

## **PERSONNEL**

### **Volunteers**

The volunteer of Yakima County Fire Protection District No. 5 constitutes a valuable and significant resource for an effective program. The program(s) of the district shall function successfully when qualified volunteer personnel are appointed, opportunities for volunteer training are provided and the best possible working conditions are maintained which are conducive to personal, occupational and professional satisfaction and which encourage each volunteer member to make the fullest contribution to the district's program.

The district is subject to and required to comply with other federal, state, local laws and regulations related to the employment process. This includes, but is not limited to civil rights laws, the Occupational Safety and Health Act, and regulations of the Equal Employment Opportunity Commission, Department of Labor, and Internal Revenue Service.

THE PERSONNEL POLICIES ADOPTED BY THE FIRE DISTRICT ARE INTENDED TO BE GENERAL STATEMENTS OF DISTRICT POLICY. THEY ARE NOT INTENDED TO BE A PART OF THE EMPLOYMENT RELATIONSHIP BETWEEN THE DISTRICT AND INDIVIDUAL STAFF MEMBERS AND NOT TO BE CONSIDERED CONTRACTUAL IN NATURE.

Addendum: On January 1, 2008 the Board of Fire Commissioners adopted the title of On Call Part Time Fire Fighters for the Volunteer Fire Fighters of Yakima County Fire District No. 5. This name change in no way changes the status of the Volunteer Fire Fighter of Yakima County Fire District No. 5 and each member will continue to participate in the Washington State Volunteer Fire Fighter and Reserve Officers Relief & Pension Act and all other programs offered prior to this name change. Throughout this document the title of Volunteer Fire Fighter shall be synonymous with On Call Part Time Fire Fighter.

Adoption Date: May 3, 2005

Revision Date: January 1, 2008

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

**PERSONNEL****Nondiscrimination**

The district shall provide equal employment opportunity and treatment for all applicants and district members in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, age, sex, marital status or non-job-related physical, sensory or mental handicaps, except insofar as such bases are valid occupational qualifications.

Cross Reference: Policy 2804  
Policy 2830/2830P/2830F

Affirmative Action  
Disciplinary Action and Discharge

Legal Reference: RCW 49.60  
WAC 392.200

Law against discrimination  
Employment discrimination  
Title VII, Civil Rights Act of 1964  
P.L. 99-603 (IRCA), Immigration Reform  
and Control Act of 1986

Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Employment of Handicapped Persons**

In order to fulfill the district's commitment of nondiscrimination to those with handicapping conditions, the following conditions shall prevail:

1. No qualified handicapped person shall, solely by reason of a handicap, be subjected to discrimination, and the department shall not limit, segregate or classify any applicants for employment of any volunteer member in any way that adversely affects opportunities or status because of a handicap. This prohibition applies to all aspects of volunteerism from recruitment to promotions.
2. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or volunteer member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
  - Making facilities used by volunteers readily accessible and usable by handicapped persons, and
  - In determining whether or not accommodation would impose an undue hardship on the department, factors to be considered include the nature and cost of the accommodation.
3. The district shall not make use of any employment test or criteria that screens out handicapped persons unless:
  - The test or criteria is clearly and specifically job-related, and
  - Alternative tests or criteria are not available to evaluate the applicant's ability to perform the job.
4. While the district may not make pre-employment inquiry as to whether an applicant has a handicap or as to the nature and severity of any such handicap, it may inquire into an applicant's ability to perform job-related functions.

5. Any district member who believes that there has been a violation of the policy of the law prohibiting discrimination because of a handicap may initiate a grievance through the procedures for volunteer complaints.

Cross Reference:	Policy 2801	Nondiscrimination
	Policy 2804	Affirmative Action
	Policy 2840/2840P	Resolution of District Member Complaints

Legal Reference: 45 C.F.R. 84, Section 504, Vocational Rehabilitation Act of 1973  
RCW 49.60 Law Against Discrimination

Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Sexual Harassment**

The district recognizes its responsibility to provide a working environment that is free from all types of discrimination, including sexual harassment. Sexual harassment is defined as deliberate verbal, visual or physical advances made within the work setting and unwelcome by the person for whom they are intended. Such unwelcome conduct is seen as harassment when submission to the conduct:

- Is made a term or condition of the volunteer membership, or
- Results in a denial of a promotion or other membership enhancing opportunities, or
- Interferes with the volunteer member's work performance or otherwise creates an intimidating, hostile, or offensive working environment.

Any district member who has been found, after appropriate investigation, to have sexually harassed another district member will be subject to disciplinary action and/or discharge.

The chief is directed to develop procedures that provide for receiving and investigating a complaint from any volunteer member who alleges that he/she has been subjected to sexual harassment. The district board of commissioners shall be advised of all formal complaints that are filed with the chief.

Cross Reference:	Policy 2830/2830P/2830F/2830E Policy 2840/2840P	Disciplinary Action and Discharge Resolution of District Member Complaints
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Legal Reference:	Sec. 703, Title VII, Civil Rights Act of 1964 29 CFR 1604.11 RCW 49.60 Law Against Discrimination
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Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Sexual Harassment**

A district member who believes that he/she has been subjected to sexual harassment should report the alleged harassment within sixty (60) days to their supervisor. The district member may consult with their supervisor without filing a formal complaint. If the harassment complaint is against the member's supervisor, the complainant may report such charges to the district chief or chairman of the board depending upon who is next in the chain of command. As a result of this informal conference, the district will begin action to resolve the alleged harassment on an informal basis. If the complaint cannot be resolved informally, the complaining party shall submit a written complaint which sets forth the specific acts, conditions or circumstances regarding the alleged harassment.

#### **Formal review**

The chief or highest non-involved officer shall investigate the allegations set forth within thirty (30) calendar days of the filing of the charge. The officer shall prepare a full written report of the complaint and the results of the investigation. The chief or highest non-involved officer shall respond in writing to the complainant as expeditiously as possible, but in no event later than thirty (30) calendar days following receipt of the written complaint. The chief or highest non-involved officer shall state that the district either:

- Denies the allegations contained in the written complaint received by the district, or
- Shall implement reasonable measures to eliminate any such act, conditions or circumstances.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than thirty (30) calendar days following the chief's or highest non-involved officer's mailing of a written response to the complaining party.

#### **Appeal to Board of Commissioners**

If a complainant remains aggrieved as a result of the action or inaction of the chief or highest non-involved officer, he/she may file a written notice of appeal with the secretary of the board by the tenth calendar day following:

- The date upon which the complainant received the chief's or highest non-involved officer's response, or

- The expiration of the thirty-calendar day response period stated, whichever occurs first.

The board shall schedule a hearing to commence by the twentieth calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the tenth calendar day following the termination of the hearing and shall provide a copy to all parties involved.

The district will protect the rights of all persons involved in the grievance process including persons against whom the grievance has been filed, witnesses and individuals who register sexual harassment complaints. Personnel involved in the resolution process shall not suffer restraint, interference, discrimination, coercion or reprisal on account of participation in the complaint procedure.

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained for a period of five (5) years.

Adoption Date: May 3, 2005

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

**PERSONNEL****Affirmative Action**

The district is committed to undertake affirmative action which shall make effective equal employment opportunities for current volunteers and all volunteer applicants.

Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, handicapped, ethnic minorities, women and veterans.

Cross Reference:	Policy 2801	Nondiscrimination
	Policy 2802	Employment of Handicapped Persons

Legal Reference: Exec. Order 11246, Amended by Executive Order 11375  
CFR 45, Affirmative Action

Adoption Date: May 3, 2005

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



**PERSONNEL****Volunteer Firefighters Recruitment**

The board of fire commissioners recognizes the valuable contribution made to the total district program through the volunteer firefighter program. The board of fire commissioners and district career staff are committed to promoting a unit(s) that develops pride in their personal contribution as a volunteer as well as recognition for their contribution to the community. The board is also committed to implementing a public information program that reflects the quality of service that volunteers render.

The chief shall be responsible for developing and implementing procedures for the eligibility standards, screening, selection, training and assignment of volunteer firefighters.

Adoption Date: May 3, 2005    Revision Date: January 1, 2011    Revision Date: May 1, 2012

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

## **PERSONNEL**

### **Volunteer Firefighters**

#### **RECRUITMENT**

Each district member should strive to recruit qualified people for the position of volunteer fire fighter for the district at every opportunity. An active recruitment program insures a strong and dedicated volunteer force. The following procedure outlines the process a prospective volunteer fire fighter recruit will follow.

Any person 18 years of age and older, regardless of race, creed, national origin, or marital status and free from any physical and/or sensory handicaps that would prevent full participation may apply for a volunteer fire fighter position.

The potential volunteer fire fighter will obtain a district application packet. Official application packets may be obtained from the district's headquarter station. Applicants for the position of volunteer fire fighter will be subject to, but not limited to the following:

- Minimum 18 years of age.
- Applicant lives within the fire district boundaries (unless waived by district chief)
- Possess a valid Washington State driver's license with an insurable driving record.
- Be able to read and write English and to read and understand policies, rules, instructions, and written materials of the district.
- Be able to follow oral and written instructions.
- Exhibit health and physical fitness
- Completed district application
- Recommendation of acceptance from assigned battalion officer following reference check and interview
- Clear record from the Washington State Patrol Criminal History Check
- Approval of application by district chief
- Pass physical examination including drug screening offered by the fire district

Upon completion of the above mentioned requirements an applicant will be eligible to participate in the district's Recruit Training Program. Once accepted into the district's recruit training program, complete and satisfactory completion will be required.

During the recruit training program the applicant is released to respond to calls on a limited basis in a Recruit Status. An accelerated course may be authorized for a person with prior active fire service experience subject to verification of training and knowledge in subject matter requirements of the district and familiarization of district equipment.

Completion of all required district training followed with a release from the district training division will allow the recruit volunteer fire fighter to begin their probationary fire fighter period.

Probationary fire fighters will be evaluated by their assigned officer every six months for a period of one year from date of release. Satisfactory performance evaluations will allow probationary fire fighter to become non-probationary fire fighters with full release on trained firefighting activities.

### **Volunteer Firefighter**

#### **RETIRE - REHIRE**

In 2010 the State of Washington Board for Volunteer Firefighters and Reserve Officers, through legislative action began permitting the rehiring of retired Volunteer Firefighters over the age of 65 and that meet the following conditions:

- The retired member must be at least sixty-five (65) years of age and has been retired by the Board of Trustees under RCW 41.24.170 and has been in receipt of a monthly pension for no less than three months.
- Each applicant shall submit a letter of interest to resume volunteer service to the local Board of Trustees for the Board of Volunteer Firefighters and Reserve Officers. The letter of interest shall include the area of service the applicant is interested in. (i.e. combat firefighter, EMS provider, support personnel)
- The retired member is required to submit to an annual medical examination by the District Physician at the District's expense and may resume volunteer service only if the District physician certifies each year that the retired member meets appropriate medical and health standards for the position as outlined on the State Boards physical exam form.
- A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history form; or (3) if the medical exam reveals abuse of alcohol and/or controlled substances.
- The retired member is not eligible for disability payments pursuant to RCW 41.24.150 in the event that the retired member becomes disabled as a result of the performance of his or her duties.
- No period of service by a retired member may be used to calculate their retirement pension.
- The candidate is expected to operate a motor vehicle and will be required to present a valid Washington State driver's license.

- The candidate will be required to meet the requirements of the job applied for as outlined in the District's Policy and Procedure Manual.

### **BOARD OF TRUSTEES CONSIDERATIONS**

When the District elects to permit retired members to resume volunteer service the District shall be required to pay an additional annual charge to the State of Washington Board for Volunteer Firefighters and Reserve Officers based on the increased cost of medical and relief benefits for retired members as set by the State Board.

The Board of Trustees will consider the need for the retired member based upon the current needs at the station the retired member will be assigned to and the number of active members and new recruits for that station.

An Annual Retirement/Rehire Physical Examination Certification form shall be filled out and signed by the Chair of the local board upon initial application of the retired member.

Retired members eligible to resume service will do so at the rank and pay of firefighter or firefighter EMT. Retire/Rehire members will not hold an officers rank and must meet the minimum qualifications of Firefighter.

Cross Reference: Policy 2801  
Policy 2802  
Policy 2804

Nondiscrimination  
Employment of Handicapped Persons  
Affirmative Action

Legal Reference: RCW 49.60  
RCW 41.24.023  
WAC 392.200

Law Against Discrimination  
Law pertaining to Retire/Rehire  
Employment Discrimination Title VII, Civil Rights Act of 1964 P.L. 99-603 (IRCA),  
Immigration Reform and Control Act of 1986  
45 C.F.R. 84, Section 504, Vocational Rehabilitation Act of 1973

Adoption Date: May 3, 2005 Revision Date: February 3, 2009 Revision Date: January 1, 2011  
Revision Date: May 1, 2012 Revision Date: August 25, 2014

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

**PERSONNEL****Volunteers - Physical Examinations**

The Board of Fire Commissioners recognizes that firefighters are required to be physically fit and that performance at emergency scenes may require the firefighter to undergo strenuous exertion and to perform physical activities that may not be associated with normal jobs. Entry level physicals including a pre-membership drug screen will be required for all potential volunteer members to assess their physical condition. Volunteer members of the district will be offered a (DOT) physical examinations every other year.

It shall be the responsibility of each volunteer member to remain physically fit to perform the strenuous work of firefighting. At any time a volunteer member feels they are no longer capable of fulfilling the physical requirements to fight fire, it shall be their responsibility to report such to their supervisor.

Cross Reference: Policy 2802  
Procedure 4200P-5

Employment of Handicapped Persons  
Firefighter Injuries

Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Physical Examinations**

Prior to membership as a volunteer firefighter, the candidate must pass a physical examination which meets the minimum requirements of the Washington State Board for Volunteer Fire Fighters' and Reserve Officers' Relief and Pensions Act and Yakima County Fire District #5. A district provided standard physical form will be a guide to each examination. Exams will include, but may not be limited to:

- DOT Equivalent Physical
- Pulmonary Function Test (Spirometry)
- Respiratory/ Medical Questionnaire
- Respiratory Clearance (Certificate)
- Hepatitis B Vaccination Series (voluntary)
- Tetanus (if needed)
- PPD (TB Test)
- Pre-employment drug screen

Pre-membership examinations shall be administered by a physician selected or accepted by the district. Any candidate who fails a pre-membership physical will not be considered as a volunteer.

Volunteer members will be offered a (DOT) physical every other year.

The intent of the routine physical examination is to make sure members required to perform fire ground functions are capable of such work and are in good health. Ultimately, each volunteer member along with the member's physician is responsible for their own health & fitness and shall report any health/physical condition that may limit them from performing firefighting/EMS activities.

The routine examination will be provided by a physician selected or accepted by the district. A copy of the results of the examination shall be furnished to both the district and the member.

Adoption Date: May 3, 2005  
Revision Date: April 7, 2015

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

## **PERSONNEL**

### **Volunteer Training**

All district volunteers shall meet minimum training standards specific to their duties and continued training to maintain competency such as directed by this standard.

Additional education and study are prerequisites for continued growth and ability to assume increased responsibility and/or to satisfy new demands facing the district volunteer. Volunteers are encouraged to gain additional skills through special study or other opportunities for in-service education. The district will normally pay the necessary costs for any required courses.

The Deputy Chief of Training shall be responsible for preparing a program for the development of volunteers in order that each will have opportunity to develop optimum skills for his/her position. Notices and descriptions of training sessions shall be posted and/or made available to each district volunteer. Each district volunteer shall supply the training division with any certificates of classes attended for continued education purposes.

Cross Reference: Policy 2741/2741P/2741E  
Policy 2742/2742P  
Policy 2743/2743P

Travel Expenses  
Advance Travel Expense Revolving Fund  
Charge Card

Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Training**

#### **1. Suppression Personnel**

##### **Scheduled training:**

A minimum of two (2) training drills per month shall be scheduled for all members. Training drills shall reflect, as much as safely possible, emergency scene conditions to affect a sense of urgency and realism. Drills shall be scheduled by the designated training officer and shall strive to meet the annual training requirements of O.S.H.A., FEMA, the Department of Labor and Industries, the Department of Social and Health Services, and the Washington State Patrol Fire Protection Bureau Fire Service Training in all aspects of fire suppression, EMS, equipment operation, S.C.B.A.'s and driver training.

##### **Duration/attendance requirements:**

Each scheduled drill will be competency based, lasting on the average at least two (2) hours. Each member is expected to attend a minimum of seventy-five percent (75%) of the yearly scheduled fire and EMS training (excluding fire association meetings, officer drills). Included in the mandatory seventy-five percent (75%) attended drills, will be required drills as recognized by the district. (i.e. S.C.B.A. quarterly drills and mandatory EMS drills). Any firefighting member who does not meet these requirements, or has not been excused by their supervisor or the district chief could face disciplinary action.

