



# Central Oregon Coast Fire & Rescue District Policy

*Central Oregon Coast Fire & Rescue District*

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## **POLICY 1.1: GOVERNANCE BY POLICIES**

### **GOVERNANCE BY POLICIES**

The primary duty and function of the Board of Directors is to establish policies for the governance of the District. It is the policy of the Board to delegate to the Chief Executive Officer and staff the responsibility for the day-to-day administration of the District, in a manner consistent with the policies and directions of the Board.

### **COMPLIANCE WITH LAW**

Policies shall comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy shall be deemed void without further Board action. It shall be the responsibility of all District personnel to bring any such conflict to the Board's attention immediately upon discovery.

### **COMPLIANCE WITH POLICIES**

All District personnel shall comply with the policies adopted by the Board of Directors. Any failure to comply shall constitute grounds for disciplinary action or termination by the Fire Chief.

### **POLICIES DO NOT CREATE RIGHTS**

Policies of the District shall not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy shall not in itself render any District action invalid, void or voidable.

## **POLICY 1.2: ADOPTION, AMENDMENT AND REPEAL OF POLICIES AND OTHER REGULATIONS**

### **BOARD ADOPTION, AMENDMENT, AND REPEAL OF POLICIES AND OTHER REGULATIONS**

The Board shall base its regulations on the best available information and input from affected parties. Whenever the Board enacts, amends, or repeals any policy or other regulation, it shall do so in accordance with ORS 198.510 to 198.600. A copy of these statutes is attached as an Appendix.



## **POLICY 1.3: MAINTENANCE AND DISTRIBUTION OF POLICY MANUALS**

### **COMPILATION OF POLICY MANUALS**

The Chief Executive Officer shall compile all the policies and procedures adopted by the Board into a District Policy and Procedure Manual. The Chief Executive Officer shall be responsible for updating the Manual regularly.

### **DISTRIBUTION OF POLICY MANUALS**

Updated Policy and Procedure Manuals shall be kept at each office or other facility maintained by the District. The following persons shall maintain an updated Manual:

1. All Board members
2. Chief Executive Officer
3. District's attorney
4. Other persons designated by the Chief Executive Officer or the Board

### **DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC**

The Policy and Procedure Manual is a public record. At least one copy of the updated Policy Manual shall be available for inspection and use by the public at the District's main business office during regular business hours.

## **POLICY 1.4 – INVESTMENT AND SAFEGUARDING OF PUBLIC FUNDS**

It shall be the policy of Central Oregon Coast Fire & Rescue (hereafter called the "District") to safeguard public funds. This policy governs the District's investments, accounts, and personnel charged with the District's financial functions. A primary purpose of this policy is to implement internal financial controls over public funds through a program of shared financial responsibilities and oversight. No single person should have un-checked control over public funds.

### **AUTHORITY & DUTIES OF DISTRICT OFFICIALS, OFFICERS & AGENTS**

- 1) Board Treasurer – The Board Treasurer shall be the District's financial officer and responsible for implementing Board policy as to District finances.

- 2) Fire Chief – The Fire Chief shall serve as the secondary financial officer for the District. The Fire Chief shall assist the Board Treasurer in implementing the District’s financial policies and supervising staff on financial matters. The Fire Chief shall act as an internal check on the finances of the District. The Fire Chief shall have access to District financial information but shall not have direct authority over the District’s accounts.
- 3) District Accountant – The District contracts day-to-day bookkeeping and financial operations to an outside accounting firm. The District Accountant is tasked with performing all financial tasks under the delegation of the Board Treasurer.

### **INVESTMENT POLICY**

- 1) The District will safeguard the public funds entrusted to it by investing those funds in the Oregon State Investment Pool until such time as they are needed to pay approved District expenses.
- 2) An amount to be established by the District Treasurer with the concurrence of the Board Chairman shall be held in a bank account of a qualified depository for public funds to cover unforeseen delays in the normal process of transferring funds from the Oregon State Investment Pool.
- 3) This conservative approach is thought to be the best stewardship of the public funds entrusted to the District.

### **BANK ACCOUNT POLICY**

- 1) The Board Treasurer, in consultation with the District Accountant, shall establish one or more bank accounts to adequately address the District’s cash flow requirements. The District shall only bank with qualified depositories as defined by the Oregon State Treasury.
- 2) Pursuant to ORS 295.006, the Board Treasurer, Fire Chief, and District Accountant shall all be designated as “public officials” with the Oregon State Treasury. The Fire Chief shall ensure that the District’s annual report to the Oregon State Treasury contains accurate contact information for each designated public official.
- 3) All checks drawn on District accounts shall be signed by two Board Members or one board member and the Fire Chief. Pursuant to ORS 478.460, the Board shall maintain an updated Board Resolution authorizing each Board member and Fire Chief to be a signatory on District

accounts. The District Accountant shall not be a authorized signatory on District accounts.

- 4) Only the Board Treasurer or the District Accountant are authorized to transfer funds between District accounts. The Fire Chief is responsible for establishing a procedure for processing invoices and purchase orders and generating checks for the Board's approval.

### **SECURITY MEASURES FOR DISTRICT FUNDS**

- 1) The Board shall take measures to ensure compliance with ORS 198.220, which requires insuring or bonding those charged with possession or control of District funds. The Board may comply with this policy by obtaining crime coverage from its insurer, or such other coverage recommended by its insurer. The Board shall ensure that the District Accountant maintains adequate insurance for the protection of public funds.
- 2) The District Accountant shall prepare monthly reports of the District's finances. At least quarterly, the Board Treasurer and Fire Chief shall review the District bank account statements and monthly financial reports prepared by the District Accountant.
- 3) The Board Treasurer, Fire Chief, and District Accountant shall explore and implement other internal control procedures to remain vigilant in the protection of public funds.

### **POLICY 1.5 – CAPITAL ASSETS POLICY**

PURPOSE – This policy provides guidance for maintaining records of Central Oregon Coast Fire & Rescue property assigned to employees or volunteers.

#### DEFINITIONS

#### **CAPITAL ASSETS**

Capital assets are all tangible or intangible property used in Central Oregon Coast Fire & Rescue operations that have initial estimated useful lives beyond a single year and have an initial cost (inclusive of ancillary charges necessary to place the asset into its intended location and condition for use) of at least \$10,000. Items below the \$10,000 threshold should not be capitalized. Examples of capital assets include land, land improvements, buildings and building improvements, motor vehicles, equipment, and machinery.

### **NON-CAPITAL ASSETS**

Non-capital assets are all tangible and intangible property used in Central Oregon Coast Fire & Rescue operations that have initial estimated useful lives beyond a single year and have an initial cost (inclusive of ancillary charges) of less than \$5,000. Although non-capital assets should not be capitalized, agency management should determine which of these assets is at high risk of loss (e.g. laptop computers, hand tools, firefighting equipment etc.) and should inventory and track these assets on a separate inventory listing. Public stewardship, risk, and internal control concerns should govern the agency's decision on how these assets are managed and tracked.

### **ACQUIRING OF CAPITAL ASSETS**

Capital assets may be acquired by outright purchase, construction, lease purchase agreement, installment purchase contract, eminent domain, foreclosure, transfer from another fund or agency, or gift. Capital assets should be separated and recorded under the proper definition as land, land improvements, buildings and building improvements, equipment and machinery, office equipment, data processing software, and vehicles.

### **RECONCILIATIONS OF CAPITAL OUTLAY EXPENDITURES**

Reconciliations of capital outlay expenditures to capital assets should be completed by each agency on at least an annual basis.

### **POLICY STANDARDS**

#### **ESTABLISHING PROCEDURES**

Agency management is responsible for establishing procedures to issue and inventory property assigned to employees or volunteers. District owned property that may be assigned to employees or volunteers includes but is not limited to:

- Cell phones
- Pagers
- Tablets
- Keys and key cards
- Hand tools
- Laptop computers
- Cameras, camcorders, and photography equipment

- Televisions and DVD's
- Personnel Protective Clothing
- Credit cards
- Badges

**RECORDS OF ASSIGNED PROPERTY**

Records of property assigned to employees or volunteers should be updated annually. The record should be used to document and assure that all property is returned to the District upon employee or volunteer termination.

**INVENTORY MAINTENANCE**

Agencies should maintain an inventory of all property assigned to District employees and volunteers and should make such inventory available for audit.

**ESTIMATED LIFE OF ASSETS**

Buildings	40 years
Electrical Equipment	7 to 10 years
Engines	20 years
Hose	20 years
Ladder trucks	25 years
Radios	7 to 10 years
Small Gear	Not capitalized – record as a current disbursement
Trucks, pickup	10 years
Turnouts	Not capitalized – record as a current disbursement

**POLICY 1.6 – RENAMING OF FIRE STATIONS**

- A. Anyone may present a proposal to rename a fire station. The proposal should be in written form and directed to the Board of Directors for consideration.

- B. When preparing the proposal, keep in mind the following: list the station involved, list the name of the person; keep in mind that a station can only be named for a person posthumously, list the contributions of the person whose name is being proposed, and provide details about the person and their significance to the station.
- C. If the Board of Directors support the proposal, a Public Hearing will be scheduled. The meeting will be held at the station involved. The public, including COCFRD volunteers, are welcome to attend and voice their opinion on the subject.
- D. At the close of the public hearing, the Board will consider the public comments further. The topic will be put on the agenda for an upcoming board meeting for consideration.
- E. Some things to consider after the name change has been approved: planning a re-dedication ceremony (invitations, cake, station tour, giveaways, need a good bio and photo of person that the station is being named after, etc.); consider an open house; notify the media; change the station sign to new name; change District letterhead (if needed); change business cards (as needed); make changes website.

### **POLICY 1.7 – WEAPONS POLICY**

- A. The possession on District property of weapons of any kind, or the brandishing of any object that could reasonably be construed as a weapon is not allowed. Weapons include, but are not limited to, guns, knives, explosives, tear gas, and mace.
- B. COCFRD members must secure/lock their personal weapons in their vehicles while on District property. The exception to this policy is that law enforcement officers, while performing duties as law enforcement, are allowed to carry their weapons.

### **POLICY 1.8 – WHISTLEBLOWER POLICY**

Purpose: To provide reporting procedures should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

- 1. The District encourages any employee with knowledge of, or concern of, an illegal or dishonest fraudulent District activity to report it to the Fire Chief or designee. The employee may also provide the information to another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon, if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of

federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Fire Chief or designee.

2. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
3. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Fire Chief or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
4. All reports of illegal and dishonest activities will be promptly submitted to the Fire Chief or designee who is responsible for investigating and coordinating corrective action.

## **POLICY 2.1: MEMBERSHIP ON THE BOARD OF DIRECTORS**

### **POSITIONS AND TERMS**

1. The Board of Directors of the District shall consist of five members serving four-year staggered terms. No person shall be eligible to be a Board member who is not at the time of election or appointment a resident or property owner in the District.
2. The District's Organic Act provides for each Board member to be identified by a position number. Position numbers shall be transferred to the successors of each Board member.
3. All Board members shall serve at large.

#### **A. ELECTION OF BOARD MEMBERS**

The election of Board members shall be conducted as provided by the District's Organic Act and ORS Chapter 255.

#### **B. QUALIFICATIONS**

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in the District's Organic Act. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

#### **C. OATH OF OFFICE**

Each newly elected or appointed Board member shall take an oath of office at a Board meeting prior to assuming the duties of the position.

#### **D. TERM OF OFFICE -- STARTING DATE**

Except where the Board or the County Commission is filling a vacancy on the Board, terms of office shall start on July 1.



**E. VACANCIES**

Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. If a majority of the membership of the Board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the County Commission of Lincoln County.

The period of service of a person appointed to fill a vacancy shall expire on the June 30 after the next regular District election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made.

If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 next following his or her election.

**POLICY 2.2: POWERS AND DUTIES OF THE DISTRICT'S BOARD OF DIRECTORS**

**MEETING THE NEEDS OF THE DISTRICT**

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.

**A. FORMULATION AND INTERPRETATION OF DISTRICT POLICY**

The most important activity of the Board is the formulation and interpretation of District policies. The Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to other District officers and personnel.

**B. BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY**

No individual Board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District.

**C. ETHICAL STANDARDS**

Board members act as representatives of the citizens of the District. Therefore, Board members shall adhere to the highest ethical standards in the conduct of District business.

**D. BOARD MEMBER EDUCATION**

In order to effectively carry out their duties, Board members must be adequately informed. Members are encouraged to attend such conferences and other training programs as the Board may authorize.

## **POLICY 2.3: BOARD MEMBER ORIENTATION**

### **A. COOPERATION WITH BOARD CANDIDATES**

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

### **B. ORIENTING NEW BOARD MEMBERS**

The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
2. The Chief Executive Officer shall provide material pertinent to District meetings and respond to questions regarding such material.
3. New members shall be invited to meet with the Chief Executive Officer and other District personnel to discuss the services each performs for the District.
4. The Chief Executive Officer shall give each new Board Member:
  - a.) An updated copy of the District's Policy and Procedure Manual.
  - b.) Copies of the minutes of all Board meetings, except for executive sessions, for the preceding 12 months.
  - c.) Copies of the District's last 2 budgets.
  - d.) Copies of all such documents as the attorney for the District may recommend with respect to any pending claims or lawsuits.
  - e.) Such other materials as the Board may direct or the Fire Chief may deem appropriate.

## **POLICY 2.4: REIMBURSEMENTS OF BOARD MEMBER EXPENSES**

### **A. BOARD MEMBER COMPENSATION AND REIMBURSEMENT**

Board Members shall also be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official District duties.

### **REIMBURSEMENT DOCUMENTATION**

Board Members incurring reimbursable expenses shall submit proper documentation of such expenses to the Fire Chief or such officer's designee for reimbursement by the District.

## **POLICY 3.1: DUTIES OF THE PRESIDENT**

- A. The President of the Board shall preside at meetings of the Board of Directors. The President shall perform all the duties prescribed by the Oregon Revised Statutes.
- B. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
- C. The President may call Special Meetings of the Board as described by the Oregon Public Meetings Law and Policy 4.3.
- D. The President of the Board shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.

## **POLICY 3.2: DUTIES OF THE VICE-PRESIDENT**

In the President's absence, or during any disability of the President, the Vice-President shall have the powers and duties of the President of the Board as prescribed in Policy 3.1. The Vice-President shall have such other powers and duties as a majority of the Board may from time to time determine.

## **POLICY 3.3: DUTIES OF THE SECRETARY-TREASURER OF THE BOARD**

- A. The Secretary of the Board shall cause accurate minutes of each Board meeting to be taken, transcribed, and distributed to each Board Member in a timely manner for review prior to approval. The Secretary-Treasurer shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary-Treasurer.
- B. The Treasurer of the Board shall assure that accurate accounting and financial records are maintained by the District.
- C. The Treasurer shall annually review the District's financial audit with District personnel prior to submitting the audit to the balance of the Board. The Treasurer shall send copies of the audit to state or local agencies requiring its submission.

#### **POLICY 4.1: PREPARATION FOR BOARD MEETINGS**

A. **DISTRIBUTION OF MATERIALS TO BOARD MEMBERS**

The Agenda, Fire and Statement of Bills shall be given to each member of the Board of Directors at all regularly scheduled Board meetings. The Fire Chief or Designee of the Chief shall provide the Agenda and Board Packet.

B. **DISTRIBUTION OF AGENDA TO THE PUBLIC**

The proposed Agenda will be posted at the main station for review by District personnel and the public.

#### **POLICY 4.2: BOARD MEETING AGENDA**

The following general order shall be observed:

1. Call to order
2. Approval of the minutes
3. Statement of Bills
4. Audience participation (testimony from citizens)
5. Old Business
6. New Business
7. Committee Reports
8. Assistant Chief's Report
9. Fire Chief's Report
10. Good of the Order
11. Adjournment

## **POLICY 4.3: NOTICE AND LOCATION OF MEETINGS**

### **A. APPLICATION**

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

### **B. COMPLIANCE WITH LAW**

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990, a copy of which appears as an Appendix to this Manual.

### **C. LOCATION OF MEETINGS**

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. All meetings shall be held in places accessible to the handicapped.

### **D. MEETINGS HELD BY TELEPHONE**

Meetings held by telephone or other electronic communication are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). The media shall be provided access to a listening location whenever executive sessions are conducted electronically unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).

### **E. REGULAR MEETINGS**

The Board shall hold regular monthly meetings on the 3rd Thursday of each month. Such meetings shall be held at 125 NW Alsea Hwy Waldport, Oregon at 5:30 p.m., or at such other places and times as the Board may designate from time to time.

### **F. SPECIAL MEETINGS**

The Board shall hold special meetings at the request of the President or any three members of the Board. If the President is absent from the District, special Board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than 24 hours public notice.

**G. EMERGENCY MEETINGS**

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Director or Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

**H. NOTICE OF MEETINGS**

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be provided to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be posted at the following locations within the District:

\*Administrative Offices @ 125 NW Alsea Hwy, Waldport, Oregon

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media; and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting. A sample "Notice of Meetings" is contained in the Appendices to this Manual in the "Outline of the Oregon Public Meetings Law."

**I. EXECUTIVE SESSIONS**

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special, and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

**J. INTERPRETERS FOR THE HEARING IMPAIRED**

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

1. The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
2. If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
3. The requirement for an interpreter does not apply to emergency meetings.

**POLICY 4.4: CONDUCT OF BOARD MEETINGS**

**PRESIDING OFFICER**

The President shall preside at Board meetings. In the President's absence, the Vice President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.

**A. AUTHORITY TO CONDUCT MEETINGS**

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

**B. PUBLIC PARTICIPATION**

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become trespassers.

C. **ELECTRONIC EQUIPMENT**

The authority to control the meetings of the District Board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

D. **RECORDING OF VOTES**

Votes shall be recorded. Any member may request that his or her vote be changed if such request is made prior to consideration of the next order of business.

E. **QUORUM REQUISITES**

Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

F. **VOTE EXPLANATIONS**

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

G. **CONFLICT OF INTEREST/EX PARTE CONTACTS**

In the event of a conflict of interest, a member of the Board shall declare such conflict and abstain from voting. In the event any member of the Board has had any ex parte contact regarding a matter, the member shall declare such contact prior to participating in any vote on the matter.

H. **SMOKING**

Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe, or other smoking equipment into a room where a meeting is being held by the Board or is to continue after a recess. For purposes of the statute, a meeting is deemed to have started at the time the agenda or meeting notice indicates it is to commence, regardless of the time the meeting actually begins. This rule shall apply at any regular, special or emergency meeting at which the Board intends to "exercise or advise in the exercise of any power of government." No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to



be in a "recess" during which smoking shall be prohibited in the meeting room.

I. **ADJOURNMENT**

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

**POLICY 4.5: EXECUTIVE SESSIONS**

A. **NOTICE**

Public notice of executive sessions shall be provided in accordance with Policy 4.3.

B. **NO FINAL DECISIONS**

The Board shall not take any votes during any executive session, nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.

C. **PURPOSES**

Executive sessions shall be held only for the following purposes:

1. Employment of Personnel: ORS 192.660(1)(a). To discuss the employment of a public officer, employee, or staff member, but only if the following requirements have been met:
  - a. The vacancy for the position has been advertised;
  - b. Regularized procedures for hiring have been adopted;
  - c. There has been opportunity for public input into the employment of such employee or officer;
  - d. Where employment of a Chief Executive Officer is under consideration, the standards, criteria and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment. No executive session may be held under ORS 192.660(1)(a) for purposes of filling a vacancy in an elective office.
2. Discipline of Public Officers and Employees: ORS 192.660(1)(b). To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, unless the person complained against requests an open hearing.

3. Consultation with Labor Negotiator: ORS 192.660(1)(d). To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.
4. Real Property Transactions: ORS 192.660(1)(e). To conduct deliberations with persons designated by the Board to negotiate real property transactions.
5. Exempt Records: ORS 192.660(1)(f). To consider records that are exempt by law from public inspection. Examples of such records include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law, ORS 192.501 and 192.502.
6. Litigation/Consultation with Legal Counsel: ORS 192.660(1)(h). To consult counsel concerning the District's legal rights and duties, as well as current litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may utilize an executive session to discuss the writing under the authority of ORS 192.660(1)(f), as well. This section authorizes an executive session to consider records which are exempt by law from public inspection.
7. Performance Evaluations: ORS 192.660(1)(i). To review and evaluate the employment-related performance of the chief executive officer, other officers, employees or staff members, pursuant to standards, criteria and policy directives adopted by the District, unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria and policy directives to be used in evaluating chief executive officers must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective or operation, and may not include any directive to the Fire Chief or other District personnel concerning agency goals, objectives, operations or programs.
8. Labor Negotiations: ORS 192.660(2). Labor negotiations may be held in executive session if either side requests an executive session.

D. **CONDUCT OF EXECUTIVE SESSION**

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive

session proceedings outside of the executive session without prior authorization of the Board as a whole.

## **POLICY 4.6: MINUTES OF MEETINGS**

### **A. WRITTEN MINUTES**

The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:

1. All members of the Board present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.

### **B. MINUTES OF EXECUTIVE SESSIONS**

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2).

### **C. DISCLOSURE OF EXECUTIVE SESSION MATTERS**

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board. ORS 192.650(2).

D. **RETENTION**

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by the State Archivist pursuant to ORS 192.105.

E. **AVAILABILITY TO THE PUBLIC**

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting. ORS 192.650(1).

## **POLICY 5.1: PUBLIC RECORDS**

A. **COMPLIANCE**

The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505. A copy of this law is contained in the Appendices to this Manual.

1. **Specificity of Request:** In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
2. **Access:** The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Board may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).
3. **Certified Copies:** Certified copies of non-exempt public records shall be furnished upon request, and receipt of payment therefor.

B. **FEES FOR PUBLIC RECORDS**

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

1. Copies of Public Records; Certified Copies: Copies of public records shall be made available as per ORS 192.410-192.505 at the rates listed on the Fee Schedule.
2. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
3. Research Fees: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be as listed on the Fee Schedule. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
4. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
5. Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board may so authorize. ORS 192.440(4).

C. **AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS**

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors of the District.

D. **ON-SITE REVIEW OF ORIGINAL RECORDS**

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with paragraph B.4, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

E. **UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS**

If any person attempts to alter, remove, or destroy any District record, the District

representative shall immediately terminate such person's review, and notify the attorney for the District.

**FEE SCHEDULE**

Public Records will be made available as per ORS 192.410 to 192.505 for the following fees:

**Section I**

**Administrative Fees:**

Copies of Records.....	\$0.25 per copy
Form 10 Fire Reports.....	\$15.00 per report
Board Minutes.....	\$5.00 per report
Research Fee (over 15 minutes).....	\$25.00

**Fee may be waived by the Fire Chief.**

All other requests as per Oregon Public Records Laws Chapter 5, Section A-E

## **POLICY 6.1: PERSONNEL POLICIES AND PROCEDURES**

### **OVERVIEW AND GENERAL POLICIES**

#### **A. PURPOSE OF PERSONNEL POLICIES**

These policies provide rules and regulations for all employees of the Central Coast Fire & Rescue (which is referred to as "the District" throughout these policies) relative to matters of personnel administration, except that the Fire Chief, serves at the pleasure of the Board of Directors and is the Board of Directors' representative in relation to application and administration of these policies to all other District employees. These rules and regulations are intended to set a general framework for effective personnel administration. In all cases, these policies should be construed with this in mind and should be understood as guiding the Fire Chief, and not limiting in any way the prerogatives of the Board in its relationship with the Fire Chief.

