).
- (d) Notification to the National Institute for Occupational Safety and Health (NIOSH)
- (e) Notification to the U.S. Department of Justice Public Safety Officers' Benefit Program
- (f) Notification to the United States Fire Administration (USFA)
- (g) Notification to the National Fallen Firefighters Foundation (NFFF)

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- (h) Notification to other agencies as mandated by federal and state law and local ordinance

1036.5 FAMILY SUPPORT

The Fire Chief should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

1036.6 NEWS MEDIA AND COMMUNITY RELATIONS

It is the policy of the Mason County Fire District 12 to follow the News Media and Community Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include but are not limited to:

- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.

The Public Information Officer or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media are on-scene and aware of the death, the Public Information Officer will simply confirm that a death has occurred and communicate the district's compassion and concern for the employee's family and colleagues. The Public Information Officer will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the Public Information Officer will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

1036.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the injured employee has been taken to a hospital, a Assistant Fire Chief should assign a Fire Chief who is not involved in the incident to go to the hospital and become the hospital liaison.
- (b) The Fire Chief should establish communications with the hospital and report regularly to the Assistant Fire Chief on the employee's condition.
- (c) A representative of the employee's labor organization will also be sent to the hospital, if possible.

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The hospital liaison and labor representative should work cooperatively for the benefit of the employee and the employee's family. In addition, the Assistant Fire Chief should ensure close coordination with the treating medical facility.

Family Support Liaison

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the district personnel responsible for the activation.

1037.2 POLICY

It is the policy of the Mason County Fire District 12 to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line-of-duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

1037.3 PROCEDURE

1037.3.1 LIAISON ACTIVATION CRITERIA

The District will assign a member to the Family Support Liaison position whenever any district member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

1037.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating direction with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's Fire Chief and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.

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- (g) Establish communications with other support personnel or groups, including district chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the district-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

1037.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Fire Chief will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Fire Chief.
- (d) If the selected liaison does not already have an assigned district pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.

Military Leave

1039.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard or for active duty in the U.S. Armed Forces in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Military Code of the State of Washington, and the Veterans and Veterans' Affairs Code (38 USC § 4301, et seq.; RCW 38.40.060; RCW 73.16, et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Administration or legal counsel to obtain specific guidance regarding military leave rights.

1039.2 POLICY

The Mason County Fire District 12 supports employees who may be called or who volunteer to serve in the military. The District will comply with USERRA and state laws relating to military leave.

1039.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to employees having similar seniority, status, and pay who are on furlough or leave of absence (38 USC § 4316(b)(1)).

1039.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years (38 USC § 4312(a)(2)). Military leave is available for both voluntary and mandatory service (38 USC § 4303(13) and 38 USC § 4312(a)).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312(c)).

1039.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

An employee who is a member of the State Military Reserve is entitled to temporary military leave not to exceed 21 days per year for training, drills, unit training assemblies or similar inactive duties (RCW 38.40.060).

1039.4 PROCEDURES AND RESPONSIBILITIES

Employees who require military leave shall provide as much advance notice of the pending service as reasonably possible (38 USC § 4312(a) and (b)).

Additionally, the employee should:

- (a) Provide copies of official orders or other official documentation, if available.
- (b) Select the benefit options desired during absence, if applicable.

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- (c) Retain copies of all submitted documents.

1039.5 COORDINATION WITH CONTRACTS, PRACTICES, AND OTHER RULES

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement, or local policy or practice, the district will apply the more beneficial right or benefit (38 USC § 4302).

1039.6 LEAVE ACCRUALS

Employees are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time at their discretion (38 USC § 4316).

Employees will not accrue sick days or paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty, and then returns, would be entitled to three weeks of vacation one year after reemployment.

1039.7 COMPENSATION

During military leave, employees are entitled to receive their regular salary and compensation up to 21 days per year (RCW 38.40.060).

1039.7.1 HEALTH CARE BENEFITS

Employees on military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that they fail to return from service or apply for reemployment.

