

## **POLICIES & PROCEDURES (P&P's) PROPOSED INDEX RE-ORGANIZATION**

A copy of the existing index for the P&P's is attached, I do not have an editable version of it. It is outdated in a few areas and has some duplicate policies as well. Some Policies have been repealed and some new ones (such as Purchasing and Tort Claims) have been added. The Bylaws have been moved to a separate document.

I propose the following changes to the overall organization of the P&P's. The actual order of the policies within each section may still change slightly. Individual policy numbers will be added last, along with page numbers.

### **SECTION 1 ORGANIZATION & ADMINISTRATION 1000 series**

- **Mission Statement** (assuming no VISION statement)
- Organizational Chart (placeholder)
- **Positions/Duties (Administration)**
- Risk Management/Safety
- Bonding/Insurance
- Contracts (Mutual Aid Agreements)
- Leases
- Awards
- Records (currently we have one element of this Policy "Public Inspection of Records" #2200, we need a record retention policy to provide guidance about what records can be tossed and when. Include confidential records)
- Firehouse Rental Policy
- Media Relations (not sure if we really need this one but we have it now)
- Streetlights (this policy will cross-reference with the reserve fund policy to be developed)
- New Construction (To be developed. Needs to include ADA language provided by M. Jokerst)
- Maintenance of Property (Currently a placeholder Should include safety & security policy #2150)
- Currently we have a placeholder for the maintenance of vehicles but in my opinion this is micro-management of the Fire Chiefs. Keep? Toss?
- Master Plan (Currently placeholder; do we want to keep it?)
- Tort Claims

### **SECTION 2 FINANCES 2000 series**

- Accounting Policy (to be developed, will provide definitions and explanation of certain rules that apply to CSDs and Gov. entities. More of an "overview" not sure if it will have any procedures included yet.)
- Reserve Funds (to be developed but we already have most of it worked out in practice)
- **Budget Policy**
- **Purchasing**
- Fraud Prevention (to be developed)
- Inventory
- Capitalization of Assets
- Disposition of Assets (include sale of real-estate currently in #5000)
- Payroll (currently called Payment of Wages, needs a lot of revision. Include reference to Section 61040 (e) Board members who are also volunteer fire fighters may be paid. This is the one exception to the rule about directors not being paid)
- Reimbursements (this would be cross-referenced in the personnel handbook, include travel now its own policy)
- Returned Checks
- Bad Debt Write-Off
- **Grant Applications**
- **Donations/Gifts**
- Debt Service
- Investments

SECTION 3 **OPERATIONS** 3000 Series This will double as the "Personnel Handbook" or "Personnel Policy Manual"

- **Action in the Absence of Policy**
  - Nepotism
  - Rules of Reasonable Conduct
  - **Vehicle Use**
  - Complaints (to be developed)
  - Travel Expense reimbursement (this should be combined with the "Reimbursement Policy")
  - Return to work
  - Mass Media/Sexual Harassment
  - Health & Safety Program (This should be replaced with the Injury Illness and Prevention Program that we have)
  - Standard Operating Guidelines (SOGS) (This is the new thing. No more Standard Operating Procedures (SOPS). We do have SOPS for each dept. but they need a lot of revision. Chris Dorn got me a copy of N. San Juan Fire's SOGS recently and the plan is to use those as a template.)
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**HIGHLIGHTED POLICIES = DRAFT REVISION ATTACHED**

Not included in this index but provided for the purpose of deletion is the CRIMINAL OFFENDER RECORD  
INFORMATION SECURITY POLICY # 2200

DRAFT P&P INDEX PRESENTED 2/20/19 for 3/20/19 approval

— OLD —  
**POLICIES AND PROCEDURES  
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**DRAFT**

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### VISION STATEMENT

The District is a partnership of people dedicated to enhancing the quality of life in on Pliocene Ridge through leadership in the progressive development of community services. The District shall respect its heritage and natural resources while it strives to protect lives, property, and the environment from natural and man-made disasters.

