



MEMORANDUM of UNDERSTANDING

With IAFF Local 1770

January 1, 2010 - December 31, 2011

**1/01/2010 - 12/31/2011 Humboldt Fire District/Local 1770
Memorandum of Understanding
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ARTICLE 1: RECOGNITION

A. Definitions:

1. Employer – As it appears in the MOU, the “employer” shall mean Humboldt No.1 Fire Protection District, the District Board of Directors, and the Fire Department Administration.
2. Association – As it appears in the MOU, the “Association” shall mean INTERNATIONAL ASSOCIATION OF FIREFIGHTERS Local 1770.
3. Sworn Employees – All employees engaged in the direct prevention, suppression, or investigation of fire and related occurrences.

B. The Employer hereby recognizes that the Association is the sole and exclusive representative of all sworn employees below the rank of Battalion Chief, i.e., Captain, Engineer, Firefighter.

ARTICLE 2: PREVAILING RIGHTS

- A. All rights, privileges and working conditions specifically detailed in the agreement shall remain in full force and effect during the term of this agreement unless changed by specifically detailed mutual consent.

ARTICLE 3: RULES AND REGULATIONS

- A. The Association agrees that its members shall comply in full with the Humboldt No. 1 Fire Protection District Rules and Regulations.

- B. The RULES AND REGULATIONS OF HUMBOLDT NO.1 FIRE PROTECTION DISTRICT, exclusive of Articles I through VI thereof, are fully set forth in Appendix B of this MOU.

ARTICLE 4: SENIORITY

A. Definitions:

1. Seniority – A number representing the number of years of continuous service with Humboldt No. 1 Fire Protection District as a full time career firefighter.
2. Seniority in Rank – A number representing the number of continuous years of service with Humboldt No. 1 Fire Protection District in any specific rank.

B. The employer shall establish a seniority list which shall be posted in each fire station.

C.

1. The Employer shall keep the seniority list current at all times. Any objection to the seniority list on the basis of accuracy shall be reported to the Employer.
2. For the purpose of determining vacation preference, seniority shall be the determining criteria.

ARTICLE 5: RETIREMENT

A. Retirement benefits shall be derived from the contract between Humboldt No. 1 Fire Protection District and the Public Employees Retirement System (PERS) as outlined below:

2% at age 50 full	(PERS 21362)
2% at 55 full (employee option)	(PERS 21369)
½ at 55 full (employee option)	(PERS 21366)
Credit for unused sick leave	(PERS 20965)
1959 Survivors Benefit 3 rd Tier	(PERS 21573)
One year highest compensation	(PERS 20042)

B. Nine percent (9%) of the employee's retirement eligible compensation shall be paid to PERS as an employee contribution. This contribution shall become effective with the first payroll period following the effective date of the contract amendment specified in paragraph 'A' above.

C. At retirement any unused sick leave shall be converted to additional service credit. Conversion of accumulated hours to certified days would be at the rate of eight (8) hours equals one day.

ARTICLE 6: HOURS OF WORK & WORK SHIFTS FOR SHIFT PERSONNEL

- A. Those personnel working in the ranks of Firefighter, Engineer, Captain, and Captain II shall work a schedule based on consecutive 24-hour periods that will be identified as 'shifts'.
- B. Procedures
 - 1. The 48/96-shift schedule is a three-platoon system in which employees work two consecutive twenty-four hour shifts for a total of 48 hours, and have ninety-six consecutive hours off. A typical work period is as follows: XXOOOOXXOOOO with X being a workday and O being a day off.
 - 2. The work shift for shift personnel shall be a period of twenty four consecutive hours, starting at 0800 hours one day and ending at 0800 the following day.
 - 3. The standard shift schedule (Appendix 'E') shall be adhered to. In cases of emergency, as defined in Article 3, Section A, the schedule may be temporarily altered to meet the requirements of the emergency.
 - 4. The normal workday shall be from 0800-1700, except in the case of an emergency or situation requiring immediate attention as determined by the company officer in charge. Shift personnel shall be in uniform, ready to work at 0800 of each shift worked.
 - 5. The career personnel shall, at the discretion of the appropriate company officer, continue to assist in the training of the volunteer personnel, notwithstanding 6.B.4 above.
- C. FLSA Procedures
 - 1. The employer's obligation to meet the requirements of the provisions of the Fair Labor Standards Act shall be met by providing the equivalent of six and one third (6.34) hours of straight time pay to each employee for each monthly pay period.
- D. The shift schedule shall be made at least three (3) months in advance and posted in all stations.

ARTICLE 7: SALARIES

- A. The wages of all employees shall be as set forth in "F" hereinbelow.
- B. A newly appointed firefighter shall begin employment at Step #1. Step #2 shall be obtained at the beginning of the 7th month of employment. Upon satisfactory completion of the first (1st) year probationary period a firefighter shall progress to Step #3 Firefighter.
- C. Upon promotion to the class of Engineer from the class of Firefighter, a promoted employee shall be placed at the second step within the range for the Engineer class.
- D. Upon promotion to the class of Captain from the class of Engineer, a promoted employee shall be placed at the second step within the range for the Captain.
- E. The Captain II pay rate shall be calculated at four-tenths (4/10) the Step 3 Captain straight time shift rate multiplied by 2 then added to the Step 3 Captain rate.

F. Monthly Salary Effective January 1, 2010:

	Step 1	Step 2	Step 3
Admin Capt			<u>6,112</u>
Captain II			<u>5,263</u>
Captain	<u>4,429</u>	<u>4,648</u>	<u>4,878</u>
Engineer	<u>4,022</u>	<u>4,221</u>	<u>4,429</u>
Firefighter	<u>3,653</u>	<u>3,834</u>	<u>4,022</u>

Monthly Salary Effective January 1, 2011:

Admin Capt			<u>6,265</u>
Captain II			<u>5,394</u>
Captain	<u>4,540</u>	<u>4,765</u>	<u>5,000</u>
Engineer	<u>4,123</u>	<u>4,327</u>	<u>4,540</u>
Firefighter	<u>3,744</u>	<u>3,929</u>	<u>4,123</u>

ARTICLE 8: OVERTIME

- A. 1. Overtime is time worked beyond that indicated on the standard shift schedule (Article 8, Appendix "C") which is limited to off duty response, hire-back for full or partial shifts, employer requested off duty training, employer requested special detail, required department physicals, CDF or USFS or Mutual Aid.
2. For Relief Personnel, overtime is time worked beyond that indicated on the Relief Personnel Schedule, which is limited to off duty response, hire-back for full or partial shifts, employer requested off duty training, employer requested special detail, required department physical, CDF or USFS or Mutual Aid.
- B. All overtime shall be paid at a rate that is not less than one and one half (1-1/2) times the employee's regular rate of pay. In those instances where an employee is working in a position of higher rank, the payment shall be one and one half (1-1/2) times the regular rate of pay for the position.
- C. 1. The employee shall indicate on the submitted overtime form (form OTS.xls) his/her choice of either monetary compensation or CTO, both at the one and one half (1-1/2) rate. An employee may convert the entire balance of his/her accumulated CTO into a cash payment per monthly pay period by notifying the Executive Secretary of this choice prior to the preparation of any of the monthly payrolls. The calculation of the conversion shall be based on the wage rates in compliance with the requirements of the FLSA. Employees may not accrue more than one hundred forty-four (144) hours of CTO.
2. a. CTO may be taken only when:
- i. A number of personnel equal to, or greater than, the minimum staffing level, is scheduled to be on duty, (*See Art. 10, Section A.*)
 - ii. It is taken in full shift increments,
 - iii. An employee in the same platoon is not on vacation time or compensated time off.
- b. An exception to 8.C.2.a. may be approved by the Fire Chief or his designee.
- c. A request for CTO shall be submitted on Form #17 to the scheduling officer. Priority order of requests shall be determined by date of receipt.
- d. A log showing CTO accrual shall be kept current at Headquarters and be readily available.
- D. All overtime hours worked by an employee prior to the twentieth calendar day of the month shall be paid on the first of the following month. Any overtime accrued between the twentieth calendar day and the first day of the next month shall be paid with the payroll for the following month.
- E. Personnel who are off-duty as a result of disciplinary action, or during an investigation pending possible disciplinary action, are not eligible for overtime, shift-trade or standby work.
- F. Whenever an employee is called to duty on an off-duty day, the employee shall be compensated with a minimum of three (3) hours.

ARTICLE 9: SHIFT TRADES AND STANDBY

A. Definitions:

1. Shift trade – the practice of an employee arranging for another employee to act as a replacement for a scheduled employee for the total work period of one shift (24 hours).
2. Standby – the practice of an employee of arranging for another employee to act as a replacement for a scheduled employee for a period of less than one full shift (24 hours).

B. Shift trades and standbys may be arranged by the employees to allow more flexible scheduling and to enable the individual to accomplish any personal business. Shift trades and standbys may be arranged only by, and for the benefit of the involved employees.

C. Shift trades requests shall be initiated by the submission of Form #17. In the cases involving the replacement of either Firefighters or Engineers the form and trade will be approved or denied by the Company Officer or Acting Company Officer who will be in charge of the station involved on the date the trades will take place. If the Company Officer or Acting Company Officer is not available, the form and trade will be approved or denied by the Fire Chief.

D. Standby requests shall be initiated by the submission of H.F.D. No. 1 form #17 to the headquarters station. Approval of the standby is requested in the same manner as for Shift trades as outlined in Section 'C' above.

The completed form #17 shall be submitted at any time prior to the initiation of the shift trade or standby.

ARTICLE 10: MINIMUM MANNING

A. The District shall maintain a minimum staffing level, per shift, of six (6) full time, professional employees beginning on or about February 1, 2005. Should any event cause the staffing level to drop below six (6), the District hire-back policy shall be instituted.

1. If the District believes it faces the financial necessity, and after meeting and consulting with the Association, who retains the option to utilize state mediation services, the District may reduce minimum staffing to five (5), until the financial situation allows a return to minimum staffing at six (6).

B. The District shall maintain minimum first-line engine staffing at three (3) firefighters, which shall be comprised of:

CAPTAIN
ENGINEER
FIREFIGHTER

1. In the event that the District invokes A.2 above, minimum first-line engine staffing for one engine may be comprised of:

CAPTAIN
ENGINEER

2. Engine company staffing level shall never fall below a two (2) man minimum staffing.

C. Vacancies shall be filled in accordance with procedures contained in the current MOU.

D. 1. If the off-duty personnel are unavailable to maintain at least the minimum staffing level on duty, the appropriate Chief Officer has the right to exercise Rule and Regulation Article X. Section 17 by not allowing the on-duty person to go off-duty. The held over person may attempt to secure his own relief by paid personnel. In such effort, the held over person shall not be acting as an agent of the District to secure relief on either a standby or overtime basis.

2. a. In no circumstance shall any paid member work more than any of the following periods:

96 consecutive hours (4 days),
120 total hours (5 days), within any consecutive 168 hour period (7 days), or
240 total hours (10 days), within any consecutive 366 hour period (14 days).

b. Exceptions to these circumstances may be allowed on mutual aid assignments.

c. Volunteer firefighters who have met the qualifications for a level 4 volunteer and are in good standing in their quarterly call and drill participation requirements may respond on mutual aid strike teams as a 3rd or 4th member on a crew. Volunteers will be reimbursed at the applicable hourly rate filed with Cal-EMA for a contract employee as established by the Board of Directors.

3. In addition to the provisions of Section D-1 above, shift personnel may be mandated to work overtime for participation in, or to provide standby coverage for confined space rescue drills at PG&E. Such training will be scheduled at least fifteen (15) days in advance.

ARTICLE 11: UNIFORM ALLOWANCE

- A. The uniform allowance shall be Forty Dollars (\$40.00) per month for all shift personnel. This allowance shall be paid, by separate check, with the regular payroll on a quarterly basis with the payment accompanying the March, June, September and December payrolls. Employees may submit invoices and receipts for required uniform elements that are in excess of \$480.00 per year. The District will reimburse an additional amount up to a maximum of \$240.00 per year per employee (total offset of \$480.00 paid allowance plus up to \$240.00 in reimbursement for a total maximum cost of \$720.00). This reimbursement will be paid in January of each year.

ARTICLE 12: PAYROLL DEDUCTIONS

- A. The Employer shall monthly deduct Association dues from the earned wages of each employee in such amount as determined by the Association, provided that no such deductions shall be made from any employee's wages, except when authorized to do so by the employee, on an appropriate form, which shall be kept by the Payroll Clerk.
- B. The total amount of deductions shall be remitted by the Employer to the Treasurer of the Association.

