

**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING AGENDA
September 9, 2020 7:00pm**

Participate by phone (605) 475-4120, passcode 370238#

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Corrections to the Agenda
5. Scheduled and Unscheduled Appearances. *During this period, the Board of Directors will hear anyone who desires to speak on subjects not listed on the Agenda. As a matter of policy, the Board will not make a decision unless it is of a routine nature, which may be turned over to staff for disposition. Please limit your comments to five (5) minutes and please state your name and address for the minutes (optional).*
6. Old Business
 - a. Status on Engineer and Firefighter positions
7. New Business
 - a. Review and Adopt Biennial Conflict of Interest Code
 - b. Review and Adopt new and updated Policies and Procedures
8. Committee Reports
 - a. Apparatus
9. Approval of prior Board Meeting Minutes
10. Purchase Requests
 - a. Consider additional insurance – terrorism
 - b. CALFIRE grant purchases
11. Bills & Warrants
12. Budget Report
 - a. Review and Adopt Final Budget
13. Correspondence
14. Fire Chief's Report
 - a. Roster, Alarms and Drills
15. Closed Session: Govt. Code section 54957(b)(1): Fire Chief Job Review.
16. Adjournment

ADA Compliance

In compliance with Government Code 54954.2(a), the Graton Fire Department, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by the section 202 of the American Disabilities Acts of 1990 (42 U.S.C. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Sydney Pitts, Board Recording Secretary, at (707) 823-5515, 72 hours or more prior to the disability accommodations being needed in order to participate in the meeting.

2020 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

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

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

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

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

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

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

Verification (to be completed if no amendment is required)

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

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

GRATON FIRE PROTECTION DISTRICT
CONFLICTS OF INTEREST CODE
Updated 5/9/2017

SECTION ONE: PURPOSE. Pursuant to the provisions of Government Code Section 87300, et seq., the Board of Directors of the GRATON FIRE PROTECTION DISTRICT (hereinafter referred to as GFPD) hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 8100). The provisions of this Code are in addition to Government Code Section 87100 and other state or federal laws pertaining to conflicts of interest, including, but not limited to, Government Code Sections 1090 et seq. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

SECTION TWO: DESIGNATED MEMBERS. All members of the Governing Board, the Fire Chief and members of any committee with board delegated powers, are designated members and are deemed to make, or participate in the making of decisions which may foreseeably have a material effect on a financial interest of GFPD. No member who performs purely ministerial, clerical or service functions shall be a designated member.

SECTION THREE: DISCLOSURE STATEMENTS. Each designated member shall file an annual statement disclosing that member's interest in investments, real property, and income, in the following:

- (a) Interests in real property which is located in whole or in part
 - (1) with the boundaries of this district,
 - (2) within two (2) miles of the boundaries of the district, or
 - (3) within two (2) miles of any land owned by the district, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than Two Thousand five Hundred Dollars (\$2,500) and excluding property used primarily as the residence of the designated member or spouse and property used for personal recreational purposes by the designated member or spouse.
- (b) Investments.
- (c) Income.
- (d) His or her status as a director, officer, partner, trustee, member or holder of a position of management in the business entity.

SECTION FOUR. PLACE AND TIME OF FILING.

(a) All designated members required to submit a statement of financial interest, currently known as the California Fair Political Practices Commission - Statement of Economic Interest Form 700 (hereinafter referred to as Form 700), or any successor thereto, shall file the original in the Office of the Clerk or Secretary of the District.

(b) The Clerk or Secretary of the agency which received the statement of financial interest shall forward the document to the County Clerk.

(c) Designated members are required to submit statement of financial interest shall submit an initial statement within 30 days after assuming office.

(d) All other members appointed, promoted or transferred to the position of designated member or

members of any committee with Board delegated powers, shall file initial statements not less than 10 days before assuming office, (or if subject to confirmation, 10 days before being confirmed) unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 days thereafter.

(e) Annual statements shall be filed during the month of February by all designated members. Such statements shall cover the period of the preceding calendar year.

(f) A designated member required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

SECTION FIVE. CONTENTS OF DISCLOSURE STATEMENTS. Disclosure statements shall be made on forms supplied by the Clerk of this District, (currently Form 700), and shall contain all information required by said form.

SECTION SIX: DISQUALIFICATION. The following shall govern disqualification:

(a) Duty to Disclose regarding Decisions Requiring Disqualification: Designated members must disclose the existence of the actual or possible conflict of interest, and disclose all material facts to the directors considering a proposed transaction or arrangement, and must disqualify themselves from making or participating in the making of any decision which will foreseeably have a direct or indirect material financial effect distinguishable from its effect on the public generally, on any reportable interest of that member or any other financial interest as defined in Government Code Section 87103, except sources of gifts of less than two hundred and fifty dollars (\$250) in value. No designated member shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

(b) Manner of Disqualification: A designated member required to disqualify himself or herself shall notify the Governing Board at the meeting during which consideration of the decision takes place and that notice shall be made part of the official records of the meeting.

(c) Determining whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the possibly conflicted designated member, he/she shall leave the Governing Board while determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interests exists.

(d) If the Governing Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Governing Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary or corrective action. The possibly conflicted designated member shall leave the room while the government board discusses the determination of a conflict of interest, and while same is being voted upon.

(e) In the event of a disqualification or possible disqualification, the minutes of the Governing Board shall contain:

(1) the names of the persons who disclosed or were otherwise found to have a financial interest in connection with the actual or possible conflict of interest, the name of the financial interest, any action taken to determine whether a conflict of interest was present, and the Governing Board's decision as to whether a conflict of interest in fact existed.

(2) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION SEVEN: COMPENSATION. Voting members of the Governing Board who receive compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

SECTION EIGHT: PROCEDURE FOR ADDRESSING THE CONFLICT OF INTEREST.

(a) A designated member may make a presentation to the Governing Board or committee meeting, but after the presentation, he/she shall leave the meeting during discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The chairperson of the Governing Board shall, if appropriate appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the Governing Board shall determine whether GFPD can obtain with reasonable efforts a more advantageous transaction or arraignment from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Governing Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in GFPD's best interest, for its benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

SECTION NINTH: ANNUAL STATEMENTS. Each designated member shall annually sign a statement which affirms that such person:

(a) Has received a copy of this conflict of interest policy.

(b) Has read and understood the policy

(c) Has agreed to comply with the policy

ANNUAL STATEMENTS OF DESIGNATED MEMBER
REGARDING CONFLICT OF INTEREST POLICY

I, the undersigned, being a designated member hereby affirm that I:

- (a) have received a copy of this conflict of interest policy.
- (b) have read and understood the policy and
- (c) agree to comply with the policy

Dated: _____, 20_____.

Signature: _____

California Fair Political Practices Commission Filings

305.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

305.2 POLICY

It is the policy of the Graton Fire Protection District to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

305.3 PROCEDURE

The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this department.

305.4 DEPARTMENT RESPONSIBILITIES

The Fire Chief shall designate a person to be the Conflict of Interest Filing Officer for the Department, who shall be responsible for administering the filings in accordance with applicable laws.

All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

305.4.1 FILING REQUIREMENTS

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

305.4.2 FILING PROCESS

The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

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California Fair Political Practices Commission Filings

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated department members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FFPC and the department's established records retention schedules.
- A list of all department members with potential conflict situations will be compiled and maintained in the Administration Division.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

305.4.3 REPORTING REQUIREMENTS

All members are required to report potential conflicts of interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the Conflict of Interest Filing Officer.

305.4.4 DESIGNATED CLASSIFICATIONS

The Graton Fire Protection District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- Fire Chief
- Fire Board of Directors Members

Illness and Injury Prevention Program

1000.1 PURPOSE AND SCOPE

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

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

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

1000.2 POLICY

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

1000.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

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

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
 1. New member orientation, including a discussion of safety and health policies and procedures.
 2. Regularly scheduled safety meetings.
 3. Regular member review of the IIPP.
 4. Providing access to the illness and injury prevention plan to members or their representatives as set forth in 8 CCR 3203.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) A system for reviewing whether safety mandates are being met that relate to:
 1. Communicable diseases.

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Illness and Injury Prevention Program

2. Respiratory protection (8 CCR 5144).
 3. Bloodborne pathogens (8 CCR 5193).
 4. Aerosol transmissible diseases (8 CCR 5199).
 5. Heat illness (8 CCR 3395).
 6. Personal protective equipment.
 7. Emergency Action Plan (8 CCR 3220).
 8. Fire Prevention Plan (8 CCR 3221).
 9. Workplace Violence Prevention Plan (8 CCR 3342).
 10. Hazards associated with wildfire smoke (8 CCR 5141.1)
- (l) Availability of forms that address:
1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (m) Establishing a safety and health committee, which will:
1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the Department to meet standards.

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

1000.4 DIVISION SAFETY COORDINATORS

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.

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Illness and Injury Prevention Program

- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration Division Officer.
- (e) Notifying the HSO when:
 - 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational injuries and illnesses occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

1000.5 HAZARDS

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

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

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

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

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

1000.6 INSPECTIONS

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

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

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Illness and Injury Prevention Program

1000.7 RECORDS

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

Member Speech, Expression and Social Networking

1142.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee or Volunteer from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1142.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1142.2 POLICY

Fire District members occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Graton Fire Protection District will carefully balance the individual member's rights against the department's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1142.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Graton Fire Protection District members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.

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- Otherwise disclosing where another firefighter can be located off-duty.

1142.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee or volunteer speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Graton Fire Protection District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Graton Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Graton Fire Protection District or its members. Examples may include:
 1. Statements that indicate disregard for the law of the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Graton Fire Protection District.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Graton Fire Protection District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department owned, for personal purposes while on-duty, except in the following circumstances:
 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).

