

## **COMMUNITY RELATIONS**

### **Goals**

The Yakima County Fire District No. 5 Board of Fire Commissioners endorses the belief that the department belongs to the citizens of the Fire District and intends to strive to serve the needs of all. To this end, the District shall strive to earn a reasonable share of community recognition through a positive community relations program. Such a program shall be a persistent, well-planned and well-organized activity to promote community understanding and appreciation of Fire District services.

Community relations begin with the appearance and conduct of all District members, both on duty and off duty. All District members shall show respect to all citizens of the community during emergency activities and general interaction with the community while on and off duty.

Yakima County Fire District No.5 will promote public understanding of its operational programs, emergency operation mitigation, and fire prevention through an appointed active liaison(s). The fire chief shall appoint liaison(s) and public information officer(s) as needed to promote such programs to the public, examples of which are: members of the local media, the local Chamber of Commerce of areas served by the District, service clubs, parent-teacher associations, senior citizen organizations, youth groups, ethnic groups, neighborhood associations, and public and private schools.

Adoption Date: August 2, 2005

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

## COMMUNITY RELATIONS

### Annual Report

The Chief shall prepare an annual report to the Board of Fire Commissioners that describes the state of the Fire District and its activities of the prior fiscal year. The annual report should include the following:

1. Fire suppression emergency responses.
2. Hazardous materials emergency responses.
3. Medical emergency responses.
4. Community service projects including prevention training provided to members of the community and presentations made to the community.
5. Major acquisitions of equipment and apparatus.
6. Changes in the district manual of operations.
7. Job-related injuries or illnesses.

Such report shall be submitted to the board by the March Board meeting. After acceptance of the report, copies will be made available to the general public upon request.

Adoption Date: August 2, 2005

Revision Date: March 6, 2007

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

## **COMMUNITY RELATIONS**

### **Governmental Relations**

Every effort shall be made to provide accurate objective information to appropriate governmental agencies when requested. The Chief shall articulate the District's policies and positions whenever issues arise that are related to the District.

When significant emergency legislative or regulatory issues arise that need immediate Board attention, the Chief shall contact the Chairman of the Board of Fire Commissioners and discuss the situation. The Chairman shall then decide on how to handle the matter. The decision of the Chairman would then stand unless rescinded by the Board of Fire Commissioners.

Adoption Date: August 2, 2005

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

**COMMUNITY RELATIONS****Media Relations**

As a public agency, the Fire District recognizes the responsibility of providing information to the news media. Every effort shall be made to cooperate with the news media in providing appropriate information. Releases to the news media on matters other than alarm response information are required to be channeled through the Chief or his/her designee.

Cross Reference: Policy 3300  
Safety Policy 1.1.11

Access to Public Records  
Privacy Policy

Adoption Date: August 2, 2005

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

## **COMMUNITY RELATIONS**

### **Media Relations**

To establish a uniform guide for releasing information and explaining the responsibilities of the District's Public Information Officer(s) and personnel in dealing with news media in Yakima County Fire District No. 5 the release of information will be handled in the following manner:

#### **1. Yakima County Fire District No. 5 Dispatch**

- Upon receipt of a media inquiry regarding an incident that is confirmed by on scene personnel, dispatch will confirm the nature of the alarm and location of the alarm to media members.
- Dispatchers must use caution in releasing information they have received over the radio or phone but is not yet confirmed by on scene personnel to the media. Only the Public Information Officer or designee shall release information such as possible criminal activity, elements of an investigation, fatalities, injuries, and number(s) of patients.
- At the request of the Public Information Officer or designee, dispatchers will activate the media text pagers.
- Dispatchers may ask the Public Information Officer or designee if they want media text pagers activated, especially if dispatch is receiving multiple calls from the media in order to prompt the Public Information Officer or designee.
- Dispatchers will upon request send a text message to media group pagers for the following incidents, confirmed by on-scene personnel:
  - Structure fires involving residences or commercial facilities
  - Wild land fires involving a three station response, where homes are threatened, or where evacuations have/are/will take place.
  - Activation of the Yakima County Fire District No. 5 water rescue team.
  - Mass casualty incidents.
  - Major hazardous materials incidents.
  - Major traffic accidents such as aircraft or rail.
  - Natural disasters.
  - Major traffic blockages due to any item above.
- Dispatchers will review the text page for accuracy and delete any information that includes patient information, names, or information regarding cause of fire and/or criminal activity.

#### **2. Public Information Officer(s)**

- The Public Information Officer or designee receives general direction from the District Chief.

- The Public Information Officer or designee shall be the District's representative to the media.
- The Public Information Officer or designee shall inform the media of newsworthy events, either emergency in nature or non-emergency in nature.
- The Public Information Officer or designee shall field requests from the media on public service announcements and conditions related to the fire service.
- The Public Information Officer or designee shall coordinate with the media and disseminate information about Yakima County Fire District No. 5 and its activities to the public and develop programs and strategies to build and promote positive relationships between the Fire District and the community it serves.
- The Public Information Officer or designee shall review and keep copies of all press releases.
- The Public Information Officer or designee will work closely with the chief, investigators, and law enforcement and will release information pursuant to legal and policy guidelines.
- The Public Information Officer or designee will liaison with members of the media, protecting the media from dangerous areas/situations, assisting in the media's newsgathering effort, ensuring that media members do not inhibit fire fighting operations, and preserving the integrity of investigations which includes the scene itself.
- The Public Information Officer or designee shall provide briefings as time and conditions allow. The Public Information Officer should also make available the incident commander and/or members of the department involved in newsworthy actions.
- At the conclusion of a newsworthy operation, the Public Information Officer or designee shall prepare a press release, using the current Yakima County Fire District No. 5 press release, detailing departmental actions involving the incident. In cases of sensitive information involving criminal and/or matters of an investigative nature, the Public Information Officer or designee shall review material to be releases with incident command, fire investigators or any other agencies involved. Copies of all press releases will be kept by the Public Information Officer.
- Newsworthy actions include:
  - Any Yakima County Fire District No. 5 emergency action where media requests information or arrives at an incident.
  - Any fire where there is a \$10,000.00 or more loss of property.
  - Any structure fire where there is:
    - Injury or loss of life
    - \$50,000.00 or more in property damage
    - The Public Information Officer or designee may use their discretion on outbuildings or small buildings.
  - Any wild land fire where there is:
    - Injury or loss of life
    - Evacuations or exposures threatened, damaged, or saved.
    - \$50,000.00 or more in property damage.
    - Three or more station response.

