

Fire Service Authority

100.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy describes the legal authority of the District and the individual members.

100.2 POLICY

Best Practice

It is the policy of the Farmington Fire Protection District to limit its members to only exercise the authority granted to them by law.

While the Farmington Fire Protection District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

100.3 ORGANIZATIONAL POWERS

Best Practice

This district is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Investigation and arrest of individuals suspected of starting fires
- (d) Provision of Emergency Medical Services (EMS)

100.4 FIREFIGHTER POWERS

State

Firefighters are sworn members of this district and have the following authority:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services

Farmington Fire Protection District

Fire Policy Manual

Fire Service Authority

- (h) Provide public education and fire prevention activities and services

100.5 CONSTITUTIONAL REQUIREMENTS

Federal

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

100.6 SUPERVISORY AUTHORITY

Best Practice **MODIFIED**

Any company officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the Fire Chief, followed by written documentation of the charges, in accordance with district procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

Policy Manual

103.1 PURPOSE AND SCOPE

Best Practice

The Policy Manual of the Farmington Fire Protection District is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules, and guidelines of this district. All district members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders, and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing manuals, procedures, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Best Practice

Except where otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized that fire and rescue work is not always predictable, and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

Best Practice

The provisions contained in the Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Farmington Fire Protection District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The Farmington Fire Protection District reserves the right to revise any policy content, in whole or in part.

103.2.2 SEVERABILITY

Best Practice

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, District policy, medical protocol, or collective bargaining agreement, such law, District policy, medical protocol, or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

Farmington Fire Protection District

Fire Policy Manual

Policy Manual

103.3 AUTHORITY

Discretionary

The Fire Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state, and local laws. The Fire Chief or the authorized designee is authorized to issue district directives, which shall modify those provisions of the manual to which they pertain. District directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

State

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

District - The District of Farmington Volunteer Fire Department.

Civilian - Members and volunteers who are not engaged in fire suppression as part of their primary duties.

District/FAR - The Farmington Fire Protection District.

Employee - Any person employed by the District.

EMS supervisor - A designated district member who is responsible for the supervision, coordination, and support of Emergency Medical Services (EMS) operations.

Fire apparatus - Any district vehicle that is designed to be used under emergency conditions to transport personnel and equipment and support the suppression of fires and mitigation of other hazardous situations, including but not limited to vehicles equipped with (13 CCR § 157.00):

- Specialized rescue tools and appliances.
- Air refill capability.
- Pump (portable or mounted).
- Hose.
- Water tank (internal, mounted, or trailered).
- Ground ladders.
- Hydraulic aerial ladder, platform, or tower.

Fire Code - The current edition of the International Fire Code (IFC) as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18916; Health and Safety Code § 18928).

Firefighter/Sworn, appointed, or elected - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the Farmington Fire Protection District.

Farmington Fire Protection District

Fire Policy Manual

Policy Manual

Health and Safety Officer - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Farmington Fire Protection District. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Manual - The Farmington Fire Protection District Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the Farmington Fire Protection District, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

On-duty - Member status during the period when they are actually engaged in the performance of their assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

103.5 DISTRIBUTION OF THE POLICY MANUAL

Best Practice

An electronic version of the Policy Manual will be made available to all members on the district network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that they have been provided access to, and have had the opportunity to review, the Policy Manual and district directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

Farmington Fire Protection District

Fire Policy Manual

Policy Manual

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

Best Practice

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

Best Practice **MODIFIED**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that they have reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

The Fire Chief will ensure that members under their command are aware of any Policy Manual revision.

All district members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

Organizational Structure

200.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish the organizational structure of the Farmington Fire Protection District. This policy also provides guidance regarding the district's reporting process through the chain of command.

200.2 POLICY

Discretionary

It is the policy of the Farmington Fire Protection District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

Discretionary

The Fire Chief is responsible for managing the Farmington Fire Protection District. The following divisions make up the Farmington Fire Protection District:

- Administration Division
- Fire Operations Division
- Fire Prevention Division

200.3.1 ADMINISTRATION DIVISION

Discretionary **MODIFIED**

The Administration Division is directed by a Fire Chief; prepares and coordinates the district budget; acts as liaison with the Administration regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the district, the District staff, and Board of Directors.

It is the responsibility of the Fire Chief to prepare and maintain a current organizational chart.

200.3.2 FIRE OPERATIONS DIVISION

Discretionary **MODIFIED**

The Fire Operations Division is directed by a Fire Chief. The Fire Operations Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs engine companies and truck companies.

200.3.3 FIRE PREVENTION DIVISION

Discretionary **MODIFIED**

Farmington Fire Protection District

Fire Policy Manual

Organizational Structure

The Fire Prevention Division is directed by the Fire Chief. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division investigates all major fires occurring within the jurisdiction of the Farmington Fire Protection District.

200.4 UNITY OF COMMAND

Best Practice

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

200.5 CHAIN OF COMMAND

Best Practice

Respect for rank is essential for administrative and operational efficiency. All members of the Farmington Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each district member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the district's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Farmington Fire Protection District shall generally conduct district business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether the supervisor approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Farmington Fire Protection District shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the Farmington Fire Protection District without having first informed the Fire Chief through the chain of command.

200.5.1 ORGANIZATIONAL CHART

Agency Content

Organizational Chart 6-2026

Farmington Fire Protection District

Fire Policy Manual

Organizational Structure

200.6 DIRECTIVES AND ORDERS

Discretionary

Members shall comply with lawful directives and orders from any district supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

Best Practice

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the District.

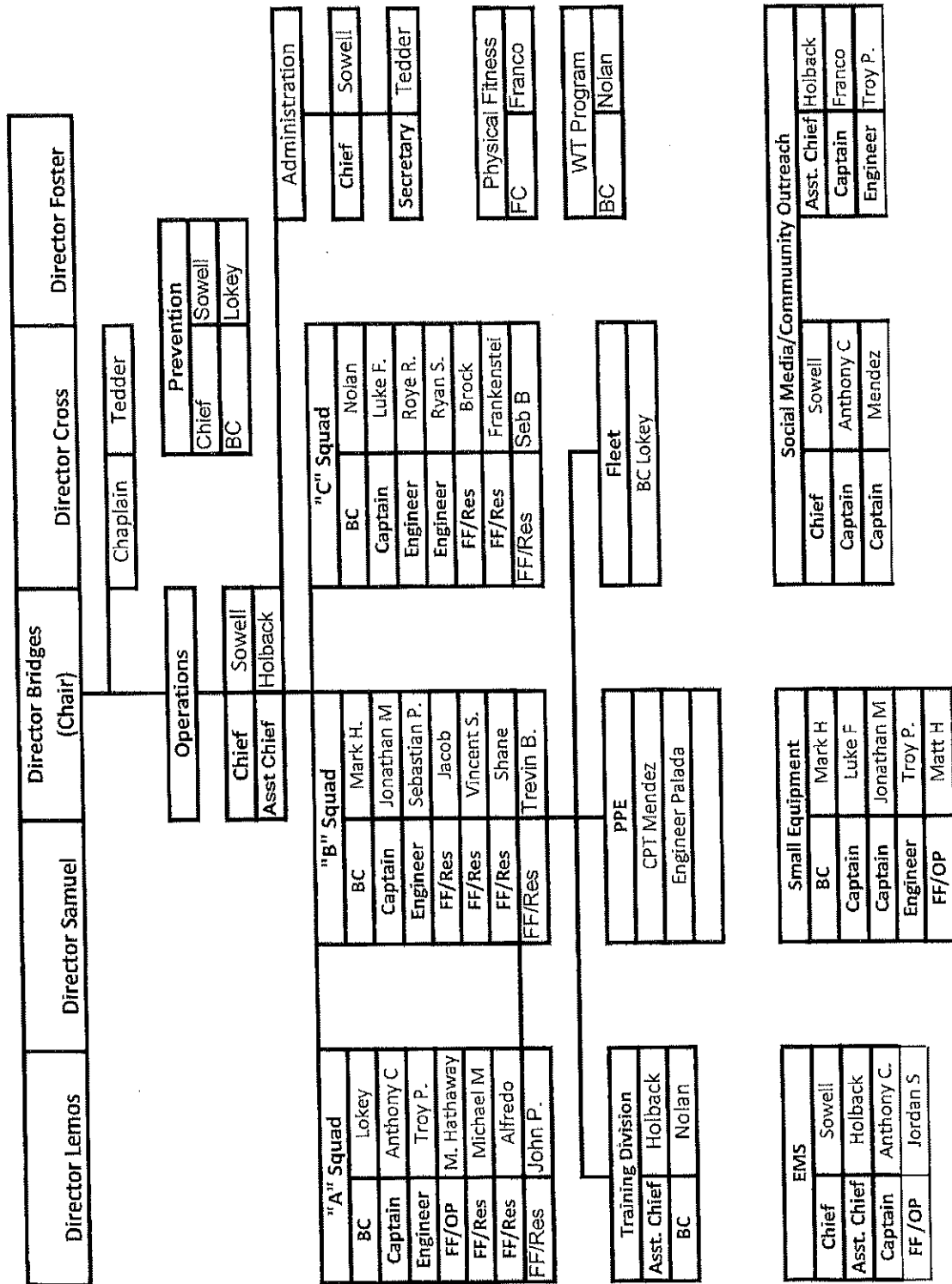
As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District, or involves other members or supervisors, the member may consult directly with the Fire Chief, the Fire Chief, or a representative of the Administration.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety, and security without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints may be made to any supervisor or directly to the Administration. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