### MISSION STATEMENT

It is PRCSD's mission to respect its heritage and natural resources while striving to protect lives, property, and the environment from natural and man-made disasters. Also, to provide the level of services supported by the community in the areas of fire protection, emergency medical, search & rescue, parks & recreation, and street lighting. shall also provide opportunities to develop a community identity that recognizes the shared mutual pride of home, family, and government. ~~1<sup>st</sup> sentence is from the VISION STATEMENT above~~

I do not think that we need BOTH a VISION statement and a MISSION statement. I have kept one sentence out of each and combined them into one statement for this draft suggestion. Ideally a mission statement is no more than two sentences and preferably one. If anybody else would like to take a stab at writing a mission statement for the district please do so.

It will not hurt my feelings if the Board does not wish to make these changes (or any changes that I suggest for that matter). Please speak up if you have ideas or suggestions for improvements to ANY of the Policies & Procedures (P&P's) or if something needs clarification.

I am of the school of thought that "less is more" when it comes to P&P's because it is very difficult to get people to read them. The shorter and more succinct that they are the more likely they are to be read, and hopefully understood so that they can be followed.

DRAFT P&P's handed out at the regular meeting held on February 20, 2019 (also posted on the district's website and distributed via email). To be considered for approval at the next regular meeting scheduled for March 20, 2019.

### LEGEND

**Suggested new text**   ~~Suggested deletions~~   **Rae Bell's comments NOT part of final text.**

## POSITIONS/DUTIES

### Fire Chiefs Station 71 Alleghany

The Fire Chiefs shall serve as the General Managers for their respective departments and are duly authorized by the Board to carry out all duties incidental to that position. The Fire Chiefs shall:

1. Appoint all officers below the position of chief within their dept.
2. Act as Officer in Charge when in the response area.
3. Delegate responsibility as appropriate.
4. Be responsible for the maintenance of all vehicles assigned to their Station 71;
5. Be responsible for the maintenance of all aspects of their department's equipment and property of Station 71;
6. Be responsible for the training of all fire dept employees/volunteers assigned to Station 71; including retaining training sign-in sheets.
4. act as the Coordinator for Station 71 all department personnel;
7. Adhere to all the district's policies and procedures. adopted by the Board;
8. Be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting. See Purchasing Policy # \_\_\_\_\_
9. Assist with the ongoing review and revision of Standard Operating guidelines for district personnel.
10. Assist in the development and implementation of an employee/volunteer handbook.
11. Maintain inventory control in conjunction with the Treasurer and Risk Manager.
12. Perform other duties as may be deemed necessary or delegated by the Board of Directors.

In the absence of a Fire Chief the Chain of Command shall be followed with the Assistant Chief (s) acting as interim chief until the position is filled. In the event that only one Department (either Alleghany or Pike) has a Chief, that person shall serve as District Chief.

### **Secretary**

The Secretary shall be the Clerk of the Board and is duly authorized by the Board to carry out the duties incidental to that position. The Secretary shall:

1. Record the minutes of all board meetings.
2. Act as Official Record Keeper for the District and ensure that records are maintained per district policy & in compliance with State Statutes including public access to public records plus secure storage of confidential records.
3. Prepare agendas and meeting packets while ensuring that all meetings are posted in compliance with the Brown Act.
4. Prepare routine correspondence such as thank you letters and other day-to-day correspondence of a managerial nature in conjunction with other staff. ( Shall assist staff with correspondence as requested or initiated).
5. Prepare Official Correspondence as directed by the board.
6. Report all correspondence since the last meeting at each regular meeting of the Board.
7. Assist the Board and Staff with the development and ongoing review of District Bylaws, Policies & Procedures and Standard Operating Guidelines and an employee handbook.
8. Prepare Resolutions as needed for Board approval and maintain a master file of all resolutions.
9. Maintain a Master Calendar and Contact list for the District Board and Staff.
10. Maintain and update the district website: ie post all agendas and notices, update board positions etc.
11. Prepare and file the Secretary of State information filings as needed (whenever there is a change in Board members or Officers).
12. Perform other duties as requested by the Board.