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2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1142.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Graton Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Graton Fire Protection District in order to do any of the following, unless specifically authorized by the Fire Chief (Government Code § 3206; Government Code § 3252):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Graton Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1142.4.2 POLITICAL ACTIVITY

The following rights are retained by firefighters by statute and are extended to all other members by the Graton Fire Protection District (Government Code § 3252).

- (a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of department policy or any time a member is on-duty or in uniform.
- (b) Members shall not be coerced or required to engage in political activity.
- (c) A member can seek election to, or serve as a member of, the governing board of a school district or any local agency where he/she is not employed, including, but not limited to, any city, county, special district or political subdivision.

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1142.5 PRIVACY EXPECTATION

Members ~~Members~~ forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any department ~~department~~ technology system .

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network or any information placed into storage on any department system or device.

This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

However, the Department may not (see the Information Technology Use Policy for additional guidance).

The Department shall not require a member to disclose a personal username or password or for accessing personal social media, or open a personal social website, except when access ; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

1142.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1142.7 TRAINING

Subject to available resources, the Department should provide training regarding the limitations on speech, expression and the use of social networking to firefighters and supervisors.

Personal Appearance Standards

1125.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the Department, members shall maintain their personal hygiene and appearance to project ensure a professional image appropriate for this department and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the Department by addressing specific grooming items. However, nothing herein shall limit the department's department's ability to address any other grooming or personal appearance issues that may be deemed improper for members of the Department.

1125.2 GROOMING STANDARDS

The The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

1125.2.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Administration.

1125.2.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

Hair must not interfere with duties.

Long hair must be restrained when it may interfere with firefighting tasks.

1125.2.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not interfere or touch the SCBA mask and must adhere to the OSHA respirator standards extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1125.2.4 BEARDS AND GOATEES

Beards, goatees or , or any hair on the chin or near the bottom lip is prohibited if it does not meet the OSHA respirator standards.

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Personal Appearance Standards

1125.2.5 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee and must not interfere with the SCBA Face Mask seal in any way.

1125.2.6 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

1125.2.7 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1125.2.8 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry worn around the neck, shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

1125.2 POLICY

It is the policy of the Graton Fire Protection District that all members meet required personal hygiene and grooming standards while on-duty or conducting official business.

1125.3 TATTOOS

Tattoos, brands At no time will tattoos on the arms below the elbow be visible while on-duty. Any tattoo, brand, or mutilation on the head, neck, scalp, face, or hand must be covered by way of a uniform, business attire, or neutral-colored skin patch while on-duty. Tattoos, brands, or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered. Inappropriate marks may include, but is not are not limited to, marks that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age (40 and over), physical or mental disability or medical condition, religion, marital status or ; marks that promote or express gang, supremacist, or extremist group affiliation. ; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.

1125.4 BODY PIERCING OR ALTERATION

Except for a single-stud pierced earrings earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the Department in any official capacity.

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Personal Appearance Standards

Alteration to any area of the body that is visible in any authorized uniform or attire, that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose, or teeth.
- (d) Branding or scarification.

Body piercings should be kept covered, if a reasonable person would find it offensive.

1125.5 CLOTHING WITH LOGOS, PICTURES, AND LETTERING

Firefighters shall not wear any clothing that has words or pictures that a reasonable person would find offensive. Such clothing would need to be covered when in the view of the public.

1125.6 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

1125.7 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Fire Chief should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

Workplace Violence

1121.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the Department does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior which that is or can be perceived as threatening, hostile, and/or violent.

1121.2 POLICY

It is the policy of the Graton Fire Protection District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the Department is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

1121.3 REPORTING AND INVESTIGATING

1121.3.1 MEMBER RESPONSIBILITY

Department Department members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

1121.3.2 SUPERVISOR, MANAGER, DUTY OFFICER, AND DIVISION OFFICER RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

1121.3.3 INVESTIGATION

The Fire Chief or designee Administration Division will promptly, impartially, and with as much confidentiality as practicable, coordinate the investigation of all reports of violent behavior.

Department members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

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Workplace Violence

1121.3.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

Department members who are victims of domestic violence or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisor supervisors.

Supervisors receiving any such report shall contact the Fire Chief or designee Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

1121.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting department business or on department property.

~~Department management is prohibited from authorizing members to carry weapons while~~ No member engaged in department business, unless carrying a weapon is required by the assigned duty and there are policies and procedures in place that govern the approval, use and/or display of the weapon.

~~No member engaged in department business shall carry weapons in violation of applicable state or local laws or this policy.~~

~~Also see the Carrying Weapons On-Duty Policy.~~

~~shall carry or possess weapons or explosives unless either:~~

- ~~(a) Permitted by department policy~~
- ~~(b) State or local law prohibits the Department from restricting the possession of the weapon or explosive~~

1121.4 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

1121.5 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person, or the Department as a protected area must provide a copy of the restraining order to their immediate supervisor or the Fire Chief. The Department needs this information in order to provide a safe workplace.

1121.6 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding, and/or the Firefighter Bill of Rights provisions before the Department takes any disciplinary action.

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Workplace Violence

Actions that may be taken when an employee has been found to have violated this policy include , but are not limited to , the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

1121.7 LEGAL ACTION

The Fire Chief Administration Division , in consultation with the department's legal counsel, will determine if the Department will seek a temporary restraining order or injunction to reduce future or threatened violent behavior in the workplace (Code of Civil Procedure § 527.8).

1121.8 CORRECTIVE ACTIONS

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include , but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the employee-member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

1121.9 WORKPLACE VIOLENCE PREVENTION

All department members are responsible for assisting in the prevention of violence in the workplace.

The Department will provide appropriate training to members regarding workplace violence.

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Workplace Violence

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

Conduct and Behavior

1110.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1110.2 POLICY

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1110.3 DEFINITIONS

Members-Members of the Department consist of the Officers, Engineers, and Firefighters. Trainees and Cadets are considered to be Probationary Members. For simplicity, Trainees and Cadets are referred to as Members in this section.

Officers-The Officers of the Department consist of the Fire Chief, Deputy Chief, Assistant Chiefs, and Captains.

1110.4 RESIDENCY AND AGE REQUIREMENTS

1. Members must reside or work within the Graton Fire Protection District unless otherwise approved by the Fire Chief.
2. Members must be at least 18 years of age unless in the Cadet program, or otherwise approved by the Board.

1110.5 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All Members shall obey the orders of their superior Officers or Incident Commander. Refusing to obey orders may result in suspension or discharge from the Department, or other disciplinary actions, as determined by the Fire Chief.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

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Policy Manual

Conduct and Behavior

Pursuant to the District's Alcohol and Drug Free Policy, no open alcoholic beverages or other controlled substances shall be allowed on District property nor shall they be allowed on the scene of any fire, medical or other incident to which the Department is dispatched. No Member will be under the influence of intoxicating liquor or drugs while participating in any drill, meeting, fire, medical or other incident.

Officers and Engineers shall set an example for other members and are responsible to ensure that their activities and decisions pertaining to the operations of the District are consistent with the following; all policies, common sense, and high moral standards.

Take every opportunity to help one another develop into a team.

Disregard for general safety rules will not be tolerated.

If a member of your team is having difficulties, take the initiative to help him/her.

Offer your help to anyone doing anything. One person works, all work.

Demonstrate compassion and caring for everyone we serve and everyone you serve with.

Have a positive outlook.

Suggest positive solutions to encountered problems.

Have integrity and display ethical behavior.

Exhibit exceptional personal hygiene. Keep clean. Maintain head and facial hair that does not interfere with duties and OSHA standards.

1110.6 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful in the performance of their duties. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics or discrimination (Government Code § 12940 et seq.).

1110.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

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1110.7 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics, or discrimination (Government Code § 12940 et seq.). Any form of hazing or bullying of other members shall not be tolerated and members are encouraged to report any instance.

1110.8 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1110.9 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1110.10 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department.

1110.11 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1110.12 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

1110.13 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, service or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the Department or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident

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should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

No firefighter or his/her immediate family may accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

1. Is customary and gives no appearance of impropriety and does not have more than a nominal value.
2. Does not impose any sense of obligation on either the giver or the receiver.
3. Does not result in any kind of special or favored treatment.
4. Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.
5. Is given and received with no effort to conceal the full facts by either the giver or receiver.

1110.14 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Department Officers or Graton Firefighters' Association for Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1110.15 ABUSE OF POSITION

Members should not use their official ~~position~~ positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph, or official title that identifies them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

Be aware of personal actions on/off duty while displaying anything identifying you as part of the Graton Fire Protection District. This can include, but is not limited to, T-shirts, uniform shirts, hats, badges, ID cards, vehicle placards, and vehicle window stickers.

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1110.16 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.

1110.17 VEHICLES AND EQUIPMENT

1. No Member shall remove District equipment, including turnouts, from the station for any purpose other than drills, fires, medical aids or other incidents unless specifically permitted by the Fire Chief.
2. A private vehicle may not be equipped with any emergency red lights and/or siren unless authorized by the Board.
3. A private vehicle may not be equipped with any fire/medical transmitting devices unless authorized by the Fire Chief.
4. A private vehicle may not be used for Department business, unless approved by the Fire Chief, highest ranking Officer, or Incident Commander.

1110.18 DRILLS AND RESPONSE

1. Members must attend at least 50 percent of the scheduled drills and at least 10 percent of the dispatched incidents over a 12-month period. The Fire Chief may waive these requirements under special circumstances with prior approval.
2. Drills start at the time designated by the Fire Chief. Any Member who misses more than 33 percent of a drill will not be given credit on the drill report. Members who attend a drill but do not participate as determined by the Fire Chief or highest ranking Officer at the drill, will not be given credit on the drill report.

