



Southern Park County Fire Protection District (SPCFPD)

POLICY MANUAL

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Southern Park County Fire Protection District (SPCFPD) - POLICY #010

RULES OF CONDUCT

The following Rules of Conduct are provided to guide the conduct and set out the expectations of all personnel associated with the SPCFPD. This includes the Board of Directors (BOD), Fire Chief, line and staff officers, Volunteer Fire Fighters, Medical Volunteers, Fire Department Reserves and Auxiliary Members.

1. **Compliance with all laws and license conditions:** SPCFPD personnel are required to comply with all Federal, State, and local laws and regulations.
2. **Board Member Manual:** All Board of Director members are expected to be knowledgeable of and to comply with the guidance provided in the Special District Association (SDA) of Colorado's "*Board Members Manual*".
3. **Conflict of Interest:** All SPCFPD personnel are expected to avoid any conflict of interest or appearance of conflict of interest to include but not limited to:
 - Disclosure of confidential information to further his/her personal or financial interest.
 - Acceptance of gifts or gratuities of sufficient value which might prevent the "impartial discharge of duties".
 - Conducting any known or suspected conflict of interest to the BOD or Official of the District for determination of a violation.
4. **Discrimination/Harassment:** Avoid any form of workplace discrimination or harassment as detailed in the SPCFPD Policy Manual under the title of "Unlawful Discrimination and Sexual Harassment".
5. **Environmental Concerns:** All SPCFPD personnel are expected to be conscious of the environmental uniqueness of the District and to conduct all activities with appropriate consideration for safeguarding the environment.
6. **Financial Integrity:** The SPCFPD and especially the BOD and its Treasurer are entrusted with the fiduciary responsibility for the management of public funds. All personnel are expected to report to the BOD or District Officials any suspected misuse or mishandling of this public trust.
7. **Proper Use of Equipment:** Having the proper firefighting and medical equipment and having that equipment in proper operating condition is essential to the success of the SPCFPD. Any misuse or uncertified use of District equipment is to be reported to the appropriate authorities.
8. **Reporting of Illegal or Unethical Behavior:** All personnel are expected to have the interest of the District, as specified in the "*Mission Statement*" and in its "*Policies and Procedures*" as their highest priority. Any illegal or unethical behavior is expected to be reported to the BOD or to an officer of the District.

Violation of these Rules of Conduct: Any violations of these Rules of Conduct will subject the violator to the disciplinary procedures as detailed in the "SPCFPD Personnel Policy" and the "SPCFPD Disciplinary Policy".

This amended policy is effective April 2, 2007, replaces the prior policy and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: April 2nd, 2007
Kathryn Boettcher



Southern Park County Fire Protection District (SPCFPD) - POLICY #020

PERSONNEL POLICY

In order to safeguard lives and property, the Southern Park County Fire Protection District (SPCFPD) seeks to recruit and train volunteer personnel for the purpose of suppressing fires, performing rescue services, assisting in medical emergencies and traffic accidents. SPCFPD subscribes to the federal guidelines for Equal Opportunity Employment.

SPCFPD will provides its active personnel with insurance coverage, radios, firefighting gear, and training so that they may better serve the public and property owners of the District. In order that the SPCFPD make the maximum use of its limited resources, the following policy defines what will be supplied to District personnel and what is expected of them.

POLICY:

For insurance coverage purposes, all personnel are considered to be employees of the District whether they are paid or not. There are four categories of personnel: administrative, active, reserve, and auxiliary. Administrative personnel service under the direction of the Board of Directors. Active and reserve personnel serve under the direction of the Chief of the District. Auxiliary personnel are under the direction of the President of the Auxiliary.

Administrative personnel consist of the members of the Board and such staff personnel that the Board may appoint from time to time. Active personnel consist of those that actively participate in training and respond to emergencies. To maintain in the active category, personnel must attend a minimum of 16 hours of service per calendar quarter of which at least 10 hours must be spent in Department training. The District Chief may waive this requirement on a case-by-case basis. The District will provide active personnel with a radio, firefighting gear, and training opportunities. Personnel that do not meet these criteria will be required to relinquish their radio and gear and may elect to move to reserve status. Reserve personnel are those that do not meet the training response requirements of Active personnel, but still wish to contribute time and services in major emergencies and other activities of the District. Auxiliary personnel provide support to District operations as per the by-laws of the Auxiliary.

Personnel are dismissed from participation in District activities only by a majority of the Board of Directors. Reasons for dismissal include but are not limited to: violation of the Drug and Alcohol Policy, insubordination on the scene of any emergency, conviction of criminal activity or conduct reflecting negatively on the District and/or its members which would undermine the confidence of the community. Each case for dismissal shall be presented to the Board of Directors by the Chairman of the District or by the District Chief. The Auxiliary will handle its own discipline and discharge per its own internal procedures. Personnel under consideration for dismissal shall be allowed to present their case to the Board. Personnel may resign from all participation in District activities at any time. When a person resigns or is dismissed, all District property in the possession of that person must be returned to the District.

This amended policy is effective September 6, 2012, replaces the prior policy and remains in effect until modified or rescinded.

By Authority of the Board of Directors: *(The original "official" signature is on file at SPCFPD)* Dated *September 6th, 2012*
S. J. Calanni



Southern Park County Fire Protection District (SPCFPD) - POLICY #030

RELEASE OF INFORMATION POLICY

The Southern Park County Fire Protection District (SPCFPD) is committed to open communication on any of its policies, procedures, or actions taken in carrying out its mission. To insure timely, accurate, and appropriate release of information about District activities, the following policy is established.