### **3. Staff Officers, Fire Fighters, District Members**

- Staff officers, incident commanders, or their designee shall be the District's spokesperson designee in the absence of the Public Information Officer.
- Personnel shall not give out any information relative to the cause of an incident or sensitive information about an incident that have been referred to a law enforcement agency, including city or county fire marshal unless released by the agency having authority.
- When requested to give information to the media, personnel should refer the individual to the Public Information Officer or designee. All non-staff officer members when giving information to the media should limit information to first hand knowledge and action. All members should strive to be as courteous and polite as possible.
- Members shall avoid releasing information of a medical or investigation nature. Releasing medical information may constitute an invasion of privacy. Releasing of investigative information can compromise the investigation itself.
- Members shall not release the names of any person(s) who is/are a victim of a crime.
- Members shall not release the names of deceased, injured or medically ill person(s).

### **3. Fire Chief**

- Only the Fire Chief or designee may release the following information:
  - Policy statements.
  - Organizational changes.
  - Information regarding disciplinary actions.

### **4. Media Access**

- All members of the department will extend the utmost courtesy and invitation to members of the media. Media members should be permitted to park closer to the scene as safe as possible, while not conflicting with actions being taken by Yakima County Fire District No.5. Media members should be afforded locations that the general public will not be able to access at the direction of the Public Information Officer or designee.
- Media members shall be directed to the Public Information Officer or designee. Under no circumstances shall any member take action to knowingly obstruct news media in performance of their duties unless personal injury is imminent or departmental operations are being impeded. This includes physically blocking camera shots or preventing the media to take photos, except as indicated previously or to protect a victim's privacy.

Adoption Date: August 2, 2005  
Revision Date: February 3, 2009

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

## COMMUNITY RELATIONS

### Use of Facilities

The Board of Fire Commissioners recognizes the dedication of its members and authorizes the private use of District fire stations under the following conditions:

1. A member(s) using the fire station must accept full responsibility for conduct and damage, and must clean and leave the fire station in good order. One member shall be present at the station at all times during station use.
2. A minimum of two sworn members in good standing are required to be at the station for the use of a District fire station. One of the two members must be fully released to participate in any dispatched emergency and is required to respond to all station alarms during the use of the station.
3. The fire station may be available for nonprofit community-oriented functions at the discretion of the chief.
4. The use of alcohol or of a controlled substance will not be allowed on/in any district owned property.
5. Non-members are not allowed in the office area or on equipment unless assisted by an attending District member.

Cross Reference: Policy 3210

Loans of District-Owned  
Equipment

Legal Reference: RCW 42.52.140  
RCW 42.52.160  
WAC 292-110-010

Gifts  
Use of Persons, Money or Property for  
Private Gain  
Use of State Resources

Adoption Date: August 2, 2005

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



## **COMMUNITY RELATIONS**

### **Use of Facilities**

The use of the District fire station shall be on the honor system. It shall be understood that this is a privilege that can be revoked at any time. Misuse of any station could mean a loss of these privileges for all members. With this thought in mind, the following rules shall be observed:

1. Occupants must be accompanied by a sworn District member.
2. A minimum of one member must be present at all times and accept full responsibility for occupant's conduct and any damage that may occur.
3. Member(s) shall insure that station is left in clean and orderly condition.
4. In the event of an alarm for the station being utilized, where multiple members are present, members are expected to respond to any and all alarms, leaving one member present at all times while station is occupied.

The fire station may be available for community-oriented functions at the Chief's discretion.

No alcohol or controlled substance shall be allowed on/in any district owned property.

Adoption Date: August 2, 2005

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

**YAKIMA COUNTY FIRE PROTECTION DISTRICT NO. 5**

**P. O. Box 447  
Zillah, Washington 98953  
829-5111**

**Station Use Permit**

Station: \_\_\_\_\_ Purpose of Use: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Name of Group/Person representing group: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- I/We hereby agree to abide by the conditions set forth in District Policy 3200, such rules and guidelines as may be posted at the station, and any instructions or directions which may be given by the district representative named below.
- To insure that our use of the station does not interfere with the ability of the station to respond to emergencies, the following named member of our group, \_\_\_\_\_, shall be responsible for controlling parking and keeping emergency equipment unblocked in accord with the station's posted rules and/or the instructions of the district representative.
- I/We will keep the station in an orderly condition during use and will clean up before leaving, according to posted instruction and/or instructions from the district representative.
- We also agree to such fees as are established by the district.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Group Representative

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The district representative will be \_\_\_\_\_. You or your member designated above will meet the district representative at the above stated time on the day of use, and upon presentation of this permit, the district representative will unlock the station and provide orientation instructions regarding parking, safety, clean-up, etc.

Permission use granted: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief

**FOR DEPARTMENT USE**  
(To be completed by district representative)

The station was properly cleaned and was secured at \_\_\_\_\_ hours. Initial \_\_\_\_\_ and forward to Headquarters Station. Add additional remarks to back of permit.

## COMMUNITY RELATIONS

### Loans of District-Owned Equipment

District-owned equipment shall not be loaned for non-district use off District property, with the following exceptions:

1. Use of specific items of equipment may be granted on the written request of the intended user and approval by the Chief and only when such equipment is unobtainable elsewhere. In such instances, the user shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.
2. District equipment may be removed from District property by District members only when such equipment is necessary to accomplish tasks arising from their District responsibilities. The prior approval of the Chief is required for such removal. Removal of equipment from District property for personal use by staff is prohibited.

Cross Reference: Policy 3200

Use of facilities

Legal Reference: WAC 292-110-010  
RCW 42-52-160

Use of State Resources  
Use of Persons, Money or Property

for Private Gain

Adoption Date: August 2, 2005

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

## **COMMUNITY RELATIONS**

### **Public Access to District Records**

Mindful of the right of individuals to privacy and of the desirability of efficient administration of the Fire District, full access to information concerning the administration and operations of the District shall be afforded to the public as provided by the Public Disclosure Law. Public access to District records shall be afforded according to the procedures developed by the Chief and periodically reviewed by the Board of Commissioners.

"Fire district records" include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the District which is prepared, owned, used, or retained by the District. "Fire district records" do not include the personal notes and memoranda of staff, which remains in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Chief shall have responsibility and authority for ensuring compliance with the display, availability, inspection, and copying requirements of state law and this policy. The District does not maintain an index of records because such an indexing method would be unduly burdensome to a limited office staff and, if done, would hamper current District activities. This shall not preclude interested public in making requests to review records which are accessible to the public.