#### **B. INTRODUCTION**

1. Any provisions of this policy relating to policies or agreements not yet in existence are not intended to have any force or effect until such time they have either been negotiated or adopted (i.e. collective bargaining agreement or civil service).
2. This manual contains statements of personnel policies and procedures. It is designed to inform every one of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District to provide employees an understanding of what is expected of them, and to ensure consistent, fair and uniform treatment of District employees.
3. The District reserves the right to change these policies and procedures at any time. These policies and procedures do not and are not intended to confer any property right in continued employment, to constitute an express or implied contract, or to give rise to a binding past practice under any collective bargaining agreement.
4. Employees and the District reserve the right to end the employment relationship, with or without cause, at any time. Further, except as might be approved in writing by the Fire Chief, no employee or representative of the District has the authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to Board-approved policies.

5. Each employee can assist in keeping the District personnel program up to date by notifying the Fire Chief whenever problems are encountered, or improvements can be made. When the need for a new or revised policy presents itself, a recommendation should be submitted to the Fire Chief for consideration.
6. The Fire Chief may vary or modify any District personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance will not be binding in the future.

### **C. GENERAL PERSONNEL ADMINISTRATION**

1. The Board of Directors and Fire Chief shall have authority over all matters of personnel administration through adoption and implementation of the District budget, pay plans, collective bargaining agreements, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.
2. The Fire Chief is charged with responsibility for the interpretation and application of the policies.
3. The Fire Chief may specifically delegate in writing the authority for the enforcement of rules and policies.
4. The Fire Chief shall be responsible for ensuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Board policies and shall advise the Board on any changes concerning these rules and regulations. The Board delegates to Fire Chief broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Board.
5. Labor negotiations (including the settlement of any grievance after that grievance has been denied by the Board or a committee thereof) must and in every instance shall be approved by the Board of Directors before the District may be bound.



#### **D. WRITTEN DIVISIONAL RULES AND STANDARD OPERATING PROCEDURES**

Each division may establish such additional written rules and standard operating procedures as may be deemed necessary for the efficient and orderly administration of the department. Such rules and procedures are subject to approval by the Fire Chief before becoming effective and must be consistent with the general policies, procedures, rules, or regulations established by the District. Copies of the applicable departmental rules and operating procedures shall be made available to all employees in the department and shall be filed with the Board and maintained in the Fire Chief's office.

### **POLICY 6.2: PERSONNEL POLICIES AND PROCEDURES**

#### **APPOINTMENTS, QUALIFICATIONS AND SEPARATION**

##### **A. JOB ANNOUNCEMENT**

A job announcement will be made when deemed necessary by the Fire Chief or Board of Directors. Any announcement will follow all applicable Oregon State or federal laws.

##### **B. APPLICATIONS**

1. Appointment to positions is through an open competitive process and will be based on merit and qualification. Promotional appointments may be made exclusively from employees if it is determined that a sufficient number of employees are interested and qualified to compete through an internal selection process.
2. Applications shall be available in the Fire Chief's office. Applications will be accepted only for advertised openings. Applicants will complete the application form and any supplemental materials required by the District for positions within the time period specified in the job announcement.
3. Applicants for employment shall furnish complete information requested as to education, special training, experience and skills, as well as a chronological schedule of employment, references, and other pertinent information. The Fire Chief makes all appointments to positions.

##### **C. ELIGIBILITY**

At the time of application all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.

**D. SELECTION**

Selection criteria and procedures will be based solely on job-related knowledge, skills, abilities, experience, education, training, and, when appropriate, prior demonstrated performance, aptitude, and character. The Division Chief and Fire Chief shall design selection criteria based on the classification specifications and job requirements. Based on the results of the selection process, applicants will be selected by the Fire Chief or Division Chief for an employment interview.

**E. ORIENTATION**

Upon appointment, the Fire Chief or Division Chief shall be responsible for orientation of new employees. Orientation shall include but shall not be limited to organization and services of the District, work rules, personnel policies and procedures, safety training, completion of payroll forms, and introduction to other District personnel.

**F. PROBATIONARY PERIOD**

1. New and rehired employees shall serve a probationary period of twelve (12) months commencing with their first day of employment. Upon promotion probation is six (6) months unless otherwise specified in the position or at the time of the promotion opportunity.
2. Probation is part of the selection process used to confirm the initial employment decision and to reject those whose performance is not satisfactory. During this evaluation period, the employee and the District will have an opportunity to determine whether further employment with the District is appropriate. During the probationary period, an employee's employment may be terminated without recourse and without appeal under these policies and procedures.
3. The District can extend the duration of the probationary period up to six (6) months if, in its discretion, it determines that such an extension is appropriate. The employment relationship can be terminated by the employee or the District at any time during the probationary period for any reason. An employee who successfully completes the probationary period will be notified in writing that he or she has become a regular full-time or a regular part-time employee of the District.
4. No employee will be deemed a "regular" and no longer a probationary employee until the District has so determined and notified the employee in writing.

5. Full time and part-time employees may accrue employer paid benefits during their probation period.

## **G. EMPLOYEE STATUS**

1. **Regular Full-Time Employees**  
An employee who regularly works a minimum of forty (40) hours a per week on a continuing basis, and who has completed the probationary period, is considered a regular full-time employee.
2. **Regular Full-Time Shift Employees**  
An employee who regularly works a minimum of forty-eight (48) hours per week on a continuing basis, and who has completed the probationary period, is considered a regular, full-time shift employee.
3. **Regular Part-Time Employees**  
An employee who regularly works less than forty (40) hours a week is considered a regular part-time employee once the probationary period is successfully completed.
4. **Temporary Employees**  
Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees are ineligible for employer-paid benefits.
5. **Duration of Employment**  
All employees except temporary employees are hired for an unspecified duration. The District may not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment relationship at any time, in accordance with District procedures. Discipline and discharge may occur subject to the policies and procedures.
6. **Anniversary Dates**  
The anniversary date used to determine vacation and merit increases of an employee hired before the 15th of the month shall be the first day of the month. The anniversary

date of an employee hired on or after the 15th shall be the first day of the following month.

#### **H. VOLUNTEERS**

1. Volunteers are not employees of the District. Volunteers receive only those benefits expressly conferred in writing or by law. Workers' Compensation insurance will be provided to volunteers. The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies and practices of the District, and are held to the same standard of performance as applies to regular employees. Volunteers serve at the pleasure of the District and the volunteer, and either may end the volunteer arrangement at any time.
2. Any receipt by a volunteer of a stipend, reimbursement of expenses, or other benefit shall not change their status from that of a volunteer.

#### **I. EMPLOYMENT OF RELATIVES**

Relatives of employees may be hired by the District only if individuals concerned do not work in a direct supervisory relationship. "Relatives" are defined the same as immediate family.

Present employees who marry will be permitted to continue work only if they do not work in a direct supervisory relationship with one another. Employees will be allowed to accept a transfer including a demotion to an available and suitable position to avoid direct supervision by a relative. If this cannot be accomplished, one of the employees may be terminated.

#### **J. PHYSICAL EXAMINATIONS**

1. An offer of employment may be contingent upon an applicant's successful completion of a medical examination to determine if the applicant is able to perform the essential functions of the job, with or without reasonable accommodation and without direct threat to the health or safety of the applicant or other persons. If required, this examination will be provided by the District at District expense. Any information gathered will be treated as a confidential medical record. The scope of the post-offer medical examination need not be limited to ability to perform essential job functions and may include a base-line physical exam and other inquiry into the applicant's physical and/or mental condition.

2. In order to ensure continued qualification for employment, the District may request its employees to submit to a medical examination when the request is job related and consistent with business necessity at the District's expense.

#### **K. DRIVING RECORD**

1. Employees who may be required to drive must possess a valid Oregon driver's license and must comply with any operator's license restriction. All employees who may be required to drive on District business may at any time have their driving record checked by the District. If the record indicates violations, the employee may be subject to appropriate warnings or disciplinary action. As a condition of continued employment each employee who operates District vehicles must maintain a personal driving record which is within risk criteria, if any, established by the District's insurer.
2. Job applicants' driving records are checked prior to being hired as a condition of employment.
3. Employees who may be required to drive shall notify the Division Chief or Fire Chief of any change in license status, and all traffic violations. Failure to report a traffic violation or change in license status to the Division Chief or Fire Chief is viewed as a violation of District policy. The District monitors driving records as a component of risk management, in order to identify needs for driver improvement. This section is applicable to qualified individuals with disabilities only when driving is an essential function of their job.

#### **L. LAYOFFS**

1. Should a reduction in the District work force become necessary, the following procedures shall apply.

Layoffs may be implemented on a District-wide basis or in one or more Divisions, work groups, or job classifications depending on the needs of the District. Once it is determined what the scope of the layoff will be, employees generally will be laid off in the following order:

- Temporary employees;
- Probationary employees;
- Part-time employees; and

- Regular employees, both 40 and 53 hour, according to knowledge, skills and abilities as determined by the District.
- 2. In lieu of layoff, the District may reduce the hours of work of District personnel.
- 3. The District will make available medical and dental insurance as required by COBRA.

**M. VOLUNTARY RESIGNATIONS**

To voluntarily resign in good standing, an employee must submit a written letter of resignation to the Division head allowing at least ten working days' advance notice. Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the District.

**N. PERSONNEL RECORD**

1. Maintenance of File

Official personnel records of employees shall be maintained by the Fire Chief or designee. If there is a change of name, address, telephone number, marital status, or number of dependents, the Fire Chief should be notified.

2. Removal

Documents shall not be removed from a personnel file, except pursuant to a determination by the Fire Chief that each particular document is not accurate or is no longer relevant or timely to any personnel or performance matter. Any document which is removed shall be maintained in a separate file, it shall not be referred to regarding any personnel decision, including promotion or discipline.

3. Medical Records

Documents containing medical information shall be kept in a separate, confidential file that is not part of the employee's personnel file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary accommodations. First aid and safety personnel may be informed, when appropriate, of an employee's disability, if the disability might require emergency treatment. Government officials investigating compliance with discrimination laws shall be provided relevant information on request.

4. Personnel Files

This policy defines circumstances under which an employee may examine his/her

personnel record; and an individual who is not an employee of the District may examine an employee's personnel record. This policy and procedure applies to all District employees.

- a. No material of a negative or derogatory nature shall be placed in an employee's file unless the employee has had an opportunity to review the material, which shall be noted on the documents.
- b. Employees may be allowed to include in their personnel file any material deemed relevant to job qualifications or performance, in the judgment of the District. Employees may inspect and review their personnel files, excluding confidential reports from previous employers.
- c. Employees may protest, or comment upon, in writing, any materials placed in their personnel file. Such protest/comments shall be placed in the personnel file.

5. Procedure For Access By Employee

- a. Employees wishing to inspect/review their personnel file shall make an appointment in advance with the Fire Chief.
- b. An employee may receive a copy of such records. The employee will be charged the actual cost of providing this service.

6. Access to Personnel Files - Persons Other Than Employee

- a. Personnel files are exempt from disclosure under the provisions of ORS 192.502(2) if disclosure would constitute an unreasonable invasion of privacy. Records of discipline may be exempt from public disclosure.
- b. Any person seeking disclosure of material that would constitute an unreasonable invasion of any employee's privacy shall have the burden of showing that public disclosure would not constitute such an unreasonable invasion of privacy, by clear and convincing evidence.
- c. In any event, no information in any employee's personnel file will be released until the employee is notified and has a reasonable opportunity to comment on the request. In all cases, the District must determine whether or not particular personnel records of any District employee are subject to public disclosure. An

employee's expectation of confidentiality and privacy is, in each case, subject to the requirements of Oregon's Public Records Law. This decision shall be made by the Fire Chief.

- d. Information regarding an employee's address, telephone number, work history, performance or salary will not be given over the telephone. Only employment dates and job title may be released verbally.
- e. Verification of employment, requests for salary or other confidential information must be in writing, signed by the employee, authorizing release of specific information.
- f. Work reference requests, for both present and terminated employees, must be in writing and signed by the employee, authorizing release of information.
- g. This request releases the District from any liability regarding any of the information given pursuant to this release, employee waives any claims he/she may have against the District for release of such information.

7. Management Review of Personnel Files

- a. All personnel files will be reviewed by Fire Chief every five years for material reflecting caution, warning, admonishment, reprimand and/or suspension, to determine he continued appropriateness of retention.
- b. Materials deemed inappropriate or no longer relevant may be removed from the personnel file with the employee concerned so notified. Criteria which may be used include age of the material, seriousness of the infraction, and instances of repeated or similar infractions.

**POLICY 6.2.1: PERSONNEL POLICIES AND PROCEDURES CIVIL SERVICE**

ORS 242.702 to 242.824 outlines information about the requirement of these rules. The staff Firefighter positions that fall under the guidelines of Civil Service are:

- Assistant Fire Chief
- Division Chief – Maintenance



- Division Chief – Training
- Division Chief – EMS Coordinator
- Fire Marshal
- Safety Officer/PIO/PEO
- Maintenance Technician
- Career Firefighter and Firefighter-Paramedic
- Career Lieutenant-Shift Supervisor

## **POLICY 6.3: PAYROLL, SCHEDULING AND OVERTIME PRACTICES**

### **A. WORK WEEK AND WORKING HOURS**

The normal workweek consists of forty (40) hours for non-firefighting employees; however, this should not be considered as a guarantee of any specific amount of work being made available. Employees are expected to accomplish service priorities in a timely fashion within the normal workweek to the greatest extent possible.

The normal work week consists of forty-eight (48) for Career Firefighter and Lieutenant-Shift Supervisor positions.

The Fire Chief shall fix the hours of employment. The District's workweek starts on Monday and ends on Sunday.

### **B. WAGE COMPENSATION**

#### 1. Wage Policy

The District maintains a pay plan covering all positions in the District, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy and wage adjustments in the community, and the District's financial condition.

#### 2. Salary Review

All employees will start at base wage, unless another amount is agreed upon at time of hire,

in writing.

Step Increases for forty (40) hour week employees (See attached chart)

- After 12 months of continuous employment, employee will be reviewed for a step raise to Step. 2
- At the end of 24 months, the employee will be reviewed for a step raise to Step 3.
- At the end of 36 months, the employee will be reviewed for a step raise to Step 4.
- At the end of 48 months, the employee will be reviewed for a step raise to Step 5.
- At the end of 60 months the employee will be reviewed for a step raise to Step 6.

Step Increases for forty-eight (48) hour week employees (See attached chart)

- After 12 months of continuous employment, employee will be reviewed for a step raise to Step. 2.
- At the end of 24 months, the employee will be reviewed for a step raise to Step 3.
- At the end of 36 months, the employee will be reviewed for a step raise to Step 4.
- At the end of 48 months, the employee will be reviewed for a step raise to Step 5.
- At the end of 60 months the employee will be reviewed for a step raise to Step 6.

The Fire Chief approves salary increase (Steps 2-6) at his discretion according to the adopted step plan. The Board of Directors approves step increases that are different than the adopted salary step plan.

**C. OVERTIME**

All overtime must be approved in advance, in writing and /or Crews Sense by the employee's supervisor, unless the overtime is due to emergency responses and/or duty shifts.

1. Non-firefighting employees who are non-exempt under the Fair Labor Standards Act will be paid for all hours in excess of 40 in a work week at the rate of time and one-half their regular rate

2. Career firefighters:

Firefighters will be paid for each hour worked and each approved paid time-off hours during the pay period, and will be paid at regular time rates.

Overtime will be based on a 48-hour week, averaged over the 28-day work period. In computing the average or total number of hours a week for this purpose, authorized vacation or sick leave time shall be considered as time on regular duty. At the end of the pay period, payroll hours will be reviewed; any overtime will be calculated.

3. Temporary firefighters hired for conflagration will be paid overtime on a 40-hour week, as reimbursed by the Oregon State Fire Marshal's Office. The contract for temporary firefighters will begin when they report for the conflagration and end when they are released from the conflagration by the state conflagration director. Oregon conflagration laws, procedures, and rules are to be adhered to. Temporary firefighters are ineligible for employer paid benefits.
4. The District will include vacation and sick leave hours along with hours worked for the purpose of calculating overtime hours. The use of compensatory time, more commonly referred to, as comp time is available in accordance with applicable Oregon State labor laws. Compensatory time is defined as time off in lieu of monetary overtime compensation. Comp time off will be accrued at the rate of 1.5 hours for each overtime hour, when applicable.
5. The maximum number of comp hours that may be accumulated is 240 hours, which represents 160 actual overtime hours worked. Firefighter and other emergency response personnel may accumulate a maximum of 480 hours of comp time. Overtime will be paid when that cap is reached.
6. Comp time may be cashed out at any time and will be paid at the regular rate earned by the employee at the time the employee receives the payment. At termination any accrued hours will be paid at the employee's current rate of pay or the average rate earned over the last three years of employment, whichever is higher.
7. On Call Duty Officer: fire officers may be required to be "on call" to respond to emergencies. On Call time will not be paid, when called back the employee will receive compensation time or overtime in accordance with this section. If called back, the employee will receive a minimum of 1-hour compensation.

**D. REST PERIODS**

1. Employees may take a 15-minute rest period during each half shift, scheduled at or as near as feasible to the middle of each half shift.
2. Rest periods will not be scheduled in connection with a lunch period or at the end of a shift.
3. Emergency response personnel shall schedule rest periods whenever call volume permits.
4. Consistent with operating requirements, employees who at the request of the District work two or more hours beyond their regular quitting time shall receive a 15-minute rest period before starting on the next shift in addition to the regular rest periods occurring during the shift.
5. Each rest period shall not exceed fifteen (15) minutes total. Rest periods shall not interfere with or be detrimental to the public safety.

**E. MEAL PERIODS**

1. Employees working six (6) or more hours in a day shall receive a scheduled unpaid meal period of not less than thirty (30) minutes, which shall be scheduled, as near as practical, to the middle of the work shift.
2. No employee shall remain on duty or perform any work-related tasks during meal periods without the express authorization of the Fire Chief or his or her designee.
3. Career 24-hour emergency response personnel may schedule meal breaks as time permits and are not subject to the unpaid section of this policy.

**F. PAYDAY**

1. Paydays are generally on the 5th and 20th day of the month and time worked is recorded on a twice monthly payroll cycle of the 1st through the 15th, of each month and the 16th through the last day of the month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks/direct deposits will be distributed on the Friday prior to the established payday. If a payday falls on an organizational holiday, you will receive your check on the last workday prior to the holiday.

2. Your paycheck will be direct-deposited to your personal account or hand-delivered to you each payday; paychecks will not be delivered to anyone else without your written request.
3. Advance payments of salary may be granted in emergency situations but must be approved by the District Fire Chief. Each request for an emergency draw will be reviewed individually. Employees are generally encouraged to find other appropriate resources for any financial difficulties, however.

**G. PAYROLL DEDUCTIONS**

1. Required Deductions

Federal and state laws require, and outline requirements for, the following deductions from every paycheck:

- a. Federal Withholding Tax;
- b. State Withholding Tax;
- c. Social Security Taxes, unless the employee is a member of the Oregon Public Employees Retirement System (PERS);
- d. Medicare;
- e. State Accident Insurance-Employee Surcharge;
- f. Court ordered child support payments or garnishments;
- g. Retirement per District policy;
- h. Employee portion of Health Insurance Premiums

2. Optional Deductions

Other deductions may be made from the employee's paycheck with the employee's written request, including, but not limited to:

- a. Insurance contribution;
- b. Any other deduction of general interest to District employees and offered as a benefit by the District.
- c. Union Dues; or

d. Monies due to the District which are in the nature of a loan where the employee has signed a repayment agreement and paycheck advances.

3. Deferred Compensation

Any Regular Full-Time District employee may elect to enroll in the Oregon Savings Growth Plan a deferred compensation plan approved by the District. Enrollment details and membership information can be obtained by contacting District administration.

Subject to Plan and regulatory limits, District employees may defer a portion of their salary to this plan. The District has elected to contribute, for each eligible employee, a contribution equal to the amount of that employee's deferral, up to a maximum of 3% of the employee's subject compensation for the year.

**H. MEDICAL AND LIFE INSURANCE & PERS**

1. The District provides group medical, dental and life insurance for regular full-time employees. Information regarding eligibility and specific benefits is available from the Fire Chief.
2. The District has established a Health Reimbursement Arrangement- Voluntary Employees Beneficiary Association (HRA/VEBA) Plan for regular full-time employees, effective July 1, 2006. The Plan will be funded at the beginning of each fiscal year with District contributions in amounts as determined by the Board of Directors. These amounts are determined by the deductible plan chosen, as well as the choice of "employee only", "employee plus spouse", or "employee plus family".
3. The District participates in the Public Employee Retirement System for employees working over 600 hours per year. Information about contributions and retirement or disability benefits may be obtained from the District Office.

**I. TIME RECORDS**

1. Timecards must serve as an accurate record of the time for which each employee is paid wages and overtime. Each employee is expected to record accurately the time spent working on District business. Personal time spent in District offices outside regular working hours should not be recorded.

2. Probationary or regular employees shall record all time worked for the District. An employee of the District may volunteer service to the District, and the time involved would not be recorded, ONLY IF the volunteer hours worked DO NOT INVOLVE THE SAME TYPE OF SERVICE which the person is employed to perform for the District. All volunteer activities by employees must be approved in advance, and in writing.

**J. PAY UPON SEPARATION**

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation. An employee who is involuntarily terminated will be paid no later than the end of the first business day after a discharge or termination. If an employee resigns and fails to give at least forty-eight (48) hours advance notice prior to quitting District employment, pay upon separation shall be paid within forty-eight (48) hours of the termination excluding weekdays and holidays.

**K. JOB SHARING**

1. A job-sharing position is a regular full-time position that is held by two individuals on an interdependent, shared-time basis. The duties and responsibilities of the single position will be divided so as to provide total coverage by the two partners. The partners will normally divide the required working hours, not to exceed a total of forty (40) hours per week, within a pay period.
2. Each partner in a job-sharing position must have, or be capable of having, all the knowledge, skills and abilities necessary to perform the job.
3. Job share partners will share the benefits of the regular full-time position.
4. Vacation, sick leave and holiday benefits will be pro-rated on the basis of hours worked.
5. Retirement benefits will be provided to job share partners based on salary received. Job share partners have the same rights and privileges under the retirement plan as regular full-time employees.
6. Each job share partner receives the same life insurance coverage as other regular full-time employees.