##### **Topics of training:**

Whenever possible, a monthly training schedule shall be posted that reflects the following training issues:

1. Fire related training to include but not limited to:

The Yakima County Training Officer's Association Instructor Guide as published and distributed by the Yakima County Fire Chief's Association is hereby part of the standard operational guidelines of this district. The manual includes such items as those listed below and follows related curriculum of the Washington State Patrol Fire Protection Bureau:

aircraft crash and rescue  
behavior of fire  
disaster planning  
driver training

forcible entry  
hose practices  
hydrants  
L.P. gas



electrical hazards  
evacuation for hospitals  
extinguishers  
fire and arson investigation  
fire engineering  
fire department knots  
fire hose I  
fire strategy  
fire streams  
fire tactics  
fire terminology  
flammable liquids

ladders  
operating pumpers  
portable pumps  
prefire planning  
pumper tests  
residential fires  
respiratory equipment  
resuscitators  
safety  
sprinklers  
tank vehicles  
ventilation  
wildland fire fighting

2. E.M.S. related training as required

3. Scheduled officer training

4. Additional topics of instruction shall include on a quarterly basis an open safety meeting or a minimum quarterly S.C.B.A. drill.

## **2. EVAP Certification**

To assure prompt responses, members shall attempt to qualify as driver/operators on all apparatus at their assigned station. Training shall be conducted by appointment with an instructor assigned by the training division. Final certification shall be made by the assigned battalion officer after observing a final driving test. Trainees may practice driving under the supervision of an authorized driver/evaluator as appointed by the trainees battalion officer or the training division. All apparatus training shall be based on procedures from the training division. Trainees must fulfill the following requirements:

- Complete the Emergency Vehicle Accident Prevention Program (EVAP) given by the fire district.
- Possess and maintain a valid Washington State driver's license.
- Have an insurable driving record.
- Pass examination covering district vehicles and related equipment regulations. Being very proficient at all pump operations.
- Demonstrate proficiency on drill grounds.

All apparatus except for command vehicles shall utilize a backup person if available. If a backup person is not available, then the driver shall complete a walk around the vehicle looking for hazards. When cleared, driver may proceed backing-up slowly, only as far as necessary to clear the situation, then proceed in a forward motion. Anyone not complying with this directive may be

suspended from driving for 90 days. A second offense may result in a permanent driving suspension.

### **3. Part-Time Dispatchers**

The district shall have a minimum training standard set forth for full-time dispatchers. These standards shall meet or exceed the standards set by the State of Washington or by the governing body under which emergency dispatchers are regulated. Dispatchers will be required to meet minimum continuing education standards on an annual basis unless otherwise stated by the district chief.

All new dispatchers shall meet the following minimum training standards:

1. Satisfactorily complete the dispatcher training program administered by the district.

All dispatchers shall meet the following minimum continuing education standards while employed by the district as a dispatcher:

1. Work a minimum of 16 hours (2shifts) per 30 calendar days and no less than 22 shifts per year.
2. Participation in dispatch training meetings.
3. Participation in the district's ongoing quality assurance program.
4. Maintain continuing education on a quarterly basis, this may include dispatch training meetings and participation in quality assurance programs.

Dispatchers are encouraged to complete Tele-communicator 1 & 2.

Dispatchers that have been on any approved leave of absences for more than 30 calendar days will be required to participate in refresher training and be released by the dispatch supervisor prior to taking a regular shift.

### **3. Special Operation Groups**

A. Water Rescue Group – Shall train as per guidelines established in the Water Rescue Guidelines Manual.

B. Dozer Group – Shall train as per guidelines established in the Dozer Operations Guidelines Manual.

**Additional training sources:**

From time to time, additional classes will be made available for interested district members. Class announcements will be posted on the bulletin board or district newsletter. Any district member wishing to attend shall get approval from their supervisor by completing the appropriate current District forms.

All authorized expenses incurred by the district member to attend an authorized class shall be paid by the fire district. Expenses shall include all registration fees, books and mileage costs. Whenever possible, billing shall be arranged directly through the fire district to prevent out-of-pocket expenses by the district member.

If a class is longer than one day and/or the distance to the class is further than 60 miles from the district, the chief may authorize additional expenses, including meals, lodging, mileage or emergency expenses. These expenses, if not provided in advance, shall be reimbursed to the firefighter as provided in policy number 2811.

Adoption Date: May 3, 2005

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

**PERSONNEL****Organization of Staff**

The chief has the responsibility for developing position descriptions for each staff member. Supervisory relationships and general responsibilities shall be reflected in an organizational chart.