The District shall make available for public inspection and copying all District records, or portions, except those which contain the following information:

1. Personal information in files maintained for District members or commissioners to the extent that disclosure would violate their right to privacy [RCW 42.56.230(2)].
2. The contents of real estate appraisals, made for or by the District relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal [RCW 42.56.260].
3. Preliminary drafts, notes, recommendations, and intra-office memoranda in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the District in connection with any district action [RCW 42.56.280].

4. Records which are relevant to a controversy in which the District is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending in the superior courts [RCW 42.56.290].
5. Records or portions of records the disclosure of which would violate personal rights of privacy or governmental interests [RCW 42.56.050, RCW 42.56.070, and RCW 42.56.210].
6. The residence addresses and telephone numbers of staff members or volunteers held in personnel records, rosters and mailing lists [RCW 42.56.250(3)].
7. The work and home addresses, other than the city of residence, of persons shall remain undisclosed or be omitted from all documents made available for public review if that person requests in writing, under oath, that these addresses be kept private because disclosure would endanger his/her life, physical safety or property [RCW 42.56.240(2)].

If the District denies any request, in whole or in part, for inspection and copying of records, the District shall provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption (and statutory section) which applies as noted on Form 3300F-1.

If the record which is requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The District shall not provide access to lists of individuals which the requesting party intends to use for commercial purposes or which the District reasonably believes shall be used for commercial purposes if such access is provided.

The Chief is authorized to seek an injunction to prevent the disclosure of records otherwise disclose able when he/she determines that there is reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Cross Reference: Policy 3120

Resolution 381

Legal Reference: RCW 52.14.100

RCW 42.56

RCW 70.02

HIPAA

Media Relations

Records Retention Resolution

Power and duties

Public records

Medical Records

Health Insurance Portability and  
Accountability Act of 1996

Adoption Date: August 2, 2005

Revision Date: March 6, 2007

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

## **COMMUNITY RELATIONS**

### **Public Access to District Records**

The following procedures shall be used to carry out the District's policy regarding public access to District records:

1. Display of descriptions, policies and procedures:

The Chief shall compile, prominently display and make available the following for inspection and copying by the public at the District headquarters:

- Descriptions of the District's organizational structure.
- Statements of policy and procedure by which the District operates.
- Descriptions of how, where and from whom the public can obtain information and copies of public records.
- District procedures.
- All interpretations of general applicability developed or utilized by the District.

The Chief shall update the displayed materials identified above whenever an item is amended, revised or repealed.

2. Requests for inspection and copying:

Upon written request, Form 3300F-1, the District shall make available to any person for inspection and copying any record or records not exempted by District policy.

A written request for inspection and/or copying of records shall include:

- Name, address, and signature of the party requesting disclosure and the date of request
- Identify patient involved, and specification of the records or types of records requested
- A statement of the intended use if lists of individuals are included among the requested documents, name and institutional affiliation to whom the information will be disclosed.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the District.

A response to each written request for inspection and copying of District records shall be provided as soon as is reasonably practicable, and in no case later than five (5) days [RCW 42.56.520] after receipt of the request. Records shall not be released until authorized by the Chief or his/her designee.

Upon request, the District shall make copies of public records and may charge a per-page fee to cover copying costs.(RCW 42.56.120)

Staff shall provide full assistance to members of the public making inquiries or requests related to District records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection.

The Chief shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the District.

3. Request for inspection or copy of incident report

Upon receiving a written request, Form 3300-1, the District shall make available to any person for inspection and copying of any incident report not exempted by District policy. Requests that are mailed and/or faxed will require a notary for signature verification.

Investigative records which are being compiled by the District during the investigation of any suspected arson fire, until such time as the investigation has been completed are exempt from public disclosure. However, in the event the investigative record has been referred to a law enforcement agency (includes city or county fire marshal), the determination of whether to disclose such record shall be made by such enforcement agency.

Medical incident reports (MIR) may be released provided such is limited to information that would be public knowledge to a bystander at the District station, at the scene of the incident, or at the hospital. This information would include the following items:

- The fact that an aid call was received (date, incident number)
- The time of the call
- The time of arrival on the scene
- Weather conditions
- Location of response (address)
- Description of the equipment dispatched
- The number and names of personnel dispatched
- Whether or not the patient was transported
- The place to where the patient was transported
- If no transportation was involved, then the time the personnel left the scene
- The manner in which the call was received, such as by phone, radio, etc., but not necessarily the name of the person reporting the incident, if such individual was a private person rather than a member of another governmental agency.

4. Full release of a medical incident report (MIR) in its entirety. (RCW 70.02.030)

A medical incident report (MIR) and/or ERS Report in its entirety shall not, under any circumstances, be released to any person without full authorization from the Fire Chief or his/her designee and without the individual's (patient's) consent to the release of the report or portions of the report as per Form 3300-2 unless exempted as outlined in RCW 70.02. If Form 3300-2 is mailed and/or faxed, a notary is required for signature verification.

Before an individual (patient) can consent to the release of a medical record or portion of a medical record, the individual (patient) must know and understand the contents of the medical record, the identity of the person or entity to whom the information will be given and the consequences of the release of the information. Prior to consenting to the release of a medical record, therefore, the individual must inspect and understand the medical record and know what information is contained in the medical record including the meaning of any code symbols or abbreviations used in the medical record. A representative of the District will not only have to show the individual (patient) the medical record, but also explain the material content in the medical record.

A personal representative of a deceased patient may exercise all of the deceased patient's rights. If there is no personal representative, a deceased patient's rights may be exercised by persons who would have been authorized to make health care decisions for the deceased patient when the patient was living as outlined in RCW 70.02.140.

Requests by law enforcement and/or attorneys will need to file a subpoena to obtain full release of a person's medical report(s) without consent of the patient as outlined in RCW 70.02.

The release Form 3300-2 that an individual (patient) signs to consent to the release of a record or information from a record (except a public record) shall contain the following information:

- Name and address of the individual signing the form.
- Name or description of the person or entity to which the record and information will be given.
- The title, date and description of the report to be released.
- A statement that the person signing the form has read the report and understands the information contained in the report.
- A statement that the person signing the form knows the identity of the person or entity to which the report will be given.
- A statement that the signatory consents to the release of the report or an identified portion of the report.
- A statement that the signatory releases the district and its personnel from any liability that may result from the release of the information.
- The date, time and place that the release is signed and notarized.



