

## Mission Statement

The Mission of the Fallen Leaf Fire Department is to minimize the damaging effects of fire and other hazards on life, the environment and property in and around the Fallen Leaf Lake Community Services District. To serve the Fallen Leaf Lake Community with a volunteer force to the best of our ability according to budget, training and access by providing education, prevention, and initial response to fires, medical emergencies and other hazards.

## Service Area

The FLFD service area and sphere of influence is shown in Appendix A.

Specific FLFD response maps are given in Appendix B.

The description of the area and basic fire department information are shown in the Appendix C.

## Fire Department Governing Body

The FLFD governing body consists of 5 board members, publicly elected to 4 year terms. Terms are staggered to cause elections of half the board every 2 years. The Fallen Leaf Lake Community Services District Fire Department is a department of the Fallen Leaf Lake Community Services District, and known by its common name as the Fallen Leaf Fire Department (FLFD). The Board of Directors of the District is the policy making and governing body that is responsible for the administration and operation of the Fire Department. The Administrative chain of command shall be:

- Board of Directors (5)
- CSD General Manager
- Fire Chief (1)
- Fire Captains / Seasonal Paid Firefighters (4/3)
- Volunteers (no more than 20)

## Organizational Statement

The FLFD responds to emergencies within the Community Services District boundaries. At each emergency, the following will be the priority for protection.

1. Life Safety
2. Property
3. Environment

**From May 15 to Oct 15 of each year, the FLFD endeavors to have one firefighter with a minimum of first responder training available in the district to respond 24 hours a day 7 days a week. The Standard for the FLFD is that at least one firefighter with First Responder training will arrive to any correctly dispatched 911 call within 6 minutes of being dispatched in the district 90% of the time.**

**Provide at least 500 gpm (and preferably 1000 gpm) of firefighting water to 90% of the structures within 1000 feet of the lakeshore within 10 minutes of arrival of the fire boat.**

Minimum Fire Season response preparedness for the district is:

1 type 1, 2, 3 or 4 engine, 1 patrol, 1 type 3 fireboat, 3 volunteers, 1 duty officer

Preferred Fire Season response preparedness of the district is:

1 ICS type 1 engine

2 ICS type 2 or 3 engines (one west side and one backup)

1 ICS type 4 engine (Chief's Patrol Vehicle)

1 ICS type 3 fireboat

Up to 20 Volunteers (including volunteer Fire Captains)

3 seasonal firefighters

1 fire chief

During “off season” (from the end of fire season in Nov to 1 May) the FLFD is a “volunteer only” department, responding to emergencies as possible given available volunteers in the district and road conditions.

## **Fire Department Personnel**

**The FLFD Standard is that all staff given a particular title and Identification Card will have the appropriate documentation in their training folder per the list below and per Training Signoff Sheets**

Fire department organizational chart consists of the following

Explorer

Probationary Volunteer Firefighter

Volunteer Firefighter (meet minimum NWCG FFT2 Qualifications) 1 year

Certified State Volunteer Firefighter (meet minimum NWCG FFT1 Qualifications and CSFM qualifications)

Certified State Firefighter 1

Captain

Fire Chief

To move from one step to the next, a volunteer must meet all minimum requirements for the new step with all the proper documentation (Volunteer training signoff sheets, Appendix D, will be placed in an individual volunteer training notebook).

The fire department will have a maximum of the following personnel

1 Fire chief

4 Fire Officers

20 Volunteers

4 explorers

If spaces are limited, priority for new volunteers will be given to those volunteers who spend more time in the FLL basin. Experience and/or qualifications may be important secondary criteria.

## **Department Minimum Qualifications**

### **Minimum Qualifications for Explorer**

12 years of age (may be less if parent accompanies child)

Letter of interest submitted to the Fire Chief

Parental Letter of Approval and Release of Liability signed for Explorers under 18 years of age

Be able to attend at least 4 training sessions in a two month period

### **Minimum Qualifications for Probationary Firefighter (probation is usually 1 year)**

Live or work 24 hours per week on average in FLL Basin for at least 10 weeks in six months

Letter of interest submitted to the Fire Chief

18 years of age

High school diploma or GED

Complete physicians/DMV exam with sign off to perform firefighting functions in first six months

DMV exam will include initial drug screening, DMV pull-notice

Pass work capacity test of walking 3 miles with 45lb pack in 46 minutes, 5 pullups, 20 pushups, 30 situps