Attachments

Organizational Chart 6-2026.pdf



District Directives

202.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish a process to make immediate changes to district policy. District directives will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 POLICY

State

It is the policy of the Farmington Fire Protection District to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement and as permitted by Government Code § 3500 et seq. Generally the establishment of district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

202.3 RESPONSIBILITIES

Best Practice

The Fire Chief shall issue all district directives.

All district officers shall be responsible for communicating district directives to all members in their command.

District directives will be rescinded upon incorporation into the manual.

Incident Management

300.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents.

300.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

300.2 POLICY

Best Practice

It is the policy of the Farmington Fire Protection District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 PROCEDURES

Best Practice MODIFIED

The Fire Chief should ensure the District adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Whenever an emergency incident occurs in the jurisdiction of the Farmington Fire Protection District, it is the responsibility of the Incident Commander (IC) to assess the potential for the incident to involve property, structures or persons within either a State Responsibility Area (SRA) or a Federal Responsibility Area (FRA). If the incident involves or threatens to involve any SRA or FRA, the IC shall immediately notify the California Department of Forestry and Fire Protection (CAL FIRE) or the United States Forest Service (USFS) and VRECC of the incident.

The IC shall also send notification through the chain of command to the Fire Chief.

The IC should assess the potential for the incident to involve or negatively impact any persons or property in neighboring jurisdictions. If the IC determines that the potential exists, he/she shall immediately direct VRECC to notify the appropriate jurisdiction of the incident.

Emergency Response

301.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable California laws and regulations during an emergency response.

301.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion, or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb, or threatened bombing; any act of terrorism; any natural disaster; any release, spill, or threat of release of radioactive materials; any spill, release, or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

301.2 POLICY

Best Practice

It is the policy of the Farmington Fire Protection District to appropriately respond to all emergency calls.

301.3 EMERGENCY CALLS

State

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, including at minimum a steady forward-facing red light, and shall sound the siren as reasonably necessary (Vehicle Code § 21055).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Personnel should only respond with emergency lights and siren when so dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

Best Practice

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel

Farmington Fire Protection District

Fire Policy Manual

Emergency Response

must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

301.5 INITIATING AN EMERGENCY RESPONSE

Best Practice

If a member believes an emergency response to any call is appropriate, the member shall ensure VRECC is immediately notified.

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

Best Practice

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency response.

In addition, emergency vehicle operators should reduce speed at all intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light, or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or Company Officer. If, in the judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or the Company Officer should ensure VRECC is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

301.6.1 RAILROAD CROSSINGS

State

Railroad crossings present unique hazards to the operators of emergency vehicles. When stopping at any type of railroad crossing, emergency vehicle operators should turn off the siren and all unnecessary noise in the cab and open their windows to listen for approaching trains.

At uncontrolled railroad crossings, emergency vehicle operators should stop and look both ways to verify there is no rail traffic before proceeding with caution across the tracks.

When approaching a controlled railroad crossing with gates and/or signals activated, emergency vehicle operators shall stop and monitor for approaching trains. Operators shall not proceed at the crossing until the gates return to the open position, signaling devices have turned off, and the crossing is clear in all directions (Vehicle Code § 22451).

Apparent malfunctions at a railroad crossing should be reported to VRECC as soon as reasonably practicable.

Farmington Fire Protection District

Fire Policy Manual

Emergency Response

At crossings controlled by only activated signals that reasonably appear to be malfunctioning, an operator may proceed across the crossing if there is no rail traffic approaching from either direction and it is safe to do so (Vehicle Code § 22451).

If the unit is delayed by rail traffic, the Company Officer should immediately contact VRECC to report the delay.

301.7 FAILURE OF EMERGENCY EQUIPMENT

Best Practice

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator or Company Officer shall notify VRECC of the equipment failure so that another apparatus may be assigned to the emergency response.

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify their safety.

302.2 POLICY

Best Practice

It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

302.3 RESPONSIBILITIES

Best Practice

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained. Individual crew names must be posted in a conspicuous location in the cab of district vehicles.

Supervisors are responsible for tracking all personnel on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The Incident Commander should designate an accountability officer to monitor who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

Area supervisors should be assigned to keep track of all crews assigned to their area. Company officers should know the location and assignment of each firefighter in their crew.

Farmington Fire Protection District

Fire Policy Manual

Fire Ground Accountability

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

302.4 REPORTING

Best Practice

Ongoing, routine tactical accountability should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

Best Practice

A PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters while operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention groups (RIG) (29 CFR 1910.134(g)(4)).

303.1.1 DEFINITIONS

Federal **MODIFIED**

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial rapid intervention team (IRIT) - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention group (RIG) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIG is also known as two-in/two-out.

Rapid intervention group (RIG) - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

303.2 POLICY

Federal

It is the policy of the Farmington Fire Protection District to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

303.3 PRE-DEPLOYMENT

Federal

Farmington Fire Protection District

Fire Policy Manual

Rapid Intervention/Two-In Two-Out

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4)).

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional firefighters should be located outside the IDLH environment.
 - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

303.4 INITIAL DEPLOYMENT

Best Practice

A written personnel accountability system will be maintained whenever companies are operating at IDLH incidents. Individual crew names will be posted in a conspicuous location in the cab of district vehicles.

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is in progress during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIG has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

303.5 RIG DUTIES

Best Practice **MODIFIED**

The RIT should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual, voice and signal line communication should be maintained between those working in the IDLH environment and the RIT outside the IDLH environment.
- (b) RIT members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
 - 1. Acceptable duties may include identifying and preparing access and emergency rescue egress points from affected areas, the pre-positioning of exterior ladders, forcible entry and other rescue equipment as needed at strategic locations.
- (c) Additional companies may be assigned to the RIT as conditions warrant. For large incidents with multiple points of entry, multiple RITs should be considered.

Farmington Fire Protection District
Fire Policy Manual

Rapid Intervention/Two-In Two-Out

303.6 EMERGENCY DEPLOYMENT OF A RIT

Best Practice **MODIFIED**

When a firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location and condition of trapped or missing firefighter, while the second person should communicate and offer support on the tactical channel.