Adoption Date: August 2, 2005

Revision Date: March 6, 2007

Revision Date: 04/07/2015

Revision Date: 04/04/2017

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

I, \_\_\_\_\_ from Agency/organization name: \_\_\_\_\_

☐ Fire Incident Report (1)  
☐ Emergency Medical Report (2)  
☐ CAD Printout

Incident Location: \_\_\_\_\_

Address	City	State	Zip-Code
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☐ District Administrative Record(s) i.e. policies, procedures and other records of interest

☐ District Budget: Year(s) Requested \_\_\_\_\_

☐ Other: specify \_\_\_\_\_

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

Business Phone: (        )                      Home Phone: (        )                      Fax: (        )

Dated this                      day of                      at                      a.m. / p.m.

Signed: \_\_\_\_\_ Staff Witness: \_\_\_\_\_

(1) Fire incident reports are considered public records and may be released with the proper request. Investigative records and information compiled by Yakima County Fire District No.5 during the investigation of any suspected arson fire, until such time as the investigation has been completed are exempt from public disclosure. In the event the investigative records have been referred to a law enforcement agency, said agency will determine whether to disclose such records.

(2) Information from an emergency medical report may be disclosed if it constitutes information that would be public knowledge to a bystander at the scene of an incident, at a fire station or at the hospital. The release of additional information will require the completion of an "Individual's Consent to Release Information" form.

Request Granted      Request Denied      (Individual may request a review of decision)

Reason for denial:

Issuing District Staff:

*In accordance to the provisions of RCW 42.56 public records may be disclosed only to appropriate parties.*

# YAKIMA COUNTY FIRE PROTECTION DISTRICT NO. 5 INDIVIDUAL'S CONSENT TO RELEASE INFORMATION

(Please Print Clearly)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address	City	State	Zip-Code
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Medical incident report no.: \_\_\_\_\_ Date of Incident:: \_\_\_\_\_

Incident location and description: \_\_\_\_\_

**Information to be released to:**

Individual/agency/organization name: \_\_\_\_\_

Address	City	State	Zip-Code
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The undersigned consents to the release of the above noted record or portion of a record and understands all of the provisions of this release as follows:

1. I give permission to mail or fax the report. Initials \_\_\_\_\_
2. I have read the report and understand the information contained in the report. Initials \_\_\_\_\_
3. I know the identity of the person or entity to whom the report will be given. Initials \_\_\_\_\_
4. I release Yakima County Fire District No. 5 and its personnel from any liability that may result from the release of said record. Initials \_\_\_\_\_

I hereby consent to the release of the above noted report or an identified portion of the report to the person or entity specified above.

Signed: \_\_\_\_\_  
(Individual, legal guardian or authorized representative releasing record(s) ) (Notary required if mailed/faxed)

Signed: \_\_\_\_\_  
(Witness)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, at \_\_\_\_\_

Signed: \_\_\_\_\_  
(Fire Chief)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, at \_\_\_\_\_

## COMMUNITY RELATIONS

### Complaints Concerning Staff or Programs

Constructive criticism can be helpful to the District. At the same time, the Board of Fire Commissioners has confidence in its members and programs and shall act to protect them from unwarranted criticism or disruptive interference. Complaints received by the Board or a Board member shall be referred to the Chief for investigation.

Cross Reference: Policy 1410

Meetings – Executive or Closed Sessions

Legal Reference: RCW 42.30

Open Public Meetings Act

Adoption Date: August 2, 2005

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

## **COMMUNITY RELATIONS**

### **Citizen Complaints Concerning District Members or Programs**

Most complaints can be resolved by informal discussions between a citizen and District member. Should the matter not be resolved, the Chief shall attempt to resolve the issue through a conference with the parties involved; except when the complaint is against the Chief, the Board Chairman shall attempt to resolve the issue.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

1. If the problem is not satisfactorily resolved, the grievant should file a written complaint which describes the problem, and a suggested solution.
2. The other party shall respond in writing or in person.
3. The Chief (exception: Board Chairman) shall then attempt to resolve the matter through a conference with the parties involved.
4. If the matter is still not resolved, the complaint/issue shall be presented to the Board. If against a District member, the complaint shall be handled in executive session in the presence of the District member. The Board shall attempt to reach a final resolution of the matter. Any formal actions by the Board must take place at an open meeting. If such action adversely affects the District member's status with the District, the Board shall give written notice to the District member of his/her rights to a hearing. The Board's decision shall be final.

**YAKIMA COUNTY FIRE DISTRICT NO. 5****COMPLAINT AGAINST A FIRE DISTRICT STAFF MEMBER OR PROGRAM**

To: District Fire Chief Date: \_\_\_\_\_

Description of complaint (include names, dates and places) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Have you discussed the complaint with any District member: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
(if "yes" please provide the following information)

District members name: \_\_\_\_\_ Date of Contact: \_\_\_\_\_

Results of discussion(s) \_\_\_\_\_  
\_\_\_\_\_

I understand that:

- The fire district may request further information about this complaint, and if such information is available, I shall present it upon request.
- A copy of this complaint will be given by the fire district to the staff member. The staff member will be given the opportunity to respond in writing to this complaint. I will receive a copy of such response.
- If a hearing is held on this complaint, it will be held in executive session with press and public excluded. I will be informed of the time, date and place such hearing will be held.

Signature(s): \_\_\_\_\_

Address(es) \_\_\_\_\_

(You may use additional pages to describe your complaint more fully if needed.)

**COMMUNITY RELATIONS****Cooperative Programs with Other Fire Districts and Public Agencies**

When advantageous to the District to participate in a cooperative program with other unit(s) of local government, the Chief shall prepare and present an analysis of the proposed cooperative agreement for the Board's consideration.

Cooperative agreements shall comply with the requirements of the Inter-local Cooperation Act, with assurances that all parties to the agreement have the legal authority to engage in the activities contemplated by the agreement.

Legal Reference: RCW 39.34  
RCW 48.62

Inter-local Cooperation Act  
Local government insurance

Adoption Date: August 2, 2005

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

## COMMUNITY RELATIONS

### Mutual Aid

In order to provide the maximum possible protection for the lives and property of the citizens of the District, the Board of Fire Commissioners may enter into mutual aid agreements for fire fighting services with other fire districts, cities and governmental fire agencies that may desire to render to each other the maximum cooperation possible in the sharing of manpower, equipment, technical expertise and other resources in order to deal with large fires, conflagrations, medical emergencies, military attack, or other disasters. Specific responsibilities and procedures shall be delineated in any such agreement that may be created.