Complete CPR/AED class

Complete online courses IS100, IS200, IS700 and IS800

Complete S-190 and S-130 OR G-130 class online or at station 9

Approval of FD promotion Committee

### **Minimum Qualifications for Volunteer Firefighter (change from Probationary to Volunteer)**

Complete all activities for Probationary Firefighter above (AND)

Attend 50% or 6 hours of training on average per month for a total of 40 hours over a six month period  
Complete First Responder class  
Complete 25 basic firefighter computer classes on FD laptop

**Minimum Qualifications State Certified Volunteer Firefighter**

Complete all activities for Volunteer Firefighter above (AND)  
Complete G-131 class on FD laptop  
Complete 22 Advanced Firefighter and Rescue Classes on FD laptop

**Minimum Qualifications for State Certified Firefighter 1**

Complete all activities for State Certified Volunteer Firefighter above (AND)  
Complete Confined Space Rescue Awareness Class  
Complete Hazmat First Responder Operations Class

**Minimum Qualifications for Fire Captian**

Complete all activities for State Certified Firefighter 1 above (AND)  
Command 1A  
Command 1B  
Command 1C  
Instructor 1A  
Instructor 1B  
Investigation 1A  
Management 1  
Prevention 1A  
Prevention 1B  
I300  
S-230 (or G-230 or G-231)  
S-290  
Have at least 5 years experience as a firefighter

**Minimum Qualifications for Fire Chief**

Complete all CSFM Fire Officer minimum qualifications (AND)  
Obtain California State Fire Officer Certification  
Have a minimum of 5 years FD experience  
Approval of Fire Chief Selection Committee

Annual Refresher training will be given in the following topics:

CPR/AED  
EMT/First Responder Skills (minimum of 24 hours per year)  
Hazardous Materials Awareness  
Confined Space Awareness  
Blood Borne Pathogens

Annual Performance Standards for ALL Department Personnel:

Don Structural turnouts in less than 2 minutes  
Don wildland turnouts in less than 2 minutes  
Don SCBA in less than 1 minute (with structural turnouts already on)  
Correctly operate at least one of the three different fire department radios on several given channels  
Start and Run a floto pump  
Start and Run at least one other portable fire department pump  
Start and Run a fire department chainsaw and/or generator  
Start and Drive at least one FD vehicle and/or Fireboat  
Correctly Pump at least one FD vehicle and/or Fireboat  
Correctly provide water to another piece of apparatus to fill their tank

## Fallen Leaf Fire Department Standard Operations Manual

Correctly receive water from another pressurized source into your engine  
Pull, Extend, Flow, Drain and Replace a 1 ½" attack line with 2 people  
Successfully complete a 400 ft. progressive hose lay  
Utilize solid, straight and fog stream patterns on various nozzles  
Remove, Carry, Place, Extend, Climb, Lock-in, Collapse and Store a 24 ft extension ladder  
Be able to cut a vehicle battery cable and stabilize a vehicle for extrication operations  
Successfully perform BSI, CPR, hook up and operate an AED, control bleeding, treat for shock, administer O2, use a BVM, immobilize a patient on a long spine board and explain the FLFD Patient Care Report Form.  
Successfully explain wildland and interface fire behavior, safety, tactics and strategy and LCES  
Successfully explain structural fire behavior, safety, tactics, strategy and RECEO  
Have a thorough knowledge of equipment locations on each apparatus  
Have a thorough knowledge of maps and locations of water supplies in district  
Awareness knowledge of conditions like (backcountry/rope/water/ice/winter SAR, Confined space, hazmat)

The district and the fire department does not discriminate in accepting or rejecting members on the basis of age, race, sex, religion, national origin, or any other protected classification.

### **Service Awards**

All volunteer firefighters will serve an orientation/probationary period of at least 6 active months (active months are months spent at Fallen Leaf Lake), but no more than 12 consecutive months.

Upon completion of probation, volunteer will receive a FD sweatshirt.

