

## Emergency Action Plan and Fire Prevention Plan

### 201.1 PURPOSE AND SCOPE

State MODIFIED

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

### 201.2 POLICY

State MODIFIED

The Placer Hills-Newcastle-Forest Hill-Fire District s are committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

### 201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

State MODIFIED

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

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (8 CCR 3220):
1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments
  2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
  3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
  4. Rescue and medical duties.
  5. Means of reporting fires and other emergencies.
  6. Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
  7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
  8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to (8 CCR 3221):

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1. Potential fire hazards and their proper handling and storage procedures, potential ignition sources (e.g., welding, smoking) and their control procedures, and the type of fire protection equipment or systems that can control a fire involving them.
  2. Names and regular job titles of those responsible for maintaining the equipment and systems installed to prevent or control ignitions or fires.
  3. Names and regular job titles of those responsible for controlling the accumulation of flammable or combustible waste materials.
  4. Procedures to control the accumulation of flammable and combustible waste.
  5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each district workplace or facility and made available for member and visitor review.

#### 201.3.1 EMERGENCY PLANS

**Agency Content**

#### 201.4 TRAINING

**State**

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

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## California Fair Political Practices Commission Filings (Placer Hills and Newcastle Fire Districts)

### 204.1 PURPOSE AND SCOPE

The Political Reform Act (Govt. Code § 810000, et seq) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 California Code of Regulations § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearings it may be amended by the FPPC to conform to amendments in the Act. Therefore, the terms of § 18730 and any amendments to it adopted by the FPPC are hereby incorporated by reference. The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated positions to report all potential economic conflicts of interest to the District.

### 204.2 POLICY

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

### 204.3 PROCEDURE

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

### 204.4 DISTRICT RESPONSIBILITIES

The Placer County Elections Office shall serve as the Filing Officer for the District and shall be responsible for administering the filings in accordance with applicable laws.

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

#### 204.4.1 FILING REQUIREMENTS

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

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

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#### **204.4.2 FILING PROCESS**

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

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

#### **204.4.3 REPORTING REQUIREMENTS**

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

#### **204.4.4 DESIGNATED CLASSIFICATIONS**

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

- Board Member                      Category 1, 2
- Fire Chief                              Category 1, 2
- Fire Marshal                          Category 2
- Battalion Chief                      Category 2
- Consultant<sup>1</sup>

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### **204.4.5 DISCLOSURE CATEGORIES: DEFINED**

#### Category 1:

Persons in this category shall disclose all interests in real property which are located entirely or partly within District boundaries or within two (2) miles of District boundaries, or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest, or option to acquire such interest in real property. Persons shall also disclose all investments and business positions in business entities, and sources of income that: (a) are engaged in the acquisition or disposal of real property in the District; (b) are contractors or subcontractors which are or have been within the past two (2) years engaged in work or services of the type used by the District; or (c) manufacture or sell supplies, machinery or equipment used by the District.

#### Category 2:

Persons in this category shall disclose investments and business positions in, or income from, all sources that provide any service or good that is the type used by the District which the designated person manages or directs.

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<sup>1</sup> Consultants shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: the District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirement.

## Liability Claims

### 205.1 PURPOSE AND SCOPE

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

### 205.2 POLICY

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

### 205.3 RESPONSIBILITY

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

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

### 205.4 RESPONSE TO CLAIMS

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

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

The risk manager should ensure the claim is accepted or rejected by the district's governing body within 45 days. Notice of acceptance or rejection should be given to the complainant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely but that the claimant may apply promptly to the District for a leave to file a late claim (Government Code § 912.4; Government Code § 913; Government Code § 911.3).

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

## Electronic Mail

### 206.1 PURPOSE AND SCOPE

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

### 206.2 POLICY

Placer Hills-Newcastle-Forest Hill-Fire District members shall use email in a professional manner in accordance with this policy and current law (e.g., California Public Records Act).

### 206.3 PRIVACY EXPECTATION

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

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

### 206.4 RESTRICTED USE

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

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

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

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

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### **206.5 EMAIL RECORD MANAGEMENT**

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

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



## **Administrative Communications**

### **207.1 PURPOSE AND SCOPE**

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

### **207.2 POLICY**

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

### **207.3 PERSONNEL ORDERS**

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

### **207.4 CORRESPONDENCE**

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

### **207.5 MEMORANDUMS**

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

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

Recommendations for a standardized district memorandum format: a standard heading including the name of the District, the date of the memorandum, the intended recipient of the memorandum, the name, rank and division of the district member creating the memorandum, and a brief statement of the subject of the memorandum.

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#### **207.6 FACSIMILE COVER SHEETS**

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

#### **207.7 SURVEYS**

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

## Minimum Staffing Levels

### 208.1 PURPOSE AND SCOPE

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

### 208.2 POLICY

It is the policy of the Placer Hills and Newcastle Fire Districts to maintain minimum staffing levels that allow for effective and efficient service delivery to the public.

### 208.3 MINIMUM STAFFING

Duty Officer – Staffed 24/7 with one.

