

# LAKE COUNTY FIRE PROTECTION DISTRICT

## NOTICE OF A BOARD OF DIRECTORS REGULAR MEETING

NOTICE IS HEREBY GIVEN, pursuant to California Government Code Section 54956, that the Chairperson of the Lake County Fire Protection District Board of Directors, State of California, has called a regular meeting of said Board of Directors to be held on

Wednesday, November 15, 2023, at 1600  
Located at Station 70 Dayroom  
14815 Olympic Drive  
Clearlake, CA 95422

Please join our meeting on your computer, tablet, or smartphone.

<https://www.gotomeet.me/LCFPDBoardDirectors>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 829-098-069

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This regular meeting is for the purpose of discussing and considering the following items:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. A MOMENT OF SILENCE FOR OUR BROTHER AND SISTER FALLEN FIREFIGHTERS
4. BOARD DIRECTOR REQUESTS FOR TELECONFERENCING:
5. ROLL CALL (✓-present, A-absent)

\_\_\_\_ Director Benson  
\_\_\_\_ Director Dean  
\_\_\_\_ Director Moore  
\_\_\_\_ Director Watson  
\_\_\_\_ Director Scovel  
\_\_\_\_ Director Snyder  
\_\_\_\_ Chairperson Loustalot

6. SPECIAL AGENDA ITEMS: CITIZEN'S INPUT – A fundamental element of democracy is the right of citizens to address their elected representatives, therefore any citizen may speak on items of interest to the public that are within the subject matter jurisdiction, provided that no action shall be taken on any item not on the agenda. Comments shall be limited to three minutes per person.
7. CONSENT ITEMS: Consent items are considered non-controversial and will be acted on once without discussion. Any member of the Board or public may pull any consent item for discussion and separate action.

(a) Approval of the minutes from the October 25, 2023, regular meeting.

(b) Warrant register & payment of the bills for October 2023.

Posted: November 9, 2023

8. **CHIEF'S REPORT:**
9. **FIRE MARSHAL'S REPORT:**
10. **LAKE COUNTY VOLUNTEER ASSOCIATION INPUT & COMMENTS:**
11. **EMPLOYEE INPUT AND COMMENTS:**
12. **COMMUNICATIONS:**
13. **AD HOC COMMITTEE REPORTS:**
14. **REGULAR AGENDA ITEMS:**
  - (a) Swear in and badge pinning of EMT Charles White.
  - (b) Swear in and badge pinning of Firefighter Paramedic Michael Thomas.
  - (c) Consider and adopt changes to LCFPD Lexipol Policy 321 News Media Relations.
  - (d) Consider and adopt changes to LCFPD Lexipol Policy 909 Personal Alarm Devices.
  - (e) Consider and adopt changes to LCFPD Lexipol Policy 912 Fire Station Safety.
  - (f) Consider and adopt changes to LCFPD Lexipol Policy 915 Personal Protective Equipment.
  - (g) Consider and adopt changes to LCFPD Lexipol Policy 1019 Wellness Program.
  - (h) Consider and adopt changes to LCFPD Lexipol Policy 1020 Physical Fitness.
  - (i) Consider and adopt changes to LCFPD Lexipol Policy 1021 Critical Incident Stress Debriefing.
  - (j) Consider changes to the meeting locations of the Lake County Fire Protection District Board of Directors meetings.
  - (k) Consider and adopt Resolution No. 23-1001 Requesting LAFCo of Lake County to Amend the Effective Date of the Change in the Number of Board Directors.
15. **OLD BUSINESS:**
  - (a) Board Director meeting attendance.
  - (b) Board composition.
16. **NEW BUSINESS:**
17. **GOOD OF THE ORDER:**
18. **ADJOURNMENT:**

POSTED BY: *Miasha Rivas*  
Miasha Rivas, Clerk of the Board

**\*Any materials required by law to be made available to the public prior to a meeting of the Board of Directors of Lake County Fire Protection District can be inspected at the following address during normal business hours: 14815 Olympic Drive, Clearlake, CA 95422**

**\*If you have any disability which would require accommodation to enable you to participate in this meeting, please call the Clerk to the Board, Miasha Rivas at (707) 994-2170**

**Here is the link from California Department of Public Health**

**<http://csda.informz.net/z/cjUucD9taT03ODQzMTI4JnA9MSZ1PTkwMzAzMDM1MCZsaT02Mzg4NTg0MA/index.html>**

**Here is the link of the Executive Department State of California N-25-20**

**<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>**

# LAKE COUNTY FIRE PROTECTION DISTRICT

## Board of Directors Regular Meeting

October 25, 2023  
Station 70 Dayroom  
14815 Olympic Drive  
Clearlake, CA 95422

Director Dean called the meeting to order at 1600 hours.