ARTICLE 13: CABLE TV AND NEWSPAPER

- A. Humboldt No.1 Fire Protection District shall pay for the local daily newspaper that is delivered to all stations.
- B. Humboldt No.1 Fire Protection District shall pay for installation and monthly charges of Cable TV to stations now within Cable TV area and to include the other stations when Cable TV is placed in that area.

ARTICLE 14: HOLIDAYS

A. Six (6) holidays shall be paid, at the regular rate of pay, with payment to be made with the November pay period. Holidays shall be considered to be earned at the rate of one half (1/2) holiday per month. In the event an employee terminates prior to December 1st, he shall be paid at the accrued rate for the time earned from July 1st of the fiscal year.

If an employee should terminate after December 1st, he shall have the unearned holiday pay at the one half (1/2) shift per month rate deducted from his termination check. For purposes of this section, employees working their first schedule day by the 15th of the month shall earn from the first (1st). After the 15th day they shall earn from the 1st of the following month. Employees terminating after the 15th shall have earned for the month.

In the event an employee is terminated by layoff through no fault of his own, he shall be considered to have earned the full month's holiday pay if he works any part of the month. New hires after December 1st shall be paid for accrued holiday pay with the June pay period to close the fiscal year.

B. Holiday pay shall be based on the salary earned on the 15th of November of the year paid. New hires after that date shall have holiday pay computed on their starting pay.

ARTICLE 15: VACATIONS

A. Definitions:

1. Date of Hire – The date that any employee actually begins employment with HFD #1 by either working his assigned shift or workday, or begins his on-duty training period.
2. Anniversary Date – The date that marks an increment of one calendar year from the date of hire (i.e., if the date of hire is 3/1/78, the first anniversary date is 3/1/79, second anniversary date is 3/1/80, etc.). Anniversary Date may be abbreviated A.D.

B. After completion of the probationary period, each employee shall be entitled to regularly scheduled shifts off each year as a result of his vacation.

C. No employee shall be considered to be on vacation leave if at the same time that such vacation leave is scheduled, the employee is on sick or injury leave.

D. Any employee who is entitled to vacation leave at the time of his retirement shall receive one (1) shifts' pay for each unused shift of vacation leave. In the event that the employee is entitled to vacation leave at the time of his death, his dependent survivors shall receive vacation pay on the same basis.

E. The regularly scheduled working shifts that are subject to vacation shall be the same shifts as referred to in Article 8 of this MOU.

F. Vacation shifts shall be considered to be earned based on the following schedule:

- | | |
|---|-------------------|
| 1. From date of hire until the employee's fifth (5 th) Anniversary Date | 7/12 shift/month |
| 2. Fifth A.D. until tenth A.D. | 8/12 shift/month |
| 3. Tenth A.D. until Fifteenth A.D. | 9/12 shift/month |
| 4. Fifteenth A.D. until Twentieth A.D. | 10/12 shift/month |
| 5. Twentieth A.D. and thereafter | 11/12 shift/month |

G. Vacations will be selected on a platoon basis with one employee per platoon allowed on vacation at a time. Vacations shall be chosen on a seniority basis within each platoon for the first two (2) choices. The Vacation Schedule list shall be posted in each station by November 1st. Beginning November 1st, each member shall have ten (10) calendar days to post his first vacation choice with this process beginning with the senior member on each platoon, and progressing on through each member of the platoon until all have made their first choice, the ten (10) day period for the next employee will begin, and when this choice is made, the ten (10) day period for the next employee begins. This sequence is carried on until all employees have made their first two (2) choices. In the event that a person does not make their selection within the ten (10) day period, they forfeit their chance to make this selection, and the balance of the platoon makes their choices in order until the round of selection is completed. At this point, the employee who passed his opportunity shall be allowed to post his choice of the remaining days. The ten (10) day limit shall be extended by the time period an employee who would normally select is on vacation, sick leave, or department special assignment. The ten (10) day limitation may also be waived with the consent of the entire involved platoon.

H. The third and subsequent vacation choices shall be scheduled without regard to rank or seniority. Requests shall be forwarded in writing to the Scheduling Officer who will schedule the request based on the order of their receipt.

I. The following limitations shall apply to vacations:

1. A vacation request must be submitted at least ten (10) days in advance. The request will not be approved if another employee on the same platoon is already scheduled to be on vacation, CTO, training leave, or department business leave. In unusual circumstances, the Fire Chief may grant an exception to the above provisions. A platoon member at the National Fire Academy shall not affect vacation or CTO time for that platoon.
2. The employee's first vacation choice shall begin or end with the four day leave as outlined in Article 8, Appendix C.
3. The first two choices of vacation must be listed prior to April 1st. Subsequent choices shall be sent to the Scheduling Officer prior to October 30th.
4. Employees shall be allowed to accumulate not more than twenty (20) shifts of vacation.
5. A log showing vacation accrual shall be kept current at Headquarters and be readily available.
6. Employees shall be allowed to submit unused, accumulated vacation hours for monetary compensation at straight time rates. Employees may convert, in any one fiscal year, not more than fifty percent (50%) of their annual accumulation of vacation time to cash payment by notification to the Fire Chief on either January 1st or June 1st of any year.
7. In the event that a platoon's regular series is split between December 31st and January 1 of consecutive calendar years, employees of that platoon may opt to select those days as vacation, even though the last day exceeds the calendar year currently being chosen.

ARTICLE 16: SICK LEAVE

- A. Humboldt No. 1 Fire Protection District; shall provide for ten (10) shifts per year as a sick leave allowance. Sick leave shifts shall be earned at the rate of five-sixths ($5/6$) shift per month with no accumulative limit. Members using sick leave shall not suffer any loss of pay, or benefits, and abuse of sick leave will result in disciplinary action.
- B. Sick Leave is hereby defined to mean the absence from duty of an employee because of illness, exposure to disease, or injury not job related.
- C. Paid Leave: An employee may use up to one-sixth ($1/6$) of his/her accumulated sick leave per year due to required attendance with a member of his/her immediate family (see Rules and Regulations for definition) who is seriously ill. Those employees who have 240 hours or less of accumulated sick leave may use 100% of their accumulated leave per year for attendance with their immediate family. This leave may be used in case of a family death.
- D. Unpaid Leave: Pursuant to the provisions of the Family and Medical Leave Act of 1993 (FMLA), an employee may request up to 12 weeks of unpaid leave in any Calendar year. This leave shall be granted for any of the eligible categories detailed in the FMLA provisions. An employee requesting FMLA leave shall provide a written request to the District that includes the maximum foreseeable notice, and medical certification of the need for leave.
- E. Sick leave shall not be charged for days that are scheduled as off duty.
- F. No person shall be entitled to sick leave with pay while absent from duty on account of any sickness or injury purposely self-inflicted or caused by any willful misconduct.
- G. Sick leave shall be charged to an employee based on absence to the nearest hour.
- H. A log showing sick leave accrual shall be kept current at Headquarters and be readily available.
- I. For retirement purposes only, an employee shall receive one day credit for each 8 hours of accumulated sick leave.

ARTICLE 17: LEAVE OF ABSENCE

- A. When a condition arises which places an employee outside the area of job protection stated elsewhere in this contract and/or Rules and Regulations, a leave of absence may be granted.
- B. The following categories and criteria shall govern the action of an employee requesting a leave of absence from Humboldt No. 1 Fire Protection District:
1. Requested leave of absence without pay.
A leave of absence for a maximum of six (6) months may be granted with reconsideration by the Chief and Board of directors for an additional six months. The request for a leave of absence will be written, and will contain all pertinent information delineating the need for an employee to absent himself from his place of employment. This request, as well as others within the scope of the Article, will initially be presented to the Fire Chief. The Fire Chief, the employee, or both, may subsequently present the request to the Board of Directors if either deems further evaluation by the governing body necessary.
 2. Medical Leave of Absence.
A medical leave of absence, again for the maximum of six (6) months with Reconsideration by the Chief and the Board for six (6) months more, may be granted under the following conditions:
 - a. The injury or illness occurred off the job and will not be covered by worker's compensation.
 - b. The employee's sick leave has been exhausted.
 - c. The employee's accrued vacation has been exhausted.
 - d. The physician's verification of injury or illness shall be submitted to the Fire Chief along with the employee's request for a medical leave of absence.
 3. Following any leave of absence of sixty (60) days or longer, the employee shall undergo a rank specific task performance evaluation. Employees who successfully complete pass the performance evaluation will be immediately returned to active duty status. Employees failing any portion of the task evaluation shall receive unpaid remedial training until all tasks can be completed with a passing evaluation within thirty (30) days of the initial evaluation. Upon successful reevaluation, employees will be returned to active duty status.
(evaluation forms contained in Appendix I)

Article 18: Health Insurance

- A) The District and IAFF 1770 have identified the following Health Insurance plans as being available and acceptable for District funding of Premiums and Health Saving Account (HSA) deposits. Each represented employee shall make an annual election determination of plan choice and communicate this choice in written form to the Administrative Assistant. The two general groups of plans available to employees:
- 1) District Sponsored Plans
The District is a contracting agency with CALPERS, and offers employees access to the following plans: 1) PERS Select 2) PERS Choice 3) PERS Care. If an employee chooses to subscribe to one of these plans the District will contribute up to \$448.50 per month toward the premium charged for the employee and any enrolled dependents.
 - 2) IAFF Local 1770 sponsored plan:
The Local currently offers the following plan: The Blue Shield, Shield Savings Plan 3000/6000. If the employee chooses The Blue Shield, Shield Savings Plan 3000/6000, the District shall contribute an amount equal to 100% of the premium for the employee and any enrolled dependents.
Furthermore, an employee who chooses The Blue Shield, Shield Savings Plan 3000/6000 the District shall also deposit an amount equal to 100% of the annual deductible amount (single or family) into the employee's Health Saving Account annually. The District on January 15th of each calendar year shall make the aforementioned deposit. If an employee begins initial probationary employment with the District after January 15th, the District shall make a pro-rated contribution to that employees' Health Savings Account based on the following formula: Single, (annual deductible/12) multiplied by the number of months remaining in the calendar year; Family, (annual deductible/12) multiplied by the number of months remaining in the calendar year.
 - 3) If an employee changes dependent status at a point later than January 1st of the calendar year, the determination of the HSA contribution shall be made based on a proration of the fraction of the year the employee was enrolled as a single enrollee times the amount of the single deductible amount plus the fraction of the year the employee will be enrolled as a family enrollee times the amount of the family deductible amount. (i.e. a status change as of April 1st in any calendar year: $3/12 \times \text{single deductible amount} + 9/12 \times \text{the family deductible amount} = \text{total HSA deposit for the calendar year}$. The HSA deposit required to complete this equalization shall be deposited no later than the 15th day of the following month after the District's receipt of the written notification from the employee of the dependant status change.
- B) The District shall provide an amount not less than the sum equal to the product of the table below multiplied by the amount specified in section A.1 above (\$448.50) as a monthly contribution for the retirement and settlement allowance for those employee's who's retirement is effective after 2/1/97. This sum shall be inclusive of the amount required to be paid as a result of contractual conditions within the current contract between Humboldt Fire Protection District #1 and CALPERS and any legislative action that modifies these contractual provisions.

<u>Years of Service</u>	<u>%</u>
15-20	50%
21-25	75%
26+	100%

Employees who provide written notification to the District of their intention to decline receipt of District sponsored Health Insurance benefits following retirement, shall receive an amount specified above as a supplement to their normal retirement benefits.

- C) For the purpose of determining who is eligible to be an annuitant, the duration of annuitant status, and the events that may change annuitant status for the benefits described in Section B. above, the document *California Public Employees' Retirement Law*, Section 5, dated January 1, 2001 shall be used. Updates to that document, or other changes, shall not be implemented unless required by law or agreed to by both parties.
- D) Employees hired by the District after 1/1/10 shall not be eligible for District sponsored Health Insurance benefits following retirement as stated above in Art 18, Sec B., and C.

Board of Directors _____ Date _____ Local1770 _____

ARTICLE 19: PHYSICAL EXAMS

- A. All employees of the District shall take a periodic, regularly repeating physical examination, as assigned by the District, with all costs of the exam to be paid by the Employer.
- B. All physicals to be as comprehensive in scope as outlined in Appendix F.

ARTICLE 20: PROMOTIONS

A. Humboldt No. 1 Fire Protection District shall attempt, in all cases, to supply its needs for Officers and Engineers from its existing staff.

B. Requirements for promotion shall be as follows:

Captain:

The applicant shall have been a career Firefighter of Humboldt Fire Protection District for the previous five (5) years, and shall have successfully completed a.) and, either b.) or c.) as follows: a.) California State Fire Officer Certification; b.) one (1) year probationary period for the rank of Engineer; c.) passed the HFD promotional test for Engineer, and have worked a minimum of one-hundred-twenty (120) HFD Acting Engineer shifts.