7. The District pays the cost of health and dental insurance for one full-time equivalent position. Accordingly, if a position is job-shared, each partner pays one half of the insurance premium and the District pays the other half, if both wish to receive coverage. If one partner chooses to waive all coverage, however, then the other partner may receive full coverage at no cost.
8. Job sharing shall be implemented, continued or terminated at the discretion of the District based on operational efficiency. Specific scheduling arrangements shall be determined by Fire Chief and should be a function of the needs of the District, the nature of the job and the desires of the job share partners.

**L. TIME OFF**

All firefighters employed by the district will be allowed 48 consecutive hours off during each seven-day period. Each seven-day period is understood to be any seven consecutive days without regard to an established work week.

**M. STAFF WORKOUT POLICY**

1. It is important to Central Oregon Coast Fire & Rescue that its employees are healthy, fit and able to report for their duties and there is a well- established connection between an exercise program assisting the ability to meet this fitness for duty.
2. In order to encourage District employees to participate in a fitness program, employees will be allowed to participate in a fitness program of their choice for two (2) hours per week during business hours.
3. This time should be scheduled in the most effective manner to assure minimum interference with normal job duties. The employee may extend the lunch hour, come in late or leave early to participate in an exercise program. The employee is requested to document the time on the monthly time sheet.
4. Part-time staff will also be eligible for this benefit, prorated the same as it currently is for holidays and sick time.
5. Career 24-hour shift employees are encouraged to use this policy to work out during shift. They will be allowed to exercise for one hour during daytime hours, with the exception of calls for service. They are not subject to Sections 2, 3, and 4 of this policy.



## **POLICY 6.4: EMPLOYEE TRAVEL AUTHORIZATION & REIMBURSEMENT**

This provision is to also apply to the Fire Chief.

### **A. GENERAL EXPECTATIONS**

All members of the District are expected to use good judgment regarding the expenditure of funds for travel expenses. Only through teamwork can the costs of travel on District business be minimized.

### **B. DOCUMENTATION OBJECTIVES**

The Procedures for documenting the expenses involved with employee travel on District related business activities are designed to provide public accountability in two areas:

1. Pre-approval of all travel requests to ensure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests; and
2. A complete accounting of the actual expenses for the travel to ensure that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

### **C. APPROVAL**

The Fire Chief shall authorize registration, travel and attendance expenditures in advance within the budgeted amounts adopted by the Board. Fire Chief expenditures are to be approved by the Board.

### **D. TRAVEL REQUEST**

At least two weeks prior to the anticipated travel, the employee should submit a completed REQUEST FOR EXPENSES form to the Training Chief or Fire Chief. This will document advance approval of the requested travel and provide a basis for an advance of funds to the employee. Advance funds are limited to the estimated per-diem rate of the District.

### **E. TRAVEL SETTLEMENT**

Within one week after the travel has been completed, the employee must turn in receipts for lodging and all other expenses to be paid on an actual basis.

F. **GUIDELINES**

The following general guidelines apply to the reimbursement of employee travel expenses.

1. **Transportation**

The actual cost of transportation, taxi fares, and similar items incidental and necessary to the performance of official business while on travel status will be paid. If the employee's personal vehicle is used, the District will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip. The IRS mileage rate will be updated as needed and staff will be notified of changes. Parking and other related expenses must be documented by receipt.

2. **Lodging**

Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room. If an employee chooses to make other arrangements for lodging, a payment of \$85.00 per night may be allowed in lieu of paying the actual accommodation costs.

3. **Meals**

Employees will be allowed a per diem rate of \$51.00 per day for meals. This is broken down as follows: \$9.00 for breakfast, \$13.00 for lunch, and \$29.00 for dinner. No receipts are required for meals covered under the per diem. These amounts will be reviewed periodically.

4. **Telephone and Telegram Expenses** for telephone and/or telegram communications are reimbursable only if they are directly related to District business and are supported by actual receipts. Personal telephone calls charged to the District or to your room and paid by the District must be reimbursed.

5. **Registration and Tuition Fees**

Expenses for registrations and/or tuition fees are allowable expenses, and a copy of the registration must be attached to the Request for Expenses form.

6. **Accompanied Travel**

Any expenses for family members who accompany the employee on a trip are not reimbursable.

7. **Alcoholic Beverages**

Any expenditures for alcoholic beverages are not allowed and reimbursement will be required if any are charged to the District.

**POLICY 6.5: TIME OFF**

**A. VACATION BENEFITS**

1. Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.
2. Accrued and unused vacation benefits shall be paid upon termination of employment. Vacation credits shall not accrue during any unpaid leave of absence.
3. The District provides vacation benefits to its regular full-time employees. Vacation credits will be posted monthly as follows for employees:

40-hour per week Employees

Years of Continuous Service	Monthly Accrual	Maximum Accrual
0 through 5	8 hours	192 hours
6 through 10	10.001 hours	240 hours
11 through 15	13.329 hours	320 hours
16 through 19	15 hours	360 hours
20 plus	17.25 hours	414 hours

48-hour per week Employees

Years of Continuous Service	Monthly Accrual	Maximum Accrual
0 through 5	12 hours	288
6 through 10	15 hours	360
11 through 15	20 hours	480
16 through 19	23 hours	552
20 plus	26 hours	624

4. No employee may accrue a vacation balance in excess of double the maximum annual accrual (see chart above). Any employee with the maximum accrued vacation will forfeit additional vacation accruals.
5. Vacations must be scheduled and approved by the employee’s supervisor in advance for each calendar year. Vacations for the year will be scheduled by December 31 of each year and will be granted based upon seniority. Thereafter, vacations will be approved on a first-to-apply basis.

**B. HOLIDAYS**

1. The District business office will be closed on each of these recognized holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	
  
2. Regular full-time employees scheduled to work 30 hours or more per week will be paid for the above holidays.  
Part-time, temporary, and on-call employees are generally not eligible for paid holiday benefits.
  
3. 40-hours per week employees shall earn eight (8) hours of holiday time each month (12 floating holidays per year), which shall be scheduled and taken off during the year in which the holiday is earned. Holidays must be scheduled and approved by the employee's supervisor in advance. An employee may accumulate floating holidays to a maximum of 96 holiday hours (12 holidays).
  
4. 48-hours per week employees shall earn twelve (12) hours of holiday time each month, which shall be scheduled and taken off during the year in which the holiday is earned. Holidays must be scheduled and approved by the employee's supervisor in advance. An employee may accumulate floating holidays to a maximum of 144 holiday hours.
  
5. Part-time employees received pro-rated holiday benefits, calculated by a ratio of actual hours worked, to 2080 annual hours.

**C. SICK LEAVE**

1. Notification of Inability to Work  
When an employee is physically unable to perform duties due to personal or dependent illness or injury, the employee shall notify his or her immediate supervisor as soon as possible prior to the beginning of his or her shift.

At the request of the immediate supervisor or other superior, the employee will obtain

certification from an attending physician, documenting the nature and period of illness.

When sick leave is taken to care for a dependent, the District expects that other care arrangements will be made as soon as possible.

## 2. Accrual

In order to minimize the economic hardships that may result from an unexpected short-term personal or dependent illness or injury, the District provides the following sick leave:

- Regular full-time employees who work forty (40) hours per week will accrue eight (8) hours of accumulated sick leave per month.
- Regular full-time employees who work fifty-three (53) hours per week will accrue twelve (12) hours of accumulated sick leave per month.
- Regular part-time employees receive pro-rated sick leave hours calculated by a ratio of actual hours worked, to 2080 annual hours.

Unused sick leave benefits accumulate from year to year. Employees are not paid for unused sick leave upon employment termination.

- Forty-hour (40) employees shall not be allowed to accrue more than 480 hours sick leave.
- Forty Eight hour (48) employees shall not be allowed to accrue more than 720 hours of sick leave.
- Regular part-time employee accruals are a pro-rated benefit calculated by a ratio of actual hours worked, to 2080 annual hours.

## 3. Wellness Day

Regular full-time employees, both 40-hours and 48-hours a week, who have reached the maximum accrual of 480 / 720 hours sick leave may accrue Wellness Day time in lieu of the standard monthly sick leave accrual lost.

This is to be accrued at one hour of wellness time for each four hours of accruable sick leave time (2 hours each month). A maximum of 3 Wellness Days may be taken each year.

At the end of the fiscal year (June 30), unused wellness hours will be transferred to Holiday hours. Wellness Day time is not paid upon separation of employment.

## 4. Concurrent Leaves

Sometimes more than one type of leave may apply to a situation. Where allowed by federal or state law, leaves will run concurrently.

This means that sick leave, workers compensation leave, personal leave, leave as a reasonable accommodation for a qualified individual with a disability, and unpaid leaves of

absence may all run concurrently and be counted against the employee's medical leave entitlement. The District may designate any type of leave as medical leave if the leave is used for a medical leave purpose.

5. Medical Certification

An employee on sick leave that is running concurrently with another type of leave (for example – personal leave), must provide the medical certification required for any and all applicable types of leave. This means an employee on sick leave may be required to have their medical provider complete the certification of physician or practitioner, obtain second or third medical opinions, and provide fitness for duty medical certifications before return to work.

6. Transfer of Sick Leave

Employees who have exhausted their sick and vacation leave benefits may receive a gift of sick leave (or vacation leave) from other District employees if they require extended time off for illness or injury. In such event, the District's only involvement shall be to transfer an employee's sick leave credit in accordance with the employee's request and add it to the sick leave balance of another employee. Employees may donate up to 10% of their accrued sick leave (or vacation leave) balance. Only employees who have accumulated more than 240 hours may make a contribution, and no employee may contribute more than 40 hours per year to other employees.

7. Bereavement Leave

Bereavement leave with pay may be granted an employee when a death in the employee's immediate family requires the absence of that employee:

- Forty (40) hours a week employee: Up to three (3) days with pay
- Forty-eight (48) hours a week employee: Up to two (2) shifts with pay.

Should circumstances require an employee to be absent longer than the three (3) days or two shifts, the days in excess may be charged against accumulated sick leave, with the approval of the Fire Chief.

Immediate family means the immediate family of the employee or of the spouse, and is intended to include current spouse, children, parents, grandparents, brothers, sisters, grandchildren, aunts, uncles, first cousins, domestic partners, and corresponding in-laws and step relations.

**D. FAMILY MEDICAL LEAVE POLICY**

The District is exempt from the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) because the District employs fewer than 25 employees.

**E. JURY DUTY**

If a summons for jury duty is received, the employee shall notify the department head. Arrangements will be made to reassign work and time off will be granted.

Employees serving as jurors will pay the District any payments received for jury duty, except mileage when using a personal vehicle, and instead will be paid their regular wages by the District.

Employees are expected to report for work when not selected for a jury on any day, or when jury duty requires only part of a day.

**F. UNIFORMED SERVICES LEAVE AND REEMPLOYMENT**

1. Upon application, the District will grant a leave of absence to members of the reserve components of the armed forces of the United States or the state of Oregon, or to an employee who leaves his/her employment with the District, whether voluntarily or involuntarily, to perform extended military duty. Such employees will be accorded all rights to which they are entitled under Oregon and federal law, as may be amended periodically.
2. An employee who has been employed by the District for at least six months is entitled to one paid leave of absence for annual active duty for training per military training year, not to exceed fifteen (15) calendar days. Any subsequent leave of absence during the military training year (October 1 through September 30) will be unpaid.
3. Except as provided for above, the District will not provide wages or other monetary compensation during an employee's military leave of absence. At the employee's discretion, he/she may use accrued vacation, personal holidays, or compensatory time during the absence. The employee may elect to continue health care coverage during the absence and may be subject to paying the full costs of such coverage.

**G. UNPAID LEAVE OF ABSENCE**

1. General  
Employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence without pay for a reasonable period of time up to sixty (60) days. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on

the District.

2. Requests

Requests must be submitted in writing and must be approved in writing by the employee's Division head before the leave begins. Requests for extensions of leaves must be submitted in writing and approved in writing by the Division head before the extended period of a leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

3. Status of Employee Benefits during Personal Leave

The District will not pay for group health or dental insurance premiums during any portion of an unpaid leave of absence.

4. Domestic Violence Victim Leave

Districts with six or more employees must provide eligible employees (employees who have worked for at least 180 days and worked an average of 25 or more hours per week in the past 180 days) with a "reasonable" amount of leave if they or their minor child or dependent are the victim of domestic violence, sexual assault or stalking. What is reasonable depends on the circumstances. Leave may be taken to attend court proceedings, obtain medical or mental health services, relocate or make a residence safer, among other reasons. Employers are permitted to require a limited amount of verification of the need for leave and must treat all information received as confidential.

## **POLICY 6.6: SAFETY & ACCIDENTS**

### **A. SAFETY POLICY STATEMENT**

Nothing is of greater concern to the District than the safety of its employees and the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the District's safety and accident policy.

Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

For example, employees shall:

1. Use the safety equipment which has been provided for use;
2. Not operate equipment while medication, drugs or alcohol are present in the body without a doctor's written approval;



3. Operate only the equipment on which they have received training;
4. Warn co-workers and management of unsafe conditions or practices. Accept with appreciation the warning of a co-worker or supervisors as an expression of concern for their own well-being;
5. Report dangerous or unsafe conditions observed at work; and
6. Refrain from horseplay at all times.

## **B. UNSAFE CONDITIONS**

### **1. Employee Responsibility**

Every employee is responsible for safety as a specific job assignment. To achieve the District goal of providing a safe work place, everyone must be aware of safety at all times. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible.

### **2. Management Responsibility**

Each department supervisor shall frequently review the need for implementing safety practices, policy or procedures warranted by hazards. Each accident and "near miss" is cause for review. A copy of such policies shall be delivered to all department employees. Department heads will periodically involve employees in the process. The need for periodic training shall be considered, and arranged as determined by the department head.

### **3. Managing Unsafe Conditions**

It is every employee's responsibility to observe and identify conditions which could pose a hazard to employees or to the general public.

After identifying the problem, employees at the scene are expected to:

- a. Safely eliminate the hazard, and obtain necessary assistance;
- b. Safely control the hazard by enclosure or guard;
- c. Employ avoidance procedures; and
- d. Use personal protective equipment as appropriate.

## **C. ACCIDENT REPORTING**

Accidents involving the District must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the Fire Chief.

### **1. Vehicular Accidents**

Accidents involving other District owned vehicles or personal vehicles being operated on

District business must also be reported to a police agency for investigation. Any accident resulting in personal injuries or death must be reported immediately to the District office.

#### 2. Other Accidents

Accidents involving damage to equipment or property, or personal injury, must also be reported to Fire Chief. The Fire Chief will determine the need for further investigation.

### **D. EMPLOYEE INJURY REPORT**

1. In case of an accident involving personal injury to an employee, regardless of how serious, a supervisor and the Fire Chief should be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and State laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Worker's Compensation Report form and submit it as soon as possible to the Safety Officer. All injuries must be reported in a timely manner to avoid risk of claim denial. The [Safety Officer] will provide advice and assistance to any person filling out a Workers' Compensation Report.

2. If an injury results in the death of an employee, then the supervisor shall immediately notify the Safety Officer who, in turn, shall immediately notify the State Workers' Compensation Department and the District's insurance carrier by phone. The [Safety Officer] will then proceed to process a claim report form.

3. The appropriate entries shall be made in the OSHA 200 Report log

### **E. WORKERS' COMPENSATION INSURANCE**

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

### **F. RETURN-TO-WORK POLICY**

Regardless whether you are injured as a volunteer or staff member with the District, injured at a job other than Central Oregon Fire & Rescue, or injured at home, it is the responsibility of each District member to report to the District (the Office Administrator or the Fire Chief) if you do not believe you can perform all the required duties of your position or if a physician has put you on a restricted work status. The District must receive a written report from your physician indicating restricted work status or a full release with no restrictions. Your restricted work status physician's note should state the estimated time period you will be on restricted work and the types of jobs/physical activities you are unable to do during that time.

Personnel who are placed on a restricted release by a physician will be restricted from responding on emergencies. Personnel must provide documentation indicating a full-duty release from a physician in

order to change your status to full-duty and be able to respond to emergency calls. While on a restricted release, personnel may attend Association Meetings, Safety Committee Meetings, and training (observation only).

Knowingly withholding medical restriction information or failing to provide the required physician's note may result in corrective action which may include suspension from District activities and/or termination of position per the Fire Chief or a designee.

## **G. VIOLENCE IN THE WORKPLACE**

### **1. Statement of Concern**

The District recognizes the need for a violence-free work environment for all employees and the public. The District will not tolerate violence in the workplace and is committed to maintaining an environment clear of all forms of violence, including verbal or physical threats as well as forms of intimidation such as sexual harassment or abusive language. Employees are expected to report all threats and violence, physical or verbal, to their supervisors.

### **2. Definitions**

**Assault** – The actual offer to use force with the apparent present ability, if not prevented, to execute that attempt which creates a reasonable fear of imminent peril.

**Battery** – The unlawful touching of another person.

**Law Enforcement Personnel** – Any city police officer, deputy sheriff or member of the Oregon State Police.

**Perpetrator:**

- a. An employee inflicting acts or threats of violence on his/herself, or another employee.
- b. A third party engaging in violent acts or threats against his/herself, an employee, or another third party.
- c. An employee inflicting acts or threats of violence on a third party.

**Third Party** – Any visitor to a District workplace, including a former employee.

**Violent Act** – An act by a third party or an employee that may range from verbal or physical threats or intimidation to assault or battery.

**Workplace** – All property (including parking lots) owned by the District and any non-District property where work is being performed by District employees in an official capacity for the District.

### **3. General**

- a. In the workplace, an employee witnessing violence directed against another should observe the situation and attempt to get information such as the name and description

of the perpetrator, but only if it can be done without endangering the employee or others.

b. When applicable, the District and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts.

c. No employee or third party, excluding law enforcement personnel, is permitted to bring weapons or firearms into the workplace onto District property for any reason.

#### 4. Implementation

##### a. Managing a Potentially Violent Situation

(1) District employees are expected to assist the general public and fellow employees in a courteous manner.

(2) If, for example, a person becomes angry, the employee should courteously attempt to calm the person down. If that does not work, the employee should get his/her supervisor involved or call for assistance from another supervisor.

##### b. A Person Threatening Bodily Harm

If the employee feels that he/she or another person is threatened, that is, in danger of imminent bodily harm:

(1) The employee should attempt to leave the scene, if it can be done safely.

(2) If the supervisor is unaware of the situation, the employee should notify the supervisor as soon as it can be done safely.

(3) Either the employee or the supervisor may determine if law enforcement should be notified.

(4) The Fire Chief shall be notified as soon as possible by the supervisor of the employee who feels threatened, witnesses, or has knowledge of a violent act.

(5) When the Fire Chief responds, if law enforcement have not been notified earlier, the Fire Chief may decide to call the police or take other actions related to the incident.

##### c. Reporting Incidents

(1) The supervisor shall complete an incident report and forward the report to the Fire Chief within 24 hours of a violent act.

(2) For an act involving the threat of bodily injury, the supervisor is responsible in making sure the Fire Chief is contacted, as soon as it can be done safely.

(3) Any District employee having knowledge of a violent act involving any other District employee (as victim or perpetrator) must report it. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode. The employee may report the incident to the employee's supervisor or, if the employee prefers, to the Fire Chief.

(4) The person complaining may ask for anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the complaint. There is no right to or guarantee of anonymity.

d. Resolution and Investigation

(1) To the extent practicable, investigations and resolutions shall be conducted using the same procedures as are in the District's policy on Harassment.

(2) In cases where the perpetrator is not a District employee or in any other case the District deems advisable, the District may request the investigation be conducted by law enforcement personnel.

a. As needed, the investigating party may alter the procedures of the investigation.

5. Workplace Security

Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged and may be channeled through supervisors, safety committees, or the Fire Chief.

## **POLICY 6.7: PURCHASE ORDERS**

Purpose:

The purpose of this policy is to establish a process whereby items for purchase are approved at the administrative level.

1. All purchases must be approved by the Fire Chief.
  - a. A department purchase request must be submitted prior to the purchase of any items.
  - b. All department purchase requests must be completed by the individual intending to make the purchase and must include the store and estimated cost of item.

c . Purchases must be planned to be made at locations where the town has an account whenever possible. Some vendors have supplied the town with a charge card and that should be utilized whenever possible.

Exception:

1. Items for vehicle maintenance purchased by the Facility/ Maintenance Manager during routine maintenance.
2. Station Officers purchase to a maximum of \$50.00 for emergency repair or to complete an assigned task. Any item over \$50 requires a purchase order.
3. Fire Department purchase request must be sent to the Fire Chief for final approval.
4. Following purchase, the purchase request, store receipt must be turned in to the Office Administrator and entered in the PO Logbook.

## **POLICY 7.1: WHAT THE DISTRICT EXPECTS FROM YOU**

### **A. TEAMWORK AND EXCELLENCE**

This section has been arranged to present a general overview of some of the District's expectations of its employees. Every employee should keep in mind that each is a part of a team of public employees, and public satisfaction with the District depends upon good service.

### **B. PERSONAL CONDUCT**

Positive attitude, proper courtesy, and conduct on and off the job are important to the individual as well as to the District. Neatness of work performed is also important. All employees are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, do perform work under the public eye. Employees of the District, regardless of whether contacts are direct or indirect, are expected to be courteous, efficient, and helpful in all their work assignments. Favorable impressions created by employees' public behavior help develop good will and support for District services.

### **C. OREGON ETHICS LAW POLICY**

#### 1. Overview

Oregon Government Ethics Law

- Applies to all elected and appointed officials, employees, and volunteers
- Prohibits use of public office for financial gain
- Requires public disclosure of financial conflicts of interest
- Limits gifts that an official may receive per calendar year
- Found in Oregon Revised Statutes, Chapter 244

#### 2. Purpose

The purpose of this policy is to establish ethical standards of conduct for all District public officials in accordance with Oregon Government Ethics law.

#### 3. Financial Gain

Each public official is prohibited from using the position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official.

In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received. These include:

- a) Official compensation
- b) Reimbursement of expenses
- c) Honorarium
- d) Unsolicited awards for professional achievement
- e) Some gifts

4. Gifts

No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions and does allow the public official to receive up to \$50 worth of gifts from each source.

In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

5. Conflicts of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest.

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words "would" and "could."

A public official is met with an actual conflict of interest when the public official participates in action that would affect the financial interest of the official, the official's relative or a business with which the official is associated.

A public official is met with a potential conflict of interest when the public official participates in action that could affect the financial interest of the official, the official's relative or a business with which the official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. The following public officials must use the methods described below:



- a) Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
  
- b) Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public

official's vote is necessary to meet the minimum number of votes required for official action, the public official may vote.

The public official must make the required announcement and refrain from any discussion but may participate in the vote required for official action by the governing body. These circumstances do not often occur.

This provision does not apply in situations where there are insufficient votes because of a member's absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest may make it impossible for the governing body to take official action.

**D. POLITICAL ACTIVITIES OF DISTRICT EMPLOYEES**

1. Official Position

Campaigning. Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office.

2. On-Duty Activity

Oregon law forbids any District employee, while on the job, from soliciting money, influence, service, or other article of value or otherwise aiding and/or promoting any political cause or the nomination or election of any person for public office.