Discriminatory Harassment

1109.1 PURPOSE AND SCOPE

This The purpose of this policy is intended to prevent department members from being subjected to discrimination or sexual harassment discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1109.2 POLICY

The Graton Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1109.3 DISCRIMINATION PROHIBITED DEFINITIONS

Definitions related to this policy include:

1109.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on the actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments or ; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to the department's commitment to a discrimination-free work environment that is free of discrimination.

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1109.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because ~~he/she~~ the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be ~~tolerated~~ (see the Anti-Retaliation Policy) tolerated.

1109.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

1109.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing Council guidelines.
- (b) Bona fide requests or demands by a supervisor that ~~a~~ the member improve his/her the member's work quality or output, that the member report to the job site on time, that the member comply with District or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

1109.4 RESPONSIBILITIES

This policy applies to all department members . All members who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Graton Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, or the Fire Chief, or the Board of Directors.

Any member who believes, in good faith, that ~~he/she~~ the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

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discrimination retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

1109.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination or sexual harassment, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, or the Fire Chief, the Board of Directors for , or the California Department of Fair Employment and Housing (DFEH) for further information, direction, or clarification (Government Code § 12950).

1109.4.2 SUPERVISOR RESPONSIBILITY RESPONSIBILITIES

Each supervisor and manager shall The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitor monitoring the work environment and strive to striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensure that Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensure that Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Notify the Fire Chief Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Fire Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1109.4.3 SUPERVISOR'S ROLE

~~Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing, or retaliatory.~~
Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.
- (c) ~~Supervisors and managers must act promptly and responsibly in the resolution of such situations.~~

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- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

1109.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member or members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Graton Fire Protection District that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated. ~~The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.~~

1109.5.1 SUPERVISORY SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that his/her the behavior is unwelcome, offensive, unprofessional, or highly inappropriate. However, if the member feels uncomfortable, or threatened, or has difficulty expressing his/her the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor, or manager who is a rank higher than the alleged transgressor, or the Fire Chief.

1109.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process described above, a formal investigation will be conducted.

The member person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint, and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in any an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency, and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Fire Chief, or the Board of Directors.

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1109.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1109.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the Board of Directors, or the Fire Chief,
- (b) depending on the ranks of the involved parties.
- (c) Maintained

for

- (a) in accordance with the
- (b) established

in the department's

- (a) records retention schedule.

1109.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and action the actions taken to remedy or address the circumstances giving rise to the complaint.

1109.7 COMPLAINT PROCEDURE

1. Any Member, Trainee or Cadet who has been subjected to harassment should contact his/her immediate superior or the Fire Chief immediately after the incident.
2. Upon receipt of the complaint, the Fire Chief or his/her designee will conduct an investigation, including contacting the person who allegedly engaged in the harassment, inform him/her of the basis of the complaint and give the individual the opportunity to respond in writing within seven (7) calendar days of being contacted by the Fire Chief
3. The Fire Chief or his/her designee may hire an outside investigator based on the nature of the complaint. This will extend the timeline of the process beyond the seven (7) calendar days.
4. Upon completion of the investigation, including the receipt of any response by the alleged harasser the Fire Chief will determine whether harassment has occurred. Both parties will be notified of the Fire Chief's determination in writing within fourteen (14) calendar days after completion of the investigation.

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5. If it is determined that harassment has occurred, appropriate disciplinary action up to and including dismissal may be taken. The disciplinary action will be determined by the severity and/or frequency of the offense, in accordance with these Policies and Procedures.
6. Previous acts may be considered in the disciplinary proceedings.
7. If the Fire Chief is named as the accused Member, the Board of Directors shall act in the capacity of the Fire Chief, to investigate the matter and issue its determination.

1109.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that ~~he/she~~ the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during ~~his/her term of employment~~ the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

1109.8.1 SUPERVISOR STATE-REQUIRED TRAINING

~~All supervisors shall receive specific-~~ The Training Officer should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b)
- (c) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (d) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the DFEH online training courses, the Training Officer should ensure that employees are provided the link or website address to the training course (Government Code § 12950.1; 2 CCR 11024).

1109.8.2 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

Discriminatory Harassment

1109.9 REQUIRED POSTERS

The Department shall display the required poster regarding discrimination, harassment, and transgender rights in a prominent and accessible location for members (Government Code § 12950).

Promotions and Transfers

1102.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Graton Fire Protection District.

1102.2 POLICY

The Graton Fire Protection District provides equal employment opportunities for employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, veteran status, marital status or sex. District determines promotions and transfers in a non-discriminatory manner. It is the policy of the Graton Fire Protection District to utilize the promotional testing criteria, study materials, and testing instruments available from the Office of the State Fire Marshal (OSFM), authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the department based on these criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

1102.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making ability
 4. Personal integrity and ethical conduct
 5. Leadership
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to organizational goals and objectives in a positive manner

1102.4 TRANSFERS

The following position is defined as a transfer and is not considered a promotion:

- Training Officer

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Promotions and Transfers

1102.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience
- Completion of the probationary period with the Graton Fire Protection District
- Expressed interest in the transfer position
- Education, training and demonstrated abilities in areas related to the transfer position
- Completion of any

OSFM-required

- local, regional, or national training or certification for the transfer position

1102.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) The supervisor recommendations should be submitted to the Division Officer for whom the candidate will work. The Division Officer should schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Division Officer after the interview, the Division Officer should submit his/her recommendation to the Fire Chief.
- (d) Transfers will be made by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1102.5 PROMOTIONS

Specifications for promotional opportunities are on file with the Graton Fire Protection District.

1102.6 TRAINING OFFICER RESPONSIBILITIES

It is the responsibility of the Training Officer to maintain a training file on each member of the Department. Any relevant training certificate or certification document submitted to the Department by a member should be permanently retained in the member's training file.

Performance Evaluations

1101.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the Department and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1101.2 POLICY

~~Employee performance evaluations will be undertaken based on~~ The Department evaluates employees in a non-discriminatory manner based upon **job-related factors specific to the position occupied by the employee** ~~employee's position, without regard to race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status or sex~~ actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1101.3 PROCEDURE

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific time period and should be based on the employee's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

1101.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly

Performance Evaluations

during the probationary period. Performance evaluation reports shall be completed as defined by the Administration by specific job classification for all other full-time personnel during the probationary period.

1101.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1101.5.1 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

Performance Evaluations

1101.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1101.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of the annual evaluation, the reviewing supervisor shall require the employee to read the District and department harassment and discrimination policies. Following such a review, the supervisor shall provide the employee a form to be completed and returned by the employee, certifying:

- (a) That the employee understands the harassment and discrimination policies.
- (b) Whether any questions the employee has have been sufficiently addressed.
- (c) That the employee knows how and where to report harassment policy violations.
- (d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy and that has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed form shall be attached to the performance evaluation report. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

1101.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first level supervisor on the quality of the ratings provided to employee.

1101.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Administration.

Recruitment and Selection

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the Graton Fire Protection District. This policy supplements any rules that govern employment practices for the Graton Fire Protection District.

1100.2 POLICY

In accordance with applicable federal, state, and local law, the Graton Fire Protection District provides equal opportunities for applicants and ~~employees~~ department members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, ~~or~~ and any other protected class classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, ~~employee member~~, or group of ~~employees~~ members unless otherwise required by law.

1100.3 RECRUITMENT

The Administration Division should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Member referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Administration Division shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1100.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department

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Recruitment and Selection

should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1 (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Investigative Consumer Reporting Agencies Act (ICRAA) (15 USC § 1681 et seq.; Civil Code § 1786.12)
- Local, state, and federal criminal history record checks following a conditional offer of employment unless otherwise required by law
- Polygraph or voice stress analysis (VSA) analyzer examination (when legally permissible) (Labor Code § 432.2)
- Medical and psychological examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment

1100.4.1 PHYSICAL AND DRUG TESTING

All applicants, as a condition to becoming a Member of the Department shall take and pass a medical exam by the physician approved by the District, initial and random drug and alcohol tests, and are subject to a pre-employment background check.

1100.4.2 VETERAN PREFERENCE

Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

1100.5 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions

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Recruitment and Selection

Policy). Each standard should include performance indicators for candidate evaluation. The Administration should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

1100.5.1 STANDARDS FOR FIREFIGHTERS

Generally, the standards may include the following requirements. The candidate should:

- (a) Be at least 18 years of age by the closing date of the recruitment period.
- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED) (for Career Firefighter).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives and minimum standards established by the District's worker's compensation physical screening.
- (e) Be willing to submit to current drug testing policy, which includes pre-employment and random screenings.
- (f) Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.
- (g) Be a U.S. citizen or have proof of a legal right to work in the U.S.

1100.6 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Graton Fire Protection District.

1100.6.1 NOTICES

The Fire Chief shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the ICRAA (15 USC § 1681d; Civil Code § 1786.16).

1100.6.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from criminal offender record information (CORI) or provided by a third party, may have restrictions on the access, use, security, and release of the information. The Fire Chief shall establish procedures to ensure compliance with any applicable requirements and security limitations (Government Code § 12952).

1100.6.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the District shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Labor Code § 980).

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Recruitment and Selection

The District should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate, and validated.
- The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the District should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1100.6.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1100.6.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1100.7 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

Recruitment and Selection

1100.8 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program meeting the standards established by the Office of the State Fire Marshal (OSFM), including the California Fire Service Training and Education System (CFSTES) (Health and Safety Code § 13159 et seq.).

1100.9 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the Department should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Ensure a standard level of abilities through proficiency testing.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from employment benefits, seniority benefits, and forms of recognition.

Personnel Terms - Full-Time Firefighters

1145.1 CLASSIFICATIONS

The following classifications are established for full-time employees of the District, as detailed in the job descriptions previously approved by the Board:

- (a) Firefighter
- (b) Engineer
- (c) Captain

1145.2 PROBATIONARY PERIOD

The probationary period for each classification will be 18 months.