Engineer:

The applicant shall be a career firefighter of Humboldt No. 1 Fire Protection District for one (1) year. Applicants shall have successfully completed the one (1) year probationary period, shall have achieved Acting Engineer status with Humboldt No. 1 Fire Protection District,, possess certificates of completion for California State Fire Marshal's Driver/Operator 1A & 1B, and shall successfully pass the Engineers test before becoming eligible for promotion. Promotions shall occur only to fill existing vacancies in the ranks of Engineer.

C. After consultation with the Association, the Fire Chief shall announce the elements of the testing process which shall be drawn from the following three categories:

Written Test

Assessment Center components (selected from Appendix G)

Oral Test

D. Promotional oral boards shall be composed of at least three (3) individuals, two (2) of who shall be Career Fire Service personnel of equal or greater rank than the rank of the position being filled. The Fire Chief of Humboldt No. 1 Fire Protection is not allowed to be a member of the Oral Board.

E. The Fire Chief shall establish the minimum passing score for any promotional examination, based on recognized criteria, such as those published by Cooperative Personnel Services (CPS). The Chief will provide an overview of the grading methodology to be used prior to the test.

F. Any eligible employee who has been promoted to a higher rank, shall receive all position benefits commencing the first pay period following promotion.

G. Candidates for promotion shall be placed upon the eligibility list and offered the position based upon cumulative scores. The highest scored candidate shall be offered the position.

H. The promotional eligibility list shall be effective for two (2) years or until expended, but may be extended, not to exceed six (6) months. Cause for extension shall be stated in writing and a copy given to the Association. A new promotional list shall be established within (6) six months for any rank upon the exhaustion or expiration of that rank's promotional list.

I. In the event of a long-term absence of an employee, the Fire Chief may make a temporary appointment to fill the vacant position. The temporary appointment to fill the vacant position shall be for a period not to exceed six (6) months. The period during which an employee is temporarily

appointed shall be credited toward future, total probationary time, if the employee is later successful in receiving a permanent appointment at the same position.

- J. An employee, selected to fill a temporary position shall be appointed from a current promotional eligibility list. In the absence of a current promotional eligibility list, the senior member from the next lower rank shall receive the temporary appointment.

- K. Engineers and those Fire Fighters qualified under Article 20, Section B- Captain- Part c. may work as Acting Captains if they meet the following requirements:
 - Five years of career service with Humboldt No.1 Fire Protection District
 - Completion of all the first tier (1, 1A suffix) of the California Fire Officer Certification classes. (Having completed, and documented completion of the first tier, the employee remains eligible to act as Captain regardless of changes to Fire Officer Certification).
 - Have received a letter from the Fire Chief indicating that they have successfully met a minimum level of qualifications.

- L. Firefighters may work as Acting Engineers when they have successfully completed the California State Fire marshal's Office Driver/Operator 1A & 1B classes and received a letter from the Fire Chief indicating that they have successfully met a minimum level of qualifications. All personnel acting as Engineers shall complete the HFD Acting Engineer Training Program.

ARTICLE 21: TRANSFERS

In the event there are more than two Captains on duty at the same time, the Captains may work together at the same station with the regularly assigned Captain in charge.

ARTICLE 22: LAY OFF PROCEDURE

- A. This Article is intended to provide an orderly method of laying off employees from service with Humboldt No. 1 Fire Protection District. Fair objective consideration shall be given to the best interest of the affected employees, as well as to the best interest of Humboldt No. 1 Fire Protection District.
- B. The order of separation due to reduction in force shall be based on seniority as set forth in Article 4.
- C. Upon determination of intent to reorganize manning levels and when such reorganization will result in personnel layoffs, Humboldt No. 1 Fire Protection District Board of Directors will advise Local 1770 as soon as possible prior to any lay-off.
- D. Upon determination by the Board of Directors that lay-off of personnel is necessary, all employees scheduled for lay-off shall be given not less than forty-four (44) days notice. This notice shall advise the employee of the reasons for the lay-off and the date this action is to be effective. The notice shall be considered delivered as of the date it is placed in the United States mail addressed to the address currently on the Department log, or when hand delivered. Extensions may be granted for not less than 30 days.
- E. Humboldt No. 1 Fire Protection District shall establish a five (5) year rehire list when lay-off occurs. Such list shall contain the names of former employees who were laid off. Names shall be placed in order of seniority. Employees shall retain their seniority while on the list.

No former employee may be removed from the rehire list for refusing re-employment at less than the previous rank and current pay. No person who is not on the rehire list may be hired until the rehire list is exhausted. Any former employee who refuses rehire at their previous rank shall be removed from the rehire list.

Employees given notice of layoff who find employment elsewhere while on notice, shall be considered for rehire without loss of seniority.

- F. When rehire occurs, the Humboldt No. 1 Fire Protection District shall refill the job within each rank with the qualified individual who is next on the rehire seniority list. In the event the rehire should occur at various times, former employees rehired below grade shall have first opportunity to return to previous grade.
- G. A rehire notice shall be sent certified mail, return receipt requested, to affected former employees, allowing ten (10) days after receipt for response.
- H. All laid-off former employees who resume employment with Humboldt No. 1 Fire Protection District shall be required to pass only the regular medical examination of the type required by Article 19. All other restrictions, such as age limitations, shall be waived by Humboldt No. 1 Fire Protection District.

Upon permanent reemployment, an employee shall have sick leave credits, which had been accumulated at the time of layoff, reinstated.

ARTICLE 23: GRIEVANCE PROCEDURE

Section 1:

It is the policy of Humboldt No. 1 Fire Protection District to provide a means by which an employee or his representative may obtain redress of grievances prior to taking an appeal to the Board of Directors. The initiation in good faith of a grievance by an employee or his representative shall not be interpreted as reflecting unfavorably upon his relationship with his supervisors nor on his loyalty as an employee, nor shall it be interpreted as reflecting unfavorably on the supervisors involved.

Section 2:

An employee or his representative who has a grievance shall utilize the procedure set forth in this Article.

Section 3:

- A. A grievance is defined as an allegation that the Employer has violated the intent of or a specific provision of this Memorandum of Understanding.
- B. A grievance must be initiated within a reasonable period of time after the occurrence of an alleged violation or within a reasonable period of time during which the Grievant could reasonably be expected to have been aware of the occurrence of an alleged violation. A reasonable period of time is seven (7) calendar days.

Section 4:

Grievance Procedure:

Step 1:

The employee or his representative (Grievant) shall discuss the grievance with his immediate supervisor. Within a reasonable period of time after the grievance's request for a decision on this grievance, the immediate supervisor shall, either alone or with his supervisor, reach a decision and communicate to the Grievant.

Step 2:

If the Grievant is not satisfied with the decision at the first step, the Grievant may, within a reasonable period of time, initiate a formal grievance.

Section 5:

A formal grievance shall be initiated in writing upon a form provided by the Department and shall be hand delivered by the Grievant. The formal grievance shall be prepared in triplicate and must contain:

1. Name of the employee
2. Title
3. Mailing address
4. A complete statement of the nature of the grievance, including citation of the specific provision of this Memorandum of Understanding which is alleged to have been violated.
5. Date and time of the occurrence of the violation.
6. Date and time of the Grievant's request for decision on his grievance pursuant to Section 4, Step 1.
7. A proposed solution to the grievance.

8. Date of execution of the grievance form.
9. Signature of the Grievant.

The original shall be presented to the immediate supervisor, who shall note time and date of receipt and initial said notation on all three copies. One copy shall be presented to the Department Head, and the third copy shall be retained by the Grievant.

Section 6:

The immediate supervisor shall, within a reasonable period of time after receipt of the formal grievance, reply in writing upon the copy presented to him and return it to the Grievant.

Section 7:

If the Grievant is not satisfied with the reply of the immediate supervisor, he shall, within a reasonable period of time, submit the original of the grievance form containing the reply of the immediate supervisor to the Department Head. The Department Head and the Grievant shall personally, within a reasonable period of time, meet in an attempt to resolve the grievance. Because such meeting may include witnesses called by either the Department Head or Grievant, such meeting shall not be scheduled at a time which in any way impairs the normal operations of the Department.

Section 8:

The reply of the Department Head, arrived at, during, or after the proceedings set forth in Section 7 thereof, shall be made in writing upon the original grievance form and returned to the Grievant within a reasonable period of time after such meeting.

Section 9:

A Grievant who is not satisfied with the reply of the Department Head may, within a reasonable period of time, appeal to the Board of Directors.

Section 10:

Investigation and hearing by the Board of Directors: Upon receipt of an appeal by the Secretary and the Board of Directors, the Secretary shall notify the Chairman of the Board of Directors of receipt of the appeal. The Board of Directors shall schedule a hearing and make such investigation, as it may deem necessary.

- A. The Hearing shall be held within thirty (30) calendar days from Receipt of appeal.
- B. The Hearing may be informally conducted and the Rules of Evidence need not apply. Hearing shall be conducted in the most expeditious manner possible.
- C. A complete record of all proceedings shall be kept.

Section 11:

Disposition:

The Board of Directors, after necessary investigation and completing the hearing, shall render a decision on the grievance which affirms, revokes, or modifies the action of the Department Head as in its judgment seems warranted. The Board of Directors shall transmit its final decision within a period of thirty (30) days after the hearing to the Department Head with copies to other officials from who the appeal was taken, to the Grievant, and to any person affected by the decision of the Board of Directors.

Section 12:

If the Employer representative does not respond to the Grievant within a reasonable period of time, the grievance automatically progresses to the next step of the Grievance Procedure. If the Grievant does not progress the grievance to the next step within a reasonable period of time, the grievance is resolved by the Employer's last response.

Section 13:

The reasonable period of time, as defined herein above, may be extended by mutual written agreement between the Grievant and the Employer or its representative. Such agreement shall be noted and initialed on the original grievance form.

ARTICLE 24: HIREBACK PROCEDURE

- A.
1. For the purpose of overtime hire back, the shift personnel shall be placed on one (1) hire back list, which shall be renewed July 1st of every year. The list shall subsequently change from the personnel with the least amount of overtime hours worked to the greatest.
 2. A list shall be established on the basis of seniority by date of hire, and shall include the following information:
 - a. Name
 - b. Rank
 - c. Hire Date
 - d. Total of shift overtime hours worked for the current fiscal year.
 3. There shall be three procedures for hiring over time. The first will be a long-term overtime, the second a short-term overtime, and the third an immediate overtime procedure.
 - Long term shall be defined as any known overtime shift that needs to be filled for the following month.
 - Short term shall be defined as any shifts that occur in the current month, or after the long-term overtime has either been filled or all employees have declined any shifts.
- B. Long-Term Overtime
1. On the 23rd of each month, the following procedure shall govern hire-backs. For Long Term Overtime shifts, the individual attempting to fill the shift shall:
 - a. Determine the available overtime shifts they have to choose from for the following month.
 - b. Verbally contact the first person on the available personnel for hire list either by phone or face to face. If contacted the individual has until 08:00 the next morning to choose a shift. If verbal contact cannot be made the first day, hiring freezes at that individual until 08:00 the next morning.
 - c. After contact the personnel contacted shall accept or deny one shift to fill. Then the Overtime list shall be resorted.
 - d. The hiring officer shall continue with steps 4a. through 4c. until all shifts are filled, or all personnel have refused any other Long Term Overtime shifts.
- C. Short Term Overtime
1. In the current month the following procedures for Short- term Overtime shall be followed.
 - a. Go to the listing of available personnel for hire.
 - b. Starting with the individual at the top of the list, offer the open shift. If they refuse, the hiring officer shall proceed down the list until the shift is filled.
 - c. Once an individual accepts the shift, the Shift Overtime hours shall be credited to him and the available personnel list will be resorted.
- D. Immediate Overtime
1. For immediate overtime shifts, the following procedure shall be followed:

- a. Go to the listing of available personnel for hire.
- b. Starting with the individual at the top of the list, offer the open shift. If they refuse the shift or the individual cannot be contacted during the attempt, the hiring officer shall proceed down the list until the shift is filled.
- c. Once an individual accepts the shift, the Shift Overtime hours shall be credited to him and the available personnel list shall be restored.