Directors present: Director Benson, Director Dean, Director Moore, Director Scovel.

Employees present: Fire Chief Sapeta, Battalion Chief Hill, Fire Marshal Lancaster, Financial Analyst Rivas, Finance Assistant Franklin.

Others present: None.

### **Pledge of Allegiance**

**A moment of silence for our brother and sister fallen firefighters.**

### **Board Director Requests for Teleconferencing:**

- None.

### **Special Agenda Items:**

- None.

### **Consent Items:**

- Director Benson made a motion to approve the minutes from the September 23, 2023, regular meeting. Director Scovel seconded the motion.  
Motion passed.  
Ayes: 4  
Noes: 0  
Absent: 3
- Director Moore made a motion to approve the warrant register and pay the bills for September 2023. Director Benson seconded the motion.  
Motion passed.  
Ayes: 4  
Noes: 0  
Absent: 3

### **Chief's Report:**

- Fire Chief Sapeta provided an update on recent calls for service. The crews did a great job on the RV fire on Burns Valley Rd. There was an incident on Hwy 20 involving a cattle trailer. There was an outpouring of resources that came together to help aid in moving the surviving cattle. He and Chief Ciancio originally associated their large animal evacuation plan to fire, but after this incident they realized how unprepared everyone is to handle events like this.
- Fire Chief Sapeta provided an update on the LCFCA meeting. They signed a 3-year contract for a controlled substance medical director, effective November 1<sup>st</sup>. The Lake County Fire Chiefs will develop a job description and present it to North Coast EMS in hopes to increase the position to a full-time status.

- Fire Chief Sapeta provided an update on the EMS Pathways committee. He and Battalion Chief Hill met with Lower Lake High School. They hope to have the first EMS class to be in the spring of 2024. It will be a hybrid class for the seniors.
- Fire Chief Sapeta reported that the training on the advanced manikins purchased by Redbud Health District was a success.
- Fire Chief Sapeta reported that Lake County Fire got a grant from Homeland Security for 2 TestFit machines. One will be housed out of Northshore Fire and the other at Lake County Fire.
- Fire Chief Sapeta reported that they were unsuccessful in their last attempt to go to Goat Mountain. It has almost been 10 years since the beginning of the project.
- Fire Chief Sapeta reported that burn permits are now available. The chiefs suggest that next season Air Quality coordinate and manage all the burn permits. Residential exemptions and lot clearing applications are no longer in the fire district's control.
- Fire Chief Sapeta provided an update on Tablet Command. They have not signed the contract yet because of communication issues. It will potentially be in Lake County by January 2024.
- Fire Chief Sapeta reported that the ECC went down for about a half hour. Luckily, there were no dropped 911 calls.

#### **Fire Marshal's Report:**

- Fire Marshal Lancaster reported that she and Chief Sapeta have been working on the CWPP (Community Wildfire Protection Plan). Vegetation abatement and wildfire defense projects will be based on areas identified in CWPP.
- Fire Marshal Lancaster reported that the fire on Sunrise Dr emphasized the urgency to extend the defensible space/vegetation abatement project from Anderson Rd to Sunrise Dr. The County agreed to work on this project and should be starting in the spring of 2024.
- Fire Marshal Lancaster reported that the District recently purchased an emergency reporting software. This will help with tracking business inspections. The system is tied in with existing incident tracking programs so the crews can look up an address and find target hazards, inspection information, and building information.
- Fire Marshal Lancaster reported that the fire ordinance should be on next month's agenda. She has had several meetings with the County and other fire chiefs around the lake. They have made edits that both the Chief Building Official and Kelseyville's fire marshal feel comfortable with. Lake County Fire and Kelseyville Fire plan to adopt the same local ordinances, and present to the County BOS together.
- Fire Marshal Lancaster reported that she has been assisting the County with state mandated inspections. Last year she had several inspectors shadow her for the school inspections. The County is responsible for the state mandated inspections in districts where inspection authority is deferred.