1145.3 WAGES AND SALARY SCHEDULE

1. Employees shall be paid by no later than the 15th of each month. The pay period will include the prior calendar month (i.e., June 1-30 is paid no later than July 15th).
2. All employees will be provided direct deposit of their regular and overtime paychecks, unless they request differently.
3. Each classification will be divided into pay steps as designated below:
 - (a) Firefighter - 1 step (Probationary)
 - (b) Engineer - 5 steps (Step 1: Probationary/Step 2: Permanent/Step 3/Step 4/Step 5: Top Step)
 - (c) Captain - 3 steps (Probationary/Permanent/Top Step)

<i>Firefighter</i>		
Step 1	\$57,909.27	\$59,646.55
<i>Engineer</i>		
Step 1	\$63,255.03	\$65,152.68
Step 2	\$66,417.78	\$68,410.32
Step 3	\$69,754.43	\$71,847.06
Step 4	\$73,242.16	\$75,439.43
Step 5	\$76,904.26	\$79,211.39
<i>Captain</i>		
Step 1	N/A	\$80,749.48
Step 2	N/A	\$87,328.74
Step 3	N/A	\$91,695.17

4. A five percent (5%) minimum separation shall be maintained in the Base Rate of Pay between each position step and the next.

Personnel Terms - Full-Time Firefighters

- 5. Each Employee entering a classification for the first time shall be placed in the probationary step for 18 months.
- 6. No later than 18 months after an Employee commences a probationary step, the Chief shall evaluate the performance of that Employee and shall take one of the following actions:
 - (a) Terminate the Employee's employment.
 - (b) Return the Employee to the classification and step from which the Employee was previously promoted.
 - (c) Promote the Employee to the next regular step within the classification.
- 7. After the Probationary Step, the Employee will advance to the next regular step within the classification on an annual basis, effective the anniversary date after the Employee passes the probationary period in that classification.

1145.4 HOURS AND OVERTIME

- 1. The work cycle of the Employees shall consist of two (2) consecutive 24-hour on-duty shifts within a six (6) day cycle.
 - (a) This schedule is referred to as "48-96" or "2 by 4."
- 2. Each work cycle begins at 0800 on day one and ends at 0800 on day three.
- 3. The District will apply the extended work period of 24 days of Section 207(k) exemption under the Fair Labor Standards Act (FLSA).

For purposes of illustration only, the shift schedule pattern for employees working a fifty-six (56) hour work week consists of eight (8) twenty-four (24) hour on-duty periods within a twenty-four (24) day cycle which is worked in accordance with the following chart:

X = 24-hour on-duty period O = 24-hour off-duty period

SCHEDULE: XOOOOXXOOOOXXOOOOXXOOOO

- 4. Firefighters, Fire Engineers and Fire Captains assigned to 24-hour shift duty shall receive overtime pay at time-and-one-half computed at their regular rate of pay for those hours worked in excess of regularly scheduled shifts.
- 5. All overtime shall be authorized in writing by the Fire Chief prior to being compensated.
- 6. All overtime shall be paid to the nearest quarter hour worked where no minimum is authorized.
- 7. Instead of receiving the cash value for overtime earned, Employees, at their election, may apply overtime hours worked to Compensatory Time Off (CTO) at one and one-half hours per hour of overtime worked.
 - (a) Employee shall state on timecard that CTO is requested in place of overtime.
 - (b) Employees may accumulate up to 80 hours of CTO.
 - (c) Accrued CTO greater than 80 hours will be cashed out pursuant to the Fair Labor Standards Act.

Personnel Terms - Full-Time Firefighters

1145.5 LONGEVITY

The District agrees to pay Longevity Pay to safety Employees who have been employed on a full-time regular basis and for consecutive years of employment as follows:

- (a) On the anniversary date of the 14th year of continuous full-time employment, employees will receive 2.5% additional pay per month of base pay.
- (b) On the anniversary date of the 19th year of continuous full-time employment, employees will receive 2.5% additional pay per month of base pay (for a total of 5%).
- (c) On the anniversary date of the 24th year of continuous full-time employment, employees will receive 2.5% additional pay per month of base pay (for a total of 7.5%).

1145.6 INSURANCE

1. Full-time Employees of the District and their legal dependents, as defined by the State of California and the Internal Revenue Service, are eligible to participate in a group medical plan provided by the District.
2. Each Employee can choose between two plans for health insurance.
3. Each Employee will pay 15% of the monthly premium health plan rates, and the District will pay 85% of the monthly premium per Employee.
4. Each District Employee will pay 10% of the monthly premium dental plan rates, and the District will pay 90% of the monthly premium per Employee.
5. The District will make available to its Employees and their dependents, Vision Insurance coverage, and pay 100% of the premium per month.

1145.7 TRAINING

1. A training budget for the fiscal year will be set between the Training Officer and the Fire Chief and included in the Fiscal Year Budget for Board Approval.
 1. All classes must be approved in advance by the Training Officer or Fire Chief, including those that require coverage for Employees who are scheduled to be on-duty during the course.
 2. The training budget will not be exceeded annually except by the permission of the Fire Chief.
2. The District will reimburse for tuition, books, and other required class materials for all approved classes.
 1. All books and class materials remain the property of the District.
 2. Proof of completion and certificates must be submitted to the Training Officer after the class.
 - (a) If the District pays for the class, employees not completing a training class will be responsible for reimbursing the District for all related expenses.
 - (b) Any appeals must be made to the Board of Directors.

Personnel Terms - Full-Time Firefighters

3. Per-diem may be provided on the following basis:
 1. Meals per-diem and mileage reimbursement (if no District vehicle is used) will be provided for all approved classes held outside of the District per IRS guidelines.
 2. If lodging reimbursement is requested, it must be approved in advance by the Training Officer or Fire Chief and will be paid following IRS guidelines.
4. Employees will not be paid for off-duty class attendance unless with prior written approval by the Fire Chief.
 1. If approved, Employee will be paid for the class hours and travel time to and from the class.
5. Employees will use a District vehicle for training classes.
 1. If a District vehicle is not available, private vehicles may be used.
 2. Mileage will be reimbursed at the current IRS rate.
 3. Private vehicles used for travel must have the proper insurance coverage as designated by the District's Liability Insurance Carrier.

1145.8 UNIFORMS

1. The District will provide the following Duty Uniforms annually, at no cost to the Employee, as needed:
 - (a) 6 - T-shirts
 - (b) 2 - Pairs of uniform pants
2. The District will provide the following Duty Uniforms, at no cost to the Employee, on an "as needed" basis:
 - (a) Boots (duty or wildland); up to \$200 every two (2) years
 - (b) ANSI-rated rain jacket
 - (c) Baseball hat
 - (d) Uniform shirt
 - (e) Belt
3. The District will provide, at no cost to the Employee, all required uniform insignia.
4. The District will replace uniforms damaged as a result of District activities.
5. Uniforms or equipment lost or damaged during non-District activities will be replaced at the expense of the Employee.
6. The Fire Chief has the authority to provide additional uniform items as outlined in the District's budget.
 1. The District shall provide safety equipment as required by Cal/OSHA regulations at no cost to the Employees.

Personnel Terms - Full-Time Firefighters

Additions and changes to District uniforms and safety equipment shall be approved by the Chief or his/her designee.

1145.9 ACCRUED LEAVES

1. **Annual Leave:** Each Employee will accrue Annual Leave based on the following length of service schedule, except for accrued Paid Sick Leave as provided below in Section 4:
 - (a) One (1) year, but less than three (3) years – Six (6) hours per month
 - (b) Three (3) years but less than five (5) years – Eight (8) hours per month
 - (c) Five (5) years but less than ten (10) years – Ten (10) hours per month
 - (d) Ten (10) years but less than fifteen (15) years – Twelve (12) hours per month
 - (e) Fifteen (15) years but less than twenty (20) years – Fourteen (14) hours per month
 - (f) Twenty (20) years or more of service – Sixteen (16) hours per month
2. If an Employee carries accumulated Annual Leave of more than 240 hours into any new fiscal year, the Employee will cease to accrue Annual Leave hours until their accrued Annual Leave hours drop below 240 hours.
3. Once the Employee's accrued Annual Leave hours drop below 240 hours, they will begin accruing PTO on the first day of the following month. Total accrued PTO may then exceed 240 until the beginning of the next fiscal year.
4. **Sick leave** may be taken from the annual accrued leave for personal illness, immediate family emergencies or illness as defined by state and federal law.
 - (a) Annual Paid Sick Leave will accrue as follows from the first day of employment:
 - i. One hour of paid sick leave for every 30 hours worked;
 - ii. Maximum accrual is three (3) days/seventy-two (72) hours per year;
 - iii. Employees are allowed to carry over paid sick days to the following year of employment, up to an accrual cap of three (3) days/seventy-two (72) hours. Accrual of paid sick leave does not resume until the available paid sick leave drops below the 3 days/72 hours annual accrual cap.
 - iv. Employees who work at least 30 days per year may access this sick leave.
 - (b) Reasonable medical evidence of Employee's illness may be required for use of sick leave for periods of less than three (3) consecutive shift days.
 - (c) Reasonable medical evidence of illness shall be required for the use of sick leave for a period over three (3) consecutive shift days.
 - (d) Employees shall notify the Fire Chief as soon as possible and at least one (1) hour before shift change, if reasonably possible.
 - (e) Vacancies will be filled by a qualified member (i.e., Engineer for Engineer,

Personnel Terms - Full-Time Firefighters

Firefighter for Firefighter) when possible. Priority for filling the vacancy will be to qualified part-time (i.e., volunteer) staff, then full-time staff.