### **Treasurer:**

The treasurer is the Chief Fiscal Officer of the District and is duly authorized by the Board to carry out all duties incidental to that position. The Treasurer shall:

1. Ensure that the District's bookkeeping is carried out in Compliance with Generally Accepted Accounting Principles (GAAP). Per Policy \_\_\_\_\_
2. Act as Accounts Receivable & Accounts Payable Clerk for District.
3. Verify that the district's Purchasing Policy and other accounting policies are adhered to. Shall assist the Board and Secretary with periodic reviews and updates of accounting procedures.



4. Process Payroll as needed (no more than quarterly) including all required filings. Per Policy #\_\_\_\_\_
5. Prepare a monthly Treasurer's report to be incorporated with the meeting packets showing: beginning bank balance, itemized list of expenditures for previous month, deposits and ending bank balance for previous month. Including the detail for the Reserve Fund account.
6. Prepare the annual Budget (Preliminary & Final) per Policy #\_\_\_\_\_
7. Annually: book year-end accruals donations and fixed assets (or provide the needed documentation to the auditor to prepare any or all of these journal entries)
8. Facilitate the Audit and the annual State Controller filings that are prepared by the Auditor.
9. Annually, after June 30<sup>th</sup> prepare a list of non-monetary gifts (such as direct purchases made by the auxiliaries) for Board acceptance. Per Policy #\_\_\_\_\_
10. Work with the Secretary to ensure that financial records are being maintained per GAAP and other applicable rules.
11. Record and monitor reserve fund balances per policy #\_\_\_\_\_ (to be developed).
12. Perform other such duties as may be directed by the Board.

**Risk/Safety Manager:**

Refer to Policy 2000 outlining Risk Management duties and responsibilities.

**Streetlight Manager:**

Refer to Policy 6000 outlining Streetlight Manager duties and responsibilities.

**Project Manager:**

~~Duties to be assigned at the time of appointment.~~ A Project Manager is necessary for construction projects and other projects in order to ensure that work can proceed in a timely manner and on-schedule without the need to get board approval when day-to-day decisions and routine paperwork are needed.

At the time of appointment, the Board may delegate the Project Manager with full authorization to sign and file, for and on behalf of the District, all documents related to the planning, design, and construction of the project OR specific limitations on the authority of the Project Manager may be outlined at the time of appointment.

The project manager shall ensure compliance with Policy #2550 CONTRACTS and other applicable policies and laws.

## NOTES

State of California GOV code Title 6 Division 3 Community Services Districts section 61050 (a) sets forth that “The board of directors shall appoint a general manager”. Section 61002 (f) defines a general manger as the highest level of management directly responsible to the board of directors for the implementation of the policies established by the board of directors.

The Pliocene Ridge CSD Board of directors assigned the general manager’s (GM) duties to the fire chiefs with the adoption of its first set of policies (every place that the “boiler plate” said GM the words “fire chiefs” were inserted in the place of GM.) However; the lion’s share of the district level administrative duties are currently handled by the Secretary/Treasurer with the Fire Chiefs (assistant chiefs in the absence of a chief) handling some of the administration and all of the operation for their respective fire departments. When Mark Jokerst was chief he handled more district level administrative duties but it is unrealistic to expect people willing to be chief to also have that “paper pusher” skill set. Possibly a formal split of the general manager’s duties should be spelled out in future policy, with an eye towards keeping it flexible. Perhaps a paragraph such as:

“Pliocene Ridge CSD designates the highest level of Officers, including the Fire Chiefs, Treasurer and Secretary to fulfill the duties of “General Manager” as required by Gov code section 61050 and as set forth in the district’s job descriptions and Policies & Procedures.”

Could be incorporated to show how the board has complied with the GM requirement in reality. If this seems OK I will add it to the top, just under POSITIONS/DUTIES.

DRAFT REVISION PRESENTED 2/20/19 FOR 3/20/19 APPROVAL



## BUDGET PROCESS POLICY

The Board recognizes the statutory need for a comprehensive annual financial plan indicating expected revenues and expenditures for all the District's funds. It is the policy of the District to implement a budget process that is transparent and simple to follow, while substantially complying with State Statute Section 6110 (b) (see footnote).

The budget is a "managerial document" intended for the purpose of best managing the district's resources to cover both short-term operations and long-term sustainability.

## BUDGET PROCEDURE

The District Treasurer or designee shall be responsible for budget preparation and presentation.

