# *Equal Employment*
**Policy 101**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: N/A**
**April 12, 2010**

101.0 EQUAL EMPLOYMENT OPPORTUNITY

The Battlefield Fire Protection District is an equal opportunity employer. The District will not discriminate in the hiring or promotion process on the basis of age, sex, religion, race, color, national origin, disability, handicap, or veteran status. The minimum age for full time and reserve personnel is eighteen (18) years of age. All selections for employment or promotion shall be made on the basis of the most qualified employee to continue the mission of the District.

# *Hiring Process*
**Policy 102**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: N/A**
**April 12, 2010**

102.0 APPLICATION

Applications for all positions shall be accepted year round. All applications are kept on file until the next selection procedure, but no longer than one (1) year. Applicants must contact the District Administrative Offices to update the application. As openings arise the selection procedure will be held at the discretion of the District.

102.1 NEW POSITIONS

The Board of Directors must authorize new positions and, upon the recommendation of the Fire Chief, hire new employees. For existing, entry positions, the Fire Chief may automatically initiate the selection process.

102.2 NOTIFICATION

In order to provide personnel with knowledge and preparation time, job openings will be posted at least one (1) week prior to any public advertisement. If public advertisements are required they shall run for a minimum of two (2) weeks. The District shall decide which publications are most advantageous to run the ads in. See examples of classified ads at the end of this section, (Exhibit 1).

102.3 REVIEW

Upon the closing date, applications will initially be evaluated for compliance with prerequisites. After the initial evaluation those applicants obviously not meeting the job requirements shall be notified by letter, (Exhibit 2). Applicants that do appear to meet basic job requirements shall be notified by letter and invited to participate in the selection process, (Exhibit 3). Background criminal checks shall be performed, (Exhibit 6). The testing process for all positions shall be periodically reviewed and modified to insure that each portion of a test provides valid measurement of knowledge, skills, or abilities that are directly job related.

102.4 TESTING

Except for pass/fail exams, all other tests will be evaluated on a basis utilizing a 70% or above score as passing. Scores below this minimum shall eliminate the applicant.

All test scores shall remain closed record and only available to the administrators of the selection process. The entry-level applicant prior to the commencement of any evaluation shall sign waivers.

Prior to selection procedures, each candidate must declare if they are related within the fourth degree of consanguinity or affinity to any Board of Director, (Exhibit 4). If a relationship exists it will not remove the candidate for eligibility.

The selection process shall be comprised of a validated written test such as those designed by a private testing firm, and/or a firefighter general knowledge exam, and/or a general knowledge exam for pre-hospital emergency medical care. Once candidates pass the written testing they shall perform a physical fitness test that is standard to the fire service. Upon passing the physical fitness test the candidate shall be interviewed. Those candidates selected from the interview process shall complete a drug screening, physical from the District's physician and the background check. Upon completing and passing all of the above procedures the candidate may be offered employment.

For positions above the entry level such as Company Officer and above additional processes shall be completed through an assessment center or other processes set forth by the District.

If sufficient candidates remain after the hiring process is completed an eligibility list may be established by the District. The eligibility list shall only be valid for a maximum of one (1) year, unless it is extended by the Board of Directors. Should the eligibility list be utilized candidates may be interviewed again for a selection from the list.

Any applicant failing any portion of the selection process or dropping out of the testing shall be removed from the hiring selection.

## 102.5 PROBATION

The first twelve (12) months following the hiring date shall be considered a probationary period. The employee shall receive a progress report, at six (6) months, to provide the employee with necessary feedback to assist them with a successful tenure with the District. If the employee's performance does not meet department standards their probation may be extended. Probationary employees are at will and may be terminated without cause, and have no access to the grievance procedures for any matters.

# *Promotions*
**Policy 103**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: N/A**
**April 12, 2010**

103.0 PROMOTIONS

Once an authorized position becomes available, the Fire Chief may initiate a selection procedure for the opening. After the selection procedure, the Fire Chief may promote the successful employee at any time. The employee will begin at the bottom step of the new position.

When position(s) become available within the organization they shall be posted at each station for no less than fourteen (14) days. Any qualified employee may participate in the process and must confirm their interest in writing to the Fire Chief within the set time frame. A qualified employee is any employee meeting the prerequisites required for the position.

The District shall advise the candidates of the promotional components and how the examinations/assessments will be administered. District wide seniority shall prevail for promotional point evaluation purposes.

Employees receiving a promotion shall have a six (6) month probationary period. The employee shall receive a progress report, at three (3) months, to provide the employee with necessary feedback to assist them with a successful promotion within the District. If the employee's performance does not meet department standards their probation may be extended. During this time period the employee may choose to rescind the promotion and the employee would return to their rank, position and rate of pay with no repercussions.

If an employee is not released from their probationary period and moved back to their prior position they shall not have access to the grievance process as it relates to the demotion.

# *Orientation*
**Policy 104**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: N/A**
**April 12, 2010**

104.0 ORIENTATION

An orientation of a new employee shall be considered as the final step in the selection process. Orientation should provide the new employee with accurate, needed information in order for the employee to successfully enter the work area with high morale and positive attitude toward the organization. The orientation process shall include the following, but not be limited to;

1. District policies
2. District procedures
3. Daily expectations
4. Station familiarization
5. Apparatus and equipment familiarization
6. District familiarization
7. Chain of command
8. Employment forms and paperwork
9. Local 152
10. Organizational behavior

104.1 REVIEW

The new employee shall receive a written performance review at the completion of their probation period.

# *Job Classifications*
**Policy 105**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: April 12, 2010**
**January 1, 2013**

105.0 JOB CLASSIFICATIONS

The District is comprised of paid, part time, and reserve employees. It is the responsibility of all positions and classifications to carry out the mission statement of the District and any goals or objectives as set forth by the Board of Directors or the Fire Chief. These employees fall into three (3) categories as illustrated below.

105.1 FULL TIME

The Administrative exempt staff includes: the Fire Chief, Deputy Chiefs and Battalion Chiefs.

The Uniform Shift non-exempt staff includes: Company Officers and Firefighters.

The Civilian non-exempt staff includes: the Administrative Assistant, Mechanic, Maintenance and Light Maintenance positions.

105.2 PART TIME

The Uniform Shift staff includes personnel hired to fill Uniform Shift non-exempt non firefighting positions, such as the maintenance and light maintenance positions.

105.3 RESERVE

The Uniform staff includes personnel hired to fill Uniform Shift non-exempt firefighter positions.

**Category: EMPLOYMENT PRACTICES** | **Approved_____** | **Replaces: July 1, 2013 February 11, 2014**

106.1 BOARD OF DIRECTORS

For the purpose of providing protection to the property and lives within the District, the District and on its behalf, the Board shall have the powers, authority and privileges as set forth in RSMO Chapter 321, RSMO 105.450-105.464, RSMO 610, and any other applicable laws for Fire Protection District's.

DESCRIPTION OF DUTIES

The Board Members are responsible for direction and control of the organization. They must ensure the District is following all applicable laws and ordinances. The Board should approve organizational goals, maintain adequate funding, and seek new and additional funds to manage the growth of the organization.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Board Member shall be a voter of the District at least one (1) year prior to his/her election or appointment and be over the age of twenty-five (25) years. If a candidate is an employee of the District, before the election he/she must resign as a member. Nominations and declarations of candidacy shall be filed at the Battlefield Fire Protection District Administrative Offices. The candidate must pay a ten ($10.00) dollar, filing fee, file a statement under oath, that such person possesses the required qualifications and complete an ethics statement.

The candidate may also be required to attain the following requirements:

1. New board member orientation program
2. NIMS 700 and 100
3. State mandated education/courses
4. Missouri Ethics

106.2 FIRE CHIEF

The Fire Chief shall exercise discretion and independent judgment for the overall planning, coordinating and providing of efficient and economic emergency services for the patrons of the District. The Fire Chief shall advise the Board of Directors on emergency service matters and the administration of the District. The Fire Chief is under the general supervision of the Board of Directors.

DESCRIPTION OF DUTIES

As the leader of the management team, the primary duties of the Fire Chief include directing the work and efforts of all employees of the District; custodian of records, prepares and administers the fiscal budget; evaluates personnel performance; makes recommendations as to hiring, promoting, discipline or termination; oversees the payroll and personnel records; handles community complaints, including determining whether to refer such complaints for further investigation; prepares budgets and controls expenditures; ensures operational readiness through supervision and inspection of personnel, equipment and facilities; decides how and where to allocate personnel maintains inventory of property and supplies and directs operations of scenes, including deciding whether additional personnel or equipment is needed. The Fire Chief coordinates the efforts of the management team to keep all policies, procedures, records, and programs in line with the overall goals, objectives, and mission of the District and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Chief must have attained a Bachelors' Degree in Fire Science or Business Administration (National Fire Academy Executive Fire Officer Program preferred). The applicant shall have no less than ten (10) years of fire service experience with a minimum of five (5) years' experience at an administrative level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Executive Fire Officer Program
2. NIMS, 700, 100, 800, 200, 300, 400, and National Response Plan
3. Missouri Emergency Medical Technician – Basic or Basic First Aid

106.3 DEPUTY CHIEF

The Deputy Chief shall exercise discretion and independent judgment as it relates to this Division. As a member of the management team he/she shall aid the Fire Chief in administrative duties. The Deputy Chief is under the general supervision of the Fire Chief.

DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Deputy Chief include directing the work and efforts of all employees of the District as it relates to his/her Division; organize, coordinate, evaluate, and implement programs of the organization; evaluate personnel performance; enforce the rules and regulations; make recommendations as to hiring, promotion, discipline or termination; maintain company payroll and personnel records; handle community complaints, including determining whether to refer such complaints for further investigation; prepare budgets and controlling expenditures; ensure operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipment; maintain inventory of property and equipment; and directing operations at scenes, including deciding whether additional personnel or equipment is needed. The Deputy Chief shall assist in research, planning, scheduling, annual reports, setting goals and objectives, and administering policies and procedures to complete the mission of the District and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Deputy Chief shall have no less than seven (7) years of fire service experience with a minimum of four (4) years of experience in supervision, human resource management, training, fire prevention and/or fire suppression, project or program management, and budget preparation and implementation; meet required qualifications of Battalion Chief; and an Associate's degree is required. The candidate shall meet all District application requirements.

The candidate should also consider the following courses for their career development plan (CDP):

1. Missouri certified Fire Investigator and Fire Inspector
2. Fire Service Instructor II
3. NFA Strategic Planning
4. All-Hazard Position Specific Certification (Ops, Logs, Plans, IC, etc.)

106.4 BATTALION CHIEF

The Battalion Chief shall exercise discretion and independent judgment while directing all facets of the day-to-day operations of an assigned shift. As a member of the management team he/she shall aid the Fire District in administrative duties. The Battalion Chiefs are under the general supervision of the Deputy Chief or in his/her absence the Fire Chief.

DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Battalion Chief include directing the work and efforts of all employees of the shift; evaluate personnel performance; enforce the rules and regulations; make recommendations as to hiring, promotion, discipline or termination; coordinate training activities; coordinate fire prevention activities; maintain company payroll forms and personnel records; handle community complaints, including whether to refer such complaints for further investigation; assist in preparing budgets and controlling expenditures; ensure operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipments; maintain inventory of property and supplies; and directing operations at scenes, including deciding whether additional personnel or equipment is needed. The Battalion Chief shall assist with planning, setting of goals and objectives, preparation of annual reports and directly supervise all day-to-day facets of operations of the District and enforcing the policies and procedures to complete the mission of the District, and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Battalion Chief must have attained Missouri Fire Officer II; NIMS 400; meet required qualifications of Company Officer. The applicant shall have no less than five (5) years of fire service experience with a minimum of three (3) years experience at a company officer level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements and must have successfully completed an assessment center for the position of Battalion Chief. The candidates' completion of subordinate CDP is desired.

The candidate should also consider the following courses for their career development plan (CDP):

1. Command and Control of Multi-Alarm Incidents
2. Command and Control of Natural and Man-made Disasters
3. Health and Safety Officer
4. Completion of the Professional Development Independent Reading List
5. Incident Management Type 3

106.5 COMPANY OFFICER

The Company Officer is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. The Company Officer is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents the Company Officer is under the general supervision of the Incident Commander.

DESCRIPTION OF DUTIES

As a secondary member of the management team, the Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in research, planning, scheduling, budget proposals, setting goals and objectives, and administering policies and procedures to complete the mission of the District. The Company Officer shall coordinate apparatus and respond to all emergency and non-emergency calls, enforce the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Company Officer must have attained certification of Missouri Fire Officer I; NIMS 300; NFA Leadership 1, 2 & 3; meet required qualifications of Firefighter. The applicant shall have no less than three (3) years of fire service experience. The candidate shall meet all District application requirements and must have successfully completed an assessment center for the position of Company Officer. The candidates' completion of subordinate CDP is desired.

The candidate should also consider the following courses for their career development plan (CDP):

1. NFA Strategies and Tactics series
    a. Preparation Initial Company Operations, Managing Company Tactical Operations (Decision Making & Simulations), & Strategies and Tactics for Initial Company Operations
2. Incident Safety Officer
3. Command and Control of Incident Operations
4. Aerial Apparatus Driver Operator
5. Fire Service Leadership Enhancement Program
6. Initiate Professional Development through the Independent Reading List

106.6 FIREFIGHTER

The Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. The Firefighter is under the general supervision of the Company Officer or in his/her absence the Battalion Chief. During emergency incidents the Firefighter is under the general supervision of the Incident Commander.

DESCRIPTION OF DUTIES

The Firefighter shall respond to all alarms as assigned, evaluate patient condition, administer appropriate medical services in accordance with adopted protocols and/or physician direction in proper relationship to, type of the alarm, conditions found, and be able to perform as required on the fire scene to meet the mission of the District. The Firefighter shall perform apparatus and equipment checks, routine maintenance and care of District apparatus and equipment to maintain a state of readiness, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Firefighter must have attained certification of Missouri FF 1 & 2; NIMS 100, 200, 700, & 800; Missouri EMT/B; current CPR certification. The candidate shall have a valid operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate should also consider the following courses for their career development plan (CDP):

1. Basic Pumps
2. Pumping Apparatus Driver Operator
3. Mobile Water Supply
4. Emergency Vehicle Driving

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: July 1, 2013**
**February 11, 2014**

106.7 ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for payroll, insurance forms, maintaining personnel files, financial statements and records, operating office equipment, and acts as the office receptionist. The Administrative Assistant is under the general supervision of the Fire Chief, or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Administrative Assistant shall prepare and maintain all records of accounts payable bank deposits, payroll tax deposits/forms, bank statements, insurance forms, financial reports, and prepare workers compensation paperwork. The Administrative Assistant shall also assist auditors during audits, be a notary public of the state of Missouri, and perform typing, data entry, filing, sorting, mailing, answer telephones, provide message services, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Administrative Assistant must have attained a high school diploma or equivalent, knowledge of accounting principles and practices, general office skills, typing, computer, filing, and telephone and good oral and written communication skills . The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Knowledge of laws and regulations of public entities in financial administration
2. Notary
3. District's Flexible Spending, Insurance and Works Comp
4. District's Accounts, Banking, Budget Process and Computer Usage
5. Payroll Certification

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: July 1, 2013**
**February 11, 2014**

106.8 MECHANIC

The Mechanic is responsible for maintenance and service of District grounds, facilities, apparatus, and equipment. The Mechanic is under the general supervision of the Deputy Chief or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Mechanic shall maintain all grounds, facilities, apparatus, and equipment through preventative maintenance and work orders. The Mechanic shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Mechanic must have an understanding of mechanics, preferably in diesels, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Emergency Vehicle Technician
2. Pump Maintenance
3. Diesel Mechanics

**Category: EMPLOYMENT PRACTICES** | **Approved_____** | **Replaces: July 1, 2013 February 11, 2014**

106.9 MAINTENANCE/LIGHT DUTY MAINTENANCE TECHNICIAN

The Maintenance and Light Duty Maintenance Technician is responsible for maintenance and service of District grounds, facilities, apparatus, and equipment. The Service Technician is under the general supervision of the Deputy Chief or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Maintenance and Light Duty Maintenance Technician shall maintain all grounds, facilities, apparatus, and equipment through preventative maintenance and work orders. The Maintenance and Light Duty Maintenance Technician shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Maintenance and Light Duty Maintenance Technician must have a basic understanding of mechanics, preferably in diesels, general repair methods, general building maintenance, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Emergency Vehicle Technician
2. Pump Maintenance

**Category: EMPLOYMENT PRACTICES** | **Approved_____** | **Replaces: July 1, 2013**
**February 11, 2014**

106.10 CHAPLAIN

The Chaplain is an integral part of scene management responsible for providing assistance to firefighters, families and constituents in times of need. The Chaplain is under the general supervision of the Fire Chief or in his/her absence any Chief Officer. During emergency incidents the Chaplain shall be under the control of the Incident Commander.

DESCRIPTION OF DUTIES

The Chaplain shall respond to incidents as assigned and provide assistance to family members and personnel as needed. The Chaplain may need to respond to area hospitals to provide assistance for family members until the hospital can get them assistance. The Chaplain is available for personnel to discuss matters created by incidents or if they need some assistance in personal matters and any additional duties prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Chaplain shall be a pastor for a recognized church, preferably within the fire district boundaries. The candidate shall reside within the fire district boundaries. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements.

1. Critical Incident Stress Debriefing

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: July 1, 2013**
**February 11, 2014**

106.11 RESERVE/RESIDENT FIREFIGHTER

The Reserve/Resident Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. The Reserve/Resident Firefighter is under the general supervision of the Company Officer or in his/her absence the Battalion Chief while on duty. During emergency incidents the Reserve/Resident Firefighter is under the general supervision of the Incident Commander.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Reserve/Resident Firefighter must have attained certification of Missouri FF 1 & 2 and First Responder. The candidate shall have a Valid operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements with the exception of the Tri-State Consortium process.

The candidate should also consider the following courses for their career development plan (CDP):

1. Driver Operator Status
2. Mobile Water Supply
3. NIMS 700, 100, and 200
5. Emergency Vehicle Driving
6. Emergency Medical Technician - Basic

POLICY REQUIREMENTS

Resident Firefighters shall comply with criteria within Policy 112.

Reserve Firefighters shall comply with criteria within Policy 113.

**Category: EMPLOYMENT PRACTICES** | **Approved_____** | **Replaces: February 11, 2014 November 11, 2014**

106.1 BOARD OF DIRECTORS

For the purpose of providing protection to the property and lives within the District, the District and on its behalf, the Board shall have the powers, authority and privileges as set forth in RSMO Chapter 321, RSMO 105.450-105.464, RSMO 610, and any other applicable laws for Fire Protection District's.

DESCRIPTION OF DUTIES

The Board Members are responsible for direction and control of the organization. They must ensure the District is following all applicable laws and ordinances. The Board should approve organizational goals, maintain adequate funding, and seek new and additional funds to manage the growth of the organization.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Board Member shall be a voter of the District at least one (1) year prior to his/her election or appointment and be over the age of twenty-five (25) years. If a candidate is an employee of the District, before the election he/she must resign as a member. Nominations and declarations of candidacy shall be filed at the Battlefield Fire Protection District Administrative Offices. The candidate must pay a ten ($10.00) dollar, filing fee, file a statement under oath, that such person possesses the required qualifications and complete an ethics statement.