Adoption Date: May 3, 2005  
Revision Date: March 6, 2007

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

EXHIBIT 2808  
YAKIMA COUNTY FIRE DISTRICT NO. 5  
ORGANIZATIONAL CHART  
PAGE 1

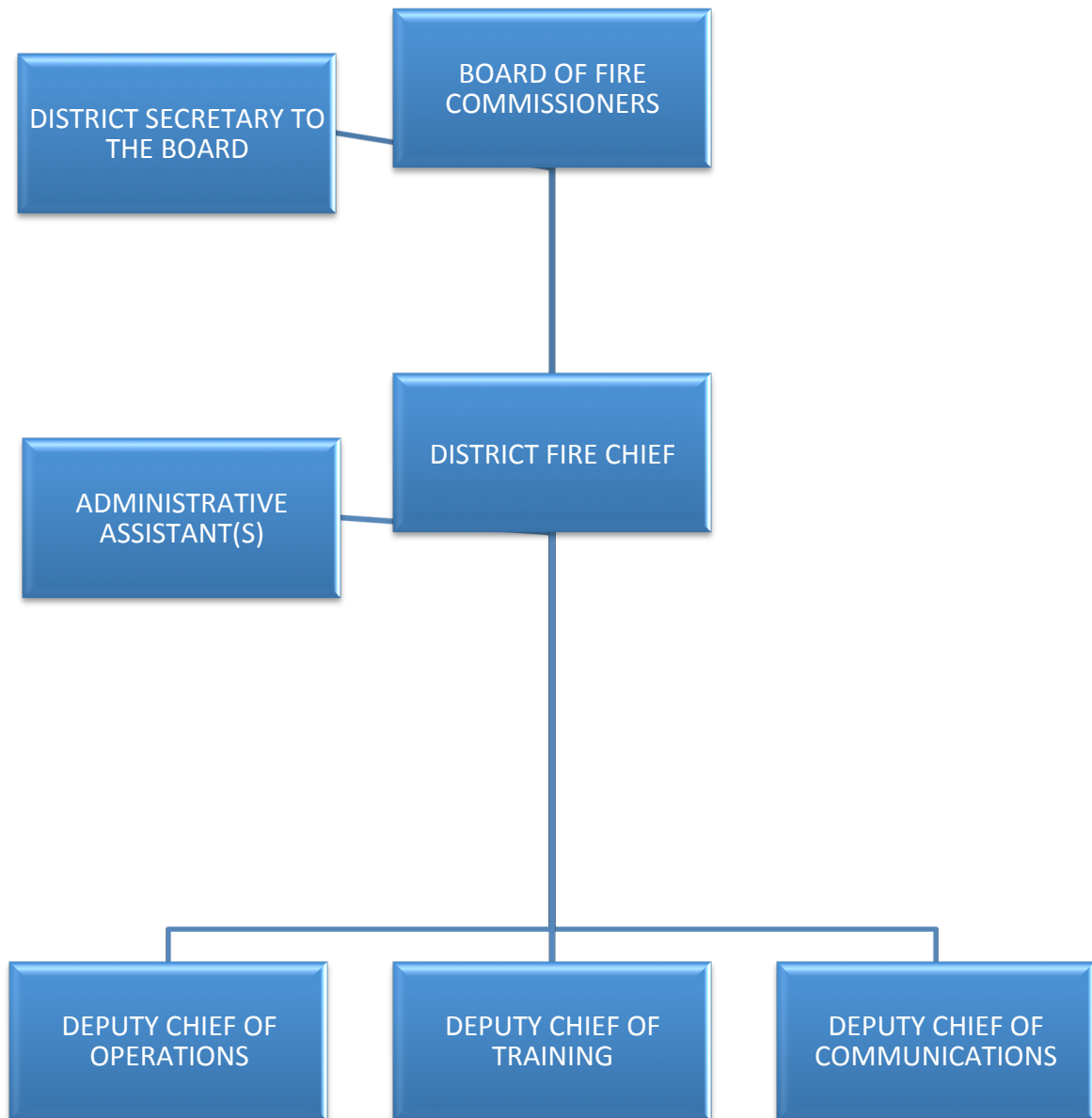


EXHIBIT 2808  
YAKIMA COUNTY FIRE DISTRICT #5  
ORGANIZATIONAL CHART  
PAGE 2

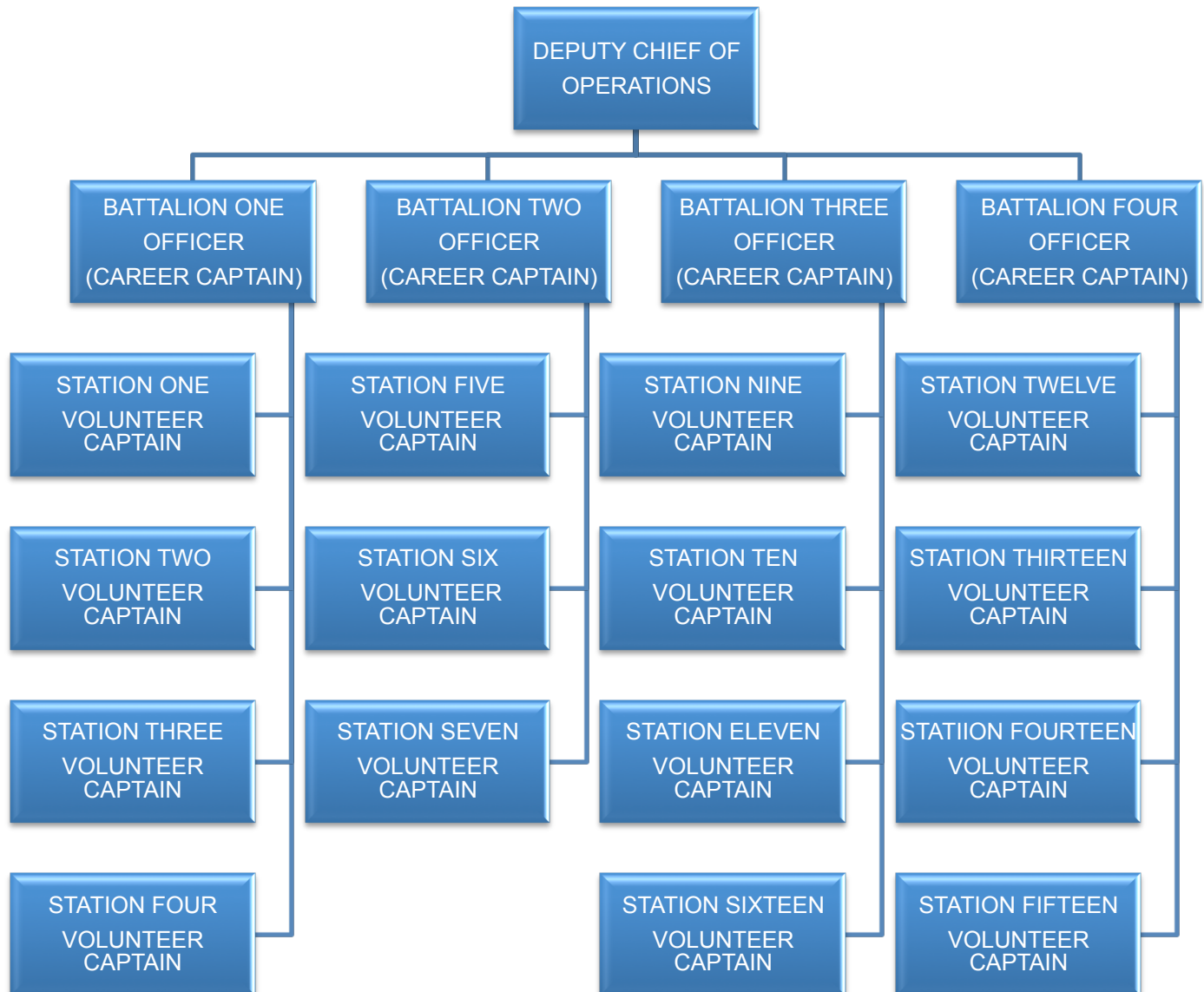


EXHIBIT 2808  
YAKIMA COUNTY FIRE DISTRICT NO. 5  
ORGANIZATIONAL CHART  
PAGE 3

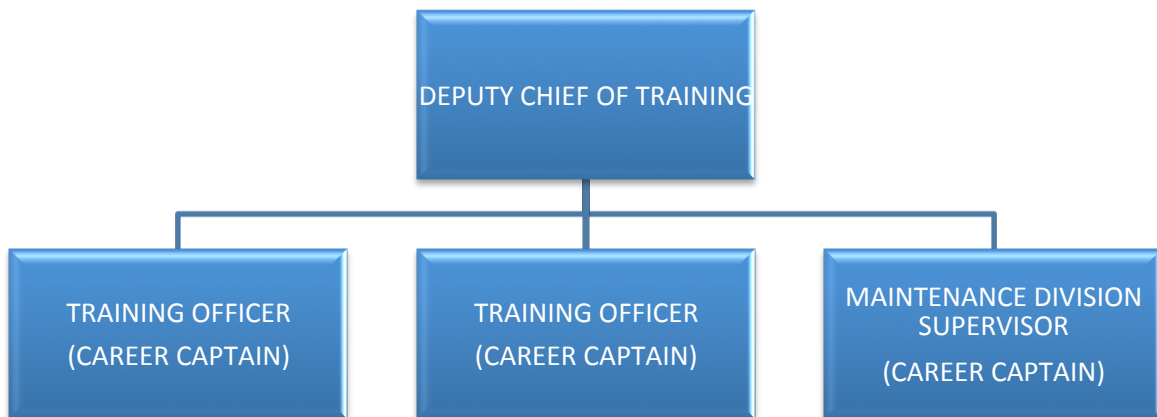


EXHIBIT 2808  
YAKIMA COUNTY FIRE DISTRICT NO. 5  
ORGANIZATIONAL CHART  
PAGE 4

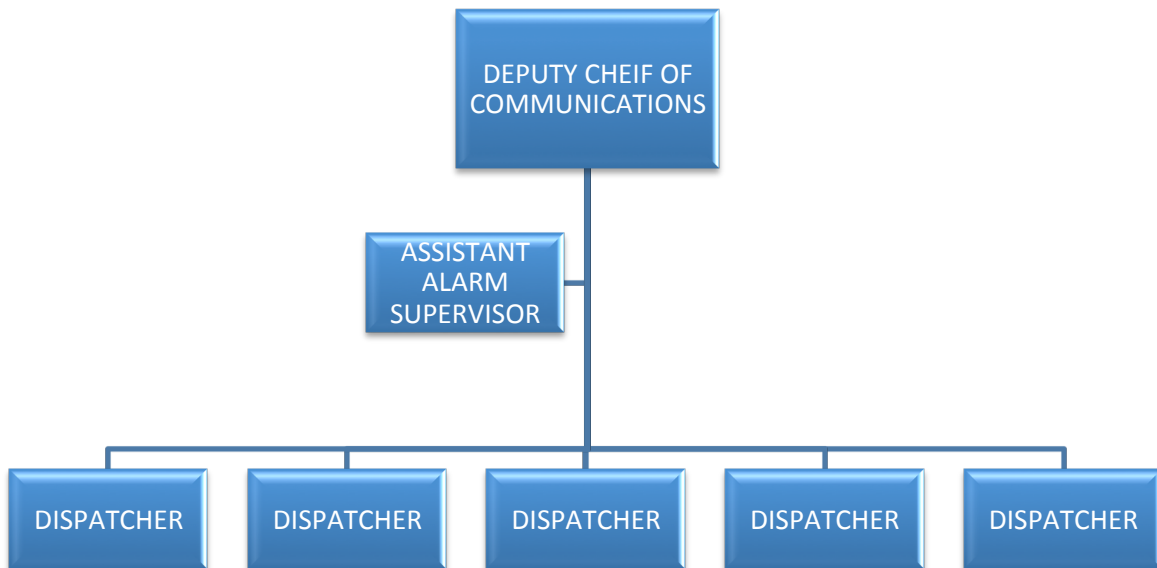
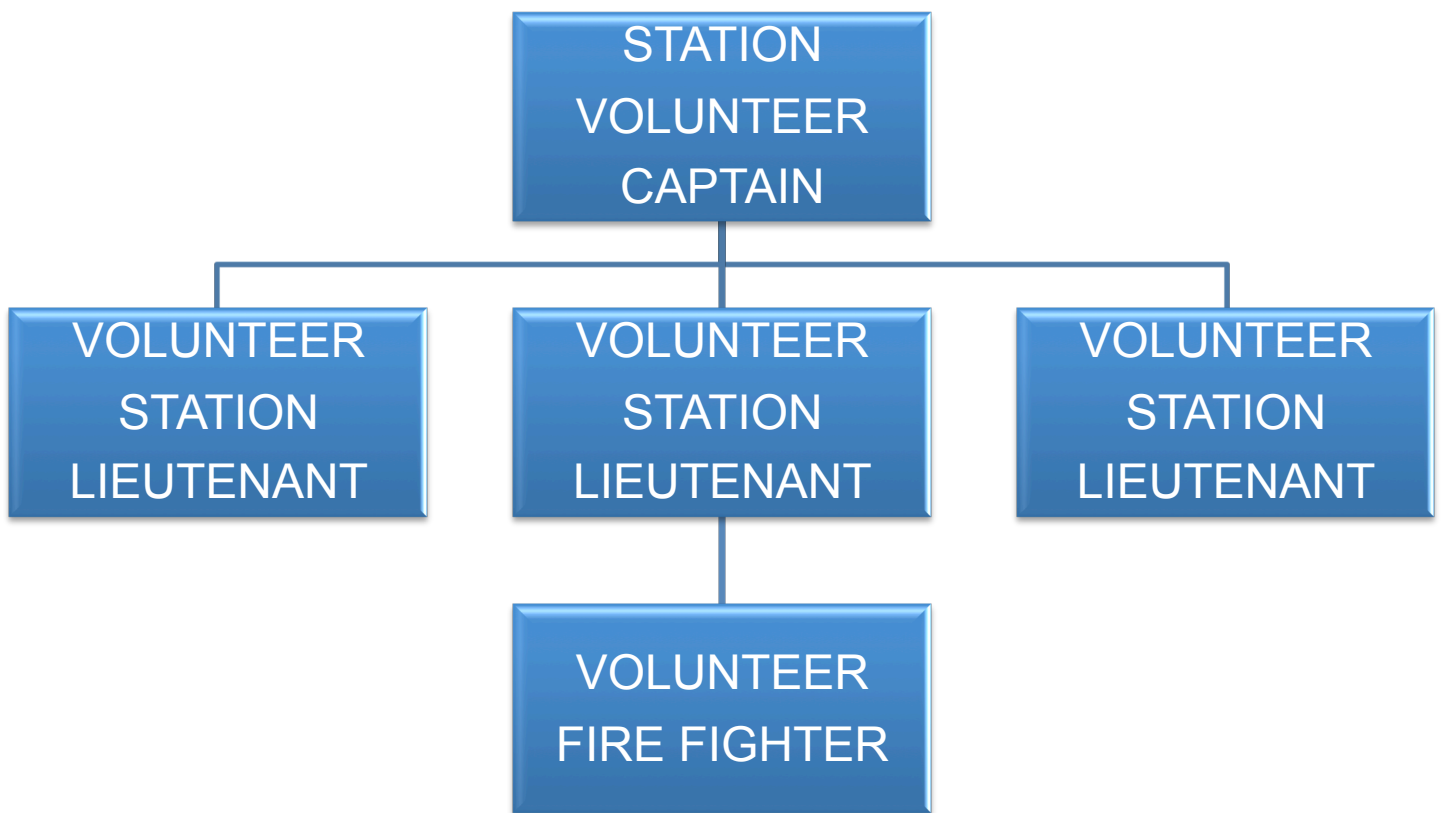




EXHIBIT 2808  
YAKIMA COUNTY FIRE DISTRICT #5  
ORGANIZATIONAL CHART  
PAGE 5



## **PERSONNEL**

### **Position Description**

Volunteer members are subject to the policies of the district. The chief shall be responsible for developing position descriptions to assure that volunteer members know what is expected of them and how these expectations may be achieved.

Position descriptions shall be:

- Reviewed by a volunteer member at the time of application and signed to reflect understanding of duties.
- Made part of the volunteer member's personnel file.
- Reviewed annually in conjunction with the annual performance review.
- Reviewed with the volunteer member as new services are added or as operational changes take place.

Position descriptions shall be provided to all new volunteer members or when a position description has been revised.

All volunteer members shall also acknowledge at the time of application that this policy and procedure manual is a statement of district policy only and not a contract between the district and said volunteer member.

Adoption Date: May 3, 2005

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

## Yakima County Fire District #5

### Volunteer Captain (Station officer)

#### PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO: Battalion Officer

SUPERVISES: Assigned Fire Fighters

#### GENERAL STATEMENT OF DUTIES

Responds on station apparatus and directs as an initial officer the activities of volunteer fire and aid teams at the scene of a fire or emergency. Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Performs general maintenance of fire apparatus, equipment and facilities.

#### ESSENTIAL JOB FUNCTIONS

- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.
- Assures preservation of fire scenes until an origin and cause has been determined or until scene has been turned over to an investigator, Law enforcement or property owner.
- Supervises assigned volunteer fire fighters.
- Supervise and assist in the operation and activities of assigned volunteer fire fighters at emergency calls.
- Supervises the progress of less experienced volunteer personnel. i.e. recruits.
- Recommends promotions and/or rewards based on performance.

- Forwards unresolved grievances and other personnel matters within response area to assigned Battalion Officer or in their absence the assigned battalion supervisor.
- Recommends disciplinary action of supervised volunteer fire fighters to assigned Battalion Officer.
- Enforces and complies with District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to the fire service.
- Assures the safety of assigned personnel on the scene of fires and emergencies.
- Coordinates fire drills and department training for assigned volunteer fire fighters with the training division as needed.
- Participates in a minimum of seventy-five percent (75%) of fire and EMS drills and department training and a minimum of fifty (50%) of yearly officer drills, to learn and upgrade skills in firefighting and EMS methods, equipment, services and supervision.
- Responsible for complete and accurate reports of all emergency runs within response area.
- Responsible for completion of monthly maintenance & station check reports.
- Insures that equipment and station inventory is accounted for.
- Assures that station, equipment and apparatus are maintained in a ready state.
- Maintains the cleanliness of station, apparatus and equipment.
- Reports all repairs needed to equipment and property to Battalion Officer or in their absence the assigned battalion supervisor.
- Reports all injuries and/or deaths to a senior officer.

#### OTHER JOB FUNCTIONS

- May prepare and maintain response records on all fire fighters within response area.
- Performs other related duties as assigned by supervisor.

#### WORKING CONDITIONS

Work is performed in fire stations while sitting, standing or walking and at fire and emergency medical incidents under varying and extreme conditions. When responding to fire emergencies, volunteer risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

## MINIMUM QUALIFICATIONS

### Knowledge of

- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within response area.
- Operation and basic maintenance of current fire and rescue apparatus assigned to station.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within assigned response area.
- The safe and appropriate use of firefighting equipment and related tools.

### Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Strive to achieve good morale and maximum performance among subordinates.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Maintain composure and react quickly in emergency situations.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine a proper course of action.

## EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Seven year's experience as a volunteer fire fighter.

## LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician (EMT-B/Combitybe) Certified. (After January 1, 2005)
- Emergency Vehicle Accident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management System Training, IS-100, IS-200
- Advanced Tactics training (i.e. ITAC, MITCO, STICO)
- Wild land Fire Fighter 2
- Must meet current position level training as noted in training guidelines
- Must live in assigned response area.

The signature below signifies that the volunteer member has received and understands the job description for the position held.

VOLUNTEER SIGNATURE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

## Yakima County Fire District #5

### Volunteer Lieutenant (Station officer)

#### PRIMARY DUTY

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

REPORTS TO    Station Captain

SUPERVISES    Assigned Fire Fighters

#### GENERAL STATEMENT OF DUTIES

Responds on station apparatus and directs as an initial officer in the absence of a higher ranking officer, the activities of volunteer fire and aid teams at the scene of a fire or emergency. Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Performs general maintenance of fire apparatus, equipment and facilities.

#### ESSENTIAL JOB FUNCTIONS

- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.
- Assures preservation of fire scenes until an origin and cause has been determined or until scene has been turned over to an investigator, Law enforcement or property owner.
- Manages assigned volunteer fire fighters.
- Manages and assist in the operation and activities of assigned volunteer fire fighters at emergency calls.
- Assist the Station Captain in managing the progress of less experienced volunteer personnel. i.e. recruits.

- Recommends promotions and/or rewards based on performance to Station Captain.
- Forwards unresolved grievances and other personnel matters within response area to Station Captain.
- Recommends disciplinary action of supervised volunteer fire fighters to Station Captain.
- Enforces and complies with District policies, procedures and guidelines.
- Enforces and complies with all local, state and federal guidelines that apply to the fire service.
- Assures the safety of assigned personnel on the scene of fires and emergencies.
- Coordinates fire drills and department training for assigned volunteer fire fighters with the training division as needed.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.
- Should participate in District Officer's drills.
- Responsible for complete and accurate reports of all emergency runs within response area.
- Insures that equipment and station inventory is accounted for.
- Assures that station, equipment and apparatus are maintained in a ready state.
- Maintains the cleanliness of station, apparatus and equipment.
- Reports all repairs needed to equipment and property to Station Captain.
- Reports all injuries and/or deaths to a senior officer.

#### OTHER JOB FUNCTIONS

- Performs other related duties as assigned by supervisor.

#### WORKING CONDITIONS

Work is performed in fire stations while sitting, standing or walking and at fire and emergency medical incidents under varying and extreme conditions. When responding to fire emergencies, volunteer risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.



## MINIMUM QUALIFICATIONS

### Knowledge of

- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within response area.
- Operation and basic maintenance of current fire and rescue apparatus assigned to station.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within assigned response area.
- The safe and appropriate use of firefighting equipment and related tools.

### Ability to

- Communicate clearly and concisely, both orally and in writing in the English language.
- Strive to achieve good morale and maximum performance among subordinates.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.
- Maintain composure and react quickly in emergency situations.
- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine a proper course of action.

## EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- Five year's experience as a volunteer fire fighter.

## LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license
- Emergency Medical Technician (EMT-B/combitube) Certified. (If appointed after January 1, 2005)
- Emergency Vehicle Accident Prevention Certified
- Certified NFA Incident Safety Officer
- Incident Management System Training, IS-100, IS-200
- Advanced Tactics training (i.e. ITAC, MITCO, STICO)
- Wildland Fire Fighter 2
- Must meet current position level training as noted in training guideline.
- Must live in assigned response area.

The signature below signifies that the volunteer has received and understands the job description for the position held.

VOLUNTEER SIGNATURE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

## **Yakima County Fire District #5**

### **Volunteer Fire Fighter**

#### **PRIMARY DUTY**

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

**REPORTS TO:** Station Volunteer Lieutenant, Captain, or Battalion Officer

**SUPERVISES:** None

#### **GENERAL STATEMENT OF DUTIES:**

Provides fire suppression, rescue and emergency medical assistance to the public. Completes all necessary reports for the record keeping of emergency calls. Performs general maintenance of fire apparatus, equipment and facilities as directed by Station Officers.

#### **ESSENTIAL JOB FUNCTIONS:**

- Drives fire engines and other auxiliary fire/rescue apparatus and operates pumps.
- Responds to incidents involving fire, bodily injury, hazardous materials, natural disasters, acts of violence, ill and injured persons.
- Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, automobiles, terrain and other situations.
- Rescues occupants and victims from buildings, automobiles and other areas where emergencies occur.
- Provides emergency medical treatment and care to ill and injured persons.
- Wears self-contained breathing apparatus and uses specialized tools and equipment to save lives and property
- Performs direct, indirect and combination attacks to suppress fires.
- Performs salvage and overhaul operations at fire scenes.
- Performs search and rescue for missing victims.
- Responsible for the preservation of all fire scenes for the possibility of future investigation.
- Forwards unresolved grievances and other personnel matters within response area to Station Captain or Lieutenant.
- Complies with District policies, procedures and guidelines.
- Complies with all local, state and federal guidelines that apply to the fire service.
- Assures the safety of assigned personnel on the scene of fires and emergencies.
- Participates in fire and EMS drills and department training to learn and upgrade skills in firefighting and EMS methods, equipment and services.

- Responsible for the reporting of any damaged or lost equipment to a Station Officer.
- Assist in assuring that the station, equipment and apparatus are maintained in a ready state.
- Assist in maintaining the cleanliness of the station, apparatus and equipment.
- Reports all repairs needed to equipment and property to assigned Station Captain or Lieutenant.
- Reports all injuries and/or deaths to a senior officer.

#### OTHER JOB FUNCTIONS:

- Performs other related duties as assigned by supervisor.

#### WORKING CONDITIONS:

Work is performed in fire stations while sitting, standing or walking and at fire and emergency medical incidents under varying and extreme conditions. When responding to fire emergencies, volunteer risk physical hazards from fire, smoke, extreme heat, chemicals, hazardous materials, falling debris and unstable buildings. Physical exertion is required to raise and climb ladders, pull and operate charged hose lines, move heavy objects and crawl through tight places while battling the elements of fire. Physical effort is required to lift materials, equipment and persons exceeding fifty pounds. May be required to work at heights in excess of twenty feet. May be exposed to freezing and wet conditions during water search and rescue operations. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

#### MINIMUM QUALIFICATIONS:

##### Knowledge of

- Modern methods, techniques and theories used in firefighting, rescue and emergency medical services.
- Fire protection systems, including sprinkler and alarm systems.
- Fire well and water locations within response area.
- Operation and basic maintenance of current fire and rescue apparatus assigned to station.
- Safety standards, procedures and precautions utilized in firefighting, emergency medical services and search & rescue activities.
- Geography and road system within assigned response area.
- The safe and appropriate use of firefighting equipment and related tools.

##### Ability to

- Strive to achieve good morale and maximum performance among fellow fire fighters.
- Establish and maintain effective working relationships with other employees, volunteers, officials and the public.

- Apply principles and techniques of modern firefighting prevention, suppression, investigation and all aspects of firefighting.
- Skillfully and safely use firefighting tools and equipment.
- Achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.

#### EDUCATION AND EXPERIENCE:

- High school diploma, G.E.D. or meets Yakima County Fire District #5's requirements for seventeen year-old recruits.

#### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- Valid Washington State driver's license (at time of application acceptance)
- Completed District's Recruit Training Program or equivalency (within twelve months from application acceptance)
- Advanced First Aid Training (within ninety days from application acceptance)
- Wild land Fire Fighter 2 (within twelve months from application acceptance or through District Recruit Training Program)
- Emergency Vehicle Accident Prevention Certified (After the age of 21)
- Must meet current position level training as noted in training guideline.
- Must live in assigned response area.

The signature below signifies that the volunteer has received and understands the job description for the position held.

VOLUNTEER SIGNATURE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

## **Yakima County Fire District #5**

### **Support Firefighter**

#### **PRIMARY DUTY**

The primary duty of all employees is to provide the citizens of Yakima County Fire District #5 with the most effective services possible. We are committed to the safety of the citizens we serve, visitors to our area and our employees. Professionalism, enthusiasm and integrity shall be our guiding principles in accomplishing this duty.

**REPORTS TO:** Support Team Liaison

**SUPERVISES:** None

#### **GENERAL STATEMENT OF DUTIES:**

The Support Firefighter serves the community and fire district by rendering assistance at emergency scenes. They perform these services within the scope of the policies and procedures of Yakima County Fire District 5 and include but are not limited to; driving or riding Fire Department apparatus to alarms, air support operations, firefighter rehab, support equipment maintenance, public education, fire prevention, participating in training, community fire drills, home/business hazard assessment, operating fire pumps on apparatus at emergency scenes, performing minor maintenance and inspection of fire stations, apparatus, replacing equipment or tools as required, and other duties that may be assigned by their supervisor. Support Firefighters are required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively in the particular position they occupy in accordance with state law, county protocols, and standard operating procedures. The success of the support firefighter team will be measured by work performance of individual team members through the evaluation process every 12 months and will be measured to their job description. The work performance of a Support Firefighter is continuously evaluated by company officers for general knowledge, skill proficiency, and ability to work as part of a team.

#### **OTHER JOB FUNCTIONS:**

- Performs other related duties as assigned by supervisor.

#### **WORKING CONDITIONS:**

Work is performed primarily on the emergency scenes such as emergency medical, mass casualty, fire and extraordinary events as they occur. Work is performed while sitting, standing or walking and under varying and extreme conditions. Other duties may include tasks in the fire station. Performing tasks even under non-hazardous emergency conditions may require strenuous exertion. Physical effort is required to lift materials, equipment and persons. May be exposed to freezing and wet conditions. Emergency medical responses may involve exposure to infectious blood borne and airborne diseases and other hazardous conditions. May be exposed to physical injury caused by acts of violence directed at employee or the organization.

#### **KNOWLEDGE OF:**

- Communicate effectively, both orally and in writing; ability to understand and carry out verbal and written instructions using the English language.
- Learn the geography of the Fire District, the location of important buildings and the street system.
- District equipment and apparatus.
- Preventive measures to minimize waste and damage of materials, supplies, and equipment.
- Fire Ground Safety Awareness, principles, procedures, techniques, and equipment as it pertains to the Support Firefighter assignment.
- Principles and practices of first aid.