Budget preparation shall include inquiring with the fire chief(s), the VFD Auxiliaries and the District Board to see if there are any anticipated unordinary revenue streams or expenditures that need to be included.

The budget worksheet shall include a minimum of 5 years of audited history to support the revenue and expenditure projections for the upcoming year.

Fund Balances shall be tracked per Reserve Fund Policy# \_\_\_\_ (to be developed). Year-end fund balance history shall be incorporated into the budget worksheet.

The draft preliminary budget shall be presented at the regular May meeting and considered for adoption at the regular June meeting. Per State statute, the deadline for the adoption of the preliminary budget for the upcoming fiscal year is June 30<sup>th</sup>. After adoption; the preliminary budget shall be posted on the district's website URL \_\_\_\_.

On or before July 1<sup>st</sup> a Public Notice shall be published in a local newspaper per Gov Code section 6110 (c), stating both the date of the adoption of the Preliminary Budget and the date of the Public Hearing for the final budget adoption. (sample attachment A)

The regular September meeting shall include a Public Hearing on its agenda for the purpose of budget adoption. A draft final budget shall be posted on the District's website at least 72 hours before the meeting.

Per State Statute the deadline for the adoption of the final budget is Sept. 30<sup>th</sup>.

The final adopted budget shall be posted on the district's website and an electronic copy shall be e-mailed to the County Auditor.

A Budget Operations Manual shall be developed and maintained by the Treasurer to document the procedure for budget preparation and adoption. It shall contain the Chart of Accounts, list of charge accounts, timelines, procedures and forms for all financial business of the District.

The Treasurer chairs the Budget Committee. The Budget Committee shall have overall responsibility for the compilation of the initial annual budget document. The budget shall outline resources and indicate the authority for expenditures necessary to carry out activities consistent with goals and objectives set by the Board. The budget shall be accompanied by related text describing significant changes from the prior year.

In May, the Budget Committee meets. In May or June the Treasurer submits the Preliminary Budget, to the Board for review, changes and adoption. The final budget adoption shall take place at a Public Hearing posted at least 10 (ten) days in advance, and held no later than September 30th. A copy of the final adopted budget shall be certified by the Secretary and filed with the County of Sierra, Auditor's Office.

All unbudgeted funds received after the final budget adoption and all unanticipated expenditures after the final budget adoption shall be submitted to the board for appropriation and/or payment by Resolution or motion.

All procedures of the Budget Committee, the Treasurer and the Board shall be in compliance with the District Policy, Government Code, State Controller's Manual Accounting Standards and Procedures.

Revenues generated by Mutual Aid contracts and Ordinance #1 shall be allocated to the station generating the funds.

1. Mutual Aid revenue shall be allocated as follows:
  - a) Payment of employee/volunteer wages as directed in Policy 3450;
  - a) Net funds after payment of wages shall be allocated at 20% to Building Fund; 55% to Station vehicle maintenance fund; 25% to the District general fund.
  - b) Emergency Response Revenue (per incident) shall be allocated as follows:
  - c) \$150 to the District general fund. \$600 to an "unallocated fund" assigned to the responding dept. \$300 to each department if both respond.

THIS SECTION BELONGS IN THE RESERVE FUND POLICY TO BE ESTABLISHED SOON. Will leave it here until that Policy is developed.

Footnote:

State Statute Section 6110 (b) requires the following elements be included in a Community Services District's budget: (1) Maintenance and operation (2) Services and supplies (3) Employee Compensation (4) Capital outlay (5) Interest and redemption for indebtedness (6) Designated reserve for capital outlay (7) Designated reserve for contingencies.

Some of the elements listed above do not apply to PRCD's current operation which is why the word "substantially" is included in the first paragraph of this policy.



## PURCHASING & BILL PAYMENT

### *Definitions*

Management: Fire Chiefs, Treasurer/Secretary

Emergency Expenditure: Unexpected purchases and/or labor that are necessary to keep the district operational AND that cause a specific expense category to exceed the adopted budget.

Ratification: Approval after the fact.

### **Policy:**

It is the Policy of PRCSD to ensure that all purchases and bill payments are conducted in a transparent manner to help prevent fraud. PRCSD's minimal staffing makes the separation of duties found in larger organizations unrealistic.