The candidate may also be required to attain the following requirements:

1. New board member orientation program
2. NIMS 700 and 100
3. State mandated education/courses
4. Missouri Ethics

106.2 FIRE CHIEF

The Fire Chief shall exercise discretion and independent judgment for the overall planning, coordinating and providing of efficient and economic emergency services for the patrons of the District. The Fire Chief shall advise the Board of Directors on emergency service matters and the administration of the District. The Fire Chief is under the general supervision of the Board of Directors.

DESCRIPTION OF DUTIES

As the leader of the management team, the primary duties of the Fire Chief include directing the work and efforts of all employees of the District; custodian of records, prepares and administers the fiscal budget; evaluates personnel performance; makes recommendations as to hiring, promoting, discipline or termination; oversees the payroll and personnel records; handles community complaints, including determining whether to refer such complaints for further investigation; prepares budgets and controls expenditures; ensures operational readiness through supervision and inspection of personnel, equipment and facilities; decides how and where to allocate personnel maintains inventory of property and supplies and directs operations of scenes, including deciding whether additional personnel or equipment is needed. The Fire Chief coordinates the efforts of the management team to keep all policies, procedures, records, and programs in line with the overall goals, objectives, and mission of the District and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Chief must have attained a Bachelors' Degree in Fire Science or Business Administration (National Fire Academy Executive Fire Officer Program preferred). The applicant shall have no less than ten (10) years of fire service experience with a minimum of five (5) years' experience at an administrative level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Executive Fire Officer Program
2. NIMS, 700, 100, 800, 200, 300, 400, and National Response Plan
3. Missouri Emergency Medical Technician – Basic or Basic First Aid

106.3 DEPUTY CHIEF

The Deputy Chief shall exercise discretion and independent judgment as it relates to this Division. As a member of the management team he/she shall aid the Fire Chief in administrative duties. The Deputy Chief is under the general supervision of the Fire Chief.

DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Deputy Chief include directing the work and efforts of all employees of the District as it relates to his/her Division; organize, coordinate, evaluate, and implement programs of the organization; evaluate personnel performance; enforce the rules and regulations; make recommendations as to hiring, promotion, discipline or termination; maintain company payroll and personnel records; handle community complaints, including determining whether to refer such complaints for further investigation; prepare budgets and controlling expenditures; ensure operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipment; maintain inventory of property and equipment; and directing operations at scenes, including deciding whether additional personnel or equipment is needed. The Deputy Chief shall assist in research, planning, scheduling, annual reports, setting goals and objectives, and administering policies and procedures to complete the mission of the District and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Deputy Chief shall have no less than seven (7) years of fire service experience with a minimum of four (4) years of experience in supervision, human resource management, training, fire prevention and/or fire suppression, project or program management, and budget preparation and implementation; meet required qualifications of Battalion Chief; and an Associate's degree is required. The candidate shall meet all District application requirements.

The candidate should also consider the following courses for their career development plan (CDP):

1. Missouri certified Fire Investigator and Fire Inspector
2. Fire Service Instructor II
3. NFA Strategic Planning
4. All-Hazard Position Specific Certification (Ops, Logs, Plans, IC, etc.)

106.4 BATTALION CHIEF

The Battalion Chief shall exercise discretion and independent judgment while directing all facets of the day-to-day operations of an assigned shift. As a member of the management team he/she shall aid the Fire District in administrative duties. The Battalion Chiefs are under the general supervision of the Deputy Chief or in his/her absence the Fire Chief.

DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Battalion Chief include directing the work and efforts of all employees of the shift; evaluate personnel performance; enforce the rules and regulations; make recommendations as to hiring, promotion, discipline or termination; coordinate training activities; coordinate fire prevention activities; maintain company payroll forms and personnel records; handle community complaints, including whether to refer such complaints for further investigation; assist in preparing budgets and controlling expenditures; ensure operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipments; maintain inventory of property and supplies; and directing operations at scenes, including deciding whether additional personnel or equipment is needed. The Battalion Chief shall assist with planning, setting of goals and objectives, preparation of annual reports and directly supervise all day-to-day facets of operations of the District and enforcing the policies and procedures to complete the mission of the District, and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Battalion Chief must have attained Missouri Fire Officer II; NIMS 400; meet required qualifications of Company Officer. The applicant shall have no less than five (5) years of fire service experience with a minimum of three (3) years experience at a company officer level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements and must have successfully completed an assessment center for the position of Battalion Chief. The candidates' completion of subordinate CDP is desired.

The candidate should also consider the following courses for their career development plan (CDP):

1. Command and Control of Multi-Alarm Incidents
2. Command and Control of Natural and Man-made Disasters
3. Health and Safety Officer
4. Completion of the Professional Development Independent Reading List
5. Incident Management Type 3

106.5 COMPANY OFFICER

The Company Officer is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. The Company Officer is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents the Company Officer is under the general supervision of the Incident Commander.

DESCRIPTION OF DUTIES

As a secondary member of the management team, the Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in research, planning, scheduling, budget proposals, setting goals and objectives, and administering policies and procedures to complete the mission of the District. The Company Officer shall coordinate apparatus and respond to all emergency and non-emergency calls, enforce the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Company Officer must have attained certification of Missouri Fire Officer I; NIMS 300; NFA Leadership 1, 2 & 3; meet required qualifications of Firefighter. The applicant shall have no less than three (3) years of fire service experience. The candidate shall meet all District application requirements and must have successfully completed an assessment center for the position of Company Officer. The candidates' completion of subordinate CDP is desired.

The candidate should also consider the following courses for their career development plan (CDP):

1. NFA Strategies and Tactics series
    a. Preparation Initial Company Operations, Managing Company Tactical Operations (Decision Making & Simulations), & Strategies and Tactics for Initial Company Operations
2. Incident Safety Officer
3. Command and Control of Incident Operations
4. Aerial Apparatus Driver Operator
5. Fire Service Leadership Enhancement Program
6. Initiate Professional Development through the Independent Reading List

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: February 11, 2014 November 11, 2014**

106.6 FIREFIGHTER

The Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. The Firefighter is under the general supervision of the Company Officer or in his/her absence the Battalion Chief. During emergency incidents the Firefighter is under the general supervision of the Incident Commander.

DESCRIPTION OF DUTIES

The Firefighter shall respond to all alarms as assigned, evaluate patient condition, administer appropriate medical services in accordance with adopted protocols and/or physician direction in proper relationship to, type of the alarm, conditions found, and be able to perform as required on the fire scene to meet the mission of the District. The Firefighter shall perform apparatus and equipment checks, routine maintenance and care of District apparatus and equipment to maintain a state of readiness, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Firefighter must have attained certification of Missouri FF 1 & 2; NIMS 100, 200, 700, & 800; Missouri EMT/B; current CPR certification. The candidate shall have a valid operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate should also consider the following courses for their career development plan (CDP):

1. Basic Pumps
2. Pumping Apparatus Driver Operator
3. Mobile Water Supply
4. Emergency Vehicle Driving

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: February 11, 2014 November 11, 2014**

106.7 ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for payroll, insurance forms, maintaining personnel files, financial statements and records, operating office equipment, and acts as the office receptionist. The Administrative Assistant is under the general supervision of the Fire Chief, or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Administrative Assistant shall prepare and maintain all records of accounts payable bank deposits, payroll tax deposits/forms, bank statements, insurance forms, financial reports, and prepare workers compensation paperwork. The Administrative Assistant shall also assist auditors during audits, be a notary public of the state of Missouri, and perform typing, data entry, filing, sorting, mailing, answer telephones, provide message services, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Administrative Assistant must have attained a high school diploma or equivalent, knowledge of accounting principles and practices, general office skills, typing, computer, filing, and telephone and good oral and written communication skills . The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Knowledge of laws and regulations of public entities in financial administration
2. Notary
3. District's Flexible Spending, Insurance and Works Comp
4. District's Accounts, Banking, Budget Process and Computer Usage
5. Payroll Certification

**Category: EMPLOYMENT PRACTICES** | **Approved_____** | **Replaces: February 11, 2014 November 11, 2014**

106.8 MECHANIC

The Mechanic is responsible for maintenance and service of District grounds, facilities, apparatus, and equipment. The Mechanic is under the general supervision of the Deputy Chief or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Mechanic shall maintain all grounds, facilities, apparatus, and equipment through preventative maintenance and work orders. The Mechanic shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Mechanic must have an understanding of mechanics, preferably in diesels, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Emergency Vehicle Technician
2. Pump Maintenance
3. Diesel Mechanics

**Category: EMPLOYMENT PRACTICES** | **Approved_____** | **Replaces: February 11, 2014 November 11, 2014**

106.9 MAINTENANCE/LIGHT DUTY MAINTENANCE TECHNICIAN

The Maintenance and Light Duty Maintenance Technician is responsible for maintenance and service of District grounds, facilities, apparatus, and equipment. The Service Technician is under the general supervision of the Deputy Chief or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Maintenance and Light Duty Maintenance Technician shall maintain all grounds, facilities, apparatus, and equipment through preventative maintenance and work orders. The Maintenance and Light Duty Maintenance Technician shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Maintenance and Light Duty Maintenance Technician must have a basic understanding of mechanics, preferably in diesels, general repair methods, general building maintenance, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Emergency Vehicle Technician
2. Pump Maintenance

**Category: EMPLOYMENT PRACTICES** | **Approved_____** | **Replaces: February 11, 2014 November 11, 2014**

106.10 CHAPLAIN

The Chaplain is an integral part of scene management responsible for providing assistance to firefighters, families and constituents in times of need. The Chaplain is under the general supervision of the Fire Chief or in his/her absence any Chief Officer. During emergency incidents the Chaplain shall be under the control of the Incident Commander.

DESCRIPTION OF DUTIES

The Chaplain shall respond to incidents as assigned and provide assistance to family members and personnel as needed. The Chaplain may need to respond to area hospitals to provide assistance for family members until the hospital can get them assistance. The Chaplain is available for personnel to discuss matters created by incidents or if they need some assistance in personal matters and any additional duties prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Chaplain shall be a pastor for a recognized church, preferably within the fire district boundaries. The candidate shall reside within the fire district boundaries. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements.

1. Critical Incident Stress Debriefing

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: February 11, 2014 November 11, 2014**

106.11 RESERVE/RESIDENT FIREFIGHTER

The Reserve/Resident Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. The Reserve/Resident Firefighter is under the general supervision of the Company Officer or in his/her absence the Battalion Chief while on duty. During emergency incidents the Reserve/Resident Firefighter is under the general supervision of the Incident Commander.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Reserve/Resident Firefighter must have attained certification of Missouri FF 1 & 2 and First Responder. The candidate shall have a Valid operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements with the exception of the Tri-State Consortium process.

The candidate should also consider the following courses for their career development plan (CDP):

1. Driver Operator Status
2. Mobile Water Supply
3. NIMS 700, 100, and 200
5. Emergency Vehicle Driving
6. Emergency Medical Technician - Basic

POLICY REQUIREMENTS

Resident Firefighters shall comply with criteria within Policy 112.

Reserve Firefighters shall comply with criteria within Policy 113.

**Category: EMPLOYMENT PRACTICES** | **Approved_____** | **Replaces: February 11, 2014 November 11, 2014**

106.12 SECRETARY

The Secretary is responsible for maintaining personnel files, records, operating office equipment, date entry, and acts as the office receptionist. The Secretary is under the general supervision of the Deputy Chief, or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Secretary shall prepare and maintain all records, insurance forms, prepare workers compensation paperwork, assist auditors during audits, perform typing, data entry, filing, sorting, mailing, answer telephones, provide message services, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Secretary must have attained a high school diploma or equivalent, knowledge of accounting principles and practices, general office skills, typing, computer, filing, and telephone and good oral and written communication skills. An Associates' Degree in Business or similar degree is preferred. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Knowledge of laws and regulations of public entities in financial administration
2. Workers Compensation Processes
3. District's Accounts, Banking, Budget Process
4. Computer Usage
5. Notary

# *Former Employees*
**Policy 107**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: N/A**
**April 12, 2010**

107.0 FORMER EMPLOYEES

The District intends to ensure that job applicants ultimately hired are those with the best qualifications and the best possible chance of successfully performing once employed.

Former employees, because of a known quality of work performance, may not be required to proceed through a normal selection process. This determination will be based on length of separation and circumstances related. If hired, the former employee's new seniority date will be the date of the most recent hiring. All new and future employment records shall be maintained in the original hire personnel folder.

Specific offers or promises of employment must not be made to ex-employees by any administrative staff. Any statements or assumptions from the statements made are unauthorized and are non-binding on the District.

Only former employees, who left in good standing, will be allowed to participate in any selection process.

# *References*
**Policy 108**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: N/A**
**April 12, 2010**

## 108.0 REFERENCES

Any statement regarding policy of giving references which are received either in writing or by telephone regarding a present or past employee are to be referred to the Fire Chief or his/her designee.

## 108.1 PRIVACY

Under the Federal Privacy Act, the District is obliged to preserve the privacy of any employee. In these situations the District will state only, the person is or was employed with the District, the dates of employment, the employee's title or position, verify a given wage or salary, and if the employee would be eligible for rehire with the District.

## 108.2 REQUESTS

If a current or former employee requests that additional or precise information be provided to third parties, written permission must be supplied to the District. The Fire Chief or designee must approve any such requests. If the third party is any law enforcement, federal or state agency, all requests should be forwarded immediately to the Fire Chief.

# *Personnel Files*
**Policy 109**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: N/A**
**April 12, 2010**

## 109.0 PERSONNEL FILES

The District maintains personnel files on all employees. It is the intent of the District to allow employees access to personnel files in accordance with all applicable laws. No personnel may have access to another person's file, other than a Chief Officer. The Fire Chief or designee should be advised when a file is removed and returned. The removal of files should take place during normal business hours, when possible, and may not leave the premises.

## 109.1 EMPLOYEE ACCESS

Employees are to have reasonable access to their own personnel records during normal business hours. Appointments should be made with the Fire Chief or designee. The Fire Chief or designee shall remain with the employee at all times during the permitted access.

## 109.2 NON-EMPLOYEE ACCESS

No non-employee may have access to the personnel file without the written permission of the employee. If the Fire Chief or Chief Officers are subpoenaed, only applicable information will be provided without the employee's permission or knowledge. Any requests for information without a subpoena, from such agencies as, state employment, federal, state or local investigators shall be forwarded and decided by the Fire Chief.

## 109.3 FORMER EMPLOYEES

Former employees may have reasonable access to their personnel file during normal business hours.

# *Residency Requirements*
**Policy 110**

**Category: EMPLOYMENT PRACTICES** **Approved_____** **Replaces: April 12, 2010**
**June 4, 2010**

110.0 RESIDENCY REQUIREMENTS

It is the intent of the District that all personnel below the rank of Fire Chief may live outside the Fire District's outer boundaries.

110.1 FIRE CHIEF

It is the intent of the District that the Fire Chief, reside within the Fire District's outer boundaries. The District maintains this requirement because of the importance that the Fire Chief be involved, support, and work within the community.

110.2 DEPUTY CHIEF

It is the intent of the District that all Deputy Fire Chiefs, reside within 15 minutes of the Fire District's outer boundaries. The District maintains this requirement to provide command staff's support during operations of the District, within a reasonable time frame.

110.3 BATTALION CHIEFS & OTHER PERSONNEL

It is the intent of the District that any other paid personnel below the rank of Deputy Chief will have no residency limitations. The reserve personnel shall maintain an acceptable/reasonable outer boundary, which is agreed upon by the Fire Chief.

111.1 EXHIBIT 1 - ADVERTISEMENT

Applications are now being accepted for, (list the position and or rank), by the Battlefield Fire Protection District, 4117 W. Second St., Battlefield, MO 65619. Applications may be obtained by calling 417-881-9018 during the normal business hours of 8:00 AM – 5:00 PM, Monday through Friday, or by appearing at Administration and Training Building, 4117 W. Second St., Battlefield, MO 65619 during the same time periods. Applicants must be, a minimum of eighteen (18) years of age, possess a high school diploma or equivalent, a valid operator's license with no suspensions or revocations in the last three (3) years, State of Missouri Firefighter I & II certification, State of Missouri EMT/B certification, must successfully pass the Battlefield Fire Protection District's exams, must be able to pass physical agility, and pass a medical exam and drug screening. Deadline for applications, is 5:00 PM, (list date), EOE.

## 111.2 EXHIBIT 2 – REJECTION LETTER

Dear (Name)
Address
City, State, Zip

Dear (Name),

Based upon the application you have submitted, we have determined that you presently do not meet the basic criteria as provided in the published notice of an opening for (state the position).

We would like to take this opportunity to thank you for your interest, and we would appreciate your consideration for future openings.

Respectfully,

(Chief Officer's signature)

## 111.3 EXHIBIT 3 – INVITATION LETTER

Dear (Name)
Address
City, State, Zip

Dear (Name),

Based upon the information in your application, we would like to invite you to participate in our testing procedures for the position of (state the position). Registration for the testing procedure will begin at (state the time, date, and location of the testing). Please bring valid identification with you to the testing process.

If you successfully complete this battery of testing, you will be required to return on (state the time, date, and location) for further testing.

Please contact the Fire District to confirm and reserve your place in the testing process.

Respectfully,

(Chief Officer's signature)

## 111.4 EXHIBIT 4 – CLOSED RECORD ACKNOWLEDGEMENT AND DECLARATION OF RELATIONSHIP

BATTLEFIELD FIRE PROTECTION DISTRICT
ACKNOWLEDGEMENT

The Board of Directors of the Battlefield Fire Protection District have determined that it is in the best interest of the District and its employees, and all others involved, to declare and determine that all information, communications, results, scores, rankings, opinions, or conclusions arising from the various tests, interviews, and evaluation administered to any applicant for positions within the District shall be a "closed record" under the provisions and as authorized by Chapter 610 of the Revised Statutes of Missouri.

THEREFORE, the applicant, nor any other person, shall be given this information except as provided by law.

The undersigned acknowledges that he/she has read the above policy of the Battlefield Fire Protection District and further acknowledges that this acknowledgement was signed prior to the commencement of any testing procedures.

The undersigned further acknowledges that he/she is or isn't related to any of the Board of Directors within the fourth degree by consanguinity (blood) or affinity (marriage). If you are related to less than three (3) Directors, you will maintain your eligibility for employment.

The undersigned:

___ is, ___ is not related to Director Walt Newman,

___ is, ___ is not related to Director Ron Smith,

___ is, ___ is not related to Director Darrell Decker,

___ is, ___ is not related to Director ~~Charlie Ware~~ Trevor Crist,

___ is, ___ is not related to Director Derek Fraley,

Print name _____, Date _____

Signature _____

111.5 EXHIBIT 5 – PHYSICAL FITNESS WAIVER

BATTLEFIELD FIRE PROTECTION DISTRICT
PHYSICAL PERFORMANCE TEST WAIVER AND RELEASE

Applicant _____ (please print)

Date _____ Position Sought _____

I, _____, having filed an application to participate in examinations to be held by the Battlefield Fire Protection District, (herein known as the District), for the position of _____, and having been advised that as part of these it will be necessary for me to demonstrate my physical skills and abilities in a series of tests, do hereby and in consideration of the District having permitted me to participate in such examination waive and release the District from any and all claims whatsoever which might accrue or arise as a result of participation in such examinations. I further state that I am not aware of any physical condition that could be aggravated, worsened, or otherwise adversely affected by the strenuous nature of these tests. I make this release for heirs, executors, administrators, and myself and do hereby release the District and all of its employees or agents from any or all liability for damages incurring as a result of these tests.