Three years of service- Pelican LED flashlight

Five years of service- leatherman tool engraved with name and FLFD lettering

Ten years of service- name placed on volunteer board

Fifteen years of service- TBD

Twenty years of service- TBD

(Appendix E)

### **Identification**

Each member of the FLFD will be issued 4 laminated identification cards. Each card will contain the following:  
(Appendix F)

FLFD Logo, Address and Phone Number

Member Photo

Full Name

Current Skill Level (in large letters, easily readable from a distance)

Instructions to cut lamination to access medical/personal information

If the lamination is cut, on the inside will be the following information if known

Address

Phone Number

Blood Type

Allergy information

Current Medications

Additional health relevant information and previous medical history

Physicians Name, Address and Phone numbers (if known)

Emergency contact Address and Phone number

1 card should be attached to Structural Turnout Coat

1 card should be attached to Wildland Turnout Coat

1 card should be attached to each turnout bag issued (2 total)

If additional cards are desired, volunteer can request them and pay price of lamination (approx \$5 for 4 cards)

Cards are used as part of the personnel accountability system used at emergency incidents consisting of a ring attached to the IC report clipboard. When volunteers arrive on scene, they need to make sure at least one ID card is given to the IC.

In addition, each volunteer will receive a “red card” certifying their training according to the CICCIS system every spring. (Appendix G)

They also need to sign in on the Paging Sign in Sheet for every event (Appendix D).

### **Minimum Staffing**

**1 volunteer with first responder certification in the district at all times from May 15 to October 15 of each year. Other times of the year there is no minimum staffing.**

**Have one 1 ½” attack line in service and flowing water within 3 minutes of arrival of apparatus 90% of the time.**

**For structure fires, there needs to be a minimum of 6 PROPERLY TRAINED personnel on scene before interior operations are begun. (1 engineer, 1 IC and 2 in and 2 out interior firefighters, with two hose lines charged) (Except when there is a known need for rescue, then the IC will determine if there is sufficient PROPERLY TRAINED personnel available to attempt a rescue, if not, no rescue will be attempted)**

### **Rules of Conduct**

All volunteers are expected to respond to department pages until code 4 is given or until volunteers are canceled.

See “Fire Department Rules of Conduct” (Appendix H)

### **Health and Welfare**

It is the responsibility of all members to report to the fire chief, any and all injuries received while performing their duty within 24 hours of the occurrence. A written report will be submitted on all injuries, no matter how minor they may seem at the time. The report will be sent to the district Board of Directors and to the District insurance company (State Comp Insurance Fund) within 24 hours of the incident.

When engaged in training, firefighting and other emergency operations, as well as performing routine duties, members will exercise every reasonable precaution to avoid personal injury or damage to property or equipment.

Each Volunteer must pass a FD issued work capacity test (FF Pack Test) every year. All new volunteers will have a medical screening based on their age as stated below.

FD physical exams should be according to the following guidelines. It is hoped that many volunteers will be able to use their own medical insurance to get these exams done. The FLFD is committed to good Volunteer health, but has a very limited budget.

Each new volunteer will receive a full medical screening from Barton OC Med (see medical screening form, Appendix I). At least every three years and preferably every other year, all volunteers will receive a medical screening and required vaccinations from Barton OC Med. The FD will pay for these exams and receive a one page form from OC Med basically certifying the volunteer as being physically cleared to perform the duties of a volunteer firefighter. Barton OC Med is the medical program director for the FLFD and retains copies of all personnel medical records, the FLFD does not keep medical records of personnel at the fire department.

It is the department’s wish that all volunteers eat a healthy diet and exercise on a regular basis. (Appendix J)

**It is the policy of the FLFD to request an ambulance and transport any member to the hospital for evaluation if they are experiencing any of the following: Difficulty breathing, chest pain, diaphoresis, or**

**any other sign or symptom of possible heart problem during trainings or emergency incidents. Getting the volunteer evaluated BEFORE a significant heart problem occurs is the goal.**

When lifting and carrying objects, volunteers will endeavor to first provide a clear walking path, provide enough people to lift the item and will lift with the legs instead of the back while keeping the back straight.

All volunteers will be issued safety glasses and earplugs. In addition, hearing and eye protection will be available on all FD apparatus. Hearing protection will be co-located with the floto pumps and chainsaws as part of those tools' basic equipment. Safety glasses are also co-located with the chainsaws.