**E. COST CONSCIOUSNESS**

Every employee of the District is a citizen and taxpayer and is expected to practice economy in all duties. Failure to do so is not in the best interests of the District and may lead to discipline, and/or discharge, as appropriate.

**F. ATTENDANCE AND PUNCTUALITY**

Each employee and the employee's performance on the job is important to the overall success of operations. When absent, someone else must do the job. Everyone is expected to keep regular attendance, be on time, and work as scheduled.

In accepting employment with the District, each employee is required to meet certain standards. Maintaining an acceptable level of job attendance is part of good work performance and is one of the standards by which an employee's overall contribution to the District may be measured. Continued employment carries with it the personal responsibility of each employee to be on the job on time every scheduled work day. Recurring and excessive absences and/or tardiness is disruptive to work schedules, costly to the District and its residents, and detrimental to the morale and efforts of employees who maintain a good work record.

Except when the absence is due to leave protected by state or federal law, failure to meet these requirements subjects an employee to disciplinary action, which includes termination. The ability to attend work regularly is an essential job requirement.

**G. PERSONAL APPEARANCE**

Each employee is responsible to present a proper, businesslike appearance whether in the office, a District vehicle, or other site. Good taste and good judgment in personal attire is expected.

Twenty-four (24) hour shift employees are expected to wear station uniforms, Class B, from 07:00 until 18:00 hours unless performing maintenance, exercise, or fire emergency response. Between the hours of 18:00 until 07:00, department issued down-time gear is approved.

Firefighting personnel shall be clean shaven so facial hair will not interfere with the face-to-facepiece seal. They will not have sideburns that grow below the level of the ear lobe or mustache hair that grows ¼ inch below the side of the mouth.

Hair shall not be worn below collar length. If hair is longer than collar length, it will be worn up in an acceptable fashion while responding to fire emergencies.

No personal appearance items, features, or hair may interfere with Personnel Protective Equipment or create a safety hazard for the duties assigned.

**H. APPEARANCE OF WORK AREAS**

The District's objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and ensure that all working documents, desks, cabinets and equipment are secure at the close of the work shift.

**I. PERSONAL TELEPHONE CALLS**

District phones are to be used for District purposes. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible.

Under no circumstances should an employee charge a long-distance call to the District unless it is work-related. Friends and relatives should be discouraged from calling during working hours except in emergencies.

**J. SMOKING**

For health and safety considerations, the District discourages tobacco use. State law prohibits smoking in buildings. [Smoking areas will be designated.]

**K. OUTSIDE EMPLOYMENT**

1. District Comes First. When an individual accepts employment with the District it is understood that the District has first call upon the services of its employees, regardless of any effect on secondary employment.

2. Incompatible Work. Employees shall not engage in outside employment that conflicts in any way with District employment, detracts from the efficiency of work performance, or is in conflict with the interests of the District. The District expects employees to avoid extra work which affects endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, including employees who hold outside jobs.

3. Notification. Employees shall notify the Fire Chief in writing, in advance, of all employment outside the scope of their employment with the District

4. Conflicts. The Fire Chief will notify the employee at any time outside employment is found to be in conflict with the interests of the District or is likely to bring discredit upon the District. It shall be up to the employee to choose which employment option is most desired.

**POLICY 8.1: NON-DISCRIMINATION & HARASSMENT**

Equal Employment Opportunity

It is the policy of the Central Oregon Coast Fire & Rescue to comply with all applicable federal, state, and local laws prohibiting employment discrimination. Central Oregon Coast Fire & Rescue is committed to providing a work environment free from discrimination and harassment.

**HARASSMENT**

1. Statement of Concern

The District will work to eliminate and prevent harassment and to alleviate any effects harassment may have on the working conditions of an employee. All harassment is forbidden, including unsolicited remarks, gestures or physical contact, display or circulation of derogatory written materials or pictures regarding either gender or disability or racial, ethnic or religious groups, and personnel decisions based on an employee's response to such harassment or pursuant ORS 659A.030

No person may be harassed based on his/her relationship with a person with characteristics set forth in this paragraph. The District regards job related harassment as a serious transgression and reason for discipline or discharge.

### Policy

Consistent with existing city, state, and federal laws, it is the policy of the Central Oregon Coast Fire & Rescue to provide a work environment for its employees that is free from discrimination and promotes equal employment opportunity and equitable treatment of all employees. Central Oregon Coast Fire & Rescue will not tolerate any form of harassment based on a person's race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status or political ideology, or that of his/her relatives, friends, or associates.

#### 1. Authorization

Central Oregon Coast Fire & Rescue complies with all applicable federal, state, and local laws prohibiting discrimination in employment, including:

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

The federal ADA prohibits discrimination in employment on the basis of disability and requires employers to provide reasonable accommodations to employees and applicants for employment. Central Oregon Coast Fire & Rescue is required to honor a reasonable accommodation request from an applicant or an employee who is a qualified individual with a disability, unless Central Oregon Coast Fire & Rescue can demonstrate that the accommodation would impose an undue hardship.

##### Civil Rights Act of 1964 (Title VII)

Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating against applicants or employees on the basis of race, color, religion, sex, or national origin. Retaliation, sexual harassment, and harassment because of national origin are also prohibited. Title VII protects individuals from discrimination in compensation, terms, conditions, and privileges of employment. It was amended in 1978 to prohibit discrimination based on pregnancy.

##### Age Discrimination in Employment Act (ADEA)

The ADEA prohibits employers from discriminating against applicants or employees over the age of 40. The act also bans any involuntary retirement with the exception of a very limited number of pensions.

#### Equal Pay Act of 1963

The Equal Pay Act of 1963 prohibits employers from paying employees differently on the basis of gender.

### 2. Making a Complaint

All complaints of discrimination or harassment will be taken seriously and thoroughly investigated and all necessary punitive action taken. Central Oregon Coast Fire & Rescue does not tolerate retaliation of any individual who complains of discrimination or takes part in any aspect of an investigation of discrimination. Any form of retaliation will be subject to investigation.

### 3. Sealing of Records Relating to Harassment

Records relating to harassment, including written reports regarding alleged harassment, memos between District employees concerning investigation of such allegations and District recommendations in response to allegations] [Records relating to sexual harassment] will be retained by the District for a minimum of six (6) years. All such records will be retained in a sealed file. There will be a cross reference to the sealed file of the reporting employee, the allegedly affected employee and the employee who was reported to have harassed another. Once the material in the sealed file is determined to have no reasonable bearing on job performance or on the efficient and effective management of the District, reference to it in one or more individual personnel files may be removed.

No information from the sealed file nor any indication of the cross reference to the sealed file will be disclosed to persons who do not have confidential access to the personnel affairs of the District, provided that there are two exceptions which permit some disclosure. First, an employee who reported harassment and/or an employee who was allegedly affected by harassment may request that the District provide information to another regarding the investigation of harassment. On a case-by-case basis, the District, in its own discretion, may agree to release specified information. Secondly, whenever the District would provide general information to persons who are not officers or employees of the District regarding an employee or former employee from the District's personnel file and the employee's personnel file reflects a finding of reasonable cause for disciplinary action, then the District will also send information regarding the investigation of harassment; except that no readily identifiable reference to other parties involved may be included, and any statement which the employee had requested be held in the file will accompany the disclosure. Information about the finding of reasonable cause for disciplinary action would not be given in response to a request for verification of dates employed.

## **HIV DISCRIMINATION**

### 1. The Disease

Acquired Immune Deficiency Syndrome (AIDS) is a fatal, infectious disease which claims an increasing number of lives each year. It is caused by spread of the AIDS virus, Human Immunodeficiency Virus (HIV). Because of the alarming increase of AIDS, AIDS Related Complex (ARC), and (HIV), the District has investigated AIDS concerns and has consulted with experts on this subject. According to the best medical evidence available, casual work place contacts among employees and citizens infected with HIV will not result in the transmission of the virus.

The nature of the disease and its presence in society warrants a District policy.

### 2. Purpose of Policy

The District recognizes that its employees are entitled to a safe working environment. Employees and job applicants who are HIV carriers or are afflicted with ARC or AIDS are entitled to compassion and legal protection against unlawful discrimination. Based on these principles, the District has formulated this AIDS policy to:

- a. Prevent unlawful discrimination;
- b. Educate employees about the ways HIV is, and is not, spread;
- c. Designate a person to whom concerned employees can go for information;
- d. Insure the confidentiality of information about any employee who contracts the virus;
- e. Address employment concerns of infected employees;
- f. Assure that the public is accommodated and that risks to health are minimized;
- g. Protect the health and safety of all employees through a program of universal precaution; and
- h. Avoid disruption or interference with District business that could result from unfounded health concerns.

This policy addresses the work place and shall be supplemented with any additional protocols found appropriate.

### 3. Non-Discrimination in Hiring.

The District will not unlawfully discriminate against persons with AIDS, ARC or HIV on the basis of their handicap. The following practices are to be followed:

- a. Job applicants are not to be asked whether they have AIDS or are infected with HIV. They may be asked if they are able to perform all functions of the job, both essential and

marginal, with or without reasonable accommodation. Only after extension of an offer of employment (which may be made conditional on ability to perform essential job functions) may the applicant's condition be discussed or the need for any reasonable accommodation be discussed.

b. Job applicants who voluntarily disclose that they have AIDS or are HIV infected shall be asked if they can perform all job functions, but may not be asked about their disability or need for accommodation before extending an offer of employment. The reasonableness of any requested accommodation shall be determined by management.

c. Any applicant known by the District to be handicapped or disabled but capable of performing the duties of the job sought, with or without reasonable accommodation, shall be given the same consideration as other equally qualified applicants.

#### 4. Employee Education

Employees who are educated about the actual medical risks posed by AIDS and HIV will be safer and more comfortable at work. The District will strive to provide the following sources of education about the transmission of HIV:

a. Informational materials designed to answer specific questions;

b. Videotaped and/or live presentations; and

c. Confidential access to a designated contact person trained to answer questions or obtain additional information. Employees are strongly urged to take advantage of these resources.

#### 5. The Designated Contact Person

The District will have a designated contact person, who will be trained to address AIDS concerns. At present this person is the Fire Chief.

#### 6. Confidentiality

The District recognizes that an employee's health concerns are confidential. Employees who have been infected with or exposed to HIV may contact the designated contact person confidentially. Medical information will be kept confidential in separate medical files apart from personnel files, consistent with legal, medical and management practices.

Employees who obtain knowledge that an employee, guest or other individual utilizing District services is an HIV carrier or is afflicted with ARC or AIDS shall maintain the

confidentiality of such information. Failure to do so will result in discipline if the circumstances warrant.

#### 7. Employment Concerns of Infected Employees

Employees who are infected with HIV or afflicted with ARC or AIDS may contact the designated contact person for confidential information about the potential impact of their condition on their employment. The District will make reasonable accommodations for employees infected with HIV or afflicted with ARC or AIDS unless it would be an undue hardship to do so or would result in a direct health or safety threat to the individual or other persons. The reasonableness of any proposed accommodation will be determined by management and shall take into consideration the health and safety of all employees. Supervisors are to consult the designated contact person and obtain District authorization before making any employment decision on the basis of an employee's actual or perceived infection with HIV. Unlawful discrimination against such employees on the basis of their disability will not be tolerated.

Upon request, the designated contact person will assist concerned employees in obtaining information about community resources and psychological counseling available to persons with AIDS or HIV and their families.

#### 8. Infected Citizens

As a public service organization, the District may not discriminate against citizens on the basis of disability. If uniform body fluid precautions are followed rigorously and routinely, then the risks of accidental infection when rendering aid to an infected person is minimized. The routine activities of citizens in dealings with the District pose no measurable risk of HIV infection to employees. Unlawful discrimination against citizens with or suspected of HIV or AIDS will not be tolerated.

#### 9. Business Disruptions Due to Unfounded Health Concerns

If an employee refuses to work with an HIV infected co-worker or serve an infected citizen, and a supervisor decides that the co-worker or citizen poses or posed no threat to the health and safety of others, continued refusal or a failure to work or other disruption of District services may result in discipline including discharge. Harassment of known or suspected HIV carriers is expressly prohibited and may result in discipline, including discharge.



## 10. Oversight

Supervisors are charged with insuring that this policy is adhered to. Complaints concerning any employee's failure to comply with this policy should be brought to the attention of a supervisor and may be raised by following procedures of Section relating to harassment or Section relating to Complaints.

## **D. BLOODBORNE PATHOGENS EXPOSURE CONTROL**

### 1. Background

Employees of the District provide services to citizens which may require employees to come into contact with bodily fluids, such as blood or other potentially infectious materials. This can occur as a regular part of the duties of emergency responders, firefighters and paramedics, law enforcement officers, corrections officers, evidence handlers, health care workers, maintenance workers, or persons giving first aid to others. There are a variety of methods by which this exposure may occur.

### 2. Policy

Exposure to bloodborne pathogens may lead to sickness such as hepatitis, AIDS, or malaria. The District wants to assure its employees of a safe and healthy work environment. It is the policy of the District to comply with all legal and regulatory obligations for the prevention of exposures to bloodborne pathogens. To this end, the District will comply with all sections of the Oregon Administrative Rules, Chapter 437 and all other statutory requirements regarding the prevention of occupational exposures to bloodborne pathogens. The District will identify each classification and position the duties of which could lead to exposure, identify the nature of exposure, and ensure that equipment, training and appropriate procedures are in place. These shall be grouped as class 1 (all employees could be exposed) and class 2 (some employees could be exposed).

### 3. Infected Citizens

As a public service organization, the District cannot discriminate against citizens on the basis of disability. If uniform health precautions are followed rigorously and routinely, then the risks of accidental infection when rendering aid to an infected person is minimized. The routine activities of citizens in dealings with the District pose no measurable risk of blood-borne infection to employees. Unlawful discrimination against citizens with or suspected of infection will not be tolerated.

#### 4. Exposures

In the event of exposure to body fluids under circumstances that could present a risk of infectious exposure, a report will be made to the Fire Chief as soon as possible. If confirmed, the Fire Chief may solicit the cooperation of the source person through voluntary testing with informed consent. In order to protect the employee, a baseline test will be made within the week following exposure, and at three-month intervals for one year. The Fire Chief will ensure that the employee involved receives counseling appropriate for the circumstances. All testing will be preceded by informed consent and written authorization.

#### 5. Universal Health Precautions and Work Practices

As recommended by public health authorities, the District will adhere to a program of universal precautions for protection against diseases spread by blood or bodily fluids. ("Bodily fluids" refers to fluids that may contain blood or feces, not urine, sweat, saliva or tears.) This means that, for safety purposes, employees will operate on the assumption that all blood and bodily fluids are potential carriers of bloodborne disease and will adhere to universal precautions protect against AIDS and other diseases. The following general precautions will be followed:

- a. Eating, drinking, smoking, applying cosmetics, lip balm or handling contact lenses are prohibited in the work areas, including field locations, where there is an anticipated exposure to bloodborne pathogens.
- b. The Oregon Administrative Rules mandate Universal Precautions at all times to prevent contact with blood or other potentially infectious materials. It is difficult or impossible to differentiate between bodily fluid types under circumstances present in the workplace. Therefore, ALL BODILY FLUIDS SHALL BE CONSIDERED POTENTIALLY INFECTIOUS MATERIALS, including blood and tissue or organs from either a living or dead human.
- c. Any employee cleaning up a spill of blood or bodily fluids or rendering emergency medical assistance will wear appropriate protective gear (such as latex gloves with a mask.)
- d. Protective gear for cleaning blood or bodily fluid spills will be provided by the District and will be located near any area determined to be a site of such a spill, in emergency response vehicles, and at first aid stations.
- e. An employee rendering medical assistance which may expose the employee to blood or bodily fluids will take precautions against contamination (such as wearing latex gloves while bandaging a bleeding wound or using a disposable mouthpiece for CPR. An employee exposed to blood or bodily fluids will scrub with soap and water, remove rings, watch and jewelry and scrub thoroughly.

f. Gloves and one-way CPR masks shall be available in all first aid kits.

g. Hand washing facilities shall be provided at all locations where there is anticipated exposure to bloodborne pathogens. If the anticipated exposure is to a crew, working in the field, an approved portable pressure tank may be used. There shall be a sufficient amount of soap and water to wash the greatest number of washings on a crew. Where the anticipated exposure is to an individual at a place where hand washing facilities are not available, antiseptic hand- cleaner or towelettes shall be readily accessible and shall be used. However, if antiseptic hand-cleaner or towelettes are used, the exposed areas shall be washed with soap and water as soon as possible after removal of the personal protective equipment.

h. Contaminated syringes or needles shall be handled only in accordance with approved one-handed methods or with approved devices. Needles shall not be bent, recapped, or removed unless authorized and the employee is specifically trained to do so.

i. If potentially contaminated syringes or needles are discovered, the devices shall be placed in approved containers. After securing in an approved container, the item shall be delivered to a medical services provider for disposition.

j. Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing and shall be decontaminated as necessary. Emergency service equipment may be used while contaminated to complete the assignment. However, upon completion of the immediate assignment, vehicles and equipment shall be removed from service and the contaminated area decontaminated prior to the next use. The contaminated area shall be identified with an approved BIOHAZARD label, and all affected employees, including maintenance personnel shall be informed of the hazard, until decontaminated.

Any additional precautions applicable to specific job functions, as well as any further general precautions, will be conveyed through employee training sessions, educational material, or more specific departmental policy.

## 6. Personal Protective Equipment

When an employee has an anticipated exposure to a bloodborne pathogen, and the exposure cannot be controlled through redesign of work facilities, mechanical devices or barriers which isolate people from potentially infectious materials, or work practice controls, then personal protective equipment shall be provided.

a. The equipment shall be provided at no cost to the employee and shall be decontaminated and/or replaced as necessary.

b. Employees shall wear appropriate personal protective equipment whenever there is a potential for an exposure. Personal protective equipment is appropriate if it does not permit blood or other potentially infectious materials to pass through and come in contact with the employee's street clothes, undergarments or skin.

c. Personal protective equipment selected shall be appropriate for the anticipated exposure. Some examples of personal protective equipment are latex (surgical) gloves, surgical masks, disposable mouthpiece for CPR, face-shields, disposable coveralls, and disposable boots.

d. If the personal protective equipment is penetrated by blood or other potentially infectious materials, the personal protective equipment shall be removed immediately or as soon as feasible. All personal protective equipment shall be removed before leaving the work area and placed into an appropriate designated area or container for storage, washing, decontamination, and/or disposal.

e. If gloves are used for protection, the following precautions shall be taken:

(1) Disposable gloves shall be replaced as soon as practical when contaminated.

(2) Disposable gloves shall not be washed or decontaminated for reuse.

(3) Reusable gloves may be decontaminated for reuse if the integrity of the glove is not compromised. Reusable gloves shall be thrown away if the glove is contaminated and cracked, torn, punctured, or when their ability to function as a barrier is compromised.

f. Masks and eye and face protection shall be worn when there is an anticipated exposure to splashed, spraying, spatter of blood or other potentially infectious materials.

g. Other body protection, such as disposable coveralls, over-boots and aprons shall be worn when there is an anticipated exposure to blood or other potentially infectious materials.

## 7. Housekeeping

Worksites shall be maintained in a clean and sanitary condition. When warranted due to risks of contamination, a supervisor shall determine and implement an approved written schedule for cleaning and method for decontamination. If the anticipated exposure is in the field; a supervisor shall determine if and where decontamination exists and whether it is necessary to implement the appropriate actions.

a. All equipment and environment, including work surfaces shall be cleaned and decontaminated after known or suspected contact with blood or other potentially infectious materials.

b. All protective coverings, such as plastic wrap used to cover equipment shall be removed as soon as feasible.

c. All bins, cans, pails or similar devices which are anticipated to become contaminated shall be visually inspected and cleaned on a regular schedule. If there is visible contamination, they shall be cleaned immediately.

d. All refuse anticipated to be contaminated with blood or other potentially infectious materials shall be handled with a mechanical device.

#### 8. Waste Management

Whenever it is necessary to prevent the spread of a known or potential infectious disease, a waste management program will be implemented. The program will be implemented as soon as the potential exposure is discovered. The District will use red plastic bags, identified with the BIOHAZARD label for contamination containers. Unless the contaminated materials are evidence to be retained for use in a criminal proceeding, the containers shall be transported to the appropriate disposal site.

a. When personal protective equipment is removed it shall be placed in an appropriate biological hazard container. The container shall be:

- (1) Closable.
- (2) Constructed to contain all contents and prevent leakage of fluids.
- (3) Labeled biohazard and colored red.
- (4) Closed prior to removal.

b. Disposal of all infectious waste shall be done in accordance with all federal, state and local requirements.

#### 9. Decontamination and Laundry

Decontamination of employees, equipment, materials, and the environment shall be done immediately or as soon as practical, upon discovery of the contamination. Decontamination means the washing of the body, equipment, materials, and the environment so as not to have any contamination with blood or other potentially infectious materials.

- a. The minimally acceptable level of decontamination is washing with soap and water. Depending on the type of contamination, more aggressive measures may need to be taken such as use of commercially prepared agents or a 1:9 solution of household chlorine bleach and water.
- b. If an employee's clothes become contaminated, the employee shall immediately, or as soon as feasible, remove all contaminated clothing and wash with soap and water. If contamination of an employee's clothes results in exposure of the employee's non-intact skin or mucus membranes to blood or potentially infectious materials, the employee should be transported to the nearest hospital or the nearest appropriate facility for evaluation. If the employee is required to enter a vehicle while contaminated, both the employee and vehicle shall be decontaminated prior to being put back into service.

- c. All clothing and equipment considered for decontamination shall be placed in a container which is clearly marked and identified with the appropriate BIOHAZARD label and transported to an approved commercial laundry with employees trained in universal precautions. Washing in 160-degree F water for at least 25 minutes with chlorine bleach is effective.
- d. Only authorized personnel shall be qualified to transport contaminated containers.

#### 10. Hepatitis B Vaccination Information

- a. All employees who have a reasonably anticipated occupational exposure to hepatitis B and have received training in accordance with OAR 437.1910.1030(g) shall be offered the opportunity to receive the hepatitis B vaccination series, and any boosters as recommended by law. Receiving the hepatitis B series is not mandatory, nor is it a bona fide occupational qualification.
- b. The hepatitis B vaccination series shall be offered to all employees within 10 days of initial assignment, unless the employee has previously received the complete hepatitis B series. Antibody testing may be performed to determine that the employee is immune to hepatitis B, or that the vaccine is contraindicated for medical reasons. Such additional testing shall be the decision of the [            ].
- c. An employee may decline to receive the hepatitis B series initially, and later change his/her mind and receive the series at any time the employee performs duties where there is a reasonably anticipated occupational exposure to hepatitis B.
- d. If any employee declines to receive the hepatitis B vaccination series, the employee shall sign a statement indicating the declination, which states:

"I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."

#### 11. Post-Exposure Evaluation and Follow-up

- a. Upon notification of an exposure to blood or other potentially infectious materials, the employee will be given the opportunity to have a confidential medical

evaluation and follow-up at a local hospital at no cost to the employee.