#### ABILITY TO:

- Participate in training drills.
- Apply information pertaining to fire fighting.
- Assist in conducting fire-safety education classes.
- Analyze and cope with a variety of emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent, and nature of fires and emergency aid requests.
- Sustain physical labor during periods of non-hazardous activity in emergency and nonemergency situations.
- Work within a paramilitary organization and respond readily to directives.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Assist in updating pre-fire plans for use in emergencies.
- Strive to achieve good morale and maximum performance among fellow fire fighters.
- Perform community fire drills and fire prevention related activities.
- Maintain necessary records and reports, incident forms, and daily shift operation logs, to accommodate needs of the district including computer data entry.
- Must be able to act/react calmly in stressful situations.

#### PARTICIPATION REQUIREMENTS:

- Attend at minimum 75% of monthly training drills.
- Attend at minimum 10% of all emergency calls for the assigned station.
- Valid Washington State drivers license (at time of application acceptance)
- Complete fire ground operations safety course. (Within twelve months from application acceptance)
- Advanced First Aid Training (within ninety days from application acceptance)
- Emergency Vehicle Incident Prevention Certified (EVIP).

#### REFERENCES:

- WAC 491-03-010 Relief and Pension Purpose

- WAC 491-03-020 Municipality Qualifications
- WAC 491-03-030 Activity Requirements

The signature below signifies that the volunteer has received and understands the job description for the position held.

VOLUNTEER SIGNATURE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_



## **PERSONNEL**

### **WHISTLEBLOWER ACT**

#### **Reporting Improper Governmental Action and Protecting Personnel Against Retaliation**

It is the policy of Yakima County Fire District #5 (1) to encourage reporting by its members of improper governmental action taken by Yakima County Fire District #5 members and (2) to protect Yakima County Fire District #5 members who have reported improper governmental actions in accordance with the Yakima County Fire District #5's policies and procedure(s).

Yakima County Fire District #5 members who become aware of improper governmental actions should raise the issue first with their supervisor. If requested by the supervisor, the member shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the member's belief that an improper governmental action has occurred. Where the member reasonably believes the improper governmental action involves his or her supervisor, the member may raise the issue directly with the next supervisor as outlined in the district organizational chart.

In the case of an emergency, where the member believes that damage to persons or property may result if action is not taken immediately, the member may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

The supervisor reported to, shall take prompt action in properly investigating or assisting in the investigation of improper governmental action. Yakima County Fire District #5 officers and members involved in the investigation shall keep the identity of reporting members confidential to the extent possible under law, unless the member authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the member reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Yakima County Fire District #5 members may report information about improper governmental action directly to the Yakima County Prosecutors Office if the Yakima County Fire District #5 member reasonably believes that an adequate investigation was not undertaken by Yakima County Fire District #5 to determine whether an improper governmental action occurred, or that insufficient action has been taken by Yakima County Fire District #5 to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.

Yakima County Fire District #5 members who fail to make a good-faith attempt to follow the district's procedures in reporting improper governmental action shall not receive the protections provided by the district in these procedures.

### **PROTECTION AGAINST RETALIATORY ACTIONS**

Yakima County Fire District #5 officials and employees are prohibited from retaliatory action against a district member because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.

Members who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor or appropriate district official in writing. District officials and supervisors shall take appropriate action to investigate and address complaints of retaliation.

If the member's supervisor, or district official contacted, as the case may be, does not satisfactorily resolve a district member's complaint that he or she has been retaliated against in violation of this policy, the district member may obtain protection under this policy and pursuant to state law by providing a copy of the written notice to the board of fire commissioners that:

- Specifies the alleged retaliatory action and
- Specifies the relief requested.

District members shall provide a copy of their written charge to the board of fire commissioners no later than thirty (30) days after the occurrence of the alleged retaliatory action. The board of fire commissioners shall respond within thirty (30) to the charge of retaliatory action.

After receiving either the response of the board of fire commissioners or thirty days after the delivery of the charge to the board of fire commissioners, the district member may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An member seeking a hearing should deliver the request for hearing to the board of fire commissioners within the earlier of either fifteen (15) days of delivery of the board of fire commissioner's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to the district for response.

Upon receipt of request for hearing, the board of fire commissioners shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings  
P.O. Box 42488, 4224 Sixth S.E.  
Rowe Six, Bldg. 1  
Lacey, Wa. 98504-2488  
(360) 459-6353

The board of fire commissioners will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

The chief is responsible for implementing the district's policies and procedures (1) for reporting improper governmental action and (2) for protecting members against retaliatory actions. This includes ensuring that this policy and these procedures (1) are permanently posted where all members will have reasonable access to them, (2) are made available to any members upon request and (3) are provided to all newly-hired members. Officers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

Cross Reference: Resolution 275

Adoption Date: May 3, 2005

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

**PERSONNEL****Travel Expenses**

The district shall reimburse a commissioner or district member for approved travel and/or professional meeting expenses while in the conduct of official district business. Travel/professional meeting expense reports shall be submitted to the district on a monthly basis.

Out of state travel is subject to board approval or, if time is of the essence, by the board chairman.

Cross Reference: Resolution 291

Authorizing an Advanced Travel Expense  
Revolving Fund

Legal Reference: RCW 42.24  
Material, Purchase - Advancements

Payments of Claims for Expenses,

Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Reimbursement Expenses**

#### **1. Meals**

District personnel on authorized district travel and/or professional meeting shall be reimbursed for actual reasonable meal expenses incurred. The reimbursement may include tips at a rate not to exceed 15 percent of the purchase price.

#### **2. Transportation within the state**

District personnel using a private vehicle for authorized district travel shall be reimbursed at the current recognized rate per mile as posted by the Internal Revenue Service.

#### **3. Transportation out-of-state**

In the event district personnel shall be authorized to travel outside of the state of Washington, the amount to be paid to such personnel for reimbursement of expenses shall be established at the time such travel is authorized. In the event the employee is using a private vehicle said reimbursement shall not exceed the current per mile rate as established by the Internal Revenue Service.

#### **4. Public carriers**

District personnel on authorized district travel using public carriers shall be reimbursed for the actual reasonable cost of such transportation. In the event the fares are charged for different classes of accommodation, the reimbursement shall not exceed the lowest fare available for such transportation.

#### **5. Registration fees**

District personnel shall be reimbursed for the actual amount of any required registration fee paid by the individual for attending a conference, class or school, providing such attendance has been authorized. However, in general, registration will be arranged and paid in advance by the district.

#### **6. Payment of authorized expenditures**

All requests for reimbursement of expenses shall be presented to the district within ten (10) days of completion of the authorized travel and/or expense. In the event the district has prepaid the travel expenses out of the advanced travel reimbursement fund, the individual shall submit a fully itemized travel expense voucher for all reimbursable items legally expended, accompanied by the unexpended portion of such advance.

## **7. Lodging**

District personnel shall be reimbursed for necessary lodging on a single occupant basis upon submittal of proper receipts.

## **8. Proof of expenses**

All requests for reimbursement shall be submitted together with proof of such travel, attendance or expense. This requirement may be satisfied by submission of any of the following documents:

A. Reimbursement of actual expenses - receipts for all authorized expenses incurred.

B. Proof of attendance at the event or function - registration receipt if registration is required, or receipt for lodging if registration is not required.

C. Transportation reimbursement - Proof of attendance at function or event if private transportation is used together with record of mileage driven or carrier receipt if public transportation is used. Mileage will be verified by reference to Washington State Highway Commission, Department of Transportation, state highway mileage chart.

D. Affidavit. In the event that it is not possible for the individual to obtain the required receipts or in the event of the loss or destruction of such receipts, the individual may submit an affidavit attesting to the amount of such expenses. The determination of the sufficiency of such affidavit shall be at the discretion of the board of commissioners.

## **9. Reimbursement of Claims**

Expense vouchers shall be submitted to the chief at least five days prior to the meeting of the board of commissioners.

Special reimbursement procedures will be used when the authorized travel is by agreement with the chief for actual expenses, or of a special nature (when the individual is providing his/her own overnight accommodations, e.g., with family or friends; traveling in motor home, camper or trailer; or when the travel is out of town for an evening meeting or class and the schedule is such that it requires travel during dinner time, etc.).

Adoption Date: May 3, 2005

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

**PERSONNEL****Charge Card**

The board of fire commissioners authorizes the issuance of charge cards to commissioners and district members for the purpose of covering expenses incident to authorized travel and authorized purchases. Upon billing or the next working day after returning from authorized travel, the commissioner or district member using a charge card for travel shall submit a fully itemized travel expense voucher. Any charges not properly identified on the travel expense voucher or not allowed following review by the auditing officer shall be paid by the commissioner or district member by check, U.S. currency, or salary reduction. Any commissioner or district member who has been issued a charge card shall not use the card if any disallowed charges are outstanding.

The chief shall establish procedures for the issuance and use of charge cards.

Cross Reference: Policy 2741  
Policy 2742

Travel expenses  
Advanced Travel Expense Revolving  
Fund

Legal Reference: RCW 42.24.115

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

Adoption Date: May 3, 2005

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

## PERSONNEL

### Charge Cards

1. Charge Cards shall be held secure by the district chief until signed out by the district chief or in his absence an authorized auditing officer.
2. The credit card shall be returned the same day it is checked out, unless used for travel or authorized by issuing officer.
3. If used for travel, a travel expense voucher and issued charge card will be turned in on the first working day after returning home.
4. Upon signing a charge card out, the issuing officer shall note the following:
  - Name of member requesting card
  - Signature of member requesting card
  - Signature of Officer issuing card
  - Card number
  - Date of issuance
  - Time of day card was issued
  - Reason for issuance.
5. District members who are issued a charge card must have a current District ID card for identification purposes during use.
6. Upon returning an issued charge card the chief or chief officer will document date and time the card was returned.
7. In the event a card is lost or stolen, a district auditing office shall be immediately notified. Once notified, the auditing officer will notify the charge card company of the situation. If the card is considered stolen, the district member holding the card will notify law enforcement.

Adoption Date: May 3, 2005

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



**PERSONNEL****Reimbursement for Personal Loss**

During the conduct of district operations, and by the nature of the activities engaged in, damage to personal clothing of district members could occur. The district will be receptive to written claims for reimbursement of losses to personal clothing. The following procedure for reimbursement shall be followed:

1. A written statement shall be submitted to the district within seventy-two (72) hours of the occurrence of the loss. The statement must include the circumstances causing the loss and the amount of the damages.
2. Damaged articles shall be submitted to the district for inspection.
3. Approved claims will be forwarded to the board of fire commissioners for final disposition.

Legal Reference: RCW 42.24.090

Reimbursement Claims by Officer and  
Employees

Adoption Date: May 3, 2005

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

**PERSONNEL****Reimbursement for Personal Loss**

The following guidelines shall be used for determining reimbursement claims for damaged articles:

1. Did an actual emergency exist at the time the member sustained a loss? (Could the emergency situation be handled or contained by personnel already at the scene?)
2. Was the member requested to assist because there was a lack of other personnel available to assist?
3. Were all reasonable precautions taken to prevent damage?
4. Was there available protective equipment for use which could have prevented damages, either issued or at the scene?
5. Did the member respond to the alarm from his/her residence or was his/her presence incidental to other activities?
6. If an activity caused the damage, did the member undertake the activity on his/her own or was he/she assigned the task?
7. At the time, did the nature or situation of the call warrant the action that caused the damage?

The board of commissioners will also consider:

1. How could a similar incident be avoided in the future?
2. Was this a preventable accident by the member or district?
3. What adjustment or reimbursement is recommended?

Adoption Date: May 3, 2005

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

**PERSONNEL****Performance Evaluation of Volunteer Members**

Evaluation of the performance and/or accomplishments of the district volunteer is an important process in improving the effectiveness and efficiency of the district. Volunteer members are expected to perform the duties identified in their position descriptions in addition to any additional responsibilities that may be assigned.

The chief shall develop a system for evaluating volunteer members. Such a system shall provide for: evaluation of new volunteers; criteria and related forms to be used for evaluating volunteers; and probationary action.

The performance of volunteers shall be evaluated at least once per year except that new volunteers shall be evaluated within six months after commencement of membership. Volunteer performance evaluations will be retained in the personnel file.

A member who feels that the performance evaluation is unjust, may appeal as outlined in the Resolution of District Member Complaints section of District policy.

Cross Reference: Policy 2840/2840P

Resolution of District Member Complaints

Adoption Date: May 3, 2005

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

## YAKIMA COUNTY FIRE PROTECTION DISTRICT NO. 5 PERFORMANCE EVALUATION

<p><u>This is a triple – use form. Mark the appropriate space below.</u></p> <p><input type="checkbox"/> Supervisor's Worksheet (To be prepared prior to evaluation with employee)</p> <p><input type="checkbox"/> Volunteer's Worksheet (To be prepared prior to evaluation with supervisor)</p> <p><input type="checkbox"/> Performance Evaluation Conference Report</p>		<p style="text-align: center;"><b>EVALUATION PERIOD</b></p> <p>FROM _____ TO _____</p> <p><b>Purpose of Appraisal</b></p> <p><input type="checkbox"/> Annual Review    <input type="checkbox"/> Probationary Review</p> <p><input type="checkbox"/> Improvement Plan    <input type="checkbox"/> Other</p> <p><b>Does this volunteer have supervisory responsibility</b> YES <input type="checkbox"/>    NO <input type="checkbox"/></p> <p><b>Job Description Review Performed</b> YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p><b>Volunteer Name (Last, First, Middle Initial)</b></p>		<p><b>Job Classification Title</b></p>	
<p><b>Division</b></p>		<p><b>Social Security Number</b></p>	
<p><b>Anniversary Date</b></p>		<p><b>Supervisor's Name</b></p>	

### 1. JOB KNOWLEDGE

- ☐ Inadequate knowledge of work.
- ☐ Limited knowledge of work.
- ☐ Has adequate knowledge of work.
- ☐ Well informed-general working knowledge of job.
- ☐ Has exceptionally thorough working knowledge.

### 3. QUALITY OF WORK

- ☐ Work is unacceptable.
- ☐ Frequent errors, poor quality of work.
- ☐ Meets job requirements.
- ☐ Good quality work, very few errors.
- ☐ Exceptionally accurate, high quality work.

### 5. DEPENDABILITY

- ☐ Cannot be relied on, work must be closely supervised.
- ☐ Needs more supervision than others doing same work.
- ☐ Can be entrusted to do a job without routine supervision.
- ☐ Works well, requires minimal supervision.
- ☐ Justifies utmost confidence carries out work in all details.

### 2. QUANTITY OF WORK

- ☐ Very slow worker.
- ☐ Produces below what can and should be done.
- ☐ Meets job requirements.
- ☐ Turns out good volume.
- ☐ Rapid worker.

### 4. COOPERATION

- ☐ Frequently causes unrest or friction with others.
- ☐ Cooperates reluctantly.
- ☐ Acceptable.
- ☐ Cooperates and gets along with others.
- ☐ Exceptionally cooperative.

### 6. ADAPTABILITY

- ☐ Has difficulty adjusting to new conditions.
- ☐ Satisfactory on new or different condition
- ☐ Accepts new or different conditions, adjusts quickly.
- ☐ Highly flexible-confidence carries out work in

**7. INITIATIVE**

- ☐ Lacks initiative, performs only as directed.
- ☐ Rarely shows initiative.
- ☐ Shows initiative, makes some suggestions.
- ☐ Is progressive, uses creative imagination.
- ☐ Initiative results in frequent saving in time and materials.

and others.

**9. ATTENDANCE**

- ☐ Undependable.
- ☐ Frequently absent.
- ☐ Acceptable in attendance.
- ☐ Infrequently absent.
- ☐ Extremely dependable.

**11. CARE OF EQUIPMENT AND PROPERTY**

- ☐ Often careless.
- ☐ Occasionally careless.
- ☐ Use and care of equipment and property is acceptable.
- ☐ Uses and cares for equipment and property.
- ☐ Exercises great care.

**8. SAFETY**

- ☐ Often careless of safety of self and others.
- ☐ Occasionally careless of safety of self and others.
- ☐ Follows acceptable safety practices.
- ☐ Practices good safety habits.
- ☐ Exercises great care and foresees hazards to self

**10. PUNCTUALITY**

- ☐ Undependable.
- ☐ Frequently late.
- ☐ Acceptable in punctuality.
- ☐ Infrequently late.
- ☐ Extremely dependable.

**12. OVERALL PERFORMANCE**

- ☐ Satisfactory
- ☐ Unsatisfactory

**VOLUNTEER REMARKS: (For volunteer use only for Performance Evaluation Conference Report)**

The volunteer is free to record additional comments or raise objections to the ratings made by the supervisor on the Performance Evaluation Conference Report. These comments become a permanent part of the volunteer's personnel file. (attach additional sheets as needed).