E. Miscellaneous

1. The Overtime list shall be maintained on the department personnel computer desktop.
2. If for any reason personnel on the list have equal number of hours, then hire back shall be based on seniority.
3. When multiple absences occur on one shift, the last position(s) that produces the OT shift(s) will be the position(s) filled.
4. Eligibility for employees to work overtime in acting positions shall be determined in accordance with Article 20, Section M, N, O, and P.
5. The individual working the overtime shift shall work in the station of the man he is replacing except in those instances where there is a requirement to move made necessary by other provisions of this MOU.
6. If the situation calls for an Acting Captain and one or more Acting Captain candidates are on the current Captain promotional list, the candidate highest on the list, irrespective of being hired back for overtime, or working a regular shift, in that station, that day, is assigned the Acting Captain position, and receives the Acting Captain's pay. In the event none of the Acting Captains working that shift are on a current Captain promotional list, then the senior eligible Engineer, irrespective of being hired back for overtime, or working a regular shift, in that station, that day, is assigned the Acting Captain position, and receives the Acting Captain's pay.
7. If the situation calls for an Acting Engineer and one or more Acting Engineer candidates are on the current Engineer promotional list, the candidate highest on the list, irrespective of being hired back for overtime, or working a regular shift, in that station, that day, is assigned the Acting Engineer's position, and receives Acting Engineer's pay. In the event none of the Acting Engineers working that shift are on a current Engineer Promotional list, then the senior eligible Firefighter, irrespective of being hired back for overtime, or working a regular shift, in that station, that day, is assigned the Acting Engineer position, and receives the Acting Engineer's pay.
8. In the event the vacancy cannot be filled by the utilization of this policy, the Chief or his agent (Platoon Senior Captain) shall immediately be notified. On duty personnel shall not be relieved until a replacement is found, or the order is given to close the station.
9. Employees shall attempt to schedule long-term overtime within grade to maintain balanced companies and to minimize additional overtime expense.

ARTICLE 25: DURATION OF MEMORANDUM OF UNDERSTANDING

- A. The provisions of this Memorandum of Understanding shall take effect 01/01/2010 through 12/31/2011 and shall be in force unless they are subsequently modified by mutual consent through the meet and confer process or modified by unilateral action by the District.
- B. If either party desires to seek modifications to the provisions of the Memorandum of Understanding, that party shall notify the other party. The requesting party shall indicate which provisions will be the subject of the request for modification. Both parties shall meet and confer in good faith in an attempt to develop the mutual consent to modify the provisions of the then current MOU.
- C. If any Article or Section of the Memorandum of Understanding or an Addendum thereto should be held invalid by operation of precedent law or by a tribunal of competent jurisdiction, or if compliance or enforcement of any Article or Section should be restrained by such tribunal or the enactment of superseding law by any governmental authority, such Article or Provision shall be immediately suspended and be of no force or effect. Such invalidation of a part or portion of this Memorandum of Understanding shall not invalidate any remaining portions, and those remaining portions shall remain in full force and effect unless those remaining portions were contingent upon the operations of the invalidated Section. Upon the invalidation or restraint of any Article or Section of the Memorandum of Understanding, the parties shall, within thirty (30) days, meet and confer in an effort to resolve the issue.
- D. For purposes of this Article, the Humboldt No. 1 Fire Protection District Board of Directors is not a "tribunal of competent jurisdiction".
- E. The obligations imposed under this agreement on Humboldt Fire District #1 shall be binding upon all of its successors-in-interest, including, but not limited to, any fire protection district or other public entity into which Humboldt Fire District #1 is merged, or with which Humboldt Fire District #1 is consolidated.

ARTICLE 26 MANAGEMENT RIGHTS

- A. Except as otherwise provided in this agreement, the Employer retains all rights, powers and authority exercised or held by it, including, but not limited to the following:
 - 1. To determine and modify the organization and structure of the District.
 - 2. To set standards for service to be offered to the public.
 - 3. To direct the employees of the District in order to carry out its Mission.
 - 4. To determine the procedures, as well as standards of selection and testing for employment.
 - 5. To take disciplinary action against employees for cause.

- B. In rare instances of emergency or unusual circumstance, the Employer may find it necessary to temporarily suspend one or more provisions of this agreement in order to accomplish its Mission. Employees will abide by such decisions. The Employer will exhaust all provisions and/or restrictions of the current M.O.U. before taking such action, and will accept grievances regarding such action after the conclusion of the emergency or unusual circumstance.

- C. Both parties recognize that the HFD Volunteers are an important adjunct to the Career emergency response force. The employer will maintain a clear distinction between the Career force covered by this agreement and the Volunteers. Local 1770 agrees to vigorously support and assist in the upgrading of that force and to assist with Volunteer training and development.

- D. .Nothing in this Article is intended to, in any way, supercede or infringe upon the rights of Local 1770.

ARTICLE 27: DUTY COVERAGE

- A. The rank of Captain II shall be created for the purpose of providing Duty Officer coverage. Each Captain may voluntarily become a Captain II under the following conditions:
1. He has successfully completed the one-year probationary period for Captain, and communicates his interest in a Captain II position in writing, and has a place of residence within the Fire District or the City of Eureka that allows for effective duty coverage.
 2. The Fire Chief has placed a letter in his personnel file, approving his appointment to the Captain II position. Each Captain II shall be responsible for completing no less than two 24-hour periods of Duty Officer coverage per month.
 3. Commitments to Captain II positions shall be made in 6-month increments.
- B. The Fire Chief shall place the Duty Officer Schedule, and a list of the duty coverage periods to be covered by the Captain II's, in the HQ scheduling book at least two months in advance.
- C. The HQ Captain, in cooperation with the Scheduling Officer, shall prepare the long-term Duty Officer sign-up list in the same manner as the long-term Overtime list is prepared (Art. 24B.) Captain II's shall sign up for no less than two 24-hour Duty Coverage periods per month using this method.
- D. Captain II's may trade Duty Coverage periods, but no Captain II may owe more than 48 hours of Duty Coverage at any time. Duty Coverage trades shall be in blocks of not less than 12 hours, unless approved by the Fire Chief or his designee.
- E. Captain II's may agree to assume Duty Coverage for compensation for periods of less than 24 hours, providing the Duty Officer capable individual who will relieve them has agreed to assume the Duty Coverage at a time established by those Officers involved. Duty Officer shift splits shall be configured to provide for a minimum of 8 hours service by any individual.
- F. The Captain II job description SOG shall be a part of this Article. (Appendix I)
- G. Captain II's may elect to take more than the mandatory two (2) shifts per month. Any such additional shifts shall be taken in 24 hour periods and be compensated at four-tenths (4/10) the Captain II straight time rate.
- H. Captain II's who are scheduled for a mandatory duty officer shift and work a shift under Rule and Regulation Article X, Section 17 or voluntarily work a shift to prevent a force of a person going off duty shall retain their full Captain II salary, not be required to make up the mandatory duty shift and receive 1 ½ times overtime pay for the shift worked. Captain II's who work a shift under the above stated conditions who are scheduled for an extra duty officer shift shall not receive pay for the extra duty officer shift, receive 1 ½ times overtime pay for the shift worked and shall not be required to make up the extra duty officer shift. A Chief Officer or Captain II must assume coverage of the duty shift for the Captain II working the shift under the above stated conditions or Rule and Regulation Article X, Section 17 shall exercised by not allowing an on duty person to go off duty.

- I. Captain II's shall not be required to make up mandatory or extra duty shifts and shall retain their full Captain II salary when assigned to strike teams, immediate need requests or back filling engine companies in the district. If a Captain II is assigned to a strike team, immediate need request or back filling engine companies in the district, Captain II's shall receive their full Captain II salary and not be paid for extra duty officer shifts scheduled while on strike teams, immediate need requests or back filling district stations.

ARTICLE 28: WELLNESS INITIATIVE

- A) The parties agree that a program to support the fitness and wellness of the District employees can enhance the capability and overall health and longevity of employees in both their professional and personal lives. The parties further agree that this program is designed to provide ongoing assessment and evaluation of the health and fitness of District employees and will be designed based on the principles outlined in the Mission Statement of The Fire Service Joint Labor Management Wellness Fitness Initiative developed by the IAFF and IAFC.
- B) IAFF Local 1770 shall appoint a Wellness committee comprised of no more than three members.
- C) The Wellness committee shall work with District representatives to develop the following work products:
 - 1) A resource guide of professionals and potential service providers in the local area who have high levels of knowledge in the areas of Physical Assessment, Nutrition, Exercise Physiology, Behavioral Health, or related professional services in support of the detailed specialties.
 - 2) A framework program based on the IAFC/IAFF recommendations. Specifically, employees shall complete testing at the California State University Humboldt Physical Performance Lab with testing including:
 - 1) Body Composition Testing
 - 2) Respiratory Evaluation during exercise testing.

Additionally, employees shall complete a comprehensive medical evaluation administered by David Salter, MD to include those items listed in Appendix "F".

- D) The District will cover all costs associated with the items outlined in C) 2) as detailed above.
- E) Prior to April 1, 2008, all represented employees shall complete the evaluation Program designed pursuant to C) 2) above. Thereafter, all represented employees shall complete the evaluation program on an annual basis.
- F) For the term of this agreement, the information developed in the testing outlined above shall be confidential between Dr. Salter and the employee. Dr. Salter shall not disclose to the District any individual evaluation information developed in any of the testing elements without the expressed written authorization of the employee. The only exceptions to this requirement shall be disclosure of his evaluation in those cases where he believes that continued employment as a member of the Fire Service constitutes an immediate significant medical danger to the employee, and the disclosure of respiratory evaluation information necessary for the legal use of SCBA. Dr. Salter may disclose summary and general evaluation materials that are not linked to any individual employee performance
- G) For the term of this agreement, the District agrees that the evaluations and any information developed as a result of the evaluations detailed above shall not form the basis for any disciplinary action against any represented employee.

ARTICLE 29: Administrative Captain

A. Qualifications

1. Completed one-year probation as a Captain with Humboldt Fire District.
2. Must reside or be available within the Humboldt Fire District or City of Eureka to facilitate Duty Officer coverage.
3. The Administrative Captain shall be scheduled for fifty percent (50%) of the monthly District Duty Officer coverage. Familiarity with Microsoft Word, Excel, Power Point and Firehouse.
4. Willingness to commit to a period no longer than two (2) years as an Administrative Captain prior to returning to Captain.

B. Selection Process

Upon announcement by the Fire Chief that a selection process for the rank of Administrative Captain shall take place, interested qualified individuals shall submit a letter of interest and a resume to the Fire Chief. The letter of interest and resume shall be reviewed by the Fire Chief. Applicants shall then be interviewed by the Fire Chief. The Fire Chief shall make a selection based on his/her findings from the afore-mentioned process.

C. Job Description

The Administrative Captain position is an administrative staff function intended to assist the current administrative staff, develop skills of personnel for future leadership within the District, and develop such programs as may be assigned by the Fire Chief.

1. Duties, which shall be performed by the Administrative Captain include; scheduling of shift personnel, maintenance of departmental training records, general records management, coordinating the Health and Wellness program, update and develop District policies and procedures, maintain new hire and promotional processes, conduct public education and public outreach programs, coordination of District equipment maintenance program, review incident reports, administer District fire prevention program, assist in budget development, Duty Officer coverage, and attend District meetings.
2. Duties, which may be also be assigned to the Administrative Captain include; attend such classes needed to develop proficiency with assigned duties, coordinate standing District committees as assigned by the Fire Chief, coordinate District training with the EFD Training Officer, coordinate assignments with other outside agencies, monitor personal and departmental workflow and make suggestions for improvement, identify District resource needs, and work as a member of the suppression staff to reduce forced overtime.
3. Other duties as assigned by the Fire Chief.

D. Compensation

1. The Administrative Captain salary is included in Article 7-Salaries.
2. The Administrative Captain may utilize up to fifteen (15) days off for outside professional activities.
3. As return compensation for each seven-day District duty coverage, the Administrative Captain shall be permitted two days of compensatory time off. In accordance with the

fair labor standards act, accumulated CTO shall not exceed 480 hours. Any accumulated CTO in excess of 480 hours shall be paid at the straight time pay rate with payment being made in January and June of each year. Upon return to the Shift Captain II status, accumulated CTO in excess of 120 hours shall be paid at the Administrative Captains position straight hourly pay rate. The Administrative Captain is entitled to fourteen (14) paid **holidays, annually.

****Holidays**

New Years Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Four (4) Personal Holidays
Labor Day	

E. Health Insurance

The Administrative Captain shall retain the health insurance benefits as negotiated by Local 1770 and enumerated within the current MOU.

F. Sick Leave

1. The Administrative Captain shall retain previously accrued sick leave hours.
2. The Administrative Captain shall accrue sick leave hours at a rate of eight (8) hours per month.
3. Sick leave shall be expended at a rate of eight (8) hours per workday missed.

G. Vacation

1. The Administrative Captain shall accrue vacation time at a rate of eight hours per month.
2. Each day taken off as vacation shall be deducted from the employee's accrued balance at a rate of eight (8) hours per workday.
3. Upon accepting the Administrative Captain position, the candidate's current accrued vacation hourly total shall be reduced to 1/3 it's original value in recognition of the 40 hour per week schedule.
4. When the Administrative Captain returns to a 56 hour work week, his/her vacation balance shall be multiplied by three (3) in recognition of a 56 hour work week schedule.