1. (1) Battalion Chief

Station 84 16999 Placer Hills Road – Staffed 24/7 ALS with two.

1. (1) Captain
2. (1) Engineer
  - a) A minimum of one Paramedic shall be on duty each shift.

Station 86 100 W Weimar Cross Roads – Staffed 24/7 ALS with two.

1. (1) Captain
2. (1) Engineer
3. (1) Limited Term Firefighter
  - a) A minimum of one Paramedic shall be on duty each shift.

Station 41 9211 Cypress St. – Staffed 24/7 BLS with two.

1. (1) Captain
2. (1) Engineer
  - a) A minimum of two (2) qualified fire suppression personnel shall be on duty each shift.

### 208.4 ACTING REQUIREMENTS

A District employee will act to fill a budgeted position in a higher classification, when requested by the District, provided the employee meets all of the minimum qualifications set forth in the affected classification description and has successfully completed the acting task book assignment for the classification or has successfully completed a previous examination process (i.e. name placed on the hiring list) for the classification. To remain eligible to act to in a higher classification the employee must successfully complete the next available examination process (i.e. name placed on the hiring list) for the classification.

The task book process is a one-time opportunity to qualify to act. If personnel are qualified through the task book process and fail the next available examination process, they do not meet requirements to act and cannot complete the task book again. They must wait for the next testing process.

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If an employee feels that he/she has a justifiable reason not to "act," upon written request supported by reasons, the District shall determine whether his/her name shall be removed from the employment list. Removal may be temporary or permanent.

### 208.4.1 INTERN FIREFIGHTER

Intern Firefighters may be assigned to any shift or station at the discretion of the Operations Chief.

## Post-Incident Analysis

### 209.1 PURPOSE AND SCOPE

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

### 209.2 POLICY

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

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

#### 209.2.1 RESPONSIBILITIES

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

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

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

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

### 209.3 POST-INCIDENT ANALYSIS

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

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

- (a) A PIA may include:
  1. Evaluation of the overall operational effectiveness.

## *Post-Incident Analysis*

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

### **209.4 TYPES OF POST-INCIDENT ANALYSIS**

#### **209.4.1 HOT WASH**

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

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

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

#### **209.4.2 INFORMAL PIA**

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

#### **209.4.3 COMPANY-LEVEL PIA**

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

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

#### 209.4.4 FORMAL PIA

- (a) A formal PIA should be conducted following all:
  - 1. Multiple-alarm structure fires.
  - 2. Multiple-alarm brush fires.
  - 3. Multiple-alarm Emergency Medical Services (EMS) incidents.
  - 4. Multiple-alarm special operations incidents.
  - 5. Major disaster drills.
  - 6. Unusual incidents identified by the IC or other staff officers.
- (b) A formal PIA should be considered for:
  - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
  - 2. Any incident in which an unusual event occurs, (e.g., explosion, collapse).
  - 3. Any fire resulting in a fatality.
  - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
  - 5. Any "close call" incident where firefighters could have been injured.
  - 6. Any hazardous materials incident with multi-company involvement.
  - 7. Any specialty rescue operation with multi-company involvement.
  - 8. Any incident, at the IC's discretion or at the direction of a senior officer.
- (c) The Training/Safety Division Division Officer is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
  - 1. Setting a presentation date and location within three days (whenever possible) of the incident.
  - 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
  - 3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
  - 4. Notifying Shift Commanders.
  - 5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
  - 6. Arranging move-up and/or cover companies from other departments.

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## *Post-Incident Analysis*

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

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

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



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## Annual Planning Calendar

### 210.1 PURPOSE AND SCOPE

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

#### 210.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 210.2 POLICY

The Placer Hills-Newcastle-Foresthill-Fire District will comply with all mandatory training requirements and inspections.

### 210.3 RESPONSIBILITIES

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

- All necessary National Incident Management System (NIMS) and Occupational Safety and Health Administration (OSHA) training.
- All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) and state requirements.
- Training required for job specific duties and functions, including emergency response roles, the Incident Command System (ICS) and FIRESCOPE training, wildland interface training and target hazard training. Training may include manipulative exercises, didactic classroom work and simulations.
- An annual vehicle inventory.
- An inspection and review of all plot plans and pre-fire attack plans.
- Protective clothing inspections.
- Hose and ladders, including aerials inspections.
- Vehicle and pump capacity inspection and testing.

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

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## Solicitation of Funds

### 211.1 PURPOSE AND SCOPE

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

#### 211.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 211.2 POLICY

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

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

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

### 211.3 PROCEDURES

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

- (a) Compliance with applicable federal, state and local laws and regulations
- (b) Compliance with district and governing-body policies
- (c) A benefit to the District that is consistent with the district mission
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors
- (f) Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor
- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.

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- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored
- (i) Respect of the donors' privacy and a commitment that the District will not sell or otherwise make available donors' names and contact information

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

### **211.4 DISTRICT-SPONSORED EVENTS**

The following also apply to district-sponsored fundraising events:

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

### **211.5 FUNDRAISING ON BEHALF OF OTHERS**

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

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

- (a) Written proof that the event is for a charitable purpose.

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

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