POLICY:

All SPCFPD Board of Directors meetings shall be open to the public and conducted in accordance with C.R.S. 24-6-401 and C.R.S. 24-6-402.

The District Chief, or his designee, may permit visitors or Media personnel to attend training sessions or other official activities. However, such attendance shall not interfere with the training procedure or compromise safety.

Release of information about District activities to individuals representing print and broadcast Media shall be subject to the following conditions:

- The District Board of Directors is responsible for control and the information posted on the SPCFPD website (www.guffeyfire.net). This site is intended to provide the public with announcements and the same information available by attending a Regular or Special meeting of the Board
- On matters concerning action by the Board of Directors, only the Chairman of the Board or the District appointed Public Information Officer (PIO) may provide information on an official position determined by the Board.
- Release of information concerning routine SPCFPD activities subject to the supervision of the District Chief, must be approved by the Chief.
- Information concerning emergency operations or incidents may be released by one of three District personnel: (1) The District PIO, (2) District Chief or (3) Incident Commander, in that order.
- In accordance with the Health Insurance Portability and Accountability Act (HIPAA), no District personnel will release information about the medical history or condition of a volunteer, patient, or victim. Refer inquiries to the attending Medical Facilities or Physicians.
- Death notifications are released only by the Park County Coroner or Park County Sheriff.

All District personnel should be aware that if they should take it upon themselves to express their personal opinion, or provide inaccurate information to the Media, the result could have a devastating effect on the reputation, public confidence and future of the SPCFPD District, as well as themselves, and a public retraction may be necessary for "damage control". Violations will be subject to discipline under Policy 060 of the Policy Manual.

This amended policy is effective December 6, 2012, replaces the prior "**Communication Policy 030**" and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated December 6th, 2012
S. J. Calanni



Southern Park County Fire Protection District (SPCFPD) - POLICY #040

UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT

The District shall/must take all reasonable steps to prevent discrimination and sexual harassment from occurring. The District maintains a strict policy prohibiting sexual harassment and discrimination because of gender, race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation and age, or any other basis protected by federal, state or local law.

SEXUAL HARASSMENT DEFINED:

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of joining the fire department as a member; or (2) submission to or rejection of such conduct is used as basis for decisions affecting the member, or (3) such conduct has the purpose or effect of unreasonably interfering with a member's work performance or creating an intimidating, hostile or offensive working environment.

EXAMPLE OF POSSIBLE SEXUAL HARASSMENT MAY INCLUDE THE FOLLOWING:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advance
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about a member's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

It is unacceptable for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a Board member, officer or Fire Chief or by persons doing business with or for the District.

OPEN DOOR POLICY:

Members who believe they have been discriminated against or harassed on the job, or who are aware of discrimination against or the harassment of others, should immediately report the inappropriate conduct. Reasonable steps will be taken to investigate any report of discrimination, harassment or retaliation by any member. Obviously, any member who knowingly submits a false report or complaint may be subject to disciplinary action up to and including termination as a member of the District.

Southern Park County Fire Protection District (SPCFPD) - POLICY #040

UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT (page 2)

PROTECTION AGAINST RETALIATION:

The District prohibits retaliation against any member by another member or by the District for reporting harassment or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a federal or state enforcement agency. The District also prohibits retaliation against any member who opposes harassment.

Any member, either co-worker, supervisor or manager, who is found to have engaged in unlawful discrimination, harassment or retaliation is subject to disciplinary action up to and including termination as a member of the fire department.

This policy becomes effective May 3, 2007 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: May 3rd, 2007
Kathryn Boettcher

Southern Park County Fire Protection District (SPCFPD) - POLICY #040

UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT – EXHIBIT 1

INCIDENT REPORT

Date _____ Time _____

Incident (be specific) _____

Reporter _____ How Received? _____

Notification? _____ Time _____

Witness(es)? _____

Person(s) involved
(Name & Address – Non-Firefighter/EMT) _____

Details of Incident _____

Officer _____ Date _____

Southern Park County Fire Protection District (SPCFPD) - POLICY #040

UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT – EXHIBIT 2

ACKNOWLEDGMENT OF RECEIPT OF SEXUAL HARASSMENT POLICY

I hereby acknowledge that I have received, read and understand the Policy of the Southern Park County Fire Protection District against sexual harassment.

I understand that the department does not tolerate sexual harassment and that I have the right and/or duty to report harassment to the Fire Chief in a timely manner.

(Printed Name)

(Signature)

(Date Signed)



Southern Park County Fire Protection District (SPCFPD) - POLICY #050

COMMAND STRUCTURE AND PROMOTION POLICY

In order to perform its mission, the SPCFPD appoints personnel to fill leadership and staff positions within the department. A recognized chain of command is deemed necessary to suppress fires and provide emergency medical services efficiently without endangering the lives of volunteers or victims. The following policy is implemented to establish the necessary chain of command.

POLICY:

The District Chief is appointed according to the By-Laws of the SPCFPD. The Board shall first consider candidate for Chief from the ranks of active volunteer firefighters and medical providers of the SPCFPD.

If there are no suitable volunteer applicants from within the department, a search committee not to exceed seven members shall be appointed to recruit candidates from outside the volunteer membership.

The SPCFPD Board of Directors (BOD) shall appoint two of its members to serve on the search committee and name one of those members as committee chairperson. The Board shall also appoint up to five members of the fire/medical department to serve on the committee.