Cross Reference: Resolution 360  
Resolution 370  
Policy 3520

Contracting & State Mobilization

Legal Reference: RCW 39.34  
RCW 35.84.040  
RCW 52.12.111  
RCW 52.12.031

Inter-local Cooperation Act  
Fire apparatus -- Use beyond city limits  
Use of equipment and personnel beyond  
District boundary  
Specific powers

Adoption Date: August 2, 2005

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



## COMMUNITY RELATIONS

### Mutual Aid

In the event units from Yakima County Fire District No. 5 are requested to assist an agency under a signed mutual aid agreement, the District shall ensure the following:

- Dispatch will contact the Chief Duty Officer and advise them of the request.
- The Chief Duty Officer will determine what apparatus will respond based upon the request.
- After receiving appropriate apparatus information from the Chief Duty Officer, dispatch will tone the Duty/Battalion Officer on duty as well as the appropriate responding station(s), requesting personnel to report to their station.
- The following criteria will be a minimum requirement for responding fire fighters:
  - The fire fighter must currently be in good standing with Yakima County Fire District No. 5.
  - A minimum of one fire fighter per responding unit must be currently E.V.A.P. certified.
  - Fire fighters responding on an engine must be currently S.C.B.A. certified.
  - Fire fighters responding to a natural cover fire must be currently Red Carded.
  - A minimum of one fire fighter must be an Emergency Medical Technician if responding to a medical emergency assist.
- Upon return of the mutual aiding apparatus to the District, dispatch will notify the Chief Officer and Duty/Battalion Officer of the return.

The maintaining of adequate coverage for the citizens of the Fire District should always be considered when assigning apparatus to a mutual aid assignment.

Adoption Date: August 2, 2005

Revision Date: February 3, 2009

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

**COMMUNITY RELATIONS****Outside of District Response Non-Contract**

At the discretion of the Fire Chief or his/her designee, District equipment and personnel may respond and extinguish fires outside of the District boundary, absent of any mutual aid agreements or contracts for fire protection, when it is determined that a fire left to burn would endanger people or property within the District.

Cross Reference: Resolution 360

Legal Reference: RCW 52.12.111  
District Boundaries.

Use of Equipment and Personnel Beyond

Adoption Date: August 2, 2005

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

## COMMUNITY RELATIONS

### State Mobilization / Contract Fires

The District Fire Chief has the authority to enter into fire protection contracts with outside agencies where such contracts are shown to be beneficial to the District. Such contracts shall provide for reimbursement of all expenses incurred by the District when equipment and/or personnel are utilized as per contract agreements.

Because of the possibility of the occurrence of disastrous fires or other disasters of unprecedented size and destructiveness, the District Fire Chief or his/her designee has the authority to commit equipment and personnel under the guidelines of the Washington State Fire Service Mobilization Plan when requested.

When contemplating the commitment of equipment and personnel the District's current and future anticipated emergency needs should be considered.

Cross Reference: Resolution 336  
Resolution 360

Legal Reference: RCW 43.43.960-964  
RCW 52.12.031(3)  
RCW 52.12.111

District Boundaries

State Fire Service Mobilization  
Specific Powers  
Use of Equipment and Personnel Beyond

Adoption Date: August 2, 2005

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

## **COMMUNITY RELATIONS**

### **State Mobilization / Contract Fires**

#### **Deployment Process**

During a state mobilization or contract fire activation, Yakima County Fire District 5's Dispatch will be the initial contacted for outside agencies requesting assistance from the District. Dispatch will make contact with the chief officer on duty and describe the request as given. The chief officer on duty will travel to dispatch to make arrangement to fill the resources requested by the outside agency if such equipment and personnel are available. The District Chief will be notified on equipment being deployed, if available.

#### **1. Equipment Selection**

Equipment will be selected from District units that have been inspected for outside district responses and identified to meet the needs of the resource order. The selection of equipment will be made to have the least impact on the response of the District's normal operation. In the case of equipment that is available through the cities within the Fire District, consideration will be given to include them in the deployment of equipment and personnel. Incidents anticipated to last longer than twelve hours should include use of the District's state mobilization trailer.

#### **2. Equipment Preparation**

All equipment that is intended for use through a contract agreement, shall meet the requirements of such agreement. Each unit will have an equipment inventory completed, a copy of which will be kept in the glove box of the unit. All units will stage at Toppenish Station 9 unless an alternate location is announced due to logistics. All appropriate documentation shall be completed prior to deployment to assure payment of equipment. An adequate supply of water and food should be available on the state mobilization trailer to sustain all responding members for a minimum of twenty four hours.

#### **3. Personnel/Crew Selection**

District personnel will be Red-Carded for the position assigned and in good standing with the Fire District. Personnel not currently certified for a position may be assigned to a trainee's position under a qualified advisor. Dozer operators will be considered fully qualified at level 1 on an out of district assignment. Assigned personnel will be rotated after a seventy-two (72) hour commitment on an assignment. All appropriate documentation shall be completed to assure payment of personnel.

#### 4. Crew Briefing and Pre-Deployment

- Prior to crews being dispatched to an incident a crew briefing will be initiated by the Chief Officer or their designee. The team's supervisor, engine/crew bosses will be introduced, along with crew members. Portable radios will be assigned and travel frequencies will be identified. Resource numbers, the fire name and location will be discussed and the intended travel route given. Positions of equipment during travel and emergency procedures for the convoy will be clarified.
- PPE will be checked for compliance: Wildland Nomex, shirts, Pants, helmet with neck protector and chin strap, goggles, head lamp with batteries, leather gloves and leather boots. Structure Full turnouts, bunker pants, bunker coat, helmet, hood, gloves, flashlight and bunker boots.
- Each deployment may have a need for specialized equipment; this equipment will be checked prior to deployment to insure the readiness of the team upon arrival. Personal equipment should be mentioned as a reminder. Items such as sleeping bag, tent, air mattress, change of clothes, comfortable shoes around camp, jacket, personnel products, such as tooth brush and paste, towels, soap, deodorant and any special needs such as medications or pain reliever or personal supplies, cough drops or a book to read or writing supplies. A guideline of 45 lbs for personal pack and 20 lbs for a daypack will be suggested.
- Crews will be reminded deployment is a 72-hour assigned commitment, but it can be extended if individuals choose to participate. Emergency numbers and contacts for all personnel on the team will be checked for accuracy.
- Evaluation process and forms will be discussed and any task books will be identified to the supervisors prior to deployment.
- Strike team leaders will be briefed and command kit issued as needed.
- Emergency food and water will be taken with each team to allow existence during remote duty for a 24-hour period. Use of the District's state mobilization trailer should be considered.
- If trainees are to be utilized, a briefing with the supervisor and the trainee shall be initiated to insure clarification of roles and responsibilities.
- All equipment such as the Radios, Fire apparatus, tires, oil, and fuel will be checked.
- All personnel that are deployed on any outside incident will comply with all Yakima County Fire District 5 rules and guidelines.