- i. If the position cannot be filled using the above process, the mandatory callback or holdover of a full-time Employee will be used.
5. **Vacation:** All Employees shall submit in writing a request for taking vacation time from their annual accrued leave bank to the Fire Chief or designee.
- (a) Vacation requests will be considered based on the following criteria:
 - i. There is no impairment to the efficiency of operations of the District.
 - ii. The Employee has the accrued PTO hours available.
 - iii. The vacation does not cause the mandatory use of an off-duty, full-time employee to cover the vacancy.
 - iv. There is a qualified member available to fill the request.
 - (b) Officers will only be used to fill Engineer vacation requests after an attempt has been made to fill the vacancy with all other full-time Engineers and Qualified Volunteer Driver Operators.
6. **Paid Bereavement Leave,** for up to one (1) calendar week, regardless of shift schedule, shall be granted from the accrued annual leave bank in case of the death of a mother, father, spouse, sister, brother, son, daughter, or grandparent of an employee or Employee's spouse.

1145.10 HOLIDAYS

The following are designated District-paid holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Birthday
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Day

When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed.

1145.11 RETIREMENT

1. Employees are eligible for a 2.7% @ 57 California Public Employee Retirement Plan (PEPRA). Employees are required to contribute towards their retirement contributions as defined by PEPRA.

Personnel Terms - Full-Time Firefighters

1145.12 SPECIAL BENEFITS

1. The District will offer a 457 Deferred Compensation Plan as a supplemental income plan for its Employees.
 - (a) Contributions to the plan will be made solely through the Employee's pre-tax contributions.
 - (b) The District will not make any contribution to an Employee's 457 Plan, unless an employee was previously eligible for "classic" CalPERS (i.e., 3% @ 55) at another agency, the District shall offer that employee up to 3% matching funds paid by the District.

1145.13 STAFFING

Generally, staffing, per shift, will be two (2) qualified members, one of which must possess a minimum Firefighter Class C Driver's License or a Class A/B License, with tank and air brake endorsements and has completed the internal driver training. Exceptions can be made by the Fire Chief or designee (e.g., newly hired engineer in the process of completing driver training).

1145.14 SHIFT TRADES

1. All Employees shall submit in writing a request to trade with another Employee to the Fire Chief or designee.
2. The trading of work schedules is done voluntarily and not at the request of the District.
 - (a) The reason for trading time is not for any benefit of the District, but rather due to the Employee's desire to attend to personal matters.
 - (b) The Employee taking time off will be paid their regular pay.
 - (c) The Employee working the trade will be qualified in the position of the Employee taking time off and will be repaid, by the other Employee, when the trade is reciprocated later.
3. The full-time staff will not trade with part-time staff (i.e., volunteers) regardless of qualifications.

1145.15 SEPARATION PAY

1. Upon separation from service with the District, each Employee shall be entitled to payout of all accrued leaves – annual leave and CTO, if any.
2. Separation pay rates shall be based on the individual Employee's hourly rate as of the last day of employment.
3. In the event of a death, Employee's pay shall be made to his/her estate or as otherwise provided by law.

**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
August 11, 2020 7:00pm**

Participate by phone (605) 475-4120, passcode 370238#

1. Call to Order 7:00
2. Pledge of Allegiance
3. Roll Call - Maddocks, Cesaretti, Nunes. Also present: Chief Bullard.
4. Additions or Corrections to Agenda: None
5. Scheduled and Unscheduled Appearances. Linda Tripoli of Sebastopol shared concern about MOU within the Board packet not being on the agenda. She cited concern for transparency and proper notice to the public. Requested the MOU be removed. President Maddocks pulled any discussion on the MOU until a future date.
6. Old Business
 - a. Status on Engineer and Firefighter positions: Chief Bullard reported waiting for CalPERS details to be finalized. They are delaying the new agreement due to potential changes in internal policies. All candidates have passed physical, psychological, and background checks.
 - b. COVID-19 Response & Protection: Continuing to do all the steps with social distancing and masking consistent with other departments to mitigate the spread. Director Nunes noticed a meeting at the station where protocol procedures were not being followed. Chief Bullard had been made aware of the issue and it was correct. He requested being notified as soon as possible if protocols are not followed and he will follow up immediately. Director Nunes requested that firefighters share the phone number for people calling about COVID protocol violations if the public calls the station; Chief Bullard agreed to make it happen.
7. New Business
 - a. Consider and adopt Agreement for Collection of Special Taxes, Fees and Assessments: Following discussion, Nunes moved to accept the agreement for collection of fees and assessment. Cesaretti 2nd. Passed. 3-0-2.
 - b. Consider and Approve additional insurance Recommendations: Following discussion, Cesaretti moved to purchase Long Term Disability Insurance from Provident Insurance. Nunes 2nd. Passed 3-0-2.
 - c. Review and Adopt new and updated Policies and Procedures: There are 3 sections of changes; part 1 is where there was overlap in Lexipol with standard operating guidelines, 2nd part updates the appeal section of the Grievance procedure and part

3 includes 10 new policies specific to full time employees. Due to lack of Director attendance, Chief Bullard recommended tabling for the next meeting to allow time for the Board to review. President Maddocks agreed.

8. Committee Reports
 - a. Apparatus: Nothing new to report. Lots of driver training creating many new drivers.
9. Approval of prior Board Meeting Minutes: Correction needed to add Gray to Roll Call. Cesaretti moved to approve minutes as corrected. Nunes 2nd. Passed 3-0-2.
10. Purchase Requests
 - a. Grant from Cal Fire to help support fighting wildfires: Grant will bring in about \$20,000 for jackets, pants, and equipment. Cesaretti made a motion to approve Resolution 20-8-1 approving the Department of Forestry and Fire Protection Agreement #7FG20048. Cesaretti 2nd. Passed 3-0-2.
 - b. Wildland Clothing: Cesaretti made a motion to purchase 10 sets of wildland PPE from Curtis not to exceed \$6,800. Nunes 2nds. Passed 3-0-2.
 - c. AEDs: Nunes made a motion to purchase 3 LifePak 1000 defibrillators with a 4-year maintenance contract. from Stryker to replace obsolete units, not to exceed \$10,750. Cesaretti 2nds. Passed 3-0-2.
 - d. Wildland Gloves: Cesaretti made a motion to purchase 40 pairs of wildland gloves from Curtis not to exceed \$2100. Nunes 2nds. Passed 3-0-2.
 - e. Refrigerator: Chief Bullard requested direction on purchasing a new refrigerator. Option 1 would be typical 3 quotes or option 2 would be from the Sears appliance outlet which would be less expensive, but single item vendor. Board approved getting the best price at Sears outlet.
11. Bills & Warrants: Stipend pay dropped due to loss of seasonal CALFIRE employees. Cesaretti made a motion to accept the Check Detail as written for \$56,437.03. Nunes 2nd. Passed 3-0-2.
12. Budget Report
 - a. Update on CDARS account reporting from December 2019 to July 2020: CDARS account will no longer be reported on Deposit Detail. Account was closed in 2016 and reported in error between December 2019 and July 2020 due to bookkeeper transition. Capital Reserves account will be merged with ICS account since it was a requirement for the former USDA loan and is no longer needed.
13. Correspondence: Pitts received 2020 Biennial Notice for Conflict of Interest Codes. If amendments are not needed, the deadline is October 1, 2020. If changes are needed, the deadline will be December 30,2020. She will follow up with Board Directors if action is needed.

14. Fire Chief's Report
 - a. Roster, Alarms and Drills.
 - i. Cesaretti made a motion to add Jeremiah Mahan and Jennifer Gehrman as new Trainees. Nunes 2nd. 3-0-2.
 - ii. 58 calls for service
 - iii. 13 drills and activities
15. Closed Session: None
16. Adjournment: 8:09 pm

Respectfully Submitted,

Bill Bullard, Interim Recording Secretary

Mario Cesaretti, Treasurer

Bob Maddocks, President

Wes Gray, Secretary

Torrey Farmer, Vice-President

Jason Nunes, Member

**GRATON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING MINUTES
August 27th, 2020 7:00pm**

1. Call to Order: 7:01 pm
2. Pledge of Allegiance.
3. Roll Call: Farmer, Cesaretti, Nunes. Also present: Bullard, Fisher.
4. Additions or Corrections to Agenda: None
5. New Business
 - a. Review and Adopt Personnel Terms: Bullard reported that the District received approval from CalPERS to move forward on retirement package after 13 months. The Personnel Terms were done by hiring subcommittee and reviewed by District HR law firm. Board reviewed retirement options for CalPERS "Classic" members. Resident provided public comment related to letters sent to the Board and Brown Act. Nunes moved to accept new and updated personnel terms and offer Option 2: a 401K style program up to 3% (to match the amount "lost") for Classic employees. Cesaretti 2nds. Passed 3-0-0.
 - b. Review and Adopt new and updated Policies and Procedures: Bullard shared the changes are related to standard operating guidelines, grievance procedures, and career staff policies. Nunes moves to adopt the new Policies and Procedures. Cesaretti 2nds. Passed 3-0-0.
6. Adjournment: 7:30 pm

**INSURANCE SUPPLEMENT - TERRORISM
POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in consultation with the Secretary of the Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS EXCLUSION FOR NUCLEAR EVENTS. UNDER THIS FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES [85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 AND 80% BEGINNING ON JANUARY 1, 2020] OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

<input type="checkbox"/>	I hereby elect to purchase terrorism coverage for a prospective premium of \$77.00.
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage. I understand that I will have no coverage for losses resulting from acts of terrorism

Policyholder/Applicant's Signature	Insurance Company
	<u>Allied World Insurance Company (AWIC)</u>
Print Name	Policy Number
Date	