- b. The immediate supervisor of the employee exposed to blood or other potentially infectious materials shall perform an investigation of the exposure immediately after the exposure. A copy of the evaluation shall be provided to the employee and the person performing the medical evaluation.

The Post-Exposure Evaluation shall contain the following information:

- (1) Employee biographical information;
  - (2) Circumstances under which the exposure incident occurred;
  - (3) The route of exposure;
  - (4) A description of the exposed employee's duties as they relate to the exposure incident;
  - (5) Results of the source individual's blood testing, if available;
  - (6) If the exposure was not a person, the source of the exposure;
  - (7) All medical records relevant to the appropriate treatment of the employee, including vaccination status.
- c. The department shall obtain a copy of the health care provider's written evaluation, if any, within fifteen (15) days of the evaluation, and shall provide a copy to the exposed employee. The information shall be kept confidential and not disclosed without the employee's consent.
  - d. After an exposure an employee shall be given the opportunity to have their blood tested for the presence of hepatitis B (HBV) and human immunodeficiency virus (HIV).
  - e. After the exposure an employee shall be given the opportunity for counseling.
  - f. Reasonable attempts shall be made to identify the source individual and obtain a consent test for HIV/HBV, including consent to make the test results available to the exposed employee.

## 12. Communication and Training

- a. Communication of the potential hazards from blood or other potentially infectious materials shall be done by means of labels or signs, with the appropriate "BIOHAZARD" label, red bags, or red containers, which meet the requirements of the law.
- b. All employees working in classifications identified as having a reasonably anticipated potential for an occupational exposure to blood or other potentially infectious materials shall be trained prior to initial assignment, upon change in assignment and annually thereafter.
- c. The training program shall contain the elements required by OAR Chapter 437.

### 13. Recordkeeping

- a. Individual employee medical records shall be kept by the Fire Chief. The records shall be kept confidential and only released to the employee, to anyone having the employee's express written consent, and as may be required by law. Employee medical records with regard to exposures to blood or other potentially infectious materials shall be kept for the term of employment, plus thirty (30) years.
- b. An official record of training shall be maintained in the employee's personnel file. Training records shall be provided, upon request, to employees, employee representatives, and as required by law. The record of training shall be maintained as a permanent part of the personnel file.

## **IMMIGRATION AND NATIONALITY PROGRAM**

### 1. Policy Statement

The District recognizes that it has a responsibility to comply with the provisions of the Immigration Reform and Control Act of 1986 by employing only citizens of the United States of America and lawfully authorized alien workers. The District further recognizes that it is an unfair immigration-related employment practice to discriminate against an individual, other than an unauthorized alien, based on national origin or citizenship status.

The District's policy is to provide equal opportunity to all persons in matters affecting employment with the District, including full compliance with the Immigration Reform and Control Act of 1986. The District shall not discriminate against any individual, other than an unauthorized alien, based on national origin or citizen status.

### 2. Procedure



In order to assure compliance with the Immigration and Nationality Act, the District will:

- Consider every job applicant on his or her merits;
- Verify employability and identity in a lawful and consistent way; and
- Maintain complete and accurate documentation of all decisions.

### 3. Appeal Procedure

Special Counsel for Unfair Immigration-Related Employment Practices has been established within the Department of Justice. Regional Offices of the Immigration and Naturalization Service handle the investigation and prosecution of cases. Individuals wishing to file a complaint may contact the Immigration and Naturalization Service, between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday.

## **POLICY 9.1: PERFORMANCE EVALUATION / THE EVALUATION PROCESS / PREPARING FOR AND CONDUCTING THE PERFORMANCE REVIEW**

### **Policy 9.1.1: Performance Evaluations**

#### A. Purpose - Communication.

Employee performance reviews are an essential communication process between the employee and the immediate supervisor. Such reviews provide information relating to merit, identify areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between goals and objectives and the individual employee's job performance. The purpose of evaluations is to let employees know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions -- merit increases, promotion, and termination.

#### B. Goal - Form Desirable Behaviors

The goal of the employee performance review process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to measure, review and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.

C. Review Process

Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth below. Employees and supervisors are required to sign the completed performance review forms. All performance reviews will be reviewed by the supervisor and placed in the employee's personnel file. Employees will be provided with a copy of performance reviews, if requested.

D. Employees Affected

All regular employees of the District will be evaluated under this policy. The Fire Chief shall be evaluated by the Board Members based upon the consensus of the Board, using a written performance evaluation.

E. Regular Review

All employees will be evaluated at least annually.

F. Probationary Review

Probationary employees will participate in goal-setting interview/reviews as often as appropriate and will be evaluated in at least two performance progress reviews before being transitioned to regular employee status.

G. Pay and Probation Recommendations

A recommendation for a merit or step increase and/or extension of probation, or passing probation to regular employee status, or termination shall be set forth in a performance evaluation as appropriate.

H. Supplemental Evaluation

A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor.

**POLICY 9.1.2: THE EVALUATION PROCESS**

Meaningful performance assessments require both the supervisor and the employee's evaluation of the employee's performance.

A. The Office Administrator will:

Forward the forms to the appropriate supervisor. The forms are as follows:

Employee Evaluation Report (Form #12)

Employee Evaluation Report – Self Evaluation (Form #12)

B. The Supervisor:

The employee's immediate supervisor is responsible for timely completion of the official evaluation report. The feedback report should be used by the supervisor as a tool in completing the evaluation.

The supervisor will do the following:

The Employee Self-Evaluation. Forward the self-evaluation (Form #12) to the employee to complete. The employee shall complete the form for self-evaluation prior to formally discussing past performance with the supervisor. Employee should return the completed self-evaluation form to his supervisor prior to the performance review interview. Employees should be notified in writing in advance that an interview is planned. Employees will actively participate in the performance review interview and will be given advance notice of the review date.

The supervisor will complete the Employee Evaluation Report (Form #12). The supervisor will set up a time with the employee to review the evaluation.

After the review is completed, a copy of the forms should be forwarded to the Fire Chief for review. After his review, the forms will be filed in the employee's personnel file.

C. VERY IMPORTANT: Common Errors to Avoid in Evaluating an Employee.

No matter how well designed, a performance appraisal program can fail if the supervisors doing the appraisal are not adequately trained and informed. The following guidelines describe some frequent errors to avoid.

1. Avoid rating most employees at the high end of the scale. Experience shows that "excellent", and "very good" ratings are used more frequently than competent or adequate. This is too often a reflection of supervisor's lack of confidence in the supervisor's own ability than the employee's performance. A rating of "competent" or "adequate" is not adverse and can generate suggestions for improvement needed to merit a higher rating. Descriptions of excellence should be reserved for those whose performance is truly superior.

2. Avoid the "Halo Effect." Raters tend to rate an individual consistently high, average, or low on all factors based on an overall impression. A dependable, conscientious employee does not necessarily produce high-quality work. Consider each factor separately and indicate strong and weak points. Don't hesitate to use the entire scale in

your ratings. If the evaluations are to provide meaningful information, they must take advantage of the entire scale.

3. Avoid labels. Describe exact behavior. For example, telling an employee of a "bad attitude" does not offer an alternative for improvement or provide the employee with understandable examples of the behavior.

**POLICY 9.1.3: PREPARING FOR AND CONDUCTING THE PERFORMANCE REVIEW**

A. Briefly Review General Background Information.

The more you know about an employee, the easier it is for you to understand and discuss work performance and behavior. Some time prior to the appraisal discussion, you should review the employee's history, work experience, education, and previous performance appraisals.

B. Arrange for the Interview.

1. Set a time and place for the discussion and avoid postponement. Arrange for appropriate privacy and time for the discussion. It is important to prevent interruption if possible. A private office or conference room creates a setting in which you and the employee can communicate effectively.

2. Notify the employee several days beforehand, so that the employee has enough time to prepare for the performance review. One good method of having the employee prepare is to require that the employee evaluate himself. Ask the employee to fill out an appraisal form for discussion and comparison with yours during the interview.

C. Conduct the Interview

Approach evaluations as a helper, not a judge. Too often performance appraisal discussions are viewed as a time when the supervisor is the "judge". This is a difficult role which often prevents positive discussion. This is a time when you and the employee can look at job performance and find and discuss ways to improve it.

"Rating" performance involves judgments. However, in the discussion you should focus on specific ways to improve performance, in the role of a helpful teacher.

D. Structure and Format of the Evaluation

1. The interview should have some structure to it, varying with individual circumstances.

2. Create a relaxed climate by indicating overall satisfaction and honest appreciation of job performance.
3. Outline the purpose and objectives of the review. Explain the benefits of positive two-way communications about performance -- a clear idea of how the employee is doing and potential steps to improve performance.
4. Follow a comfortable sequence during the discussion, for example:
  - a) Past performance -- on each relevant job performance factor.
  - b) Major strong points and weak points needing greater effort.
  - c) Specify developmental steps to be taken to improve performance.
  - d) Goals and the role of the department/district.
5. Encourage the employee to participate. The more an employee discusses performance, the better the review. Listen and gather information. Active listening is very important.
  - a) Use open-ended questions (who, what, when, why, and how) which encourage discussion rather than simple "yes/no" responses.
  - b) Tell the employee you are receiving information, not judging.
  - c) Use restatement or reflection. This is a clarification process and feeds back what you are hearing to the employee.
6. Discuss areas of good performance first. This is easier if you have required the employee to appraise performance as preparation for the review.
7. Focus on areas of performance the employee identifies as not fully satisfactory. Determine what corrective action should be taken, and by whom. Collaborate on the action steps. Do you agree on areas of strengths and weaknesses? The more the employee participates in the plans for improvement, the greater will be the commitment to those plans. Offer useable criticism tactfully and constructively in the context of a discussion of strengths.
8. Use specific and realistic improvement targets. Don't try to eliminate all areas of weakness in one session. Concentrate on the most important ones. A development plan with two or three steps is often accomplished. One with eight or nine may cause the employee to give up.
9. Discuss personal goals and interest.

10. Close the discussion by summarizing what has been covered and reviewing the specific steps to be taken by supervisors and the employee. If appropriate, set a follow-up date to discuss progress towards performance improvement.

#### E. Follow-Up

During the review, specific steps to improve performance were identified. If action needs to be taken by you, take it.

If specific training has been recommended, it is important that it be undertaken. If parts of the job description have become obsolete, it should be rewritten.

## **POLICY 9:2: FAIR TREATMENT POLICY**

### A. GENERAL POLICY

It is the policy of the District to provide for an orderly process whereby employees may have their problems and complaints considered as fairly and rapidly as possible without fear of retaliation. Every effort shall be made to find an acceptable solution by informal means at the lowest possible level of supervision.

### B. DEFINITION OF NON-DISCIPLINARY APPEAL

If an employee or group of employees in the District believes (an injustice) has occurred because of:

1. Lack of a District policy or a department policy;
2. A policy that is unfair;
3. Misapplication of a policy;
4. Disagreement with another employee or supervisor;
5. A discretionary action of the District or a department in the application of the rules and regulations of the District; or
6. Discrimination on the basis of race, color, religion, sex, national origin, marital status, age, expunged juvenile record, association with anyone of a particular race color, sex, national origin, marital status, age or religion, family relationship, mental or physical disability, or application for Workers' Compensation benefits.

**C. NON-DISCIPLINARY APPEAL PROCEDURE**

A written request may be filed under the following established procedures:

**1. POLICY NO. 1**

OPEN DOOR POLICY - An employee wishing to discuss any issue or problem of a non-disciplinary nature may meet with the department head at any reasonable time. This is the established non-disciplinary policy. Access to supervisors may be delayed by District operational requirements.

**2. POLICY NO. 2**

CHAIN OF COMMAND POLICY - Employees wishing to discuss a specific non-disciplinary matter shall start with the immediate supervisor and follow the chain of supervisory command. In the event the employee cannot start with the immediate supervisor, s/he shall be entitled to commence the process at whatever level of supervisory command is available.

**D. HEARING OF APPEAL**

When an appeal of a non-disciplinary policy cannot be resolved with the department procedure, the appeal shall be directed to the Fire Chief to cause investigation of the matter and make a recommendation on the appeal.

**Dispute Resolution**

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

**Reporting Issues Other than Harassment/Discrimination**

Any other questions or concerns you may have should be discussed with the **District Fire Chief**, absent special circumstances, as soon as you are aware there is a problem or have a question. Your District Fire Chief will generally follow-up to your concern, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances (i.e., a concern involves the **District Fire Chief**,) you may go directly to **District Board Chair** for assistance.

### **Appeal Process**

Honest differences of opinion occur, and some situations will require the review or decision of a higher management level. A higher-management review, however, is only intended to occur after you have discussed a situation with the **District Fire Chief** and a satisfactory solution has not been reached.

If you feel a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by your District Fire Chief, you may present the matter to the District Board Chair. That official will review the issue and make a decision. The decision of this individual will be final.

All cases will be reviewed on an individual basis and without regard to precedent.

## **POLICY 9:3: DISCIPLINE**

### **A. GENERAL DISCIPLINE**

On-the-job conduct of District employees affects the ability of the District to serve its citizens and affects the taxpayer's impression of District government. Employee safety, public safety, productivity, and morale are dependent upon employee conduct.

Occasionally it is necessary for supervisors to resort to corrective action when other actions are inappropriate, or where a particular employee fails to respond to informal guidance.

In order to provide a fair method of correcting, and when necessary, disciplining employees, the District will use progressive discipline procedures when it deems such progressive procedures appropriate. This section concerning discipline does not apply to the District's chief executive officer, who serves (at the pleasure of the Board of Directors) (under the terms of an employment agreement).

### **B. DISCIPLINE - GENERAL GUIDELINES**

1. Discipline may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination, or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's work record and may range from verbal counseling to discharge.
2. Progressive discipline for infractions include:
  - a. Verbal counseling
  - b. Written counseling or warning



- c. Temporary reduction in pay in lieu of suspension
- d. Suspension
- e. Demotion
- f. Discharge

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever the District deems it appropriate, case by case.

### **C. APPLICATION OF PROGRESSIVE DISCIPLINE**

1. For performance deficiencies, employees will normally be verbally counseled once before receiving a written warning. A supervisor may or may not choose to make the imposition of a verbal warning part of the employee's personnel file.
2. There is no appeal from a verbal counseling or a written reprimand or warning. The employee may place an explanatory statement in their personnel file.
3. Supervisor may issue verbal counseling and written reprimands or warnings. All other discipline shall be referred to the Fire Chief.

### **D. DISCHARGE PROCEDURE**

#### Pre-Discharge Conference

If a Fire Chief determines there is cause for the discharge of an employee, the Fire Chief shall notify the employee of the specific reasons and that a suspension without pay and/or discharge is being considered.

The employee shall be provided with the facts upon which the actions are based.

The Fire Chief shall afford the employee a formal opportunity to refute the charges orally or in writing. Once the employee has been afforded an opportunity to refute the charges and explain the circumstances, the employee may be suspended without pay.

If a pre-discharge conference is to be held, it will be scheduled and held three [3] days after notice of action has been given. The employee will be given adequate time to develop a response and to seek necessary outside assistance as the employee feels necessary. The time limits may be varied by the District to meet individual needs.

The Fire Chief will conduct the conference and decide whether to impose discharge or a lesser degree of discipline. The Fire Chief shall advise the employee in writing of the decision, mailed to the employee at the last address which the employee has provided to the District in writing.

#### **E. APPEAL OF DISCIPLINE ACTION**

##### **1. Right to Appeal from Discipline**

Any non-probationary full-time or part-time employee who has been suspended without pay, reduced in pay, demoted, or discharged, shall have the right of appeal to the Board of Directors or its designee.

##### **2. Filing of Appeal**

The appeal must be filed, in writing, with the Fire Chief no later than fifteen (15) days after the date of the mailing of the Fire Chief's written decision to the employee.

##### **3. Procedure**

a. Upon filing an appeal, the Fire Chief shall inform the Board of Directors of the appeal and shall provide the Board of Directors and the employee with copies of all documents which the District deems relevant to the appeal, including all documents submitted by the employee, and a written statement of the charges against the employee.

b. The Board of Directors shall determine whether it wishes to hear the appeal or whether it wishes to delegate the matter to an independent hearings officer.

c. A hearing shall be scheduled, and the employee and Fire Chief shall be informed of the time, date and place of hearing. If the hearing is to be conducted by the Board of Directors, it shall be scheduled for Executive Session unless the employee requests it be held in open session.

d. At the hearing, the employee shall be entitled to be represented by legal counsel or other representative, present oral and written testimony, call witnesses, and cross-examine any adverse witness.

e. No employee of the District holding a position that exempts them from receiving overtime for excess hours of work shall be subject to any suspension or wage deduction pursuant to disciplinary suspensions lasting for periods of less than one week. This provision does not apply to suspension for violations of safety rules of a major significance.

## **POLICY 9.4: EDUCATION AND TRAINING**

The District encourages continued education and training for employees to enhance job performance and assist in potential career advancement within the District. The District shall provide such in-service training as deemed necessary and beneficial to the delivery of services and performance of duties.

Employees may request compensation for the costs of college-level, technical or other academic course work, seminars, and conferences relevant to their current or future roles in the organization. Such requests must be made in writing to the Fire Chief.

Reimbursement for college-level course work will only be made if the employee receives a passing grade. All training activities involving a cost to the District must be approved in advance, in writing.

## **POLICY 9.5: DRUG AND ALCOHOL USE**

To ensure the health and safety of our employees, the consumption of alcohol, use of illegal substances, and use of judgment impairing or intoxicating substances during scheduled work time, is strictly prohibited. Any prohibited usage during work hours may be grounds for discipline, up to and including termination. If you become aware of or suspect that another coworker may be under the influence of an intoxicating substance that is impairing the employee's judgment or ability to perform job duties safely, please report the situation to the Fire Chief

### **1. Prohibited Behavior**

All employees are required to report to work fit to perform their duties in a safe, productive, and efficient manner. The sale, purchase, distribution, use, possession, and reporting to work under the influence of intoxicating substances, non-prescribed or not used as prescribed narcotics, hallucinogenic drugs, marijuana (regardless of whether legal in [Oregon/Washington] or prescribed pursuant to a medical marijuana card), or other non-prescribed controlled substances on company property or during regular working hours, regardless of where located, is strictly prohibited. Storing alcohol, over the counter medications, or your prescriptions in your vehicle during the workday does not violate this policy.

### **2. Marijuana Use is Still Prohibited**

Even though the personal use of marijuana for medicinal or non-medicinal purposes may be considered legal in [Oregon/Washington] in some circumstances, it remains illegal under Federal law, and Central

Oregon Coast Fire & Rescue is not required to allow or accommodate an employee's use of marijuana or medical marijuana in the workplace. Employees are strictly prohibited from selling, purchasing, distributing, or using Marijuana on Central Oregon Coast Fire & Rescue property, in Central Oregon Coast Fire & Rescue facilities, and at

Central Oregon Coast Fire & Rescue sponsored events, as well as reporting for work under the influence of Marijuana during work hours.

If we have reasonable suspicion that you are under the influence of a substance we have the right to perform a drug test. If the results come back positive we then have the right to pursue disciplinary action up to termination.. Central Oregon Coast Fire & Rescue does not accommodate the use of the Marijuana for medicinal purposes. Employees who use Marijuana for medicinal purposes should contact the Fire Chief for more information about alternative accommodations.

### **3. Sharing Prescribed and Over-the-counter Medications**

Healthcare recommendations and treatment options should be outlined by qualified healthcare professionals, not by you or your co-workers. Each person is different, and there is no way to know how your medication may affect another person. Therefore, given the potential for medical complications associated with unknown drug allergies and adverse drug interactions, employees are discouraged from sharing or exchanging prescribed and over-the-counter medication with each other except for ibuprofen, acetaminophen, or gastrointestinal pills (e.g. Gas-X, Tums).

### **4. Alcohol at Company Events**

We understand that employees and their guests may consume alcoholic beverages while attending a company-sponsored event either on our property or at another location. This policy does not prohibit the consumption of alcohol in moderation at these types of events. We may, however, limit the amount of alcohol provided or the number of beverages each person may request at such an event. We encourage employees and their guests who consume alcohol at our events to exercise good judgment in determining how much to consume and whether to drive after leaving the event.

Employees are strongly encouraged to plan ahead and arrange for a designated driver or other form of transportation if they plan to attend a company-sponsored event at which alcohol may be served. If you decide to drive after consuming alcoholic beverages, you are solely responsible for any traffic fines, penalties, DUI, and damages you may occur, and, depending on the seriousness of the infraction, your employment may be terminated.

If you or your guest choose to consume alcohol at a company-sponsored event, we expect you and your guest to behave in an appropriate manner befitting a Central Oregon Coast Fire & Rescue representative. Intoxication and impaired judgment will not be a defense if you or your guest engages in inappropriate or unwelcome behavior towards another coworker, guest, or any other person at these

types of events. You may still be disciplined, if not terminated, for inappropriate comments, gestures, touching, and conduct. You are also directly responsible for the conduct and behavior of your guest(s).

#### **5. Disclosure of Medications**

Please report to the Fire Chief the use of any prescription or over-the-counter medication that may inhibit your ability to safely and effectively perform your job duties. If such disclosure is necessary, you are not required to disclose your underlying condition that necessitated the use of the medication in the first place; disclose only the medication effects or side effects that may be impacting your ability to do your job.

It is your responsibility to determine with your healthcare provider whether any drug or other medication may impair job performance or good judgment and whether you can effectively perform safety-sensitive job functions. We may remove you from your position temporarily if we believe your medication may adversely affect your ability to perform your job duties safely. Depending on the circumstances, we may also request or require that you provide a medical authorization to work.

#### **6. Drug Testing**

Drug testing is a requirement or pre-requisite to enforcing this policy. Central Oregon Coast Fire & Rescue may, in its sole discretion, elect to send an employee home, discipline, and/or terminate the employee if we reasonably suspect that the employee is or was under the influence of any alcohol, drugs, Marijuana, or other intoxicating substances during work time in violation of this policy.

We may also elect, in our sole discretion, to conduct work-related drug and/or alcohol testing when necessary as a reasonable means of enforcing this policy.

#### **7. Applicant Testing**

All applicants must take and pass a mandatory drug test before commencing employment with us. Once a conditional offer of employment is made, the applicant must report for the drug test by 5 pm the following day. A positive test will result in the withdrawal of our offer of employment. A job

applicant's refusal to submit to testing, failure to fully cooperate with the testing process, and/or attempt to tamper with, substitute for, dilute, or otherwise falsify a test sample will be considered a withdrawal from the application process and will result in denial of employment.

#### **8. Post-Accident Testing**

The intent of this post-accident testing procedure is to gather information to rule out alcohol and drug involvement as a cause or factor in accidents, injuries, and property damage. In general, post-accident

testing is not likely to be used when there is no question that the accident occurred due to factors beyond the employee's control such as an allergic reaction, faulty or defective equipment, repetitive strain injuries, health-related illnesses or complications unrelated to drug or intoxicant use or when there is no other indication or reason to believe that drugs, alcohol or other intoxicants may have caused or contributed to the accident. Post-accident testing may occur, however, if we have reason to believe that the employee's response time and judgment during unexpected events and occurrences outside the employee's control may have been limited or negatively impacted by the employee's potential drug, alcohol or intoxicant use.