(Please write the following statement on the lines below), "I certify that I have read the foregoing Waiver and Release and understand its provisions."

_____

_____

_____

Signature _____ Date _____

## 111.6 EXHIBIT 6 – WAIVER TO ALLOW BACKGROUND CHECKS

BATTLEFIELD FIRE PROTECTION DISTRICT
AUTHORIZATION FOR RELEASE OF INFORMATION AND WAIVER AGREEMENT FOR PERSONNEL

Applicant _____ (please print), Date _____

I am an applicant for a position with the Battlefield Fire Protection District. The District needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Battlefield Fire Protection District bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Battlefield Fire Protection District, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of the authorization is to provide full and free access to the background investigation that may provide pertinent data for the Battlefield Fire Protection District to consider in determining my suitability for employment in that District. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I understand my rights under Title 5 – United States Code; Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Battlefield Fire Protection District in conjunction with employment procedures.

This waiver also allows for the periodic search, during my employment, if employment is offered and accepted, of state driver's license records, including arrest records and records of pending matters not adjudicated. Continuation of employment may be contingent upon information discovered, and I may be asked to explain any information discovered by the Battlefield Fire Protection District in connection with said search.

Social Security Number _____ Phone #_____

Address _____

Signature _____ Date _____

# STATION RESIDENCY
# RULES AND REGULATIONS

The station resident is a very valuable asset to Battlefield Fire Protection District, in that the presence of the residents allows a much more rapid response to emergency situations, than would otherwise be possible. The position is also an asset to the individual filling the position, in that he/she is provided a place of residence at little or no cost. In order for the position to work effectively and be mutually beneficial to all concerned, there must be a clear understanding of the requirements and responsibilities of the Station resident. The following rules and regulations are designed to provide the information necessary to form that understanding.

These rules and regulations apply to all stations, which have permanent facilities available for station residents. Should a discrepancy be noted due to variations in station design or requirements, the Board of Directors shall be the final authority concerning the discrepancy noted.

1. **Station Quotas:**

   Each station shall have established a maximum number of residents to be assigned, based on space and facility limitations by the Fire Chief and the Board of Directors. The fact that a maximum number has been established is not an indication that there must be a maximum of residents assigned.

2. **Selection Criteria:**

   Only qualified personnel will be allowed to fill the position of station resident. Criteria that must be met as a minimum are:

   a. The applicant must be possess a State of Missouri Firefighter I & II Certification, State of Missouri Hazardous Materials Awareness and Operations Certification, and a State of Missouri EMT/B license.

   b. The applicant must possess a current and valid state issued Vehicle Operator's or Chauffeur's License or greater (CDL). The applicant must also possess and maintain valid vehicle insurance.

   c. The applicant must have a satisfactory driving record. This will be determined by operator's record check, background check and personal observation.

d. The applicant shall be qualified to operate all District Apparatus assigned to the station for which he/she is making application in accordance with all applicable District procedures within 30 days after residency.

e. The applicant must be willing to follow the guidelines set forth in these sections.

**3. Selection Process:**

a. All applications will be submitted, in writing, to the Fire Chief prior to the deadline indicated in the notice of position opening. The written notice of the position opening will indicate the information required in the written application.

b. Applicant interviews will be held at the discretion of the Fire Chief. In the absence of oral interviews, selections will be made based on the information provided in the written application. All selections will be submitted to the Board of Directors for final approval.

c. All residents, either permanent or temporary, must be approved by the Board of Directors. There will be no exceptions.

**4. Station Resident Assignment:**

a. The District shall have full authority in determining to which station a resident is assigned. The District shall also have the authority to transfer a resident from one station to the other.

**5. Duty Schedules:**

a. It is the responsibility of the resident(s) to make himself/herself available as much as possible to facilitate a timely response of apparatus. The District may require duty periods for any resident during which the resident must be in the station. A resident may trade duty with another resident to standby in his/her absence, with the approval of the Fire Chief or designee. **A minimum of sixty (60) hours per week will be required.**

b. Should a resident not be able to meet the sixty (60) hour requirement at any time, (due to vacation, training, sickness, etc.) the Fire Chief shall be notified in writing, giving as much notice as possible.

c. When residents are in service at the station, they will be required to notify the on-duty Battalion Chief of their status and length of time in the station.

**6. Disturbance of other Residents/Firefighters and Public:**

a. All radios, television sets, CD Players, instruments etc. must be turned down to a level of sound that does not disturb the peace of anyone.

b. Residents and their guests shall maintain order in the facility and not make or permit any loud or improper noise that could disturb other residents, firefighters, guests or neighbors.

Personal functions (i.e. birthday, special event or holiday gatherings) will not be allowed unless approved by the Fire Chief.

**7. Rental Payments (if applicable):**

a. At this time the District will not be levying rent or deposit against any station resident.

b. The District reserves the right to amend this section if needed.

**8. Entrances, Hallways, Windows, Living Areas and Kitchens:**

a. Entrances, hallways, stairways, sidewalks and porches shall not be obstructed by the resident or used for any purpose other than ingress and egress. Bicycles, motorcycles and other vehicles shall not be stored in the station without expressed consent of the Fire Chief. Personal vehicles may be placed in the station for light maintenance purposes pursuant to District policy and procedures. Lawns and other common areas are to be kept clear of vehicles and other personal belongings.

b. No signs, clothing, sheets, towels, etc. shall be hung from the windows or any other place where they would be visible to the public.

c. Nothing shall be thrown out of the windows. Residents must take care not to leave windows or doors open during inclement weather. Residents shall be held liable for any negligent damage to paint, plaster, cabinets, walls, windows, flooring or other parts of the living area.

d. The residents shall not install any lock or hook, upon any door or window, without the consent of the Fire Chief. If any additional lock or safety device is approved, it shall be installed properly and become property of the District.

e. No alterations will be permitted to the exterior of the building including the following: clotheslines, greenhouses, doghouses, fencing or screening of any kind. No plastic or any other covering may be placed over the windows on the exterior of the building.

f. All areas that are open to the public view, used as shared living quarters by residents and other firefighters, shall be maintained by those residents in such a manner as to present a favorable impression to the general public and can be used by the other personnel. The on-duty Battalion Chief, Deputy Chief and Fire Chief shall monitor the day-to-day maintenance of these areas. Sleeping areas may be inspected at any time, with the resident present, that would not disturb the normal sleeping hours of the resident.

**9. Lawn Care and Maintenance**

a. Residents are required to upkeep the lawn including mowing and weed-eating the property.

b. Residents will coordinate with District maintenance staff a regular lawn care schedule to maintain the appearance of the station grounds.

c. Residents will be held responsible for any damage to the lawn maintenance equipment that they maliciously inflict.

**10. Unnecessary Damage and Station Security:**

a. Residents are responsible, when leaving the facility at any time, for closing all windows, turning off all water faucets, turning off all non-essential lights, turning off all non-essential electrical appliances, securing and locking all entrance doors.

b. Residents will be held responsible for any physical damage to the interior, exterior, fixtures, or furnishings of the fire station due to acts that they or their guests maliciously inflict.

**11. Laundry Facilities:**

The District may or may not provide laundry facilities. If washer and dryer are provided by the District:

a. Please promptly remove clothing from machines.

b. Do not use tints or dyes.

c. Do not place articles containing foam, rubber, or similar textured materials in the dryer.

d. Please report any malfunction of these machines to an on-duty Battalion Chief, Deputy Chief or the Fire Chief.

e. Protective clothing will not be washed in the laundry facilities other than the extractor washer. Most protective clothing requires special laundering procedures that are outside the capabilities of standard household washers and dryers.

**12. Cleaning and Cleaning Supplies:**

a. It is the sole responsibility of each resident to clean his/her own bedroom.

b. All residents are responsible for the cleanliness of the station, including bathrooms and showers.

c. Residents should police grounds weekly to remove any debris, weeds, etc. and assist with lawn mowing and floor polishing on designated days or as needed.

d. Residents shall provide their own cleaning supplies for clothes, dishes and other personal use items. The District will provide cleaning supplies for floors, stools, windows and other items commonly used by all personnel.

**13. Disposals:**

a. If the station is equipped with a garbage disposal, residents should note the following:

1. Ensure COLD water is flowing strongly prior to the disposal being turned on and waste inserted

2. Allow water to flow after the waste is ground up. This will permit the traps to be flushed
3. Banana peels, celery, corn cobs, corn husks, bones, metal and glass shall not be inserted into disposals*

**If repairs must be made as a result of improper use, the cost of the repairs shall be billed to the resident(s).*

**14. Trash:**

a. All trash should be placed only in containers provided (barrels, dumpsters, etc). Do not deposit trash in any other area.

b. Residents shall dispose of their trash and garbage regularly as it may attract insects and rodents, in addition to being unsightly.

c. Trash pick-up service will be paid for by the District where available.

**15. Refrigerator:**

a. If the refrigerator in the station is not frost free, it requires defrosting regularly. Do not use any sharp instruments to pick or scrape off ice when defrosting the refrigerator; as such instruments can very easily puncture the coils, causing a loss of refrigerant and requiring expensive replacement. Such damage shall be billed to the resident.

b. The contents of the refrigerator should be edible.

c. Do not allow old, spoiled, or in-edible foods to accumulate.

d. The refrigerator shall be kept clean at all times.

e. Residents shall only eat their own food. Non-residents may use the refrigerator only after obtaining permission from the station residents.

f. The District is not responsible for any theft or loss of food.

**16. Stove:**

a. The stove in the station requires continuous attention. If food juices, etc. bake on an oven over a period of time, it will become almost impossible to remove. Cleaning the oven once a month with spray type oven cleaner is recommended.

b. Do not use any caustic spray-type oven cleaner on any part to the outside of the stove. Burner plates, grates, and broiler pans may be covered with aluminum foil to facilitate

cleaning. Access to the burner plates may be gained by raising the sides of the burner opposite the electrical connection. Oven cleaner will discolor floor covering. Be sure to cover the floor around the stove before spraying oven cleaner in the oven. If floor coverings are discolored, damage will be charged to the residents.

**17. Sink and Dishes:**

a. Dirty dishes will not be allowed to sit. Dishes and sink must be cleaned immediately after use.

b. The residents are ultimately responsible for the cleaning of the dishes, regardless of who used them.

**18. Personal Vehicles:**

a. Minor mechanical repairs and maintenance to personal vehicles may be performed on the grounds, provided the same, does not inconvenience other Firefighters, District Operations, or place apparatus in an undesirable location or environment. No major repairs will be allowed.

b. Automobiles, trucks, campers, trailers, cycles, boats, etc which do not have current safety inspection stickers, license tags or which are inoperable in any way----including flat tires-- may not be kept on the premises. The District reserves the right to have them towed, at the resident's expense, any improperly parked vehicle.

c. Personal Vehicles will not be housed or stored in the Fire Station.

d. Residents' vehicles shall not be parked in spaces reserved for responding firefighters or guests at stations with space designated for it.

e. The District shall not be responsible for any damage to or loss of any vehicle stored or parked on the premises, nor for any property in or on such vehicle.

**19. Phones and Messages:**

a. District phones will not be used by residents for personal business, except in case of an extreme emergency.

b. Residents should refrain from getting phone calls during business hours, 8:00 a.m. – 5:00 p.m. Monday thru Friday.

c. Any person calling the station to report an emergency or other call for service will be directed to call 9-1-1.

**20. Water Beds:**

a. Waterbeds are not allowed.

**21. Pets:**

a. The only pets allowed are fish or other aquatic marine life. No other pets are allowed.

**22. Personal Property:**

a. Personal property must be kept in the resident's quarters except kitchen and bathroom necessities. Personal furniture may be placed in the living area with the Fire Chief's permission. It is recommended that storage space be rented for items that will not fit in the resident's quarters and that doors to the resident's quarters are closed when not occupied. The District is not responsible for any damage to personal property or theft or loss of the same. It is the resident's responsibility to insure their personal property against such loss or damage.
b. The District insurance policy does not cover personal property from residents. Residents are strongly encouraged to purchase renters insurance commensurate to the amount personal property owned and kept at the Station.

**23. Guests:**

a. Guests are permitted in the fire station when accompanied by a member of the District.

b. Guests in the resident areas are not allowed, between 10:00 p.m. and 7:00 a.m without permission of the Fire Chief or designee (on-duty Battalion Chief or Deputy Chief).

**24. Common Facilities:**

a. It should be known that all areas of the fire station except sleeping units are common areas, including bathrooms. Male and female personnel shall share common areas. At times, these areas will be shared with the public.

**25. Controlled Substances, Tobacco and Intoxicating Beverages:**

a. The presence, use or abuse of any controlled substance or abuse of prescription medication shall immediately terminate this agreement and membership with the District.

b. The use of Tobacco is prohibited in any building owned by the District. Should the resident use tobacco, the use shall be restricted to a designated area outside of the building.

c. The presence of or consumption of intoxicating beverages on District property is STRICTLY PROHIBITED. Should a resident return to the station under the influence of intoxicants, he/she shall remain in their rooms as much as possible. During this period, such personnel are considered "out of service". This "out of service" time period shall not be counted towards the needed hours per week. Any personnel who, while under the influence of intoxicants, creates a problem will be subject to disciplinary action.

d. Operation of a District vehicle under the influence of intoxicants will be subject to termination.

e. Intoxicating beverages or their empty containers shall not be kept, stored or otherwise displayed in the refrigerator or in the resident's room.

**26. <u>Weapons:</u>**

a. Any device designed to injure or kill or a device designed to inflict injury or death on an opponent or animal, shall be secured and locked in the resident's room at all times.**
   i. ***This does not apply to weapons **<u>legally</u>** concealed upon their person. (i.e. CCW holders, personnel covered by HR218, and pocket/tactical knives)***

b. Any resident who violates this policy shall be solely responsible for any injury, damage or death created by a device they own or device that is in their care, custody and control.

c. Any maintenance or care performed on these devices shall be done solely within the resident's bedroom.

**27. <u>Violations:</u>**

a. Violations of these rules or a violation of any Federal, State, County, Municipal Statutes, or Ordinance (with the exception of minor traffic violations) will be just cause for immediate dismissal from station residency.

**28. <u>Leaves of Absence:</u>**

a. The residency program directly impacts the readiness of the District. In the event a resident requests a leave of absence the Board of Directors must approve the request. A letter of intent must be produced in writing to the District 30 days before the requested date.

b. A leave of absence cannot exceed 30 days.

c. The request for a leave of absence will be considered by the Board and only approved if leave benefits the District.

**29. <u>Termination of Residency:</u>**

a. The District, with or without cause, may terminate residencies at any time.

b. If a resident decides to terminate this agreement, and move out or otherwise vacate the premise, it should be produced in writing to the District, 30 days before the date of termination of said agreement.

c. Consideration may be given if ample time is not available for notification to the District by the resident. (i.e. Military activation, job changes etc.)

d. Personal property will be removed immediately at the termination of residency. If the property is not removed immediately the resident will be responsible for fee of storage of personal property and legal action will be taken.

# STATION RESIDENCY
# RULES AND REGULATIONS

**I, _____, understand and agree to these rules and regulations.**
Print Name Legibly

_____ _____
Signature of Resident Date

_____ _____
Signature of Fire Chief Date

**A copy of this agreement shall be given to the resident and a copy shall be placed in their personnel file.*

Category: EMPLOYMENT PRACTICES Approved_____ Replaces: N/A
July 9, 2013

# RESERVE PROGRAM
# RULES AND REGULATIONS

The Reserve Firefighter is a very valuable asset to Battlefield Fire Protection District, in that the presence of the reserve allows for supplemental personnel for operations, than would otherwise be possible. The position is also an asset to the individual filling the position, in that he/she is provided with on the job training to prepare them for a career in the fire service. In order for the position to work effectively and be mutually beneficial to all concerned, there must be a clear understanding of the requirements and responsibilities of the Reserve Firefighter. The following rules and regulations are designed to provide the information necessary to form that understanding.

These rules and regulations apply to all stations, which have permanent facilities available for Reserve Firefighters. Should a discrepancy be noted due to variations in station design or requirements, the Board of Directors shall be the final authority concerning the discrepancy noted.

1. **Selection Criteria:**

   Only qualified personnel will be allowed to fill the position of Reserve Firefighter. Criteria that must be met as a minimum are:

   a. The applicant must possess a State of Missouri Firefighter I & II Certification, State of Missouri Hazardous Materials Awareness and Operations Certification, and an approved First Responder certification.
   b. The applicant must possess a current and valid state issued Vehicle Operator's or Chauffeur's License or greater (CDL).
   c. The applicant must have a satisfactory driving record. This will be determined by operator's record check, background check and personal observation.
   d. The applicant must be willing to follow the guidelines set forth in these sections.

2. **Selection Process:**

   a. All applications will be submitted, in writing, to the Fire Chief prior to the deadline indicated in the notice of position opening. The written notice of the position opening will indicate the information required in the written application.

   b. Applicant interviews will be held at the discretion of the Fire Chief. In the absence of oral interviews, selections will be made based on the information provided in the written application. All selections will be submitted to the Board of Directors for final approval.

c. All reserves, either permanent or temporary, must be approved by the Board of Directors. There will be no exceptions.

**3. Station Assignment:**

a. The primary station assignment for Reserve Firefighters will be at Station 2 (2281 E. Farm Road 188).

b. The District shall have the authority to transfer a reserve from one station to the other as needed for daily operations of the District.

**4. Duty Schedules:**

a. It is the responsibility of the reserve(s) to make himself/herself available as much as possible. The District may require duty periods for any reserve during which the reserve must be in the station. A reserve may trade duty with another reserve to standby in his/her absence, with the approval of the Fire Chief or designee. **A minimum of forty-eight (48) hours per month will be required. Twenty (20) hours of this time shall be documented as training in any designated criteria.**

b. Should a reserve not be able to meet the forty-eight (48) hour requirement at any time, (due to vacation, training, sickness, etc.) the Fire Chief shall be notified in writing, giving as much notice as possible.

c. When reserves are in service at the station, they will be required to notify the on-duty Battalion Chief of their status and length of time in the station.

**5. Seniority**

a. Reserve Firefighter shall not be granted seniority in the event they are offered full-time employment with the District.

**6. Personal Protective Equipment**

a. All personal protective equipment issued is sole property of the District and shall be kept at the reserve's assigned station while the reserve is off duty.

b. Use of personally owned equipment shall be submitted to the Fire Chief or his/her designee for approval (i.e. helmets, gloves or personal tools).

**7. Personal Vehicles:**

a. Personally owned vehicles shall not be equipped with emergency warning equipment, such as blue lights or sirens.

b. Reserve Firefighters shall not respond to calls for service in their personal vehicles unless specifically requested by the Fire Chief or Incident Commander.

**8. Controlled Substances, Tobacco and Intoxicating Beverages:**

a. The presence, use or abuse of any controlled substance or abuse of prescription medication shall immediately terminate this agreement and membership with the District.

b. The use of Tobacco is prohibited in any building owned by the District. Should the reserve use tobacco, the use shall be restricted to off District property.

c. The presence of or consumption of intoxicating beverages on District property is STRICTLY PROHIBITED. Should a reserve enter the station under the influence of intoxicants, he/she will be in violation of this agreement and be subject to disciplinary action.

d. Operation of a District vehicle under the influence of intoxicants will be subject to termination.

