

NONSERVICE OPERATIONS**Goals**

In order for the residents and properties to obtain the maximum benefits from their fire services program(s), support services must be provided by the District. Property records and their management and risk management are critical to effective and efficient management. As a public body, the Board is committed to upholding high standards in order to maintain the highest integrity for the Fire District.

Adoption Date: September 6, 2005

Chief Signature: _____

NONSERVICE OPERATIONS

Property Records

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the Fire District. Such records shall be updated annually.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, a vehicle, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. The Chief shall ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis. No equipment shall be removed for personal or non-district use except according to board policy.

Property records shall show, as appropriate to the item recorded, the:

1. Description and identification
2. Manufacturer
3. Year of purchase
4. Initial cost
5. Location
6. Condition and depreciation
7. Current valuation in conformity with insurance requirements.

Cross Reference: Policy 3110

Loans of District-Owned
Equipment

Adoption Date: September 6, 2005

Chief Signature: _____

NONSERVICE OPERATION**Risk Management/Accident Prevention Program**

The Board of Fire Commissioners believes the Fire District must identify and measure risks of loss due to the damage or destruction of District property or to claims against the District by others claiming to have been harmed by the action or inaction of the District, officers or staff. An accident prevention program shall be implemented to reduce or eliminate risks where possible, to determine which risks the District can afford to assume and to transfer to an insurance company those risks which the District does not wish to assume or cannot economically afford to assume. The Board of Fire Commissioners shall assign the primary responsibility for the administration and supervision of the accident prevention program to the Chief. The Board should review the status of the accident prevention program each year.

The District shall purchase and pay for surety bonds for the Chief, secretary and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations.

Legal Reference: WAC 296-305-01505

WAC 296-800-140

Safety Standards for Fire Fighters--
Accident Prevention Program
Safety and Health Core Rules – Accident
Prevention Program

Adoption Date: September 6, 2005

Chief Signature: _____

NONSERVICE OPERATIONS

Risk Management/Accident Prevention Program

The Chief shall:

1. Report to the Board of Fire Commissioners situations where he/she feels the Fire District faces the greatest potential liability, the changes he/she feels should be made to reduce the risk and the estimated cost of such changes;
2. Examine the feasibility of and conduct training sessions for District members in areas where he/she feels risk is great or can be lessened;
3. Assume responsibility for the maintenance of the District's insurance program;
4. Review annually the insurable value of the District's buildings and equipment and report to the Board of Fire Commissioners; and
5. Supervise an annual inventory of all real property and equipment.

Adoption Date: September 6, 2005

Chief Signature: _____

NONSERVICE OPERATIONS

Liability Insurance

The Board shall maintain sufficient liability insurance to protect the District against claims for the negligent or wrongful acts of its members. The amount and terms of such insurance protection shall be reviewed annually as part of the District's Accident Prevention Program.

A District volunteer member who renders emergency care at the scene of an emergency or who participates in transporting an injured person for emergency medical treatment shall not be liable for civil damages resulting from any act or omission in the rendering of such emergency care or in transporting such persons other than acts or omissions constituting gross negligence or willful or wanton misconduct. A paramedic in the line of duty is excluded from this provision.

The Board shall hold individual board members, officers, and members of the District harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the individual so indemnified was performing or was in good faith purporting to perform within the scope of his/her responsibilities and in compliance with the policies and procedures of the District.

Legal Reference: RCW 4.96.010

RCW 52.12.071

Tortious conduct of Local Governmental
Entities -- Liability for damages
Liability insurance for officials and
employees

Adoption Date: September 6, 2005

Chief Signature: _____

NONSERVICE OPERATIONS**Property Damage**

The District shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the Board, in the event of loss or damage to buildings and/or equipment, including apparatus.

Adoption Date: September 6, 2005

Chief Signature: _____

MANAGEMENT

Records Management

The District recognizes the importance of public records as the record of the acts of the District and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. The public records of the District may include any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.

The Chief shall develop procedures to implement this policy which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports and permanent personnel records; and require retention of all fiscal records required for audits. The Chief shall designate a staff member as District Records Officer.

Cross Reference: Resolution 381

Legal Reference: RCW 40.14

RCW 42.56.040
WAC 414-24-060

Preservation and destruction of public records
Public records
Records retention and disposition guidelines

Adoption Date: September 6, 2005

Revision Date: 04/07/2015

Chief Signature: _____

MANAGEMENT

Records Management

The District records officer shall have the responsibility for the safekeeping of all records according to the Washington State Retention Guidelines. The District records officer shall have authority to dispose of materials after the recommended retention timeframe.

Official public records have a statutory minimum retention of six (6) years. The retention period for office files and memoranda is based on operational requirements for the office. Whenever applicable, the retention period starts with the "cut-off." "Cut-off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut-off" prevents current records from attaining unmanageable size and facilitates the filing of new records. Fiscal year records may be "cut-off" on December 31, and a new file established on January 1; all other records can be "cut-off" only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in office files after "cut-off" only as long as is necessary to satisfy (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records file for the remainder of the retention period.