Structure Hose and Roller
8/11/2020

	Vendor	Price
1	Cascade Fire Equipment	\$ 8,625
2	National Fire Fighter corp	\$ 8,527
3	Darley and Fire Hose direct	\$ 8,696
4		

Requested Motion: I Make a Motion to purchase 40 Lengths of Fire Hose and 1 Hose Roller from Cascade Fire Equipment not to exceeded \$9000.00

Num	Name	Memo	Graton Fire	Tree Farm	Total
online	ADP	ADP Payroll Fees	92.54		
50594	Linda Lucia	Tree Farm Payroll 9/8/20		602.59	
DD	Sapphire Alvarez	Strike Team LNU Complex	1,837.67		
DD	Bill Bullard	Strike Team LNU Complex	7,515.78		
50595	Lindsay Cruckshank	Strike Team LNU Complex	5,826.16		
DD	Ryan Fernandez	Strike Team LNU Complex	825.56		
50596	Amanda Roy	Strike Team LNU Complex	945.13		
DD	Samuel Ballenger	Strike Team LNU Complex	5,446.06		
DD	Kyle Bartlett	Strike Team LNU Complex	9,585.02		
DD	Dustin Blumenthal	Strike Team LNU Complex	9,434.65		
50597	Zach Colenzo	Strike Team LNU Complex	3,368.00		
50598	Jenna Dunbar	Strike Team LNU Complex	6,052.65		
DD	Matt Miller	Strike Team LNU Complex	8,056.18		
DD	Jacob Mual	Strike Team LNU Complex	5,487.33		
50599	Ian Muskar	Strike Team LNU Complex	10,626.23		
50600	Robert Sabrowsky	Strike Team LNU Complex	4,681.76		
DD	Josh Skikos	Strike Team LNU Complex	3,332.48		
50601	Matt Skinner	Strike Team LNU Complex	7,352.08		
DD	Sydney Pitts	Administrative Payroll 9/8/20	1,774.99		
ADP	ADP	Payroll 9/8/2020 EE and ER Taxes	50,307.51		
3547	Sam Ballenger	LNU Lightning Complex Reimbursement	47.91		
3548	Bauer Compressors	Heads up Display, x2	485.48		
3549	Bay Area Background Checks	New Volunteer Background Checks, x2	117.00		
3550	Dustin Blumenthal	LNU Lightning Complex Reimbursement	279.77		
3551	Boyett Petroleum/Cruise Americard	LNU Lightning Complex Gas	100.00		
3552	Bill Bullard	Refrigerator (with 4 year warranty)	1,087.49		
3553	Burtons Fire Inc.	Engine Brackets x5; Seat Belt Assembly x2	736.19		
3554	Cal Fire/OSFM	Driver Operator 1A, x18	1,448.00		
3555	The Classic Duck	Christmas Ornaments, x36	178.00		
3556	Cal Net ATT	9391035570 Phone Service	192.67		
3557	Cliff Walker Supply & Maint	Station Cleaning, x4	800.00		

Num	Name	Memo	Graton Fire	Tree Farm	Total
3558	Curtis Tools For Heroes	Wildland Gloves, x40 pairs and Wildland coats, x10	5,329.22		
3559	Friedmans Home Improvement	Plant Food and Weed Killer	58.90		
3560	Galls Inc.	Window Glass Punch	12.27		
3561	Golden State Emergency Vehicle Service	8463 Fuel Lift Pump	150.62		
3562	Husarys 76	July Gas	35.57		
3563	Merrill, Arnone & Jones, LLP	Review Personnel Terms and Correspondence	900.00		
3564	North Bay Petroleum	Diesel x720 Gallons	2,079.71		
3565	Occu-Med	Drug Screening, x6	402.30		
3566	One Call	8463 and 8460 Safety Inspection LNU Lightning Complex, 8435 Light Tower, 8481 Headlamp fixtures, 8463 and 8496 radio gear and chargers	2,156.55		
3567	P&W Wireless	Pager w/ chargers, battery pack and warranty, x5	3,120.75		
3568	Peterson	Bimonthly maintenance 8460, 8463 and Pump Kit	474.69		
3569	Sebastopol Hardware Center	Icemaker for fridge	81.86		
3570	Matt Skinner	LNU Lightning Complex Food	83.69		
3571	Westcoast Solar Energy	Solar Monitoring Software (5 years)	750.00		
3572	US Bank - Corporate Payment Systems	Acct #***6219	1,441.76		
			165,005.64	602.59	165,608.23

Graton Fire Protection District
Custom Transaction Detail Report
August 12 through September 8, 2020

Name	Memo	Split	Amount
Lucky	Driver 1A Class	7120 · In-Service Training	12.78
MK S Jelly Donuts	Driver 1A Class	7120 · In-Service Training	23.98
MK S Jelly Donuts	Driver 1A Class	7120 · In-Service Training	18.48
Smart Food Service	Toilet Seat	6080 · Household Expense	18.29
MK S Jelly Donuts	Driver 1A Class	7120 · In-Service Training	23.98
Home Depot	6 foot Hose and Clamp	6880 · Small Tools/Instruments	11.01
Amazon	Water Rescue Knife, Whistle lanyards x16	6880 · Small Tools/Instruments	49.55
Costco	Paper Towels	6080 · Household Expense	18.48
Hey Med Supply	Patient Mover	6261 · Medical Supplies	47.16
Amazon	Dry Suit Repair Kit	6140 · Equipment Maintenance	26.26
Firefighter 1	Dry Suit Repair Kit and Patch	6140 · Equipment Maintenance	130.55
Verizon Wireless	Engine Ipad Service	6040 · Communications	120.64
AT&T	Phone Service	7320 · Utilities	83.46
Amazon	Siren Speaker	6155 · Vehicle Maintenance	75.72
Amazon	Portable Blood Oxygen Saturation Monitor	6261 · Medical Supplies	25.97
Amazon	Canon Printer Ink	6400 · Office Expense	21.64
Home Depot	3/8 in. Plastic Elbow w/ clamps	6880 · Small Tools/Instruments	2.32
Amazon	Industrial Hook and Loop Tape	6020 · Clothing/Personal	30.27
Craigslist	Online Engine Listing, x2	6400 · Office Expense	10.00
Andy's Produce Market	LNU Lightning Complex Food	7300 · Transportation/Travel	79.96
Costco	Paper towels and Toilet Paper	6080 · Household Expense	71.27

Graton Fire Protection District
Custom Transaction Detail Report
August 12 through September 8, 2020

Name	Memo	Split	Amount
Amazon	Portable Blood Oxygen Monitor, Gear Bag, Double Rope Swing Pulley	6880 · Small Tools/Instruments	147.18
Mary's Pizza Shack	LNU Lightning Complex Food	7300 · Transportation/Travel	124.91
safeway	LNU Lightning Complex Food	7300 · Transportation/Travel	15.96
Andy's Produce Market	LNU Lightning Complex Food	7300 · Transportation/Travel	79.44
Costco	LNU Lightning Complex Food	7300 · Transportation/Travel	164.88
Lucky	LNU Lightning Complex Food	7300 · Transportation/Travel	7.62
US Bank - Corporate Payment Systems	August Statement	1030 · Summit Savings Bank - Operating	-1,441.76
			<u>0.00</u>

Graton Fire Protection District
Profit & Loss Budget vs. Actual

July 2020 through June 2021

	TOTAL		
	Jul '20 - Jun 21	Budget	% of Budget
Income			
10 · Taxes			
1000 · Property Taxes - CY Secure	0.00	0.00	0.0%
1011 · Property Taxes - Admin Fee	0.00	0.00	0.0%
1020 · Property Taxes -CY Supplier	0.00	0.00	0.0%
Total 10 · Taxes	0.00	0.00	0.0%
17 · Use of Money/Property			
1700 · Interest on Pooled Cash	0.00	0.00	0.0%
Total 17 · Use of Money/Property	0.00	0.00	0.0%
20 · Intergovernmental Revenues			
2440 · ST - HOPTR	0.00	0.00	0.0%
2500 · ST - Grants/Other	0.00	0.00	0.0%
2589 · State Revenue - Strike Team	0.00	0.00	0.0%
Total 20 · Intergovernmental Revenue	0.00	0.00	0.0%
40 · Miscellaneous Revenues			
4040 · Miscellaneous Revenue	1,677.76	0.00	100.0%
4102 · Donations/Reimbursements	0.00	0.00	0.0%
40 · Miscellaneous Revenues - Oth	1,872.25	0.00	0.0%
Total 40 · Miscellaneous Revenues	3,550.01	0.00	100.0%
Total Income	3,550.01	0.00	100.0%
Gross Profit	3,550.01	0.00	100.0%
Expense			
50 · Salaries/Employee Benefits			
5911 · Reimbursement- Calls/Drills	0.00	0.00	0.0%
5912 · Pay- Strike Team	140,253.06	0.00	100.0%
5913 · Reimbursement- Boards/Co	0.00	0.00	0.0%
5914 · Pay- Administrative Payroll	4,693.38	0.00	0.0%
5915 · Stipend Pay	9,599.79	0.00	100.0%
5917 · Sleeper Reimbursement	0.00	0.00	0.0%
5918 · Contract Employees	0.00	0.00	0.0%
5940 · Workers Comp	2,705.00	0.00	100.0%
Total 50 · Salaries/Employee Benefits	157,251.23	0.00	100.0%
60 · Supplies and Services			
6020 · Clothing/Personal	7,842.62	0.00	100.0%
6040 · Communications	3,391.73	0.00	100.0%
6080 · Household Expense	503.97	0.00	0.0%
6100 · Liability Insurance	36,949.67	0.00	100.0%
6140 · Equipment Maintenance	642.29	0.00	100.0%