**13. ORGANIZATIONAL SUPPORT**

**To be completed by volunteer.** What suggestions does volunteer have as to how supervisor, co-workers and/or the District's management can support volunteer in the present job and future career goals?

<b>14. FUTURE TRAINING &amp; DEVELOPMENT</b>
--

**To be completed by supervisor.** Identify training and development opportunities in which the volunteer should participate to enhance future performance.

---

<b>15. WORK PLAN FOR THE FUTURE</b>
-------------------------------------

**NOTE: Both the volunteer and supervisor should fill out section 9 on their worksheet.**

Work plan for performance and planning volunteer development for: \_\_\_\_\_  
(volunteer name)

On performance on the present job, this volunteer should concentrate on the following performance elements:

---

For long term development, this volunteer should consider the following course of action:

---

<b>16. REVIEW</b>
-------------------

---

**Reviewer's Comments:** Sign after reviewing report.

---

Reviewer's Signature:

Date:

This report is based on my best judgment of this volunteer's job Performance.	DATE	I have received a copy of this evaluation and it has been discussed with me.	DATE
Evaluating Supervisor's Signature		Volunteer's Signature	

**NOTE:** Once the performance evaluation is completed and signed by all parties, it is the Supervisor's responsibility to provide a copy to the volunteer and to ensure that the original is placed in the volunteer's personnel file.

**PERSONNEL****Volunteers - Promotions**

A volunteer is encouraged to develop additional skills and knowledge and assume commensurate responsibility in his/her service to the district. The assigned battalion officer shall make recommendations for appointments or promotions to the deputy chief of operations. The deputy chief of operations shall inform the district chief of all such action.

Adoption Date: May 3, 2005

Revision Date: February 7, 2012

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



## **PERSONNEL**

### **Volunteers - Promotions**

The selection of volunteer officers is extremely important in the district's effort to offer the best possible service to the community. Consideration must be given to firefighting knowledge, leadership capability, administrative knowledge and capability, tenure, and the ability of the individual to gain or have the respect of the members, as well as keeping the morale at the highest possible level. Volunteers interested in seeking promotions will be subject to the position qualifications as outlined in the respective job description(s). Volunteers holding an officer's position as of January 1, 2005, who hold a lower EMS certification than listed, will be encouraged to achieve the desired EMS level listed below for the position they hold. All other qualifications shall apply.

## **2.Promotion Selection Process**

Anyone meeting the minimum requirements for a designated volunteer officer's position may apply for consideration. The application process shall consist of a written letter of interest from each interested member. The selection process will include "but is not limited to" the following:

- Letter of interest
- Thorough examination of candidates past participation at drill & alarms
- Thorough examination of candidates past interpersonal skills
- Written examination
- Interview with Battalion Officer

## **3. Appointment**

The chief shall have final authority for appointments or promotions.

Adoption Date: May 3, 2005      Revised: April 1, 2008      Revision Date: February 7, 2012

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

**PERSONNEL****Code of Conduct**

A code of conduct shall be developed and adopted which, in principle, places the priority of concern for providing the highest level of professional conduct to the residents of the district and to the staff of the district. Violation of the code of conduct may result in disciplinary action or termination.

Cross Reference:	Policy 2830/2830P/2830E/2830F	Volunteers	Disciplinary	Action	and
Discharge	Policy 2841		Conflict of Interest		
	Policy 2843		Drug-Free Workplace		

Adoption Date: May 3, 2005

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

## PERSONNEL

### Code of Conduct

In order to provide the highest level of professional conduct possible to the residents of the fire district, district members shall adhere to the following code:

- In matters of general conduct, district members shall be governed by the ordinary and reasonable rules of behavior and shall commit no act tending to bring reproach or discredit upon the district or its staff members.
- No district member shall on or off duty, use the uniform, badge, insignia or prestige of the district for the purpose of personal gain.
- No district member shall lend his/her name, as a member of the district to any commercial or business enterprise; nor shall they approve or tolerate the use of the name and the prestige of the district for any such purpose.
- No district member shall receive or accept a reward, fee or gift from any person for services incident to the performance of duty, except with permission of the chief, deputy chief or other assigned officer of the district. See policy 2842.
- No district member shall release or cause to be released any district information, investigation or similar district business without first receiving approval of the chief or in his/her absence a deputy chief.
- District members are to be courteous and respectful in their dealings with the public and fellow staff members.
- District members shall not permit any non-district personnel to ride in/on the apparatus without prior approval of the chief, deputy chief or assigned district officer.
- All boisterous conduct, "horseplay", or similar activities which may result in injury or illness to anyone is forbidden while on duty or in station.
- No district member shall report to work or respond to alarms, drills or meetings or represent the district under the influence of any intoxicating liquor, illegal chemical substance or in a mental state as to interfere with their duties with the district or with other district personnel or patrons.

Adoption Date: May 3, 2005

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

## PERSONNEL

### Disciplinary Action and Discharge

District volunteer members who fail to follow the reasonable directions of their supervisor and/or chief or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or termination may include, but is not limited to:

1. Immorality
2. Reporting to duty at station or at scene of emergency response under the influence of alcohol and/or illegal chemical substances or opiates.
3. Possession, use, or transmission of illegal chemical substances or opiates
4. Falsifying information to obtain employment or to receive additional compensation
5. Dishonesty
6. Insubordination
7. Convictions for violation of criminal code while employed with the district
8. Discourteous treatment of public or fellow employee
9. Any act of omission or commission to injure public service
10. Incompetence
11. Inefficiency or inattention to or dereliction of duty
12. Mental or physical unfitness for the position
13. Conviction of a felony or a misdemeanor involving moral turpitude
14. Violation of the adopted policies of the district.
15. Disorderly Conduct

Cross Reference:	Policy 2802	Employment of Handicapped Persons
	Policy 2803	Sexual Harassment
	Policy 2822/2822P	Code of Conduct

Legal Reference: 45 C.F.R. 84, Section 504, Vocational Rehabilitation Act of 1973  
RCW 49.60 Laws Against Discrimination

Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Disciplinary Action and Discharge**

The efficiency and effectiveness of the district is dependent on the conduct of its members. Exemplary conduct is expected at all times. When a district volunteer member violates a code of conduct, or commits a flagrant safety violation appropriate action as per policy shall be taken. The chief shall fix and enforce corrective disciplinary actions consistent with policies of the board of fire commissioners and procedures of the district. Disciplinary action may range from an oral reprimand to immediate discharge. Specific disciplinary actions shall be as follows (listed in order of severity):

- Verbal Counseling – A verbal counseling is usually for a minor first time offense and handled at the officer level. The verbal counseling should include an explanation of violation and a request for corrective action on the part of the volunteer member. A copy of the session is usually not filed in the volunteer member's personnel file.
- Written Reprimand – a written reprimand is for a more serious infraction. The reprimand should include a written statement of the violation and required corrective action on the part of the volunteer member. A copy of the report shall be filed in the volunteer member's personnel file and copies given to the volunteer member and the chief.
- Suspension – A suspension is a temporarily enforced absence from duty in a non-point status for serious or flagrant violation. A suspension for disciplinary purposes for a period not to exceed the time limits specified herein may be ordered by the chief. Further, an officer may temporarily suspend a volunteer member from duty when continued duty status would cause a furtherance of the alleged violation, the member is physically unfit for duty, or the member refuses to obey an order.
- Demotion and discharge – the most severe form of disciplinary action. In most cases, the volunteer member under consideration for demotion or discharge is unwilling or refuses to conform to recognized standards of conduct. Usually, actions of this magnitude will follow a progression of lesser disciplinary actions before determination is made to demote or dismiss him/her. Certain violations, however, may be serious enough to warrant demotion or dismissal on the first or second offense.

A record of disciplinary action taken against a district volunteer member shall be placed in the district volunteer member's personnel file. The actual record of the offense shall cease to be considered in conjunction with future offenses after the following periods:

- Any first offense not considered at the time of charges to be of a major nature shall no longer be considered after two years.
- Any second offense not considered at the time of charges to be of a major nature shall no longer be considered after four years.
- Any first offense considered at the time of charge to be of a major nature shall no longer be considered after four years.
- All third offenses and second offenses in major categories shall become a permanent part of the member's record.

Primary emphasis is placed on preventing situations requiring disciplinary actions through effective volunteer-management relations. Any disciplinary action taken must be for good cause, be consistent with laws and regulations governing such actions, and be fair and equitable. The objective of disciplinary action is to correct and rehabilitate. The following procedures shall be employed:

- All members of the district have an obligation to maintain a safe, positive work environment. In all cases where either unsafe or inappropriate behavior is observed by any district member, that district member will report such inappropriate behavior to their supervisor. In the event the inappropriate behavior was performed by their supervisor the reporting district member will report to the chief. The district member shall document in writing the person involved in the inappropriate behavior, the date and time the observation was made, and a description of the behavior being observed.
- Supervisors/Officers of the district are responsible for maintaining discipline, monitoring behavior, and initiating necessary disciplinary action, when necessary. Disciplinary action shall be impartial, consistent, and handled in a timely manner. Disciplinary action shall be progressive, when appropriate.
- If a supervisor/officer becomes aware of a need for discipline, either by personal observation or as the result of notification from another member of the district, he/she shall be responsible for investigating the incident to determine the need for discipline and level of discipline appropriate in each case. Documentation of this investigation shall include the date of the incident for which disciplinary action is being considered, the time the incident occurred, the location in which the incident took place, the names of all the persons involved and any other information the supervisor feels may be pertinent to the investigation.
- All members shall be advised in writing of the charges and the alleged violations being made against them.
- A supervisor/officer shall provide a written document of all disciplinary action to the member being disciplined, as well as a copy to the chief.

- The chief shall approve, in writing, all documentation of charges that are to be entered into a district member's personnel file prior to it being entered. District members shall be advised of documentation intended to be entered into their personnel file prior to filing of any such documentation.
- The chief may discipline or dismiss a member under his jurisdiction for committing any infraction deemed to be inappropriate to the best interests of the district. An agreement of the District chief officers should influence the decision to dismiss a member.
- A supervisor/officer shall recommend, in writing, to the chief any disciplinary actions that he/she wishes to go beyond verbal warnings.
- The chief may suspend a district member for a period not exceeding 30 calendar days.
- The chief shall submit a written statement of reasons for suspension to the board of fire commissioners and the affected district member within five (5) working days after the effective date of suspension.
- District members wishing to file an appeal of any disciplinary action with the commissioners must do so within ten (10) calendar days of the receipt of the disciplinary notice.
- In the event either the district or the district member fails to meet the time lines outlined in the disciplinary or grievance process, this failure to act shall cause discontinuance of that process.
- The chief may discharge a district member. The district member shall be advised of the appeal process. The chief shall submit a written statement of reasons for discharge to the board of fire commissioners and to the affected member within two (2) working days after the effective date of discharge. A district member who is terminated has the right to appeal his or her discharge to the board of commissioners, provided that he/she writes an appeal to the board within three (3) working days after the discharge. The board of commissioners will schedule a date to address the appeal and notify the district member in writing of the time and place. After the appeal hearing, the board will notify the discharged district member in writing of its decision within ten (10) working days. The board's decision will be final.

Adoption Date: May 3, 2005

Revision Date: March 6, 2007

Revision Date: February 3, 2009

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



## GUIDELINE FOR VIOLATION OF CODE OF CONDUCT

OFFENSE	EXPLANATION	1 <sup>ST</sup> OFFENSE	<u>PENALTIES</u> 2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
1. Failure to carry out assignment				
A. MINOR	Deliberate delay or failure to carry out assigned work or instruction in a reasonable period of time.	Reprimand	Reprimand to 5 days Suspension	Suspension to Discharge
B. MAJOR	Refusal to obey legitimate orders, disrespect, insolence, and like behavior.	Reprimand to 10 days Suspension	Suspension to Discharge	Discharge
2. Absent without leave				
A. MINOR	Unauthorized absence of 8 hours or less, repeated tardiness, leaving the job without permission. Consider all circumstances in determining whether an offense has occurred.	Reprimand	Reprimand to 5 days Suspension	Suspension to Discharge
B. MAJOR	Unauthorized absence of more than 8 hours. If misrepresentation is involved, see item #7	Reprimand	Reprimand to 10 days Suspension	Discharge
3. Dereliction of Duty or inappropriate activities				
A. MINOR	Unauthorized participation in activities during duty hours which are outside of regularly assigned duties. The offense is usually considered “minor” when danger to safety of persons or property is not acute or injury or loss is not involved.	Reprimand	Reprimand to 5 days Suspension	Suspension to Discharge
B. MAJOR	The offense is considered “major” when danger to safety of persons is acute or injury or where loss of productivity or materials are involved.	Reprimand	Discharge	

OFFENSE	EXPLANATION	PENALTIES		
		1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
4. Violation of safety practices and regulations				
A. MINOR	Failure to observe safety practices and regulations and danger to safety of persons or property is not acute. This may occur in conjunction with other offenses listed in this table.	Reprimand	Reprimand to 5 days	Suspension to Discharge
B. MAJOR	Failure to observe safety practices and regulations and danger to safety of persons or property is acute. This may occur in conjunction with other offenses listed here.	Reprimand to 10 days Suspension	Discharge	
5. Loss of damage to, unauthorized use, destruction of department property, records, or information.				
A. MINOR	When willfulness or intent Is not involved	Reprimand	Reprimand to 5 days Suspension	Suspension to Discharge
B. MAJOR	When willfulness or intent is Involved. Consider circumstances	Reprimand to Suspension	Reprimand to Discharge	
6. Theft, actual or attempted taking and carrying away district property or property of others.	Penalty will be determined primarily by value of property, mitigating circumstances, and staff member's explanation.	Reprimand to Discharge	Discharge	
7. False statements misrepresentation				
A. MINOR	When there is substantial evidence of falsification, concealment or misrepresentation is not deliberate	Reprimand to 10 days Suspension	Discharge	
B. MAJOR	Deliberate misrepresentation, falsification exaggeration, or concealment of a material fact in connection with any official document or withholding of material facts in connection with matters under official investigation.	10 days Suspension to Discharge	Discharge	

OFFENSE	EXPLANATION	1 <sup>ST</sup> OFFENSE	PENALTIES	
			2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
8. Disorderly conduct.				
A. MINOR	Rude, boisterous action which adversely affects work, discipline, or morale, use of disrespectful, abusive language, quarreling, or inciting to quarrel.	Reprimand to 5 days Suspension	Suspension to Discharge	Discharge
B. MAJOR	Fighting, threatening or inflicting bodily harm to another, physical resistance to competent authority; any violent act of language which adversely affects moral, production, or maintenance of discipline; indecent or immoral conduct.	Suspension to Discharge	Discharge	
9. Gambling.				
A. MINOR	Promotion of, or assisting in operation of organized gambling	Reprimand	Reprimand to 5 days Suspension	Discharge
10. Use of intoxicants or controlled substances.				
A. MINOR	Drinking or selling intoxicants or controlled substances on duty or on district premises except where authorized. Reporting for duty under the influence of intoxicants or controlled substance(s)	Reprimand to 5 days Suspension	Suspension to Discharge	Discharge
B. MAJOR	Being on duty under the influence of intoxicants or controlled substances where the safety of self, another person, or property is acute.	Reprimand to Suspension	Discharge	
11. Misconduct off duty.				
A. MINOR	Overt action constituting breaches of legal or social codes of a community which comes to the attention of management.	Reprimand	Reprimand to 5 days Suspension	Suspension to Discharge
B. MAJOR	Misconduct which adversely affects the reputations of the staff member, or reflects unfavorably on the department	Reprimand to Suspension	Discharge	

OFFENSE	EXPLANATION	1 <sup>ST</sup> OFFENSE	PENALTIES	
			2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
12. False malicious, irresponsible statements against officials, supervisors, or other staff members.	Making false, malicious, unfounded or highly irresponsible statements or unauthorized disclosures against other staff members, supervisors, or officials with the intent to destroy or damage the reputation, authority, or official standing of those concerned.	Reprimand to Suspension	Discharge	
13. Discrimination				
A. MINOR	Any action or failure to take action based on sex, race, color, religion, or national origin of a staff member, former staff member, or applicant which affects his/her rights, privileges, benefits, dignity, and equality or economic opportunity. Consider circumstances and the effect on the person discriminated against, use of abusive language, violent treatment, or insulting demeanor.	Reprimand	Reprimand to 5 days Suspension	Suspension to Discharge
B. MAJOR	If the discriminatory practice was deliberate	Reprimand to 30 days Suspension	30 days Suspension to Discharge	Discharge
14. Compromise or discredit of merit on examination materials or process.				
A. MINOR	Compromise resulting from discussion of specific question(s) or content of examination with other staff member(s) based on experience in the examination where there is no deliberate effort or intent to compromise the examination material or process.	Reprimand to 10 days Suspension	Reprimand	Discharge
B. MAJOR	Compromise of an examination through unauthorized possession, use or furnishing to others of examination information or materials.	10 days Suspension to Discharge	Discharge	

**YAKIMA COUNTY FIRE PROTECTION DISTRICT NO. 5****PROGRESSIVE DISCIPLINARY ACTION FORM****VERBAL COUNSELING****Form Instructions**

This form may serve as a handy memo to record the basic substance of a verbal counseling session. The supervisor should retain a copy of the completed form for his/her own private records so as to substantiate proper application of Progressive Discipline if required at a future time.