**9. Weapons:**

a. Any **device designed to injure or kill or** a device designed to inflict injury or death on an opponent or animal, shall be secured and locked in the reserves vehicle while on duty.

b. Any reserve who violates this policy shall be solely responsible for any injury, damage or death created by a device they own or device that is in their care, custody and control.

**10. Violations:**

a. Violations of these rules or a violation of any Federal, State, County, Municipal Statutes, or Ordinance (with the exception of minor traffic violations) will be just cause for immediate dismissal from the reserve program.

**11. Leave of Absence:**

a. The reserve program directly impacts the readiness of the District. In the event a reserve requests a leave of absence the Board of Directors must approve the request. A letter of intent must be produced in writing to the District 30 days before the requested date.

**12. Termination of Reserve:**

a. The District, with or without cause, may terminate reserves at any time.

b. If a reserve decides to terminate this agreement, it should be produced in writing to the District, 30 days before the date of termination of said agreement.

c. Consideration may be given if ample time is not available for notification to the District by the reserve. (i.e. Military activation, job changes etc.)

**RESERVE PROGRAM**
**RULES AND REGULATIONS**

**I, _____, understand and agree to these rules and regulations.**
Print Name Legibly

_____ _____
Signature of Reserve Date

_____ _____
Signature of Fire Chief Date

**A copy of this agreement shall be given to the reserve and a copy shall be placed in their personnel file.*

## 201.0 UNIFORMED EXEMPT ADMINISTRATIVE PERSONNEL

Recognized office hours for Administrative Personnel should be from 0800 hours to 1700 hours, Monday through Friday, excepting those weekdays which fall upon legal holidays recognized by the District. These time frames are flexible based on special needs of the District. Administrative Personnel shall be subject to call, as needed, beyond the recognized office hours. A system shall be developed to ensure that the District is covered by one (1) Chief Officer at all times.

## 201.1 UNIFORMED EXEMPT SHIFT PERSONNEL

The work schedule for the District's uniformed exempt shift personnel is based on a 24/48 hour schedule. Each tour of duty is twenty-four (24) hours in length followed by forty-eight (48) hours off.

The shift personnel work twenty-four (24) hours, 0700-0700 hours. Shift employees may not leave their assigned tour of duty until relieved by on-coming personnel. These hours will be flexible and depend on the call load, daily activities, and the objectives to be completed. Employees may take up to one (1) hour meal periods. Generally, these meal periods should fall between 0730-0830 hours for breakfast, 1130-1330 hours for lunch, and 1700-1900 hours for supper. These times may be adjusted accordingly to accommodate emergency incidents and special assignments.

## 201.2 UNIFORMED NON-EXEMPT SHIFT & 40 HOUR PERSONNEL

The work schedule for the District's uniformed exempt shift personnel is based on a 24/48 hour schedule. Each tour of duty is twenty-four (24) hours in length. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law. Any hours worked above the allowable amount are awarded as overtime, which is half time (1/2) above the regular rate, which correlates to time and a half (1 ½) overtime rate.

The shift personnel work twenty-four (24) hours, 0700-0700 hours. Shift employees may not leave their assigned tour of duty until relieved by an on-coming shift. These hours will be flexible and depend on the call load, daily activities, and the objectives to be completed. Employees may take up to one (1) hour meal periods. Generally, these meal periods should fall between 0730-0830 hours for breakfast, 1130-1330 hours for lunch, and 1700-1900 hours for supper. These times may be adjusted accordingly to accommodate emergency incidents and special assignments.

The Mechanic works five (5), eight (8) hour days, 0800-1700 hours at forty (40) hours per week, Monday through Friday. These hours may be flexible based on the District's needs and prior approval of the Fire Chief or designee. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law. Any hours worked above the allowable amount are awarded as overtime, which is half time (1/2) above the regular rate,

which correlates to time and a half (1 ½) overtime rate. The Mechanic may take a one (1) hour meal period. Generally, this meal period should fall between 1100-1330 hours for lunch.

## 201.3 NON-UNIFORMED NON-EXEMPT PERSONNEL

The Administrative Assistant works five (5), eight (8) hour days, 0800-1700 hours at forty (40) hours per week, Monday through Friday. These hours may be flexible based on the District's needs and prior approval of the Fire Chief or designee. The Administrative Assistant rate of pay is based on an hourly rate with benefits provided by the District. The Administrative Assistant shall be given one (1) hour for lunch.

## 201.4 UNIFORMED PART TIME & RESERVE PERSONNEL

The Part time and Reserve personnel work on an as need basis. These positions are on an hourly basis, do not accumulate benefits, and may not work more than 1500 hours per year. These hours will be flexible based on the District's needs and prior approval of the Fire Chief or designee. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law.

# *Sick Leave*
**Policy 202**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**December 13, 2011**

202.0 SICK LEAVE

A full time employee, who has a personal sickness or non-job related injury, shall be granted sick leave. Sick leave must be earned before it can be utilized. Use of accrued sick leave for absence from duty is not a privilege at an employee's discretion, but shall be allowed in the event of an employee's absence from duty during scheduled sick days due to actual illness, injury off duty, pregnancy, medical appointments or treatments, or in the case of illness in their immediate family, which necessitates absence from work. Sick leave used for these purposes will be deducted in fifteen (15) minute increments.
Any employee discovered misusing the sick leave policy would be subject to discipline. Sick leave shall not be used to extend the date of retirement.

All employees shall report, to the on-duty Battalion Chief, absence due to sickness or non-work related injuries a minimum of one (1) hour prior to scheduled tour of duty. An employee who is absent for a period of more than three (3) consecutive working days or consistently for shorter periods and requests sick leave to cover such absences may be required to furnish a doctor release as a condition or granting, attesting and returning to work to the fact that the employee's absence has been due to personal sickness or non-duty related injury. "Consecutive working days" constitutes the employees normal working schedule.

"Immediate Family" shall include; spouse, child and parent. This list may be expanded on a case-by-case basis, when approved by a Chief Officer, under circumstances that would be impractical to deny the employee their attendance to the family member.

202.1 ACCRUAL

All full time shift employees shall accrue sick leave at the rate of twelve (12) hours for each month of hours worked. The full time shift employees may accumulate up to seven hundred twenty (720) hours that are available for an employee to use at a later date.

All full time administrative employees shall accrue sick leave at the rate of eight (8) hours for each month of hours worked. The full time administrative employees may accumulate up to seven hundred twenty (720) hours that are available for an employee to use at a later date.

202.2 SICK LEAVE DONATIONS

Any full time employee shall be allowed to donate sick leave hours to another full time employee. This donation will only occur under occasions of hardship. Both employees shall sign a donation of sick leave form to acknowledge the acceptance and donation of sick leave hours.

# *Vacation Leave*
**Policy 203**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: December 13, 2011**
**August 13, 2013**

203.0 VACATION LEAVE

All full time employees of the District shall earn vacation leave on a monthly basis for each calendar month worked.

Vacation time is intended to benefit the employee and serve as a time of mental and physical refreshment. All employees are encouraged to use their vacation time. Each employee's vacation time is determined by their assigned position based on the length of continuous service.

Employees earn vacation time but may not take earned time until completion of 6 months their probationary period. Vacation requests should be made at the earliest convenience. Any new rate of accrual shall begin January 1 of the following year.

The full time shift personnel must make their request in writing to the Battalion Chief for approval. The Battalion Chief and other 40 hour personnel shall submit their request for vacation to the Fire Chief or designee for approval.

203.1 ACCRUAL

If an employee has accrued the maximum vacation leave, they will not accrue any further hours.

All full time District employees shall be compensated based on the scale below;

| Full time employees<br>Length of service | Shift<br>Hrs/month | 40 Hour<br>Hrs/month |
|---|---|---|
| Probation – 730 days and to the Jan 1st following | 12 | 3.34 |
| On Jan 1st following the completion of 2 years | 14 | 6.67 |
| On Jan 1st following the completion of 5 years | 16 | 8 |
| On Jan 1st following the completion of 8 years | 18 | 10 |
| On Jan 1st following the completion of 10 years | 20 | 13.34 |

Full time shift employees may have up to 72 hours of vacation time on the books, which will not be a portion of the current year's bidding process.

Full time 40 hour employees may have up to 80 hours of vacation time on the books.

At the end of the year all hours above the cap shall be rolled into the employee's accumulated sick leave hours.

Upon separation, either voluntary or involuntary, an employee shall receive compensation for accumulated vacation time, at their current hourly wage.

## 203.2 KELLEY DAYS

Two (2) Kelley Days per year will be given, one after each six months of service. No more than two (2) Kelly Days are allowed in reserve. If more than two are accumulated, the time will be rolled into the employee's accumulated sick leave hours.

## 203.3 BIDDING PROCESS

In an effort to maintain a system of fairness, prevent staffing shortages, and allow personnel time off a "bidding process" is identified below.

A. All vacation requests shall be submitted by March 1st through a bidding process. The process shall be performed on a seniority basis by station for each shift and shall continue until all vacation time is scheduled for each employee. This means with minimum staffing considered, only one person per station can be off on any given day. The exception would be if only one person has requested that day off, then a second employee could be allowed off and personnel would be adjusted accordingly.

B. Each employee is allowed to pick five (5) consecutive dates within their first round selection. Any request beyond this would require prior approval of the Fire Chief or designee.

C. Employees may take vacation days prior to March 1st on a first come first serve basis considering minimum staffing. Any dates taken prior to March 1st shall not count towards the employees 1st round selections.

D. All vacation requests made outside the bidding process after the cutoff date of March 1st shall be subject to the schedule. This means vacation days will not take precedence over any other scheduled item.

E. Employees may select not to participate in the bidding process. However all requests will be subject to minimum staffing requirements and selections of the employees who participated in the bidding process.

F. If an employee changes shifts or stations the Company Officer and the Battalion Chief shall make every effort to accommodate previously scheduled items. If an agreement cannot be reached the employee with the least seniority will be required to secure an alternative means for coverage.

# *Paid Holidays*
**Policy 204**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**June 4, 2010**

204.0 PAID HOLIDAYS

The following is the list of Holidays recognized for all employees of the District.

| | |
|---|---|
| New Year's Day | January 1 |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | 1st Monday in September |
| Thanksgiving Day | 4th Thursday in November |
| Christmas Day | December 25 |

Shift employees will be paid time and one half for working the holiday in lieu of paid time off plus a day's pay for the holiday. Shift employees are required to work the shift before and the shift after each holiday in order to receive pay for that holiday.

The full time administrative personnel, the Mechanic, and Maintenance shall be given the recognized holidays off with pay. The Mechanic and Maintenance position may be requested to work on a holiday at which time they would be compensated at a time and a half rate. For holidays, which fall upon Saturday or Sunday, the Fire Chief shall reschedule the administrative personnel off with pay on the Friday before or the Monday after the holiday.

These policy items do not apply to reserve or part time personnel, as these positions do not fall into the holiday or overtime pay classifications.

# *Overtime*
**Policy 205**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**April 12, 2010**

205.0 OVERTIME

The employee salaries must meet the current minimum wage level and that all overtime hours worked must be compensated at the required premium rate. The employee's hours are calculated based on the Missouri Wage Law.

The District currently pays for overtime hours. These overtime hours shall be paid at one and one half (1 ½) time rate, (two (2) hours of overtime work is three (3) hours of pay). This calculation should utilize ¼ hour intervals, (round the compensated time to the nearest ¼ hour, this will provide ¼, ½, and ¾ hour intervals for calculations).

# *Unauthorized Absence*
**Policy 206**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**June 4, 2010**

206.0 UNAUTHORIZED ABSENCE

Absence of an employee from duty, for a single day or part of a day, that is not authorized shall be absent without leave. Any such leave shall be without pay and may be subject to disciplinary action and/or cause for discharge.

# *Leave of Absence*
**Policy 207**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**June 4, 2010**

207.0 LEAVE OF ABSENCE

Employees of the District may be granted an unpaid leave of absence not to exceed one year. However, a leave of absence shall be granted only when it will not result in undue hardship for the District, and leave shall not be granted primarily in the interest of the employee. The employee must submit a written request at least two (2) weeks in advance of the leave requested to the Fire Chief. This requirement may be waived based on the urgency of the request. After evaluation, the Fire Chief will advise the employee in writing, stating the terms and conditions of the leave of absence. Upon expiration of the approved leave, the employee shall be reinstated in the position held at the time the leave was granted. Failure on the part of an employee to report promptly on the date the leave expires, or within thirty (30) days after being notified to return to duty, shall be cause for discharge, upon final approval of the Board. Time spent on leave of absence will not be accrued as length of service. During this time period the District will not provide benefits for the employee. However, the employee will have the option to make arrangements for the payment of monthly premiums, as provided under the amended Consolidated Omnibus Budget Reconciliation Act of 1985, (COBRA).

# *Bereavement Leave*
**Policy 209**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**June 4, 2010**

209.0 BEREAVEMENT LEAVE

Full time employees of the District may be granted a maximum of twenty-four (24) working hours leave as needed in the event of death of a person in the employee's family. Any additional time off for funeral leave may be taken as vacation or leave without pay. This provision shall be handled on a case-by-case basis depending on the distance of travel, relationship between employee and deceased family member, and subject to the Fire Chief or designee approval.

"Immediate Family" shall include; spouse, child, parent, mother, father, grandparents, grandchild, father-in-law, mother-in-law, legal guardian, other persons who are dependent upon the employee for their care and maintenance, and in emergency cases brother, sister, and fiancé. This list may be expanded on a case-by-case basis, when approved by a Chief Officer, under circumstances that would be impractical to deny the employee their attendance to the family member.

# *Military Leave*
**Policy 210**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: June 4, 2010**
**July 10, 2012**

210.0 MILITARY LEAVE OF ABSENCE

Full time employees performing military service as per 20 CFR § 1002.6 shall be granted a leave of absence without pay. Once an application for reemployment is received by an employee who has completed their period of military service, they shall be promptly reinstated to their escalator position as per 20 CFR § 1002.191. An employee hired to fill a military leave vacancy shall have their hiring designated as "military replacement" and shall extend until the incumbent returns from military leave. Military service shall include service performed under the definition provide in 20 CFR § 1002.6.

In addition to leaves of absence, full time employees who are required to take annual periods of training as members of the Reserve Corps of the Army, Navy, Air Force, Marine Corps, Coast Guard and National Guard and who are ordered to active duty, shall be granted a leave of absence.

BENEFITS

The District shall provide the following benefits in accordance with state statutes and federal regulations and employees shall not lose seniority based on military leave.

Salary – Military leaves of absence shall be unpaid with the exception that employees shall receive a maximum of one hundred twenty (120) hours of paid military leave each federal fiscal year.

Health Insurance – Continued coverage of employee benefits for fewer than 31 days, shall not be required to pay more than the regular employee share. Employees performing uniformed service for 31 or more days, they may elect to continue their employee-sponsored coverage as per 20 CFR § 1002.166.

Pension – The District shall make contributions to the employees' retirement plan in accordance with 20 CFR § 1002,261.

Vacation and Sick Leave – Since vacation and sick leave benefits are on an accrual basis, no accrual shall be credited to the employee for any absence over thirty (30) calendar days.

# *Citizenship Leave*
**Policy 211**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**June 4, 2010**

211.0 CITIZENSHIP LEAVE

Full time employees shall be granted leave with pay for the purpose of citizenship duties of jury duty and when properly subpoenaed to represent the District.

211.1 JURY DUTY

An employee may be granted leave with pay when required to be absent from work for jury duty. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay received from the District.

211.2 COURT WITNESS

Employees who have been subpoenaed or ordered to appear in court on behalf of the District will be compensated for the hours of appearance.

# *Emergency Leave*
**Policy 212**

**Category: TRAINING AND ATTENDANCE** **Approved_____** **Replaces: N/A**
**June 4, 2010**

212.0 EMERGENCY LEAVE

In the event of a family emergency, employees shall be released from work by their immediate supervisor, with the Battalion Chief approval, for all or part of a shift to attend to the matter. The emergency time off shall be charged to vacation or sick leave at the employee's discretion.

# *Relatives*
**Policy 213**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**June 4, 2010**

213.0 NEPOTISM

The District shall not hire new full time employees who are related to current full time employees through affinity. If current full time employees should marry, then one must resign his/her employment with the District. If the employees cannot agree which one will resign, then the one with the lowest seniority must terminate.

213.1 RELATIVES

When relatives are employed by this District, non-emergency work assignments shall be such that one employee will not directly or indirectly supervise their relative. It is understood that this requirement may be restrictive and perhaps impractical but if at all possible necessary.

The same attempt should also be made during emergency situations. This desire is based solely on safety and the possible loss to family members rather than any issue of fairness.

# *Reduction in Staffing*
**Policy 214**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**June 4, 2010**

214.0 REDUCTION IN STAFFING

In the event the District is required to reduce personnel, employees having the least seniority with the District shall be laid off first. No new employee shall be hired until all laid off employees have been given ample opportunity to return to work. Reduction in rank will be handled by demoting the employee last promoted or transferred into that position.

214.1 PERSONNEL REINSTATEMENT

In the event reinstatement of personnel becomes necessary, then the last employee to leave will be the first offered reinstatement, if they are qualified for the open position. Reinstated employees will not be considered probationary, and will be reinstated at the level they are qualified for within the rank reinstated at. District seniority will be equal to that at the time of layoff. Should an employee be reinstated at a rank less than the rank he/she was previously at, he/she could be eligible for a promotion as soon as the next opening in that rank is available, as long as he/she presently meets the qualifications.

214.2 DURATION OF TIME OFF

Should the duration of time off exceed a period of one (1) year the furloughed employee will be required to provide proof they are still maintaining job qualifications. The employee will be required to take the physical agility test, pass a new medical exam, and pass a drug screening prior to reinstatement.

214.3 NOTIFICATION

The District will attempt to contact all previous employees, on layoff, by certified mail at the address last known by the District. Failure of the former employee to accept the employment and report to duty within fourteen (14) days of the notice shall be deemed a rejection of the reemployment offer. All previous employees, on layoff, will be contacted first prior to hiring any new full time employees.

# *Staffing/ Vacancies*
**Policy 216**

**Category: ATTENDANCE AND TIME** **Approved_____** **Replaces: N/A**
**June 4, 2010**

216.0 MINIMUM STAFFING

The District shall maintain minimum staffing on a daily basis to provide services within the community. There shall be a maximum of two (2) personnel scheduled off during any given shift. The rank and placement of personnel shall be such to meet the District's needs.

The District will review personnel assignments for the purpose of maintaining efficiency, equalization of personnel, and any other function that may be required to assign personnel accordingly.

216.1 VACANCIES

In the event that there is a vacancy by position, which the District desires to fill due to retirement, termination, demotion, or death of an employee, the employees of the same rank will be notified of said vacancy. This notice shall be posted for no less than fourteen (14) calendar days. The District shall fill the vacancy provided that the said applicants are qualified for the position. The applicant(s) shall be considered on the basis of past performance, training, seniority, and qualifications with the approval of the Fire Chief or designee.

216.2 TRANSFERS

Any transfer initiated by the District shall provide adequate time as to not create undue hardship on the employee being transferred. This does not include transferring of stations to cover sick leave, education leave, or vacation time.

Any transfer request made by the employee shall be in written form. The Fire Chief or designee shall respond to the request in writing within fourteen (14) calendar days.

Employees with equal rank may exchange shifts if it does not interfere with the operations of the District and approval from the Fire Chief or designee.