For an emergency deployment of a RIT, a Rescue Branch Director position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Branch Director's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

The RIT supervisor should notify the Rescue Branch Director before making entry for emergency rescue. The Rescue Branch Director should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RITs, medical treatment and transportation groups or other organizational elements.

High-Rise Incident Management

310.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by Fire Department vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

310.2 POLICY

Best Practice

It is the policy of the Farmington Fire Protection District to utilize the Incident Command System (ICS) for high-rise incident management.

310.3 PROCEDURES

Best Practice

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial-arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or sector, and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.

Farmington Fire Protection District

Fire Policy Manual

High-Rise Incident Management

- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for a sustained fire attack.

National Incident Management System (NIMS) Training

610.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

610.2 POLICY

Federal

It is the policy of the Farmington Fire Protection District to adhere to the ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Farmington Fire Protection District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

610.3 PROCEDURE

Federal

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center (EOC) Staff:
 - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200, and ICS-300 Intermediate ICS for Expanding Incidents
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
 - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400: Advanced ICS

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional

Farmington Fire Protection District

Fire Policy Manual

National Incident Management System (NIMS) Training

incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

610.4 TRAINING RECORDS

Best Practice **MODIFIED**

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number, and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Live-Fire Training

616.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

616.2 POLICY

Best Practice

It is the policy of the District to conduct live-fire training in a safe and effective manner that meets the standards of NFPA 1400 and any applicable state or local law.

616.3 MEMBER PREREQUISITES

Best Practice

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of NFPA 1010, Firefighter I.

616.4 TRAINING OFFICER RESPONSIBILITIES

Best Practice

The Training Officer shall be responsible for:

- (a) Scheduling live-fire training.
- (b) Confirming that the Training Division Fire Chief is notified when live-fire training is scheduled.
- (c) Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements.
- (d) Providing a secure structure for the live-fire training consistent with the requirements of this policy.
- (e) Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.
- (f) Confirming that a sufficient number of instructors will be present for the live-fire training.
 - 1. In no event shall there be fewer than four instructors.
 - 2. There shall be no more than a 5:1 student-to-instructor ratio at any time.
- (g) Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.
- (h) Designating a qualified safety officer for all live-fire training exercises.
- (i) Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements

Farmington Fire Protection District

Fire Policy Manual

Live-Fire Training

1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II.
 2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I.
- (j) Ensuring all injuries sustained during live-fire training are documented.

616.5 SAFETY OFFICER

Best Practice

A safety officer shall be designated for all live-fire training exercises and shall have the same qualifications as the lead instructor. The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities.

The safety officer shall be knowledgeable about all the safety features at the training location.

616.6 TRAINING REQUIREMENTS

Best Practice

Before beginning any live-fire training, the designated safety officer shall be responsible for:

- (a) Inspecting all burn locations.
- (b) Ensuring that all members participating in the training meet the prerequisites for participation.
- (c) Inspecting each participant's personal protective equipment (PPE) and SCBA.
- (d) Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.
- (e) Ensuring an Emergency Medical Services (EMS) unit and advanced life support (ALS) crew capable of transporting a patient are on location.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

616.7 USE OF ACQUIRED STRUCTURES

Best Practice

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Prior to using any acquired structure for live-fire training, the Training Officer shall:

- (a) Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.

Farmington Fire Protection District

Fire Policy Manual

Live-Fire Training

- (b) Facilitate the preparation of the structure for safe use (e.g., removal of all asbestos-containing materials).
- (c) Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act (42 U.S.C. § 7401 et seq.).

616.8 TRAINING RECORDS

Best Practice **MODIFIED**

The Training Officer shall be responsible for maintaining records of all live-fire training that is provided to members. At a minimum, the District should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Documentation of injuries sustained during training exercises.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Illness and Injury Prevention Program

900.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Farmington Fire Protection District, in accordance with the requirements of Labor Code § 6401.7 and 8 CCR 3203.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by district procedures outside the Policy Manual.

This policy supplements but does not supersede any related Districtwide safety efforts.

900.2 POLICY

Best Practice

The Farmington Fire Protection District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

State

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) A Workplace Violence Prevention Plan that meets the requirements of Labor Code § 6401.9.
- (c) A Workplace Violence Prevention Plan for EMS members that meets the requirements of 8 CCR 3342.
- (d) Safety inspections.
- (e) Informing members of IIPP guidelines.
- (f) Recognizing members who perform safe work practices.
- (g) Member evaluation processes, including member safety performance.
- (h) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (i) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation, including a discussion of safety and health policies and procedures.
 - 2. Regularly scheduled safety meetings.
 - 3. Regular member review of the IIPP.

Farmington Fire Protection District

Fire Policy Manual

Illness and Injury Prevention Program

4. Providing access to the illness and injury prevention plan to members or their representatives as set forth in 8 CCR 3203.
- (j) Establishing Division Safety Coordinators and defining their responsibilities.
- (k) Posting or distributing safety information.
- (l) A system for members to anonymously inform management about workplace hazards.
- (m) Availability of forms that address:
 1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (n) Establishing a safety and health committee, which will:
 1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the District to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

900.3.1 REVIEW OF SAFETY MANDATES

State

The IIPP shall also include a process to review compliance with safety mandates (Labor Code § 6407). The process should include a review of safety mandates relating to:

- (a) Communicable diseases (see the Communicable Diseases Policy).
- (b) Respiratory protection (see the Respiratory Protection Program Policy).
- (c) Personal protective equipment (see the Personal Protective Equipment Policy).
- (d) Emergency Action Plan and Fire Prevention Plan (see the Emergency Action Plan and Fire Prevention Plan Policy).
- (e) Walking-Working Surfaces (see the Fire Station Living Policy).
- (f) Heat illness (8 CCR 3395; 8 CCR 3396).

Farmington Fire Protection District

Fire Policy Manual

Illness and Injury Prevention Program

- (g) Workplace Violence Prevention Plan for EMS (8 CCR 3342).
- (h) Workplace Violence Prevention Plan for non-EMS members (Labor Code § 6401.9) (see the Workplace Violence Policy).
- (i) Hazards associated with wildfire smoke (8 CCR 5141.1).

900.4 DIVISION SAFETY COORDINATORS

Best Practice

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration Fire Chief.
- (e) Notifying the HSO when:
 - 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational injuries and illnesses occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

900.5 HAZARDS

Best Practice

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Farmington Fire Protection District

Fire Policy Manual

Illness and Injury Prevention Program

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and the dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Fire Chief via the chain of command.

The Administration Fire Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.6 INSPECTIONS

Best Practice

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

900.7 RECORDS

Best Practice

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

Cal/OSHA Inspections

901.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish guidelines and responsibilities for Farmington Fire Protection District members to follow in the event that a California Division of Occupational Safety and Health (Cal/OSHA) inspector requests access to district property or work operations (Labor Code § 6314).

This policy does not address those inspections requested by the Farmington Fire Protection District as part of a consultation service by Cal/OSHA.

901.2 POLICY

State

It is the policy of the Farmington Fire Protection District for the Fire Chief or the authorized designee to designate one or more district representatives who will be responsible for facilitating a Cal/OSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the Cal/OSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the Cal/OSHA inspector once he/she has arrived (Labor Code § 6314(d)).

District members should work cooperatively with any Cal/OSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the Cal/OSHA inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

State

Cal/OSHA inspections may be unannounced (Labor Code § 6321). Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified.

Upon entering the district worksite, the inspector will present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

Farmington Fire Protection District

Fire Policy Manual

Cal/OSHA Inspections

Cal/OSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the District who is the subject matter expert on the topic (Labor Code § 6314(a)).

At the conclusion of the inspection, the Cal/OSHA inspector will hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a Cal/OSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all Cal/OSHA findings.