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Is this the employee's first counseling/discipline session: Yes \_\_\_\_\_ No \_\_\_\_\_

If "no", what date(s) did other counseling/discipline sessions occur: \_\_\_\_\_

State reason for this counseling/discipline session: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments made by the subordinate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions for improvement/discipline implemented: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of District Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Copy to: (1) Supervisor  
(2) Subordinate  
(3) Personnel File

**YAKIMA COUNTY FIRE DISTRICT NO. 5**  
**PROGRESSIVE DISCIPLINARY ACTION FORM**  
**FORMAL WRITTEN REPRIMAND**

Form Instructions

This form is to be used to inform an employee that formal disciplinary action is being administered in line with established District policy for the reason(s) listed below.

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disciplinary Guideline Violated: Section \_\_\_\_\_ Minor Violation \_\_\_\_\_ Major Violation \_\_\_\_\_**

**Investigation of Incident:**

1. Does the investigation reveal that the described incident actually occurred:

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Was the District Member informed of this or similar violations in the past:

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Has the District Member been formally disciplined for this or similar violations in the past:

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Has the District Member been given the right to respond to the charges:

Yes \_\_\_\_\_ No \_\_\_\_\_

Action to be taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

District Member comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of District Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Copy to: (1) Supervisor  
(2) District Member  
(3) Personnel File

## **PERSONNEL**

### **Personnel Records**

The district shall organize, compile and maintain personnel records and files for each volunteer member which shall be kept secure under the authority of the chief. The contents of the files shall be available to the chief and to those staff authorized by the chief to organize, compile and maintain the personnel files. Those who have access to the files shall be required to maintain the confidentiality of the files and their contents.

The district member shall be permitted, during normal district business hours, to review the contents of his/her personnel file in the presence of an authorized staff member.

Unauthorized district personnel who are found to have accessed personnel records without authorization will be subject to disciplinary action.

Cross Reference: Policy 2830/2830P/2830F/2830E      Disciplinary Action and Discharge

Legal Reference:	RCW 42.17A.001	Certain personnel and other
		records exempt (from public inspection)
	RCW 49.12.240-260	Employee inspection of personnel file

Adoption Date: May 3, 2005

Revision Date: 04/07/2015

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



**PERSONNEL/ Part time Paid / Volunteer**

Volunteer Firefighter, Station Lieutenant, Station Captain

**Uniforms and Appearance / Dress Code**

The image of the district is reflected in the services that are rendered, relationships with the district's customers and by the personal appearance of District members. The chief is directed to establish a uniform dress code to be in effect while on duty and/or while engaged in training activities or while engaged in public service activities or emergency operations. District uniforms will be issued to those members that must meet the clothing policy while representing the fire district. This shall include events such as, instructing, prevention, duty assignments or are expected to look professional while engaging the public while on duty.

Duty weekends are considered non-duty time and casual clothing may be worn although Department attire is recommended for identification purposes and professional appearance. Uniforms should be worn while giving training or presentations within Yakima County.

*The clothing that is issued to the Volunteer shall be checked out as needed and placed on the member's inventory list. The district shall maintain ownership of all items on the inventory list and shall be checked back in when it is no longer needed by the volunteer member and will be removed from the volunteer inventory list, this includes the badge ensemble which include, District badge, collar metal, name tag and serving since.*

During special events such as funerals, uniform clothing may be checked out for the occasion and may not be placed in the inventory system if checked back in within a week. *Volunteer uniforms will be typically checked out to members at the district office in the same fashion PPE is assigned and returned to the same location.*

All hardware issued to District Volunteers is considered District property and will be on the member's inventory. The badge ensemble will consist of a District badge, collar metal, name tag and serving since. The badge ensemble will be issued during a badge pinning ceremony after the firefighter finishes their probationary recruit status.

Reference: NFPA - Station/Work Uniforms for Fire Fighters, Current Addition  
Chapter 296-305 WAC Safety standards for firefighters, Current Addition

Adoption Date: April 4, 2017

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

## **PERSONNEL**

### **Uniforms and Appearance / Dress Code**

Volunteer Uniforms may be furnished to the district members that are on duty, provide training or perform prevention presentations for the fire district or represents the district at other functions where a uniform is standard attire.

The district will replace or repair district issued clothing on a fair wear and tear basis. These items shall be cleaned by the member and worn in accordance with the uniform and protective clothing guidelines of the district.

Uniforms shall be purchased and managed through the district office and orders placed by the staff officer, assigned by the chief, in charge of uniforms. The officer assigned may give authorization to a staff member to purchase items from approved vendors.

Uniforms shall be kept neat, clean, in good repair, and will be pressed at all times and avoid that which would distract from the general appearance of the uniform. While wearing the uniform, personnel shall maintain a military bearing, standing straight and avoiding mannerisms such as slouching, shuffling, and hands in pockets. Shirt shall remain properly tucked in and remain centered on the body's vertical axis.

The uniform shall be worn in its intended entirety at all times when on duty, unless otherwise directed. There shall be no alterations of design of the uniforms. The following are approved accessories of Yakima County Fire District #5 uniforms. All members, when dressed in uniform, shall wear District accessories/Badge Ensemble in their designated location on the uniform:

**District patch** – left sleeve Sewn 1 inch below seam on shoulder

**Medical Cert. Patch** (If assigned) –right sleeve Sewn 1 inch below seam on shoulder

**Collar metal** Worn on the leading edge front edge centered

**Name Tag** - Centered over right breast pocket 1/2 inch above right pocket flap with serving since plate attached.

**District Badge** - Centered over left breast pocket in badge holder on the uniform Shirt.

Note: If the uniform is check out for a single function, the Medical Cert. Patch may not be placed on uniform.

Footwear is to be polished/oiled as needed to cover obvious scuffs and be black in color. Footwear, which has loose and/or worn soles or heels, presents a potential safety hazard and is not to be worn. All leather accessories such as belts, are to be polished and kept in good condition. Lace up boots should be clean and stained black with an oil seal to protect the leather from dryness and will extend the life of the boot and appearance. Note: (District Issued Wildland boots will satisfy foot wear, after they are cleaned and oiled.) Jewelry shall be limited so it does not interfere with one's performance, appearance or safety. Examples would be, chains worn outside of garments and hoop earrings. Uniforms shall not be worn while on suspension or off duty or not on a district assignment without approval of the fire chief.

Following are the individual classes of uniforms and proper use of each class. Included are typical situations which warrant a specific class of uniform.

1. **Volunteer Class "B" Uniform:** Typical recognized uses include a daily uniform and can be used when instructing and meetings. This uniform will also be used during formal meetings, funerals, business meetings, public appearances, speaking or prevention efforts. When wearing the volunteer uniform, Badge Ensemble, (collar metal insignias, badge, nametag and serving since,) shall be properly worn on the uniform shirt. Shirt shall remain fully buttoned except for the top button. An undershirt of the same color will be worn as an under garment.
2. **Volunteer Class "C" Uniform:** Uniform pants and District T-shirt. Typical recognized uses includes non-suppression fire ground operations unless the Class "C" uniform meets the intent of protective clothing for assignment, i.e. grounds keeping, hose testing, or at the discretion of the fire chief. The Class "C" uniform should only be worn where more than normal degradation would occur to the Class B Uniform Shirt. T-shirt will be tucked in at all times. May be worn on Duty weeks or weekends where less formal attire is appropriate.

**Note:** The volunteer uniform is not intended to be worn in a suppression or labor intensive environment but may be used as a Class "C" uniform situation if needed. It is not to replace other suppression clothing or wildland PPE.

**Volunteer Class “B” Uniform:**

Short sleeve shirt (Dark Navy Blue)

Collar metal

- (Silver crossed axes, Firefighter to indicate rank)
- (Silver single bugle, (Lieutenant to indicate rank)
- (Silver Cross bugles, (Captain to indicate rank)

Name Tag (Silver with black lettering and serving since bar)

Badge (Silver in color with firefighter scramble indicating rank) similar design as collar metal

Nomex pants (Dark Navy Blue)

Belt (Black basket weave, silver buckle) 1 3/4 inch wide.

Boots (Black, 8inch leather uppers, lace-up/zippered, non-skid sole) (Wildland Issue)

**Volunteer Class “C” Uniform:**

District Tee-Shirt (Navy Blue)

Nomex pants (Dark Navy Blue)

Belt (Black basket weave, silver buckle)

Boots (Black, 8inch leather uppers, lace-up/zippered, non-skid sole) (Wildland Issue)

Black hat (Baseball style district issued, if needed)

Note: District Pull-Over sweatshirt for warmth, can be requested by those that are Doing special duty and are active, such as the Duty Weekend Program. (Dark Navy Blue)

Adoption Date: 04/04/2017

**PERSONNEL****Resolution of District Member Complaints**

The board of commissioners recognizes the importance of establishing reasonable and effective means for resolving difficulties which may arise among district members, to reduce potential complaints and to establish and maintain recognized two-way channels of communication between supervisory personnel and district members.

The district intends to expedite the process for all concerned parties. A district member is urged to use the administrative procedures whenever he/she feels that a district action is unjust. The procedures are established to secure a proper and equitable solution to a complaint at the lowest possible supervisory level and to facilitate an orderly procedure within which solutions may be pursued.

Adoption Date: May 3, 2005

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

**PERSONNEL****Resolution of District Member Complaints**

The following procedure has been established for resolving a complaint filed by a member of the district:

**Step One**

An aggrieved district member shall present a complaint in writing to their supervisor or in the event the complaint involves their supervisor the member shall present their written complaint to the chief or in the event the complaint involves the chief the member shall present their written complaint to the chairman of the Board of Fire Commissioners within 15 days of the action or incident being grieved. The written statement of the complaint shall contain:

- The facts upon which the complaint is based as the district member sees them;
- A reference to the policies of the district which have allegedly been violated; and
- The remedies sought.

The district member shall discuss the complaint claim with their supervisor or in the event the complaint involves their supervisor the member shall discuss the complaint with the next district officer in the recognized chain of command. If the complaint is against another district member, such individual shall be present at the meeting to present the facts as he/she sees them. A sincere effort shall be made to resolve the complaint at this level. If the complaint has not been resolved in the above process, the district member will be advised of their right to appeal to the chairman of the board. If the district member does not appeal the complaint to the chairman of the board within 10 days of the district member's meeting with the chief, the complaint shall be waived.

**Step Two**

If the district member appeals his/her complaint to the board as provided, the board may hold a hearing to hear the appeal of the chief's decision. At the appeal before the board, the district member may be accompanied by counsel if the district member wishes. If other district members are involved, they shall be present at the hearing to present the facts as they see them. The board of commissioners shall present its decision with respect to the complaint at the following months board of commissioners regularly scheduled meeting. The board decision shall be considered final.

Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Conflict of Interest**

Except as permitted by law, commissioners or district members shall not sell or barter anything to the district or to a contractor supplying the district.

Commissioners or district members shall not accept or seek from others, any service, information, or thing of value on more favorable terms than those granted to the public generally, from any person, firm or corporation having dealings with the district.

Commissioners or district members shall not accept, directly or indirectly, any gift, favor, loan, retainer, entertainment or other thing of monetary value from any person, firm or corporation having dealings with the district when such acceptance would conflict, or create the appearance of a conflict, with the performance of the district member's duties. A conflict or appearance of a conflict shall be deemed to exist where a reasonable and prudent person would believe that such was given for the purpose of obtaining special consideration or influence. If a commissioner or district member is given or offered any gift, favor, loan, retainer, entertainment or other thing of monetary value under circumstances which could reasonably be construed to create a conflict of interest or the appearance of a conflict of interest, the commissioner or district member shall immediately report such activity to the chief. The chief shall in turn inform the board of commissioners.

While the board of commissioners recognizes that its interests are best served when good relations are developed between the district and others with whom the district may have business dealings, the district discourages commissioners or district members from accepting any gifts or benefits which have an extrinsic value. The district does permit commissioners or district members to accept an occasional lunch or its equivalent.

Violation of this policy will result in disciplinary action up to and including discharge.

Cross Reference: Policy 1512 Conflict of interest

Legal Reference: RCW 42.18 Executive conflict of interest act

Adoption Date: May 3, 2005

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

## PERSONNEL

### Solicitations, Endorsements or Gifts

Commissioners or district members are not permitted to solicit or accept from any person, business or organization any money, tangible or intangible personal property, service or entertainment for the benefit of the member or the district, if it may reasonably be inferred that the person, business or organization:

- Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty, or
- Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

Members of the district are forbidden to solicit or receive subscriptions or donations or to influence any person to purchase tickets for any purpose in which the name of the fire district is either used or implied, without the approval of the chief.

Members of the district shall not endorse any product in the name of the fire district or as a member of the fire district for the purpose of realizing personal profit.

Members of the district shall not, while in the uniform or representing the district, actively participate in any campaign for any individual or political party seeking an elective office or participate in any other issue that may be in conflict with the district's legal purpose and service.

Cross Reference:	Policy 1512	Conflict of Interest
	Policy 2822	Code of Conduct
	Policy 2841	Conflict of Interest

Legal Reference:	RCW 42.18	Executive Conflict of Interest Act
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Adoption Date: May 3, 2005

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



## **PERSONNEL**

### **Drug-Free Workplace**

The board has an obligation to district members and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the citizens that the district member serves.

For these purposes, the board declares that the following behaviors will not be tolerated:

- Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
- Using, possessing, transmitting alcohol, illegal chemical substances or opiates in any amount or in any manner on district property at any time. Any volunteer member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- Using district property or the volunteer member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
- Using, possessing or transmitting alcohol, illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any district member who is taking a drug or medication, whether or not prescribed by the district member's physician, that may adversely affect that district member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the chief then will determine whether the district member can remain at work and whether any work restrictions will be necessary. Information offered by the district member shall remain confidential.

When the district has any reason to believe that a district member is violating any aspect of this policy, he or she may be asked by the chief or a deputy chief to submit immediately at any time (including the breaks and lunch period) to a search of his or her person and/or to make his or her locker, lunch box, briefcase, purse, pockets, wallet, personal belongings, desk, vehicles, or any other receptacle he or she uses or has access to, available for inspection. Entry on to district property constitutes consent to searches and inspections for reasonable cause.

Refusal to consent to a search or inspection for reasonable cause when requested by the chief or a deputy chief constitutes insubordination and a violation of board policy and could result in immediate termination.

New district members will be required to take a urine drug screen or other medical test and to agree in writing to allow the results of those tests to be furnished to and used by the district. Those persons who do not pass such test(s) may be excluded for consideration as a district member. A current district member may be asked to submit to a medical examination and/or eye, blood, urine, or other medical tests at any time.

Any volunteer member who violates any aspect of this policy, including refusal to submit to any of the above-described searches, inspections, or testing when requested by the district, may be subject to disciplinary action, which may include immediate discharge.

Other actions, such as notification of law enforcement agencies, may be taken in regard to a district member violating this policy at the district's discretion as it deems appropriate.

Cross reference:	Safety Policy 1.2.2	Drug Testing
	Policy 2822	Code of Conduct
	Policy 2830	Disciplinary Action and Discharge

Legal Reference:	P.L. 100-690	Drug-Free Workplace Act of 1988
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Adoption Date: May 3, 2005

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

**PERSONNEL****Smoking Areas**

Smoking is not allowed in public places or places of employment. For this policy, public places and places of employment are considered District owned vehicles and buildings/stations. Public places include being within 25 feet of a door, window or intake ventilation system. Places of employment include any area (indoors or outdoors) that other employees have to go into or through to do their job.

Legal Reference:	RCW 70-160	Washington Clean Indoor Air Act
	Safety Policy 20.2	Smoking Policy

Adoption Date: May 3, 2005    Revision Date: January 3, 2006

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

## **PERSONNEL**

### **Volunteers - Leave of Absence**

Any volunteer in good standing, desiring a leave of absence, may obtain one by submitting a request in writing to their respective battalion officer.

If the request is for more than 30 days, the volunteer shall return all district-owned equipment issued to him/her and obtain a receipt. The volunteer may be required to make-up required training before becoming an active member again.

If the request is for less than 30 days and the volunteer's residence remains the same, he/she may be allowed to retain district-owned equipment for the duration of the leave, with authorization of the chief.

A leave of absence shall be granted typically for no more than one year from date of request.