# *Pay Administration*
**Policy 301**

**Category: WAGES AND SALARY ADMINISTRATION** **Approved_____** **Replaces: N/A**
**April 12, 2010**

## 301.0 PAY ADMINISTRATION

The following statements express the District's objectives with respect to the salary schedules for all employees. The District recognizes that not all of these objectives may be completely achieved at all times for employees, but they are set forth to serve as guides against which proposed actions are to be evaluated. The District performs payroll through direct deposit. An employee, who wishes to allow a third party to receive or pick up his/her paperwork, written permission must be received by the District. If an employee wishes to rescind, alter or add his/her permission, written authorization must be provided to the District.

## 301.1 INTENT

It is the District's intent to establish and maintain a compensation system that will reward qualified personnel at all levels of responsibility, reflect the difficulty and responsibility of jobs and be internally consistent and fair to motivate the employees to carry out the mission of the District and to strive to the achievement of the District's goals and objectives by controlling direct and indirect personnel costs, be flexible and simple to administer and comply with applicable laws. It will be the policy of this District to establish a wage and salary range that reflects the value to the District of the various job positions, as determined by the continuing system of job evaluation and review as determined by a systematic program of performance based evaluation and ensure that compensation is not influenced by age, sex, creed, race, or national origin.

## 301.2 EVALUATION

During the budget development process the Fire Chief and Board of Directors shall evaluate the pay scale for any increases. The cost of living pay increase (COLA), if given, shall be instituted at the beginning of a calendar year. Pay increases that relate to educational incentive shall be instituted when earned.

## 301.3 CYCLE

The District's pay date shall be every two weeks (on Fridays). The District will make every effort to prepare payroll on the last working day immediately preceding the normal pay period when the payday falls on an observed holiday. It is the employee's responsibility to forward all hours, to include regular, recall, events, and overtime hours, worked to the Battalion Chief for documentation. These hours must reflect the time started and the time ended.

# *Employee Evaluations*
**Policy 302**

**Category: WAGES AND SALARY ADMINISTRATION** **Approved_____** **Replaces: N/A**
**August 10, 2010**

## 302.0 EMPLOYEE EVALUATIONS

In order to maintain the highest quality of employee possible, performance evaluations, which also includes a driver record check, will be conducted at least once (1) per year to be completed December 1st. For new employees or employees who have been promoted, evaluations shall be given after the first six (6) months.

Employees who receive an unsatisfactory evaluation, succeeding evaluations shall be provided as needed for feedback to the employee in areas needing improvement. The employee must receive acceptable evaluations to be considered for step advancement, pay increases and promotions.

Should an employee receive a second unsatisfactory evaluation during the next normal cycle, disciplinary actions may, result.

## 302.1 DISCREPANCIES

If an employee disagrees with a portion or all of their evaluation they may submit a written request for a review by their next level Supervisor. The performance evaluation, with the requesting employee, will be reviewed as soon as possible. This second review shall be final.

# *Cost of Living*
**Policy 303**

**Category: WAGES AND SALARY ADMINISTRATION** **Approved_____** **Replaces: N/A**
**August 10, 2010**

303.0 COST OF LIVING ADJUSTMENTS, (COLA)

The Fire Chief will annually evaluate local, regional, and national consumer price indexes, other governmental pay increases, and surveys in comparable job positions in order that he/she may recommend an appropriate salary adjustment to the Board of Directors.

# *Deductions*
**Policy 304**

**Category: WAGES AND SALARY ADMINISTRATION** **Approved_____** **Replaces: N/A**
**August 10, 2010**

304.0 DEDUCTIONS

Only the Board of Directors may approve voluntary payroll deductions. Once the Board has approved a specific type of deduction, each individual employee must provide the District with written notice allowing the deduction from his/her compensation. Deductions will not terminate until written notice is provided to the District.

304.1 UNION DUES

The District shall deduct dues and assessments in an amount to be certified by the Treasurer of the Local/Shop from the pay of those employees who individually request said deductions to be made. The District shall remit the total amount of deductions once a month from a single pay check, to the treasurer of the Local. In the event the deduction of dues and assessments becomes a burden to the District, deductions will be discontinued upon notice to the Treasure of the Local/Shop.

# *Out of Grade*
**Policy 305**

**Category: WAGES AND SALARY ADMINISTRATION** **Approved_____** **Replaces: N/A**
**August 10, 2010**

## 305.0 WORKING OUT OF GRADE

Employees may work out of grade upon approval of their immediate supervisor and staff. As employees are released to work out of grade they will perform this function as a training mechanism for personal growth and development. Once the employee meets the prerequisites as set forth in Policy 106 they may receive the wage of the rank worked per hour for working out of grade.

# *Demotions*
**Policy 306**

**Category: WAGES AND SALARY ADMINISTRATION** **Approved_____** **Replaces: N/A**
**August 10, 2010**

306.0 DEMOTIONS

Employees, if qualified, may request a voluntary demotion to a position with a lower rate of pay. Pay rate adjustments will be commensurate with the employee's qualifications at the new level. Employees may also be demoted through the disciplinary process. Pay rates, if any, will be adjusted to the new level.

# *Incentives*
**Policy 307**

**Category: WAGES AND SALARY ADMINISTRATION** **Approved_____** **Replaces: Aug 10, 2010**
**January, 1, 2013**

307.0 INCENTIVES

Incentives shall be considered an annual sum added to the base pay of all full time employees, given for additional education, or skills not necessarily required for the position held by the employee. These incentives will be considered part of an employee's hourly wage. The incentives will be awarded after the employee has completed a full twelve (12) months of service. Should a skill or educational requirement be necessary for a position based in the job description then the incentive would be removed. The educational incentives are not accumulative; once a higher level of education is obtained the lesser amount will not be collected along with the new higher incentive. The certification incentives shall be accumulative and added together when each certification level is achieved.

307.1 EDUCATIONAL INCENTIVE SCALE

| | |
|---|---|
| Paramedic License | $1,000 |
| Associates Degree | $1,500 |
| Bachelors Degree | $2,000 |
| Masters Degree | $2,500 |

307.2 CERTIFICATION INCENTIVE SCALE

| | |
|---|---|
| Driver/Operator | $250 |
| Officer I | $250 |
| Officer II | $250 |
| Instructor I | $250 |
| Instructor II | $250 |
| Inspector | $250 |
| Investigator | $250 |
| Evaluator | $250 |

# *Merit Pay*
**Policy 310**

**Category: WAGE AND SALARY ADMINISTRATION** **Approved_____** **Replaces: N/A**
**September 11, 2012**

## 310.0 MERIT PAY

The District recognizes the value of personnel commitment and positive influence that benefits the district due to performance of employees. The District will evaluate each employee based upon performance annually and rate them according to the District's evaluation system. The awarded performance evaluation rating will determine the merit pay for each employee based upon a percentage of the employee's annual salary. The merit increase will be added to the employee's annual salary in the next budget year after the performance evaluation.

## 310.1 TERMS AND DEFINITIONS

Above Average
On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.

Comments
This section is found on all of the Evaluation Forms. It is used to make additional comments regarding the performance or rating of the employee.

Exceeds Expectations
Performance consistently exceeds position requirements and management expectations. Resourcefulness and depth of knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievements seldom accomplished within the agency/institution.

Eligibility Date
Date the employee is eligible for the Merit Increase. The date will be January 1. Employees must have 12 continuous months of service to be eligible.

Meets Expectations
Performance meets all or most and may occasionally exceed work objectives and management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.

Merit Pay Increase System
A merit-based pay system which incorporates pay and performance evaluation standards and establishes criteria for salary adjustments or lump sum payments for employees who meet requisite performance categories.

Needs Improvement
Performance does not consistently meet management expectations. Requires more than normal guidance and direction. Improvement and/or development are necessary if the rater elects to continue the incumbent's employment.

Performance Evaluation System
A system for comparing performance with pre-established standards of satisfactory performance. The District's performance evaluation system is located in Policy 302 and Procedure 209.

Rater
A person designated to supervise employees and is responsible for developing, monitoring, and evaluating performance standards and results for employees who report to them directly (subordinates). Please Note: A rater must complete all subordinate reviews prior to being eligible for a merit pay increase based on their own performance.

Standards
The performance standards describe in detail what is considered the satisfactory level of performance. This allows the rater to identify when an employee exceeds the standard or performs below the acceptable level of performance. The standard should be measurable, observable, realistic in terms of the job, within the employee's control, and expressed in terms of expected results.

Task
The smallest essential part of a job. A unit of work activity that is a logical and necessary action in the performance of a job.

## 310.2 THE PERFORMANCE EVALUATION SYSTEM

The performance evaluation system will utilize the following four (4) rating categories to determine overall scores of employee performance and award increases:

Exceeds Expectations
Performance consistently exceeds position requirements and management expectations. Resourcefulness and depth of knowledge are the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievements seldom accomplished within the agency/institution.

Above Average
On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.

Meets Expectations
Performance meets all or most and may occasionally exceed work objectives and management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.

Needs Improvement
Performance does not consistently meet management expectations. Requires more than normal guidance and direction. Improvement and/or development are necessary if the rater elects to continue employment.

Full-time and Part-time Employees
To be eligible for a merit pay increase, an employee must have continuous employment in either a position in a regular, full-time or part-time position for 12 months. An employee is defined as one who has had continuous employment since their Date of Hire to their first anniversary date to be eligible to receive an increase on their Merit Date.

Rehired Employees
Employees that are rehired into employment shall have their latest hire date become their merit increase eligibility date. This date will become their merit increase eligibility date for the remainder of their career.

Extended Leave
Employees on any type of extended leave who miss their eligibility date will receive a merit increase upon their return. If at the time of the rating, the supervisor determines the employee has not worked enough hours to sufficiently rate the employee's performance, the supervisor can use the rating from the previous year's evaluation. Six (6) months of attendance during the rating period is not required. The employee's eligibility date does not change.

Disciplinary Action
Employees who receive a written or greater conduct disciplinary action during the 12 month rating period are not eligible for a merit increase. The employee's performance evaluation and date of merit increase eligibility remain January 1.

Performance-based Action
If an employee falls below "Meets Expectations" in one or more duty areas the supervisor should immediately address those areas and counsel with the employee. This will allow the employee an opportunity to improve in unacceptable areas before the end of the rating period.

If at any time during the evaluation period the supervisor determines that the employee's performance in one or more of the duty areas has fallen below an acceptable standard ("meets expectation"), the supervisor should immediately place the employee on performance-based probation, address those areas, and counsel with the employee. The probation period will not exceed 180 calendar days initially. The supervisor should develop a "Performance Improvement Plan" clearly defining what is expected, consistently monitoring, and providing feedback/counseling to the employee. If the employee's overall performance improves during the probation period but not to the level of satisfactory standards by the end of the probationary period, the rater can extend, but is not required to extend, the probationary period for an additional timeframe not to exceed 90 calendar days. If the employee does not exhibit performance improvement to the satisfactory level at the end of the second probationary period, the employee will be subject to a demotion, transfer, reassignment, or termination.

If an employee is placed on probation, the terms and conditions of the probation should be documented and a copy sent to District Headquarters for placement in the employee's official personnel file. If the employee's performance improves and the probation period is ended, written documentation of the

probation results should be sent to District Headquarters for placement in the employee's official personnel file. Employees are allowed to make a formal request for reconsideration of their performance evaluation rating by the next level of supervisor above the rater. Employees should always receive a copy of the completed and signed Performance Evaluation.

Promotions/Demotions/Transfers
Employees who transfer or receive a promotion or demotion will be eligible on their merit date to receive their merit increase. If an employee has been in the new position less than six months, the current supervisor has the option of conducting the PE or may request the PE from the previous supervisor.

Merit Increase Matrix

| **Performance Evaluation Rating** | **Merit Increase As % of Annual Salary** |
|---|---|
| Exceeds Standards | 1.50 % |
| Above Average | 1.00 % |
| Unsatisfactory / Meets Expectations | 0.00 % |

Any employee that supervises other employees who are either management or supervisory personnel who fail to complete an annual evaluation of employees under their administrative control shall NOT be eligible for merit payments.

310.3 FUNDING

If the District determines that funds are insufficient to implement the merit increases authorized in this policy or by any other policy that affects salary/wage increases for employees, the Chief, upon approval of the Board, may reduce the percentage of all authorized merit increases for all employees covered.

However, if sufficient funds should then become available at any time during the budget year to provide the merit increases for all employees, merit increases for employees may then be fully implemented by the District.

# *Insurance*
**Policy 402**

**Category: EMPLOYEE BENEFITS** **Approved_____** **Replaces: N/A**
**August 10, 2010**

402.0 INSURANCE

The District tries to maintain a comprehensive insurance program for its full time employees comprised of health, dental, and life insurance. To be eligible for any health care insurance there is a sixty (60) day waiting period for eligible employees. The employee shall establish coverage through the District office representative.

402.1 HEALTH INSURANCE

It is the District's policy to provide the employee's portion of the health care insurance. If family coverage is desired, the employee must establish this coverage at his or her own expense.

402.2 DENTAL

Included in health care benefits is dental coverage. The District provides the employee's portion of the dental insurance. If family coverage is desired, the employee must establish this coverage at his or her own expense.

402.3 LIFE INSURANCE

The District provides Life Insurance, for the employee in the amount of twenty thousand (20,000) dollar coverage. Should the employee wish to obtain more coverage or family coverage they must contact the insurance carrier and establish the additional coverage at their own expense.

402.4 SHORT TERM DISABILITY

The District provides a short term disability plan for each employee. The short term insurance is used to cover illness or injury not covered by workers compensation benefits.

# *District Vehicles*
**Policy 406**

| Category: EMPLOYEE BENEFITS | Approved_____ | Replaces: N/A<br>August 10, 2010 |
|---|---|---|

406.0 DISTRICT VEHICLES

The District intends for all employees to meet and maintain requirements to operate District owned vehicles. All occupants within District vehicles shall have passenger restraint devices in place while the vehicle is in motion.

406.1 REQUIREMENTS

District vehicles shall be operated within all applicable laws and District policies and procedures. All personnel shall have a valid Missouri Operators License. All personnel must meet the requirements of the current District insurance carrier. The insurance companies regulate certain items that must be met for them to provide insurance. The District recognizes any and all requirements set by its current carrier. District vehicles shall not be driven to and parked at any location, which can be considered a bar, nightclub, tavern, pub, liquor store, or other location, which could be considered as detrimental to the District and its policies. The exceptions would be when the vehicle must respond to such locations in an official capacity such as inspections, occupancy reviews or an emergency call.

406.2 NON-DISTRICT EMPLOYEES

Only District employees are allowed in District vehicles with the exception of approved personnel such as maintenance, service, and sales personnel. The Fire Chief or designee must approve all non-district personnel. This policy is not meant to govern staff vehicles, which transport personnel for meetings and such for District business. The general public upon approval may ride in District vehicles once the District waiver has been completed and signed, (Exhibit 5). Any Chief Officer may approve the waiver. The ride along program is not intended to allow the general public to ride on a regular basis. It is intended to allow individuals a chance to gain inside knowledge of the district's operations to better their understanding and workings of the fire service.

406.3 COMPANY VEHICLES

The District owned and operated vehicles may be temporarily assigned to individual employees for official District business. Vehicles shall remain within the district boundaries unless ordered to respond to an incident or perform other specific functions outside the District.

A vehicle will be permanently assigned to the Fire Chief for his/her proper use. Additional vehicles may be provided for Deputy Chiefs to utilize. These vehicles may be used for limited personal use while on call.

# *Work Rules*
**Policy 501**

| Category: DISCIPLINE | Approved_____ | Replaces: N/A<br>July 13, 2010 |
|---|---|---|

501.0 GENERAL RULES OF CONDUCT

Any action that reflects discredit upon the District or is a direct hindrance to the effective performance of the District functions shall be considered good cause for disciplinary action against any employee of the District. Circumstances that may constitute cause for actions are, but not limited to;

1. Acting under the influence or possession of any intoxicating beverages or controlled substances while on duty or responding to and performing at any emergency scene.
2. The use of abusive or improper treatment, including the improper use of authority to any employee, person, victim, or individual in the care of, in the custody of, or contact with the District. This includes any abusive, threatening, or obscene language.
3. Insubordination.
4. Incompetence or inability to perform the duties required, or any action that brings discredit to the District.
5. Intentional damage or negligence in the care and handling of District property,
6. Commission of a felonious act or a misdemeanor that brings discredit to the District.
7. Absence without leave.
8. Falsification of records or the use of official position for personal advantage,
9. Disorderly conduct, including any irresponsible activities, dangerous to life, limb or property.
10. The disobedience of any other rules, regulations, procedures, etc. set forth by this District.

# *Code of Ethics*
**Policy 501.2**

| Category: DISCIPLINE | Approved_____ | Replaces: N/A<br>May 8, 2012 |
|---|---|---|

## Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

The purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

*Ethics* comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

**I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following …….**

- Always conduct myself, on and off duty, in a manner that reflects positively on me, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

_____ Signature _____ Date

# *Discipline*
**Policy 502**

| Category: DISCIPLINE | Approved_____ | Replaces: July 13, 2010<br>May 8, 2012 |
|---|---|---|

502.0 DISCIPLINE

This section shall define and govern the usual and general types of disciplinary actions the District may use in administrating its personnel. All employees of the District except as hereinafter provided shall be subject to the provisions of these sections;

1. Members of the Board of Directors,
2. Fire Chief,
3. Persons employed to render professional or technical services,
4. Members of appointed boards, commissions, or committees,
5. Persons hired to perform temporary or contract services or labor, or persons drafted for service in time of emergency or disasters.

502.1 DISCIPLINARY LEVELS

In administering policy and procedure the District may utilize the following types of actions, as deemed necessary and appropriate.

Coaching/Counseling Sessions; as personnel are coached or counseled through issues the administering supervisor shall document the session. These sessions may be used as supporting instances for further disciplinary actions. These sessions do not require an employee's signature, as they are an explanation of the session from the supervisor's point of view. If these sessions are used as supporting items for a reprimand they shall be attached to the reprimand and presented in conjunction with the reprimand. If a coaching/counseling session is performed as a follow up to a reprimand then the documented session shall be signed by the employee and placed with the original reprimand.

Oral Reprimand; on the first offense, where the infraction is not a serious enough nature to immediately initiate more stringent disciplinary actions, a verbal warning may be given to the employee. For purposes of letting the individual know that it is an official warning, the supervisor shall state "This is a verbal warning" and the warning must be documented as such. The verbal warning shall remain in the employee's personnel file for one (1) year.

Letter of Reprimand; where the infraction is a repeat of a verbal warning or of a more serious nature a letter of reprimand may be given to the employee. A written statement from the Supervisor, stating specifically the conduct, omission, or neglect of duty of the employee warranting this action shall be prepared. The letter of reprimand shall be kept in the employee's personnel file for two (2) years. Suspension; the infraction is repeated or of a serious nature a suspension may be given to the employee. Any Chief Officer may initiate the suspension of an employee, with pay. A written statement from the Chief Officer shall be prepared for the Fire Chief, stating specifically the conduct, omission, or neglect of duty of the employee warranting this action. If, due to the circumstances, it is imperative that the

employee be removed from the work place, the Fire Chief may suspend the employee, not to exceed two (2) shifts, without pay until such time that the Board of Directors can meet. If a suspension involves a non-shift employee the maximum suspension without board approval is five (5) working days. If the board is unable to convene within the time frame, approval from two (2) board members must be obtained to extend the suspension without pay. The suspension shall be kept in the employee's personnel file for three (3) years.