Employees involved in workplace accidents may be subject to drug testing following an accident when:

- The accident results in injury to a person requiring professional medical attention or consultation with a healthcare provider (e.g., something more serious than application of ice, band-aids, or temporary rest); or
- The accident results in damage to property that is estimated to be [\$500] or more.

Assuming one or both of the criteria above is met, post-accident testing will occur if the cause or contributing cause of an accident involves:

- The employee's failure to follow established safety rules, policies, OSHA standards, and/or personal protective equipment guidelines and expectations;
- The employee's use of tools, equipment, supplies, or machinery in ways unintended by the manufacturer or the applicable safety guidelines; or
- The employee's demonstrated lapse in judgment or lack of attention, negligent behavior or conduct, or unreasonable failure to adhere to our policies and procedures; or
- Federal or state law requires testing (e.g., DOT regulations); or
- When circumstances of the accident reasonably suggest that drug use by the employee(s) involved may have caused or contributed to the accident, injury, damage, or loss.

Personal injury and damage to property are not necessarily required to trigger a request for drug testing.

## **9. Return to Duty**

In some situations, an employee may be required to take and pass a drug or alcohol test before returning to work. Employees will be notified if this condition applies to their anticipated return to work.

## **10. Enforcement**

If directed to report for testing, you must make yourself available for the test at the time and place The Fire Chief may direct or we will consider you to have refused to submit to testing. Testing will be administered, reviewed, and confirmed by medical professionals. Refusal to cooperate or submit to an alcohol or drug testing as required, adulterating or falsifying a test, or testing positive for a prohibited substance, will subject you to discipline, up to and including termination. Please speak with the Fire Chief if you have questions about our drug testing policy.

### **11. Injury Reporting Encouraged**

In no event will an employee ever be subjected to drug testing as a form of retaliation for incurring or reporting a workplace injury. Employees are strongly encouraged to report immediately any workplace injury or illness they may personally experience or that they may witness without fear of retaliation or harassment. Central Oregon Coast Fire & Rescue remains committed to protecting the health and welfare of its employees at work, and employee reporting of workplace injuries and illnesses remains an important means of meeting that commitment.

### **12. Report Drug-Related Criminal Offenses**

Employees must report any arrest and/or conviction under a criminal drug statute for violations occurring on or off company property while conducting Central Oregon Coast Fire & Rescue business. Employees are also required to report any drug-related convictions for conduct occurring off-duty. Reports must be made within five (5) days of the conviction or arrest.

### **13. Referral, Evaluation, and Treatment**

Employees who voluntarily seek assistance in dealing with alcohol or drug abuse or addiction will be referred to our confidential Employee Assistance Program (EAP). Please speak with the Fire Chief if you would like information or assistance in seeking or exploring treatment options.

An employee's voluntary disclosure and request for assistance or an opportunity to seek treatment is not, by itself, considered grounds for discipline or reasonable suspicion testing. It is your responsibility to seek assistance *before* alcohol and drug problems lead to discipline or termination. If you violate this policy, subsequently seeking assistance on a voluntary basis will not necessarily lessen or prevent the discipline we will impose, including termination.

Employees who disclose personal substance addiction or alcohol abuse *before* engaging in misconduct at work will be given a reasonable amount of unpaid leave to seek and participate in an appropriate treatment program. You must receive prior approval from the Fire Chief for this type of leave. It is your sole responsibility to seek out, enroll in, pay for, and complete the designated treatment program or plan. You are welcome to use any available accrued paid leave benefits during this leave. We may also ask that you execute a Last Chance Agreement upon your return to work to ensure compliance with our expectations.

#### **14. SITUATIONS NOT COVERED BY POLICY**

We recognize that situations may arise which are not specifically covered by these guidelines. We deal with them on a "case by case" basis considering such things as the nature of the situation or problem, the employees overall employment record and job assignment, the potential impact on safety, production and customer service, etc.



**CERTIFICATE OF RECEIPT**

I, the undersigned, have received a copy of **Central Oregon Coast Fire & Rescue Alcohol and Drug Policy**.

Effective Date \_\_\_\_\_ . I agree to the terms and conditions set forth in this policy and agree to abide with the requirements.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Policy 9.6 – Pre-Hospital Care Record (PCHR) Collection Boxes**

As per ORS 192.553 regarding policy for protecting confidential health information, it is the policy of the State of Oregon that an individual has the right to have protected health information safeguarded from unlawful use or disclosure.

Central Oregon Coast Fire & Rescue emergency medical personnel, at times, utilize a form entitled “Pre-Hospital Care Record” (PCHR). These documents contain confidential medical information. Because of the HIPAA regulations regarding this type of information, all PCHR forms shall be handled in a confidential manner.

Upon completing the PCHR form, the form is to be put into the locked PCHR Collection Box which is located in the workstation office at COCFRD main station. Run reports are also put in the locked collection box.

Every Monday morning, an Officer will remove all the PCHR forms and run reports from the locked box. These PCHR forms and run reports are to then be given to the District Clerk for handling. The PCHR form will be handled as confidential non-public information and shall be filed in a secure locked file cabinet at the District’s administrative office.

### **Policy 9.7 – Network and Data Usage Policy**

#### **PURPOSE**

The Central Oregon Coast Fire & Rescue District recognizes the value of computer and other electronic resources to improve and enhance the administration and operation. To this end, the Central Oregon Coast Fire & Rescue District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Central Oregon Coast Fire & Rescue District.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and volunteers is impossible to control. Therefore, the Central Oregon Coast Fire & Rescue District adopts this guideline governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Central Oregon Coast Fire & Rescue District District-owned equipment or through Central Oregon Coast Fire & Rescue District-affiliated organizations.

## **POLICY**

### *Central Oregon Coast Fire & Rescue District Rights and Responsibilities*

It is the policy of Central Oregon Coast Fire & Rescue District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and volunteers. It shall be a violation of this guideline for any employee, volunteer, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general guideline, the Central Oregon Coast Fire & Rescue District recognizes its legal and ethical obligation to protect the well-being of staff and volunteers in its charge. To this end, the Central Oregon Coast Fire & Rescue District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Central Oregon Coast Fire & Rescue District-owned equipment and, specifically, to exclude those who do not abide by the Central Oregon Coast Fire & Rescue District's acceptable use guideline or other policies governing the use of facilities, equipment, and materials. Central Oregon Coast Fire & Rescue District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and volunteers in acceptable use and policies governing online communications.

### **Staff Responsibilities**

1. Staff members who supervise volunteers, control electronic equipment, or otherwise have occasion to observe volunteer use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Central Oregon Coast Fire & Rescue District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### **User Responsibilities**

1. Use of the electronic media provided by the Central Oregon Coast Fire & Rescue District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, volunteers, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this guideline.

### **Acceptable Use**

1. All use of the Internet must be in support of research and/or work objectives consistent with the mission and objectives of the Central Oregon Coast Fire & Rescue District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for volunteers and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your district and community. Be polite!
8. From time to time, the Central Oregon Coast Fire & Rescue District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### **Unacceptable Use**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.

9. The unauthorized installation of any software, including shareware and freeware, for use on Central Oregon Coast Fire & Rescue District computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Central Oregon Coast Fire & Rescue District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Central Oregon Coast Fire & Rescue District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Central Oregon Coast Fire & Rescue District.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by Fire Chief for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

#### **Disclaimer**

1. The Central Oregon Coast Fire & Rescue District cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Central Oregon Coast Fire & Rescue District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

4. The Central Oregon Coast Fire & Rescue District makes no warranties (expressed or implied) with respect to:
  - a. the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - b. any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Central Oregon Coast Fire & Rescue District reserves the right to change its policies and rules at any time.

### **Policy 9.7.1 – Cellular Phone and Camera Use Policy**

#### **PURPOSE**

The purposes of this policy are:

1. To ensure that Central Oregon Coast Fire & Rescue adheres to all applicable Medicare, Medicaid, and any other federally funded health care laws, rules, and policies, and
2. To prevent distractions in the workplace and help ensure the safety and privacy of all personnel and the people we serve.

#### **POLICY**

Cellular (cell) phone use and use of personal digital assistants (PDAs) while on duty shall be limited to necessary work-related calls made on work-issued phones (exception as allowed in Cellular Telephone Use/A, B, D). Personal use of cell phones, whether personal or company issued, is only permitted during limited times when work responsibilities are not being performed.

Use of personal cameras, whether cell phone cameras, stand-alone cameras, or cameras contained in any other such personal devices, while on duty or when performing any patient care functions for or on behalf of COCFRD is strictly prohibited. This policy includes both digital and conventional film cameras.

#### **CELL PHONE USE**

- A. Personal cell phones are permitted to be carried while on duty but must be placed on silent mode and allow voice mail to answer the call. Messages may be checked on “down time” when not actively involved in an incident or performing work duties. All personal cell phones must be

“intrinsically safe” consistent with the national standards for portable electronic equipment (such as portable radios) carried by emergency service personnel in hazardous environments and be carried in a safe and concealed area on the person that does not interfere with the physical requirements of the job. Phones shall not be carried in a manner where they could fall off or cause others to be distracted by the presence or appearance of the device.

B. Cell phones may be used for personal purposes but should not interfere with duty assignments. Personal cell phone use must never cause a delay in responding to an alarm or customer service.

C. While attending to a patient or while operating a District vehicle, personnel shall not, under any circumstances, respond to (or make) a personal cell telephone call, send text messages, or check electronic mail on PDAs or other such devices. Should it become necessary to make a call while driving, you shall first pull the district vehicle over to the side of the road.

D. Personnel are prohibited from using personal cell telephones or PDAs between the dispatch of an incident and the time that the incident is cleared. This is to prevent any distractions while engaged in patient care, and to avoid any possible interference with equipment that may occur based upon the cellular activity.

Example: Use of a personal cell phone is prohibited while at the hospital and while getting the unit ready to respond or while completing necessary paperwork. But once all post-run activities at the hospital are completed and the unit is back in service, the personal cell phone may be used if necessary, at an appropriate location as long as the use does not delay movement of the vehicle back to base or to the next assignment.

## **CAMERA USE**

A. Under no circumstances shall any personnel be permitted to use the camera function of a personal cellular telephone while on duty.

B. Personnel are only permitted to use personal cell phone cameras or other image generating devices authorized and issued by COCFRD. These devices shall be used for medical purposes only, such as documenting the position of vehicles and patients at the scene of an accident or documenting mechanism of injury for use by the receiving facility to assist in guiding treatment. Any pictures taken for those purposes will be deleted upon transfer to the receiving facility.

C. All on-scene photography shall be for clinical and/or documentation purposes only and conducted only at the direction of COCFRD personnel in charge at the scene or by medical command.

D. Any photographs containing individually identifiable information are covered by the HIPAA Privacy Rule and must be protected in the same manner as patient care reports and other such documentation.

E. Any on-scene images and any other images taken by an employee in the course and scope of their employment are solely the property of COCFRD and not the property of the individual

employee. This includes any image inadvertently taken with an employee-owned cell phone camera or other digital imaging device.

F. No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, or distributed in any manner without the express, written approval of COCFRD's Public Information Officer.

Example: This prohibition includes posting photos on personal web sites, such as FaceBook or Instagram, or on other public safety agency web sites, or e-mailing images to friends, colleagues, or others in the EMS/FIRE industry.

## **PROCEDURES**

Central Oregon Coast Fire & Rescue and its members conduct themselves in a self- disciplined manner that reflects well on the District, instills confidence, and earns and maintains the trust of our customers.

In order to maintain this goal, should a disciplinary action in response to a violation of this policy become necessary, such discipline shall be of a generally positive nature with the primary goal of allowing employees to comply with work rules and procedures. All actions taken shall be in accordance with COCFRD Policy.

## **Policy 9.8 – Use of Social Media**

### **PURPOSE**

Central Oregon Coast Fire & Rescue recognizes the increasing popularity and usefulness of social media as a rapidly evolving means of communication. This policy provides employees and volunteers with important standards and guidelines when using social media.

### **SCOPE**

This policy shall apply to all district board of Directors, employees, and volunteers.

### **RESPONSIBILITY**

It is each individual's responsibility to comply with this policy. Failure to do so will result in disciplinary action, up to and including termination.



## **DEFINITION**

“Social Media” is an umbrella term for various forms of communication consisting of user-created text, audio and video published in a shared online environment, such as over the Internet or through mobile telephone networks (i.e. using personal cell phones, Smartphones, etc.) including, but not limited to, social network services (i.e. Facebook, Instagram, etc.), blogs, texts, forums or message boards, audio/video content commodities (i.e., YouTube, Tik Tok, etc.)

The differing forms of social media generally have the common characteristic of allowing for personal participation and feedback in a very fast and informal way. Social media is also typically open to vast multitudes of people to observe, copy, and use, with few, if any, access restrictions.

## **USING SOCIAL MEDIA FOR BUSINESS PURPOSES**

There are many potentially beneficial District business uses of social media, including industry related research; networking; and knowledge building.

Employees who use social media for business purposes are to always conduct themselves in a professional manner according to this policy and other applicable District policies and procedures including, but not limited to the District’s Acceptable Use of Computers, Non-Discrimination/Harassment Policy; and Sexually Explicit Material in the Workplace Policy. Additionally, if you are unsure as to whether or not a particular social media activity is appropriate, you **must** consult with your supervisor or the Fire Chief before participating in it.

Each employee or volunteer is responsible for any on-line activity conducted using a District issued e-mail address or other access method that can be traced back to the District’s domain, computer equipment or other devices and equipment, all of which can only be used to access social media if related to a valid business purpose directly related to your specific job duties with the district and/or in a manner consistent with the District’s Acceptable Use of Computers Policy. Employees and volunteers should have no expectation of privacy while using the District’s e-mail addresses, computer systems and other devices to access social media, and the District will monitor and investigate the use of its equipment as necessary.

The following standards are to be followed when using social media for business purposes:

1. Do not portray yourself as an official spokesperson for the District, or suggest you represent the District’s position, unless specifically authorized to do so in writing by the Fire Chief. If you are not an official spokesperson, be clear that any social media comments you make are your own and not on behalf of Central Coast Fire and Rescue District.
2. Speak/write in the first-person voice not the third person voice when using social media (i.e. “I believe...” rather than “we believe...”)
3. Disclose your true identity and affiliation with the District at all times when using social media for business purposes. It is inappropriate to hide behind false identities, pseudonyms, or partial names when utilizing social media.

4. Adhere to all applicable District policies concerning confidentiality when using social media. Most significantly, do not discuss or otherwise disclose non-public information learned through your work with the District including, but not limited to, confidential medical information about employees, volunteers, or members of the public.
5. Identify any copyrighted or borrowed material with citations and links. When publishing any authorized materials online through social media that include someone else's direct or paraphrased quotes, thoughts, ideas, photos or videos, always use citations and links to the original material where applicable.
6. Evaluate the accuracy and truthfulness of anything you write or produce before posting. Do not post any information that has not been verified and/or confirmed relative to accuracy and truthfulness.
7. Follow the terms and conditions of use established by the venue used for any social media activities (website, blog, discussion forum, etc.) It is your responsibility to review all such rules and to conform all of your social media activity to the applicable terms and conditions of each site.
8. Do not post any audio, video or photographic images taken at any of the District's work locations, unless specifically authorized to do so in writing by the Fire Chief.
9. Always be respectful when referring to the District's employees, volunteers, board of directors, service providers, vendors, and members of the public, including their privacy. This applies to both the type of information posted and the manner and context in which it is presented. Do not identify such individuals by name, post their pictures or provide other specific information without securing their approval.
10. Obey the law. Do not post any information or engage in any online conduct that may violate applicable local, state, or federal laws or regulations.

#### **PERSONAL USE OF SOCIAL MEDIA**

Central Oregon Coast Fire & Rescue respects the rights of the board, employees and volunteers to use social media as a medium of personal self-expression and conversation and does not want to discourage such self-expression and discussion. The District does not disapprove of employees or volunteers who use these mediums for non-work-related personal interests or other lawful purposes.

Social media sites have nearly unlimited communication potential, duration and retention, and generally can be accessed by anyone around the world. Thus, to protect the District's legitimate interests, and consistent with the District's responsibilities, employees or volunteers who maintain or contribute to social media sites are prohibited from engaging in certain activities:

1. Using the District's facilities and equipment, including computers and software, during working time to engage in personal social media activities in a manner that is inconsistent with the District's Acceptable Use of Computers Policy.
2. Posting social media that purports to represent the position, viewpoint, statements, opinions or conclusions of the District. When necessary to be clear, indicate that your posts represent your views and not necessarily the opinions of the District. Supervisors should take special note that by virtue of their position, they must consider whether the personal thoughts they choose to publish may be misunderstood as expressing the District's positions.
3. Using social media to threaten physical violence against the District's employees, volunteers, board of directors, service providers, vendors or members of the public we serve, or to harass such individuals based on their color, race, creed, national origin, religion, sex, age, disability, marital status, veteran status, sexual orientation, or other status protected by applicable law, which includes, but is not limited to, inappropriate posts, blogs, videos and pictures of a sexual nature (i.e., "sexting").
4. Using social media to post intellectual property, trademarks, logs or copyrighted materials owned by the District, service providers or vendors.
5. Posting proprietary or other confidential information learned through work with the District, including, but not limited to, confidential medical information regarding employees, volunteers, board of directors, or members of the public we serve.
6. Using photographs, recordings, marketing materials or other materials owned by the District for personal social media activities.
7. Using social media to engage in libelous, defamatory, obscene, violent, maliciously false or otherwise egregious behavior directed at the District, its employees, volunteers, board of directors, service providers, vendors, or members of the public we serve.

These limitations are not intended to infringe upon any rights employees, volunteers or board members may have under applicable local, state and federal employment and labor laws.

## **POLICY VIOLATIONS**

Employees, volunteers, and board members who are aware of potential violations of this policy should report such conduct to a supervisor or the Fire Chief. Employees, volunteers or board members who violate this policy are subject to disciplinary action, up to and including discharge. In addition, Central Oregon Coast Fire and Rescue reserves the right to take any appropriate legal action necessary to stop or remedy improper or unlawful conduct involving social media.

## **POLICY 9.9: VOLUNTEER DUTY SHIFT PROGRAM STIPEND**

### **Duty Shift Program Stipend**

The District wishes to thank its qualified volunteers for their donated skills, time, energy, and resources. We understand that our modest stipend program does not fully account for the hours of dedication you provide. We are grateful for your service to our community.

The Volunteer Duty Shift and Volunteer Duty Officer Stipend Program outlined below does not create an employee relationship between the Volunteer and the District.

Volunteers desiring to sign up for a Stipend Shift must utilize the Crew Sense portion of Target Solutions to request the date and available time slot for the desired shift. Upon approval, by the District's appointed supervisor, the Volunteer may attend their shift in accordance with this guideline. The Volunteer member must complete the required documentation prior to the completion of their shift in accordance with section 3 of this guideline.

1. Shift Expectations: The following expectations will be followed to ensure the cleanliness and readiness of District property are maintained. Additionally, the following expectations shall outline the conduct of personnel and their guests as the District allows.

a. Apparatus Readiness: Apparatus are always to be kept in a state of readiness for emergency response. Maintenance inspections of vehicles shall be in accordance with District Guidelines.

b. Personnel conduct: Conduct must always be professional and courteous. No sexually explicit materials (magazines, videos, etc.) or activity on Fire District Property.

c. Visitors: Visitors are always to be accompanied by Fire District personnel while in the station. Visiting hours are from 17:00 hours until 22:00 hours.

d. Station Cleanliness: All personnel on shift are expected to maintain cleanliness of District property including the areas of use by shift personnel i.e. bathrooms, dorm rooms, and the day room.

e. Dress Code: Members are expected to wear District issued uniform clothing during District Business Hours. Personnel may wear casual clothing after District Business Hours so long as the clothing identifies the responder on-scene as a member of the District. No gym shorts or shorts are acceptable when greeting the public or responding to calls.

2. Station Shifts (Required to pull in Station 7200):

There are three options available for volunteer responders and volunteer officers to pull shifts.

- 24 Hour Shift – 0800 to 0800
- 15 Hour Shift – 1700 to 0800

## Central Oregon Coast Fire & Rescue District Policies

- 9 Hour Shift – 0800 to 1700

Duty Officer Shifts (Not required to stay in a station):

There are two options available for volunteer duty officers to pull shift.

- 24 Hour Shift – 0800 to 0800 (Fri-Sun)
- 15 Hour Shift – 1700 to 0800 (Mon-Thur)

### 3. Documentation:

After completion of a shift, personnel shall document their activity on the District Duty Shift Form, available in the dispatch room of station 7200.

### 4. Stipends for Duty Shifts:

Volunteers will receive point credit toward LOSAP qualifications for alarms during all volunteer duty shifts. Additionally, shifts will receive the following stipends.

#### Volunteer Firefighter Duty Shifts

\$10.00 – 9 Hour Day Shift 0800-1700

\$15.00 – 15 Hour Night Shift 1700-0800

\$25.00 – 24 Hour Shift 0800-0800

#### Volunteer Duty Officers Shifts

\$20.00 – 15 Hour Night Shift 1700-0800

\$30.00 – 24 Hour Shift 0800-0800

Stipends are received in lieu of LOSAP (CCF&R) points for duty shifts. While participating in the Stipend Shift Program, LOSAP (CCF&R) points may be earned for scheduled training activities and alarm responses. No other LOSAP (CCF&R) points will be earned for stipend shifts. LOSAP (CCF&R) points have no cash value. Shift hours that vary due to time constraints, i.e. leaving an hour early to go home and get ready for work, will be rounded to meet the most appropriate shift stipend. Stipends paid to volunteers for duty shifts are taxable, must be reported to the IRS, and the volunteer will receive a W-2. Duty shifts will not be authorized unless the shift was requested and approved within the program(s) utilized by the District.

5. Volunteer Duty Firefighters Shift Selection:

Shifts will be approved on a first come first serve basis. Shifts may not consist of more than 48 consecutive hours without a 24-hour rest period.

Volunteers who participate in these duty shifts are responsible for responses to emergency care during the hours they are on duty. Firefighters and Duty Officers must sign up in advance with no guarantee of any minimum number of Stipend shifts to be assigned. All Stipend shifts must be approved in advance to qualify for any stipend amount. Payments are not guaranteed, since the program is limited by the District's budget funding the program. Volunteers may request up to an equivalent of eight 24-hour shifts per month. Volunteer Duty Officers may request up to an equivalent of ten 24-hour shifts per month.

## **POLICY 10.1: SAFETY AND LOSS PREVENTION POLICY**

### **A. PROMOTION OF SAFETY**

It is the policy of the District to promote safety in all phases of District operations. To that end, the District shall strive to provide safe equipment, necessary personal protection, and adequate training. It is the responsibility of every employee and officer to cooperate in promoting safety and integrating safety procedures into all operations.