The annual budget adoption by the Board of Directors provides the authorization for management to purchase equipment and supplies necessary for the operation of the district.

The Fire Chiefs are granted the authority to re-allocate funds within their department's budget categories. The treasurer shall be notified of re-allocations and the treasurer shall inform the board at the next regular meeting. Such re-allocations do NOT require adoption of a formal budget amendment. The Chiefs are authorized to draw on their department's reserve accounts, but must ask for board ~~ratification~~ approval if the expenditures are is outside of the adopted budget.

The district treasurer is responsible for paying bills in a timely manner but shall not be a signor on any of the district's bank accounts. A minimum of three district directors shall be signors on the district's bank accounts. The district treasurer is authorized to transfer funds between bank accounts.

### **Procedures:**

#### 1. Purchasing

Management shall verify that all expenditures are within the scope of the adopted budget.

Purchases may be made by the Treasurer, Fire Chiefs or individuals delegated by management for specific purchases.

Credit Cards shall be issued to the Fire Chiefs with a credit limit of \$1,000. Credit card charges over \$1,000 must be made on the District Credit Card via the Treasurer.

Receipts for all purchases shall be turned-in to the Treasurer on a monthly basis with a notation explaining what they are for (if it is not obvious).

Expenditures for Public Works projects defined as construction, alteration, demolition, installation or repair work paid for in whole or in part by public funds shall conform with Policy #2550 "Contracts".

## 2. Emergency expenditures

The Fire Chiefs are authorized to make emergency expenditures deemed necessary for the continued operation of the fire department not to exceed \_\_\_\_\_. The Treasurer shall be notified as-soon-as-possible of the emergency. The treasurer shall notify the President. The expense shall be brought before the Board at the next regular meeting for ratification as-well-as, identification of how the expense shall be covered (for example: budget re-allocation or the use of existing funds). For emergency expenditures in excess of \$\_\_\_\_\_ an emergency meeting shall be called for advance approval if possible. If it is not possibly to hold an emergency meeting the Treasurer shall be consulted to identify potential sources of the needed funding. The treasurer or Fire Chief shall apprise the President or Vice President in the absence of the President of the situation.

## 3. Bill Payment

All bill payments must be matched to an invoice or hand-written receipt. The Treasurer shall write the check number and date of payment on each invoice at the time of payment or staple the check stub to the invoice.

Checks written over the amount of \$1,000 shall require two signatures.

## 4. Record Keeping

All bookkeeping documentation shall be filed by month and kept for a period of seven years after it is audited. After seven years the documents should be destroyed. The exception is financial documentation related to projects funded by the State or other government agencies; these records must be retained per the terms of the funding agreement. (This paragraph to be incorporated into the record retention policy when it is developed)

***~~In the event of conflicting policies, this policy takes precedent over previously adopted policy.~~***

## ACTION IN ABSENCE OF A POLICY

The Board recognizes the need to allow the department heads to act in emergency situations in the absence of policy.

In the event of an emergency for which the Board has not provided there is no policy and there is not time to convene the Board for emergency action, the **Management** department heads shall be **is** authorized to take action sufficient to address the emergency. In those emergency instances, The department heads **Management** shall report those actions to the Board at the next regular meeting together with a recommendation for a Policy statement **or Standard Operating Guideline** that will to cover **address** future situations.



Pliocene Ridge Community Services District

FINANCES

Policy 3250

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## GRANT APPLICATIONS

The Board of Directors recognizes the importance of governmental and private grants to the District. Such grants serve to reduce the direct financial burden on the District and may serve to make facilities available which would not be without the financial assistance provided.

The Department Heads shall **Management may** solicit grant(s) when it is felt that the grant(s) will serve a specific need and is in the best interest of the District. No grant shall be initiated or pursued without Department Head **management** approval and final approval by the Board of Directors. **The exception is routine training grants in an amount of not more than \$2,000 which do not require board approval.**

The Department Heads **Management** shall report regularly to the Board on the status, implementation, and completion of all grants.