H. Hours of Work

The Administrative Captain shall work a standard forty (40) hour workweek as follows:

1. The workweek shall be defined as starting on Monday morning, ending Friday afternoon and including those days between.
2. On designated workdays, the Administrative Captain shall arrive to his/her office or a scheduled meeting no later than 0800 hours and shall remain in such capacity until 1700 hours.
3. The Administrative Captain shall receive one (1) hour for lunch each day.
4. The Administrative Captain may work with the regular engine company to alleviate forced overtime in the suppression staff. When this occurs, the Administrative Captain shall remain in the fire station through the end of the twenty-four (24) hour suppression

shift. When this occurs, he/she shall be paid at one and one-half (1 ½) times his/her normal salary from 1700 hours through 0800 hours the next morning. The Administrative Captain shall not displace any member of the regular engine company, but will fill the vacant position.

I. Use of District Vehicle

A vehicle will be provided primarily for District business. Normal operating expenses shall be paid by the District. Incidental personal use of a District vehicle shall be approved by the Fire Chief.

J. Retirement

The Administrative Captain shall retain the same retirement benefits as negotiated by Local 1770 and enumerated within the current MOU.

ARTICLE 30: Drugs and Alcohol

The Humboldt No.1 Fire Protection District is committed to maintaining a drug and alcohol free workplace to protect its members and the general public from the serious risks posed by the manufacture, possession, distribution or use of drugs or alcohol. Substance abuse threatens and impairs member health, safety, security, job performance and morale. Members are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, members must not have alcohol or illegal drugs in their system.

The Humboldt No.1 Fire Protection District prohibits and does not tolerate being under the influence of, or possession or use of illegal drugs and alcohol at any time during the workday, anywhere within District facilities, while wearing a District uniform or during any District-related activity.

Any sale of illegal drugs during work or on Fire Protection District's premises, facilities, or in District vehicles will be treated as gross misconduct, punishable by immediate termination for the first offense.

Prescription Drugs

Members who are taking prescription drugs on the advice of physician that may affect their performance or have adverse side effects should immediately discuss their situation with the shift Captain, Administrative Captain or Fire Chief and obtain written permission before reporting to work. Such members are responsible for disclosing to one of the before mentioned persons the possible side effects of the prescription drug on work performance and the expected duration of its use. Humboldt No.1 Fire Protection District staff will then decide whether a reasonable accommodation is necessary under the circumstances until the side effects of concern no longer exist.

I. Types of Testing

There are four types of testing used by the District.

1. Pre-Employment Testing – All new members are required to pass a urine drug test after the offer of employment and prior to starting work.
2. Reasonable Suspicion Testing – When the supervisor *reasonably suspects (see below)* a member is under the influence of drugs and/or alcohol, that person may require a drug test. Supervisors will observe and document behaviors that may reasonably lead to a conclusion that a member may be under the influence of drugs or alcohol prior to requiring the test.
3. Post-Accident Testing – Testing may be required following some type of workplace accident. The purpose of this testing can be to rule out the possibility of drugs or alcohol as a factor in the incident.
4. Follow-Up Testing – Testing may be conducted on a member who has violated the drug and alcohol policy but was not terminated. The member must submit to this testing as a condition of keeping his/her employment following a violation of the substance abuse policy.

The above are factors to consider in determining reasonable suspicion.

Suspicion is not reasonable, and thus not a basis for testing. "Reasonable suspicion" is a belief based on objective facts sufficient to lead a reasonable prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the

employee's ability to perform his/her job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Slurred speech;
 2. Alcohol odor on breath;
 3. Unsteady walking and movement;
 4. An accident involving District property;
 5. Physical altercation;
 6. Verbal altercation;
 7. Unusual behavior;
 8. Possession of alcohol or drugs;
 9. Information obtained from a reliable person with personal knowledge;
 10. Physical appearance such as sloppiness, disarray or red eyes;
 11. Difficulty responding to simple questions such as time of day, location, etc.; and,
 12. Difficulty performing simple tasks such as counting, touching nose, etc. solely on the observations and reports of third parties or violation of a safety rule or other unsafe work incident. However, such suspicion may be a basis for further investigation, or for action to protect the safety of other employees or members of the public, such as ordering the employee to stop work.
- A. Any supervisor requesting an employee to submit to a drug and/or alcohol test should document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs.
- B. The employee shall be removed from the job functions during any investigation in which the employee is suspected of impairment or being affected by alcohol or drug misuse. The employee is put on administrative leave until the results of the drug/alcohol test are received.
- C. Any supervisor encountering an employee who refuses an order to submit to a drug and/or alcohol analysis upon request shall remind the employee of the requirements and disciplinary consequences of this policy. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, the manager or supervisor should not allow the employee to drive home, but should ask the employee to remain for a reasonable time until the employee can be safely transported home.
- D. Employees who refuse to participate in any one or combination of drug or alcohol testing required under this reasonable suspicion drug testing policy shall be removed from any further job functions until further notice from the Fire Chief, Duty Officer or Shift Captain.
- E. Supervisors shall not physically search the person of employees, nor shall they search the personal possessions of employees without the freely given consent of, and in the presence of, the employee.
- F. Supervisors shall remove an employee from his job functions following a confirmed positive breath alcohol test with a concentration level of .04% or greater, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following the test. Employees with a positive urine test for drugs will be removed from any job functions until released for return-to-duty.

II. Categories of Testing

When circumstances warrant testing, the District shall follow the Department of Transportation regulations. Federal regulations require that analytical urine testing is used for drug tests, and breath testing is employed for alcohol tests.

Analytical urine testing shall include an immunoassay procedure for the initial screening and gas chromatography/mass spectrometry (GC/MS) technique for confirmation testing.

Breath alcohol testing shall be performed by a trained breath alcohol technician (BAT), in accordance with Department of Transportation regulations, utilizing federally approved procedures and evidential breath testing (EBT) equipment.

Testing shall be conducted in a manner to assure confidentiality, dignity, accuracy, and reliability using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with procedures established in 49 CFR Part 40.

Article 31: EMT Certification

- A) All employees shall maintain current EMT certification throughout their employment with the District.

Article 32: Dental, Vision Insurance and Life Insurance

- A) The District shall contribute an amount equal to 100% of the premium cost for the employee and any enrolled dependents for dental insurance. The dental insurance plan shall be agreed to by both the District and IAFF Local 1770.
- B) The District shall contribute an amount equal to 100% of the premium cost for the employee and any enrolled dependents for vision insurance. The vision insurance plan shall be agreed to by both the District and IAFF Local 1770.
- C) The District will provide a life insurance policy in the amount of \$50,000.00 per employee at no cost to the employee. There is a 100% participation clause in the policy; an employee may not opt out of this benefit.

ARTICLE 33 Paramedic

33.1 Advanced Life Support-Statement of Purpose:

The District shall provide an annual incentive pay for those employees who are licensed by the State of California as a Paramedic and have received accreditation by North Coast EMS Authority. The purpose of which is to encourage members of this bargaining unit to avail themselves to provide a higher level of medical response to the community. Additional compensation will be provided to those Fire personnel who qualify.

33.2 Paramedic Pay:

Employees qualifying shall receive an annual incentive pay of \$5000.00 for performing duties as a Paramedic. This amount shall be prorated on a monthly basis if the individual serves in the position for less than one full year. The District, at its discretion, may choose to only hire entry-level employees in the Firefighter/Paramedic classification.

The incentive pay will be based upon the first shift of actual work in the first full pay period following submission of the documentation with the Fire Chief. Incentive pay shall be paid in a separate check alongside the November paycheck.

33.3 Incumbent Firefighter with Paramedic Certification:

Any incumbent employee in the Firefighter classification who has their State Paramedic License and North Coast EMS Authority accreditation and works as Paramedic on shift is eligible for the \$5,000 paramedic incentive pay.

33.4 Incumbent Engineer with Paramedic Certification:

Any incumbent employee in the Engineer classification who has their State Paramedic License and North Coast EMS Authority accreditation and works as Paramedic on shift is eligible for the \$5,000 paramedic incentive pay.

33.5 Incumbent Captain with Paramedic Certification:

Any incumbent employee in the Captain classification who has their State Paramedic License and North Coast EMS Authority accreditation is eligible for the \$5,000 paramedic incentive pay provided they perform actual on shift duties as a Paramedic.

33.6 Incumbent Captain II with Paramedic Certification,

Any incumbent employee in the Captain II classification who has their State Paramedic License and North Coast EMS Authority accreditation is eligible for the \$5,000 paramedic incentive pay provided they perform actual on shift duties as a Paramedic.

33.7 Paramedic Eligibility:

To be eligible to receive Paramedic incentive pay, employee must possess and provide verification of both of the following:

1. California State Paramedics license.
2. North Coast EMS Authority Paramedic Accreditation

Licenses and accreditations must be current. Employees who are hired as Paramedics from another entity must present validation to the Fire Chief that their license and accreditation has reciprocity with North Coast EMS Authority.

33.8 Incumbent Employees Who Become Paramedics.

Any incumbent employee who was hired after August 17, 2007 and becomes a Paramedic shall pledge to serve a minimum time commitment of five (5) years. Employees failing to fulfill the five year commitment will be responsible for reimbursing the District for all fees associated with education reimbursement, training leave and certification on a pro-rata basis. Employees in this category, who fail to maintain a State of California Paramedic license and North Coast EMS Authority accreditation, will automatically be returned to their respective Firefighter/Engineer/Captain/Captain II classification and no additional Paramedic incentive pay will be provided.

33.9 Incumbent Firefighter/Engineer/Captain/ Captain II Choosing to Withdraw from the Paramedic Status.

Any incumbent employee hired after August 17, 2007 who becomes a Paramedic and decides to withdraw from the Paramedic program after his/her five year commitment is fulfilled, shall give the Fire Chief no less than 90 calendar days notice of his/her intent to withdraw. The employee choosing to withdraw from the program will be granted a release at the earliest date possible. If the District falls below two Paramedics per platoon the District will return to part-time ALS provider status until staffing levels allow for full time status.

33.10 Promotion of Firefighter/Paramedic to Engineer.

Any Firefighter/Paramedic who promotes to Engineer shall be required to maintain their Paramedic license and accreditation for the remaining time of the five-year commitment.

33.11 Promotion of Engineer/Paramedic to Captain.

Any Engineer/Paramedic who promotes to Captain shall be required to maintain their Paramedic license and accreditation for the remaining time of the five-year commitment.

33.12 Promotion of Captain/Paramedic to Captain II.

Any Captain/Paramedic who promotes to Captain II shall be required to maintain their Paramedic license and accreditation the remaining time of the five year commitment provided that a minimum of six (6) Paramedics are employed by the district in order to provide the Advanced Life Support (ALS) care.

33.13 Paramedic Certification/Recertification:

The District will pay all out-of-pocket costs for employees to maintain their Paramedic license and North Coast EMS Authority accreditation and continuous training in accordance with all applicable State and local rules and regulations. Courses are subject to District approval. The District will pay for off-duty hours spent in the pre-approved paramedic license maintenance classes.