#### 5. Return after Demobilization

Supervisor(s) will hold a briefing before departure and cover pertinent information and equipment in section 4, Crew Briefing and Pre-Deployment in this document. On the return of all equipment, it will be placed back in service just as a normal fire and all District owned equipment returned, such as tents, radios, packs, headlamps, team leader bag, ect. Copies of all paper work will be turned into the District office.

## 6. Administration

- Copies of all pertinent forms will be maintained in the District Headquarter and Dispatch Office. A file will be started with the Incident name and date as the title. Copies of all completed paper work will be place in the file.
- Upon return of the equipment and crews copies of all paper work will be turned into the District office. Such as but not limited to, ICS-214, (Unit Log), Crew time report, Equipment Shift Ticket, Evaluations, lost or damaged or stolen property and any accident or incident forms.
- A staff member in charge of the administration of such mobilization shall audit all time sheets and other paper work from the incident. They will also audit payments for crew and equipment and forward any payment to crews or equipment.

Adoption Date: August 2, 2005

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

## **COMMUNITY RELATIONS**

### **Fire Safety Education**

The District will provide for a flow of information to the citizens of the District to help them increase their fire safety awareness. All outlets for dissemination of information including neighborhood, ethnic, social and youth groups should be used.

The District may offer consulting and inspection services tailored to best fit the needs of the property owners of the community. The District will develop a plan for reaching people in the homes, stores, institutions, industry and other groups in the community to determine how best to inform each group about the District services performed for them. Citizen cooperation will be sought in cases where the District must enter property for inspections by making sure that the purpose of the inspection is understood.

Adoption Date: August 2, 2005

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

## COMMUNITY RELATIONS

### Fire Safety Education

Several means for educating the public exist that afford the District the opportunity to educate the public in fire safety and prevention. Any number of these means can be used to accomplish this goal. Following are several recognized means for providing information to the public:

1. Media. The District may use such media as newspapers, magazines, newsletters, radio and television stations, billboards and reader-boards.
2. Meetings and Talks. The District may provide speakers with demonstrations and films for the presentation to community organizations. Such presentations should correspond with the District's current fire safety and prevention education objectives.
3. Public and Private Schools. The District may contact local schools to ensure that they are adequately supplied with fire prevention information and materials. The district should strive to convince the local schools and school districts to institute safety and prevention programs and to participate in learning events such as E.D.I.T.H..
4. Job Site Assistance. The District will strive to assist industrial and commercial firms, public agencies and institutions in instructing employees in fire-safe practices on and off the job when requested. All workers should have procedures explained to them as to how to use exit facilities and how to turn in a fire alarm.
5. Fire Prevention Week. The District will strive to make effective use of the nationally observed Fire Prevention Week, which annually is the full calendar week including October 9th. The Fire Prevention Week campaign provides an opportunity to emphasize the year-round need for attention to fire safety and calls attention to current district programs such as smoke detectors.

Adoption Date: August 2, 2005

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



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

## COMMUNITY RELATIONS

### Training Burns (structures)

It shall be the responsibility of the District Chief or his/her designee to ensure that this procedure is being followed and that any deficiencies that may endanger life and/or property are immediately corrected.

The assigned Training Officer shall be responsible for ensuring that all live fire training drills are well planned and run in a safe manner utilizing the Incident Command System (ICS). The assigned Training Officer shall appoint a safety officer who will be involved in the planning, preparation, execution and debriefing of the training fire. The completion of all appropriate forms shall be approved by the District Chief or his/her designee prior to the execution of any training fire.

To provide a safe and uniform procedure for conducting structural training burns the following shall occur:

1. A Training Fire Committee shall be formed consisting of the following:
  - Deputy Chief of Training
  - Assigned Training Officer
  - Assigned Safety Officer (may be filled by assigned training officer)
2. All assigned personnel of the Training Fire Committee are expected to be involved throughout the planning, execution and debriefing of the training exercise.
3. The Training Fire Committee shall inspect the structure and confirm that the structure has “training value” and that a training fire can be safely accomplished. If the structure is not of “training value” or cannot be safely burned, the owner of the property will be notified.
4. The Training Fire Committee shall insure the following portions of the Training Fire Checklist – Structural 3700F1 are completed five workdays prior to the day of the training exercise for all structures that have been found to have a “training value” and can be safely burned:
  - Permit, Documents, Notifications & Insurance
  - Release From Liability Form 3700F6
  - Pre-burn Planning
  - Building Preparation

5. Prior to the training burn exercise, the following personnel shall be identified and given the appropriate checklist(s) by the Assigned Training Officer:

- Instructor-In-Charge      Form 3700F4
- Safety Officer              Form 3700F5
- Assigned Instructors      Form 3700F6

A ratio of one instructor for every five students shall be adhered to.

6. All assigned personnel will be given a copy of NFPA 1403, Standard on Live Fire Training Evolutions in Structures. These standards will be strictly adhered to at all times.
7. All training Fire Students will have successfully completed Yakima County Fire District No. 5's Recruit Academy or its equivalent.
8. The Pre-Burn Procedures, Form 3700F2 shall be completed on the day of the training exercise by the Instructor-In-Charge prior to any burning.
9. Following the Live Fire Training exercise, the Training Fire Committee will complete the Post-Burn Procedures, Form 3700F3

YAKIMA COUNTY FIRE PROTECTION DISTRICT #5  
Training Fire Checklist – Structural

Training Fire Date & Time \_\_\_\_\_

Training Fire Location \_\_\_\_\_

Training Fire Committee \_\_\_\_\_

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**Permits, Documents, Notifications & Insurance**

- ☐ Permission to burn structure from owner (Copy attached)
  - ☐ Proof of clear title (Copy Attached)
  - ☐ Certificate of insurance cancellation (Copy attached)
  - ☐ Dispatch agency notified
  - ☐ Affected police agencies notified
  - ☐ Traffic control assistance if applicable
  - ☐ Notification of adjacent property owners
  - ☐ Notification sent to YCCAA
- 

**Pre-burn Planning Checklist**

- ☐ Pre-burn plan (Copy attached) which included the following:
    - ☐ Site plan drawing with exposures
    - ☐ Building plan with exposures
    - ☐ Floor plan detailing all rooms, hallways and exterior openings
    - ☐ Location of Command Post
    - ☐ Position of all apparatus
    - ☐ Position of all hoses, including backup lines
    - ☐ Location of emergency escape routes and evacuation assembly area
    - ☐ Location of ingress and egress routes for emergency vehicles
    - ☐ Determine building fire flow ((width x length/3) x # of stories) FIREFLOW = \_\_\_\_\_
    - ☐ Determine reserve flow (50% of fire flow) RESERVE FLOW = \_\_\_\_\_
    - ☐ Separate water sources for attack and backup lines
    - ☐ Parking areas designated
    - ☐ Operations area established and perimeter marked
    - ☐ Communication frequencies established
    - ☐ Suitable number of radios
- Operational Frequency \_\_\_\_\_