Graton Fire Protection District
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	TOTAL	Budget	% of Budget
	Jul '20 - Jun 21	Budget	% of Budget
6155 · Vehicle Maintenance	3,491.61	0.00	100.0%
6180 · Building Maintenance	7,509.71	0.00	100.0%
6190 · Landscape Services	600.27	0.00	100.0%
6261 · Medical Supplies	128.27	0.00	100.0%
6280 · Memberships	0.00	0.00	0.0%
6400 · Office Expense	11,645.19	0.00	100.0%
6587 · LAFCO	1,718.00		
6610 · Legal Services	900.00	0.00	100.0%
6630 · Audit Services	0.00	0.00	0.0%
6800 · Public/Legal Notices	0.00	0.00	0.0%
6880 · Small Tools/Instruments	1,051.38	0.00	100.0%
7000 · Tree Farm Expense	3,473.43	0.00	100.0%
7005 · Election Expense	0.00	0.00	0.0%
7120 · In-Service Training	4,611.96	0.00	100.0%
7150 · Recognition/Award	0.00	0.00	0.0%
7201 · Gas/Oil	2,735.00	0.00	100.0%
7300 · Transportation/Travel	682.57	0.00	100.0%
7303 · Private Car Expense	0.00	0.00	0.0%
7320 · Utilities	2,625.85	0.00	100.0%
60 · Supplies and Services - Other	76.64		
Total 60 · Supplies and Services	90,580.16	0.00	100.0%
66000 · Payroll Expenses	92.54		
75 · Other Charges			
7910 · Long-Term Debt - Principal	92,000.00	0.00	100.0%
7930 · Long-Term Debt - Interest	49,143.75	0.00	100.0%
Total 75 · Other Charges	141,143.75	0.00	100.0%
Total Expense	389,067.68	0.00	100.0%
	-385,517.67	0.00	100.0%
Other Expense			
85 · Capital Assets			
8560 · New Equipment	0.00	0.00	0.0%
Total 85 · Capital Assets	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.0%
	0.00	0.00	0.0%
Net Income	-385,517.67	0.00	100.0%

DEPOSITS	
Driver/Operator 1A Class	1,200.00
CA State Unclaimed Property	77.76
Levi DeCarly Rent	400.00
Total:	1,677.76

CURRENT ASSETS	
Summit State Operating Account:	66,573.73
Summit State ICS Account:	1,702,360.18
Total:	1,768,933.91

VEHICLE LOANS		Amount	Payments	Balance	Last Payment

ACCOUNTS RECEIVABLES		Amount	Payment	Date
Driver/Operator 1A Class		3,600.00		

Fiscal Year 2020/21 Final Budget Highlights

Assumptions

- Does not include revenue from SAFER grant for staffing, \$250,000

Revenue

- 2019/20 surplus between actual revenue and expenses, \$171,000
- Property tax revenue increased 4% last year
- Received strike team revenue, \$104,000
- Received grant money from CAL FIRE and others, \$53,000
- New parcel tax estimated to bring in \$877,000
- CAL FIRE Grant approved for 2020/21
- Kincade Fire FEMA check outstanding, \$147,000
- LNU Lightning Complex strike team and FEMA check, estimated at \$350,000

Expenses

- Refinanced mortgage, savings of \$360,000 and four years early
- Career expenses are budgeted as 12 months, but only 9.5 months this year
- County reimbursing for REDCOM dispatch, savings of \$24,000
- County reimbursing for Lexipol policy manual, savings of \$4,000
- New insurance carrier, savings of \$8,000

Planned Capital Purchases

- Defibrillators, x3 (replace obsolete models), \$12,000
- engine headsets and portable radios, \$33,000 (half grant)
- Engine exhaust hoses for remaining bays, x3, \$8,000
- App bay fans, x2, \$10,000
- Upgrade 8482 emergency lighting (many lights out), \$5,000

Future Planning Items (2021 or later)

- Training tower and prop
- Firefighter housing

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GRATON FIRE PROTECTION DISTRICT
OF SONOMA COUNTY, STATE OF CALIFORNIA,
ADOPTING A FINAL BUDGET FOR THE 2020/2021 FISCAL YEAR

WHEREAS, the Board opened the Public Hearing and on this 9th day of September 2020, continued said Public Hearing for consideration of the final proposed budget for fiscal year 2020/2021.

NOW, THEREFORE, BE IT RESOLVED that the Board has approved the final expenditure budget on this date as follows:

Table with 2 columns: Item and Amount. Items include Reimbursement, Strike Teams, Standby, Work Comp; Services & Supplies; Long-Term Liabilities. Amounts are \$1,390,733; \$458,241; and \$365,000.

TOTAL ANTICIPATED EXPENDITURES FOR 2020/2021: \$ 2,213,974

BE IT FURTHER RESOLVED the Board approved the final revenue budget on this date as follows:

Table with 2 columns: Item and Amount. Items include Property Tax (including secured and unsecured); Interest / Property Earnings Anticipated; Revenues from State & Federal Agencies; Reimbursements & Other Charges for Services. Amounts are \$1,823,052; \$1,000; \$385,000; and \$76,078.

TOTAL ANTICIPATED REVENUE FOR 2020/2021: \$2,285,130

The foregoing resolution was introduced this 9th day of September 2020 by Director _____ who moved its adoption, and seconded by Director _____, and adopted on a roll call vote by the following vote:

Director Cesaretti _____ Director Farmer _____ Director Gray _____
Director Maddocks _____ Director Nunes _____

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

CHAIR

Attest: _____
Clerk of the Board

**Graton Fire Protection District
Budget 2020/21**

REVENUE DESCRIPTION		2016	2017	2018	2019	2020	2021	% of Rev
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	
1000	Prop Taxes - CY Secured	683,637	766,237	733,133	800,233	828,847	916,187	40%
1001	Parcel Taxes - CY						877,365	38%
1011	Prop Taxes - Admin		(9,252)	(9,409)	(9,582)	(9,817)	(9,000)	0%
1012	Prop Tax Homeowners Relf - CY					2,469		0%
1014	Prop Taxes Backfill - CY					370		0%
1020	Prop Taxes - CY Supp		10,842	15,471	17,659	15,497	17,000	1%
1040	Prop Taxes - CY Unsecured	21,464	21,669	20,746	23,113	26,069	22,000	1%
1042	Cost Reim - CY Coll Del Uns	(408)	(107)	(321)	(362)		(500)	0%
1060	Prop Taxes - PY Secured		(245)	(28)	(136)	(13)	(500)	0%
1061	Parcel Taxes - PY						0	0%
1080	Prop Taxes - PY Supp		90	(18)	(63)	(16)	0	0%
1100	Prop Taxes - PY Unsecured		1,259	257	429	419	500	0%
	Property Taxes	704,693	790,493	759,831	831,292	863,825	1,823,052	80%
	<i>Growth</i>	<i>8%</i>	<i>12%</i>	<i>-4%</i>	<i>9%</i>	<i>4%</i>	<i>111%</i>	<i>0%</i>
1700	Interest on Pooled Cash	10	84	124	144	211	500	0%
1701	Interest Earned	6,840	478	747	1,703	1,557	500	0%
1705	Interest From Bank							0%
		6,850	562	871	1,847	1,769	1,000	0%
2400	ST - Disaster Relief					44,046		0%
2440	ST - HOPTR		5,250	5,150	2,597	2,523	5,000	0%
2500	ST - Other (Grants)		415	21,499	51,952	8,720	20,000	1%
2589	Strike Teams	54,955	79,292	159,178	117,377	103,601	360,000	16%
		54,955	84,957	185,827	171,926	158,890	385,000	17%
4020	Tree Farm Revenue	53,595	60,424	85,948	84,569	74,900	70,000	3%
4040	Miscellaneous Revenue	12,823	433	5,218	14,736	885	4,078	0%
4101	Ins/Personal Damage Rebate	200				15	0	0%
4102	Donations/Reimbursements	7,544	3,140	4,334	20,058	8,074	2,000	0%
4109	Outdate/Cancel Warrants				0		0	0%
4113	Returned Checks				0		0	0%
4600	Sale of Fixed Asset	19,800			1,000	1,000	0	0%
4620	Unclm-OT-Within a Fund				0		0	0%
		93,961	63,997	95,499	120,362	84,874	76,078	3%
	Total Revenue	860,459	940,008	1,042,029	1,125,428	1,109,358	2,285,130	100%
	<i>Growth</i>	<i>20%</i>	<i>9%</i>	<i>11%</i>	<i>9%</i>	<i>-1%</i>	<i>106%</i>	