#### **Volunteer Association Input and Comments:**

- None.

#### **Employee Input and Comments:**

- None.

#### **Communications:**

- None.

**AD HOC Committee Reports:**

- None.

**Regular Agenda Items:**

- Director Moore requested that the consideration of changes to the meeting locations of the Lake County Fire Protection District Board of Directors meetings be tabled until next month's meeting due to lack of attendance. A general agreement of the Board was made.
- Director Benson made a motion to adopt Resolution No. 23-1001 Requesting LAFCo of Lake County to Amend the Effective Date of the Change in the Number of Board Directors. No second motion was made.  
Motion not passed.
- Director Moore made a motion to reverse Resolution No. 23-0802 Requesting the Local Agency Formation Commission (LAFCo) of Lake County to Amend the Terms and Conditions of Consolidation Relative to the Board Composition.  
Clerk of the Board Miasha Rivas advised that this item cannot be voted on since it was not posted in accordance to Brown Act.  
Motion not passed.

Director Moore asked that data be gathered regarding Board Director attendance and Directors be held accountable.

- Director Moore made a motion to table Resolution No. 23-1001 Requesting LAFCo of Lake County to Amend the Effective Date of the Change in the Number of Board Directors until next month's meeting. Director Scovel seconded the Motion.  
Motion not passed.  
Ayes: 3  
Noes: 1  
Absent: 3
- Director Moore made a motion to consider and approve the Intergovernmental Agreement Regarding Transfer of Public Funds with the California Department of Health Care Services for the 2022 service period for \$448,221.  
Director Scovel seconded the motion.  
Motion passed.  
Ayes: 4  
Noes: 0  
Absent: 3

**Old Business:**

- None.

**New Business:**

- Director Dean inquired about PG&E tree cleanup.

**Good of the Order:**

- None.

**Adjournment:**

- The regular meeting of the Board of Directors adjourned at 1637 hours.