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the district's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the District will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

1039.8 RETURN FROM DUTY

Employees returning from approved military leave of absence must report to work as follows (38 USC § 4312; 20 CFR 1002.118; RCW 73.16.035):

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or

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unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period.

- (b) For periods of service of more than 30 days but less than 181 days, employees must submit an application for reemployment no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so.

For periods of service of more than 180 days, employees must submit an application for reemployment no later than 90 days after completion of service.

Employees who are recovering from an illness or injury incurred in or aggravated during military service, must report to the District or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist.

An employee who fails to report or apply for reemployment in a timely manner will be subject to the district's rules of conduct and established policies covering absence from scheduled work.

1039.9 REEMPLOYMENT RIGHTS

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits they would have attained if not absent for military duty or, in some cases, a comparable job (38 USC § 4312; RCW 73.16.033; RCW 73.16.051).

1039.9.1 FORMER POSITION

An employee returning from approved regular active military leave is entitled to reinstatement in the position that they would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status and pay (38 USC § 4313(a)(1) and (2)).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the District will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the district's reasonable efforts, the employee is entitled to their previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status, and pay (38 USC § 4313(a)(2)). Where an employee remains unqualified for both of these positions after reasonable efforts by the District, the employee is entitled to the nearest approximation to these positions (38 USC § 4313(a)(4)).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the District, after making reasonable accommodations, must find a position of equivalent seniority, status, and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313(a)(3); 20 CFR 1002.198; RCW 73.16.033).

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1039.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion, and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had they not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the District would have contributed had they not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318(a)).
- (f) Reenrolling in district health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and their dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible (RCW 73.16.051).

1039.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if the employee (38 USC § 4312):

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the Mason County Fire District 12, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Mason County Fire District 12 or applies for reemployment in a timely manner as provided in this policy.
- (e) In the case that the military leave exceeds 30 days, submits documentation showing (20 CFR 1002.121; 20 CFR 1002.123):
 - 1. The application for reemployment is timely.
 - 2. The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).
 - 3. The employee's separation or dismissal from service was not disqualifying.

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1039.9.4 DISTRICT REEMPLOYMENT RESPONSIBILITIES

The District shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the District shall reinstate employees as soon as practicable (20 CFR 1002.181).

The District is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312(d)):

- (a) The district's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the District.
- (c) The person held a nonrecurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Administration or legal counsel before determining whether any of these conditions exist.

1039.10 RETENTION

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316(c); 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

1039.11 DISCRIMINATION AND RETALIATION PROHIBITED

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311; RCW 73.16.032).

Driver License Requirements

1040.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Mason County Fire District 12 members who drive as a part of their duties have and maintain required driving licenses.

1040.2 POLICY

In order to promote driver safety, it is the policy of the Mason County Fire District 12 that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, have and maintain driving privileges and licenses consistent with their duties.

1040.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive district vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license and complete training for a Commercial Driver's License (CDL) or qualify for an exemption to a CDL by completing and obtaining certification in an Emergency Vehicle Accident Prevention (EVAP) program (RCW 46.25.050; WAC 296-305-04505).

1040.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid driver license and to monitor driver records for potential problem behavior.

The officer appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

1040.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and collisions on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid license.

1040.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver license and to review any traffic violations and collisions.

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Any member who drives a vehicle while conducting district business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of the driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting district business.

If a member's driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Washington Department of Licensing (DOL) report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
 - 1. The member can still perform the majority of his/her job duties.
 - 2. There is minimal impact on the district work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the DOL report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

Nepotism and Conflicting Relationships

1042.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this district. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1042.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent or In-Laws both direct and indirect.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1042.2 POLICY

The Mason County Fire District 12 is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

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Nepotism and Conflicting Relationships

1042.3 RESTRICTED DUTIES AND ASSIGNMENTS

The District will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this district should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

1042.3.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee should promptly notify his/her uninvolved, next highest level of supervisor.

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Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee should promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1042.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

Member Speech, Expression, and Social Networking

1043.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1043.1.1 APPLICABILITY

This policy applies to all forms of communication, including but not limited to film, video, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1043.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Mason County Fire District 12 will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1043.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Mason County Fire District 12 members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.