The committee shall recruit, interview and check reference of candidates. It shall present its recommendations to the full fire Board, which shall re-interview and make the final selection.

The selected candidate may be required to serve as staff assistant to the chief for ninety days to become familiar with the department and its volunteer personnel. The candidate may also be appointed on a probationary basis for a period not to exceed six months.

The Chief is the only officer directly responsible to the Board for the operation of the SPCFPD. The Chief may, at his/her discretion, delegate duties to subordinates, but he/she cannot relieve himself/herself of responsibility for the performance of such duties, except in cases of unforeseen malfeasance by the subordinate.

The Chief shall appoint and/or promote all command, line and staff officers. The BOD reserves the right to be informed in advance of all appointments or promotions and to advise the Chief if they have any reservations about such appointments or promotions.

The Chief may revoke the appointment of any subordinate officer at his/her discretion. A revocation of an appointment is not a dismissal from district activities and as such is not eligible for an appeal to the Board under the SPCFPD Personnel Policy. Similarly, any officer may resign from a leadership/staff position and remain active as a volunteer with the SPCFPD.

Outside agencies, companies and individuals providing services to the SPCFPD shall provide the appropriate leadership to accomplish their tasks and shall be directed or supervised by the Chief or Incident Commander as the situation may warrant.

The Chief may seek advice and counsel from the Board in executive session on any personnel matters covered by this policy.

Southern Park County Fire Protection District (SPCFPD) - POLICY #050

COMMAND STRUCTURE AND PROMOTION POLICY (page 2)

This policy becomes effective January 1, 2003 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: *(The original "official" signature is on file at SPCFPD)* Dated: January 1st, 2003
Harry J. Stanley



Southern Park County Fire Protection District (SPCFPD) - POLICY #060

SPCFPD DISCIPLINE POLICY

Corrective discipline is the responsibility of the Chief and Officers and is intended to help the volunteer change his/her conduct, behavior or attitude.

Disciplinary action should be carefully considered to determine whether infractions are in part the result of:

1. Poor supervision.
2. Improper placement.
3. Inadequate training.
4. Compelling personal problems.

Most forms of problem behavior can be dealt with successfully without resorting to penalty-type measures. Volunteer counseling, additional training, or temporary change in assignments may resolve the difficulty.

When it is necessary to use corrective measure:

1. Action taken must be time, reasonable, and understood by the volunteer.
2. Written notices given volunteers must be specific as to the reasons for the action.
3. The Chief and Officers must be firm and consistent in the actions taken.

RULE VIOLATION PROCEDURE:

There are three (3) possible steps the Chief may take in maintaining discipline after counseling has failed.

- A. First, a verbal warning is part of a normal relationship between Chief or Officer and volunteer. This is appropriate for minor infractions after counseling has failed. The problem must be pointed out to the volunteer; he/she should understand the necessity for correcting his/her behavior; a full discussion by both the Chief/Officer and the volunteer is desirable. Any correction should not be made in the presence of other volunteers. A written statement should be made and also noted on the volunteer's chronological record that a verbal warning has been given.
- B. Second, written reprimands. This action is appropriate for a more serious infraction or repeated infractions. The volunteer is given a written reprimand to insure that he/she understands what the infraction was and to provide a written record of the matter. The volunteer should then acknowledge receipt of the reprimand by signature.
- C. Last step, discharge of the volunteer, is the action taken after continued failure to attain the desired change in the volunteer's conduct, behavior, or attitude; this action may be taken initially for more serious misconduct or infraction of the rules. Officers should furnish proper documentation of the events to the Chief and the SPCFPD Board for joint consideration and decision. If there is a decision that termination is justified, and after approval of the Board, an Action Slip is to be completed and signed jointly by the Chief and the Board. Every effort should be made to have the volunteer acknowledge, by signature, the reason for termination.

Southern Park County Fire Protection District (SPCFPD) - POLICY #060

SPCFPD DISCIPLINE POLICY (page 2)

OTHER INFRACTIONS:

A Notice of Violation of SOP's may be issued by any Officer observing or having evidence of the infraction. After investigation of the incident, a written reprimand, if warranted, will be issued by the Chief and signed by the Firefighter/EMT to acknowledge receipt of the reprimand.

A copy of the reprimand will be made a part of the volunteer's personnel record. This document may serve to protect the department in the future. The written reprimand should include:

1. A complete and specific description of the offense.
2. A statement that repetition of the offense will result in a more severe disciplinary action.

JUSTIFIABLE DISCIPLINE AND DISCHARGE:

There are three important premises to consider to assure justifiable discipline and discharge.

- A. That the volunteer knew what was expected and knew the consequences of his/her acts:
 1. If the volunteer has failed to properly perform a task, have you convinced yourself that he/she actually knew the functions of the Job?
 2. Did the volunteer violate a rule or SOP which he/she in fact knew was a rule? Or did you just "presume" the volunteer knew the rule? Was the rule posted?
 3. Did you warn the volunteer before imposing discipline? Or did you let him/her "get away with it" for long periods of time and then impose discipline?
 4. Did you impose penalties on the volunteer to impress upon him/her the seriousness of the acts?
 5. Can you prove you warned the employee? Is there a written record?
- B. That an attempt was made to rehabilitate the volunteer:
 1. Did you, as an Officer, personally work with the volunteer in order to correct his/her faults or did you "leave it to others"?
 2. Did you make sure the volunteer understood what was to be done?
- C. That you gave the volunteer due process:
 1. Did you apply your rule evenhandedly or have you made exceptions in the past?
 2. Is the volunteer in question receiving the same treatment as others have received for the same offense?
 3. Did you give the volunteer a change to explain his/her side of the story or did you just "land" on him/her?
 4. Did you make your investigation before taking final disciplinary action or did you jump to conclusions and then gather evidence to support your position?