Listed below are record titles associated with District operations. Refer to the most current Washington State Records Management Guidelines and General Records Retention Schedules for the recommended Retention Period.

Records Title

ADMINISTRATION

- Policy and procedure directives
- Ordinance and resolutions
- Commissioner's minutes
- Legal opinions
- Administrative working files
- General correspondence
- Transitory correspondence
- Contracts and agreements

FISCAL REPORTS AND AUDITS

- Final budget
- Preliminary budget
- Budget or appropriation requests
- Annual estimate of revenue and expenditures

Annual report of fiscal officer
Budget status report
Daily report on receipts and disbursements
State examiner's reports

ACCOUNTING - GENERAL

General ledger
Accounts payable ledger
Accounts receivable ledger
Appropriations and expenditures ledger
Bonded debt ledger
Equipment operation cost ledger
General journal
Cash disbursement journal
Bond and coupon register
Distribution of expenditures
Voucher register
Register of funds remitted to fiscal officer
Vouchers
Receipts
Revenue bonds and coupons
Travel requests and vouchers

ACCOUNTING - BANKING

Bank account reconciliation records
Bank deposit book checking/savings
Bank deposit slips
Bank statements
Cancelled checks/warrants
Check/warrant register
Check stubs or duplicates
Designation of depository
Statement of bond or other collateral security

ACCOUNTING - INSURANCE

Accident and sickness insurance policies
Automobile insurance policies
Burglary, robbery or theft policies
Fidelity and surety policies
Fire insurance policies
Liability insurance policies

ACCOUNTING – INSURANCE (continued)

- Life insurance policies
- Worker's compensation

ACCOUNTING - PAYROLL

- Payroll procedures
- Health and welfare claims
- Monthly salary postings
- Withholding exemption certificates
- Withholding statements
- Labor and industries payroll
- Medical industries reports
- OASI reports
- Payroll register
- Garnishment records
- Time cards
- LEOFF retirement reports
- LEOFF transmittal reports
- LEOFF unfunded liability reports
- LEOFF information files
- LEOFF correspondence

ACCOUNTING - PURCHASING

- Bid files
- Purchase order
- Requisitions
- Receiving reports
- Contracts and agreements
- Purchasing lists

ACCOUNTING - GRANTS

- Grant applications
- Grant agreement
- Project reports
- Warrants
- Vouchers
- Voucher register
- Financial status report
- Final expenditure report
- Financial support documents

ADMINISTRATION - PERSONNEL

- Application (not hired)
- Personnel file
- Request for leave
- Cumulative leave card
- Minutes of civil service board
- Rules of civil service board
- Employee history
 - Position classification studies,
 - Position description histories
 - Job specifications

VOLUNTEER FIREMEN'S RELIEF AND PENSION

- Minutes
- Receipts
- Vouchers
- Annual report of expenses and disbursements
- Annual remittance
- Accident reports

DATA PROCESSING

- Feasibility, design and programming
- System maintenance
- Operational data
- Post implementation review
- System backup data

OPERATIONS

- Annual report to commissioners
- Building information card
- Company run report
- Fire alarm record card
- Daily operation journal
- Inventory of personal equipment
- Tape records of fire alarm circuits
- Alarm location record
- Alarm system test and maintenance
- Alarm inspection log
- Fire ordinances
- Inspector's test reports
- Building inspection reports

OPERATIONS (continued)

Training records of personnel
Capital equipment inventory
Fire investigation reports
Vehicle service records
Hydrant inspection reports
Log card of inspections
Radio logs
Burning permits
Burn request log book
Personnel assignment roster
Fire alarm system drawings

SOCIAL MEDIA and RELEASE OF DIGITAL IMAGERY

Yakima County Fire District 5 endorses the use of social media and release of digital imagery to enhance communication, provide information exchange, streamline processes, and foster productivity with its members.

The Chief shall develop a procedure that establishes Yakima County Fire District 5s position on the use and management of social media as well as the release of digital imagery. The procedure will also provide guidance on the administration and oversight of media and imagery.

Adoption Date: June 4th, 2019 Chief Signature: _____

SOCIAL MEDIA and RELEASE OF DIGITAL IMAGERY

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Purpose:

This procedure is not meant to address one particular form of social media, rather social media in general terms, as technology will outpace our ability to discover emerging media applications and create policies or procedures governing their use.

The District has its own official website and social media accounts. These are each maintained by the Public Information Officer and other designees of the Fire Chief. The purpose of each is to promote the mission of the department, report on department activities and events, and impart fire and EMS safety educational material. Personnel are encouraged to use, contribute to, and share this department information.