October 20th, 2009

Whereas the Memorandum of Understanding between the Humboldt Fire District No. 1 and Local 1770 of the International Association of Firefighters provides for the process of modification of said Memorandum, and

Whereas the representatives of the District and the Local have met and proposed revisions to the existing Memorandum, and

Whereas the representatives have come to tentative agreement on modifications to the existing Memorandum, the undersigned parties hereby affirm their agreement to modification of the following articles of said Memorandum as is indicated by the attachments hereto:

- | | |
|------------|---|
| Article 6 | Hours of Work & Work Shifts for Shift Personnel |
| Article 7 | Salaries |
| Article 8 | Overtime |
| Article 10 | Minimum Manning |
| Article 17 | Leave of Absence |
| Article 18 | Health Insurance |
| Article 20 | Promotions |
| Article 24 | Hireback Procedure |
| Article 25 | Duration of Memorandum of Understanding |
| Article 27 | Duty Coverage |
| Article 30 | Drugs and Alcohol |
| Article 31 | EMT Certification |
| Article 32 | Dental, Vision Insurance and Life Insurance |

Articles if ratified, are effective January 1, 2010

For the District

For Local # 1770

Jeff Pauli, Chairman of the Board
Humboldt No.1 Fire Protection District

Tim Citro, President
IAFF Local # 1770

Dated _____

Dated _____

November 17th, 2009

Whereas the Memorandum of Understanding between the Humboldt Fire District No. 1 and Local 1770 of the International Association of Firefighters provides for the process of modification of said Memorandum, and

Whereas the representatives of the District and the Local have met and proposed revisions to the existing Memorandum, and

Whereas the representatives have come to tentative agreement on modifications to the existing Memorandum, the undersigned parties hereby affirm their agreement to modification of the following articles of said Memorandum as is indicated by the attachments hereto:

* Article 18 Health Insurance

Effective 1/1/2010

For the District

For Local # 1770

Jeff Pauli, Chairman of the Board
Humboldt No.1 Fire Protection District

Tim Citro, President
IAFF Local # 1770

Dated _____

Dated _____

Appendices

Appendix A:

Past Practices

1. Department shall continue to provide off street parking for on duty personnel
2. Department shall continue to provide utilities currently available at all stations
3. Department shall continue to provide and maintain all appliances currently in stations and owned by the District now in use for the preparation and storage of food.
4. Department shall continue to provide and maintain cooking utensils, flatware, dishes, etc., as are currently available at all stations.
5. Department will provide necessary furniture such as tables, chairs, beds, mattresses, etc., as are currently available in stations.
6. Department shall continue to provide necessary linens, such as dishcloths, sheets, pillowcases, blankets, etc., currently available as well as laundry facilities to maintain those items.
7. Department will continue to provide equipment cleaning supplies such as soap, dish soap, and window cleaning items needed to maintain facilities.
8. Department shall continue to provide, one each per member, of similar quality as currently available:
 - a. Food storage locker
 - b. Full-length clothing and personal storage locker with door capable of being locked.
9. Storage of personal property at District facilities may be allowed for periods of 48 hours or less at the discretion of the Company Officer with such or longer periods subject to the approval of the Fire Chief. Such storage will not be allowed to impair the needs of the District. The District assumes no liability for any personal property stored on or at District facilities.
10. Those items currently owned by Local 1770 that are now located on District property will continue to be stored at District facilities. Any additional storage of Local 1770 property shall be subject to the discretion of the Fire Chief and subject to such limitation as may be set forth.
11. Reasonable personal use of such office machines as are available at District facilities (i.e., typewriters, calculators) as of this date will be allowed.
12. Department will allow reasonable use of copiers, paper to be reimbursed to the District by user.
13. Department to provide subscriptions and access to trade journals, including "Fire Engineering", "American Fire Journal", and "Fire Chief Magazine".
14. Department to allow personal use of Department tools in accord with loan policy (see #31).
15. Personnel shall have reasonable use of Department telephones for personal calls. There will be no cost to the District for such calls.
16. Department to provide, maintain and operate heating systems capable of maintaining 70°F temperature in all regularly occupied areas of District facilities.
17. Department to provide domestic hot water (115° – 120°F) at all District structures provided with toilet facilities.
18. Department will provide lighting in accordance with California OSHA requirements.
19. Department to provide exterior lighting to provide safety and security for personnel, visitors and Department property.
20. Department shall provide safe operation tools for the maintenance of Buildings and Grounds, Equipment and for Emergency Operations.
21. Department shall continue to permit members to work on personal projects after 1700 hours, and on off-duty time.
22. Department shall continue to allow visitation by the public, friends, family and others during the break periods (1000-1015, 1500-1515), lunch and after 1700 hours.
23. Department shall continue to allow IAFF 1770 meetings to be held in the District Stations, Union bulletin boards shall be allowed for posting of Union related information.
24. Department shall continue to post all notices offering employment which arrive in the US mail service.

25. Members shall have the option of off-duty employment except if the off-duty employment impairs on-duty job performance or is limited by Rules and Regulations.
26. The Department shall allow one half hour of the normal work day for physical fitness efforts, subject to the restrictions of Departmental Procedure. (which shall be amended by the District.
27. Substitution by a qualified employee for thirty (30) minutes or less shall be allowed without prior notification or District approval provided that a signed agreement between the affected employees is set forth in the Station log book and Form 17 is submitted to the Duty Officer.
28. The District may allow a member to stay overnight in the station.
29. Subject to the prior approval of the Company Officer, a member may be allowed to purchase groceries during on-duty hours.
30. Mealtimes shall be adjusted due to emergencies, special details or other infringing circumstances.
31. Both the District and its employees may find it advantageous to "borrow" various tools in order to complete a project. As these tools represent a substantial investment the following guidelines shall be followed:
 - a. No tool or piece of equipment shall be loaned for use off premises that is normally carried on mobile apparatus or used at the station if such use might delay response.
 - b. Expendable supplies such as oil, grease, wire, etc., shall not be used except as may be authorized by a Chief Officer. Expendable supplies shall be replaced forthwith.
 - c. Use of tools on premises shall be approved by the responsible Captain.
 - d. Tools borrowed to be used off premises may be approved by the responsible Captain or a Chief Officer on proper completion of the loan form.
 - e. In the event borrowed equipment or tools should be damaged the borrowing party shall be responsible to repair or replace with equal quality as determined by the Chief Officer or tool owner.
 - f. Unless special permission is reviewed from a Chief Officer tools shall not be off premises for more than 48 hours.
 - g. Anything which is borrowed is subject to return on demand. The policy shall apply to all tools owned by the District and private tools being used on District projects. Private tools which are on premises may be borrowed on permission of the owner only.
32. Personnel shall have the option of changing their scheduled vacation choices with the permission of the Captain in charge of scheduling.

Appendix B1

Definitions

APPARATUS:	Any fire department vehicle having a unit number
AUTOMATIC RECALL:	An automatic call to duty of all members caused by the occurrence of a disaster, such as an earthquake, wind storm, etc., which disrupts normal communications.
CAREER PERSONNEL:	Members of the Department who are in the full time employ of the District and are scheduled for duty on a regular basis.
CHANNELS, THROUGH:	The transmission of orders and communication, through the intermediate offices in ascending or descending order of rank.
CHIEF OFFICER:	A Department officer at the rank of Battalion Chief level or above
COLLATERAL DUTY:	A duty assigned to, but subordinate to a primary duty concerning specific additional responsibilities which may cross vertical organizational lines of authority; such as a company commander assigned to collateral duty of superintendent of apparatus, drill master, etc.
COMPANY:	Personnel assigned to apparatus
COMPANY COMMANDER:	(Company Officer) Personnel, usually a Captain, in command of a Company
DIVISION OR BUREAU:	A grouping of activities of the Department formed for administrative purposes.
DUTY OFFICER:	The officer scheduled for emergency duty for the day; usually a Chief Officer.
EMERGENCY:	A sudden or unexpected occurrence or combination of occurrences such as fire, flood, wind storm, etc., demanding prompt action and shall include any like situations that in the opinion of the general public demand immediate action.
FALSE ALARM:	An alarm given with malicious intent or without reasonable cause.
FIRE RELATED WORK:	Those activities related to the fire service by their inclusion in the categories of fire prevention or suppression, public relations and the "in house" areas of maintenance, training, and education.
FIRST DUE COMPANY:	The company of a first alarm assignment that normally would arrive at a given location first.
GENERAL ORDER:	An order issued by the Fire Chief implementing policy
HEADQUARTERS:	The office of the Fire Chief, the administrative center of the Department
HYDRANT DISTRICT:	An area corresponding to the zone within which a company tests hydrants
IMMEDIATE FAMILY:	Includes father, mother, step-parent, brother, sister, spouse, legally registered co-habitant, child, step-child, adopted child, grandparent, grandchild, mother-in-law, and father-in-law.
LEAVE OF ABSENCE:	Leave which the Fire Chief may grant in special circumstances
MEMBER:	When used in these regulations shall include all career and volunteer personnel
MEMORANDUM:	A transitory notice issued by the Fire Chief or other authoritative source for guidance and information of members of the Department.
OFFENSIVE HABITS:	Acts or mannerisms which impede effective working relationships with employees or the general public
OFFICIAL ACTION GUIDE:	Consists of rules, regulations, procedures, general orders, resolutions, ordinances and other directives which guide members (also known as SOG's, Standard Operating Guidelines)
OFFICER:	Captain, Acting Captain, or higher ranking personnel
PLATOON:	The entire fire fighting personnel on duty during a prescribed period
PRIMARY DUTY:	The duty which an officer or member is assigned which receives most of his attention

PROPERLY RELIEVED:	In order to be properly relieved, the member going on duty must be properly uniformed, at the required duty station, physically able and in a mental condition which indicates the ability to assume the required duties.
QUARTERS:	Any engine house, department building, office, storeroom, workshop, yard, shop or place where members are assigned or employed
RECALL:	A call to duty issued by an officer requiring all personnel to report for duty to control an emergency
ROTATION:	A series of work shifts and non work days that represent the normal work schedule for a platoon
RULES & REGULATIONS:	Personnel guide for the conduct of the members (also known as SOG's, Standard Operating Guidelines)
SHIFT:	One shift shall mean a period of twenty-four (24) consecutive hours
SPECIAL DETAIL:	One or more members assigned by the Fire Chief to such departmental service and hours of work as he may see fit during the duty shift.
STANDARD OPERATING GUIDELINES:	A compilation of rules, regulations, policies, procedures, general orders, resolutions, ordinances, and other directives which guide members in their conduct and operations
STILL ALARM:	An alarm received other than through dispatched 911 calls
STRIKE TEAM:	A temporary company of members and apparatus allowed to leave the District to assist other agencies in emergency situations with the District being reimbursed for costs incurred to provide the assistance
TEMPORARY ADDED DUTY:	Duty for longer than one shift and governed by written confirmation issued at the time of occurrence such as for conferences
VISITORS:	Persons in quarters who are not members of the Department; non-members who are providing approved services for the Department
VOLUNTEER PERSONNEL:	A member of the Department Who does not receive any direct individual remuneration for services rendered

- Section 1: The officer of the Department shall have titles as follows and shall rank in the order mentioned, or as may be designated by the Fire Chief: Fire Chief, Fire Captain I or II
- Section 2: They shall be responsible for the full performance of the duties delegated to them and shall require subordinates under their command to comply with all orders, rules, regulations, practices, and procedures of the Department and shall promptly report any flagrant violation or dereliction of duty.
- Section 3: Officers shall be vigilant and active in enforcing the rules and require strict compliance therewith. They shall promptly correct any irregularities. No officer shall tolerate or condone any violation or evasion of the rules.
- Section 4: Officers shall be just, dignified and firm in their dealings with subordinates and see that good and proper discipline is maintained among members of the Department.
- Section 5: When, in their judgment, an offense committed by a member under their command is sufficiently serious to warrant immediate action, all officers shall have the authority to relieve summarily and through channels followed by proper and well substantiated written charges, with a copy to the individual involved, on which official relief from duty may be made by the Fire Chief. All official actions shall be made in writing with copies of all documents to be given to the individual involved.
- Section 6: In sudden emergencies it shall be their duty to decide promptly any question of doubt on the part of their subordinates relative to the interpretation of regulations or orders and to prescribe the immediate action to be taken.
- Section 7: Members in charge of Headquarters Station shall keep a journal which will be a complete daily history of the activities and operations of their respective units. Officers and members in charge of the various subdivisions of the Department not specifically charged with the duty of keeping the journal shall keep on file, in an orderly manner, reports and materials relative to the functions of their office.
- Section 8: Officers shall be responsible for the correct notation of all verbal orders and directions having a general application and, at the time of relief, shall appraise one another of occurrences and happenings incidental to their tour of duty.
- Section 9: Officers shall make prompt verbal reports to their superior officer of any unusual occurrences concerning the Department. All such occurrences are to be investigated at once and, when necessary, a report containing the facts of the case shall be forwarded through channels.
- Section 10: They shall preserve, until their purpose has been served, all orders, notices, communications and records pertaining to the operation of the Department.
- Section 11: They shall be responsible for the completeness, accuracy, truthfulness and dispatch of all reports with which they are concerned. No reports or communications will be intercepted or unnecessarily delayed in transit.
- Section 12: In the conduct of the business of the Department, officers shall personally and directly administer the affairs with which they are concerned.
- Section 13: All premises on which fire occur shall be left in a condition which will most readily permit reoccupancy. Such premises shall also be left in such condition that will not rekindle or cause further damage to property or danger to life.
- Section 14: Officers shall take precautionary measures to prevent unnecessary risk to members of the Department or the general public.
- Section 15: Whenever a member saves human life at the risk of his own, or perform as an especially commendable act, the officer under who the act was performed shall make a full report of the incident through channels.
- Section 16: The numerical quota of all companies and divisions will be maintained in accord with Department policy; variations shall be reported through channels.