The Disciplinary Procedures are designed to protect the safety and ensure fair treatment of all volunteers. Discipline may be required for safety violations or less than satisfactory work performance, and will be administered in accordance with existing Policies and Procedures.

This policy becomes effective May 17, 2007 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: May 17th, 2007
Kathryn Boettcher



Southern Park County Fire Protection District (SPCFPD) - POLICY #070

FIRE AND MEDICAL BILLING POLICY

This Policy establishes the procedures to be followed for the invoicing and billing of fire and medical services provided by the Southern Park County Fire Protection District.

DEFINITIONS:

1. **Inclusion** – Property or property owner who has elected to be **included** in the District and who is assessed a mill levy in accordance with Special District laws. The number 0020 will appear in the Tax Area block of the Park County Assessors' Property Detail Information schedule if the property is **included** in the District.
2. **Exclusion** – Property or property owner who has failed to request to be included in the District or specifically petitioned to be **excluded** from the District. The number 0004 will appear in the Tax Area block of the Park County Assessors' Property Detail Information schedule if the property is **excluded** in the District.
3. **Petition for Inclusion of Land** – A SPCFPD form to be used by property owners wishing to be **included** in the District.

POLICY:

There will be no charge for fire, medical services, or motor vehicle accident responses provided to properties or property owners, that are **included** (see definition) in the SPCFPD. This non-billing of **included** properties pertains only to services performed by the SPCFPD; other Advanced Life Support Agencies, such as "Flight for Life", will bill in accordance with their own policies.

Fire, medical, and motor vehicle accident responses to properties or property owners **excluded** or otherwise not within the District will be charged based on the response apparatus needed for the incident at rates established by the District Board of Directors (BOD). The established rate will become part of this Policy. It will appear on the "Rates" page.

Authority for billing out of district (non-included/**excluded**) properties is granted by C.R.S. 32-1-1001(l)(k). Recipients of fire or medical services, and who have been billed for services, have the right to petition the BOD for a reduction or forgiveness of the debt. The circumstances under which relief is granted must be compelling and unusual as determined by the BOD. The decision of the BOD will be final.

RESPONSIBILITIES:

The **District Board of Directors** will:

- establish realistic and fair rates to be charged for response apparatus.
- hear all petitions and appeals for debt forgiveness.

The **District Fire Chief** will:

- assisted by the **Treasurer**, be responsible for preparing and mailing invoices to the recipients of services in accordance with the provisions of this Policy.
- assisted by the **Treasurer**, be responsible for pursuing collection remedies for all unpaid invoices. An invoice will be considered unpaid if delinquent for 90 days.
- be responsible for advising the BOD regarding rates to be charged for apparatus responses.

This amended policy becomes effective September 5, 2013, replaces the prior policy and remains in effect until changed or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: September 5th, 2013
S. J. Calanni

Southern Park County Fire Protection District (SPCFPD) - POLICY #070

FIRE AND MEDICAL BILLING POLICY – RATES

~~The rate currently established for **excluded** properties is \$200 per hour for each responding apparatus with a minimum charge of one (1) hour per unit. This rate will remain in effect until a different rate is approved by the SPCFPD Board of Directors.~~

~~*[approved by the SPCFPD Board on 03/03/2011]*~~

The rate currently established for **excluded** properties is \$250 per hour for each responding apparatus with a minimum charge of one (1) hour per unit. This rate will remain in effect until a different rate is approved by the SPCFPD Board of Directors.

[approved by the SPCFPD Board on 09/05/2013]

Southern Park County Fire Protection District (SPCFPD) - POLICY #070

**FIRE AND MEDICAL BILLING POLICY – EXHIBIT
PETITION FOR INCLUSION OF LAND**

In the Matter of **Southern Park** }
County Fire Protection District }

TO THE BOARD OF DIRECTORS OF THE DISTRICT:

The undersigned Petitioner, being fee owner of the real property hereinafter described, hereby prays that such property be included within the **Southern Park Country Fire Protection District (SPCFPD)**, as provided by law, and for the cause, states:

1. That such property is capable of being served with facilities of the District.
2. That assent to the inclusion of such property in the District is hereby given by the undersigned, who constitute **all** the fee owners of such property.
3. That there shall be no withdrawal from this Petition after consideration by the Board, nor shall further objections be filed thereto by Petitioner.
4. That the inclusion of such property in the District shall be subject to any and all terms and conditions established by the Board and accepted by Petitioner and to all duly promulgated rules, regulations and rates of the District.
5. That the property owned by Petitioner and sought to be included in the District is accurately described in the **legal description** in the vesting deed attached as Exhibit "A".

Also known as: _____
(street address)

Containing approximately _____ acres more or less.

<u>Printed Name of Petitioner(s)</u>	<u>Signature of Petitioner(s)</u>	<u>Address of Petitioner(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE OF _____ }

} ss.

COUNTY OF _____ }

The foregoing instrument was acknowledged before me this ____ day of _____,
20____, by _____.

Witness my hand and official seal.

Notary Public
My Commission Expires: _____



Southern Park County Fire Protection District (SPCFPD) - POLICY #080

FIRE DEPARTMENT RESERVE

This Policy establishes a sub-organization of the Southern Park County Fire Protection District to be known as the Fire Department Reserve.