**Attest:**

  
\_\_\_\_\_  
Miasha Rivas, Clerk of the Board

**Lake County Fire Protection District  
Check Register  
For the Period From Oct 1, 2023 to Oct 31, 2023**

Check#	Vendor	Description	Account	Amount
19496	ADP	Payroll processing 09/1-09/30/2023	352-9552-795-23-80-C	418.30
19497	BRETT FREEMAN	Expense reimb - Vol Boots	352-9552-795-28-30-A	337.97
19498	CASCADE SOFTWARE SYSTEMS, INC	CAMS Cloud hosting - Oct 2023	352-9552-795-23-80-I	170.00
19499	CORNING FORD INC	Medics Chassis	352-9552-795-62-74-A	65,135.81
19499	CORNING FORD INC	Medics Chassis	352-9552-795-62-74-A	65,135.81
19500	FIRE RISK MANAGEMENT SERVICES	Dental/Vision/Life - Oct 2023	352-9552-795-03-30-	6,051.45
19500	FIRE RISK MANAGEMENT SERVICES	OPEB Dental/Vision/Life Oct 2023 - Deakins	352-9552-795-03-45-B	90.33
19500	FIRE RISK MANAGEMENT SERVICES	OPEB Dental/Vision/Life Oct 2023 - Diener	352-9552-795-03-45-B	90.33
19500	FIRE RISK MANAGEMENT SERVICES	OPEB Dental/Vision/Life Oct 2023 - Murch	352-9552-795-03-45-B	90.33
19500	FIRE RISK MANAGEMENT SERVICES	OPEB Dental/Vision/Life Oct 2023 - Trask	352-9552-795-03-45-B	90.33
19501	FORD DENMAN	OPEB - October 2023	352-9552-795-03-45-B	300.00
19502	GAIL FRANKLIN	2022 premium refund	352-9552-492-79-92-	508.28
19503	JAMES MCMURRAY	OPEB - October 2023	352-9552-795-03-45-B	300.00
19504	KAISER FOUNDATION HEALTH PLAN	Lydon, Richard	352-9552-465-68-60-	2,859.61
19505	LAKE COUNTY FIRE PROTECTION DISTRIC	Payroll 10/01-10/15/2023	352-9552-795-09-00-	80,000.00
19505	LAKE COUNTY FIRE PROTECTION DISTRIC	CalPERS Employer 10/01-10/15/2023	352-9552-795-02-22-	12,000.00
19505	LAKE COUNTY FIRE PROTECTION DISTRIC	CalPERS Employee 10/01-10/15/2023	352-9552-795-02-23-	7,500.00
19506	LAKE COUNTY VOL FIREFIGHTERS ASSN	2023 Uniform allotment - Lancaster	352-9552-795-11-00-B	60.00
19506	LAKE COUNTY VOL FIREFIGHTERS ASSN	2023 Uniform allotment - Vinyard	352-9552-795-11-00-B	60.00
19506	LAKE COUNTY VOL FIREFIGHTERS ASSN	Call money - Sept 2023	352-9552-795-28-30-A	280.00
19507	LOWER LAKE COUNTY WATERWORKS	Water - Sept 2023 61300-0007	352-9552-795-30-00-B	68.17
19507	LOWER LAKE COUNTY WATERWORKS	Water - Sept 2023 33350-0002	352-9552-795-30-00-B	69.30
19508	LOWER LAKE COUNTY WATERWORKS	Direct Charges 1st install 2023/24	352-9552-795-48-00-	68.75
19509	NATIONWIDE RETIREMENT	Deferred comp 10/1-10/15/2023	352-9552-795-02-28-	3,077.50
19510	NORTH COAST EMS	FY 23/24 ICEMA access	352-9552-795-23-80-E	714.00
19511	TELECOM SERVICES CO.	Phones - Oct 2023	352-9552-795-12-00-A	167.89
19512	US BANK CORP	See attached breakdown	Various	44,826.72
<b>Total 10/11/2023</b>				<b>290,470.88</b>
19513	AFLAC	Insurance - Oct 2023	352-9552-795-03-30-	425.82
19514	ANTHEM BLUE CROSS	Medical - Nov 2023	352-9552-795-03-30-	26,497.65
19514	ANTHEM BLUE CROSS	OPEB Medical Nov 2023 - Deakins	352-9552-795-03-45-B	791.42
19514	ANTHEM BLUE CROSS	OPEB Medical Nov 2023 - Diener	352-9552-795-03-45-B	883.02
19514	ANTHEM BLUE CROSS	OPEB Medical Nov 2023 - Murch	352-9552-795-03-45-B	974.61
19514	ANTHEM BLUE CROSS	OPEB Medical Nov 2023 - Trask	352-9552-795-03-45-B	1,001.41
19515	CA DEPT OF TAX & FEE ADMINISTRATION	Diesel tax July-Sept 2023	352-9552-795-48-00-	1,205.00
19516	CANON FINANCIAL SERVICES	Copier Lease - Oct 2023	352-9552-795-25-00-	411.33
19516	CANON FINANCIAL SERVICES	Office supplies	352-9552-795-22-70-A	10.83
19517	CHARLES WHITE	Exps reimb-Annual physical Reissue	352-9552-492-79-91-	37.99
19518	DATA TICKET, INC	Citations - Sept 2023	352-9552-795-23-80-J	200.00
19519	FIRE RISK MANAGEMENT SERVICES	Dental/Vision/Life - Nov 2023	352-9552-795-03-30-	5,356.98