**Building Preparation**

- ☐ Building inspected to determine structural integrity
- ☐ All utilities disconnected
- ☐ Highly combustible interior wall and ceiling coverings removed
- ☐ All holes in walls and ceilings patched
- ☐ Materials of exceptional weight removed from above training area
- ☐ Ventilation openings of adequate size precut for each separate roof area
- ☐ Stairways made safe with railings in place
- ☐ Chimney checked for stability
- ☐ Fuel tanks and closed vessels removed or adequately vented
- ☐ Unnecessary inside and outside debris removed
- ☐ Porches and outside steps made safe
- ☐ Cisterns, wells, cesspools, and other ground openings fenced or filled
- ☐ Hazards from toxic weeds, hives, and vermin eliminated
- ☐ Hazardous trees, brush, and surrounding vegetation removed
- ☐ Exposures such as buildings, trees, and utilities removed or protected
- ☐ All extraordinary exterior and interior hazards remedied
- ☐ Fire sets prepared
  - 1. Class "A" materials only
  - 2. No flammable liquids
  - 3. No contaminated material

---

The requirements listed above have been adequately completed and reviewed. The scheduled training fire is approved as written.

\_\_\_\_\_  
Instructor In-charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Safety Officer  
Date

\_\_\_\_\_  
Fire Chief or designee

\_\_\_\_\_  
Date

**PREBURN PROCEDURES**

- ☐ Rehab Area Established
  - ☐ Support 1
  - ☐ Seating area with chairs
  - ☐ Refreshments (i.e. water, juice, food packs, MRE, etc.)
  - ☐ Portable latrines
- ☐ Pre-burn briefing for all participating personnel
  - ☐ Building layout
  - ☐ Crew and Instructor assignments
  - ☐ Safety rules
  - ☐ Building evacuation procedure
  - ☐ Evacuation signal demonstration
- ☐ Hose lines checked
  - ☐ Sufficient size for the area of fire involvement
  - ☐ Charged and test flowed
  - ☐ Supervised by qualified instructors
  - ☐ Adequate number of personnel
- ☐ Necessary tools and equipment positioned
- ☐ Participants checked
  - ☐ Completed Yakima Co. Dist. 5 Recruit Academy School or its equivalent
  - ☐ Approved full protective clothing
  - ☐ SCBA
  - ☐ Adequate SCBA air volume
  - ☐ All equipment properly donned

**POSTBURN PROCEDURES**

- ☐ All personnel accounted for
  - ☐ Remaining fires overhauled as needed
  - ☐ Building inspected for stability and hazards per Building Preparation portion, if more training is to follow.
  - ☐ Training critique conducted
  - ☐ Records and reports prepared, as required (Copy attached)
    - 1. Accounting of activities conducted
    - 2. List of instructors and assignments
    - 3. List of other participants
    - 4. Documentation of unusual conditions or events
    - 5. Injuries incurred and treatment rendered
    - 6. Student training records
    - 7. Certificates of completion
  - ☐ Building and property released to owner, release document signed (Copy attached)
- 

We have received and read Yakima County Dist. 5 Training Fires, NFPA 1403, this checklist, and understand our responsibilities as the Training Fire Committee. We have completed the actions checked above.

---

Fire Chief or designee Signature

---

Date

---

Safety Officer Signature

---

Date

---

Instructor-in-Charge Signature

---

Date

YAKIMA COUNTY FIRE PROTECTION DISTRICT #5  
Instructor-In-Charge Checklist

Training Fire Date \_\_\_\_\_

Training Fire Location \_\_\_\_\_

Training Fire Committee \_\_\_\_\_

---

- ☐ Plan and coordinate all training activities
  - ☐ Monitor activities to ensure safe practices
  - ☐ Inspect building integrity prior to each fire
  - ☐ Assign instructors
    - 1. Attack hose lines
    - 2. Backup hose lines
    - 3. Functional assignments
    - 4. Teaching Assignments
  - ☐ Brief instructors on responsibilities
    - 1. Accounting for assigned students
    - 2. Assessing student performance
    - 3. Clothing and equipment inspection
    - 4. Monitoring safety
    - 5. Achieving tactical and training objectives
  - ☐ Assign coordinating personnel, as needed
    - ☐ Emergency medical services
    - ☐ Water supply
    - ☐ Apparatus staging
    - ☐ Equipment staging
    - ☐ Breathing apparatus
    - ☐ Personnel welfare
    - ☐ Public relations
  - ☐ Ensure adherence to NFPA Standard 1403, Live Fire Training Evolutions in Structures
- 

I have received and read Yakima Co. Dist. 5 Training Fires, NFPA 1403, this checklist, and understand my responsibilities as the Instructor-In-Charge. I have completed the actions checked above.

\_\_\_\_\_  
Instructor-In- Charge Signature

\_\_\_\_\_  
Date



YAKIMA COUNTY FIRE PROTECTION DISTRICT #5  
Safety Officer Checklist

Training Fire Date \_\_\_\_\_

Training Fire Location \_\_\_\_\_

Training Fire Committee \_\_\_\_\_

- 
- ☐ Prevent unsafe acts
  - ☐ Eliminate unsafe conditions
  - ☐ Intervene and terminate unsafe acts
  - ☐ Supervise additional safety personnel, as needed
  - ☐ Coordinate lighting of fires with Instructor-In-Charge
  - ☐ Ensure compliance of participants personal equipment to applicable standards
    - 1. Protective clothing
    - 2. SCBA
    - 3. Personal alarm devices
  - ☐ Ensure that all participants are accounted for, both before and after each evolution
- 

I have received and read Yakima Co. Dist. 5 Training Fires, NFPA 1403, this checklist, and understood my responsibilities as the Safety Officer. I have completed the actions checked above.