Demotion; involves an involuntary change of the employee's duties or classification, which may result in a loss of monetary compensation. Notice of an involuntary demotion shall be kept in the employee's personnel file for three (3) years.

Discharge; involves permanent termination of the employee from the District.

## 502.2 DISCIPLINARY PROCESS

All disciplinary statements, records, and documents must be signed and dated by the employee and supervisor issuing the disciplinary action before they go into the employee's personnel file. If an employee refuses to sign the documentation the supervisor shall state such on the documentation. The supervisor should if possible obtain a witness to such a refusal. All parties involved must sign and date the documentation. All documentation shall be expunged from the employee's personnel file upon the expiration date as set forth by the offense, as long as the issue is completely corrected.

Oral Reprimand; the employee shall be advised they are receiving a verbal warning and it shall be documented as such. The employee may submit in writing a response to the verbal warning. The response must be submitted within seven (7) days of receiving the verbal warning. All responses related to the oral reprimand shall be placed in the employee's file.

Letter of Reprimand; the employee shall be delivered a copy of the letter of reprimand. The employee may submit in writing a response to the letter of reprimand. The response must be submitted within seven (7) days of receiving the letter of reprimand. All responses related to the letter of reprimand shall be placed in the employee's file.

Suspension; if the act or omission occurs while the employee is on duty, or because of circumstances surrounding any infraction or alleged infraction, it may be important to relieve the employee from active duty until any final determination can be made. Any Chief Officer may suspend an employee with pay. If due to serious circumstance the employee must be removed the Fire Chief may suspend the employee a maximum of two (2) shifts without pay. If a suspension involves a non-shift employee the maximum suspension without board approval is five (5) working days. If the board is unable to convene within the time frame, approval from two (2) board members must be obtained to extend the suspension without pay. The employee shall be provided a written statement outlining the specific conduct, omission, or neglect of duty and the duration of the suspension. The employee shall have seven (7) days, from the date of his/her receipt of the written statement to submit a written response to the suspension. All responses related to the suspension shall be placed in the employee's file.

Demotion; an infraction is repeated or of a serious nature a demotion may be given to the employee. The employee shall be provided a written statement outlining the specifics of the demotion. The employee shall have seven (7) days from the date of receipt of the statement to submit a written response to the demotion. All responses related to the suspension shall be placed in the employee's file.

Discharge; the Board of Directors shall conduct all actions in regards to discharging an employee. The Board's decision shall be provided to the employee in writing. Upon receiving the notice of discharge the employee, within seven (7) days, submit a written response. This response may include a request for a Hearing before the Board of Directors.

## 502.3 REQUESTS FOR REVIEW

*An employee may request an audience or review with the next level of supervision to determine if the level of discipline or action taken was appropriate if the employee does not agree with the level of discipline or the convening of the disciplinary process. A decision made by the Board of Directors is final and cannot be reviewed as the highest level of supervision is the Board of Directors.*

# *Harassment*
**Policy 503**

| Category: DISCIPLINE | Approved_____ | Replaces: N/A<br>June 4, 2010 |
|---|---|---|

## 503.0 HARASSMENT

Harassment in the workplace is a violation of state and federal law. It is the intent of the District to comply with the EEOC guidelines on affirmative steps to prevent sexual discrimination and harassment. The District prohibits and does not tolerate harassment of any kind. Further, any form of retaliation or reprisal against any employee for reporting a harassment complaint is prohibited and will not be tolerated. All employees have a right to work in an environment free from discriminatory insult, intimidation or harassment due to sex, age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or membership in other protected groups. All employees, regardless of rank or position, should treat others with respect and dignity in a manner so as not to offend a co-worker.

The Fire District prohibits sexual harassment. For the purpose of this policy the term "sexual harassment" is defined as; 1) unwelcome sexual advances, 2) requests for sexual favors with or without accompanying promises, threats or reciprocal favors or actions, or 3) other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments, language or jokes of a sexual nature, slurs and other verbal, graphic or physical conduct relating to an individual's gender or body, any display of sexually explicit pictures, greeting cards, articles, books, magazines, objects, photos or cartoons, and sexual flirtation, advances, or propositions.

In addition to sexual harassment, this District prohibits any other conduct in the workplace, whether physical or verbal, committed by supervisors or others, which involves discriminatory insults, intimidation or harassment due to age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or membership in other protected groups.

## 503.1 REPORTING

Any incident or discriminatory insult, intimidation, or harassment in any form, must be promptly reported to an immediate supervisor or any other manager (including the Chief, Deputy Chiefs and Battalion Chiefs) for purposeful investigation and corrective action, if warranted. All employees are encouraged to put any complaint in writing, especially if they have not received a satisfactory resolution as promptly as desired.

All employees are required to take a complaint to a higher level supervisor if he/she feels that their immediate supervisor may be violating their rights or failing to adequately protect the employee's rights.

Any written complaint should specify the date of the event, the general nature of the event, give the exact works or conduct involved, give names of any witnesses to the complaint, and state whether similar incidents have occurred before. The complaint will be treated with confidentiality and will be responded to. Where investigations confirm complaints, appropriate disciplinary action will be taken, which may include termination, regardless of a first offense or not.

503.2 ENFORCING

Spoken or written comments which are vulgar, profane or offensive, or which disparage or insult another person's sex, age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or membership in other protected groups, are unacceptable conduct and will not be tolerated. Any employee, who engages in this type of conduct, including supervisors and others, shall be reprimanded and counseled or otherwise disciplined to assure that employees refrain from such conduct.

The District intends all management and supervisory personnel to assist in enforcing and carrying out these policies. All employees are also encouraged to assist by reporting any claimed violations of the Policy. The District pledges that no employee will be retaliated or discriminated against in any way for reporting any instances of conduct or statements which the employee believes to be inconsistent with these policies or which may require corrective action on the Districts part.

# *Non-Fraternization*
**Policy 504**

| Category: DISCIPLINE | Approved_____ | Replaces: N/A<br>July 13, 2010 |
|---|---|---|

504.0 NON-FRATERNIZATION

While the District does not wish to interfere with the off duty and personal conduct of its employees, certain types of off duty conduct and relationships may interfere with the Districts legitimate service and protection duties. To prevent unwarranted sexual harassment claims, uncomfortable working relationships, productivity and or morale problems among other employees, and even the appearance of impropriety, administrators and supervisors of the District are strictly prohibited from engaging in romantic or sexual relationships with any other employee of the District.

Further, any on duty romantic or sexual relationships or other similar actions between administrators and supervisors and employees of the District are prohibited. These actions give the appearance of impropriety, or lead to uncomfortable working relationships, detrimentally impact productivity and or create morale problems are strictly prohibited.

This policy is intended to supplement our existing sexual harassment policy. Employees should report these actions immediately. Any suspected violation of this policy shall be investigated, and any investigation that confirms a violation shall result in appropriate disciplinary action, which may include termination, for all individuals involved.

# *Public Relations*
**Policy 602**

| Category: COMMUNICATIONS | Approved_____ | Replaces: N/A<br>August 10, 2010 |
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602.0 PUBLIC RELATIONS

Employees, on and off duty, are representatives of the Fire District and shall conduct themselves to maintain a positive public attitude toward them and the District at all times.

602.1 MEDIA RELATIONS

Employees of the District shall strive to maintain a positive relationship with the media at all times. However, dissemination of information to the media concerning operations, procedures and policies of the District will be limited to Chief Officers or a designated public information officer.

This does not imply that an employee cannot or must not speak with the media representative. Employees should be encouraged to share their own experiences, feelings, etc. if so requested by the media personnel, provided such information is not in violation of the preceding paragraph.

# *Board Meeting Guests*
**Policy 603**

| Category: COMMUNICATIONS | Approved_____ | Replaces: N/A<br>April 12, 2010 |
|---|---|---|

603.0 BOARD MEETINGS

The Board of Directors invites constituents of the District to attend board meetings and will allow a limited time for the citizens to present questions or matters of concern. A standing item of "Guests/Public Comments" will be included on all regular meeting agendas.

603.1 GUEST PARAMETERS

Citizens of the District who wish to present any matter of business regarding the Fire District shall state their name and address to be included in the board meeting minutes. The Chairperson shall recognize no more than three (3) citizens per topic or issue. Each citizen will have five (5) minutes for their presentation unless the time is increased or decreased by a majority of the Board. Citizens should anticipate that the Board will take no action at that time, but all items will be taken under consideration. This forum is allowed only for issues, not personality differences. The Chairperson reserves the right to cancel the remaining time of a citizen, if the presentation is simply a repetition of the same issues, with no additional information.

This policy shall not limit any employee, or their spouse from approaching the Board of Directors regarding issues, comments, or concerns that affect the organization as a whole. However, issues, comments or concerns that solely affect an individual employee must go through the Chain of Command.

603.2 FORMAL PRESENTATIONS

Citizens of the District who wish to have items of business or concerns placed on the formal agenda shall make a written request to the Fire Chief no less than seven (7) calendar days in advance of the regularly scheduled board meeting. The written request should provide an outline of their concerns. The citizen shall have a minimum of fifteen (15) minutes for their presentation. The above rules also apply to formal presentations.

# *Computer System*
**Policy 605**

**Category: COMMUNICATIONS** **Approved_____** **Replaces: N/A**
**April 12, 2010**

## 605.0 COMPUTER SYSTEM

The District provides a computer system that consists of electronic mail and Internet services. This is a useful research and communication tool provided to designated personnel for uses related to Fire District business. This policy is to ensure use of these technologies and others are consistent with District policies and applicable laws. All electronic and telephonic communication systems, (including voice mail, e-mail, etc.), and all information transmitted by, received from, or stored in the District's computer or communication systems are the property of this District, and as such are to be used for job related purposes. Therefore, no employee should have any expectation of privacy. The District reserves the right to monitor, review, intercept and disclose any portion of information in its equipment. The Union shall be permitted to send Union related materials through District email addresses and computers as long as it conforms to the District computer usage policy.

## 605.1 SUPERVISION

Supervisors must confirm that those employees, accessing the information systems via fire district equipment, read and understand this policy before access is granted. The Fire Protection District cannot be held responsible for any information found on the District's computers or communication systems that does not comply with this policy.

## 605.2 UNACCEPTABLE PRACTICES

This policy is intended to prevent the misuse of the District's information systems. This shall include but not be limited to; software, business equipment, facsimiles, telecopy's, paging systems, Internet, e-mail, computers, radios, and copy equipment.

The use of any District information systems for private purposes is strictly forbidden, unless expressly permitted by a Chief Officer of the District. Private purposes include, but are not limited to outside business ventures, political, religious or other personal causes by the employee.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Fire Chief or designee. All District pass codes are the property of the District. No employee may use a pass code that is not assigned to him/her.

Accessing objectionable or improper material on the Internet or any other electronic service, (i.e. objectionable web sites, pornography), is prohibited. Only constructive and courteous information will be accepted over the communication systems of the District. Harassment, foul and inappropriate language will be prohibited. Any unlawful, defamatory, obscene, or other inappropriate communications is prohibited.

## 605.3 SAFETY AND SECURITY

The safety and security of the District's information systems and resources must be considered at all times when using the Internet and other outside resources.

Assigned passwords or personal passwords should not be given out to anyone. Passwords are to be changed yearly in order to maintain security.

Messages sent over equipment owned and operated by the District may be monitored randomly to determine whether any outsiders are using the system or whether any violations of District policy have occurred. Therefore, no employee should have any expectation of privacy and the District reserves the right to monitor, review, intercept and disclose information on its equipment as deemed necessary. The District reserves the right to override any individual passwords and access any and all e-mail messages in order to ensure compliance with District policies. Monitoring will only be done when approved by the Fire Chief or designee.

# *Public Information*
**Policy 606**

| Category: COMMUNICATIONS | Approved_____ | Replaces: N/A<br>August 10, 2010 |
|---|---|---|

606.0 OFFICIAL DISTRICT RECORDS AND DOCUMENTS

No record or document shall be released to any employee, citizen, or organization, unless authorized by the Fire Chief or designee and all such inquiries and responses shall comply with RSMO Sunshine Law. Any District staff members who receive a verbal request shall document the details of the request and forward to the Fire Chief or designee.

The following shall not be authorized for release except by legal counsel, search warrant or subpoena, or state statute of immunity, or after review by the Fire Chief;

1. Inspection files and records,
2. Construction files and records,
3. Investigation files and records,
4. Personnel issues, files and records,
5. Patient information and medical reports,
6. Police issues.

Upon proper written request, authorization, proper credentials and identification the following may be released;

1. Any document or record of information, allowed by law with immunity, may be released, (i.e. investigation files that can be shared with insurance or police agencies),
2. The front page of a Fire Report

A copy of the person's credentials and identification shall be made for the file. The signed request for information shall be included with the paperwork.

The fees to be charged for access to or furnishing copies of records shall be as follows; 10 cents per page copies 9 by 14 or smaller, plus an hourly fee for duplication time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time will be billed at actual cost. There is a ten-dollar ($10.00) charge, payable to Battlefield Fire Protection District, for preparing copies of fire and incident reports.

| Category: COMMUNICATIONS | Approved_____ | Replaces: N/A<br>April 12, 2010 |
|---|---|---|

607.0 DISTRICT PROCEDURES

It is the Board of Directors intent to allow the Chief Officers of the organization to develop, implement and enforce Standard Operating Procedures to accomplish day-to-day activities of the District.

The Chief Officers shall review all procedures annually for accuracy, intent, and applicability.

# *Sunshine Policy*
**Policy 608**

| Category: COMMUNICATIONS | Approved_____ | Replaces: N/A<br>April 12, 2010 |
|---|---|---|

608.0 SUNSHINE POLICY

The District acknowledges that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and that a public governmental body shall provide access to and, upon request, furnish copies of public records; and that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMO, commonly referred to as the Sunshine Law, regarding the release of information on any meeting record or vote.

608.1 PROCESS

1. The Fire Chief for the District, Bryan Newberry, is hereby appointed custodian of the records of the Battlefield Fire Protection District, and the Chief's office is located at 4117 W. Second St., Battlefield, Missouri 65619.

2. The Chief, or the staff member he designates to perform this function, shall respond to all requests for access to or copies of a public records within the time period provided by statute except in those circumstance authorized by statute.

3. The fees to be charged for access to or furnishing copies of records shall be as follows; 10 cents per page copies 9 by 14 or smaller, plus an hourly fee for duplication time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time will be billed at actual cost. The cost of copies of Fire and Incident Reports shall be $10.00.

4. It is the public policy of the Battlefield Fire Protection District that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law. The Battlefield Fire Protection District shall comply with sections 610.010 to 610.030, RSMO, the Sunshine Law, as now existing or hereafter amended.

# *Closed Records*
**Policy 701**

| Category: TRAINING AND DEVELOPMENT | Approved_____ | Replaces: N/A<br>April 12, 2010 |
|---|---|---|

701.0 CLOSED RECORDS

The District has implemented certain testing procedures to be utilized in determining the qualifications of applicants for positions with the District. To insure the privacy of the applicants and to encourage qualified applicants to apply for positions with the District and to facilitate candor and objectiveness in the selection process the individual grades, scores, results, rankings, conclusions, observations, and opinions from the testing procedures and interviews of applicants for positions with the Battlefield Fire Protection District shall be declared "closed records" pursuant to chapter 610, Revised Missouri Statues. The Fire Chief or designee shall be responsible for the sealing and safeguarding of the records. These same policies shall apply to internal promotional processes.

701.1 ELIGIBILITY LISTS

Eligibility lists for promotions or new hires, when available, shall be posted in alphabetical order only, with no ranking intended. The list shall include the length of time the eligibility list is valid.

# *Educational Assistance*
**Policy 702**

**Category: TRAINING AND DEVELOPMENT** **Approved_____** **Replaces: April 12, 2010**
**July 1, 2013**

## 702.0 EDUCATIONAL ASSISTANCE

The strength of the District is based on the knowledge skills and abilities of its employees, which are learned or acquired, in educational endeavors. While the District will maintain job expectancy requirements and an in house training program, it is understood that much of the acquired knowledge is gained only through outside classes, both seminars and schools or approved college curriculums.

## 702.1 REQUESTS

Personnel wishing to attend any seminar, conference, outside training class, vocational training or specialty class, must submit a written request to through their chain of command. The training division shall be consulted for final approval. The following items will be considered when reviewing the request; district staffing, inter department training participation, attendance, career development requirements, number of total requests for the class, number of classes attended by the employee already in the calendar year, availability of funds, and any other applicable items. Upon completion of any seminar or program, it should be expected that the employee might be requested to share their knowledge by instructing a class or part of a class of their fellow employees. Should an employee fail to comply with any or all of the above requirements, any further request for educational assistance may be denied.

## 702.2 COMPLETION REQUIREMENTS

If the employee participates in a District funded course and fails to pass the course or does not complete the class or certification process, the employee shall refund the District for all costs associated with the course, except for the cost of tuition. The District will not support the employee in any other outside training events until the refund is paid. If the employee wants to retake the class at a later date, they shall do so at their own expense unless the reason(s) for such are due to mitigation circumstances approved in writing by the Fire Chief or designee. Mitigating circumstances shall include severe personal or family matters that rendered the employee unable to either attend the classes or complete the curriculum.

# *Outside Training*
**Policy 703**

**Category: TRAINING AND DEVELOPMENT** **Approved_____** **Replaces: Dec. 14, 2010**
**July 1, 2013**

703.0 OUTSIDE TRAINING CATEGORIES

The District has separated outside training into four (4) categories for the purpose of compensation, consideration, and expense justification.

703.1 CLASS 1

This classification is reserved for school, seminars, or trainings in which the employee is required or mandated to attend. The District will pay all registration fees, travel expenses, meals on a per diem basis and lodging. Scheduling for coverage of shift personnel to attend the schools or seminars will be provided. After exhausting all other means of coverage, if necessary, and available, overtime coverage will be considered.

703.2 CLASS 2

A school, seminar, or training directly related to the skills and knowledge of the employee for their current job position, specialty team affiliation, specialty area, or would enhance their skills in areas the District considers important. The District will pay registration fees, lodging fees, travel expenses, meals on a per diem basis and lodging. Scheduling for coverage of shift personnel to attend the schools or seminars will not be provided. Employees may trade shifts with another qualified employee. Courses applicable to this section can be found in the CDP portion of the affected employees' job description, found in policy 106.

703.3 CLASS 3

The school or seminar is related to the skills and knowledge of the employee for the current position or for future advancement that the District considers important, but not critical to the employee's current position. The District will pay for the registration fees only. All other expenses shall be the employee's responsibility. Employees may trade shifts with another qualified employee.

703.4 CLASS 4

The school or seminar would be beneficial to the employee but is not a job requirement or needed to maintain present skill levels. Additionally, the District will support approved college level courses by allowing an employee to utilize benefit time off when class falls on a regularly schedule shift days. The District recognizes that college level courses meet regularly during the week and this will conflict with shift work.

# *Training Records*
**Policy 705**

**Category: TRAINING AND DEVELOPMENT** **Approved_____** **Replaces: N/A**
**December 14, 2010**

705.0 TRAINING RECORDS

Due to the sensitive nature of our service and the liabilities involved, it is necessary to keep and maintain accurate records in all aspects of our functions.

It will be the responsibility of the Training Bureau to maintain and catalog the training records for each individual employed with the District.

705.1 TRAINING RECORD ENTRY

Each time an employee attends training, inside or outside the district, the employee will make the appropriate entry into the report system.