POLICY:

When personal or business commitments of individual firefighters or medical personnel prevent them from meeting the training requirements to stay active within the department, they may apply to the Chief to become members of the Reserve. Minors (ages 16 – 18) who desire to join the department may also be assigned to the reserve with parental permission. The Chief will maintain an accurate listing of reservists and their contact information.

Reservists may be asked to assist the fire department during a call-out for fires or other emergency situations under the following conditions:

- Their assignments during these emergency situations will be at the discretion of the Incident Commander.
- While on-scene, no reservist will be allowed to work independently, but will be assigned to assist active members of the department.
- Reservists who respond to an emergency should strive to clothe and equipment themselves appropriately, as department equipment on-scene may be limited.

No reserve member will retain fire department equipment such as turnout gear, radios or tools. At the discretion of the Chief, reservists may be assigned clothing or equipment to be stored in a fire department facility.

Reservists may attend training with the department as their schedule permits. They may also perform duties in support of the department such as maintenance, record keeping, etc.

A reservist may become an active member of the department by application to the Chief.

No member of the department who is discharged for cause may become a member of the Reserve.

This policy becomes effective January 1, 2003 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: January 1st, 2003
Harry J. Stanley



Southern Park County Fire Protection District (SPCFPD) - POLICY #090

SPCFPD AUXILIARY

In performing its mission, the Southern Park County Fire Protection District may need incidental support that is not directly related to fire suppression activities or medical emergencies. On these occasions, the District may call upon its Auxiliary. The following policy is established for the utilization of the Auxiliary

POLICY:

The Auxiliary is a self-governing body that is subject to the general direction of the SPCFPD Board of Directors. The SPCFPD Board of Directors will provide meeting and office space, financial support and controls, individual insurance coverage, and necessary equipment to the Auxiliary.

The support provided by the Auxiliary will generally be limited to fund raising, fire education efforts, administrative support and on-scene rehabilitation. Auxiliary members shall not be directly involved in firefighting although they may be used as couriers or drivers.

When activated for rehabilitation support by the SPCFPD, the Auxiliary will be under the direct supervision of the Incident Commander.

While working for the SPCFPD, all Auxiliary personnel will be covered by the District's insurance policies.

This policy becomes effective January 1, 2003 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: January 1st, 2003
Harry J. Stanley



Southern Park County Fire Protection District (SPCFPD) - POLICY #100

DRUG AND ALCOHOL POLICY

The Southern Park County Fire Protection District (SPCFPD) has a paramount interest in protecting its members and the public they serve by providing a safe and drug/alcohol-free working environment. The professional responsibilities and integrity of the District demand that all associated personnel refrain from illegal drug use or the abuse of any drug or alcohol and remain free of the negative consequences of that abuse. Any allegations of drug/alcohol abuse that are directed at District personnel will reflect negatively on the District as a whole and are to be avoided. Therefore, the SPCFPD Board of Directors hereby establishes this policy as its position on drug and alcohol use by District personnel.

POLICY:

Personnel shall not be under the adverse influence of alcohol or drugs while on duty or responding to or from an emergency incident, training activity, or meeting. If, in the judgment of the Incident Commander or Senior Officer Present, a person is under the influence of alcohol or drugs, that person will immediately be relieved and removed from the scene of that activity. If they are impaired to the extent that they are unable to drive safely, provisions will be made to transport them home or to an appropriately safe location.

Personnel should not respond to emergencies, training activities, or meetings when under the influences of effects of drugs or alcohol.

Abuse of this policy may result in disciplinary action and removal from participation in District activities. Personnel may seek help from any Officer on a strictly confidential basis for assistance in ending the abusive use of drugs or alcohol. Officers may refer individuals to drug/alcohol rehabilitation agencies for assistance.

For purposes of this policy, District personnel shall include members of the Board of Directors; Officers and members of the Fire Department, both paid and volunteer; Officers and members of the Auxiliary; and any private citizens that may be commandeered to assist in an emergency.

This policy becomes effective July 5, 2000 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: *(The original "official" signature is on file at SPCFPD)* Dated: *July 5th, 2000*
Jerry Sylvia



Southern Park County Fire Protection District (SPCFPD) - POLICY #101

RANDOM DRUG TESTING POLICY

This Policy is enacted in furtherance of our District's responsibilities to provide a drug-free workplace for all employees and volunteers and to assure the general public with the District that fire and medical response personnel are being led by mature and competent professionals. It is also the intent of this Policy that the paid employees of the District set a drug-free example for the Volunteer staff.

APPLICABILITY:

This Policy shall apply to all paid employees of the District. Please see companion Policy 100 which applies to all District personnel whether paid or volunteer

ADMINISTRATION:

The Board of Directors, utilizing the services of an Independent and Certified Drug Testing Service will administer this Policy. Scheduling of testing and frequency of testing may be set by the Board or by the Certified Laboratory at the Board's discretion.

PROCEDURES:

Scheduling of testing will be random and usually will not exceed four tests per year.

Participation in the Program shall be a condition of employment for all paid employees.

All costs associated with this Program shall be borne by the SPCFPD.

The results of any testing shall be handled in a confidential manner and shared ONLY with the Employee, Testing Laboratory, Fire Chief and the Board of Directors.

Positive result for drug use may result in recommendation for rehabilitation or discipline up to and including discharge as determined by the Board of Directors.