\_\_\_\_\_  
Safety Officer Signature

\_\_\_\_\_  
Date

YAKIMA COUNTY FIRE PROTECTION DISTRICT #5  
Instructor Checklist

Training Fire Date \_\_\_\_\_

Training Fire Location \_\_\_\_\_

Training Fire Committee \_\_\_\_\_

---

☐ Monitor and supervise assigned students

☐ Inspect students' protective clothing and equipment

☐ Account for assigned students, both before and after evolutions

---

I have received and read Yakima Co. Dist. 5 Training Fires, NFPA 1403, this checklist, and understood my responsibilities as the Instructor. I have completed the actions checked above.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**RELEASE FROM LIABILITY**

The undersigned, \_\_\_\_\_, being of the legal owner(s) or designee of real property as herein described (legal description):

of which is located: \_\_\_\_\_,  
do hereby grant unto Yakima County Fire Protection District No. 5, its administrators, officers, and firefighters, the privilege of enter upon and utilize the structure(s) for training exercises.

I further agree to release the Yakima County Fire Protection District No. 5, its administrators, officers, and firefighters from any liabilities, and/or claims for damage to said structure(s) and contents and/or damage to exposures (irrespective of location and/or distance of such exposures), resulting from acts performed by Yakima County Fire Protection District No. 5, its administrators, officers, and firefighters prior to, during and after each individual training exercise.

I further acknowledge and agree the structure will ultimately be destroyed by fire, inasmuch as I had originally contemplated the burning thereof myself in the course of demolition operations.

I further agree to remove, at my (the owner's) expense, any debris remaining on said property, immediately after the afore stated fire department has completed the training, should such act be prescribing such.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Witnessed by: \_\_\_\_\_

Address: \_\_\_\_\_

Owner(s)

Drivers License No.

Note: Use reverse side for brief description of Training structure, plot plan etc. Have owner initial such.

**COMMUNITY RELATIONS****Burning Complaints and Regulations**

The District, through proper reporting, will promote compliance with the Yakima Regional Clean Air Authority and the EPA guidelines set forth for the Yakama Indian Reservation when confronted with an illegal burn. During periods of extreme fire hazard conditions, the District may close all outdoor burning. The Chief shall develop procedures for handling burn complaints.

Cross Reference:   Yakima Clean Air Authority Guidelines  
                          EPA Guidelines 40 CFR Part 49

Adoption Date: November 2002

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

## **COMMUNITY RELATIONS**

### **Burning Regulations**

This guideline should be used to assist in promoting compliance, through proper reporting, with the Yakima Regional Clean Air Authority and the Region 10 EPA office when confronted with an illegal burn. It is the responsibility of the Battalion Officers to follow-up on all report issued on illegal burns. This will be accomplished by forwarding a copy of Yakima County Fire District No.5 Field Incident Report to the Yakima Regional Clean Air Authority and /or contacting the Region 10 EPA office for incidents occurring on the Yakama Indian Reservation.

1. Dispatch has been directed to have complainant contact the Yakima Regional Clean Air Authority or the Region 10 EPA office if complaint is on the Yakama Indian Reservation with all illegal burn complaints. Every attempt should be made to have the problem resolved by the Yakima Regional Clean Air Authority or the Region 10 EPA office. If in the event the complainant continues to call dispatch due to an unsatisfactory response from the Yakima Regional Clean Air Authority or the Region 10 EPA office, dispatch will pass on the complainant information to the battalion officer or assigned duty officer.
2. Complaint information should be forwarded to the appropriate Battalion Officer or assigned duty officer as soon as possible. Said officer at the very least should contact the complainant either by phone or in person to determine action to be taken.
3. If sent to a reported burn complaint or illegal burn, every attempt should be made to respond to the incident in a fire district vehicle for identification purposes. A run card should also be generated for reporting purposes.
4. Upon arrival at the location of the burn complaint or illegal burn, you should identify yourself to the property owner/occupant and advise them of the complaint and the current burn regulations within Yakima County as governed by the Yakima Regional Clean Air Authority or the Region 10 EPA office for the Yakama Indian Reservation. (i.e. no burn day)
5. If the property owner/occupant needs assistance in extinguishing the fire we will contact dispatch and advise them that we will be extinguishing the fire and that this information needs to be added to the run card.
6. Prior to clearing the scene, the appropriate form(s) should be completed and the property/occupant should again be briefed on the current burning regulations.
7. After clearing the scene, a narrative shall be added to the field incident report that fully describes the incident as well as the material(s) found burning. This information shall be left at the appropriate station for the Battalion Officer

8. The Battalion Officer, upon receiving an incident report shall assure accuracy of the report and forward a copy to the Yakima Regional Clean Air Authority with a recommendation for action to be taken. If the incident took place on the Yakama Indian Reservation, the Region 10 EPA Office should be contacted and advised.

**Definitions**

- Burn Bans – Periods when the Department of Ecology, Yakima Regional Clean Air Authority or the EPA determine air contaminant levels are approaching or have reached a level which is harmful to public health or safety. Outdoor burning, agricultural burning and burning with wood or coal heaters are severely curtailed during these periods.
- Ceremonial Fires – Fires necessary for Native American ceremonies (i.e. conducted by and for Native Americans) if part of a religious ritual.
- Daylight Hours – 30 minutes before and 30 minutes after the published sunrise and sunset times in a newspaper of general circulation in the area.
- Garbage – putrescible animal and vegetable wastes resulting from the handling, preparation, cooking or serving of food.
- Illegal Burns – Any intentionally set fire where the material burning is prohibited under the Yakima Regional Clean Air Authority Guidelines or EPA guidelines.
- Natural Vegetation – Unprocessed plant material from herbs, shrubbery and trees, including grass, weeds, leaves, clippings, prunings, brush branches, roots, stumps and trunk wood.
- Prohibitive Materials – Materials prohibited from burning
  - Garbage
  - Dead animals or parts of animals
  - Asphalt
  - Petroleum products
  - Paints
  - Rubber products
  - Plastics
  - Paper (other than what is necessary to start a fire)
  - Cardboard
  - Treated wood
  - Construction / demolition debris
  - Metal
  - Any substance that normally emits toxic emissions, dense smoke or obnoxious odors when burned other than natural vegetation.

- Recreational Fire – Cooking fire, campfires and bonfires using charcoal or firewood that occur in designated areas or on private property for cooking, pleasure or ceremonial purposes. Fires used for debris disposal are not considered recreational fires.
- Unattended Burns – Although considered illegal under Washington State law, for the purpose of this guideline will mean a fire where the material burning in natural vegetation but is not being attended to. This type of fire will normally not be forwarded to the Yakima Regional Clean Air Authority or the Region 10 EPA office unless the party doing the burning has been advised of the rules from past contacts.

### **ADDITIONAL RESOURCES**

Region 10 EPA Office  
Yakima Regional Clean Air Authority

1-800-424-4372  
Office – 574-1410

Adoption Date: November 2002

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