**P&P for CDF 50/50 grant needs to be developed and added here.**

## DONATIONS/GIFTS

### POLICY

The Board recognizes that donations/gifts will be offered to the District and It is the policy of the District to facilitate the acceptance of donations at all levels of the organization while striving to ensure that they are used as intended by the donor. The District may solicit donations.

### PROCEDURES

Cash donations must be given to the Treasurer for deposit and are incorporated into the monthly treasurer's report. Approval of the treasurer's report by the Board constitutes acceptance of monetary donations.

Unless the donor specifies a purpose, all monetary donations shall be deposited in the District's General Fund. If the donor specifies a recipient department (Pike or Alleghany) with no other restrictions, then the deposit shall go into the specified department's "unallocated fund".

Donations of items should be approved by the appropriate Fire Chief, but may be accepted by any Officer or Director of the district if they are confident that the item will benefit the district and they are not able to contact the appropriate Chief.

Donations of items shall be kept in the inventory of the receiving department; unless a decision is made to make a transfer between departments per Inventory Policy# \_\_\_\_ (to be developed).

At the time of acceptance of an item, the Treasurer shall be provided with documentation regarding the estimated value of the item and the name of the donor.

Upon acceptance of a donation/gift by the Board, The Secretary or Treasurer shall send a thank you letter of acknowledgement and appreciation and receipt to the donor for tax-purposes. Donations of items valued at \$5,000 or more must have their value declared by an independent 3<sup>rd</sup> party prior to a receipt being issued.

Monthly, the Treasurer shall provide a list of all non monetary donations/gifts for acceptance by the Board. Monetary donations/gifts shall be reflected in the monthly Treasurer's Report.

Annually, when the fiscal year is ready to be closed-out in July, the Treasurer shall provide a list of all gifts-donations of items valued at \$100 or more for the preceding fiscal year to the board for acceptance and if applicable, to be added to the district's inventory for insurance purposes.

All donations/gifts become the sole property of the District and can be utilized in any manner in the best interest of the District.

The District shall abide by any and all applicable legal directives of the California State Law and IRS CODE.

POSSIBLY A PROCEDURE SPECIFIC TO THE AUXILIARIES SHOULD BE ADDED AT A LATER DATE?



## VEHICLE USAGE POLICY

~~The purpose of this policy is to establish and specify PRCSO policy on transportation for officials and employees during the conduct of official District business and to establish related Administrative Regulation and controls.~~

District vehicles shall only be used for official District business. District **vehicles** and privately owned vehicles being operated for District business shall be operated in accordance with all safety and legal requirements. **a safe and legal manner.**

~~Each Fire Chief shall be responsible for ensuring uniform application and interpretation of District this policy; with regard to assignment of vehicles to individuals and departmental pools. Each Fire Chief **and** shall also be responsible for ensuring that proposed exceptions to District policy are considered for maximum benefit to the District.~~

**Proposed exceptions to this Policy require board approval; unless an immediate situation presents itself, in which case a report will be made to the board after the fact.**

~~Appeals to any provision or application of this policy shall be directed, in writing, to the Board.~~

## VEHICLE USAGE PROCEDURES

- **The Fire Chiefs are responsible for verifying that all drivers are legally licensed and trained to drive a vehicle before allowing an individual to drive a district owned vehicle.**
- **Response in privately owned vehicles:** When any member **a** volunteer responds to the station or to the scene of an emergency in his/her private vehicle, each member ~~must strictly adhere to~~ all applicable motor vehicle laws **must be followed.** Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. ~~No member of the organization will be permitted to violate any motor vehicle laws. While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension~~ **and/or** loss of driving privileges.

**The text below is either duplicated or not applicable since we do not have individual vehicle assignments.**

- ~~District vehicles shall only be used for official District business. District and privately owned vehicles being operated for District business shall be operated in accordance with all safety and legal requirements.~~
- ~~Each Fire Chief shall be responsible for ensuring uniform application and interpretation of District policy with regard to assignment of vehicles to individuals and departmental~~

pools. Each Fire Chief shall also be responsible for ensuring that proposed exceptions to District policy are considered for maximum benefit to the District.