Cal/OSHA Notification of Injury, Illness, or Death

902.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish the requirements for the District to immediately report to Cal/OSHA any death, serious injury, or illness connected with the victim's employment (including members of this district). Immediately shall mean as soon as practicable, but generally no longer than eight hours after the District has knowledge of the injury, illness, or death. If exigent circumstances exist, the time frame for the report shall be no longer than 24 hours after the incident (8 CCR 342(a)).

902.1.1 EMPLOYMENT RELATED DEATHS OR INJURIES

State

Any member of this district who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal/OSHA is notified by telephone with all pertinent information (8 CCR 342(b)).

902.2 POLICY

State

The District will comply with Cal/OSHA reporting requirements in the event of a serious illness, injury, or death.

902.3 PROCEDURE

State

Cal/OSHA requires the following information, if available, be submitted with the notification (8 CCR 342(c)):

- Time and date of the accident, injury, illness, or death
- Reporting district's name, address, and telephone number
- Name and job title of the person making the report
- Address of the incident
- Name of the person to contact at the site of the incident
- Name and address of the injured, ill, or deceased member
- Nature of the injury or illness
- The location where the injured member was transferred
- The names of any other fire or law enforcement agencies present at the site of the incident, including the names and badge numbers of personnel present
- A description of the accident/incident and whether the accident scene has been altered

Farmington Fire Protection District

Fire Policy Manual

Cal/OSHA Notification of Injury, Illness, or Death

- If the accident/incident was caused by an instrument or machinery, whether that instrument or machinery has been altered

During normal business hours, the Fire Chief shall provide the information to the Administration directly when the illness or injury involves a member of this district. After normal business hours, the appropriate Fire Chief shall contact VRECC to have the Administration notified. In either case, the Administration is responsible for reporting the required information to Cal/OSHA at the 24 hours a day seven days a week contact number maintained by VRECC.

For incident-related responses not involving members of the Farmington Fire Protection District and requiring telephonic notification to Cal/OSHA, the company officer shall be responsible for the notification.

Communicable Diseases

903.1 PURPOSE AND SCOPE

State

This policy is intended to provide guidelines for district members to assist in minimizing the risk of contracting and/or spreading communicable diseases. The policy offers direction in achieving the following goals:

- (a) Managing the risks associated with exposure to bloodborne pathogens (BBP), aerosol transmissible diseases, and other potentially infectious substances (8 CCR 5193, 8 CCR 5199 and 29 CFR 1910.134).
- (b) Assisting district members in making decisions concerning the selection, use, maintenance, limitations, storage, and disposal of personal protective equipment (PPE).
- (c) Protecting the privacy rights of all district members who may be exposed to or contract a communicable disease during the course of their duties.
- (d) Providing appropriate treatment and counseling should a member become exposed to a communicable disease.

903.2 POLICY

Best Practice

The Farmington Fire Protection District is committed to providing a safe and healthful work environment for its members by providing each member with the best available protection from occupationally acquired communicable disease. Communicable disease is an occupational health hazard, and transmission is possible during emergency responses and other district and in-station operations.

903.3 EXPOSURE CONTROL PLAN

State

The District has developed an Exposure Control Plan (ECP) to eliminate or minimize occupational exposure to communicable diseases. The Fire Chief or the authorized designee shall designate an Exposure Control Officer (ECO), who will be responsible for the administration of the ECP and the designated responsibilities. The responsibilities shall include the establishment, implementation, and maintenance of effective written infection control procedures to control and reduce the risk of acquiring BBPs and aerosol transmissible diseases.

The ECP shall include the following core elements:

- Provide fire, rescue, and Emergency Medical Services (EMS) to the public without regard to known or suspected existence of communicable diseases.
- Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all bodily fluids and other potentially infectious material.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

- Provide all at-risk district members with training, immunizations, TB skin test, and PPE necessary for protection from communicable diseases.
- Provide any district member exposed to a communicable disease with a post-exposure follow-up in compliance with state standards.

The ECP shall be in writing, shall comply with all legal requirements, and shall (8 CCR 5193 et seq.):

- (a) Determine and note positions with the potential for exposure and whether the positions require respiratory protection.
- (b) Establish a schedule and method for implementing the plan.
- (c) Establish source control measures and the method of informing members of the source control measures.
- (d) Establish procedures for evaluation of the circumstances of exposure incidents and for appropriate follow-up.
- (e) Address the distribution and use of PPE related to communicable diseases.
- (f) Establish an effective procedure to track the frequency of use and the types and brands of sharps involved in exposure incidents; this should be documented on a sharps injury log.
- (g) Establish a process for vaccinating members.
- (h) Establish an effective procedure and method to identify currently available engineering controls and selecting such controls, where appropriate, for the procedures performed by district members in their respective work areas.
- (i) Establish a training program to educate district members on the ECP.
- (j) Be accessible to district members (8 CCR 3204(e)).
- (k) Be reviewed annually by the ECO, to include the input of members from various work areas.
- (l) Be reviewed for new or modified tasks and procedures affecting occupational exposures.
- (m) Reflect changes in technology that eliminate or reduce exposure.
- (n) Consider and/or implement any appropriate, commercially available needle-less systems and needle devices and sharps with engineered sharps injury protection.
- (o) Include new or revised member positions with occupational exposures.
- (p) Be available to the National Institute for Occupational Safety and Health (NIOSH) or the respective designee upon a request.

903.3.1 EXPOSURE TO BLOOD, BODILY FLUIDS, OR AEROSOL TRANSMISSIBLE DISEASES

State

All district members who are exposed to another person's blood, bodily fluids, or an aerosol transmissible disease shall follow the ECP procedures and guidelines.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

Exposure to blood or other potentially infectious materials includes but is not limited to the contact of such substances with the eye, mouth, other mucous membranes, non-intact skin, needle sticks, human bites, cuts, or abrasions, or any other qualifying exposure (Health and Safety Code § 121060.1 or 8 CCR 5193).

Exposure to an aerosol transmissible disease is any event in which all of the following have occurred (8 CCR 5199):

- (a) A member has been exposed to an individual who has or is suspected of having a reportable aerosol transmissible disease, or to a work area or to equipment that is reasonably expected to contain aerosol transmissible pathogens associated with a reportable aerosol transmissible disease.
- (b) The exposure occurred without the benefit of applicable exposure controls required by this policy.
- (c) It reasonably appears from the circumstances of the exposure that transmission of disease is sufficiently likely to require medical evaluation.

903.3.2 EXPOSURE CONTROL OFFICER

State

The ECO shall be responsible for the following:

- (a) Establishing and maintaining written procedures and a training program related to BBPs (8 CCR 5193).
- (b) Establishing and maintaining written procedures and a training program related to aerosol transmissible diseases (8 CCR 5199).
- (c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of the ECP.
- (d) Investigating all reports of exposures or suspected exposures to communicable disease.
- (e) Providing guidance and follow-up instructions when an exposure occurs.
- (f) Communicating with hospital infection control personnel.
- (g) Coordinating the collection, management, and security, and maintaining the confidentiality of all exposure records (8 CCR 5193).
- (h) Remaining current on all legal requirements concerning BBPs and other communicable diseases (8 CCR 5193).
- (i) Coordinating the immunization and vaccination of district members.
- (j) Acting as a liaison during Occupational Safety and Health Administration (OSHA) inspections, conducting program audits to maintain an up-to-date ECP, and ensuring exposure report forms are available and adequate for members to properly report incidents of exposure.
- (k) Working with the Training Officer to maintain an up-to-date list of district members requiring training.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

- (l) Coordinating with the Training Officer in developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (m) Reviewing and updating the ECP annually, on or before January 1 of each year.
- (n) Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person who may have a communicable disease, and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
- (o) Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
- (p) Acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other district members to fulfill the role when not available. The designated officer shall ensure that the name, title, and telephone number of the designated officer is posted on the District website (Health and Safety Code § 1797.188).