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- Otherwise disclosing where another firefighter can be located off-duty.

1043.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

To meet the district's safety, performance, and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Mason County Fire District 12 or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to or related to the Mason County Fire District 12 and tends to compromise or damage the mission, function, reputation, or professionalism of the Mason County Fire District 12 or its members. Examples may include:
 1. Statements that indicate disregard for the law of the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Mason County Fire District 12.
- (f) Use or disclosure, through whatever means, of any information, photograph, video, or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses, or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Mason County Fire District 12 on any personal or social networking or other website or web page, without the express written authorization of the Fire Chief.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device, or media device, whether personally or district-owned, for personal purposes while on-duty, except in the following circumstances:
 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).

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2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1043.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Mason County Fire District 12 or identify themselves in any way that could be reasonably perceived as representing the Mason County Fire District 12 in order to do any of the following, unless specifically authorized by the Fire Chief (RCW 42.17A.555; RCW 42.17A.635):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity
- (d) Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast, or on any website

Additionally, when it can reasonably be construed that a member, acting in an individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Mason County Fire District 12.

Members retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

1043.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.

Members shall not be coerced or required to engage in political activity (RCW 41.06.250).

1043.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is

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accessed, transmitted, received, or reviewed on any district technology system (see the Information Technology Use Policy for additional guidance).

However, the District shall not require a member to disclose a personal username or password or open a personal social website, unless otherwise allowed under Washington law (RCW 49.44.200).

1043.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

1043.7 TRAINING

Subject to available resources, the District should provide training regarding member speech and the use of social networking to firefighters and supervisors.

Anti-Retaliation

1044.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement or memorandum of understanding.

1044.2 POLICY

The Mason County Fire District 12 has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1044.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1044.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the County Administration.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1044.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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Anti-Retaliation

1044.6 COMMAND STAFF RESPONSIBILITES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

1044.7 WHISTLE-BLOWING

Washington law protects employees who make good faith reports of improper government actions. Improper government actions include violations of Washington law, abuse of authority, gross waste of funds, and substantial and specific danger to the public health or safety (RCW 42.40.010 et seq.; RCW 49.60.210; RCW 42.41.010 et seq.).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

1044.7.1 DISPLAY OF REPORTING PROCEDURES

The District shall display the Mason County Fire District 12 policy to employees regarding their rights and the procedures for reporting information of an alleged improper government action. A copy of the policy shall be made available to employees upon request (RCW 42.41.030).

1044.8 RECORDS RETENTION AND RELEASE

The Public Records Officer shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1044.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Attachments

Policy 1014 Attachment 1 Complaint Form.docx.pdf



POLICY 1014 ATTACHMENT 1

DATE: _____

COMPLAINT IN DETAIL:

DATE: _____ OFFICER NAME AND REMARKS:

Date: _____ ASSISTANT CHIEF REMARKS:

DATE: _____ CHIEF'S FINAL REMARKS:

Policy 216 Credit Card Use Agreement Form.pdf

ATTACHMENT A

CREDIT CARD USE AGREEMENT

I, _____ as an employee of Mason County Fire District 12 accept responsibility for the safeguard and proper use of the District credit card # _____ (last 4 of the card number) which has been assigned to me for use in the performance of my job, in accordance with the terms set forth in District Policy 216.

INITIAL EACH:

- _____ I have read and understand Policy 216.
- _____ I understand the Fire Chief will disallow my use of a District credit card for violation or misuse of the credit card and/or credit card policies and guidelines and that such violation or misuse may subject me to disciplinary action including termination.
- _____ I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:
“I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof.”
- _____ I understand that I will be held personally liable for inappropriate charges I make with the District credit card.
- _____ I understand that I will be held personally liable for charges I make when such charges are not supported by a receipt and supporting documentation as required by District Policy 216.

THE UNDERSIGNED INDIVIDUAL HAS READ AND INITIALED EACH OF THE ABOVE STATEMENTS

Signature

Printed Name

Date

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