- Each Fire Chief has the responsibility for implementation of and compliance with the provisions of this policy. These responsibilities include:

1. Review of each request for assignment of a District vehicle to an individual or departmental pool;
2. Periodic review of all District vehicle assignments to ensure continuing conformity with District policy;
3. Ensure adherence to stated standard operating procedures, including required authorization, identification and license status;
4. Arrange for purchase of sufficient and appropriate vehicles for official District use upon proper authorization from the Board of Directors.
5. Ensure maintenance of District vehicles in a manner which shall best serve the interests of the District;
6. Evaluate vehicle condition, determine replacement dates, and determine when vehicles are surplus to the needs of the District.

B. INDIVIDUAL ASSIGNMENTS (THIS SECTION IS N/A)

1. Vehicles Assigned to Individuals

- All individual vehicle assignments must be justified in writing to the Fire Chiefs prior to assignment and are subject to periodic review. District vehicles may be assigned to individuals when essential to the District for safety, cost, or operational effectiveness.
- Individuals assigned District vehicles shall be responsible for abiding by the provisions of this policy. Vehicles assigned to individuals shall be made available for official use by other individuals during all periods when immediate availability to the assignee is not required. In addition, the assignees are responsible for assuring the vehicles are maintained at appropriate times.
- Assigned vehicles are not to be construed as a fringe benefit.
- Overnight retention vehicles shall be stored in an area, which reasonably provides for the protection of the vehicle.

2. When the need for after hours availability is no longer present, assignee shall not continue to drive the vehicle to and from work but shall instead arrange for the vehicle to be parked at the District location during off-duty hours or returned to the District vehicle pool, as appropriate. This requirement applies, but is not limited, to the following periods:

- a. When assignee is on vacation, sick leave or otherwise off-duty for more than three days.
- b. When required conditions that justified overnight retention is interrupted for more than three days.

C. REVIEW OF VEHICLE ASSIGNMENTS

1. ~~Annually, each Fire Chief shall review the list of existing vehicle assignments including the type of vehicle, position classification and name of the person to whom the vehicle is assigned, and justification for the assignment. This list shall be sent to the District Board with departmental budget requests. All assignments not appearing on the list will be terminated.~~

D. PRIVATELY OWNED VEHICLES

1. The use of privately owned vehicles for official District business shall be allowed and encouraged when such use is determined to be in the best interest of the District.
2. Use of a privately owned vehicle for official District business shall not be mandatory unless specifically stated as a condition of employment.
3. Prerequisites for Private Vehicle Authorization
  - a. A copy of a valid California driver's license on file with the District Secretary.
  - b. Proof of sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Section 16430).
  - c. The vehicle shall be a conventional four-wheel, enclosed vehicle.
  - d. The vehicle shall be equipped with seat belts.
  - e. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
4. Mileage Claims
  - a. Only those miles traveled in the performance of District business and authorized in advance by the Board or Fire Chiefs shall be claimed.
  - b. ~~An individual may receive reasonable and necessary private mileage reimbursement when driving a privately owned vehicle to and from an authorized work location.~~ Mileage reimbursement shall be at the annual rate set by the IRS.
  - c. Mileage claims shall be submitted to the Treasurer within five days following the end of the calendar month during which the mileage is accrued.
5. ~~Authorized private mileage rates established by the Sierra County Auditor shall be used.~~

E. DISTRICT VEHICLE USE, SAFETY, ACCIDENTS AND LIABILITY

1. Permitted Use

District owned vehicles shall be used for official District business only and shall be operated in a manner consistent with all safety and legal requirements.

a. Drivers

The provisions of this policy shall not be construed to prohibit the use of District vehicles by properly authorized drivers.

b. Driver's Responsibilities

The driver of a motor vehicle used ~~on~~ for District business must be satisfied that the vehicle is in good operating condition before embarking on a trip. The following items are to be checked by the driver prior to the use of any vehicle: tires, brakes, lights, fuel, horn, rear view mirrors, steering, and windshield wipers. All mechanical defects must be reported to the appropriate Fire Chief.

c. The use of seat belts is mandatory. It is the driver's responsibility to ensure that all passengers are provided with and are utilizing seat belts.