District supervisors are responsible for exposure control in their respective areas. They shall work directly with the ECO and any affected members to ensure that the proper exposure control procedures are followed.

903.3.3 EXPOSURE DETERMINATION

State

The District shall actively involve members in the preparation of an exposure determination that identifies the job classifications with potential for exposure to occupational BBPs. Exposure determination shall be made without regard to the PPE worn (8 CCR 5193(c)(1)(B)(8)).

903.3.4 UNIVERSAL PRECAUTIONS

Best Practice

All human blood and bodily fluids such as saliva, urine, semen, and vaginal secretions are to be treated as if they are known to be infectious. Where it is not possible to distinguish between bodily fluid types, all bodily fluids are to be assumed potentially infectious.

The minimum number of members required to complete a task safely will be used for all on-scene operations. Members who are not immediately needed will remain a safe distance (at least 6 feet) from operations when a communicable disease exposure is possible or anticipated. When transporting a patient with a potential aerosol transmissible disease, members should notify hospital staff prior to arrival to allow for the proper isolation of the patient immediately upon arrival.

Universal precautions extend beyond the emergency incident and should be observed in the communal living environment of the fire station as follows:

- (a) Members shall not report to work with signs or symptoms of a febrile aerosol transmissible disease or any wounds that cannot be completely covered or in which exudates from the wounds cannot be contained with dressings.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

- (b) Members shall wash their hands thoroughly for a minimum of 15 seconds with soap and water:
 - 1. Before and after handling or preparing food.
 - 2. Before eating.
 - 3. After using the restroom.
 - 4. After sneezing or coughing into the hands and/or handling contaminated facial tissue.
 - 5. After each patient contact.
 - 6. After removing any PPE.
 - 7. After handling potentially infectious materials.
 - 8. After cleaning and/or decontaminating equipment.
- (c) If hand washing with soap and water is not possible, germicidal hand wipes or a waterless hand cleanser shall be used.
- (d) Exercise equipment shall be wiped down with germicidal cleaner between users.
- (e) Members shall not share utensils, towels, bedding, or personal care items (e.g., razors, toothbrushes, nail clippers).
- (f) Members shall cover the mouth and nose with a tissue when coughing or sneezing. If tissue is not readily available, members should avoid coughing or sneezing into their hands and cover their mouth and nose with their arm.
- (g) All eating, drinking, smoking, applying of cosmetics or lip balm, and handling of contact lenses is prohibited in areas where there is an expectation of communicable disease exposure.
- (h) Food and drink shall not be stored in areas where there is an expectation of communicable disease exposure.
- (i) Perishable food that requires cold storage shall be kept at a temperature of 3 degrees Celsius or 38 degrees Fahrenheit or lower.
- (j) Perishable food that requires freezer storage shall be kept at a temperature of -18 degrees Celsius or 0 degrees Fahrenheit or lower.
- (k) All food that is removed from original manufacturer packaging shall be kept in a tightly sealed food container or shall be wrapped with plastic food wrap.

903.3.5 PERSONAL PROTECTIVE EQUIPMENT

Best Practice **MODIFIED**

PPE is the last line of defense against communicable disease. Therefore, the following procedures should be followed:

- (a) District-issued nitrile gloves shall be worn prior to initiating any patient treatment. If the situation dictates reusable gloves (i.e., structural or wildland gloves) and the risk of communicable disease is also present, disposable gloves shall be worn under the utility gloves.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

- (b) Disposable gloves shall be replaced as soon as practicable when contaminated, torn, or punctured, or any time the ability to function as a barrier is compromised, and before contact with any other person.
- (c) When possible, gloves should be changed between patients in multiple casualty situations, and hands should be cleaned with disinfectant wipes.
- (d) Disposable gloves shall not be washed or decontaminated for reuse.
- (e) Approved medical aid eye protection and masks or full-face shields are mandatory whenever splashes, spray, or droplets of bodily fluid may be generated, and eye, nose, or mouth contamination can be reasonably anticipated. Procedures that put the member at risk for splash or spray exposure include but are not limited to inserting airways, suctioning, childbirth procedures, and the treatment of a patient who is bleeding, vomiting, or spitting.
- (f) An N95 respirator mask shall be worn when encountering an individual who is actively coughing or has a suspected or known aerosol transmissible pathogen.
- (g) A disposable mask may be placed on a patient with a potential aerosol transmissible pathogen only when the patient has not exhibited respiratory distress or potential respiratory compromise and pulse oximetry confirms that the patient is not hypoxic.
- (h) An approved spit hood may be placed over a patient's head who is attempting to bite or intentionally spit at the care providers. The use of a spit hood shall not replace the donning of a mask and goggles for the care provider when indicated. The spit hood should not be used if the patient:
 - 1. Is or has the potential of developing respiratory distress.
 - 2. Has a clinical indication for supplemental oxygen administration, oral suctioning, or insertion of an airway adjunct.
 - 3. Has a condition that indicates the need to closely monitor skin signs.
- (i) If the circumstances dictate head and foot covering are needed, firefighting gear, boots, and helmets shall be worn.
- (j) It is the responsibility of the company officer to ensure that all appropriate PPE measures are utilized as soon as it is apparent that PPE is appropriate.
- (k) A mechanical breathing or a mask with a one-way valve will be used when providing respiratory assistance. Mouth-to-mouth ventilation may be performed only as a last resort if the needed equipment is not available.
- (l) Disposable resuscitation devices will be immediately available at all times when on-duty. The airway bag is to be brought to the patient's side for all medical emergency calls to ensure that all equipment necessary to ventilate the patient is accessible.
- (m) When in public but not assigned to a medical aid call (e.g., grocery shopping, inspections), one member of the company should carry a mask with a one-way valve, gloves, goggles, and an N95 mask.
- (n) A fluid resistant gown or turnout shall be worn when bodily fluid splashes and sprays to clothing are possible.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

- (o) The following chart should be used as a guide for the situation and PPE required:

Task/ Situation	Gloves	Gown/ Turnouts	Eyewear and Mask
Any light contact with blood or other bodily fluids. This includes IVs, drawing blood, or applying dressings to wounds.	X		
Heavy bleeding or large amounts of other bodily fluids, including vomiting, childbirth, urine, or fecal contamination.	X	X	X
Spraying or splattering of bodily fluid or situations when this can be anticipated.	X	X	X

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

Endotracheal intubation, Bag-Valve-Mask ventilation, or airway suctioning.	X	X	X
Administering aerosolized medication to a patient with a potential for having an airborne infectious disease.	X	X	X
Patient coughing, sneezing, or febrile.	X		X

903.3.6 IMMUNIZATIONS

State

All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate treatment immunization.

903.3.7 WORK PRACTICES

Best Practice **MODIFIED**

All members shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluid is anticipated.

Disposable gloves shall be worn on all medical emergency responses. Disposable gloves shall be worn before making physical contact with any patient and/or when handling items that are soiled with blood or other bodily fluids. Disposable gloves that become contaminated with blood or other bodily fluids shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books, personal items in general) while wearing the disposable gloves in a potentially contaminated environment.

All procedures involving blood or other potentially infectious materials shall be performed in a manner that will minimize splashing, spraying, or otherwise generating droplets of those materials.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

Eating, drinking, smoking, applying lip balm, and handling contact lenses shall be prohibited in areas where a potential for an exposure exists.