This policy becomes effective May 6, 2010 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: May 6th, 2010
S. J. Calanni



Southern Park County Fire Protection District (SPCFPD) - POLICY #110 FINANCIAL CONTROL POLICY

Financial controls are standards established by the Board of Directors (BOD) to assure the accuracy, timeliness and completeness of financial data as well as compliance with all Special District regulations. Additionally, financial controls help to prevent or detect erroneous or inappropriate transactions. The goal of having a strong system of financial controls is to promote the Fire District's ability to reach its objectives by providing reliable financial data, safeguarding assets and records, evaluating operational efficiency and assuring adherence to the policies and regulations of Special Districts including TABOR provisions when applicable.

SPECIAL DISTRICT REGULATIONS:

To a large extent financial oversight of Special Districts, as required by Colorado law, is detailed in sections 29 and 32 of Colorado Revised Statutes (C.R.S.) and summarized in Chapter V of the SDA Board Members Manual. This oversight includes:

- mil levy certification (§32-1-1201, C.R.S.)
- limitations on revenue increases (§29-1-302, C.R.S.)
- budget process (§29-1-103 and §29-1-108, C.R.S.)
- qualifications of persons preparing budgets (§29-1-105, C.R.S.)
- public budget hearings
- budget amendments
- investment options
- authorized depositories of public funds
- audit requirements (§29-1-606 and 604, C.R.S.)

It is not the intent of this Policy to duplicate this regulatory oversight but to establish internal controls and to assign responsibilities to assure compliance with these regulations and to assure that District practices have the internal controls, balances, and separation of duties that are necessary to meet the Fire District's public trust responsibilities.

ROLES AND RESPONSIBILITIES:

The **Board of Directors (BOD)** shall have the overall responsibility for developing and enforcing this Financial Control Policy, for enforcement of the provisions of the District's By-laws and for meeting the requirements of Colorado Law. Along with its oversight responsibilities, the BOD is specifically responsible for:

- Budget approval (it should be noted that an item appearing in the budget does not authorize the expenditure of funds for that item.)
- Approving all transactions involving expenditures in excess of the amounts specified in this Policy. To the extent feasible, expenditures needing BOD approval should be presented at the regular monthly BOD meeting; however, if an emergency expenditure is needed to ensure the public's safety, the BOD reserves the right to poll the directors and ratify the decision at the next regular or special meeting of the Board.
- Public review and analysis of monthly financial statements.
- Review and approval of all Grant applications
- Overseeing the periodic inventory of District fixed assets and plant equipment.

Southern Park County Fire Protection District (SPCFPD) - POLICY #110

FINANCIAL CONTROL POLICY (page 2)

The **Treasurer** must be a member of the BOD. It is the Treasurers' responsibility to:

- Prepare or have prepared for the BOD and the public, monthly financial statements in accordance with Art III (C) of the By-laws. Suggested reports should include a detailed check register, balance sheet and budget vs. actual profit and loss statement.
- Participate in the development of the annual budget along with the BOD Chairman and District Chief.
- Be the primary signatory for all check payments of District expenditures. All expenditures exceeding \$500 require one authorized signature and a second Board member signature with the following exceptions:
 - payroll checks and payroll-related pension, health insurance and government-required taxes,
 - fuel payments to Park County, and
 - propane charges for filling the District's LP tank at Station #1.
- Cause to have the required audits or audit exemptions performed per §29-1-604 and 606, C.R.S. and Art III (C) of the By-laws.
- Develop, with the District Chief, a justifiable response apparatus rate to be charged to all out-of-District or "excluded" properties in accordance with the District's Billing Policy.
- Assure that all District revenues (including mill levies, out-of-District or "excluded" billing revenues, donations) and cash balances are held by an "eligible public depository" (PDPA) and that all cash reserves are held in risk free investments to serve the best interests of the District. The current depository, "COLOTRUST" is an approved depository.
- Approve budgeted expenditures up to \$500 and seek advance BOD approval for expenditures in excess of \$500.

The **District Chief** shall have the financial control responsibility to:

- Assist with the development of the annual budget.
 - Develop a justifiable response apparatus charge.
 - Bill for out-of-district or "excluded" responses.
 - Approve all travel and training and expense reimbursements, as well as all other department invoices.
 - Manage all of the District's fixed assets.
 - Identify and prepare grant applications, with the assistance of other Fire Department Officers, for BOD approval.
 - Protect and assure the proper maintenance and operation of all response apparatus.
 - Approve budgeted expenditures up to \$500 and seek advance BOD approval for expenditures in excess of \$500.
- NOTE: A paid employee of the District, when filling in for the Chief during his absence, shall assume these same financial control responsibilities.

SUMMARY:

It shall be the policy of this District that all contracted services or supplies and material exceeding \$1,000 will be competitively bid. Awards will be based on best value to the District.

Reimbursement for authorized travel and training expenses will be based on actual and reasonable basis. A District "Expense Report" will be prepared for all requested reimbursements.

Proper authorization for every transaction is the best assurance that the District has for properly fulfilling its public trust. Each transaction involving District fund expenditures must have:

- a) Budgeted or Board approval if expenditure is in excess of approval levels detailed in this Policy
- b) Approval in accordance with approval levels detailed in this Policy
- c) Vendor Invoice or vendor's statement with applicable invoices attached
- d) Verification that the product or services were in fact received

The Chief's signature indicating that these conditions have been met will satisfy this authorization requirement.

Southern Park County Fire Protection District (SPCFPD) - POLICY #110

FINANCIAL CONTROL POLICY (page 3)

It shall be the Policy of this District that debit cards, in the Districts' name, will not be issued nor used for any payments or other purposes except in special cases expressly approved by the BOD.