2. Accident Reporting

The Fire Chiefs are responsible for processing all vehicle/accident claims by and against the District. The procedures listed below shall be followed.

a. Individuals who are involved in a vehicle accident while driving a District owned or rented vehicle or their own car on District business must report the accident to the appropriate authority having traffic accident investigative responsibilities and their ~~Department Head~~ Chief or designated representative.

b. The driver must complete "PRCSD Driver's Report of Accident" Form and forward to the Fire Chief. The Fire Chief must then complete the appropriate section.

If the driver is injured and unable to complete the report, it should be completed by the Fire Chief.

c. The driver must not discuss the accident with anyone except the police, the Fire Chief, or the District's insurance adjuster.

d. If an individual is injured in the accident, the Fire Chief shall also complete a "Supervisor's Report of Illness/Injury" form which shall be attached to the "PRCSD Driver's Report of Accident" form. The Fire Chief shall transmit the Report of Accident Form to District's Insurance Adjuster within 8 hours of the accident. One copy of the completed report shall also be furnished **given** to the District Secretary for the District's files. ~~inclusion in the Board Packet.~~

3. Cost of Repair

Costs of repairing damage to District vehicles resulting from negligence, abuse or willful misconduct by the individual having custody of the vehicle may be recoverable from the individual only after proper due process **and** disciplinary procedures have been followed.

4. Traffic and Parking Citations

Traffic citations issued to an individual while using a District vehicle are the sole responsibility of the individual involved. Parking citations issued to a District vehicle are the responsibility of the individual who parked the vehicle. If the individual cannot be identified, then the appointing authority of the department to which the vehicle was assigned shall be responsible.

5. Personal Equipment on District Vehicles

No individual shall install or cause to be installed in or on the vehicle any article of personal property without prior approval of the Fire Chief.

6. District Equipment in Privately Owned Vehicles Utilized for District Business

District equipment may be installed in privately owned vehicles utilized for District business upon the written request of the Fire Chief and upon the approval of the Board of Directors. Authorization shall be granted only if private vehicle use is approved.

## ACCIDENT REPORT

### IN CASE OF ACCIDENT:

1. DO call the Fire Chief.
2. DO keep calm.
3. DO complete accident form and submit it to your Fire Chief. Your Fire Chief must return the form to the District Insurance Adjuster within 8 hours of the accident. If you are injured, the Fire Chief must also complete "Supervisor's Report of Illness/Injury" Form.
4. DO get the names of all witnesses.
5. DO NOT admit responsibility.
6. DO NOT discuss the accident with anyone except the police, the Fire Chief, the District's insurance adjuster.
7. DO NOT leave the scene of the accident until you have full information for the accident report.

The appropriate forms will be attached to this policy.

**CRIMINAL OFFENDER RECORD INFORMATION SECURITY**

The purpose of this policy is to meet the requirements of the State of California, Department of Justice, Division of Criminal Justice Information Services, for any agency that receives Criminal Offender Record Information (CORI).

To ensure the suitability of employees accessing confidential criminal history records, all employees with access to CORI shall be fingerprinted and processed through the Department of Justice as required by the California Code of Regulations Section 703(d).

All personnel with access to CORI will have a signed "Employment Statement Form" on file acknowledging an understanding of the laws prohibiting its misuse.

All personnel with access to CORI will be trained in the secure handling, storage, dissemination, and destruction of CORI. The information provided by the Department of Justice will be maintained in a secured area/locked cabinet separate from the employee's personnel file and be used only for the purpose for which it was required. CORI may not be reproduced for secondary dissemination.

It is recommended that the state summary of CORI obtained for employment, licensing, or certification purposes be destroyed once a decision is made to employ, not employ, license, or certify the subject of the record. Retention beyond this time, should be based on documented legal authority and need.

The Department Head or designee will notify the Department of Justice with regard to any change of agency name, address, telephone number or contact person. The overall responsibility for the administration of this policy rests with the Department Heads. Any questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Department Head or designee.

Misuse of CORI is a criminal offense. Misuse of CORI may result in criminal or civil prosecution and/or administrative action up to and including loss of access to information maintained by the Department of Justice. Replace this Policy with record keeping policy that includes guidelines for confidential info. as noted in draft INDEX. WE do not get CORI anyway.

To be repealed N/A

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