Physical Agility Test: While wearing a 45lb. weight vest, Drag 150 feet of 3" hose 100 yards from a pile and pull back into a pile, Pull out 4 2 ½" hose rolls from a cabinet, place them on the ground and then return them, Climb one flight of stairs with a 2 ½" hose roll on your shoulder, place hose roll on the floor, hoist up one rolled 2 ½" hose, then let down again, descend stairs, put away 2 ½" hose roll, 50 sledges up striking a target and move a Kaiser beam half its length by striking with a sledge hammer, while still holding sledge hammer, crouch/search along 100' of dark wall, drag a dummy 75ft, extend a 24ft ladder up and down, pull 90 psi charged 1 ½" hose 125'. (Agility Test Sign in Sheet, Appendix D)

Alternate the Physical Agility Test: Walk 3 miles in 46 minutes while wearing a 45 lb. weight vest. Note: the physical agility test is only for those volunteers actively responding to incidents, it does not apply to Explorers in the department regardless of age.

### **Exposure Procedure**

In the event a volunteer is exposed to any substance at an incident, via injection, inhalation, absorption, direct contact to bodily fluids, etc. an exposure form will be filled out and the volunteer will be sent to be evaluated at the nearest medical facility. All appropriate workers' comp forms will be filled out. It is the intent of the FLFD to prevent exposures by using proper protective equipment.

### **Personal Protective Equipment**

**The district will strive to issue all volunteer firefighters protective clothing and equipment (for structure and wildland fires as well as medical aids) that meets or exceeds current standards established by the California Occupational Safety and Health Agency (Cal OSHA), within fiscal year and time constraints. All clothing and equipment issued is property of the District and shall be returned by the member upon termination. (List of Volunteer Equipment, Appendix L and M)**

The equipment will be inspected at least once per year at the beginning of the season to determine if there is anything missing or in need of repair, at this time the specific volunteer equipment list will be updated. The members shall be responsible for the proper care and maintenance of the clothing and equipment issued. The equipment is to be cared for in accordance with proper care and maintenance practices. Washed in a washing machine, turnouts will first be brushed clean, then all hooks, snaps, loops, Velcro put together, liners removed and turnouts turned inside out. Machine wash warm only one set at a time (top and bottom outer shell, or top and bottom liner). After washing, it will be air dried in a shady, well ventilated location. Do not hang in the sun or put in a drier. Loss of any issued equipment will be reported promptly to the fire chief.

No department member shall engage in any fire or rescue activity without the proper protective equipment.

Personal Protective Equipment Required during emergencies is as follows

For Paid staff, the uniform of the FLFD is Nomex shirt with Badge, Appropriate Collar Brass, nametag and Logo Patch, Nomex Pants, Uniform boots.

Uniform of the FLFD Volunteer is as follows, department issued T-shirt or sweatshirt, blue jeans or blue pants, boots.

Structure Fire- Full structural turnouts and SCBA, will be worn by all firefighters in immediate fire ground area..

Traffic Collision- Full Structural Turnouts.

Wildland Fire-Full Wildland Gear, including boots and shroud will be worn by all firefighters in fire area.

EMS call- Structural or wildland turnout coat, rubber gloves and safety glasses.

Hazmat- Full Structural turnouts and other Hazmat gear as determined by substance.

SAR- hiking boots, radio in a chest harness, long pants, wildland coat, wildland gloves, helmet and goggles.

### **Compensation (Labor Laws)**

**The Fallen Leaf Lake Community Services District Fire Department will employ a full time Fire Chief to coordinate and be responsible for the operation and maintenance of the Fire Department Personnel, Equipment and Standards.**

Fire Chief: The position, duties and responsibilities of fire chief is provided for by way of contract with the District. For additional information on personnel issues, contact the Fire Chief or CSD Treasurer. (Fire Chief Contract Appendix N)

The Volunteers will be covered by the District's Worker's Compensation Insurance, during the fire season. A roster of volunteers will be completed on a monthly basis and forwarded to the insurance company. During the winter the roster includes only those members who are able to respond during the winter (i.e. year round residents of the SLT area or those volunteers still able to maintain the 24 hours a week in the fallen leaf basin)

All regular members will have membership dues in CSFA (\$75) paid for by the District on a yearly basis.

All regular members will have \$35 paid for our FLFD Group CALSTAR membership each year.

All regular members will receive \$100 credit toward wildland boot purchase every 3 years.