903.3.8 SHARPS AND ITEMS THAT CUT OR PUNCTURE

Best Practice

Members should take care when handling needles or sharps at all times, using the following guidelines:

- (a) A needle-free or self-sheathing device or a sharp with engineered sharps protection will be utilized to start intravenous (IV) medications or obtain blood samples at all times except when:
 1. A needle-free or self-sheathing device or a sharp with engineered sharps protection is not available due to market availability.
 2. The use of a needle-free or self-sheathing device or a sharp with engineered sharps protection would jeopardize the patient's safety or the success of the intervention.
- (b) When a needle-free or self-sheathing device or a sharp with engineered sharps protection is not available, the sharps shall be placed into the authorized needle guard device using a one-hand technique prior to placement in the sharps container.
- (c) After use, all sharps must be immediately placed into a sharps container. This includes those devices that are self-sheathing.
- (d) The sharps container shall be located in the designated pouch of the airway bag. The airway bag with the sharps container shall be taken into every scene of a medical incident. A sharps container shall be easily accessible to members and located as close as possible to the immediate area where sharps are used.
- (e) The sharps container shall be stored in the upright position at all times. At no time shall district members reach into a sharps container.
- (f) Once a sharps container is half full, the container's lid will be secured, and the sharps taken to the hospital for disposal. Disposal will follow the hospital's policies and procedures.
- (g) Sharps containers will be inspected at morning checkout to ensure the container is not more than half full.
- (h) Broken glass shall not be picked up by hand. It shall be cleaned up with utility, structural, or wildland gloves, and using mechanical means, such as tongs or a brush and dustpan.

903.3.9 SHARPS INJURY LOG

State MODIFIED

The EMS supervisor shall maintain a sharps injury log that records all exposure incidents involving a sharp. Entries into this log will be recorded within 14 working days of the date the incident is reported to the EMS supervisor. The information on the log will include the following information, if it is known or reasonably available (8 CCR 5193(c)(2)):

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

- (a) Date and time of the exposure
- (b) Type and brand of the sharp involved in the exposure incident
- (c) Description of the exposure shall include the following:
 - 1. Job classification of the member involved in the exposure
 - 2. Work location where the exposure occurred
 - 3. Procedure the member was performing at the time of the exposure
 - 4. How the exposure occurred
 - 5. The body part involved in the exposure
 - 6. Whether the sharp had engineered sharp-injury protection, whether the protection mechanism was activated, and whether the injury occurred before the mechanism was activated, during activation, or after activation, if applicable
 - 7. The member's opinion as to how or whether mechanism could have prevented the injury
- (d) Each member incident shall be recorded on the sharps injury log within 14 working days of the date the incident is reported to the District.
- (e) The information in the sharps injury log shall be recorded and maintained in a manner that protects the confidentiality of the member.

903.4 DISPOSAL AND DECONTAMINATION

Best Practice **MODIFIED**

Equipment, supplies, and vehicles that have been contaminated by blood, bodily fluid, respiratory or airborne droplets, or other potentially infectious material, and members whose clothing or equipment has been contaminated, shall not respond to additional calls, or engage in other work activities until all contaminated clothing, supplies, equipment, and vehicle interior has been exchanged, disposed of, or cleaned and decontaminated.

Contaminated supplies and equipment shall be disposed of with the EMS crew. Disposable gloves and goggles shall be worn when washing or handling contaminated equipment, clothing, or materials. A fluid-resistant gown shall be worn when there is the possibility of contaminated fluid splashes to clothing during clean-up procedures. When possible, one member should handle clean or sterile items and a different member should be assigned to handle contaminated items.

Kitchen facilities will never be utilized for cleaning, decontaminating, storing, or disposing of any contaminated material or waste. Designated sinks will be utilized for this procedure, followed by decontamination using an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water).

903.4.1 USE OF WASTE CONTAINERS

Best Practice

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus or at the attending clinic or hospital, with hospital approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival.

The biohazard waste container located at the station shall be collapsible, leakproof, red in color or appropriately labeled with a biohazard warning, and routinely emptied.

903.4.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Best Practice

Members shall wash their hands immediately (on-scene if possible) or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used to wash one's hands, paying particular attention to the fingernails.

If a member's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the member shall wash the exposed part of their body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital-strength disinfectant. If large areas of the member's skin are contaminated, the member shall shower as soon as possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained. Eyes should be flushed and other exposed mucous membranes appropriately disinfected.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be washed/irrigated/cleaned using an approved disinfectant and then dressed or bandaged as needed. Medical treatment is required.

903.4.3 DISPOSABLE PROTECTIVE EQUIPMENT

Best Practice

Contaminated disposable supplies (e.g., gloves, dressings, CPR masks) shall be transported with the patient in the ambulance. The waste material shall then be disposed of in a biohazard waste container at the hospital. Disposable gloves are to be worn while placing the waste into the biohazard waste container, placing the gloves in with the waste.

903.4.4 DECONTAMINATION OF PPE

Best Practice

After using any reusable PPE, it shall be washed or disinfected and stored appropriately. If the PPE is non-reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container as described in this policy.

Any PPE that becomes punctured, torn, or loses its integrity shall be removed as soon as feasible. The member shall wash and replace the PPE if the job has not been terminated. If this situation resulted in a contaminated non-intact skin event, the decontamination procedures in this policy shall be implemented.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

Contaminated reusable PPE that must be transported prior to cleaning shall be placed into a red biohazard waste bag and labeled with the member's name, station, contents, and type of contamination. This bag should be given to the ECO for cleaning by an approved vendor.

The Fire Chief should be contacted regarding the replacement of structural protection garments and PPE.

903.4.5 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Best Practice

Contaminated non-disposable equipment shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated non-disposable equipment items shall be transported to a hospital or the fire station for proper cleaning and disinfecting. Porous surfaces such as nylon bags and straps shall be brushed and scrubbed with a detergent and hot water, laundered, and allowed to dry. Non-porous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with a bleach solution, rinsed, and allowed to dry. Delicate equipment (e.g., radios) should be brushed and scrubbed very carefully using a minimal amount of a type of germicide that is approved by the Environmental Protection Agency (EPA).

While cleaning equipment, pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathroom, or other areas not designated as the cleaning/decontamination area.

Contaminated equipment should be cleaned using an EPA-approved germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water) while wearing disposable gloves and goggles. Large particles of contaminants, such as vomit, feces, and blood clots, should first be removed (using a disposable towel or other means to prevent direct contact) and properly disposed.

903.4.6 DECONTAMINATION OF CLOTHING

Best Practice

Contaminated clothing such as uniforms and undergarments shall be removed as soon as feasible and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters or taken home for cleaning.

If the clothing may be washed in soap and hot water, do so as soon as possible. If the clothing must be dry cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing and inform them of the potential contamination. This dry cleaning will be done at the district's expense.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant has soaked through the boot, the boot shall be discarded.

903.4.7 DECONTAMINATION OF VEHICLES AND EQUIPMENT

Best Practice

MODIFIED

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

Equipment such as exposed portions of the apparatus, backboards, blood pressure cuffs, and traction splints should be washed as soon as possible after the incident. After removal of gross contamination with soap and water, an approved EPA germicide, or a 1:100 solution of chlorine bleach (one-quarter cup bleach to one gallon of water) and hot water at a minimum of 140 degrees should be used to clean the item. It should then be rinsed and allowed to air dry. A spray bottle of the approved EPA germicide solution must be carried on all apparatus to facilitate expedient cleanup. The bleach solution must be prepared every 24 hours to maintain potency.

Delicate electronic equipment, such as monitors, defibrillators, radios, and suction equipment, shall be cleaned and decontaminated following the manufacturer's recommendation and never immersed in water.

Equipment left at the hospital should be cleaned by the hospital staff prior to return of the item. Contact the emergency department supervisor or the EMS supervisor if a hospital fails to clean the equipment in a timely manner.

All disposable contaminated supplies are to be placed in a red biohazard bag and delivered to the receiving hospital for disposal. The exception is sharps, which are to be placed in sharps containers. Disposal at the hospital must be in the areas and containers designed for biohazard waste.