### **B. ADMINISTRATION OF SAFETY PROGRAM**

The Chief Executive Officer shall be responsible for the day-to-day administration of the District's safety and loss prevention program, including:

1. Implementation of necessary loss prevention and risk control policies and programs, including the following:
  - a. Participation by and accountability for all officers and employees in loss prevention activities.
  - b. Hazard assessments and control.
  - c. Accident investigations.
  - d. Personal protective and safety equipment programs.
  - e. Training programs.
  - f. Operations evaluations.

g. Claims management and early return to work efforts.

2. Legal compliance with all federal, state and local safety and health regulations.
3. Providing personnel with needed resources to ensure compliance with the District's loss prevention and control policies.
4. Review of District loss data and accident investigation findings; evaluation of loss prevention activities, comparing them with current needs; assignment of responsibility for corrective action measures; and maintenance of necessary records of District activities.
5. Consulting with the District's insurance agents and carriers in developing loss control policies and procedures.
6. Creating and managing an early return-to- work program for injured employees.
7. Insuring personnel policies, manuals, job descriptions, and job placement practices are in place, and that all District volunteers, employees and officers are in compliance.

**C. Safety Committee Policy**

1. General

All Central Oregon Coast Fire & Rescue volunteers and staff will have access to and will be granted input at all safety committee meetings. Safety Committee responsibilities include, but are not limited to, conducting safety inspections, reviewing incident reports, analyzing data to determine trends, providing managers with recommendations to enhance driver, fire-ground, rescue policies and worksite safety.

2. Compliance

Safety Committee members and Central Oregon Coast Fire & Rescue officers and managers shall comply with the OR-OSHA safety committee rules and the following specific requirements and clarifications. Safety Committees are encouraged to review the safety committee rules at OAR 437-001-0765.

3. Locations of Committees

All Central Oregon Coast Fire & Rescue Stations, staff and volunteers, shall be represented by a single committee.

#### 4. Membership

Volunteers have the option of determining who will be its representatives and/or Officers may appoint representatives. Management will appoint its own representatives, which may include a non-management employee. There will always be at least one staff member on a safety committee.

#### 5. Meetings

The purpose of a meeting is to conduct safety inspections as time allows, review incident reports, analyze data to determine trends, and provide recommendations to managers for enhancing driver, fire-ground, rescue policies and worksite safety.

Meetings will be held monthly, at selected Stations throughout the year, on the last Monday of the month. Officers who meet monthly may elect to perform the OSHA-required quarterly inspection instead of holding that month's meeting.

The safety committee meeting may be held in conjunction with a staff meeting as long as there is a clear delineation between the two meetings and all the OSHA rules relating to safety committees are met.

#### 6. Recommendations to Management

Recommendations are to be made in writing to management. In turn, management will give consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time limit.

#### 7. Minutes

OR OSHA has specific requirements for meetings including keeping minutes. Safety Committees and Managers are encouraged to review the OAR for additional requirements.

Minutes may be distributed to staff by electronic mail in lieu of posting on bulletin boards. Minutes and supporting documents shall be maintained for 3 years at the local office.

#### 8. Inspections

See the Central Oregon Coast Fire & Rescue Safety Inspections form.

#### 9. Review of incidents

The Committee shall review incident reports to identify additional contributing causes and corrective action in order to prevent similar incidents in the future.

When an incident report relates to disease exposure or other sensitive or confidential issue, neither the report nor name of employee shall be shared with the committee. It is recommended that the manager share the circumstances of the incident in order for the committee to make recommendations for how future similar incidents may be prevented.



10. Access to Safety Committee rules

All Oregon - OSHA rules shall be followed and up-dated as needed.

11. Training for Safety Committee Members

OR-OSHA requires training for safety committee members. The Safety Committee members and Managers are encouraged to review the OAR for additional requirements.

OR-OSHA workshops and on-line training meet OSHA's requirements.

## **POLICY 11.1: HAZARD COMMUNICATION PROGRAM**

### **A. Introduction**

Almost every workplace contains some substances which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. Central Coast Fire & Rescue is committed to the prevention of incidents or happenings that result in injury and / or illness and comply with all applicable federal and state health and safety rules.

### **B. General Statement**

Central Oregon Coast Fire & Rescue recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. With this policy, Central Coast Fire & Rescue intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to Oregon Occupational Health and Safety and the Federal Occupational Safety and Health Act Hazard Communication Standard, Regulations 1910.1200.

A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e., compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Material Safety Data Sheet (MSDS) provided by the manufacturer.

This policy is established to:

- a. Ensure compliance with the applicable state and federal standard.
- b. Safeguard the health and safety of staff and volunteers of Central Oregon Coast Fire & Rescue.
- c. Create guidelines to follow for implementation and maintenance of a hazard communication program.

The Safety Coordinator shall administer the Hazard Communication Program for Central Oregon Coast Fire & Rescue. The Safety Coordinator will communicate and coordinate with the Division Chief of Training and Division Chief of Maintenance as required assuring compliance with this policy.

Station Captains will be responsible for maintaining their own internal safeguards following established District guidelines at their assigned stations.

### **C. Material Safety Data Sheets**

Material Safety Data Sheets (MSDS's) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.

A master MSDS book shall be created and maintained by the Safety Coordinator, in a manner that will allow a listing of hazardous substances by the manufacturer and location within the District.

Each station in the District shall have a MSDS book. The book shall include an index listing of all hazardous substances present. Each time the District receives a new hazardous substance, the substance must be added to the MSDS book within 30 days. The original copy of the Material Safety Data Sheet (MSDS) shall be sent to the Safety Coordinator and a copy to the Division Chief of Maintenance. The Safety Coordinator shall check the Master MSDS list, update it as needed, and assure that the on-site MSDS books are updated.

Annual updates of Material Safety Data Sheets (MSDS) beginning January 1, 2008 are required. Record must be submitted and shall be updated as required by the Safety Coordinator and verified for completeness by the Division Maintenance Chief. Each MSDS book is subject to audit by the Chief, Assistant Chief and/or Safety Committee.

Purchasers of chemicals used by Central Oregon Coast Fire & Rescue must assure that MSDS is for all hazardous substances in the workplace are obtained. A copy of the MSDS's must be kept and be readily accessible to employees who work with the hazardous substances. If a MSDS sheet is not available or new chemicals in use that does not have an MSDS, immediately contact the Safety Coordinator.

Purchasers for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained. It is the responsibility of the ordering individual to make every effort to obtain an MSDS from the manufacturer.

### **D. Signs and Container Labels**

All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, a new label will be affixed to those containers holding the hazardous substance.

It is the responsibility of the Maintenance Department and Station Captains to assure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the...

- a. Common/trade name of the substance.
- b. Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment if required.

Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

- a. The material is not used within the work shift of the employee making the transfer.
- b. The employee that made the transfer leaves the work area.
- c. The container is moved to another work area and is no longer in possession of the employee who filled the container.

#### **A. Training and Employee Information**

All employees of Central Oregon Coast Fire & Rescue shall receive Hazard Communication training. All employees will include temporary, volunteers, part-time, and full-time personnel. New employees will receive information on Hazard Communication from the Training Division at the start of employment. Training and education provided to employees and others must be documented with detailed records of training maintained by the Training Division.

- a. Employees and volunteers of Central Oregon Coast Fire & Rescue will be trained to chemicals they may come in contact with and location of all MSDS information.
- b. Central Oregon Coast Fire & Rescue will conduct a training and education program that shall be designed to inform employees of appropriate work practices, protective measures, and emergency measures regarding hazardous materials in the workplace.
- c. Supply employees with the chemical names of all hazardous substances.
- d. Maintain MSDS's and make them readily accessible to employees.
- e. Ensure that containers of hazardous substances bear a legible manufacturer's label or legible substitute label.
- f. Develop and implement safety measures to contain exposure to hazards.

#### **B. Exposure**

Exposure means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps

that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify the employer of such exposure. After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's supervisor to fill out all appropriate "Incident / Accident" forms and federally or state required forms.

### **C. Informing Contractors**

It is the responsibility of the Central Oregon Coast Fire & Rescue Safety Coordinator to provide contractors (with employees) of the following information:

- Hazardous chemicals / materials to which they may be exposed to while on the department premises and the location of the MSDS 3 ring binder.
- Precautions employees may take to lessen the possibility of exposure by using appropriate protective measures and an explanation of the labeling system used.

It is the responsibility of the Central Oregon Coast Fire & Rescue Safety Coordinator to identify and obtain MSDS's for chemicals / materials the contractor is bringing onto the premises for the completion of the task.

Containers used by outside service contractors shall be properly labeled prior to the use of the hazardous substance on District property.

(Other forms of this particular document may be adjusted for individual stations depending upon the type of chemical / material maintained and utilized by that fire station within the District.)

### **D. Storage Tanks and Storage Areas**

Storage tanks must be labeled with the identity of the substances that it contains. The label must show the health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) rating system must be used to show these ratings.

Employees that work in the storeroom areas, where sealed containers of hazardous substances are received for distribution to other departments, must assure that the manufacturer's labels are not defaced or removed. If the labels are removed or defaced, follow the procedure outlined for replacement of the labels. In addition, if a spill or leak occurs in a container of hazardous substance, the employees should leave the area, go to a place of safety, and call for assistance. MSDS sheets for all substances in the storeroom must be obtained and be readily accessible to employees for these substances.

### **E. Hazardous Non-routine Tasks**

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee shall exercise personal responsibility and inquire as to the MSDS

sheet location and availability. The designated supervisor for that task shall endeavor to make available that MSDS sheet and also shall inquire of the employee of their understanding of the task AND dangers associated with the chemical / material they are about to handle in the conduct of their task. Information to be provided by that designated supervisor shall include the following items:

- Specific chemical / material hazards.
- Protective / safety measures employees can take.
- Measures the department has taken to reduce the hazards, including ventilation methods, proper respirators for the chemical / material, presence of another employee as a safety, and emergency procedures.

An example of a non-routine hazardous task that may be undertaken by an employee, (volunteer) of Central Oregon Coast Fire & Rescue would be assisting with the removal of building insulation material.

#### **F. Exclusions**

These regulations do not apply to any substances which are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and foodstuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

#### **G. As Listed in Table of Contents (MSDS Books)**

- Section 1 Firefighting Foam
- Section 2 Fuel Additives
- Section 3 Gasoline
- Section 4 Diesel
- Section 5 Hand Soaps
- Section 6 Hydraulic Fluids
- Section 7 Solvents
- Section 8 Degreasers
- Section 9 Housekeeping Products
- Section 10 Car / Truck Soaps
- Section 11 Brake Fluids
- Section 12 Grease & Oil Products
- Section 13 Disinfectants
- Section 14 Eye Wash Additive / Preservative
- Section 15 Rust Treatment Solvent

### **Policy 12.1 PERSONNEL RECORDS**

Central Oregon Coast Fire & Rescue shall maintain personnel records of all personnel employed by Central Oregon Coast Fire & Rescue that provide Emergency Medical Care and operate the District Ambulance.

If any of the information contained in the employee personnel record has changed the employee is required to notify Central Oregon Coast Fire & Rescue within 30 days of that change so that records may be updated.

The following information is required to be in an individual's EMS Personnel file:

- a. Full name and home address.
- b. Indication that he/she is volunteer / paid full time / paid part time.
- c. Copy of EMT, Paramedic or Emergency Medical Responder License.
- d. Copy of his/her current valid driver's license.
- e. Copy of his/her driving record for the past three years which must indicate that he/she has not been convicted of reckless driving or driving under the influence of alcohol or controlled substances and has not had his / her drivers license suspended or revoked within that three-year period.
- f. Copies of other required specialty certificates, i.e. CPR, ACLS, etc.
- g. Documentation that he/she has successfully completed a Division approved emergency vehicle operator's course.
- h. Documentation that he / she has completed orientation to all District policies, Training objectives, Patient Care Protocols, State Regulations and Statutes.
- i. Documentation that he/she has received a test for tuberculosis and immunizations for hepatitis-b or have signed waivers.
- j. Documentation that he/she has received bloodborne pathogen and infectious disease training as prescribed by OSHA.
- k. Documentation that he/she has received Hazardous Materials Awareness training meeting the requirements prescribed by the Department of Public Safety Standards and Training and OSHA.
- l. Signed statements for Non-EMT Medic Unit Drivers indicating that:
  - (1) He/she is not addicted to alcohol or any controlled substance.
  - (2) He/she is free from any physical or mental defect or disease that might impair his/her ability to operate a ground ambulance.

(3) EMS Coordinator Statement of Ability to assist in extrication, lifting and moving of patients by a non-EMT (if applicable).

m. Annually signed Patient Confidentiality Statement.

### **Policy 12.2: CONFIDENTIALITY POLICY**

The purpose of this policy is to ensure that medical information remains confidential and protects both the patient from a violation of our confidence and the District from a violation of State Law.

All Central Oregon Coast Fire & Rescue personnel shall sign a confidentiality statement. This statement will be placed into their Employee Personnel File.

The policy will state that medical information is protected by State Law ORS 179.505, 192.525 and Federal Law 42 CRF, Part 2 and that divulging confidential information concerning a patient is grounds for immediate dismissal. Medical information is made available only as a "need to know" basis, as related to patient treatment. Any information received while in attendance at medical case reviews is also confidential and, therefore, privileged information.

District personnel will NOT discuss any medical information regarding any medical call, i.e. patient name, treatment, with anyone not connected with Central Coast Fire and Rescue. Deviation of this policy is only permitted when transferring medical care to another agency or receiving facility, under subpoena, or a "Release of information" has been signed by the patient; or if a juvenile, the patient's legal guardian.

**Central Oregon Coast Fire & Rescue**  
**Alcohol / Substance Statement**

I, \_\_\_\_\_, am a non-EMT or EMR Medic Unit Driver with Central Oregon Coast Fire & Rescue, sign this statement stating that I am not addicted to alcohol or any controlled substance.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Central Oregon Coast Fire & Rescue**

**Annual Confidentiality Statement**

As a member of Central Oregon Coast Fire & Rescue, *I understand the following:*

- Patient medical information is protected by ORS 179.505, 192.525 and Federal Law 42 CFR, Part 2;
- That Central Oregon Coast Fire & Rescue policies state that divulging confidential information concerning a patient is grounds for immediate dismissal;
- That medical information is only available to District personnel, other agencies and receiving facilities on a “need to know” basis, as related to patient treatment and transfer;
- That information received while in attendance at medical case reviews is also confidential and, therefore, privileged information.

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Print Name

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Signature

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Date

**Central Oregon Coast Fire & Rescue**

**Physical/Mental Statement**

I \_\_\_\_\_, am a non-EMT or EMR Medic Unit Driver with Central Oregon Coast Fire & Rescue, sign this statement stating that I am free from any physical or mental defect that might impair my ability to operate an Emergency Vehicle.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **POLICY # 12.2 - APPARATUS DRIVER / OPERATOR / DRIVING VIOLATIONS**

### **A. Purpose**

The purpose of this policy is to establish consistent procedures to address the consequences of traffic violation convictions; Central Oregon Coast Fire & Rescue has a duty to the public and to ourselves that requires us to ensure that only qualified and safety conscious personnel drive and operate equipment owned by the District. To assist in accomplishing this, Central Oregon Coast Fire & Rescue requires that individuals who drive District vehicles maintain an acceptable driving record.

The District will monitor the driving records of members who operate District owned vehicles and encourage and enforce safe driving practices.

Failure to maintain an acceptable driving record may lead to driving privileges being restricted, suspended, or revoked, and could lead to dismissal from the District.

An individual who has a suspended or revoked driver's license is not permitted to drive District owned vehicles under any circumstances.

### **B. Violation Conviction Guidelines and Definitions**

1. Following is a list of "Class A" violations:

- a. Driving while intoxicated
- b. Driving under the influence of drugs
- c. Negligent Homicide arising out of use of a motor vehicle (gross negligence)
- d. Operating a motor vehicle during a period of suspension or revocation
- e. Using a motor vehicle for the commission of a felony
- f. Aggravated assault with a motor vehicle
- g. Operating a motor vehicle without the owner's authority
- h. Permitting an unlicensed person to drive
- i. Reckless driving
- j. Hit and run driving

2. "Class B" violations:

Includes all moving violations not listed as Class A violations.

### **C. Consequence of Violation Convictions**

#### 1. "Class A" Violations

- a. An individual who has received a driving suspension as a result of a conviction of a Class A violation within the proceeding three (3) years shall not be permitted to drive District owned vehicles for a minimum of 18 months after that conviction.
- b. The individual shall not be permitted to drive Code 3 for a period of 3 years after the date of the conviction.
- c. It will be at the discretion of the Fire Chief to terminate service

#### 2. "Class B" Violations

- a. Any individual who has a combination of two (2) Class B violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the Fire Chief, or designee.
- b. Any individual who has a combination of three (3) Class B violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension from driving all District vehicles for a period of ninety (90) days by the Fire Chief, or designee.
- c. Any individual who has a combination of four (4) or more Class B violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension from driving all District vehicles for a period of one year (365 days) by the Fire Chief, or designee.
- d. Any individual who has been convicted of any Class B violation related to excessive speed may be issued a suspension of Code 3 driving privileges for a period up to three (3) years. Application of this rule shall be at the discretion of the Fire Chief and shall be based upon the severity of the excessive speed, i.e. over 20 MPH of the posted speed limit, speeding in school zones, etc
- e. Any individual who has received a one (1) year suspension must attend and successfully complete an approved driver improvement program.

### **D. Code of Conduct**

Any individual who has been observed driving vehicles in a reckless manner, regardless of conviction may be suspended or have his/her service to the District terminated by the discretion of the Fire Chief, or his designee.

Because volunteers respond from their work or home in their private vehicles to alarms and to the stations, their driving practices in their personal vehicles are also subject to District scrutiny.

**Policy 12.3: Medical Director Requirements and Responsibilities**

The purpose of this policy is to ensure compliance with OAR 847-35-0020 and OAR 847-35-0030 as they relate to the retention of an Oregon Health Authority approved Medical Director and his / her responsibilities to the District.

The District is required to maintain and make available the following items:

1. A signed contract or agreement with an Oregon Health Authority approved Medical Director annually updated.
2. A copy of the Medical Director's current physician license from the Board of Medical Examiners.
3. Copies of the Medical Director's DEA license.
4. A copy of standing orders / treatment protocols for each level of Licensed EMT, Paramedic and Emergency Medical Responder affiliated with the District that is signed and dated, within one year, by the Medical Director.
5. A copy of the quality assurance program.
6. A written procedure by which the Medical Director is able to audit the performance of the EMS system and its personnel.

The Medical Director is responsible for the following items:

1. Assist in developing, implementing and participating in the Quality Assurance program for all Paramedic's, EMT's and Emergency Medical Responders under his / her supervision with the District.
2. Auditing the performance of all EMS personnel with the District.
3. Any and all other responsibilities, as set forth in OAR 847-35-0020 and OAR 847-35-0030.

**Policy 12.4: EMS COORDINATOR POSITION**

Central Oregon Coast Fire & Rescue shall have a designated EMS Coordinator, who shall provide, coordinate and be responsible for:

1. Training of all employees/volunteers on the proper use of any new equipment, procedure or medication prior to being placed on an apparatus .
2. Continuing education provided by the District for the purpose of EMT, Paramedic and Emergency Medical Responder recertification.
3. Maintaining EMT, Paramedic and Emergency Medical Responder continuing education records for classes provided by the District. These records must contain: agency name; course subject; course date; course length; instructor name and signature; name and signature of the EMT, Paramedic and Emergency Medical Responder attending the course. These records must be maintained in a secure manner for a minimum of four years within the District Training Office.
4. All continuing education records for the District shall be maintained on the Training Roster form developed and adopted by Central Oregon Coast Fire & Rescue
5. Releasing of copies of all records of continuing education obtained by an EMT, Paramedic and Emergency Medical Responder through the District in a verifiable format to the requesting EMT within four days of being requested.
6. Notifying the Oregon Health Authority, in writing, within 10 days of any change in the EMS Coordinator.

**EMS Probation Requirements**

**The Following must be completed prior to completion of probation:**

1. Vehicle Operations

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

2. Understand District SOG's

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

3. Completed and passed Protocol testing

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

4. Understanding of Standing Orders for EMT level

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

5. Understanding of ORSs and OARs that apply to EMS

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

6. Know and demonstrate use of all equipment and supplies

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

7. Understand Multiple Injury Plan

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

8. Understand Lincoln County ASA plan

Date \_\_\_\_\_ FTO \_\_\_\_\_ Member \_\_\_\_\_

### **POLICY 12.5: NEW MEMBER ORIENTATION**

The purpose of this policy is to assure all new District members are properly oriented.

Prior to going on calls for Emergency Medical Service, all new members shall be orientated to all written guidelines, policies, procedures, training objectives, program standards, protocols, regulations, equipment operation, emergency vehicle operations, standing orders, state policies, county policies, federal policies and others as prescribed by the Board of Directors, Fire Chief, or law / statute.

The Training Officer and EMS Coordinator shall be responsible for orientation. It shall be completed prior to the new member ending probation or responding to calls for Emergency Medical Service.

### **POLICY 12.6: NEW EQUIPMENT, DRUG, PROCEDURE TRAINING**

The Purpose of this policy is to insure that affected EMS personnel have been trained on the use of new medication, equipment, or procedures prior to them being placed into service.

This policy shall apply to any new equipment, medication or procedure that will be placed into service for the use in patient care by Central Oregon Coast Fire & Rescue

It is the responsibility of Central Oregon Coast Fire & Rescue to provide training and orientation for all new equipment, medication or procedures used in the treatment of patients requesting our service. Training will be completed by all affected District personnel prior to that new equipment, medication or procedure being placed into service.

Prior to implementation of a new procedure, new medication use or new equipment, EMS personnel will document successful completion of training and orientation developed for that situation. One in-service will be offered two weeks prior to implementation. Personnel not attending this in-service will be required to contact the EMS Coordinator to receive training and orientation from a qualified instructor. Personnel not meeting this policy will be restricted in their scope of practice and / or equipment use.

Confirmation of training and orientation will be documented by each employee's signature on the training roster.



**POLICY 12.7: HAZARDOUS MATERIALS TRAINING**

Hazardous Materials First Responder Awareness level as required by the Oregon Health Authority will be mandatory for all members responding to calls for Emergency Medical Services.

All employees are required to maintain this level with annual refresher training as required by OSHA.

**POLICY 12.8: EMT TRAINING RECORDS**

The Training Officer of Central Oregon Coast Fire & Rescue shall maintain EMS Training Records for all classes sponsored by the District in a secure manner for a minimum of four years.

The Training Officer will maintain an individual's training records if they are provided to the District Training Officer. It is also the individual's responsibility as outlined by the Oregon Health Authority to be responsible for their own continuing education records.