(Appendix O, P, Q )

### **Alcoholic Beverage Policy**

**Any volunteer or paid personnel who is "on duty", i.e. covering the station or the district, will not drink any alcoholic beverage or be under the influence of any other controlled or un-controlled substance during the entire period they are on duty.**

**Volunteers at social functions, training dinners, BBQ's, Wine Tastings, etc. will not respond to emergencies if they consume more than one alcoholic beverage per full hour or more than 2 alcoholic beverages for the entire period of the event. There will always be at least 3 volunteers and a duty officer who completely refrain from drinking alcoholic beverages at any such event to ensure that the minimum district response is maintained. Anyone drinking alcoholic beverages must be over 21 years of age. The FLFD will not serve alcohol or permit the serving of alcohol to anyone under the age of 21 at any of the events its sponsors or attends.**

**At such events, there will be designated alcohol monitors who make sure minors are not drinking alcohol and the alcohol will be served and consumed in a designated area. No alcohol will be allowed to leave this area. The FLFD will obtain all necessary permits and licenses required to serve alcohol at its functions.**

### **Sexual Harassment Policy**

The FLFD has a "Zero Tolerance" policy on Sexual Harassment. The FLFD ensures a workplace free from harassment of any kind.

### **Discipline, Termination, Resignation, Grievance Procedure**

Resignations will be submitted in writing to the fire chief stating the reason(s) for resignation. The chief will report all resignations to the General Manager within 24 hours and also in his report to the Board at the next regular meeting.

All members serve at the will of the District and the tenure of every member will be dependent upon and consistent with; satisfactory attendance, good behavior, and effective performance. Any member may be reprimanded, suspended, demoted, placed on probation, or dismissed, for any reason including, but not limited to the following:

Attendance

Lack of participation at trainings  
Continued absences from calls  
Behavior  
Conviction of any criminal act involving moral turpitude  
Conduct unbecoming of a public safety officer  
Incapacity due to mental or physical disability  
Insubordination  
Negligence or willful damage to public property or waste of public/supplies or equipment  
Willful violation of any section of these rules and regulation  
Falsification of any report or other record, book or document of the District  
Making misleading or false statements  
Use of the position as a firefighter to solicit, or accept any discount or favor, or use the prestige of the volunteer fire department for any personal gain or self-aggrandizement  
Unauthorized release of confidential information or official records  
Performance  
Inefficiency, incompetence, or negligence in the performance of duties  
Failure to perform assigned tasks or trainings  
Refusal or inability to improve job performance in accordance with written or verbal direction after reasonable trial period  
Refusal to accept reasonable and proper assignments from an authorized supervisor  
Careless, negligent, or unauthorized use of departmental property, equipment or funds

### **Disciplinary Action**

If it becomes necessary to take a disciplinary action, the fire chief will prepare a report which will state the specifics of the violation and a recommendation for action. The General Manager and Fire Chief will work together to correct the problem and a report will be submitted to the Board. If an action is deemed necessary, a letter will be prepared and delivered to the firefighter stating the violation and the action to be taken. The report prepared regarding the violation will be included. The firefighter will have 7 days from the date of the letter of action is received to appeal the action of the Board of Directors.

A grievance is a claimed violation, misinterpretation, inequitable application, or noncompliance with existing fire department rules, regulations, and policies, and/or other provisions of this document. The firefighter will first attempt to resolve any and all matters with the Fire chief prior to initiating the Grievance Procedure. Any grievance must be submitted to the fire chief within 30 days of the incident, giving rise to the grievance, otherwise the grievance is waived. If the matter is not resolved, or if the firefighter is not satisfied with the fire chief's recommendation, the firefighter may submit the grievance to the board of directors. The grievance must be submitted to the board within 10 days of the fire chief's decision.

### **Training Program**

The Fire Chief will provide a training program for the volunteers based upon the curriculum and text established by the international fire service training association (IFSTA) and the certification program established by the California State Fire Marshal's Office. Whenever possible, the fire chief will conduct these classes him/herself.

Trainings will be once a week for at least 3 hours from the beginning of May to the end of October. One hour before trainings, the Fire Chief will request a pager check from dispatch.

All firefighters on the active roster will attend at least 50% of all regularly scheduled trainings during the fire season. They will receive a Volunteer Training Notebook the information included therein will be the volunteers responsibility to know. (These guidelines make up a part of the notebook, Appendix R)

EMT or other medical training will be reimbursed at half the cost of the training up to \$100 if the volunteer will consent to be available for calls in the district for a minimum of six months following the training.

Adult Learners Retain: 90% of DO, 50% of SEE, 30% of READ, and 10% of HEAR.

## **Apparatus**

FLFD apparatus should not be older than 50 years old and preferred surplus age is 30 years. All apparatus should be maintained in good working order at all times.

