

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE	RESIDENCY PROGRAM	ADOPTED 1/1/2008
POLICY NUMBER	2-022	AMENDED 5/4/2011

PURPOSE

1. To improve the District's response times and level of service to the public.
2. To provide members the opportunity to gain experience.
3. To improve staffing levels.

DISCUSSION

1. This program will provide two (2) beds at St 85, two (2) at St 86, and one (1) at St 84.
2. Residency will be for six (6) months increments. Interested employees will submit an application to the Chief. An interview by the district Captains will be given. Selected employees will sign a contract with the district.
3. Acceptance into this program does not confer any right of tenancy or employment. Employees remain volunteers or part-time and "at will".
4. Residents may re-apply after 6 months to the Fire Chief.

PREREQUISITES

1. Must be a volunteer or part-time employee of the district with a valid California Driving License of Appropriate class.
2. St 85 residents must be operators of E85 and G85 (WT85 desired).

POLICY

1. All District rules, regulations and Standard Operating Guidelines will be followed.
2. Whenever Station 85 is staffed the on duty Captain and Duty Chief will be notified.
3. When Station 85 is staffed during business hours, and when appropriate, the flag will be up and bay doors will be open.
4. During business hours, staff will be in uniform as per usual.
5. Any time, while on district property, is the same as reporting for duty. Note Fit for duty policy.
6. Personal belongings will be limited to what can fit in the provided lockers. One operable car/vehicle per employee may be at the station at any given time.
7. All personal belongings will be stored and the station left clean every morning by 0700 hrs.
8. Log books must be filled out.
9. Noise will be kept to a minimum between 2100 hrs and 0800 hrs.
10. Reset temperature control devices as needed if leaving the station.
11. Communicate any needed repairs or supplies to the on duty Captain.

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12. Employees will be on paid status during calls.
13. Employees will be on paid status when assigned jobs by the on duty Captain (i.e. rig checks, repairs etc.). The on duty Captain will confer with the Duty Chief prior to assigning any jobs.
14. The District is not responsible for personal items.

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POLICY TITLE **SLEEPOVER PROGRAM**

ADOPTED 1/1/2008

POLICY NUMBER **2-024**

AMENDED 5/4/2011

The purpose of this program is to enhance the district's response capability, to promote the spirit of volunteerism within the ranks of the Placer Hills Fire Protection District and to provide experience for staff. This program is open to the district's volunteers and part-time employees. Full-time personnel may not participate. Employees who participate in this program must be in compliance with the district's policies, rules and regulations. The district reserves the right to deny this program to any employee. The district does not require any employee to participate in this program. Volunteers who participate do so of their own free will, and they will be compensated by the district's points per call/training program. Part-time employees will be paid for calls or chores as required by the Company Officer at the regular hourly rate. Frequent participation in this program does not imply any right of tenancy.

The district's stations are public buildings. While participating in this program, the employees must conduct themselves with the district's public image in mind.

The following rules will apply, in addition to the District's policies, rules and regulations;

1. Permission to participate must be obtained from the Duty Chief.
2. Participants must document their sleepover in the station logbook.
3. No alcohol is to be consumed either shortly before a sleep over or at the station. (See Fit for Duty Policy).
4. All food items must be stored in the appropriate place.
5. Noise at the station must be kept down between 2100 and 0800 hours.
6. All personal belongings must be removed by 0700 hours.
7. The quarters must be cleaned by 0700 hours.
8. All temperature control devices must be re-set to standard settings.
9. Any station supplies that run low or equipment that ceases to function or is broken must be communicated to the Captain or the Duty Chief as soon as possible.

Due to the fact that the stations are frequently left open, the district cannot be held responsible for any personal items that are damaged or stolen during sleepovers.

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POLICY TITLE **STRIKE TEAM** **ADOPTED 1/1/2006**
POLICY NUMBER **2-025** **AMENDED 5/4/2011, 7/6/2011, 11/6/13, 1/6/2016**

If possible, the District will send an engine company or other resource, any place, any time, when requested by another agency. In time of extreme need, the District will send, if possible, multiple engine companies or resources out of district at the same time. Staffing will be 4-0 when possible.

IN COUNTY

Type 3 (Code 3) B86
Type 1 (Code 3) E86 (uphill) E84 (downhill)

This is usually an initial attack strike team and the appropriate staffed engine will respond. Volunteer and part-time staff may augment the company if available. The Duty Chief may move crews around in order to send a balanced crew and provide for district coverage.

OUT OF COUNTY

Type 3 B86 (appropriate equipment removed)
Type 1 E86 (appropriate equipment removed)

1. These engines will respond with 4 personnel when possible. (District staffing, State reimbursement and employee availability being considerations).
2. These engines must have a Captain in charge of the unit.
3. These engines must have an Engineer driving and operating the unit.

PROCEDURE

1. A list of Engineers and Firefighters will be posted every year before fire season.
2. The Duty Chief will attempt to send the full-time Captain who is on duty. The Duty Chief will offer the full-time Engineer the assignment. Once the full-time Engineer goes on a strike team, he/she will then be put at the bottom of the strike team list. Due to district and/or staffing needs, the Duty Chief may select other full-time employees or personnel lower on the lists, in order to provide a safe and balanced crew and allow for district coverage. Full-time engineers have seniority over all other Engineers and will always be the unit's engineer. (See Company Officer Seniority SOG).
3. The Duty Chief will use the list to determine the crew fifteen (15) minutes after the pagers and the emergency notification system (Everbridge) are activated.

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4. To be eligible for a strike team crew, district personnel must be responding to calls and current with training requirements.
5. Once personnel have gone on a strike team, their name will be dropped to the bottom of the list until their name comes back up due to multiple strike teams or unavailability of other personnel.
6. When the district is toned out, all available personnel will respond to the appropriate station in uniform. All personnel will take their uniform shirt, complete structure and wildland turnouts and personal gear (such as extra clothes and toiletries).
7. The unit will respond twenty (20) minutes after the tone out.
8. Scheduled paid personnel will be sent out of district, as needed, with the understanding that their primary mission is to protect the district. Depending on staffing levels, this may cause the scheduled staff to be passed over by the Duty Chief.
9. If a crew, or its relief, is sent home within twenty-four (24) hours of its arrival at base camp or fire scene, without actively fighting fire, the Chief may allow their names to remain at the top of their category.
10. If toned out for an "Initial Attack" strike team, the engine must leave Code 3 immediately. The Company Officer or Duty Chief must consider district coverage prior to leaving.

GENERAL:

1. The District will change crews every seven (7) days when possible.
2. Personnel responding on a strike team should be prepared to be on assignment for fourteen (14) or more days. Depending on the needs of the district, strike team, employees and County, the Chief may authorize extending the assignment greater than fourteen (14) days but not to exceed 21 days.
3. While waiting to respond, all personnel will help prepare the unit (i.e.: put ice, drinks and food on board. Check for H.T.s, maps, fuel card, motor oil, cell phone, brief case, etc.).
4. The Officer in command of the unit will contact the district on a daily basis when possible, and keep a log of mileage, materials used, expenses, etc. (a logbook is in the brief case).
5. The crew will perform daily checks on the unit (the form is in the brief case).
6. The crew will act professionally at all times as they are representing the District.