- Section 17: No officer shall interfere in matters or operations for which another officer of equal rank is responsible except with the latter's approval or by order of a superior officer. Conflict of authority must be strictly avoided.
- Section 18: The authority granted a subordinate officer shall become the right of a superior officer to exercise at his discretion.
- Section 19: Company officers, shall while on duty, keep the dispatcher informed of their whereabouts and movements along with those of their command.
- Section 20: Officers in charge at the scene of any emergency shall have full authority to direct the operations necessary for control and to take the necessary precautions incidental to control.
- Section 21: In the course of such operations they may prohibit approach to such emergency of any person, vehicle, vessel or thing and may remove or cause to be removed and kept away from such emergency all persons not actually and usefully employed, in the judgment of said officer, in the control of the situation.
- Section 22: Acting officers shall have the authority and be required to enforce the regulations and orders of the position that they are filling and will be charged with the knowledge of and be accountable for the proper execution of the duties of such rank.
- Section 23: Acting officers shall be accorded all the privileges and responsibilities necessary to effectively and efficiently temporarily perform the selected duties of the office in which they are acting and shall be obeyed and respected accordingly.
- Section 24: No acting officer shall alter or annul the standing orders of the regular officer without specific authority of the regular officer or a superior officer.
- Section 25: At fires or other emergencies regularly appointed officers shall have precedence in command of those acting in the same rank. While off-duty they may assume command only upon the request through channels explaining reasons for relinquishment of command.
- Section 26: All officers shall be required to follow standard operational procedures as set forth in the Standard Operating Guidelines of Humboldt No. 1 Fire Protection District except where they are not applicable. Written reports, explaining why standard procedures were not followed, shall be forwarded to the Fire Chief on request of any officer.
- Section 27: No officer of the Fire District shall make any decision concerning hours of duty, type of service or assignment to special details which gives special consideration to personnel for the benefit of any part time employment or employer.
- Section 28: All officers shall assist with such other fire related duties as are assigned by a superior officer.

Appendix B3

All Personnel

- Section 1: Personnel when driving apparatus shall at all times drive and operate apparatus in a manner consistent with safety. Due regard for the welfare of the Department and its' personnel shall govern the operations of all apparatus.
- Section 2: Personnel under the supervision of their Company Officers shall be the responsible for the condition and operation of apparatus to which they are assigned and be held strictly accountable for its' readiness for service.
- Section 3: For expediency in response to alarms, personnel shall acquaint themselves with topography, physical conditions and other matters affecting response in the District.
- Section 4: Personnel shall familiarize themselves with practice and procedures relative to water supply, fire streams, pump capacity and other operations and equipment, which will enable them to perform their duties efficiently.
- Section 5: Personnel driving apparatus shall possess a valid California Driver's License issued by the Code and be familiar with other pertinent information regarding their privileges and requirements may be waived at the discretion of the Fire Chief.
- Section 6: Personnel shall keep apparatus, equipment, tools and their uniforms in a clean and serviceable condition.
- Section 7: Personnel shall keep stations and premises neat, clean and in good order.
- Section 8: Except for the purposes of instruction under competent supervision, no member will operate Department fire pumps or drive Department automotive apparatus unless it is shown by appropriate entry in his "Personnel File" as certified to operate the particular type of apparatus. Under emergency or unusual conditions, an officer of the Humboldt No. 1 Fire Protection District may waive this requirement.
- Section 9: Personnel shall perform fire related work as their superior officers may require.

Appendix B4: Personnel Responsibilities

- Section 1: Familiarize themselves with and be obedient to the Standard Operating Guidelines, Memorandum of Understanding, laws and orders affecting the operation of the Fire District
- Section 2: When attending fires of alarms to exert their greatest energy and best ability in the performance of their duty.
- Section 3: Keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of a superior officer.
- Section 4: Exercise precautionary measures to avoid injury to themselves and others while in the performance of their duties.
- Section 5: Exercise due caution to avoid unnecessary damage to or loss of District property.
- Section 6: Maintain and care for all District property placed in their care according to established procedures or specific instruction as outlined in material provided by the equipment supplier.
- Section 7: Practice economy in the use of supplies and the metered services and see that waste is avoided.
- Section 8: Accord obedience, respect and courtesy to superior offices and those performing the duties of higher rank; show respect to all personnel.
- Section 9: Be courteous and respectful in their dealings with the public.
- Section 10: When relieved from duty under disciplinary charges promptly surrender all District property to their superior officer pending disposition of the case.
- Section 11: When assigned by the Fire Chief to act in higher rank, accept responsibility for the performance of duties of that position.
- Section 12: Carry their identification cards at all times when not otherwise clearly identified as a fireperson.
- Section 13: Keep their persons, uniforms, beds and lockers in a neat and clean condition. Persistence in uncleanness or offensive habits will be cause for disciplinary action.
- Section 14: Under the direction of the Fire Chief, personnel detailed to head the various subdivisions of the District shall have charge of the administrative duties of their respective subdivisions and shall be responsible for the maintenance of discipline and authority.
- Section 15: All personnel of the District, irrespective of the subdivisions to which they are attached or duties they perform, are subject to the SOG's, Mou and orders concerning government of the uniformed force, particularly in the areas that apply to conduct discipline and transgression of law.
- Section 16: In matters of general conduct personnel shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act tending to bring reproach or discredit upon the District or its personnel.
- Section 17: No personnel shall conduct himself in such a manner that, or be party to any action that would tend to impair the good order and discipline of the Department.
- Section 18: Personnel shall not, on or off duty, use the uniform, badge or prestige of the District for the purpose of personal gain.
- Section 19: Personnel shall not led his name as a member o the District to any commercial or business enterprise, nor shall he approve or countenance the use of the name and the prestige of the District for such purpose.
- Section 20: No personnel shall receive or accept for personal gain a reward, fee or valuable gift from any person for services incidental to the performance of duty. This shall not preclude the acceptance of food items such as cookies, cake, etc., which may be given personnel from time to time. Any item given to personnel which exceeds the above shall be reported to the Duty Chief who shall determine a proper course of action. Such gift and their dispositions shall be logged in the station logbook and shall be reported to the Board of Directors along with the final disposition of said article.
- Section 21: No person shall directly or indirectly solicit the influence or intercession of any person or persons to affect his transfer or promotion. Requests for transfer shall be made through regular channels.

- Section 22: No person shall while on duty or by using the uniform, badge, or prestige of the District attempt to influence the vote of any person for or against any candidate for public office.
- Section 23: No solicitation, speeches, distributions, posting or display of campaign literature for or against any candidate for public office shall be permitted on District property or buildings.
- Section 24: Personnel shall avoid political or religious arguments in quarters or elsewhere while on duty.
- Section 25: No person shall report for or be on duty under the influence of any intoxicating liquor, drug or compound, nor shall he absent himself from duty or render himself unfit to perform fully his duties for reasons attributable to or produced by indulgence in intoxicants or drugs.
- Section 26: No person shall bring or cause to be brought into quarters any intoxicating liquor, drug or compound while in uniform, unless such material was confiscated under proper legal authority.
- Section 27: No person shall have in his possession any intoxicating liquor, drug or compound while in uniform, unless confiscating such under proper legal authority.
- Section 28: Personnel shall not use obscene, uncivil or boisterous language at fires, in quarters or while engaged in games in which the Department is represented. Engagement in altercations is prohibited.
- Section 29: Punctuality is required of all personnel. Repeated or unjustified failure to report for duty or to place of assignment at the time specified will be cause for disciplinary action.
- Section 30: Personnel, while on duty, are expressly forbidden to engage in any boisterous conduct, horseplay or similar activity not occasioned by the requirements of their duties and which may result in injury or illness to anyone.
- Section 31: All employees, while on duty shall keep the dispatchers informed of their whereabouts and movements.
- Section 32: No personnel of the Humboldt No. 1 Fire Protection District shall make any investigation, survey, report or professional remark in, into or concerning any matter or area which is properly under the jurisdiction of another fire agency or service, except as may be arranged for by the Fire Chief of Humboldt No. 1 Fire Protection District. The Fire Chief may permit such activity only upon request of the chief fire official of the jurisdiction concerned, or upon official request from the governing body of that jurisdiction.
- Section 33: On notification of "Recall" or in cases of "Automatic Recall" all personnel shall report for duty as rapidly as possible consistent with safety.
- Section 34: All personnel shall assume "Automatic Recall" to be in effect on the occurrence of any major event which results in the lack of operation of normal communications.
- Section 35: All members shall reside within 30 minutes driving time of any Humboldt No. 1 Fire Protection District fire station unless other arrangements are authorized by the Fire Chief.
- Section 36: All personnel shall perform other fire related duties as assigned by a superior officer.

Appendix B5:

Operations

- Section 1: District etiquette of the Flat of the United States of America shall be, as far as is applicable, in accordance with the Flag Code adopted by the National Flag Conference, Washington, D.C.
- Section 2: The Flag shall be displayed from District buildings in the manner prescribed by the Fire Chief.
- Section 3: Personnel shall participate while on duty in drills and other District training activities as directed, be thoroughly familiar with all equipment they may be require to use in the full performance of their duties and perform related fire service work as may be required.
- Section 4: Personnel may, upon application to the Fire Chief, be granted leaves of absence when such leaves are requested because of illness, injury or death of a member of their immediate family, in accordance with the terms of the employer-employee relations contract.
- Section 5: Suggestions for the improvement of the District or well-being of the District personnel will, when presented through channels, be welcomed and carefully considered.
- Section 6: All uniformed personnel of the District shall be regarded as a part of the working force and may be required to perform such duties as circumstances of the fire service demand.
- Section 7: The official roster of the Fire District and all personnel data shall be maintained at the personnel office or at such location as the personnel officer designates.
- Section 8: Every officer and member of the Fire District shall be subject to recall to duty from off duty status for fires, standby during fires or other emergencies except personnel who are suspended from duty, off duty, sick, injured or excused by proper authority at the time of the incident.
- Section 9: Upon notification that off duty personnel are being recalled, personnel shall report for duty at their assigned quarters as soon as is consistent with safety. They shall be governed by instructions relayed by the dispatcher.
- Section 10: During such time as off duty personnel are recalled to duty, meals shall be provided by the Fire District.
- Section 11: The responsibility of all career personnel of Humboldt No. 1 Fire Protection District during disaster or mutual aid conditions is to this District.
- Section 12: When two or more personnel of rank below Captain find themselves in a position which requires initiative action, the senior employee will assume command until relieved by a superior officer.
- Section 13: Solicitation in company quarters for the sale of uniforms and uniform accessories approved by the fire chief and other articles incidental to the welfare of members while on duty may be permitted by authority of the fire chief. A private business transaction arranged by an individual employee may be permitted in quarters with prior approval of the senior officer present provided it does not interfere with departmental activities.
- Section 14: The falsification of records, the making of misleading entries, statements with intent to deceive or the willful mutilation of any useful District records, book, paper or document is expressly prohibited.
- Section 15: Smoking by personnel will not be permitted at any time or place where smoking is prohibited by law. Smoking is discouraged on all fire fighting apparatus and fires and emergencies.
- Section 16: Personnel shall not sell, give away or appropriate to their own use any public property nor shall they pilfer or be guilty of theft.
- Section 17: No personnel shall go off duty unless properly relieved.
- Section 18: Personnel shall not gamble in quarter on while on duty.
- Section 19: Deficiencies of members in the performance of their duties shall be sufficient cause for additional training.
- Section 20: No personnel shall willfully disobey any lawful order issued by a superior officer nor shall he speak disrespectfully of or to any superior officer or any member of the District.
- Section 21: The wrongful or injurious exercise of authority on the part of any personnel of the District will be made the basis for disciplinary action against the offender.
- Section 22: The violation of any of the provisions of the Rules and Regulations or orders of the District or the neglect or evasion of duties prescribed shall be the subject of disciplinary action.

Section 23: No personnel of the Fire District shall be permitted to sleep in quarters between 0700 and 2000 hours except under exceptional conditions as determined by the Station Captain.

Appendix B6:

Chain of Command

- Section 1: Personnel shall report to their immediate superior officer the loss or finding of any District badge.
- Section 2: Personnel shall notify promptly the headquarters Captain of any inability to report for duty at the time required.
- Section 3: Personnel shall notify promptly their immediate superior officer of all matters coming to their attention affecting the interest and welfare of the District.
- Section 4: Personnel making recommendations for changes, alterations or improvements shall consult with and report in writing to their immediate superior. All such recommendations shall be forwarded through channels to the Fire Chief with the approval or disapproval of the intermediate officers noted thereon.
- Section 5: All personnel of the Fire District shall notify the administrative assistant of his place of residence and telephone number and shall, upon change thereof, notify the administrative assistant in writing within 72 hours thereafter. Personnel shall have in his residence a telephone, maintained at his own expense, and a monitor provided and maintained by the District.
- Section 6: When personnel receive an order which is in conflict with a previous order, they shall so inform the officer who issued the conflicting order and be governed by his instruction.