All members riding on or driving fire apparatus will wear seatbelts at all times and incident appropriate PPE when responding to alarms. All members will wear all appropriate PPE when engaged in or directing fire fighting operations or other dangerous activities. All persons operating any department vehicle must have a valid Driver's License on their person, at all times.

**When volunteers are responding in their on personal vehicle, they will obey ALL traffic laws and drive in such a way as to ensure their safe arrival and return from emergency incidents. They will obey all traffic signals and signs, drive the speed limit and wear seatbelts at all times. When they arrive at the incident they should park their personal vehicle well out of the way of any current or future arriving emergency vehicles, gear up and then proceed on foot to the incident command post to sign in and give their accountability tag to the IC.**

When responding or driving FLFD vehicles, the following rules will be followed:

- Before responding with FLFD emergency vehicles, driver will perform a walk-around of the vehicle observing all four sides and top of vehicle for any loose items, open compartment doors, etc.
- When responding Code 3, all emergency warning lights will be ON and siren will be ON (remember code 3 lights only request right of way and do not ensure right of way)
- When responding any FLFD emergency vehicles code 3 to incidents, vehicles will travel no more than 10 MPH over the posted speed limit and will reduce speed for adverse conditions such as wet or slippery roads, poor visibility, and heavy traffic.
- At any intersection (stop sign, traffic light, etc.), drivers responding in FLFD vehicles will change the siren cadence at least 200 feet before the intersection, slow down to less than 5 mph and/or stop and have the brake pedal covered, scan the intersection for possible hazards, observe traffic in all directions, decide on travel route (left, right, opposing lane etc), establish eye contact with drivers in other lanes to ensure they are yielding right of way, have partner give an all clear. If any of the above cannot occur, driver should STOP the vehicle at the intersection until the safety of the intersection has been fully evaluated.
- Emergency vehicles can enter lanes of oncoming traffic ONLY when oncoming traffic has pulled over.
- If there is a traffic jam and it is obvious that there is no place for other vehicles to move over, Code 3 operation will be discontinued and dispatch will be notified of the situation. As soon as traffic clears, Code 3 operation can be continued.
- When approaching Railroad Crossings, turn off all sirens and air horns, reduce motor to idle speed, turn off other sound producing devices, open windows and listen for train horn. If safe to proceed, select a gear that will take vehicle all the way across the tracks, do not brake or change gears while crossing tracks.
- See attached vehicle backing policy and procedures (Appendix X)

**An Annual DMV BIT Safety Inspection will be performed by a qualified mechanic to ensure response readiness of the vehicle before the beginning of the fire season. Additional BIT or DMV inspections will be performed every 6,000 miles or 12 months whichever comes first.**

**Every three years or 6,000 miles, whichever comes first, any Class A pump in the department (750 gpm or greater) will be flow tested to verify drafting capability and flow rating of the pump.**

**A Monthly Long Check will be performed by department personnel on each vehicle to ensure safety and response readiness of the vehicle.**

**A Weekly Check will be performed by department personnel on each vehicle to ensure safety and response readiness of vehicle.**

**A Daily Vehicle Check will be performed by department personnel on each vehicle housed at station 9 to ensure safety and response readiness of the vehicle (s).**

**(See Vehicle Maintenance Sheets Appendix S)**

**Any repairs that are not general or replacement type repairs will be performed by a qualified mechanic.**

## **Tools and Equipment**

(See Appendix S for Standard Equipment Inventories, Pump Operations Procedures, Pump Maintenance Procedures, etc.)

All fire department equipment will be marked, labeled or engraved with one of the following:

FLL

FLFD

FALLEN LEAF FD 530-542-1343

All fire department equipment will receive minimum regular maintenance per guidelines below:

Wheeled Apparatus will be maintained according to the daily, weekly, monthly and yearly inspection sheets.

SCBAs will be inspected weekly, flow tested yearly and completely overhauled every six years as department budget allows and per manufacturer recommendations, air bottles will be hydro tested as required (usually every 5 years). Volunteers using SCBAs will be fit tested annually using the qualitative method and irritant smoke.

Pumps, chainsaws, generators will get new stabilized fuel every year, spark plugs will be cleaned and gapped, engine will be wiped down and linkages will be oiled. Every other year and/or as needed based on operating time, the pumps will receive air filter, fuel filter and oil changes.