903.4.8 DECONTAMINATION OF STATION AND CLEANING AREA

Best Practice

The ECO shall designate a location at each fire station that will serve as the area for cleaning/decontamination. This area is to be used to keep equipment clean and sanitary and for members to wash any potential contamination from their bodies. This area is to be thoroughly cleaned after each use and to be maintained in a clean and sanitary order at all times between each use. The application of cosmetics, smoking cigarettes, food, and drink are prohibited in this designated area at all times.

903.5 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS

State

In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the member. The priority shall be to provide the exposed member with the appropriate medical care, testing, and counseling to prevent or minimize the risk of contracting or spreading the disease (Health and Safety Code § 120260, Health and Safety Code § 120261, Health and Safety Code § 120262 and Health and Safety Code § 120263).

903.5.1 MEMBER RESPONSIBILITY TO REPORT EXPOSURE

Best Practice

To provide appropriate and timely treatment should exposure occur, all members shall verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report shall be submitted

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

to the member's immediate supervisor. Additionally, members should document in the exposure report whether they would like the person who was the source of the exposure to be tested for communicable diseases.

In addition, the exposure or suspected exposure should be reported to the Paramedic Receiving Center (PRC), and to the EMS supervisor.

If the EMS supervisor is notified of a potential exposure to an aerosol transmissible disease by the hospital staff or county public health, the EMS supervisor shall notify the exposed member as soon as practicable, but no later than 72 hours after becoming aware of the exposure.

903.5.2 SUPERVISOR REPORTING REQUIREMENTS

Best Practice **MODIFIED**

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

- (a) Name and Social Security number of the members exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) What potentially infectious materials were involved
- (e) Source of material or person
- (f) Current location of material or person
- (g) Work being done during the exposure
- (h) How the incident occurred or was caused
- (i) PPE in use at the time of the exposure
- (j) Actions taken post-event (e.g., cleanup, notifications)

The supervisor shall advise the member of the laws and regulations concerning disclosure of the identity and infectious status of a source.

If the ECO is unavailable to seek testing of the person who was the source of the exposure, it is the responsibility of the exposed member's supervisor to ensure testing is sought pursuant to this policy.

903.5.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

State

Any member who was exposed or who suspects they were exposed to Human Immunodeficiency Virus (HIV) or to hepatitis B or hepatitis C should be seen by a physician or qualified health care provider as soon as possible. The doctor or qualified health care provider should be provided with the supervisor's report and the member's medical records relevant to the visit and examination. The blood of the exposed member shall be tested.

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

The health care professional will provide the ECO and/or the District's risk manager with a written opinion of the exposed member's medical condition. This opinion should only contain the following information:

- If a post-exposure treatment is indicated for the member
- If the member received a post-exposure treatment
- Confirmation that the member received the evaluation results
- Confirmation that the member was informed of any medical condition resulting from the exposure incident and whether further treatment or evaluation will be required
- Whether communicable disease testing from the source is warranted and if so, which diseases should the testing include

All other findings or diagnosis shall remain confidential and are not to be included in the written report.

903.5.4 COUNSELING

State

The District shall provide the exposed member, and their family if necessary, the opportunity for counseling and consultation.

903.5.5 CONFIDENTIALITY OF REPORTS

State

Most of the information involved in this process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence. The ECO shall be responsible for maintaining records containing the member's treatment status and the results of examinations, medical testing, and follow-up procedures.

The risk manager shall be responsible for maintaining the name and Social Security number of the member and copies of any information provided to the consulting health care professional.

903.6 SOURCE TESTING

State

Testing for communicable diseases of a person who was the source of an exposure should be sought when it is desired by the exposed member or when it is otherwise appropriate. There are several methods to obtain such testing. It is the responsibility of the ECO to ensure that the proper testing and reporting occur. These methods are:

- (a) Obtaining voluntary consent from any person who may be the source of an exposure to cover testing for any communicable disease.
- (b) Filing a report with the county health officer when a member is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or hepatitis C (Penal Code § 7510 et seq.).
- (c) Seeking consent for testing or applying for a court order for HIV, hepatitis B, and hepatitis C testing (Health and Safety Code § 121060 et seq.).

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

- (d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under the statutory schemes for testing. This covers testing for any communicable disease as deemed appropriate by a health care professional and documented in the request for the court order.
- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing an adult or juvenile when a member of the Farmington Fire Protection District qualifies as a crime victim (Penal Code § 1524.1).

When the risk is a BBP, the source patient must be tested for hepatitis B, hepatitis C, and HIV, with a rapid HIV test being the preferred method and a hepatitis B surface antibody titer used to evaluate the member's immunity. If other contact transmissible or aerosol transmissible disease possibilities exist, other tests may be indicated and shall be determined by the treating emergency room physician.

903.6.1 EXPOSURE FROM A NON-ARRESTEE

State

Upon notification of a member's exposure to a person who was not arrested, the ECO should attempt to determine if the person who was the source of the exposure will voluntarily consent to testing. If consent is indicated, the following steps should be taken:

- (a) A licensed health care provider should notify the person to be tested of the exposure and make a good faith effort to obtain voluntary informed consent from the person or their authorized legal representative to perform a test for HIV, hepatitis B, hepatitis C, and other communicable diseases the health care provider deems appropriate.
- (b) The voluntary informed consent obtained by the health care provider must be in writing and include consent for three specimens of blood for testing. The ECO should document the consent as a supplement to an Exposure Control Report.
- (c) The results of the tests should be made available to the source and the exposed member.

If consent is not obtained, the ECO should promptly consult with the District's Attorney and consider requesting that a court order be sought for appropriate testing.

903.6.2 EXPOSURE FROM AN ARRESTEE

State

Upon notification of an exposure by a person who was arrested, the ECO should take the following steps:

- (a) Comply with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (b) Take reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing (Penal Code § 7510).

Farmington Fire Protection District

Fire Policy Manual

Communicable Diseases

- (c) In all cases, comply with the reporting and testing scheme of Penal Code § 7510 et seq. This includes completing a State Department of Health Services Form CDPH 8479 and submitting it to the county health officer with a copy of the Exposure Control Report by the end of the member's shift. If submission by the end of the shift is not practicable, it must occur as soon as possible but no later than two days after the incident. The exposed member's name should not appear on this form.
- (d) Remain in contact with the county health officer to determine whether testing of the arrestee will occur and whether the testing satisfies the medical needs of the member.
- (e) The results of the tests should be made available to the source and the exposed member.

Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the county health officer to prevent unnecessary or duplicate testing.

In the rare event that the exposed member is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-arrestee.

903.7 TRAINING

State

Any member whose duties place them at risk for exposure to BBPs shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (see the Bloodborne Pathogen Training Policy) (8 CCR 5193).

903.8 MEDICAL RECORDS

State

The District shall establish and maintain an accurate medical record for each member who has the potential for occupational exposure to BBPs as follows (8 CCR 3204):

- (a) Member status regarding all required vaccinations
- (b) Results of TB skin tests
- (c) Copies of information regarding exposures

Medical records that are required by this policy are to be kept confidential and shall be retained for the duration of the member's employment with the District, plus 30 years (8 CCR 3204(d)(1)(A)).

copy

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2026 Local Agency Biennial Notice

Name of Agency: Farmington Fire Protection District
Mailing Address: PO Box 25, Farmington, CA 95230
Contact Person: Joanna Tedder Phone No. 209-886-5321
Email: farmingtonfiredistrict41@outlook.com Alternate Email: farmingtonfiredistrict@gmail.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☐ An amendment is required. The following amendments are necessary:

(Check all that apply.)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ The code is currently under review by the code reviewing body.

☒ No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

8-24-26

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **August 1, 2026**, via email to Form700@sigov.org, or:

44 N San Joaquin St.
Third Floor, Suite 350
Stockton, CA 95202

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Farmington Fire Protection District 2026–2031 Strategic Plan Executive Draft

Purpose

This strategic plan establishes a realistic five-year roadmap to improve emergency services, strengthen financial stability, modernize facilities and equipment, develop personnel, and prepare Farmington Fire Protection District for sustainable growth.