The district chief may waive a leave of absence at any time and may extend a leave of absence with evidence to support such a decision.

All participation requirements outlined in the rules of the State of Washington Board for Volunteer Firefighters and Reserve Officers shall apply.

Legal Reference:  
requirements

WAC 491-03

BVFFRO Membership and Participation

Adoption Date: May 3, 2005    Revision Date: May 1, 2012  
Chief Signature: \_\_\_\_\_

## **PERSONNEL**

### **Leave of Absence**

Any volunteer who is granted a leave of absence for thirty (30) days or more:

1. Shall immediately return all issued equipment such as clothing, badges, radio, etc. A receipt will be issued for the equipment returned. Equipment lost or damaged through neglect or misuse shall be repaired or replaced at the member's expense.
2. Leave a forwarding address with the district so that any mail can be forwarded.
3. May request in writing for the return of any money invested by the volunteer in the retirement fund.

Adoption Date: May 3, 2005

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

## **PERSONNEL**

### **Volunteer Military Leave**

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), Yakima County Fire District # 5 will grant a military leave of absence to any volunteer member who request such leave in order to perform service in the uniformed services. It is the policy of the district to comply with USERRA and all other state, federal, and local laws. In case of any conflicts between this policy and federal, state or local laws, such applicable laws shall control, subject to conflict laws principals.

The uniformed services are the Army, Navy, Marine Corps, Air Force, Coast Guard, and the commissioned corps of the Public Health Service. This includes the Reserve components of these services and the Army National Guard and Air National Guard. Under another Federal law, enacted in 2002, Congress has extended reemployment rights under USERRA to persons who serve as Intermittent Disaster Response Appointees (IDRA's).

IDRA's are temporary, intermittent employees of the U.S. Department of Health and Human Services. They respond, often on very short notice, to emergencies involving infectious diseases or weapons of mass destruction, and they also engage in training for such dire contingencies. They are protected by USERRA both for actual emergencies and for training.

USERRA broadly defines the term "service in the uniformed services," as follows:

The term "service in the uniformed services" means the performance of duty on a *voluntary or involuntary basis* in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from a position of employment for the purpose of performing funeral honors duty as authorized by section 12503 of title 10 or section 115 of title 32 38 U.S.C. 4303(13)(emphasis supplied).

A volunteer member of Yakima County Fire District #5 who leaves for voluntary or involuntary service in the uniformed services will, upon giving their district battalion officer notice, be granted a military leave of absence. This will include annual training and/or specialized training. There is no requirement that the volunteer member have been a volunteer for the district for any minimum period before the absence for uniformed service.

## **ELIGIBILITY CRITERIA**

A district volunteer member who leaves the district for service in the uniformed services will be entitled to return to active status, provided he or she meets the USERRA eligibility criteria:

- a. The member (or an appropriate officer of the uniformed service) must have given the district prior oral or written notice of the impending service.
- b. The member's cumulative period or periods of service, relating to the district, shall not have exceeded five years.
- c. The member must have completed the period of service without having received a punitive or other than honorable discharge or having been dismissed or dropped from the rolls of the uniformed service.
- d. The member must have made a timely application for return to active volunteer duty.

## **PRIOR NOTICE**

The district would prefer that the notice be in writing, but oral notice is sufficient. The district asks volunteer members to give as much advance notice as possible, but the district realizes that circumstances arise where the member does not receive notice from the service until the last minute. No specific amount of advance notice is required, but the notice must be given before leaving the district's membership. Advance notice is not required in those rare cases where advance notice is precluded by military necessity or otherwise impossible or unreasonable.

The specific wording of the volunteer member's notice is of no consequence, so long as the member conveys the information that he or she is leaving the district for the purpose of service.

## **FIVE YEAR LIMIT**

The five-year limit is measured from the date of commencement of the volunteer member's return to active duty with the district. Uniformed service performed before the member's hire date is irrelevant for purposes of the member's USERRA rights for the district. Reserve and National Guard training and involuntary call-ups do not count toward the member's five-year limit. Some voluntary service is also excluded in computing the five-year limit. Please check with the military personnel office before denying a volunteer to return to active volunteer status on the basis of the five-year limit.

## **RELEASE FROM SERVICE UNDER HONORABLE CONDITIONS**

A volunteer member does not have return to active volunteer duty rights with the district if he or she has received a punitive (by court martial) or other-than-honorable discharge or if he or she has been “dropped from the rolls” of the uniformed service. Please check with the military personnel office before denying a return to active volunteer duty on the basis of the characterization of the individual’s service.

## **TIMELY APPLICATION FOR RETURN TO ACTIVE VOLUNTEER DUTY**

### **Period of 1 – 30 Days of Service**

After a period of less than 31 days of service, the district volunteer member is allowed to return to active volunteer duty after completing any required training the member may have missed during their absence.

### **Period of 31 Days of Service or More**

If the period of service is greater than 30 days but less than 181 days, the volunteer member may be required to submit an application for return to active volunteer duty within 14 days after the completion of the period of service. If the period of service is 181 days or more, the volunteer member must submit an application for return to active volunteer duty within 90 days. If the volunteer member communicates with the district, within the 14 days or 90 days, and tells the district that he or she is available to return to active volunteer duty, the district will offer return to active volunteer duty to the member.

## **ENTITLEMENTS AFTER RETURN FROM SERVICE**

### **PROMPT REINSTATEMENT**

The district will not make the returning service member wait for a vacancy, and if training or retraining is needed the district will offer it to the volunteer member.

### **REINSTATEMENT OF HEALTH INSURANCE COVERAGE**

A volunteer member returning to active volunteer duty with the district is entitled to *immediate reinstatement* in the Washington State Volunteer Fire Fighter’s and Reserve Officer’s Relief and Pension Benefits program. Pension payments may be back-paid as per Pension rules and regulations.



## **PROTECTION AGAINST DISCRIMINATION**

Yakima County Fire District #5 will not deny an individual initial volunteer membership or to deny an existing district volunteer member any benefit, or to terminate a member, because of the individual's membership in a uniformed service, obligation to perform future service, ect. The district will not consider military status or service when making hiring, promotion, or termination decisions.

Cross Reference: Policy 2861

Volunteer Fire Fighter's and Reserve  
Officer's Relief & Pension

Legal Reference: RCW 41.24

Volunteer Fire Fighter's and Reserve  
Officer's Relief & Pension

Adoption Date: May 3, 2005

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

## PERSONNEL

### Volunteer Light or Restricted Duty

The District will not allow light or restricted duty, due to the high risk of re-injury to any volunteer member with a duty or non-duty related injury.

Volunteer members suffering from a duty or non-duty related injury or medical condition that prevents the member from fully fulfilling the Firefighter's job description will not be allowed to participate in any District sanctioned events, drills or District emergency calls until receiving a full unrestricted release (form 2852F-A) from the member's licensed attending medical physician. Members in good standing may continue to attend District drills and events in a non-participatory status after receiving approval from their Station Captain and Battalion Officer. Attendance at emergency scenes is strictly prohibited until fully released

Form 2852F-A will be accompanied with the following work descriptions:

- Fire Fighter Work Description
- Wildland Fire Fighter Work Description
- EMS Worker Work Description
- Support Function at the Emergency Scene Work Description

Members that will be inactive due to any duty or non-duty related injury for more than 60 days may be asked to return all District owned equipment until receiving a full unrestricted release.

The District will make every attempt to assist any member that returns from a duty or non-duty related injury with meeting any training requirements missed while out due to the injury.

Adoption Date: October 2, 2012 , Revision Date: May 6, 2014

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

## Fitness-for-Duty Medical Certification

Employee  
Name: \_\_\_\_\_Rank or  
Position: \_\_\_\_\_**PART A: INSTRUCTIONS TO EMPLOYEE**

Prior to returning to work, you must provide a Fitness-for-Duty Medical Certification verifying that you are able to return to work, if you have job-related restrictions and the duration of any restrictions. Please take this Fitness-for-Duty Medical Certification form to your health care provider for completion. Your health care provider should return the completed Certification to you to be delivered to the Fire Chief.

Date Leave  
Commenced: \_\_\_\_\_**PART B: TO BE COMPLETED BY EMPLOYEE'S HEALTH CARE PROVIDER**

**Instructions:** Please complete all sections in order for the District to determine if the employee is able to return to duty. The employee's job description is attached to this form.

☐ I certify that on \_\_\_\_\_ (date), the above-named employee is able to resume performing the functions of his/her position with no restrictions. (ASSURE CURRENT JOB DESCRIPTION IS ATTACHED)

If employee is not yet able to return performing the functions of his/her position with no restrictions, please complete the following:

☐ The above-named employee will be able to return to work with no limitations on \_\_\_\_\_ (date).

☐ I certify that from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) the above-named employee will be:

☐ unable to perform the physical requirements of his/her work; or

☐ is medically incapacitated: ☐ totally ☐ partially (if partially medically incapacitated, complete the following):

Restrictions:

Provider's Name: \_\_\_\_\_

Provider's Business Address: \_\_\_\_\_

Type of Practice/Medical Specialty: \_\_\_\_\_

Provider's Phone #: \_\_\_\_\_

Provider's Fax #: \_\_\_\_\_

\_\_\_\_\_  
Signature - Health Care Provider\_\_\_\_\_  
Date

## FIREFIGHTER WORK DESCRIPTIONS

### Structural Firefighting:

Work description:	Interior structural firefighting		
Expected physical work effort:	Heavy		
Work duration and frequency of heavy work before rest from respirator use:	Based on air supply in SCBA; averages 20 min. work period before rest using respirator may extend to time allowed by two SCBA air supply bottles (approx. 40 min). Work period may extend to 4 or more hours beyond that which requires respiratory protection.		
Environment temperature extremes, work duration:	Routine 68-140 (F)	*	Unlimited
	Ordinary 140-572 (F)	**	20-27 min
	Emergency 572-1832(F)	***	30 sec to 4 min
Protective Clothing and equipment worn: Weight:	Structural Clothing Ensemble: helmet, hood, ear flaps, coat, gloves, pants and rubber boots. 25 pounds		
Type and weight of respirator to be used: Weight:	Typical 30 minute duration SCBA, face piece regulator. 22-25 pounds		
Hearing protection:	Sound level less than 85 dba (24 hr TWA).		

\*Routine describes conditions where one or two objects such as a box or waste basket are burning in a room.

\* \*Ordinary describes temperatures encountered in fighting a serious fire or being next to a "flashover" room.

\*\* \*Emergency describes conditions in a severe and unusual exposure, such as those caused inside a "flash-over" room or next to a fire front. In such conditions firefighting protective clothing and equipment provides only 15-30 seconds of protection to escape.

## Wildland Firefighting:

Position Descriptions:	Task Force Leader Strike Team Leader Single Resource Boss Firefighter 1 (Squad Boss) Firefighter II	
Work Description:	Wildland firefighting	
Expected physical effort:	<b>Arduous.</b> Duties involve field work requiring physical work performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation. (Requires a Max V02 of 45).	
Work duration and frequency of heavy work before rest:	Total work period on the fire line may be up to 10 hours.	
Environment	Routine 68-140 (F)	Unlimited
Temperature extremes,	Ordinary 140-572 (F)	10-12 hours
work duration:	Emergency 572-XXX (F)	Less than 10 minutes
Protective Clothing and equipment worn:	Wildland clothing ensemble: helmet, hood, goggles, long sleeve shirt, gloves, pants, leather boots, fire shelter; may be worn over station work uniform.	
Weight:	10 - 12 pounds	
Type and weight of accessories to be carried:	Water containers (43 lb), radio (2 lb), fusee pack (2 lb), day pack. (10-20 lb).	
Weight:	18-28 pounds	
Hearing protection:	Sound level less than 85 dba (24 hr TWA).	

## Support function at the emergency scene:

Work position:	Rehab or Staging
Expected physical work effort:	Medium to light
Environment temperature extremes, work duration:	Routine 68-140 (F)    *Unlimited
Protective Clothing ensemble:	Coveralls or Protective Clothing, Structural Clothing helmet, hood, ear flaps, coat, gloves, pants, rubber boots (PPE).
Weight:	PPE: 22-25 pounds
Weight:	Coveralls and work boots: 10 pounds.
Type of respirator:	None for members working in Rehab, Staging etc.
Hearing protection:	Sound level less than 85 dba (24 hr TWA)

## Support function at the fire station:

Work description:	Washing, loading hose, cleaning and returning equipment to service, filling SCBA air bottles, disinfecting and decontaminating equipment.
Expected physical work effort:	Medium to light
Work duration:	Indeterminate
Environment:	Protected
Protective Clothing:	Coveralls, work shoes, jeans, gloves
Weight:	10 pounds
Hearing Protectors:	None

## **EMS Worker (First Aid, First Responder, EMT, Paramedic)**

Work description:	Rendering emergency medical care, lifting patient to backboard, stretcher, gathering patient information.
Expected work effort:	Medium to heavy. Lifting and carrying patients in conjunction with at least one other employee weights of up to 300 pounds, Carrying equipment with weights up to 30 pounds. Traversing a variety of surfaces and elevations.
Work duration:	Typically less than 15 to 20 minute intervals, may be repeated multiple times over a 24 hour period.
Environment:	Below 0' F to 110' F. Occurs both indoors and outdoors. May involve tight spaces.
Protective clothing:	Coveralls, Tyvek suit, surgical gloves, eye protection.
Respiratory protection:	HEPA, Type N-95, N-100 mask
Hearing protection:	None normally required.

## **PERSONNEL**

### **Reimbursement to Volunteer Firefighters**

Through regular attendance at district alarms and drills, every volunteer firefighter (On Call Part Time Fire Fighter) will encounter a certain amount of expenses, as in the use of his/her private vehicle to and from drill or the scene of an alarm. In an effort to keep these expenses to a minimum for the district's volunteer, the board of fire commissioners, on the recommendation from the chief, shall establish annually hourly rates and benefits for the District volunteer.

The District shall pay the Volunteer Fire Fighter on the tenth (10<sup>th</sup>) day of each month for the previous month's activities. When the 10<sup>th</sup> falls on a Saturday or Sunday, pay will be available on the Friday prior to the 10<sup>th</sup>. When the 10<sup>th</sup> day of the month falls on a District recognized holiday the District will pay the member on the day prior to the holiday.

The District shall effect payroll deductions, such as Federal Income Tax and Federal Income Contribution Act.

The district shall reimburse any member who has made an authorized purchase with his/her personal funds. This purchase must have the authorization of a chief officer and a sales receipt must be available before reimbursement can be authorized. Reimbursement of said expenses will be by warrant payable the month following submittal.

The district will also reimburse volunteers who have attended authorized fire or E.M.S. related classes. Reimbursement of mileage, registration, authorized meals and lodging are available at the chief's discretion. In situations where attendance at the class will require a large expense, an advancement of estimated costs may be arranged at the chief's discretion.

All district policies and code of conduct rules apply for a district volunteer to receive reimbursement and attend classes.

Cross Reference:	Policy 2807/2807P	Volunteer Training
	Policy 2811/2811P	Travel Expenses
	Policy 2813/2813P	Charge Card
	Policy 2814/2814P	Personnel Reimbursement for Personal Loss

Adoption Date: May 3, 2005

Revised: January 1, 2008

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



## **PERSONNEL**

### **Volunteer Fire Fighters' and Reserve Officers' Relief and Pensions Benefits**

Volunteer firefighters shall become members of the relief provisions of the Volunteer Fire Fighters' and Reserve Officers' Relief and Pension Act in order to be protected medically while performing duties for the district. Each volunteer member will have the ability to become a member of the pension provisions of the Volunteer Fire Fighter's and Reserve Officer's Relief and Pension Act to take advantage of the retirement program. The district has created a board of trustees to administer the program to comply with the statute. The board shall consist of:

1. Chairman of the Commissioners, to serve as chairman of the board of trustees
2. Secretary of the district, to serve as secretary-treasurer
3. Commissioner, (to be appointed by board of commissioners)
4. Fire chief
5. Firefighter, to be elected by the members of the district on March of each year.

The board of trustees shall meet on the first Tuesday of each month at the headquarter station in Zillah, Washington at following the regularly scheduled Commissioner's meeting on the call of the chair when there is business to come before the board.

The state board must be notified in writing within ninety (90) days of the occurrence of an accident and a claim filed within one year in order for the state board to pay any claims that may arise from sickness or injury of a volunteer in the line of duty. All claims should be approved by the board of trustees as evidenced by the signatures of the chairman and secretary on the vouchers. The secretary shall maintain records of all actions of the board of trustees and submit an annual report to the board of commissioners reflecting expenses and disbursements made to beneficiaries.

The board of trustees shall order and direct that monthly pension benefits be awarded to firemen who satisfy the eligibility requirements as outlined in the Volunteer Fire Fighters' and Reserve Officers' Relief and Pensions Act.