A credit card bearing the name of the person to whom it is issued, along with the District's name (SPCFPD) and tax exempt number can only be issued after specific approval by the BOD. The number of credit cards issued will be limited to a maximum of 8 which will be tightly controlled by the District Chief. The combined "Credit Limit" of all issued credit cards cannot exceed \$15,000 unless expressly approved by the BOD.

- Credit card purchases made by the Treasurer or District Chief cannot exceed their individual spending approval levels detailed in this policy unless prior BOD approval is granted.
- Credit card purchases made by any other fire department members can only be made with the approval of the District Chief and cannot exceed the District Chief's spending approval level unless prior BOD approval is granted.

Any "special case" issuance of credit or debit cards will be restricted to a maximum spending limit consistent with the purpose for which the card is issued.

Properly maintained financial records are essential to allow the BOD and District Chief and Officers to perform their fiduciary responsibilities. A thorough review of the monthly reports allows the responsible parties to make timely adjustments to meet District objectives.

For the purposes of this policy the term "emergency" shall mean "an unexpected and usually dangerous situation (or the resulting state) that calls for immediate action". An "emergency expenditure" is one that would jeopardize the public safety if it had to wait the three days needed to properly call for and publicly post a public meeting. It shall be the goal of this District to operate in such a way as to limit, to the greatest extent possible, such expenditures.

This policy becomes effective November 7, 2013, replaces any prior policy and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: November 7th, 2013
S. J. Calanni



Southern Park County Fire Protection District (SPCFPD) - POLICY #120

NFPA/COO INSPECTION POLICY

All areas/residences within the Southern Park County Fire Protection District are considered at risk to the dangers of wildfire. This Policy is intended to guide SPCFPD personnel regarding inspections of new residences and major repair of residences within the District, which require Certificates of Occupancy (COO) prior to normal use. It also establishes the jurisdiction and authority of the SPCFPD to perform analysis ratings in accordance with the NFPA guidelines.

BACKGROUND:

NFPA 1144 was developed for the purpose of protecting life and property from wildfire. Recent cases in Colorado, which resulted in loss of homes and property, have emphasized the need to follow these professional guidelines.

The SPCFPD Board of Directors adopted this NFPA Standard as a guideline for the protection of life and property from wildfire in the Southern Park County Fire Protection District, on May 7, 1998. The Park County Board of County Commissioners (BOCC) was made aware of this action on May 14, 1998.

The Park County BOCC has passed a resolution adopting the guidelines of the IFC and the NFPA for all of Park County.

The SPCFPD and the BOCC have entered into a Memorandum of Understanding (MOU) authorizing the SPCFPD to perform "advisory" inspections of all new construction in the District.

PROCEDURE:

In accordance with the aforementioned MOU, it will be the responsibility of the SPCFPD Chief or Deputy Chief to inspect all newly constructed or modified projects or structures, which require a Park County Certificate of Occupancy, for compliance with NFPA guidelines. This inspection shall consist of an Analysis Rating utilizing the most recent "NFPA Wildfire Checklist".

Owners of existing homes within the District are encouraged to request that an Analysis Rating be performed on their property and to take remedial actions as recommended. This service will be performed at no cost for properties that are "Included" in the District and at a nominal cost for "excluded" properties.

For non-commercial properties, the Analysis Rating shall be advisory only to the homeowner and to County Officials. Sign off on the COO does not signify compliance with NFPA 1144, but only that an analysis has been performed. It shall be the responsibility of the homeowner to correct deficiencies or understand the risks and vulnerability to wildfires that he/she is accepting. Correction of noted deficiencies of Commercial properties shall be mandatory and within the authority of the County Building Department for enforcement.

This policy becomes effective January 6, 2011 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: January 6th, 2011

S. J. Calanni



Southern Park County Fire Protection District (SPCFPD) - POLICY #130

EXECUTIVE SESSIONS POLICY

This Policy is intended to guide the SPCFPD Board of Directors in the proper procedures for conducting executive sessions during regular or special meetings of the Board.

BACKGROUND:

Section 24-6-402 of the Colorado Revised Statutes (as amended), sets forth the procedures to be followed when convening an executive session. This policy implements Section 24-6-402.

POLICY:

Executive Sessions may only occur during regular or special meetings of the Southern Park County Fire Protection District (SPCFPD) Board of Directors.

LIMITED PURPOSES:

Executive sessions are for discussion only. No adoption of any proposed policy, position, resolution, or formal action shall occur at any executive session.

PROCEDURE:

During a regular or special meeting, and prior to the time the Board convenes in executive session, the Chairman shall announce the topic of discussion proposed for the executive session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized, including the specific statutory citation as enumerated below. Prior to entering into an executive session, the Chairman shall state whether or not, following the executive session, any formal action and/or discussion shall be taken by the SPCFPD.

1. To discuss purchase, acquisition, lease, transfer or sale of any real, personal or other property interest. Section 24-6-402(4)(a), C.R.S.
2. For a conference with an attorney for the Board for the purposes of receiving legal advice on specific legal questions. Section 24-6-402(4)(b), C.R.S.
3. For discussion of a matter required to be kept confidential by federal or state law, rule or regulation. Section 24-6-402(4)(c), C.R.S.
4. For discussion of specialized details of security arrangements or investigations. Section 24-6-402(4)(d), C.R.S.
5. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators. Section 24-6-402(4)(e), C.R.S.
6. For discussion of a personnel matter. Section 24-6-402(4)(f), C.R.S. and not involving:
 - Employees who have requested discussion of the matter in open session;
 - Any member of the SPCFPD Board;
 - The appointment of any person to fill an opening on the SPCFPD Board; or
 - Personnel policies that do not require discussion of matters personal to particular employees.
7. For consideration of any documents protected by the mandatory non-disclosure provision of the Colorado Open Records Act. Section 24-6-402(4)(g), C.R.S.