The work requirements of a firefighter are unusual when compared to the general work force. Those who have undertaken the profession, both career and volunteer, must recognize the unusual stress placed on the body by the sudden emergency nature of our work.

It is the policy of the District to encourage all personnel to maintain a reasonable level of physical fitness both to insure physical well being and to prevent injuries. While the importance of a healthy body cannot be overstressed it is not the intent of the District to require a mandatory physical fitness program but to encourage all personnel to participate in at least a minimum level plan.

1. Personnel are encouraged but are not required to participate in the suggested fitness program.
2. For those personnel participating, an exercise time shall be considered to be flexible in order to accommodate company operations and unforeseen assignments as well as emergency calls.
3. Personnel shall remain immediately available for emergency response.
4. Those personnel who elect no to participate will adhere to the hours of work schedule as defined in the contract.

Appendix D:

Temporary Station Residency

It may be necessary or advantageous for the District to allow temporary residency of personnel at District facilities. The following general rules apply:

1. Residency is subject to constant review and may be terminated at anytime, without notice, by the Chief or his representative.
2. Residency privileges are granted solely for the advantage of the District in meeting its commitment to the public.
3. Overnight residency (one night) may be approved by the responsible Captain in charge of the station.
4. Residency for more than one night shall require the approval of the Fire Chief and the station personnel affected.
5. Personnel in residence, but not on scheduled duty shall receive no remuneration or compensation.
6. Personnel shall be responsible for maintaining personal hygiene and are subject to all applicable rules, regulations and procedures of the Department.

Should there be any problems, they shall be referred to the responsible Captain in charge of the station. Captains may refer those matters which are beyond their control to the Fire Chief with recommendations or solutions.

Appendix F - 7/1/99: -50 BIENNIAL & 50+ ANNUAL PHYSICAL

FOLLOW UP EXAM/CONSULTATION

VISION EXAM

HEARING EXAM

DIP STICK URINALYSIS

STOOL OCCULT BLOOD

HEMOGRAM

MEDICAL RISK PROFILE - % BODY FAT

HDL CHOLESTROL

SPIROMETRY

(Baseline, 50- every fourth & 50+ every second year)

STRESS EKG

(Baseline, 35-50 every fourth & 50+ every second year)

CHEST EX-RAY⁹

(Baseline and Post Incident)

CO LEVEL

(Baseline & Post Incident)

SGMOIDOSCOPE

(Every third year over 50)

DIGITAL PROSTATE

TB TEST

NEUROMUSCULAR

RESPIRATORY CERTIFICATION

HEPATITUS 'B' VACCINE

Appendix G: Article 20, Promotions

Sample exercises for Assessment Center for the rank of Captain and Engineer

Engineer:

Leaderless Group Exercise - Candidates are placed in a group charged with producing a specific product.

Oral Presentation - Given a topic and brief preparation time, the applicant will make a presentation and answer questions.

Written Problem - Given background information, the applicant is asked to write a formal report with options and recommendations for a decision-maker.

Emergency Simulation Exercise - Given visual, verbal and written information about an incident, the applicant will management.

Manipulative Exercise - Candidate will demonstrate various skills and knowledge of fire apparatus operations.

Captain: The following exercises might be used in addition to any of those listed above.

Interview Simulation - The applicant is asked to question/counsel a subordinate with a performance problem, and take action.

In-Basket Exercise - Given background information, the applicant is asked to review and take action on a variety of documents.

Appendix H

Humboldt Fire Protection District #1 Standard Operating Guidelines

Job Description

Revised draft 8/03/04

Overview

The Duty Officer role has been traditionally handled by Chief Officers at HFD. The Duty was divided among three, and later two chief officers, such that each had the duty one third, and more recently, one half of the time. There have also been period when there was only one Chief Officer, and duty coverage was sporadic. With the probable loss of the Asst. Chief position due to severe budget restraints, and with the determination that no one should carry the duty obligation more than 50% of the time, it has become necessary to find another mechanism to provide duty coverage.

This SOG, in combination with relevant M.O.U. provisions, will identify how Captain IIs will provide Duty Officer coverage.

A. Captain II Duty Officer

1. Nature of Work

- a. This is a highly skilled and responsible position, managing career and volunteer personnel during both emergency incidents and routine activities.
- b. When the Fire Chief is available, the Captain II Duty Officer will be supervised by the Fire Chief
- c. When the Fire Chief is not available, the Captain II designated to be the Duty Officer will be the highest ranking officer in the organization, supervising all activities, and taking policy direction from the Board of Directors.

2. Examples of Work

- a. The Captain II Duty Officer will respond in the Duty Vehicle to all multi-engine calls, and those single-engine calls at which his presence is necessary for safety or efficiency.
- b. The Captain II Duty Officer will assume command of incidents as described in Section 12 of the Standard Operating Guidelines.
- c. The Captain II Duty Officer will visit the Fire Stations with sufficient regularity to insure that safety and efficiency are maintained, and the needs of the personnel are met.
- d. The Captain II Duty Officer will handle the more complicated issues which arise with members of the public and outside agencies, whether as a result of his own contact, or by referral from other HFD personnel.
- e. The Captain II Duty Officer will not conduct formal disciplinary actions, but shall take all other actions necessary to maintain safety and efficiency of the organization up to and including relieving personnel from duty pending disciplinary action.

3. Responsibilities

- a. Be fully mentally and physically available to respond to incidents within one minute, at all times while having the duty. Remain within the greater Eureka area, at all times while having the duty.

b. Be familiar with, and base decisions upon the following:

- * The HFD Mission Statement
- * Board Policy
- * Operational Directives from the Fire Chief
- * Standard Operating Guidelines
- * M.O.U. with IAFF Local 1770
- * HFD reference documents

c. Maintain knowledge and proficiency in the Incident Command System.

d. Fairly and conscientiously represent the HFD administration to the personnel, as well as the concerns, problems, requests and recommendations of the personnel to the Administration.

d. Fairly and conscientiously represent the HFD administration to the personnel, as well as the concerns, problems, requests and recommendations of the personnel to the Administration.

e. All the responsibilities listed in the HFD Captain Job Description.

4. Required Experience and Training

a. Have completed the Probationary Period for the rank of Captain.

b. Have a letter in his personnel file from the Fire Chief authorizing him to function in the Duty Officer capacity.

c. Thorough knowledge of the Incident Command System.

d. Successful supervisory experience.

e. A thorough understanding of the principles of the chain-of-command.



Humboldt Fire District #1
Return To Work Verification
Rank: Captain

On _____, Captain _____ completed
Date Employee name

their return to work evaluation and is hereby cleared for full shift

duty as of _____.
Return to duty date

This return to work includes duty as: (Circle all that apply)

Duty Officer

Evaluator Signature

Evaluator Printed Name

Employee Signature

Employee Printed Name

Fire Chief Signature

Fire Chief Printed Name

Humboldt Fire District Return to Work Task Performance Sheet Rank: Captain		
Name: _____		Duty Officer Capable? Y / N
Task:	Pass / Fail:	Evaluator Name & Date:
1. Don SCBA within 60 Seconds		
2. Demonstrate SCBA Emergency Features (P.A.S.S., bypass, etc)		
3. Deploy and raise 24 ft. ladder		
4. Perform E.M.S. Trauma Scenario (Evaluator's Choice)		
5. Perform E.M.S. Medical Scenario (Evaluator's Choice)		
6. Perform Evolution E-2 (Code) w/ETAD and AED		
7. Demonstrate knowledge of incident report writing in Firehouse		
8. Drive cone course (Apparatus is evaluator's choice)		
9. Drive street course (Apparatus is evaluator's choice)		
10. Perform evolution A-1 in Captain's role		
11. Perform evolution A-2 in Captain's role		
12. Perform evolution A-3 in Captain's role		
13. I.C.S. Scenario: residential structure fire		
14. I.C.S. Scenario: commercial structure fire		
15. I.C.S. Scenario: wildland fire		
16. I.C.S. Scenario: extrication		
17. Demonstrate knowledge of scheduling duties (Firehouse and paper schedule)		
18. Demonstrate procedure for handling an on the job injury		
19. Demonstrate pre-trip vehicle inspection (WT and AE only)		
20. Demonstrate ability to edit and update the POD		

Humboldt Fire District Return to Work Task Performance Sheet Rank: Captain		
Name: _____		
Task:	Pass / Fail:	Evaluator Name & Date:
21. Demonstrate ability to operate mobile and portable radios		
22. Demonstrate ability to operate O.T. program and hire for vacancies		
23. Demonstrate ability to fill out log book		
24. Perform evolution D-2 in Captain's role		
25. Demonstrate procedure for setting up a pre-plan inspection		
26. Confirm certifications up to date	Class "B" Drivers License: Y / N EMT: Y / N CPR: Y / N	



Humboldt Fire District #1
Return To Work Verification
Rank: Engineer

On _____, Engineer _____ completed
Date Employee name
their return to work evaluation and is hereby cleared for full shift
duty as of _____.
Return to duty date

This return to work includes duty as: (Circle all that apply)

Acting Captain

Evaluator Signature

Evaluator Printed Name

Employee Signature

Employee Printed Name

Fire Chief Signature

Fire Chief Printed Name

Humboldt Fire District
Return to Work Task Performance Sheet
Rank: Engineer

Name: _____

Acting Captain Capable? Y / N

Task:	Pass / Fail:	Evaluator Name & Date:
1. Don SCBA within 60 seconds		
2. Demonstrate SCBA emergency features (P.A.S.S., bypass, etc.)		
3. Demonstrate SCBA weekly checks		
4. EMS trauma scenario (Evaluator's choice)		
5. EMS medical scenario (Evaluator's choice)		
6. Perform Evolution E-2 (Code) w/ETAD and AED		
7. Deploy and raise 24 ft. ladder		
8. Drive cone course with WT and an engine (engine is evaluator's choice)		
9. Drive street course with WT and an engine (engine is evaluator's choice)		
10. Perform pre-trip inspection		
11. Perform weekly apparatus checks		
12. Establish a 90 gpm/30 cfm CAFS flow		
13. Evolution A-1 w/wet supply line		
14. Evolution A-2 w/wet supply line and ground mount monitor		
15. Evolution A-3 w/wet supply line		
16. Evolution A-5 (drafting)		
17. Evolution A-7 (foam eductor)		
18. Set up and operate extrication equipment (Hurst)		
19. Set up and operate air bags		
20. Incident command scenarios (A/C only)		

Humboldt Fire District Return to Work Task Performance Sheet Rank: Engineer		
Name: _____		
Task:	Pass / Fail:	Evaluator Name & Date:
21. Demonstrate familiarity w/Firehouse scheduling (A/C only)		
22. Demonstrate procedure for dealing with an on duty injury (A/C only)		
23. Demonstrate ability to edit the POD (A/C only)		
24. Demonstrate ability to complete an incident report using Firehouse (A/C only)		
25. Confirm certifications up to date	Class "B" Drivers License: Y / N EMT: Y / N CPR: Y / N	



Humboldt Fire District #1
Return To Work Verification
Rank: Firefighter

On _____, Firefighter _____ completed
Date Employee name
their return to work evaluation and is hereby cleared for full shift
duty as of _____.
Return to duty date

This return to work includes duty as: (Circle all that apply)

Acting Engineer

Acting Captain

Water Tender Operator

Evaluator Signature

Evaluator Printed Name

Employee Signature

Employee Printed Name

Fire Chief Signature

Fire Chief Printed Name

Humboldt Fire District
Return to Work Task Performance Sheet
Rank: Firefighter

Name: _____ Water Tender Capable: Y / N Acting Engineer Capable: Y / N

Task:	Pass / Fail:	Evaluator Name & Date:
1. Don SCBA within 60 seconds		
2. Evolution A-1 w/wet supply line		
3. Deploy and raise 24 ft. ladder		
4. Reload 1 ¾" triple fold		
5. Reload 4" supply line w/hydrant pack		
6. Demonstrate SCBA weekly check		
7. Demonstrate SCBA safety features (PASS, use of bypass)		
8. Perform EMS trauma Scenario (evaluator's choice)		
9. Perform EMS medical scenario (evaluator's choice)		
10. Evolution E-2 (code) w/ETAD and AED		
11. Set up and operate extrication equipment (Hurst)		
12. Set up and operate air bags		
13. Drive cone course (WT and AE only)		
14. Street driving course (WT and AE only)		
15. Evolution A-5 (Drafting) (WT and AE only)		
16. Supply proper PDP to one 1 ¾" line (AE only)		
17. Supply proper PDP to one 2 ½" hand line (AE only)		
18. Evolution A-2 (deck gun) ground mount (AE only)		
19. Demonstrate pre-trip inspection (WT and AE only)		
20 Confirm certifications up to date	Class "B" Drivers License: Y / N EMT: Y / N CPR: Y / N	