Legal Reference: RCW 41.24

Volunteer Fire Fighters' and Reserve  
Officers' Relief & Pensions

Adoption Date: May 3, 2005

Revision Date: March 6, 2007

Revision Date: April 7, 2015

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

**PERSONNEL****DISTRICT RECOGNITION AND AWARDS PROGRAM**

The District's Board of Fire Commissioners understands the value of an awards program that formally recognizes outstanding courage, effort and performance on the part of the members of Yakima County Fire District #5 as well as its citizens. Such recognition not only serves to acknowledge exceptional service and to raise morale, but it serves to improve the level of service provided by the department as others are encouraged by the examples of those recognized.

The Board of Fire Commissioners authorize the Chief to purchase de minimis awards following the standards as outlined in R.C.W. 41.60.150, for presentation to individuals in the District who, in the judgment of the Chief and designees, are qualified recipients. The Board further encourages recognition activities that provide those being recognized a meaningful experience, but would not be considered extravagant by community standards.

Legal Reference:	RCW 41.60.150	Recognition Awards
	RCW 52.12.021	General Powers
	State Constitution VIII, Section 7	
	Washington State Auditor's Office Opinion #1936 dated 12-7-04	

Additional Resources:      Blackinton & Co., Inc. thru Cascade Fire Equipment Corp. Yakima

Adoption Date: August 2, 2005

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

## **PERSONNEL**

### **District Recognition and Awards Program**

All members of the District will strive to recognize and commend the exceptional performance of a member of the District including the civilians of the District.

#### **1. Eligibility**

- All departmental career personnel are eligible to receive the full range of departmental awards as the result of actions taken in their official capacity whether on or off-duty.
- All members in good standing of the District's volunteer fire fighters who have successfully completed their probationary period are eligible to receive the full range of departmental awards as the result of actions taken in their official capacity.
- All civilian fire service personnel, including recruit volunteer fire fighters are eligible to receive departmental awards with the exception of the Medal of Honor and the Medal of Valor.
- Non-departmental individuals may be selected for certain awards and recognition at the discretion of the District Fire Chief.
  1. Fire fighters of other fire departments are eligible to receive the full range of medals and awards if the actions qualifying them for such awards were performed in order to assist Yakima County Fire District #5.
    - a. The selection process shall be the same as that used in order to recognize members of the District.
  2. Civilians not employed by the District may be selected to receive certain awards and recognition at the discretion of the District Chief.

#### **2. Selection Process**

##### **A. Nominations**

Any member of Yakima County Fire District #5, whether paid or volunteer may nominate eligible individuals and/or units for departmental awards.

- Nominations shall be made on District recognized nomination forms.
- Nominations shall be turned into the career supervisor of the member or station being nominated.
- In making recommendations to the District Chief, the Supervisor may:
  - a) Recommend the award be made, or upon a finding that the criteria for the award has not been met it may:
  - b) Recommend that a lesser award be made, or the Supervisor may:

- c) Recommend a Letter of Commendation be issued, or the Supervisor may:
- d) Decline to recommend recognition based upon a lack of criteria.
- After review by member's supervisor, the supervisor shall direct his recommendation to the District Chief for review.
- In reviewing nominations, the Chief will consider the written nominations and any applicable documentation. The Chief may interview witnesses and consider their testimony. This may be accomplished through:
  - a) Inter-office Memorandums from departmental members, or
  - b) Statements from non-departmental witnesses.

### **B. Final Selection**

The District Chief will review recommendations and make final determinations in the selection of award recipients.

## **3. Presentation of Awards**

The presentation of an award will be made at an annual Awards Ceremony. The District Chief, or his/her designee will make the presentation of the award(s). The District Chief may, at his/her discretion, make presentations of awards at other times and places as he/she deems appropriate.

## **4. Medals and Awards**

Listed are the Medals and Awards recognized by Yakima County Fire District #5 in order of prominence:

### **A. The Fire Fighter Medal of Honor**

- The Medal of Honor is the highest award of Yakima County Fire District #5.
- The Medal of Honor is awarded to a fire fighter that has distinguished himself/herself by gallantry and extraordinary heroism. The act of heroism must have been in excess of normal demands. To be eligible to receive this award, the fire fighter must have been fully aware of the imminent threat to his/her personal safety at the time; and performed above and beyond the call of duty despite that knowledge.
- The hazardous situation to which the fire fighter responded was not created by any negligence on the fire fighter's part.
- The recipient will be awarded a medal, a uniform ribbon and a certificate.

**B. The Fire Fighter Cross - Final Alarm**

- The Fire Fighter Cross is awarded to any District member that lost his/her life in the performance of his/her duties under honorable circumstances. The Fire Fighter Cross may be awarded in addition to any other award the member may be entitled to in making the supreme sacrifice.
- The immediate surviving family or family member will be awarded the medal.
- The recipient will be awarded a medal and uniform ribbon.

**C. The Fire Fighter Medal of Valor**

- The Medal of Valor is awarded to a fire fighter, career or volunteer who has demonstrated exceptional bravery while facing imminent risk of serious bodily injury.
- The hazardous situation to which the fire fighter responded was not created by any negligence on the fire fighter's part.
- The recipient will be awarded a medal, a uniform ribbon and a certificate.

**D. The Fire Fighter Medal of Merit**

- The Fire Fighter Medal of Merit is awarded to a fire fighter, career or volunteer that was seriously injured in the line of duty due to a fire or explosion, or while performing at a medical incident.
- The Fire Fighter Medal of Merit may be awarded in addition to the awarding of a higher decoration where the facts show the recipient is entitled to such an award.
- A fire fighter is ineligible for this award if the injury sustained was the result of, or was concurrent with any conduct that was less than acceptable by all departmental standards.
- The recipient will be awarded a medal, a uniform ribbon and a certificate.

**E. The Honorable Service Medal**

- The Honorable Service Medal is awarded to civilian employees who have taken action during an emergency situation to aid an emergency responder despite their knowledge of a significant risk to their own safety.
- The Honorable Service Medal may also be awarded to a non-departmental civilian at the discretion of the District Chief.
- The recipient will be awarded a medal, a uniform ribbon (if a departmental employee) and a certificate.

#### **F. Lifesaving Medal**

- The Lifesaving Medal is awarded to any departmental member or non-departmental civilian directly responsible for the saving of a human life, whether on or off duty. It may also be given where evidence indicates that the actions of the department member prolonged a human life to the extent that the victim was released to the care of medical personnel, even though the victim expired at a later time.
- This Lifesaving Medal may be awarded in addition to another award if the lifesaving actions meet the proper criteria.
- The recipient will be awarded a medal, uniform ribbon (if departmental member) and a certificate.

#### **G. Exceptional Service Certificate**

- The Exceptional Service Certificate is awarded to District career employees and District volunteers for excellence in fire service work and for outstanding performance of duties under unusual, complicated, or hazardous conditions over any period of time.
- The Exceptional Service Certificate may be awarded (without ribbon) to any career or volunteer fire fighter or fire service employee from another fire service agency qualifying under the above conditions while aiding, assisting, or working with a member of Yakima County Fire District #5.
- The Exceptional Service Certificate may be awarded to a District group (i.e. station, strike team) when the actions of the group as a whole meet the qualifications. One certificate will be awarded and will remain with the ribbon. This will not prevent an individual from that group from being independently recommended for a separate Certificate of Merit based upon his/her individual contribution to the effort.
- This certificate will not be awarded in conjunction with any other award for the same service or deed.
- The recipient will be awarded a uniform ribbon (if a department member) and a certificate.

#### **I. Retirement Recognition**

- A Retirement Plaque will be presented to District career employees, District volunteers and District Commissioners with twenty or more years of outstanding dedication and sacrifice with Yakima County Fire District #5.
- A Retirement window decal, hat, gray coat and license plate frame will be presented to District Volunteer Fire Fighters for their dedicated years with Yakima County Fire District No. 5.
- The District Chief may, at his/her discretion, present any of the above items to District members not meeting the above listed criteria.

## **Special Award Plaques**

Plaques may be presented throughout the year to individuals and/or organizations for special recognition as determined by the Fire Chief and/or his/her representative.

## **Memos/Letters/Certificates of Commendation**

May be issued throughout the year by the Fire Chief to District members and/or citizens for recognition of commendable actions or performance.

## **5. Display of Medals/Ribbons**

Medals represent the highest recognition to District members for specific acts of service. The awarding of a medal will automatically include a ribbon for display on the member's uniform. Subsequent awards will be represented by the presentation of a bronze, silver, or gold star to be placed on the previously awarded ribbon. Three bronze stars equal one silver star; three silver stars equal one gold star. Medals will be worn with the Class A Formal Dress uniform jacket along with the corresponding ribbon. Members not issued Class A Formal Dress uniforms will be allowed to display medals and uniform ribbons as outlined below on their Class A & B uniform shirts.

- Ribbons will be centered (1/4) one-fourth inch above the fire fighter's nametag. In cases where more than one ribbon is worn, they shall be aligned from right to left in the order of prominence.
  - In the event that a District member receives the same award he/she has previously received, he/she will receive an award medal when appropriate, along with the attendant certificate and ribbon. The ribbon will have a star affixed to it. This ribbon will replace the first on the uniform. Additional stars will signify any additional awards of the same type.
- Actual medals may be worn with the uniform during the following events:
  - Speaking engagements
  - Departmental special events and ceremonies
  - As authorized by the District Chief
- Medals will be displayed above the ribbons over the right pocket. Medals shall be aligned from right to left in the order of prominence.

Adoption Date: August 2, 2005 Revision Date: February 3, 2009 Revision Date: January 1, 2011

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

## **HERALDRY**

### **Fire Fighter Medal of Honor**

The Fire Fighter Medal of Honor is the highest achievable award of Yakima County Fire District No. 5. This award can be issued to any fire fighter who has shown extraordinary heroism and gallantry. The act of heroism must have been in excess of normal demands and the fire fighter must have been fully aware of the imminent threat to his/her personal safety at the time and performed above and beyond the call of duty despite this knowledge.

The Fire Fighter Medal of Honor ribbon colors shall consist of half red and half white. Red will signify the blood spilled from the men and women before us that have shown gallantry and extraordinary heroism. White signifies the light of each of our guardian angels that protect us during our performance of duty.

### **Fire Fighter Cross – Final Alarm**

The Fire Fighter Cross is awarded posthumously to any District member that lost his/her life in the performance of his/her duties under honorable circumstances. The Fire Fighter Cross may be awarded in addition to any other award the member may be entitled to in making the supreme sacrifice.

The Fire Fighter Cross ribbon colors shall be black and white. The color black signifies the shadow of death. The color white signifies the everlasting light of God.

### **Fire Fighter Medal of Valor**

The Fire Fighter Medal of Valor is awarded to a fire fighter who has demonstrated exceptional bravery and courage while facing imminent risk of serious bodily injury.

The Fire Fighter Medal of Valor ribbon colors shall consist of red, white and blue. The colors signify the American spirit of fire fighters in their performance of duty.

### **Fire Fighter Medal of Merit**

The Fire Fighter Medal of Merit is awarded to a fire fighter that was seriously injured in the line of duty due to a fire, explosion or while performing at a medical incident. The Fire Fighter Medal of Merit may be awarded in addition to the awarding of a higher decoration where the facts show the recipient is entitled to such an award.



### **Fire Fighter Medal of Merit (continued)**

The Fire Fighter Medal of Merit ribbon colors shall consist of red, and gold. The red color signifies the blood spilled in performance of ones tasks. The gold color signifies the power of hope for a complete recovery.

### **The Honorable Service Medal**

The Honorable Service Medal is awarded to civilian employee or non-departmental civilian (at the discretion of the chief) who have taken action during an emergency situation to aid an emergency responder despite their knowledge of a significant risk to their own safety.

The Honorable Service Medal ribbon color shall be green. No color significance applies.

### **Lifesaving Medal**

The Lifesaving Medal is awarded to any departmental member or non-departmental civilian directly responsible for the saving of a human life, whether on duty or off duty. It may also be given where evidence indicates that the actions of the department member prolonged a human life to the extent that the victim was released to the care of higher medical personnel, even though the victim expired at a later time.

The Lifesaving Medal ribbon color shall be red and blue. The red signifies the fire service and the blue signifies emergency medical service.

### **Exceptional Service Certificate**

The Exceptional Service Certificate is awarded to departmental members for excellence in fire service work and for outstanding performance of duties under unusual, complicated, or hazardous conditions over any period of time. Fire service employees from another agency may qualify for this award if the above conditions are met while aiding, assisting or working with a member from Yakima County Fire District No.5.

The Exceptional Service Certificate recipient will receive a certificate and uniform ribbon (if district member).

The Exceptional Service Ribbon shall be silver in color. No color significance applies.

## YAKIMA COUNTY FIRE DISTRICT #5 RECOGNITION AWARD NOMINATION FORM

Nominee Name/Team: \_\_\_\_\_ Date: \_\_\_\_\_  
(☐ check box if civilian)

Submitted by (optional): \_\_\_\_\_

Submitted to: (district career officer): \_\_\_\_\_

Location of occurrence (if applicable): \_\_\_\_\_

Date of occurrence (if applicable): \_\_\_\_\_

**Nomination Support: (please provide a brief explanation for your nomination and attach all pertinent documents, i.e. witness statements, department reports, etc. attach additional sheets if needed)**

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**District Supervisor's recommendation: (attach additional sheets if needed)**

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District Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**District Chief Signature:** \_\_\_\_\_

**PERSONNEL****DISTRICT PERFECT ATTENDANCE AND YEARS OF SERVICE AWARDS PROGRAM**

The District's Board of Fire Commissioners understands the value of an awards program that formally recognizes outstanding dedication and commitment on the part of the volunteer fire fighters of Yakima County Fire District #5. Such recognition not only serves to acknowledge exceptional service and to raise morale, but it serves to improve the level of service provided by the department as others are encouraged by the examples of those recognized.

The Board of Fire Commissioners authorize the Chief to purchase de minimis awards following the standards as outlined in R.C.W. 41.60.150, for presentation to individuals in the District who, meet the Perfect Attendance guidelines for attending monthly fire drill and obtain the years of service benchmarks as described in the following procedures. The Board further encourages recognition activities that provide those being recognized a meaningful experience, but would not be considered extravagant by community standards.

Legal Reference:	RCW 41.60.150	Recognition Awards
	RCW 52.12.021	General Powers
	State Constitution VIII, Section 7	
	Washington State Auditor's Office Opinion #1936 dated 12-7-04	

Additional Resources:      Blackinton & Co., Inc. thru Cascade Fire Equipment Corp. Yakima

Adoption Date: January 1, 2011

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

## **PERSONNEL**

### **DISTRICT PERFECT ATTENDANCE AND YEARS OF SERVICE AWARDS PROGRAM**

The District will strive to recognize and commend the dedication and commitment of its Volunteer Fire Fighters that meet the criteria outlined below.

#### **1. Eligibility**

- All departmental volunteer fire fighters, not currently recognized under the Perfect Attendance standards, are entitled to the awards offered in the Years of Service Awards Program.
- All departmental volunteer fire fighters that were being recognized for their dedication to month fire drill training by meeting the perfect attendance standards prior to January 1, 2003 will continue to be recognized for their continued dedication to training until such time that they fail to meet the perfect attendance standards or leave the District.
- Once a Perfect Attendance participant fails to meet the standards of the Perfect Attendance Awards Program the participant will default to the Years of Service Awards Program.

#### **2. Presentation of Awards**

The presentation of an award will be made at an annual Awards Ceremony. The District Chief, or his/her designee will make the presentation of the award(s). The District Chief may, at his/her discretion, make presentations of awards at other times and places as he/she deems appropriate.

#### **3. Medals and Awards**

##### **A. Perfect Attendance Medals and Awards**

- |  |   |
|--|---|
| • 5 (Five) Years of Perfect Attendance   | Red Coat & 5 Year Service Pin                 |
| • 10 (Ten) Years of Perfect Attendance   | Gold Watch & 10 Year Service Pin              |
| • 15 (Fifteen) Years of Perfect Attendance   | Belt Buckle or necklace & 15 Year Service Pin |
| • 20 (Twenty) Years of Perfect Attendance  | Plaque & 20 Year Service Pin                  |
| • Every additional 5 years of perfect attendance will be recognized with a engraved plaque bar and corresponding Years of Service Pin. |   |

##### **B. Years of Service Medals and Awards**

- |  |   |
|--|---|
| • 5 (Five) Years of Service  | 5 Year Service Pin                            |
| • 10 (Ten) Years of Service  | Blue Coat & 10 Year Service Pin               |
| • 15 (Fifteen) Years of Service  | Silver Watch & 15 Year Service Pin            |
| • 20 (Twenty) Years of Service   | Belt Buckle or necklace & 20 Year Service Pin |
| • 25 (Twenty Five) Years of Service  | Plaque & 25 Year Service Pin                  |
| • Every additional 5 Years of Service will be recognized with an engraved plaque bar and corresponding Years of Service Pin. |   |