1. Mission

Provide professional, dependable emergency services that protect life, property, and the community through preparedness, response, education, and leadership.

2. Vision

To become a financially stable, highly trained, customer-focused fire district recognized for professionalism, accountability, and exceptional service.

3. Core Values

Integrity • Accountability • Professionalism • Respect • Teamwork • Service • Innovation

4. Strategic Goal 1 – Financial Stability

Objectives:

- Build an operating reserve equal to two years of expenses.
- Develop a five-year capital replacement fund.
- Pursue grant funding annually.
- Evaluate new revenue opportunities.

Success Measures:

Balanced budgets, reserve growth, grants received.

5. Strategic Goal 2 – Emergency Operations

Objectives:

- Improve response reliability.
- Maintain dependable apparatus.

- Improve radio communications.
- Strengthen mutual-aid partnerships.
- Standardize operational expectations.

Success Measures:

Improved response times and apparatus availability.

6. Strategic Goal 3 – Personnel

Objectives:

- Recruit reserves, and part-time firefighters.
- Develop a succession plan.
- Expand officer development.
- Improve employee recognition and retention.

7. Strategic Goal 4 – Training

Objectives:

- Annual training calendar.
- Quarterly multi-company drills.
- Driver/operator certification.
- Wildland and EMS competency.
- Leadership development.

8. Strategic Goal 5 – Apparatus

Objectives:

- Establish replacement schedules.
- Improve preventive maintenance.
- Replace aging equipment before failure.
- Maintain reserve apparatus.

9. Strategic Goal 6 – Facilities & Infrastructure

Objectives:

- Renovate the existing station to create a safe, healthy, and functional workplace.
- Modernize sleeping quarters, bathrooms, kitchen, storage, lighting, and decontamination areas.
- Improve security and emergency backup systems.
- Develop a five-year Capital Improvement Plan.
- Identify potential property and complete conceptual planning.
- Pursue grants and long-term financing.

- Position the District to construct a new fire station that meets operational needs for the next 50 years.

10. Strategic Goal 7 – Community Risk Reduction

Objectives:

- Expand public education.
- Offer CPR and preparedness classes.
- Strengthen school outreach.
- Increase community engagement.

11. Strategic Goal 8 – Administration

Objectives:

- Maintain current policies.
- Improve record management.
- Track performance indicators.
- Improve transparency and planning.

12. Strategic Goal 9 – Leadership

Leadership Expectations:

- Bring solutions, not problems.
- Remain calm under pressure.
- Be accountable.
- Treat everyone professionally.
- Take ownership.
- Continuously improve.

13. Five-Year Timeline

Year 1: Stabilize finances, begin station improvements, update policies.

Year 2: Complete major station renovations and expand staffing.

Year 3: Complete new station feasibility study and secure grant funding.

Year 4: Finalize financing and design for a new station.

Year 5: Prepare for construction and update the strategic plan.

14. Five-Year Capital Equipment Replacement Plan (2026–2031)

The District will maintain a proactive replacement program for firefighter safety equipment, communications equipment, rescue equipment, and apparatus. Equipment will be replaced

based on service life, condition, reliability, manufacturer recommendations, and operational needs.

Year	Turnouts	Handheld Radios	Auto Extrication Tools	Primary Funding	Objective
2026	3 sets	4	Begin rescue tool replacement fund	General Fund/Grants	Replace highest-priority PPE and communications equipment
2027	3 sets	4	Replace hydraulic cutter or spreader	Capital Fund/Donations	Continue lifecycle replacement
2028	3 sets	4	Replace remaining hydraulic tools/accessories	Grants/Capital Fund	Maintain operational readiness
2029	3 sets	4	Evaluate and replace worn accessories	General Fund	Prevent equipment failures
2030	3 sets	4	Fund next replacement cycle	Capital Reserve	Prepare for future replacement program

Replacement Philosophy

- Replace equipment before failure whenever practical.
- Purchase three new structural turnout sets annually to maintain compliant PPE inventory.
- Purchase four new handheld portable radios annually to ensure reliable communications and reduce lifecycle costs.
- Maintain modern hydraulic rescue equipment capable of safely supporting vehicle extrication operations.
- Seek grant funding through AFG, CAL FIRE, Cal OES, and other available funding opportunities whenever possible.
- Review and update the replacement schedule annually as part of the budget process.

Estimated Annual Capital Priorities

The Fire Chief will present an annual capital improvement budget identifying anticipated equipment replacements, estimated costs, available grants, and recommended funding sources. This process provides predictable budgeting, improves firefighter safety, and reduces the likelihood of costly emergency equipment failures.

11h



Provost Power Washing

12242 Victory Ave

Oakdale, CA 95361 USA

+12095562467

provostpowerwashing@gmail.com

Estimate

ADDRESS

Farmington Fire

ESTIMATE # 1072

DATE 08/17/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Solar panel cleaning	Solar panel cleaning	76	5.00	380.00
TOTAL					\$380.00

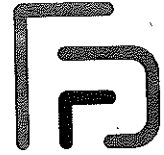
Accepted By

Accepted Date

Quote for Farmington Fire Protection District (CA)

ID: quot_TCMjSD9lkHid1

Prepared by: Ian Crane



From	Ship To	Bill To
Locality Media, LLC dba First Due	Matt Sowell	Matt Sowell
390 NE 191st St	Farmington Fire Protection District (CA)	Farmington Fire Protection District (CA)
Ste 17328	25474 California 4	PO Box 25
Miami, FL 33179, US	Farmington, CA 95230, United States	Farmington, CA 95230, United States
	+12099943199	+12099943199
	farmingtonfiredistrict@gmail.com	farmingtonfiredistrict@gmail.com

\$3,400.00

Contract Period	Aug 31, 2026 - Aug 30, 2027
Contract Length	12 Months
Quote Expiration	Sep 9, 2026
Payment Terms	Net 30
Annual Subscription:	\$2,500.00

Offering	Date	Amount
	Aug 31, 2026 - Aug 30, 2027 12 Months	\$2,000.00
Incident Reporting - Fire Incident Documentation (Subscription) Fire Incident Documentation enabling ongoing State and Federal compliance with NFIRS and NERIS data standards.		
CAD Integration (Subscription) Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP, XML, or API.		
	Aug 31, 2026 - Aug 30, 2027 12 Months	\$500.00
Personnel Management (Subscription) Store, manage and access Employee Records including demographic data, certifications and employment information.		
	Aug 31, 2026	\$500.00
Implementation and Configuration Services (Onetime) Services related to configuring and customizing the First Due Platform as described in the Statement of Work.		
		\$400.00
Essentials Online Training Package (Onetime) Up to 2 Hours Online Training with certified First Due Instructor		
One-Time Fees Subtotal		\$900.00
Subscription Fees Subtotal		\$2,500.00
Total		\$3,400.00

TERMS AND CONDITIONS

Governing Terms and Conditions: This Quote, together with the attached statement of work, service descriptions, exhibits, or schedules (collectively, the "Quote Documents"), is subject to and governed by the First Due Terms and Conditions, available at: <https://www.firstdue.com/generalterms>. The First Due Terms and Conditions are incorporated into this Quote by reference and, together with this Quote and the Quote Documents, constitute the agreement between First Due and Customer governing the Services described herein. By executing this Quote, or by issuing a purchase order or other written acceptance that references this Quote, Customer agrees to be bound by the First Due Terms and Conditions.

Acceptance. This Quote shall become binding upon the earliest of: (a) Customer's execution of this Quote; (b) Customer's issuance of a purchase order or similar ordering document referencing this Quote; or (c) Customer's access to or use of the Services described in this Quote.