Southern Park County Fire Protection District (SPCFPD) - POLICY #130

EXECUTIVE SESSIONS POLICY (page 2)

ELECTRONIC RECORDING:

A record of the actual contents of the discussion during an executive session shall be made by electronic recording. If electronic recording equipment is not available or malfunctions, written minutes of the executive session shall be taken and kept by a previously designated Board Member, if present, or if not present, by the Chairman.

The electronic recording or minutes, if any, of the executive session must state the specific statutory provision authorizing the executive session. The electronic recording or minutes, if any, of the executive session shall be kept by a previously designated Board Member, unless he/she did not participate in the executive session, in which event, the record of the executive session shall be maintained by the Chairman. If written minutes of the executive session are kept, the Chairman shall attest in writing that the written minutes substantially reflect the substance of the discussion during the executive session and such minutes shall be approved by the Board at a subsequent executive session.

If, in the opinion of the attorney who is representing the District, and who is present at the executive session, “all or a portion” of the discussion constitutes attorney-client privileged communications:

1. No record shall be kept of this part of the discussion.
2. If written minutes are taken, the minutes shall contain a signed statement from the attorney attesting that the unrecorded portion of the executive session constituted, in the attorney’s opinion, privileged attorney-client communications. The minutes must also include a signed statement from the Chairman attesting that the discussion in the unrecorded portion of the session was confined to the topic or topics for which the executive session is authorized pursuant to the Open Meetings Law.

EXECUTIVE SESSION MOTION FORMAT:

Section 24-6-402(4) of the Colorado Revised Statutes requires the specific citation of the statutory provision authorizing the executive session.

THEREFORE, I MOVE TO GO INTO EXECUTIVE SESSION:

___ To discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a).

___ For a conference with the attorney representing the District for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-02(4)(b).

___ For discussion of a matter required to be kept confidential by the following federal or state law, rule or regulation: _____ under C.R.S. Section 24-6-402(4)(c).

___ For discussion of specialized details of security arrangements or investigations under C.R.S. Section 24-6-402(4)(d).

___ For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e).

___ For discussion of a personnel matter – Section 24-6-402(4)(f), C.R.S. and not involving: employees who have requested discussion of the matter in open session; any member of the SPCFPD Board; the appointment of any person to fill an opening on the SPCFPD Board; or personnel policies that do not require discussion of matters personal to particular employees.

___ For consideration of documents protected by the mandatory nondisclosure provisions of the Open Records Act under C.R.S. Section 24-6-402(4)(g).

AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: _____
_____ (The Chairman may ask the District’s attorney, if present, to provide the details).

The Motion must be adopted by the affirmative vote of two-thirds (2/3) of the quorum present.

Southern Park County Fire Protection District (SPCFPD) - POLICY #130

EXECUTIVE SESSIONS POLICY (page 3)

RETENTION OF ELECTRONIC RECORDING OR MINUTES:

Pursuant to Section 24-6-402(2)(d.5)(II)(E) C.R.S., the Board shall retain the electronic recording or minutes for ninety (90) days. Following the ninety (90) day period, the recording or the minutes shall be destroyed unless during the ninety (90) day period a request for inspection of the record has been made pursuant to Section 24-72-204(5.5) C.R.S.

If written minutes are taken for an executive session, the minutes shall be approved and/or amended at the next executive session of the SPCFPD. In the event that the next executive session occurs more than ninety (90) days after the executive session, the minutes shall be maintained until they are approved and/or amended at the next executive session and then immediately destroyed.

This policy becomes effective June 2, 2011 and remains in effect until modified or rescinded.

By Authority of the Board of Directors: (The original "official" signature is on file at SPCFPD) Dated: June 2nd, 2011
S. J. Calanni

Southern Park County Fire Protection District (SPCFPD) - POLICY #130

EXECUTIVE SESSIONS POLICY - ANNOUNCEMENT

ANNOUNCEMENT SHALL BE MADE BY THE CHAIRMAN AT THE BEGINNING OF THE EXECUTIVE SESSION. MAKE SURE THE ELECTRONIC RECORDER IS TURNED ON; DO NOT TURN IT OFF DURING THE EXECUTIVE SESSION UNLESS SO ADVISED BY THE DISTRICT'S ATTORNEY.

Today's date is _____, and the time is _____.

For the Record, I am _____, the Chairman (or Chairman Pro Tem) of the SPCFPD Board of Directors.

As required by the Open Meetings Law, this executive session is being electronically recorded.

Also present at this executive session are the following person(s): _____

This is an executive session for the following purpose:

(repeat the language of the motion, including the statutory citation)

I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session.

If, at any point in the executive session, any participant believes that the discussion is outside of the proper scope of the executive session, please interrupt the discussion and make an objection.

The close of the executive session is in the Chairman's discretion and does not require a motion for adjournment of the executive session.

The Chairman shall close the executive session by stating the time and return to the open meeting.

After the return to the open session, the Chairman shall state that the SPCFPD is in open session and whether or not any formal action and/or discussion shall be taken by the SPCFPD.