Personnel entering this information must take care to ensure all information that is available and required is entered into the system. Personnel must understand that accuracy and completeness are essential. These reports may also be used towards the applications of many grants and purchases.

Training that occurs in district, will require a training roster to be completed listing all district personnel in attendance.

705.2 TRAINING CERTIFICATES

Employees will make copies of every certificate they receive. Those copies will then be submitted to the Training Bureau to be entered into the employees training file.

# *Tobacco Use*
**Policy 801**

| Category: SAFETY, SECURITY, HEALTH | Approved_____ | Replaces: N/A<br>April 12, 2010 |
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801.0 TOBACCO USE

In the interest of providing a safe and healthy environment for employees, residents, and visitors, all district grounds, facilities, apparatus, functions, and scene operations shall be tobacco free. This philosophy promotes a healthier work environment and all conflicts shall be brought to the attention of the appropriate supervisory personnel.

801.1 EXISTING EMPLOYEES

Existing employees shall not utilize tobacco while on duty or performing duties for District business.

801.2 GUESTS

All guests shall adhere to the "Tobacco Free" policy while visiting or utilizing District facilities and property.

# *Medical Standards*
**Policy 802**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**June 4, 2010**

802.0 MEDICAL STANDARDS

It is the intent of this District to provide as safe an environment as practical for our employees to perform their duties. Due to the closeness and the necessity of relying on fellow employees to perform our major job functions, it is necessary that each employee be medically and physically fit to safely perform those job functions. Therefore, any member who participates in suppression activities will be required to complete the physical agility test. This is an occupational qualification for all positions which may be required to participate in fire suppression activities.

802.1 ILLNESS/INJURY

Should any immediate illness, injury, condition or disease warrant, the District shall require a doctor's release for the employee to continuing working, or to return to work. Depending on the time off and the condition or illness of the employee the District may administer the physical agility test prior to the employee returning to work. In the event that the employee fails to pass the physical fitness portion of the test, the employee will be allowed to retake the agility test within thirty (30) calendar days. If the employee fails the agility test the second time and there is no medical reason, condition or disease, in the opinion of the District's physician that would have prevented the employee from successfully completing the physical standards, ground for disciplinary action shall exist.

# *Emergency Driving*
**Policy 804**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**September 14, 2010**

804.0 EMERGENCY VEHICLE OPERATION

The District intends for all employees to meet and maintain requirements to operate vehicles in the emergency mode.

804.1 GENERAL REQUIREMENTS

All personnel must meet the District's driving requirements before operating the apparatus.

All occupants of the vehicles shall have passenger restraint devices in place.

All emergency equipment, lights and sirens must be utilized while responding in the emergency mode. Vehicles operating in the emergency mode are requesting the right of way and are not given full right of way and are subject to all applicable laws. Emergency equipment shall not exceed the posted speed limit more than 10 mph.

Vehicles must stop at all controlled intersections and proceed with caution ensuring all other approaching vehicles have stopped.

Vehicles must stop for all school buses that have lights flashing and stop signs extended.

Vehicles must be operated in conjunction with the road and weather conditions. When conditions such as; rain, snow, sleet, hills, blind corners, residential streets, etc. exist speeds should be reduced.

804.2 PERSONAL VEHICLES

Personal vehicles must respond direct to District stations. Personal vehicles may only be on scenes when cleared and/or requested by a Chief Officer. Personal vehicles shall not be operated in the emergency mode.

# *Apparatus Backing*
**Policy 805**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**September 14, 2010**

805.0 APPARATUS BACKING

The District intends to prevent backing accidents involving District vehicles. All driver operators are responsible for the safety and backing of the vehicle in which they are operating.

805.1 APPARATUS

All personnel operating District apparatus will use a ground safety person. This person is responsible for watching for hazards, as the apparatus is backing up. The ground safety person will stay in the sight of the operator at all times. The ground safety person will not use hand signals to direct the apparatus. However, when a hazard is noticed, the ground safety person will use crossed arms to signal the operator to stop. In any regard the operator is responsible for the safety and backing of the vehicle.

805.2 OTHER VEHICLES

Other vehicles such as staff cars and explorers should when possible use a ground safety person at emergency scenes. When the vehicles are being operated alone the driver shall perform a walk around of the vehicle prior to backing to check for hazards. In any regard the operator is responsible for the safety and backing of the vehicle.

# *Firearms*
**Policy 806**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**June 4, 2010**

To make every effort to provide a safe work place the District recognizes the national increase of violence in the work place is on the rise. Because of this increase all firearms shall not be carried, in the possession of, or kept on the Fire District premises, with the exception of weapons that are unloaded and locked in personal vehicles and on duty law enforcement officers.

# *Alcohol/ Drug Abuse*
**Policy 807**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**April 12, 2010**

807.0 ALCOHOL/DRUG ABUSE

In recognition of the public service responsibilities entrusted to this District, and that drug and alcohol usage can hinder an employee's ability to perform their duties safely and effectively at all times, the following policy against drug and alcohol abuse is hereby adopted. It is this District's intent to not only; eliminate substance abuse and its effects in the workplace, but also to be compliance with the Drug Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D.

807.1 EMPLOYEE RESPONSIBIILITIES

It is the individual responsibility of each employee and applicant for employment to understand and abide by the policy. Any questions about the application of the policy may be directed to an employee's supervisor or any Chief Officer.

Employees with substance abuse problems must understand that they are personally responsible for seeking evaluation and undertaking rehabilitation. Any employee who is aware that they are dependent upon alcohol or drugs and who either voluntarily admits their dependency to their supervisor or voluntarily seeks treatment will not be subject to discipline for the first instance of admitting the problem or seeking treatment, provided the admission is not in any manner associated with a work related incident or, improper on-duty behavior; employees who are forthcoming in admitting a problem or seeking treatment for the first time will not be disciplined for doing so, however, the District will not consider the employee's actions to be voluntary and forthcoming if prompted by an accident, investigation, arrest or other incident.

Moreover, employees who conceal substance abuse problems from supervisors or who fail to voluntarily seek help place their employment with the District in jeopardy.

Employees must notify the District of any criminal drug statute conviction for a violation occurring in or out of the workplace no later than five (5) calendar days after such conviction.

807.2 DISTRICT RESPONSIBILITIES/DRUG TESTING POLICY

The official policy of the District shall be to encourage and assist employees to voluntarily seek and treat substance abuse problems. In appropriate cases, as an alternative to or in conjunction with disciplinary action, an employee may be ordered to seek assistance for substance abuse problems. Supervisors are responsible for reasonable enforcement of this policy.

A. Supervisors may request that an employee submit to a drug and/or alcohol test when they have a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol.

Employees in safety sensitive positions shall be subject to reasonable suspicion testing based upon the employee's drug or alcohol use or impairment while on the job, after being called for duty, or for off duty use that may impact upon the employees ability to perform the job when on duty or when called for duty.

Employees not in safety sensitive positions shall be subject to reasonable suspicion testing based upon the employee's drug or alcohol use or impairment while on the job of after being called for duty.

1. "Reasonable Suspicion" shall include, but shall not be limited to a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol. Reasonable suspicion exists when there is a specific factual reason(s) for suspecting that the employee is using illegal drugs or alcohol, or where there is evidence that a specific employee is using drugs or alcohol in violation of the policy. Reasonable suspicion may be based on factors such as; 1) observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of drugs or alcohol; 2) a pattern of abnormal conduct or erratic behavior; 3) arrest or conviction for a drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking; 4) information provided either by reliable and credible sources or independently combined; 5) sudden changes in work performance including unexplained or excessive absenteeism, tardiness or workplace negligence; or 6) newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

2. "Safety Sensitive Positions" shall include Firefighters, EMT's, Paramedics, and other employees that are engaged in hazardous work involving public safety and who must be able to think and react quickly, and uniquely depend on their judgment and dexterity in carrying out their duties, including the suppression of fires and the operation of emergency vehicles.

B. Post-Accident Testing. All safety sensitive employees who are directly involved in an accident while on duty are required to submit to a drug and/or alcohol test. The District reserves the right not to require post-accident testing after minor accidents or accidents that result in no injuries or no property damage in excess of five hundred ($500) dollars.

C. Applicant Testing. All applicants for employment with the District, who advance beyond the written test, physical fitness test and interview stages, shall be required to take and pass a drug test, in accordance with Policy 102.4.

D. Request for Testing. A request for an employee to submit to drug and or alcohol testing will be documented in writing, with the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs or alcohol, or that an accident requiring testing has occurred.

E. Stopping Work Pending Completion of Testing. In any case where there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol, or immediately following an accident that will require testing, the supervisor shall stop the employee from engaging in work and detain the employee for a reasonable time until the employee can be safely transported from the work site to the test site.

F. Searches. In any case where there is reasonable suspicion or following an accident that will require testing, a District supervisor has the right to search an employee or his/her clothing, lockers, bags, or equipment, with or without the consent of the employee. No employee shall have any expectation of privacy in lockers, quarters or equipment owned and issued by the District, and all lockers, quarters and or equipment and their contents shall remain at all times under the exclusive control of the District. The District, therefore, retains the right to inspect any locker, quarters or equipment for any reason at any time.

G. Notice to Law Enforcement. The District reserves the right to notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession or in an area not jointly or fully controlled by the District.

H. Effect on Worker's Compensation Benefits. If an employee fails to obey any rule or policy adopted by the District relating to the use of alcohol or non-prescribed controlled drugs in the workplace, the workers compensation and death benefit provided for in Chapter 287, RSMO shall be reduced to fifty percent if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled drugs.

If the use of alcohol, drugs or non-prescribed controlled drugs in violation of the District's policy is the proximate cause of the injury, then the benefits or compensation otherwise payable under the workers compensation system, Chapter 287, RSMO, for death or disability shall be forfeited. If an employee's voluntarily use of alcohol results in intoxication, a rebuttable presumption exists that the voluntary use of alcohol in those circumstances was the proximate cause of the injury.
An employee's refusal to take a test for alcohol, drugs or a non-prescribed controlled substance, as defined by section 195.010, RSMO, at the request of the District, shall result in the forfeiture of workers compensation benefits under Chapter 287, RSMO if the District had sufficient cause to suspect use of alcohol, drugs, or a non-prescribed controlled substance by the employee or if the test was requested or required as a result of an accident.

807.2 APPLICATION

This policy shall apply to all employees of and to all applicants for positions with the District. This policy shall apply to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

Employees may be subject to disciplinary action for any of the following reasons;

1. Reporting for work, or performing work while under the influence of illegal drugs or intoxicants, or failing to notify their supervisor before beginning work when taking prescription medications or drugs which may interfere with the safe and effective performance of duties or operation of District equipment. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician will be required.

2. Using, selling, possessing, manufacturing, or delivering controlled substances (including prescription drugs) or drug paraphernalia at any time or place except as authorized by law, whether on or off duty.

3. Consuming intoxicants while on duty, or possession of intoxicants on District property with the intent to consume them while on duty.

4. Providing or selling intoxicants to any person while on duty.

5. Testing positive for the presence of drugs or alcohol by a confirmed test.

6. Failing or refusing to submit a test sample within two (2) hours after the request for a test sample was made, causing or attempting to cause the adulteration of a test sample, submitting or attempting to submit a false test sample, or otherwise obstructing the testing process.

Disciplinary action, which may be undertaken pursuant to this policy and the provisions of the personnel policies, shall not be dependent upon or controlled in any manner by any other civil, administrative, or criminal proceedings, which are or may be instituted against the employee.

DRUG AND ALCOHOL TESTING POLICY

I _____ (name of employee) acknowledge that I have received a copy of the Battlefield Fire Protection District's Alcohol and Drug Abuse Policy, including the policies on Alcohol and Drug Testing. These are set forth in Policy 807. I have reviewed the Policy and I understand the requirements of the Policy.

As shown by my signature below, I consent to the drug and alcohol testing described in the Policy. I also agree to comply with all requirements of the Alcohol and Drug Abuse Policy.

_____ _____

Employee Date

# *Accidents*
**Policy 808**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**June 4, 2010**

808.0 SCENE EXAM/INVESTIGATION

All employees involved in an accident shall make a statement in writing and submit the forms to their immediate supervisor. An onsite review of an accident shall be completed by the Battalion Chiefs or in his/her absence any Chief Officer. The appropriate forms and interviews will be completed for review.

The following forms shall be utilized if appropriate; 1) employee's statement, 2) vehicle accident investigation, (Exhibit 3), 3) non-vehicle accident investigation, 4) scene diagram, (Exhibit 4), 5) exposure event, 6) casualty report.

808.1 ACCIDENTS

Any employee of the District, full time or volunteer, involved in or witness to any accident involving damage to District property shall immediately notify their supervisor and also submit a written narrative detailing the events surrounding the accident.

The incident will be investigated by the Battalion Chiefs or in his/her absence any Chief Officer. Command Staff shall review the findings for potential policy changes, improvements, or disciplinary action necessary.

Employees of the District shall complete a drug and alcohol screening per Policy 807 when involved in an accident.

808.2 VEHICLE ACCIDENTS

All vehicular accidents involving District vehicles shall; 1) contact dispatch advising the location of accident and any injuries, 2), secure vehicle, set brake, shut down engine, etc. 3) check personnel of apparatus and of other vehicles and provide first aid if necessary, 4) request the State Highway Patrol, 5) request Battalion Chief or designee.

The operator shall give information concerning the accident to police officers at their request.

The Company Officer shall only give insurance information, their name, District address and phone number to the other vehicle operators involved.

808.3 NON-VEHICLE ACCIDENTS

All non-vehicular accidents involving District property shall be reported immediately in writing to your supervisor on the appropriate form(s), (Exhibit 2).

# *Notification of Hazards*
**Policy 809**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**June 4, 2010**

809.0 NOTIFICATION OF HAZARDS

If a hazard has been identified, the employee shall complete a "Notification of Hazard Report" and submit it to their supervisor, (Exhibit 1). This form is to formally report any existing or potentially hazardous situation for review by the District. Any situation that presents an immediate and serious threat should be reported to your supervisor as soon as possible for immediate abatement.

# *Infection Control*
**Policy 810**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**June 4, 2010**

## 810.0 INFECTION CONTROL

It will be the responsibility of the District to designate a Chief Officer as the infection control coordinator for the District. The District shall instruct all employees about the epidemiology, modes of transmission, and prevention of HIV and other blood borne infections and emphasize the need for routine use of universal precautions for all patients. The District shall provide equipment and supplies necessary to minimize the risk of infection with HIV and other blood borne pathogens. The District will monitor employee adherence to recommended protective measures. When monitoring reveals a failure to follow recommended precautions, appropriate counseling, education, or retraining will be provided.

The employee must learn the basics of infection control, including modes of disease transmission, and exposure risks.

# *Scene Operations*
**Policy 811**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**June 4, 2010**

## 811.0 ACCOUNTABILITY

The District shall maintain an accountability system to promote firefighter safety. The purpose is to account for all firefighters, at any given time within a geographic area, working within the hazard zone of an incident. Use will enhance personnel safety, incident management, and tracking for all personnel working in the hazard zone. The accountability system involves a personal commitment to the organization and other personnel.

## 811.1 EMERGENCY INCIDENT REHABILITATION

The District will ensure the physical and mental condition of personnel operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each person or that jeopardizes the safety and integrity of the operation. This policy shall apply to all emergency operations and training exercises where strenuous physical activity, prolonged exposure to heat or cold, or operations of an extended nature exist.

## 811.2 PERSONNEL REQUIRED FOR INITIAL OPERATIONS

The District is committed to providing an adequate number of personnel on the scene to safely conduct emergency scene operations. All operations shall be limited to those that can be safely performed by the personnel at the scene. The incident commander must make the determination of what operations can be safely conducted. Interior attack is defined as, "the physical activity of fire suppression, rescue, or both inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage". Any structure fire beyond the incipient stage is considered to be an IDLH atmosphere and there shall be a minimum of four personnel on the scene before an interior attack is made. All personnel shall be in the appropriate personal protective equipment. The four personnel should be broken into two attack personnel and two safety or rapid intervention personnel.

As an incident commander, if you find a life safety hazard where immediate action could prevent the loss of life, deviation from the minimal personnel requirement is permitted.

## 811.3 RAPID INTERVENTION CREW

The District shall provide for the possible rescue of members operating at emergency scenes within the hazard zones. This crew shall consist of a minimum of two (2) personnel equipped with the appropriate protective equipment and supplies for immediate operations. The crew shall be staged in an area for immediate deployment.

# *Abuse/ Neglect Reporting*
**Policy 812**

**Category: SAFETY, SECURITY, HEALTH** **Approved_____** **Replaces: N/A**
**June 4, 2010**

812.0 ABUSE AND NEGLECT ASSESSMENT/REPORTING

The purpose of this policy is to uphold the mission and values of Battlefield Fire Protection District by appropriately identifying and responding to persons suspected of having been abused or neglected.

The policy gives direction to the Fire District employee/volunteer for mandated reporting as required by state law of child abuse, older adult abuse in persons over 60 years of age, and abuse of disabled persons who are between the ages of 18 and 59.

812.1 CHILD ABUSE/NEGLECT

A. Any District employee/volunteer directly involved with care of children will be alert to signs and symptoms of physical assault (bruises, welts, burns, lacerations, head injuries, internal injuries, and fractures); sexual assault; physical neglect; emotional or psychological abuse, and/or inconsistent/inappropriate parental behavior.
B. Any employee/volunteer of Battlefield Fire Protection District who is directly involved with care of a child and has reasonable cause to suspect that the child has been subjected to conditions or circumstances which would reasonably result in abuse or neglect, is responsible for assuring that a report is made to the designated state agency in accordance with the procedures of the Battlefield Fire Protection District.

812.2 ADULT ABUSE/NEGLECT

A. Any District employee/volunteer involved with patient care of adults 60 years of age or older and disabled persons between the ages of 18 and 59 who are unable to protect his/her own interests or adequately perform or obtain services which are necessary to meet his/her essential human needs, will be alert to signs and symptoms which may indicate the possibility for abuse, neglect, or exploitation such as physical injury (burns, bruising, fractures, decubiti, etc); sexual assault; physical neglect (inappropriate clothing for season, malnutrition, lice, dehydration, etc.); hazardous living conditions; or alcohol/drug abuse by caregiver.
B. Any employee/volunteer of Battlefield Fire Protection District who is directly involved with the care of a person 60 years of age or older, or a disabled person between the ages of 18 and 59 and has reasonable cause to suspect that the person has been subjected to abuse or neglect or observes such a person being subjected to conditions or circumstances which would reasonably result in abuse or neglect, is responsible for assuring that a report is make to the designated state agency in accordance with the procedures of Battlefield Fire Protection District.

812.3 ASSESMENT OF SUSPECTED ABUSE

Use “Protective Services Kit” in procedure manual.

## 812.4 REPORTING

Any suspected child abuse and/or adult abuse should be reported to the Battalion Chief, Fire Chief, or their designee. These individuals are authorized to report cases of suspected abuse or neglect to designated state agencies. They have the responsibility to see that all preliminary steps have been taken and that legal responsibilities are met.

## 813.1 EXHIBIT 1 – NOTIFICATION OF HAZARD REPORT

NAME _____ DATE _____

What is the hazardous situation or potential hazard?

Why do you feel this is a hazard?

Have any injuries or property damage resulted?

Have any steps been taken to abate the hazard?

What is your recommendation to address this situation?

## 813.1 EXHIBIT 2 – NON-VEHICLE ACCIDENT

NAME _____ DATE _____

What specific task was being performed when accident occurred?