Rope rescue, SAR and Medical Equipment will get a full inspection, inventory and replacement of expired equipment every year and after every significant use.

Yearly (and after each significant use as inspection dictates), all hand tools will be sanded and oiled with linseed oil and if needed will be sharpened, heads painted black, 1 ½" of extreme handle end will be painted dark blue and plastic covers will be in place.

Yearly all radios will be inspected to make sure they have a spare battery, the battery and/or radio is marked and in the correct location and all accessories are in place. Frequencies will also be checked for accuracy.

All FD hose will be tested yearly to 250 psi for 3 minutes, the ends of each hose will be marked with the FD marking or "FLL" and the year of the last successful test (04, 05, 06, etc.)

All FD standpipes, tanks and other water supplies will be inspected on a yearly basis and the results of the inspection will be marked on a FD hydrant/standpipe inspection form.

Full breakdown, sift and recharge service of Department extinguishers every 3 years, inspect and tag annually.

Any person operating a FD chainsaw must have the approval of the Fire Chief and have attended the FLFD chainsaw training. They will also wear chainsaw chaps, gloves, boots, helmet, goggles and ear protection at all times. Any person operating a FD Floto or other portable pump or generator will wear hearing protection.

## **Facilities**

District equipment and facilities will be used for fire district business only.

Please see Station Maintenance Sheets, (Appendix S).

## Automatic Aid

Certain additional services are obtained from the South Lake Tahoe City Fire Department. The responsibilities of the South Lake Tahoe City Fire Department are established by contract with the district. (Appendix T)

## Mutual Aid

USFS Agreement, first 3 hours free, respond on request (Appendix U)

LTRFC Agreement, first 24 hours free, respond on request (Appendix V)

CDF Agreement, see agreement for details (Appendix W)

## Prevention

The FD should complete at least 50 defensible space inspections every year. The fire station and grounds should serve as an example of good housekeeping and defensible space. The defensible space around the fire station will be improved and maintained every spring.

See attached District Evacuation Plan, Specific Homeowner evacuation plan, Home Fire Safety Sheet, CSD Defensible Space Policy and Defensible space inspection form. (Appendix X, Y, Z, AA, BB)

The FLFD will endeavor to keep the district roads clear of parked cars by doing random patrols, especially on busy weekends from the hours of noon to 4 pm (Appendix CC)

Finish the yearly FD prevention and home safety checklist, evacuation reminder and calendar before the fourth of July meeting every year (better on the Memorial Weekend meeting). Then it can be handed out at the meetings instead of delivered by hand each year.

At the Memorial Weekend, Fourth of July and Labor Day weekend meetings, have a sign up sheet for people to sign up and request a home inspection. Also try to do some form of prevention presentation (Living with Fire, Fire Extinguishers, Smoke Detectors, EDITH, etc.)

Cathedral Water at 8am, CSD at 9am, Westside at 2pm, Emigrant at 3:30pm, Pump testing on July 4<sup>th</sup> at noon

The LVFPD will chip woody material for free as long as it is ½” to 6” in diameter and longer than 1 foot. The piles must be located at the curb of an access road for their chipper. They do not haul chips away, but blow the chips back onto the property, please have a spot picked out where they can do this. Call 577-CHIP to get on the list.

The FLFD requests that all residents endeavor to provide a minimum of 20 ft wide road access for two way and 12 ft wide for one way roads and to keep their roads in good repair. Minimum clearance on roadsides should be 10 feet from pavement (brush should be less than 18” high in this area) and branches should be trimmed above road at least 15 feet high.

The FLFD will assist residents with maintenance and train residents how to use personal fire pumps and will provide fresh gasoline and a fuel filter if needed. Residents desiring this service should contact the FD to schedule an inspection/training. The FLFD will assist with maintenance and train residents, but at least one representative of the cabin must be in attendance.

The FLFD will keep Fire Danger Rating signs on Fallen Leaf Road and Cathedral Road to alert residents and visitors to current fire danger according to the national fire danger rating system as updated by LTBMU on a daily basis. An administrative increase in the fire danger may be made by the fire chief based on local conditions (weather, population, etc.)