**Graton Fire Protection District
Budget 2020/21**

9/8/2020

EXPENSE DESCRIPTION		2016	2017	2018	2019	2020	2021	% of Exp
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	
5910	Pay-Firefighters						540,000	24%
5911	Reimbursement-Calls/Drills	54,005	49,331	45,614	48,561	54,406	50,000	2%
5912	Pay-Strike Team	30,139	57,593	110,289	91,212	74,258	240,000	11%
5913	Reimbursement-Board Meetings	1,375	6,937	2,805	1,650	2,075	3,000	0%
5914	Pay-Administrative					5,209	32,400	1%
5915	Pay-Day Shift		1,200	14,667	11,781	123,973	120,450	5%
5916	Pay-Overtime						86,400	4%
5917	Reimbursement-Night Shift	26,551	25,905	20,340	22,315	16,625	29,200	1%
5918	Contract Employees	2,248	1,840	4,780	2,770	1,613	3,000	0%
5923	Retirement-CalPERS/PEPRA						75,600	3%
5924	Retirement-457 Plan						4,000	0%
5925	FICA (Medicare/SS)						16,495	1%
5930	Insurance-Health/Dental/Vision						90,000	4%
5931	Insurance-Long Term Disability						1,980	0%
5935	Unemployment						15,931	1%
5940	Worker's Comp	12,957	3,889	2,267	7,667	17,080	82,277	4%
		127,274	146,695	200,762	185,956	295,238	1,390,733	63%
6020	Clothing/Personal	12,853	20,212	22,756	28,946	32,306	40,000	2%
6040	Communications	11,881	13,597	15,554	21,498	20,540	46,000	2%
6080	Household Expense	0	31	0	0	598	4,000	0%
6100	Insurance	26,108	25,988	29,302	35,567	36,856	40,000	2%
6140	Maintenance-Equipment	12,061	10,280	3,861	12,055	15,534	15,000	1%
6155	Maintenance-Vehicle	35,007	56,737	30,639	33,913	55,032	55,000	2%
6180	Maintenance-Bldg/Imp	20,086	60,201	36,752	35,089	24,057	34,000	2%
6190	Landscape Services	10,550	5,840	16,498	6,467	4,638	12,000	1%
6261	Medical Supplies	4,128	3,818	4,357	3,451	7,916	17,000	1%
6280	Memberships	2,963	2,593	2,291	2,120	3,039	3,000	0%
6400	Office Expense	11,126	9,605	8,878	10,807	16,154	8,000	0%
6521	County Services	448	5,031	2,133			0	0%
6526	Dispatch Services	21,562	(21,733)	8,351			0	0%
6536	Bank Fees		35				0	0%
6587	LAFCO	1,314	1,396	1,282	1,741	1,803	1,741	0%
6610	Legal Services	5,923	1,025	29,955	9,034	5,288	15,000	1%
6630	Audit/Acc't Services	13,070	11,819	10,350	10,877	12,210	11,000	0%
6800	Public/Legal Notices				471	1,020	500	0%
6880	Small Tools/Instruments	15,548	20,977	15,707	15,240	40,438	25,000	1%
6883	Fire Equipment	502	13,469	0	0		0	0%
7000	Tree Farm Expense	48,491	48,712	66,346	77,249	95,895	70,000	3%
7005	Election Expense				29,517	37,986	15,000	1%
7120	Training-In Service	5,636	10,385	13,201	12,253	12,978	15,000	1%
7150	Recognition/Awards				16		0	0%
7201	Gas/Oil	4,436	5,438	7,590	7,661	12,059	12,000	1%
7300	Transportation/Travel	131	3,490	2,563	3,577	3,071	5,000	0%
7303	Private Car Expense	1,800	3,000	1,800	5,400	6,541	6,000	0%
7320	Utilities	3,567	3,763	5,447	5,563	6,349	8,000	0%
		269,189	315,707	335,614	368,511	452,308	458,241	21%
7910	L.T. Debt - Principal	77,000	37,975	38,538	38,688	89,000	115,000	5%
7930	L.T. Debt - Interest	121,781	160,169	157,731	254,300	102,073	100,000	5%
	Apparatus Debt - Principal						100,000	5%
8510	Bldgs/Improvements	16,244					10,000	0%
8560	New Capital Equipment	6,000		55,968	40,378		40,000	2%
		221,025	198,144	252,237	333,366	191,073	365,000	16%
Total Expenses		617,489	660,546	788,613	887,833	938,618	2,213,974	100%
Surplus/(Deficit)		242,970	279,462	253,416	237,595	170,740	71,156	

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
 GRATON FIRE PROTECTION DISTRICT
 OF SONOMA COUNTY, STATE OF CALIFORNIA,
 ADOPTING A FINAL CAPITAL RESERVES BUDGET FOR THE 2020/2021 FISCAL YEAR

WHEREAS, the Board opened the Public Hearing and on this 9th day of September 2020, continued said Public Hearing for consideration of the final proposed capital reserves budget for fiscal year 2020/2021.

NOW, THEREFORE, BE IT RESOLVED that the Board has approved the final expenditure capital reserves budget on this date as follows:

Capital Purchases/Improvements _____ \$0

TOTAL ANTICIPATED EXPENDITURES FOR 2020/2021: \$0

BE IT FURTHER RESOLVED the Board approved the final revenue capital reserves budget on this date as follows:

Unclaimed Operating Fund Revenue Within a Fund _____ \$0

TOTAL ANTICIPATED REVENUE FOR 2020/2021: \$0

The foregoing resolution was introduced this 9th day of September 2020 by Director _____ who moved its adoption, and seconded by Director _____, and adopted on a roll call vote by the following vote:

Director Cesaretti _____ Director Farmer _____ Director Gray _____

Director Maddocks _____ Director Nunes _____

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

 CHAIR

Attest: _____
 Clerk of the Board

**Graton Fire Protection District
Budget 2020-21**

CAPITAL RESERVES FUND

REVENUE DESCRIPTION		2021
		BUDGET
1700	Interest on Pooled Cash	0
4021	Proceeds from Property Sales	0
4102	Donations/Reimbursements	0
4109	Outdate/Cancel Warrants	0
4620	Unclm-OT-Within a Fund	0
4680	Long Term Debt Proceeds	0
Total Revenue		0

EXPENSE DESCRIPTION		2021
		BUDGET
8510	Building/Improvements	0
8560	Equipment	0
8620	Unclm-OT-Within a Fund	0
Total Expenses		0

Surplus/(Deficit)	0
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Starting Fund Balance	2,069,866
Ending Fund Balance	2,069,866



Graton Fire Protection District

Post Office Box A, Graton, California 95444

www.gratonfire.com

ROSTER

#	Name	Rank	CDL	Cell	Home	Wk/Pgr/Other
1	Bill Bullard	8400 Chief / EMT	B	292-7286	887-8484	
2	Scott Fisher	8401 Deputy Chief	B	529-4483	829-9344	
3	Robert Sabrowsky	8402 Asst Chief / EMT	B	486-8481	823-5725	
4	Darrell Kopriva	8403 Captain	C+	486-3775	536-9992	W 576-1371
5	Ian Muskar	8404 Captain / EMT	A	396-1147		
6	Jason Gray	Engineer / EMT	A	236-2605		
7	Lindsay Cruckshank	Engineer	C+	696-6049	869-5616	W 823-1542
8	Sapphire Alvarez	Engineer / EMT	B	478-4908		
9	Dustin Blumenthal	Engineer / EMT	C+	490-2626		
10	Kyler Walker	Engineer / EMT	B	328-8234		
11	Dusty Parker	Engineer / EMT	B	953-0581		
12	Ed Miranda	Firefighter	C	483-0391		
13	Zach Colenzo	Firefighter	C	292-9739		
14	Josh Skikos	Firefighter	C	529-0383	829-4522	W
15	Shane Spelman	Firefighter / EMT	C+	494-0929	829-1934	
16	Jonathan Preciado	Firefighter / EMT	C	480-5010		
17	Matt Skinner	Firefighter	C+	530-680-1046		
18	Jacob Mual	Firefighter / EMT	C	721-4817		
19	Matt Miller	Firefighter / EMT	C	569-6301		
20	Levi DeCarly	Firefighter / EMT	C	483-3280		
21	Chaz Mathias	Firefighter	C	480-0213		
22	Kyle Bartlett	Firefighter / EMT	C+	490-6077		
23	Ryan Fernandez	Firefighter / EMT	C	332-6585		
24	Jenna Dunbar	Firefighter	C	805-400-8589		
25	Amanda Roy	Firefighter / EMT	C	495-3055		
26	Chris Lomanto	Firefighter	C	888-1057		
27	Ben Miller	Firefighter / EMT	B	326-1610		
28	Sam Ballenger	Firefighter	C	393-9080		
29	Jeremiah Mahan	Trainee / EMT	C	217-1484		
30	Jennifer Gehrmann	Trainee	C	209-743-2248		
31	Evan Jacobs	Cadet	L	490-9491	829-1161	
	Bob Maddocks	President		888-4020	823-9575	
	Torrey Farmer	Vice President		495-7123		
	Mario Cesaretti	Treasurer		591-5600	823-9400	
	Wes Gray	Secretary		953-1409	823-5812	
	Jason Nunes	Member		849-1311		
GFPD Business Phone Number 823-8400						
GFPD Fax Number 823-7251						
Graton Firefighters Association Phone Number 823-8400 x120						
Graton Fire Administrative Assistant, Sydney Pitts 978-0166						
Graton Fire Tree Farm/Heather O'Dell 322-2091						
Graton Fire Investigator/John Teague 483-1433						



Graton Fire Protection District

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ANNUAL ALARMS 2020-2021

Type	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
Assist/Service Call		6											6
Auto/Mutual Aid	14	16											30
Debris Fire		1											1
Fire Alarm	3	2											5
Gas Leak													0
Hazardous Condition	4	2											6
Haz-Mat													0
Investigation	6	10											16
Medical Aid	27	22											49
Other / Cancellations													0
Rescue													0
Structure Fire		1											1
Traffic Collision	2	6											8
Vegetation Fire	1	2											3
Vehicle Fire	1												1
Total	58	68	0	0	0	0	0	0	0	0	0	0	126

Prepared By: Capt. Darrell Kopriva



Graton Fire Protection District

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Drill & Activity Reports

AUG 2020

#	Date	Description	Type
1)	08/01	Driver Operator 1A	S
2)	08/02	Driver Operator 1A	S
3)	08/04	Officers Meeting	S
4)	08/06	Ropes & Knots	R
5)	08/08	Driver Operator 1A	S
6)	08/09	Driver Operator 1A	S
7)	08/13	Low Angle Rescue	R
8)	08/17	Driver Testing 8485 (K. Walker)	S
9)	08/19	Volunteer Interviews	S
10)	08/20	LNU Lightning Complex Update	R
11)	08/27	Thursday Truck Checks	R

(DW) Duty Weekend
(R) Regular Drill
(RC) Regular Drill with County Instructor
(S) Special Drill
(T) Trainee Drill

Prepared By: Capt. Darrell Kopriva