Give a description of the accident?

Were there any witnesses?

If yes, please provide their names.

813.1 EXHIBIT 3 – VEHICLE ACCIDENT

NAME _____ DATE _____

INCIDENT # _____ TIME OF ACCIDENT _____

LOCATION OF ACCIDENT _____

RESPONSE MODE _____

ROADWAY CONDITIONS: ___ STRAIGHT, ___ CURVED, ___ LEVEL, ___ HILL,
___ DRY, ___ WET, ___ MUDDY, ___ SNOWY, ___ ICY, ___ OILY

ACCIDENT OCCURRED: ___ STATION, ___ ON SCENE, ___ RESPONDING,
___ RETURNING TO QUARTERS, ___ DRIVER TRAINING, ___ OTHER

Was your line of vision impaired?

Were you performing another function while driving? Explain

Did you attempt to avoid a road hazard?

Did the accident occur at an intersection?

How many times or hours have you operated the vehicle before?

Have many hours of training have you received for the vehicle?

Was the vehicle examined prior to operation for obvious problems?

Was the road familiar to you?

Did all motorist yield to your response?

Do you feel that mechanical failure contributed to the accident? Explain

813.1 EXHIBIT 4 – SCENE SKETCH

NAME _____ DATE _____

INCIDENT # _____ TIME OF ACCIDENT _____

LOCATION OF ACCIDENT _____

NOT TO SCALE TOP OF PAGE NORTH

## 813.1 EXHIBIT 5 – RIDE ALONG WAIVER

In consideration of receiving permission from the Battlefield Fire Protection District to enter upon its premises, and to accompany its employees, while engaged in their assigned duties, including emergency and non-emergency alarm responses, I (print your name) _____ hereby releases the Battlefield Fire Protection District and its agents and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss or damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon these premises, vehicles, or equipment, under the control or supervision of the Battlefield Fire Protection District, or in route to or from premises of the Battlefield Fire Protection District or other premises at or around a site of an emergency or non-emergency alarm response.

The undersigned being duly aware of the risk and hazards, including but not limited to physical, physiological and emotional hazards, inherent upon entering said premises and/or in participating or accompanying its employees on emergency or non-emergency alarm responses, hereby elects voluntarily to enter upon said premises, knowing their present condition, and knowing that said condition may become more hazardous and dangerous during the time the undersigned is upon premises or accompanying its employees on its alarm responses, and further knowing they may witness severe injury to, or the death of human beings. The undersigned hereby voluntarily assumes all risk of loss, damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon said premises, or accompanying the District's employees upon their assigned duties. This release shall be binding upon the distributes, heirs, next of kin, executors, administrators, personal representatives of the undersigned.

In signing the foregoing release, the undersigned hereby acknowledges and represents:

a) The undersigned has read the foregoing release, and understands it, and signs it voluntarily:
b) The undersigned is over eighteen (18) years of age and of sound mind; or the undersigned is below eighteen (18) years of age and the witness, is signed by a parent or legal guardian.
c) The undersigned is not an agent, servant or employee of the Battlefield Fire Protection District or any of the agents, officers, servants, or employee of the Battlefield Fire Protection District.

Signature _____ Date _____

Witness _____ Date _____

813.1 EXHITBIT 6 – HAZARD EXPOSURE REPORT

Date: _____ Station: _____ Shift: _____

Incident number: _____

Reason for Exposure / Narrative:

Symptoms (if any):

Reporting party (hospital or health dept.):

Doctor's Name: _____ Phone # _____

Hospital / urgent care_____ Phone# _____

Other Information:

# *Investments*
**Policy 901**

**Category: FINANCIAL MANAGEMENT** **Approved_____** **Replaces: N/A**
**April 12, 2010**

## 901.0 OBJECTIVES

The investment policy of the Battlefield Fire Protection District shall be to:

1. Ensure the safety of the invested funds of the Fire District.
2. Maintain sufficient liquidity to provide adequate and timely working funds.
3. Attain the highest possible rate of return while providing necessary protection of principal consistent with Fire District operating requirements as determined by the Board.
4. Match the maturity of investment instruments to the daily cash flow requirements.
5. Diversify investments as to maturity, instruments, and financial institutions where permitted under state law.
6. Actively pursue portfolio management techniques.
7. Avoid investment for speculation.

## 901 .1 AUTHORIZED INVESTMENTS

### AGREEMENTS

The Board of Directors President or designee shall serve as the investment officer of the Fire District and invest Fire District funds in legally authorized and adequately secured investments. To ensure the accomplishment of the policy and the objectives listed, the investment officer of the Fire District is authorized to invest the various funds of the Fire District in legally authorized and adequately secured certificates of deposit and/or Bank Money Market accounts with a maximum maturity of 12 months. No other investments shall be made without approval of a majority of the Board.

### CERTIFICATES OF DEPOSIT

Bids for certificates of deposit may be solicited orally, in writing, electronically, or in any combination of those methods.

## 901.2 SAFETY AND INVESTMENT MANAGEMENT

The investment officer shall exhibit prudence and discretion in the selection and management of securities. Skill and judgment shall be exercised in order that no individual or group of transactions undertaken would jeopardize the total capital sum of the overall portfolio. The Fire District shall not allow speculation (such as anticipating an appreciation of capital through changes in market interest rates) in the selection of any investments. The investment officer shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

## 901.3 LIQUIDITY AND DIVERSITY

To meet the investment objectives of the Fire District, the maturity of investments shall be targeted to coincide with the cash flow needs of the District. Assets of the Fire District shall be invested in instruments whose maturities do not exceed one year at the time of purchase. The investment portfolio shall be diversified to reduce the risk of loss of investment income from overconcentration of assets in a specific issue, a specific issue size, or a specific class of securities.

Nevertheless, the Fire District recognizes that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return. Also, it is intended that investments in all funds shall be managed in such a way that any market price losses resulting from interest-rate volatility shall be offset by income received from the balance of the portfolio during a 12-month period.

## 901.4 INTERNAL CONTROLS

A system of internal controls shall be documented in writing. Also, they shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Fire Protection District. Controls deemed most important shall include:

1. Control of collusion.
2. Separation of duties.
3. Separation of transaction authority from accounting and record keeping.
4. Custodial safekeeping.
5. Avoidance of bearer-form securities.
6. Clear delegation of authority.
7. Specific limitations regarding securities losses.
8. Written confirmation of telephone transactions.
9. Limiting the number of authorized investment officials.
10. Documentation of transactions and strategies.

These controls shall be reviewed by the Fire Protection District's independent auditing firm.

## 901.5 SAFEKEEPING AND CUSTODY

To protect against potential fraud and embezzlement, the cash and investments of the Fire District shall be secured through third-party custody and safekeeping procedures as designated by the Fire District. Investment officials shall be bonded.

## 901.6 BROKERS / DEALERS

N/A

## 901.7 INTEREST RATE RISK

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the Fire District shall use final and weighted-average-maturity limits and diversification.

## 901.8 MONITORING MARKET PRICES

Monitoring shall be done monthly and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment. The investment officer shall keep the Board informed of significant declines in the market value of the Fire District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds.

## 901.9 INVESTMENT STRATEGY

The Fire District maintains portfolios that utilize specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

1. Operating Funds. Investment strategies for operating funds and comingled pools containing operating funds have as their primary objective the assurance that anticipated cash flow are matched with adequate investment liquidity. In order to accomplish this, the Fire District shall maintain adequate balances in short-term investments with necessary liquidity to ensure that sufficient funds are available for the continued operations of the Fire District. Funds shall not be invested in securities with stated maturities that exceed the reasonable expected expenditure time period.
2. Debt Service Funds. The Fire District shall maintain as its primary objective, the safety of principal with regard to all monies collected or allocated for debt service. Secondly, the Fire District shall seek to maximize the return on such funds while ensuring sufficient funds for timely payments of its debt obligations. In order to accomplish this, the Fire District shall invest such funds in amounts and maturity dates that most likely will meet the debt service requirements of the Fire District.
3. Capital Improvement Fund. The Fire District shall maintain as its primary objective, the safety of principal with regard to all monies collected. The Fire District shall seek to maximize the return of such funds, while ensuring sufficient funds for timely payments of its obligations.
4. Special Projects or Special Purpose Funds. Portfolios for these funds shall have as their primary objective the assurance that anticipated cash flows are matched with adequate investment liquidity. The stated final maturity dates of securities held should not exceed the estimated project completion date.

# *Purchasing*
**Policy 902**

**Category: FINANCIAL MANAGEMENT** **Approved_____** **Replaces: June 4, 2010**
**August 9, 2011**

902.0 PURCHASING

There are four (4) cost centers with authorized buyers in each, Administration, Operations, Training, and Fire Prevention. Authorized buyers are Deputy Chiefs and Battalion Chiefs in their respective areas and the Fire Chief in Administration. All goods or services must be accompanied by a purchase order and receipt for such goods and services. At any level of purchasing goods and services the District shall strive to purchase locally. Any purchase of one hundred and one ($101.00) dollars or more must have a purchase order issued prior to purchase.

Company Officers – Company Officers may purchase goods or services for station and apparatus maintenance to a limit of one hundred ($100.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by a Chief Officer.

Battalion Chiefs – Battalion Chiefs may purchase goods or services for the District to a limit of five hundred ($500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by a Chief Officer.

Deputy Chiefs – Deputy Chiefs may purchase goods or services for the District up to a limit of one-thousand ($1,000.00) dollars without prior approval, if the item or service was a budgeted item. Any purchase exceeding this limit will require prior approval by the Fire Chief.

Fire Chief – The Fire Chief may purchase goods or services for the District to a limit of two thousand five hundred ($2,500.00) dollars without prior approval, if the item or service was a budgeted item. Any purchase exceeding this limit will require prior approval by the Board of Directors.

In the event of an emergency involving the safety of Battlefield Fire Protection District Personnel or the imminent extensive destruction of property belonging to the District, this amount may be exceeded by the Fire Chief, in a budgeted or unbudgeted category.

Written justification to substantiate such expenditure, plus supporting documentation, will be presented to the Board of Directors, by the Fire Chief, at the next scheduled Board Meeting. Any abuse or unsupported use of this provision will be viewed from a critical stance by the Board.

902.1 BIDDING PROCESS

Any single item or service that costs less than five hundred ($500.00) dollars shall require no special bidding requirements. Items between five hundred ($500.00) dollars and five thousand ($5,000.00) dollars shall receive a minimum of three (3) telephone bids. Items between five thousand ($5,000.00) dollars and ten thousand ($10,000.00) dollars require a minimum of two (2) written proposals.

The purchase of goods or services over ten thousand ($10,000.00) dollars, except those professional services exempt by state statute, will require advertisement in at least one (1) local newspaper. Bids must be sealed until the advertised date to open the bids. Staff will open bids, review, and prepare a spreadsheet and recommendation for Board approval.

Under no condition will employees of the District enter into arrangements with distributors affecting pricing or undermining fair competition.

Staff may utilize bids for goods or services that were awarded to other governmental entities without completing the policy above.

Advertisement of request for bids includes publishing in the local newspaper once, fourteen (14) days prior to the closing date of bid acceptance. On specialty items (where there are limited numbers of fire apparatus manufacturers or fire appliance manufacturers) invitations to bid will be sent so as to insure that a competitive sampling of the market is obtained.

Advertising in a local newspaper will not be required if all suppliers are out of town or if all available suppliers are identified and they will all be supplied bid proposals.

At times, the District may request bids for goods and services from employees with specific talents or desires. These goods and services will be outside the normal scope of job duties. Requests for bids will be posted in each station and or sent to each station by e-mail. Posting shall be no less than seven (7) calendar days.

902.2 CAPITALIZATION

The policy of the Battlefield Fire Protection District is to capitalize assets when the useful life is greater than one year and the acquisition cost meets the capitalization threshold of $3,000.

Purchased or constructed capital assets and infrastructure are reported at acquisition or construction cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of donation.

Assets will be depreciated on the straight-line basis over their estimated useful lives.

# *Surplus Property*
**Policy 905**

**Category: FINANCIAL MANAGEMENT** **Approved_____** **Replaces: N/A**
**June 4, 2010**

905.0 SURPLUS PROPERTY

This policy shall establish the process of the Battlefield Fire Protection District in removing surplus property from the District. The District recognizes all assets are purchase with public funds and the District should follow a standard to relinquish surplus property in a manner that allows the fire service abroad as well as the community members and opportunity of purchasing surplus property. The District shall divide items into two categories, General Items and Firefighting Equipment.

905.1 FIREFIGHTING EQUIPMENT

This category shall include items that are specific to fire fighting operations, technical in nature, and would be of little to no use to the general citizen. The District shall promote firefighting equipment surplus throughout the fire service arena. This may be done via any combination of the following, but not limited too; email systems, faxes, postings, websites, or newspaper advertisements.

905.2 GENERAL ITEMS

This category shall include items that could be of use to the general citizen. The District shall promote general items within the District. This may be done via any combination of the following, but not limited too; email systems, faxes, postings, websites, or newspaper advertisements.

# *Awards and Recognition*
**Policy 1007**

| Category: MISCELLANEOUS | Approved_____ | Replaces: N/A<br>January 10, 2012 |
|---|---|---|

1007.0 SCOPE

The purpose of this policy is to set forth the recognition of commendable line-of-duty performance. This policy shall be applicable to all personnel of the district.

1007.1 APPROPRIATENESS AND TYPE OF AWARD

The Awards Committee shall have the authority to present the Medal of Valor, Distinguished Service Medal and Meritorious Service Award. The Award of Commendation may be presented at the discretion of the Fire Chief.

1007.2 AWARDS COMMITTEE COMPOSITION

The Awards Committee shall be a standing committee of the Fire District. The Committee shall consist of no less than three (3) members. The body of the committee shall comprise a chief officer, company officer and firefighter.

1007.3 TYPES OF AWARDS

There are seven (7) separate awards for the recognition of commendable performance. District employees may be granted these awards when acts are performed in the line-of duty.

The Medal of Valor award shall be awarded to a district member who dies in the line of duty and the circumstances indicate an act of valor was performed will be automatically eligible for a posthumous award. Any district member who becomes injured in the line of duty and the circumstances indicate an act of valor was performed will be eligible for the award. Any district personnel who perform an exceptionally valorous act, distinguished by extraordinary heroism and/or performance will also be considered for the award. The eligible candidates must have been acting in accordance to district policies and procedures.

The Distinguished Service Medal shall be awarded to any district personnel who performs an exceptional act after having been aware of great personal danger prior to initiating the act, but who performs in a commendable manner. Any district personnel who perform an exceptional act of heroism and/or exceptional performance will also be considered for the award. Eligible candidates must be in accordance to district policies and procedures.

The Award of Commendation may be granted to any district personnel who performed an act that involves great responsibility, effort and thought in which a successful performance of that distinguished both the individual and the district. This award may be in lieu of the Medal of Valor or the Distinguished Service Award when it is determined this is the most appropriate level of recognition.

The Meritorious Service Award shall be presented to personnel for an exceptional contribution to the progress of the district or extraordinary performance. The Service Awards shall be presented on an annual basis. This award is defined as time served with the district whether as a volunteer, full-time employee or a combination of both.

The Unit Award shall be presented to the company for actions performed during the discharge of their duties resulting in the preservation of life of one of our constituents. The apparatus, shift and personnel shall be listed on a plaque in each station.

The Green Sheet shall be presented to personnel for actions performed during discharge of their duties bringing credit to the District by performing above and beyond the call of day to day operations to assist a citizen, community member or any act of kindness from distinguished behavior resulting in a positive outcome identifying the member, crew and District.

Awards for years of service will be given for 5, 10, 15, 20 and 25 years of service. The years of service will be calculated on the individual's total years of service. Individuals will be credited for service time with other departments. The individuals will be given a Certificate and Ribbon for each benchmark. For each consecutive benchmark the ribbon will have a silver star and upon completion of 20 years will display one gold star on the ribbon with a silver star for each 5 years of service until another twenty years. Plaques will be given in addition to the certificates for 20 & 25 years of service. In addition to the certificates, ribbons, and plaques, a gold Maltese cross may be displayed on the sleeves of the uniform coat near the wrist opening. A gold Maltese cross will represent 5 years of service.

1007.4 FIREFIGHTER OF THE YEAR

The *Firefighter of the Year* is an award recognizing an employee for outstanding performance, dedication to the community, training, and any other action distinguishing the District member.

This award is given annually to the one individual who best exemplifies the characteristics of a firefighter and who has an outstanding record of fire service achievements. These characteristics encompass all aspects of loyalty, productivity, dedicated and professional service. All ranks of the District are eligible.

The candidate should be the epitome firefighter. The candidate should be a true community leader; the person who is involved in all the right activities for all the right reasons. This is not an award for heroism. It is meant to honor an individual who has given selfishly of him or herself to the community and the District. The nominee must be of the following criteria:

DEDICATION - The individual has demonstrated the highest degree of dedication and participation to activities within the District including training, fire response, public education and other operations.

LOYALTY - The individual has demonstrated an allegiance to the District and to its firefighters and officers. The individual is a team player that supports others efforts to achieve the goals of the fire service, supports fire districts policies, engaging only in constructive criticism that will lead to improvements in the department.

PRODUCTIVITY - Has gone well beyond the duties of his/her fire district position to make clearly visible improvements that have enhanced the district's ability to reduce fire losses and to better serve its community.

PROFESSIONALISM - Performs his/her duties in a manner that exemplifies the competency that all firefighters should strive to achieve and which reflects the highest standards of the fire service. Regularly demonstrates the ability to lead and to follow, depending upon the circumstances.

This award will not be awarded if suitable nominees are not submitted.

1007.5 DEADLINE

Complete nominations and substantiating paperwork must be received by October 1st of each year.

1007.6 SUBSEQUENT AWARDS

In the event any award is given more than once to a single person a silver star will be placed on the ribbon and on the medal ribbon until 5 subsequent awards have been given. After four subsequent awards a gold star will be placed on the ribbon to indicate 5 awards.

1007.7 FREQUENCY

The Green Sheet will be awarded on an as needed basis. All other District Awards shall be presented on an annual basis.

1007.8 AWARDS AND RECOGNITION MATRIX
The below matrix identifies type of award, composition of award and the presentation method.

| Award Title | Medal | Certificate | Plaque | Ribbon | Star | Presentation |
|---|---|---|---|---|---|---|
| Medal of Valor | X | X | X | X | | Annual Banquet |
| Distinguished Service Medal | X | X | X | X | | Annual Banquet |
| Award of Commendation | X | X | X | X | | Annual Banquet |
| Meritorious Service Award | | X | X | X | | Annual Banquet |
| Unit Award | | X | X | X | | Annual Banquet |
| 5 Year Service Award | | X | | X | | Annual Banquet |
| 10 Year Service Award | | X | | X | 1 Silver | Annual Banquet |
| 15 Year Service Award | | X | | X | 2 Silver | Annual Banquet |
| 20 Year Service Award | | X | X | X | 1 Gold | Annual Banquet |
| 25 Year Service Award | | X | X | X | 1 Gold and 1 Silver | Annual Banquet |
| 30 Year Service Award | | X | X | X | 1 Gold and 2 Silver | Annual Banquet |
| 35 Year Service Award | | X | X | X | 1 Gold and 3 Silver | Annual Banquet |
| 40 Year Service Award | | X | X | X | 2 Gold | Annual Banquet |
| Firefighter of the Year | | X | X | X | | Annual Banquet |