The FLFD participates every year in the October Fire Fest in South Lake Tahoe. Historically the FLFD has run the “water fight” section. (Appendix DD)

Yearly inspections of district commercial buildings (Appendix EE)

Extinguisher program (5lbs for each floor, kitchen, garage and boathouse) 3 trainings per year, Jun, July, Aug

Smoke Detectors (1 per bedroom and 1 per floor)

Addresses (4" reflective, non-flammable at road both ways, on house, at dock and boathouse)

Chimney cleaning, integrity of hearth, clean every 2 cords, ½" screens, drown ashes in a metal pail for 24 hrs

One day scheduled servicing of fire extinguishers on the Westside and at least one on eastside (usually do one a month in June, July and August with a class included)

Household Hazardous Materials Drop off is located at South Tahoe Public Refuse on Ruth Avenue, Tuesdays from 9-12 and 1-4 and Saturdays from 9:30 to 11:30 am.

**The FLFD endeavors to follow the CA Fire Code adopted in 2008 by vote of the Board of Directors. One of the main requirements of this code is that all structures comply with PRC 4291 (defensible space) and that any new construction be able to provide 1000gpm of fire flow or install interior sprinklers. (Appendix FF)**

## **Financial Guidelines**

Budget procedures (appendix GG)

Budget (appendix HH)

Honor board, \$5,000 or 1000 hours of service

Two fundraisers per year, Wine Tasting held at Station 9 and BBQ held at SSC Baby Beach (appendix II and JJ)

## **General Response Guidelines/Pre-Emergency Plans**

**The FLFD will have staffing and equipment such that 4 trained firefighters and at least one appropriate piece of firefighting apparatus will be at scene of an emergency within 5 minutes and 8 personnel and at least two appropriate apparatus will be at scene within 15 minutes of appropriate dispatch 90% of the time.**

Given the small nature of our department, the response of all volunteers for all events is required. It will be the duty officer's responsibility to notify dispatch to cancel volunteers as soon as it is determined that enough people are on the scene to handle the emergency.

For any fire in the district, the minimum response is 1 type 2, 3 or 4 engine and the fireboat if the fire is within 1500' of the lake. No department member will leave a fire or scene of an emergency without being released by the officer in charge. Members will direct all persons seeking information relative to a fire incident or department operations to the fire chief or the president of the board.

Any wildland fire that borders our district whether in the district or not (i.e. in the backcountry or on the ridges) will be responded to in the same manner as a backcountry rescue, except firefighters will take hand tools, at least one chainsaw and backpack pumps instead of the backcountry rescue gear. If the LTBMU is sending an immediate response, then the FLFD may elect to stand down from a wilderness fire response.

The FLFD will have the following Pre-Emergency plans available in this guide (To Be Drafted)

Evacuation Plan for FLFD Service Area

Structure Fire at SSC

Structure Fire at Marina/Store

Single Family Structure Fire (with water, i.e. boat)

Single Family Structure Fire (without water)

Wildland fire without evacuation

Wildland fire with evacuation

Traffic Collision with Extrication

## Special Hazard Responses

Hazmat (Propane Emergency, Fuel or other material spill (in lake or out of lake))

Hazmat- Full Structural turnouts and other Hazmat gear as determined by substance.

### Wilderness Search and Rescue

The FLFD has an agreement with the EDSO SAR to respond automatically to any "known rescue or medical emergency within 2 miles of a district road. The response will be as follows:

The duty officer will page volunteers to respond to the station for a medical emergency or backcountry rescue. At least 1 Volunteer with first responder training will staff the district engine for the duration of the rescue. 2 Volunteers will be sent first as a hasty team if it is a medical emergency with the 2 SAR hasty packs (medical and SAR). 4 volunteers will be selected to travel to the victim and they will carry the following equipment, 2 SAR packs, 1 Backcountry Trauma Pack and Fracture Pack, 1 Rope Rescue Pack (may be deleted if known that no rope rescue exists in which case the second SAR pack will be taken), 1 plastic stretcher with backboard and wheel if needed. (If stretcher with wheel is taken, it may be easier to carry equipment in the basket) (SAR Pack Inventory, Appendix S)

See attachments for FLFD response to following incidents: (to be drafted)

Water Rescue

Ice Rescue

High or Low Angle Rescue and/or fall victim

Vehicle Accident

Power Lines Incident

Bear Incident

**In consideration to the stated purposes, all properties in the District deserve to have an equivalent degree of protection commensurate with the actual property hazard involved and not with the geographical location or monetary value. If all district areas cannot be provided with an equivalent level of fire protection, a plan for equivalent fire protection will be developed.**