Definitions:

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

Digital Image or imagery: The creation of digital images, typically from a physical scene. The term is often assumed to imply or include the processing, compression, storage, printing, and display of such images. The most usual method is by digital photography with a digital camera but other methods are also employed.

Image: For the purpose of this procedure the term image refers to any digital, analog, video other type of images as may be employed.

On duty: Personnel, career or paid on call members who are representing Yakima County Fire District 5 in their official capacity on an emergency scene or other Fire District 5 functions.

Post: Content an individual shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social networking site.

Photograph: An image, especially a positive print, recorded by exposing a photosensitive surface to light, especially in a camera.

Social Media: A category of Internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, Myspace, Twitter, YouTube, SnapChat, Wikipedia, blogs, and other sites.

Social Networks: Platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words or in writing, by expressive conduct, symbolism, photographs or related forms of communication.

Video: A sequence of images processed electronically into an analog or digital format and displayed on a screen with sufficient rapidity as to create the illusion of motion and continuity.

Photography or Video:

Department members are allowed to take photos or videos of incident scenes, fire department apparatus and district training events.

Any member wishing to take photos or videos at any incident scene, district training or any other district activity shall not do so when taking such photo or video would interfere with activities needed to mitigate an incident or will impact training.

Prior to taking any photos or videos during any District training evolution, the member shall get prior permission from the instructor of that training evolution to prevent interference.

Department personnel should be aware that any images taken while at an incident scene, department training or other department related activity, while the member is on-duty and or operating in their official capacity as a member of Yakima County Fire District 5, whether with department cameras, personal cameras or cellphones are subject to Washington State's Public Records Act. (RCW 42.56)

The department may, from-time-to-time post images of incidents, training evolutions or other department activities to departmental maintained websites or social media sites. The department may also use these pictures in future in-house training and other presentations.

Members wishing that their image not be used in the above listed manners and forums shall notify the department in writing. Once notification has been made, every effort will be made to not include those images as stated.

Occasionally, use and/or release of these images may be unavoidable but in those instances, use of the image will be limited to the extent possible.

Any member may post images (i.e. Facebook cover or profile pictures) of one's own issued firefighting equipment or uniforms (such as helmet shields, badges or other identifying logos attached to those personal items) as long as it projects the firefighter and the department in a positive light. Firefighters posting inappropriate pictures including department logos or equipment may have this permission revoked, in writing, at any time.

Any image, which includes a department member who could be identified as a Yakima County Fire District 5 member, may not be used in any non-departmental forums without the express permission of all members included in the picture.

Release of digital imagery for media releases and or for Social Media Postings:

Department personnel shall do the following when releasing digital imagery for media releases and or for social media:

- Any digital imagery for media releases shall get chief officer approval prior to being released in a media release.
- Any digital imagery taken at the scene of an incident, training evolutions or other department event in the capacity as a member of Yakima County Fire District 5, may **not** be posted to a personal social media account without the approval of the Fire Chief or their designee.
- Employees shall observe and abide by all copyright, trademark, and watermarks.

Personal Use Precautions and Prohibitions:

As public employees, department personnel are cautioned that their speech either on or off-duty, and in the course of their official duties has a nexus to the employee's professional duties and responsibilities, therefore may not be protected speech under the First Amendment.

Department personnel should assume that their speech and related activity on social media sites will reflect upon their position within the department and of this department. So long as uniformed and civilian personnel are employed by Yakima County Fire District 5 their actions within social media and social networking are governable under the District's Code of Conduct, as well as all other related conduct policies

District members are free to express themselves as private citizens on social media sites to the degree that their speech does not impair the working relationships of the District for which loyalty and confidentiality are important, affect personal performance of duties, interfere with discipline or negatively impact public perception of the District. District members are cautioned that speech on OR off duty, made pursuant to their official duties – that is, owes its existence to the member's District duties and responsibilities – is NOT protected speech under the First Amendment and may form the basis for discipline if proven detrimental to the District. Members should assume that speech, writings, or other related activity on social media sites will reflect upon their position or office as well as the District.

Adherence to the department's code of conduct is required in the personal use of social media. When using social media, department personnel should be mindful that their speech becomes part of the World Wide Web.

Department personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation. This includes publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person.

It may include using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

Disciplinary Action:

Violation of this or portions of this procedure will result in disciplinary action presented in the guideline for Violation of Code of Conduct. Exhibit 2604 and 2830 found within Yakima County Fire Protection District 5 Rules and Regulations Manual and shall be the disciplinary action guideline utilized for any disciplinary action levied against any uniformed or civilian employee of Yakima County Fire Protection District 5.

Cross Reference:	Code of Conduct	Policy 2440/2822
	Disciplinary Action and Discharge	Policy 2604/2830
	Public Access to District Records	Policy 3300

Adoption Date: June 4th, 2019

Chief Signature: _____