It is the responsibility of the EMT to document all continuing education on the Central Oregon Coast Fire & Rescue Training Attendance Form. If education is documented on other forms, they must contain the following information to be valid:

1. Name of Agency
2. Course Subject
3. Course Date
4. Length of Course
5. Name and Signature of Instructor
6. Name and Signature of EMT

It is the responsibility of the Training Officer to release copies of EMS continuing education records. The records will be released to the individual within four (4) days of being requested.

**POLICY 12.9: BIOHAZARDOUS WASTE STORAGE AND DISPOSAL**

The purpose of this policy is to insure the proper handling of biohazardous waste, its storage and disposal.

All personnel shall follow the Central Oregon Coast Fire & Rescue "Bloodborne Pathogens and Infectious Disease Control" Standard Operating Guideline 12.

Specifically included in this plan under section 12.5 “Engineering and Work Practice Controls” are guidelines for this policy.

**POLICY 12.10: ILLNESS / INJURY / FATIGUE**

The purpose of the policy is to insure that all personnel inform supervisory staff if he / she are unable to continue work because of illness, injury or lack of rest that would jeopardize patient care.

1. It is the responsibility of the EMT, Paramedic or Emergency Medical Responder to notify the Fire Chief, or Duty Officer if Fire Chief is not available, if the EMT, Paramedic or Emergency Medical Responder is unable to respond to calls when assigned to EMS duties.
2. It is the responsibility of the EMT, Paramedic or Emergency Medical Responder to notify the Fire Chief or Duty Officer as soon as possible after an on-the-job injury. Personnel must give the Fire Chief or Duty Officer the date, time and description of the injury and any other necessary information needed to fill out the required on the job injury forms.
3. The EMT, Paramedic or Emergency Medical Responder will contact the Fire Chief or Duty Officer by phone, in person or through dispatch.
4. All further requirements as outlined in Central Oregon Coast Fire & Rescue Standard Operating Guideline 6.3 will be adhered to.

**POLICY 12.13: DISPLAYING EMS CERTIFICATION LEVEL**

The purpose of this policy is to insure compliance with Oregon Administrative Rules pertaining to Emergency Medical Personnel displaying his/her level of EMS certification while providing pre-hospital emergency medical care.

All District personnel staffing the Ambulance or providing pre-hospital emergency medical care shall display his/her level of EMS certification on the outermost garment of his/her usual work uniform at all times while staffing the ambulance or rendering patient care. Personnel shall make reasonable efforts to display this information under other circumstances such as responding to the scene in private vehicles.

Central Oregon Coast Fire & Rescue shall provide EMT’s, Paramedic’s and Emergency Medical Responders with the means to display their certification. The following methods are acceptable: shoulder patches on street-type work jackets and uniform dress shirts, breast area of T-shirts or polo-style shirts, helmets of fire fighter turnout gear via reflective decals of the type normally utilized by structural firefighting agencies: name tags on the outer garment of any type.

Certifications need not be displayed on emergency work apparel not normally worn during the provision of pre-hospital patient care.

While responding from home or other off duty locations personnel shall make reasonable efforts to display certification levels.

### **POLICY 12.14: CONTROLLED SUBSTANCES**

The purpose of this policy is to insure compliance with State and Federal rules and regulations regarding the use and storage of controlled substances with relation to Emergency Medical Services.

It is the policy of Central Oregon Coast Fire & Rescue that all controlled substances utilized and authorized in our physician-approved standing orders be controlled and maintained in the strictest manners. The controlled substances utilized by Central Oregon Coast Fire & Rescue are as follows:

- Versed

1. All controlled substances will be double locked in both the Medic Unit and in storage.
2. Only Paramedics with Standing Orders to operate under the District Physician Advisor shall have access to controlled substances and only the EMS Coordinator, Physician Advisor and the Fire Chief have access to the controlled substances kept in stock for resupply and can conduct inventories at random.
3. All controlled substances will be inventoried daily on staffed Medic Units. An inventory sheet will be signed by both on coming and off going crew members. Quantities will be confirmed and seals will be checked to assure that no tampering has occurred. This will occur at the beginning and ending of each shift at shift change by the oncoming and off going Paramedic's in charge. If the Medic Unit is not staffed daily this procedure will occur at the monthly check.
4. Each time a controlled drug is used, it will be documented on the patient care form, as well as in the controlled drug logbook. The entry will be made documenting the use with the run report number, the amount administered, the signature or initials of the Paramedic administering the controlled substance.
5. Wastage of drugs shall occur at the receiving facility, and such wastage shall be witnessed. It is preferred that the witness be a member of the hospital staff. However, if this is not possible, another EMT may be a witness. Witnesses are required to sign the Medic Unit controlled drug inventory sheet at the time of wastage.
6. When controlled substances need to be resupplied the EMS Coordinator will be responsible for filling out the requisition form and contacting the purchasing agency. Resupplied and newly introduced

substances shall be entered in the inventory book. Newly introduced controlled substances shall be clearly marked as such the first time stocked.

7. A team consisting of the EMS Coordinator, Physician Advisor and a designated Chief Officer shall investigate any discrepancies. In the event of findings of carelessness with no criminal intent, the person(s) involved will be subject to District discipline: in the event of finding a criminal intent the person(s) involved will be reported to law enforcement and, if an EMT, also be reported to the Oregon Health Authority.

8. If a controlled drug becomes expired or unusable as described in the Storing and Destroying Outdated Medication Policy, it shall be removed and given directly to the EMS Coordinator for disposal and the documentation will be done on the controlled substance inventory sheet. The disposal will occur as outlined in the Storing and Destroying Outdated Medication Policy.

Date implemented: \_\_\_\_\_

Approved by Physician Advisor: \_\_\_\_\_

### **POLICY 12.15: STORING & DESTROYING OUTDATED MEDICATIONS**

The purpose of this policy is to establish a procedure to identify, store and then destroy all medications that are deteriorated, outdated, misbranded, adulterated or otherwise unfit for use.

1. Medications will be checked during regular vehicle checks and will include all medications within those apparatus. Drugs will be checked for signs of deterioration (medication, packaging), expiration dates, correct labeling, adulterations or any other consideration making them unfit for use.
2. Checking the appropriate box on the vehicle inventory and check sheet will complete documentation of the regular vehicle check.
3. Medications deemed to be unfit for use will be immediately taken to the EMS supply storage room (Station 72) and placed in the locked area designated. This area is clearly marked with visible letters stating "DO NOT USE-EXPIRED MEDICATIONS" and the drawer will be secured at all times.
4. Medications being replaced in the apparatus or the jump kit will be checked for signs of deterioration (medication, packaging), expiration dates, correct labeling, adulterations or any other consideration making them unfit for use prior to placing them in-service.
5. Monthly the EMS Coordinator will inventory his supply of medications to ensure adequate supply and to order restock as necessary.

6. On a regular basis the EMS Coordinator will check the drawer containing the unusable and outdated medications and destroy them. The District may keep some outdated medications for training purposes but they must be kept in the secured area for outdated and unusable medications.
7. The medications will be destroyed by emptying the contents into the stations medical biohazard bin. In the case of a needle being used or part of the medication container it will be placed in a sharps type container for disposal with the biohazard waste.

### **POLICY 12.16: OUT-OF-SERVICE MEDICAL EQUIPMENT**

The purpose of this policy is to ensure compliance with Oregon Administrative Rules regarding malfunctioning patient care equipment (OAR 333-250-0049)

To establish a procedure to identify and store all equipment that is deemed out of service until the equipment has been repaired or replaced. To assure that medical equipment is maintained at a reasonable level of mechanical safety and reliability.

#### Equipment Checks:

1. All medical equipment used in the treatment of ill and injured patients will be checked on each for all units staffed on a 24-hour basis. All units staffed "on call" will be checked on a weekly basis. The checks will be performed to assure that the piece of equipment is in a state of readiness and that it will function properly. These checks will also assure cleanliness of that equipment and that it is free of any obvious damage or defect. Equipment will also be checked for proper function and cleanliness following use.

#### Out of Service Equipment:

1. Any equipment found to be sufficiently unreliable so as to endanger or potentially endanger health, safety, or welfare of a patient or crew will be immediately taken out of service.
2. The out of service equipment will be tagged with an obvious tag that clearly states "Out of Service or "Danger".
3. The equipment shall then be kept away from other in-service equipment and taken to station 72 and placed in the storage room in the area clearly marked for such out of service EMS equipment.
4. The EMS Coordinator will be notified of any out of service equipment that is not immediately replaced so that the timely and complete repair of such equipment can take place and the equipment be returned to an in-service condition.

**POLICY 12.17: Exposure Control Plan for Bloodborne Pathogens and Infectious Diseases**

The management and staff of Central Oregon Coast Fire & Rescue are committed to the prevention of incidents or happenings which result in employee injury and illness: and to comply with the Oregon OSHA Bloodborne Pathogens Standard, Oregon Administrative Rules (OAR) 437-02-0360 and OAR 437-02-1030; and through this written exposure control plan share assigned responsibility to ensure performance under that responsibility.

**Purpose:**

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or other body fluids.
2. Identify employees' occupational exposure to blood or other potentially infectious materials while performing their regular job duties.
3. To provide employees exposed to blood and OPIM information and training. A copy of this plan is available to all employees.
4. Comply with OR-OSHA Bloodborne Pathogen Standard, Oregon Administrative Rules (OAR) 437-02-1910.1030.

**Exposure Determination:**

The Central Oregon Coast Fire & Rescue has performed an exposure determination for all common job classifications which may expect to incur occupational exposures to blood or other potentially infectious materials. This exposure determination is made without regard to use of PPE. The following is a list of those job classifications in this category:

Emergency Medical Technicians (EMT's)	Firefighter / Paramedic
Paramedics	Firefighter / EMT
Firefighters	Emergency Medical Responders

The following is a list of job classifications in which some employees may have occupational exposures. Not all of these employees are expected to incur exposure to blood or OPIM. The job classification are listed below:

Job Classification Task/Procedure:

- Office Clerical work
- Maintenance work
- Fire Prevention

**Compliance Methods:**

1. Universal Precautions

“Universal precautions” recognizes all body fluids as though they are infected with bloodborne pathogens. This method of infection control requires the employer and employee to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

2. Engineering Controls and Work Practices

Engineering and work practice controls will be used by all employees to eliminate or minimize occupational exposures at this facility. The engineering controls are:

- a. Self-sheathing needles
- b. Puncture resistant disposal containers for contaminated sharp instruments
- c. Disposal Bag-valve-masks ventilators
- d. Biodegradable laundry bags for contaminated linen or cloths
- e. Red bloodborne bags in vehicles, station, and jump-kits

The work practices are:

- a. No eating, drinking, applying lip balm or cosmetics in any area where occupational exposure to bloodborne or OPIM might occur.
- b. No handling of contact lenses in any area where occupational exposure to bloodborne or OPIM might occur.
- c. No storage of food or drink in any area where occupational exposure to bloodborne or OPIM might occur.
- d. Hand washing facilities are located in the EMS area and restrooms of the fire station, and a hand wash solution available in each medical kit or vehicle.
- e. Wash hands after gloves are removed with soap and water after each patient contact or contact with potentially infectious material (sheets, pillows, etc.).
- f. Flush eyes and mucous membranes immediately after any contact with body fluid.
- g. Eating, drinking and etc. not be done in the patient compartment of any Medic Unit.
- h. Recapping, removing, or bending of needles is prohibited.

- i. Contaminated disposable sharps will be disposed of in sharps container located in all Medic Units and ALS / ILS Kits.
- j. Shearing or breaking of contaminated needles is prohibited.
- k. EMS equipment will be inspected and/or cleaned and/or decontaminated a minimum of once per month.

### 3. Personal Protective Equipment (PPE)

The following PPE will be provided at no cost to employees:

- Gloves
- Eye Shields or glasses
- Gowns
- Face Masks

All appropriate PPE will be used when employee has reason to believe that he or she will be exposed to bloodborne or OPIM.

The EMS Coordinator is assigned the responsibility to ensure and issue appropriate readily accessible PPE, without cost, to employees. Hypoallergenic glove, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided. All PPE will be removed prior to leaving the work area. All PPE will be cleaned, laundered, and disposed of by the employer at no cost to the employee. PPE, when removed, will be placed in the (designated area) for storage, washing, decontamination and disposal.

### 4. Housekeeping

This facility will be cleaned and decontaminated according to the following schedule:

See SOG 11

### 5. Contaminated laundry

Laundry which is considered a biohazard because of contamination with large amounts of blood or OPIM shall be handled in the following matter.

- a. Laundry which becomes contaminated will be stored in the clearly marked biohazard laundry bags. These bags are water soluble and once placed in the bag, do not require any further contact.



b. Biohazard laundry which is enclosed in the bags may then be placed in the regular laundry. Do not place soiled laundry in the dark red biohazard bags!

## 6. Regulated Waste

The following procedures will be followed:

- a. Contaminated trash will be stored in the clearly marked red biohazard bags and placed in the large biohazard disposal bin located in the main Station. The bin will be lined with a red plastic bag and clearly marked with biohazard symbol.
- b. Secured sharps containers are provided for use in each ALS kit for storage of contaminated sharps. Sharp containers will be transported in a secure location and shall be of the type which do not allow contents to escape. Full containers will be sealed and placed in the biohazard bin for disposal.
- c. Full biohazard bins will be disposed of by contacting the garbage service.
- d. Liquid bio-hazardous material will be disposed of by flushing down the toilet.

## 7. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up:

- Hepatitis B vaccination

Central Oregon Coast Fire & Rescue will offer at no cost to exposed employees the Hepatitis B vaccine and vaccination series, and the post exposure follow-up to those who have had an exposure incident within 10 working days after receiving the initial job assignment. EMS Coordinator is in charge of the Hepatitis B vaccination program.

The Fire Chief or EMS Coordinator will ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylactic are:

- a. Made available at no charge to the employee at a reasonable place and time.
- b. Performed or supervised by a licensed healthcare professional according to the recommendations of the CDC.

- Post Exposure evaluation and Follow-up:

When an employee has an exposure incident, it will be reported to the Duty Officer and follow the current department protocol. (See appendix A)

Following a reported and confirmed exposure incident, the exposed employee will immediately receive a confidential medical evaluation including the following elements:

- Document route(s) of exposure
- Identify, if possible and legal the source individual

- Obtain consent and test source individual's blood to determine HIV and HBV status
- Provide the exposed employee with source of individual's blood test results
- Obtain employee's consent and test blood for HIV and HBV status
- if the employee does not consent to HIV serological testing, preserve baseline blood sample for at least 90 days
- Provide HBV and HIV serological testing, counseling, and safe and effective post-exposure prophylactic following the current recommendations of the U.S. Public Health Service.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the standard. All post exposure follow-ups will be performed by Dr. Wisham M.D. or other Medical Doctor at Samaritan Pacific Communities Hospital.

- Information Provided to the Healthcare Professional:

The EMS Coordinator will ensure that the healthcare professional responsible for the employee's hepatitis B vaccination is provided the following:

- OR-OSHA standard
- description of employee's job duties relevant to exposure
- documentation of route(s) of exposure
- circumstances of exposure
- results of source individual's blood tests (if available)
- all relevant employee medical records
- vaccination status

- Healthcare Professional's Written Opinion

The Fire Chief or designee will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for HBV vaccination will be limited to whether HBV is indicated for an employee, and if the employee has received such vaccination. The healthcare professional's written opinion for post exposure follow-up will be limited to the following information:

- that the employee has been informed of the results of the evaluation and any medical conditions resulting from the exposure incident that may require further evaluation and treatment.
- all other diagnoses must remain confidential and not be included in this report

## 8. Labels and Signs

EMS Coordinator will ensure biohazard labels are on each container of regulated waste.

## 9. Information and Training

EMS Coordinator will ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated with 12 months of the previous training. The training program will be tailored to the education and language level of the employee and offered during the normal Drill nights. The training will contain the follow information and interactive:

- How to obtain a copy of the regulatory text and an explanation of its contents;
- Information on the epidemiology and symptoms of bloodborne diseases;
- Ways in which bloodborne pathogens are transmitted;
- Explanation of the exposure control plan and how to obtain a copy;
- Information on how to recognize tasks that might result in occupational exposure;
- Explanation of the use and limitations of work practice and engineering controls, and PPE;
- Information on the types, selection, proper use, location, removal, handling, decontamination and disposal of PPE;

Additional training will be given to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

## 10. Recordkeeping

The Fire Chief is responsible for maintaining medical records as indicated below. These records will be kept in the Fire Chiefs Office at Central Oregon Coast Fire & Rescue

Under the Bloodborne Pathogens Standard, medical records also must include the following information:

- Employee's name and social security number.
- Employee's Hepatitis B vaccination status including vaccination dates and any medical records related to the employee's ability to receive vaccinations
- Results of examinations, medical testing, and post-exposure evaluation and follow-up procedures.
- Health care professional's written opinion.
- A copy of the information provided to the health care professional.

An occupational bloodborne pathogens exposure incident (e.g., needle stick, laceration, or splash) should be classified as an injury since it is usually the result of an instantaneous event or exposure. It should be recorded if it meets one of the following:

## Central Oregon Coast Fire & Rescue District Policies

- The incident is a work-related injury that involves loss of consciousness, transfer to another job, or restriction of work or motion.
- The incident results in the recommendation of medical treatment beyond first aid (e.g., gamma globulin, Hepatitis B immune globulin, Hepatitis B vaccine, or zidovudine) regardless of dosage.
- The incident results in a diagnosis of seroconversion. The serological status of the employee is not to be recorded on the OSHA 200.

When a case of seroconversion is known, it should be recorded on the OSHA 200 as an injury (e.g., “needle stick” rather than “seroconversion”) in the following manner:

- a. If the date of the event or exposure is known, record the original injury date of the event or exposure in column.
- b. If there are multiple events or exposures, record the most recent injury date in column B.

Medical records must be kept confidential and maintained for at least the duration of employment plus 30 years.

### 11. Training Records

The EMS Coordinator is responsible for maintaining the following records. These records will be kept in the Training Office at Central Oregon Coast Fire & Rescue for a minimum of 3 years. These records will include:

- Training dates
- Content or summary of training
- Names and qualifications of instructor
- Names and job titles of trainees

All employee records will be made available to the employee or employee representative upon written request.

### Evaluation and Review

The EMS Coordinator is responsible for (annually or as needed) reviewing this program, and its effectiveness, and for updating as needed.

**POLICY 12.18: EMS RECORDS POLICY**

EMT's and First Responders are required by the Oregon Health Division to have all of the below listed information and records on file with Central Coast Fire and Rescue. This information is reviewed annually to ensure it is complete and updated. If any of the information contained in this file is changed you are required to update this file within 30 days of that change.

**Name:** \_\_\_\_\_

**Home address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Certification Number:** \_\_\_\_\_

**Work Status:** \_\_\_\_\_ ( PFT, PPT, V )

**Copies of the below listed information are required:**

\_\_\_\_\_ **Copy of Certification**

\_\_\_\_\_ **Copy of current ODL**

\_\_\_\_\_ **Copy of driving record (last 3 years)**

\_\_\_\_\_ **Copy of CPR Card**

\_\_\_\_\_ **Copy of ACLS Card (Paramedic's only)**

\_\_\_\_\_ **Documentation of completed Drivers Training**

\_\_\_\_\_ **Documentation of a completed orientation to all District policies, Training objectives, Patient Care Protocols, Regulations, and Statues.**

\_\_\_\_\_ **Documentation of Hazardous Materials Awareness Training**

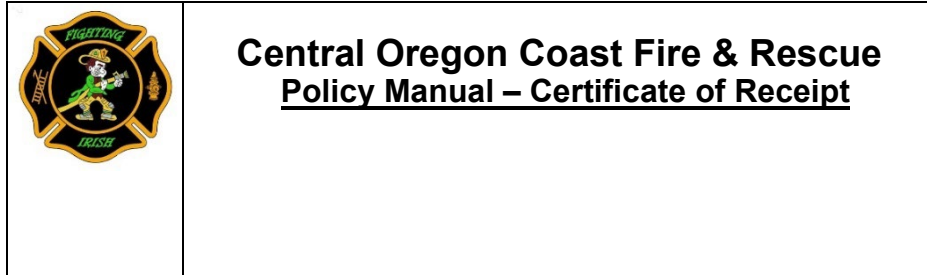
\_\_\_\_\_ **Documentation of Bloodborne Pathogen Training (OSHA )**

**REQUIRED TO HAVE ALL THE BELOW SIGNED STATEMENTS ON FILE:**

- \_\_\_\_\_ Not addicted to alcohol or controlled substances.
- \_\_\_\_\_ Is free from any physical or mental defect that might impair ability to operate an Ambulance / Rescue vehicle.
- \_\_\_\_\_ Annually signed Patient Confidentiality Statement.
- \_\_\_\_\_ If non-EMT a signed statement of demonstrated ability to properly assist in the extrication, lifting and moving of patients.

**REQUIRED MEDICAL INFORMATION ON FILE IN PERSONNEL MEDICAL FILE:**

- \_\_\_\_\_ Documentation of annual test for Tuberculosis or signed waiver.
- \_\_\_\_\_ (Date noted in EMS personnel file)
- \_\_\_\_\_ Documentation of an immunization for Hepatitis-B or signed waiver.
- \_\_\_\_\_ (Dates of immunization in EMS personnel file)



I certify that I have received a copy of the Personnel Policies and Procedures of the District. I understand that it is my responsibility to read and ask questions if necessary, regarding personnel policies.

I accept responsibility for understanding and complying with the District's policies. I understand that my employment can be terminated with or without cause, at any time, at the option of either the District or myself, subject however only to such restrictions as may appear in the District Policies and Procedures Manual, as each may be amended periodically.

I understand that no one except the Board has the authority to enter into any agreement in writing contrary to the personnel policies and procedures of the District.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

This Protocol applies if an exposure occurs which involves body fluids, airborne, or bloodborne pathogens



Decontaminate exposure as well as possible



Contact Duty Officer and fill out exposure report and insurance information



**If exposure involves body fluids and is considered a significant exposure (or if unsure),**

Duty Officer shall:

Have employee immediately evaluated in Emergency Room (within three hours)

**Plus Contact:**

Fire Chief



COCFR Fire Chief will then contact employee to discuss exposure and follow-up care



COCFR Fire Chief will contact Hospital ICO and attempt to document source of exposure and make determination of risk



**If exposure involves body fluids and is not considered a significant or if exposure is from airborne particles.**

COCFR Fire Chief will contact employee with findings and treatment plan



Employee will go to medical facility as directed by Fire Chief (Emergency Room vs. Fire Department physician)

In most cases, treatment and evaluation at a medical facility does not need to be undertaken in the first 24 hours



## **Appendix B**

### **Public Meeting Laws**

ORS 192.610 to 192.690

### **Special Districts**

ORS 198.510 to 198.600

### **Safety Committee**

OAR 437-001-0765

### **Government Ethics**

ORS 244

### **References**

SDAO: Special Districts Association of Oregon

BOLI : Oregon Bureau of Labor & Industries

OSHA: Occupational Safety and Health Administration

OHA: Oregon Health Authority

DPSST: Department of Public Safety Standards & Training