19519	FIRE RISK MANAGEMENT SERVICES	OPEB Dental/Vision/Life Nov 2023 - Deakins	352-9552-795-03-45-B	90.33
19519	FIRE RISK MANAGEMENT SERVICES	OPEB Dental/Vision/Life Nov 2023 - Diener	352-9552-795-03-45-B	90.33
19519	FIRE RISK MANAGEMENT SERVICES	OPEB Dental/Vision/Life Nov 2023 - Murch	352-9552-795-03-45-B	90.33
19519	FIRE RISK MANAGEMENT SERVICES	OPEB Dental/Vision/Life Nov 2023 - Trask	352-9552-795-03-45-B	90.33
19520	FRMS	Workers Comp 2nd Qtr 2023/24	352-9552-795-04-00-	55,578.25
19521	HSI, INC.	Ambulance Billing - Sept 2023	352-9552-795-23-80-H	10,943.00
19521	HSI, INC.	GEMT QAF Q3 2022	352-9552-795-23-80-H	-494.00
19522	LAKE COUNTY FIRE PROTECTION DISTRIC	Payroll 10/16-10/31/2023	352-9552-795-09-00-	80,000.00
19522	LAKE COUNTY FIRE PROTECTION DISTRIC	CalPERS Employer 10/16-10/31/2023	352-9552-795-02-22-	7,000.00
19522	LAKE COUNTY FIRE PROTECTION DISTRIC	CalPERS Employee 10/16-10/31/2023	352-9552-795-02-23-	4,000.00
19523	LAKE COUNTY PROF FIREFIGHTERS ASSN	Union Dues October 2023	352-9552-795-01-11-	900.00
19524	LAKE COUNTY SPECIAL DISTRICTS	1322063 Main St LL	352-9552-795-30-00-D	119.84
19524	LAKE COUNTY SPECIAL DISTRICTS	1302122 Main St LL	352-9552-795-30-00-D	119.84
19524	LAKE COUNTY SPECIAL DISTRICTS	1301242 Main St LL	352-9552-795-30-00-D	119.84
19524	LAKE COUNTY SPECIAL DISTRICTS	1210321 Olympic Dr CL	352-9552-795-30-00-D	119.84
19524	LAKE COUNTY SPECIAL DISTRICTS	1225931 Lakeshore Dr CL	352-9552-795-30-00-D	119.84
19525	NATIONWIDE RETIREMENT	Deferred comp 10/16-10/31/2023	352-9552-795-02-28-	3,077.50
19526	NAVIA BENEFIT SOLUTIONS	Medical admin fees - Oct 2023	352-9552-795-03-30-	910.00
19526	NAVIA BENEFIT SOLUTIONS	Medical - October 2023	352-9552-795-03-30-	10,000.00
19527	OHD, LLLP	Fit test machines x2	352-9552-795-62-74-D	34,338.28
19528	PACIFIC GAS AND ELECTRIC	3611742193-7 Olympic CL	352-9552-795-30-00-A	154.88
19528	PACIFIC GAS AND ELECTRIC	9390062575-2 Lakeshore CL	352-9552-795-30-00-A	0.00
19528	PACIFIC GAS AND ELECTRIC	4839685394-6 Main LL	352-9552-795-30-00-A	248.33
19528	PACIFIC GAS AND ELECTRIC	7598528623-8 Olympic CL	352-9552-795-30-00-A	3,171.37
19528	PACIFIC GAS AND ELECTRIC	8266376201-9 Old Hwy 53 CL	352-9552-795-30-00-A	2.35
19528	PACIFIC GAS AND ELECTRIC	1223401646-2 Lakeshore CL	352-9552-795-30-00-A	0.00
19528	PACIFIC GAS AND ELECTRIC	4798018730-7 Main LL	352-9552-795-30-00-A	556.05
19528	PACIFIC GAS AND ELECTRIC	6518912680-1 Pt Lakeview LL	352-9552-795-30-00-A	0.00
19529	PARALLON REVENUE CYCLE SERVICES	Ambulance Billing Coll - Sept 2023	352-9552-795-23-80-H	634.41
19530	PREDATOR PEST & WEED MANAGEMENT	Rodents - Oct 2023	352-9552-795-18-00-A	95.00
19530	PREDATOR PEST & WEED MANAGEMENT	Vol Assoc Rodents - Oct 2023	352-9552-795-18-00-A	95.00
19531	Q BRANCH NETWORKS	IT Services - Sept 2023	352-9552-795-23-80-F	3,000.00
19532	SACRAMENTO METROPOLITAN FIRE DISTRI	GEMT Cost per Trans 2018/19	352-9552-795-23-80-H	-30.16
19532	SACRAMENTO METROPOLITAN FIRE DISTRI	GEMT Host fee	352-9552-795-23-80-H	240.02
19532	SACRAMENTO METROPOLITAN FIRE DISTRI	GEMT Cost per Trans 2019/20	352-9552-795-23-80-H	-44.43
19532	SACRAMENTO METROPOLITAN FIRE DISTRI	GEMT Host fee	352-9552-795-23-80-H	190.79
19532	SACRAMENTO METROPOLITAN FIRE DISTRI	GEMT Cost per Trans 2020/21	352-9552-795-23-80-H	1,228.10
19532	SACRAMENTO METROPOLITAN FIRE DISTRI	GEMT Host fee	352-9552-795-23-80-H	214.92
19532	SACRAMENTO METROPOLITAN FIRE DISTRI	GEMT Cost per Trans 2021/22	352-9552-795-23-80-H	1,210.83
19532	SACRAMENTO METROPOLITAN FIRE DISTRI	GEMT Host fee	352-9552-795-23-80-H	183.01
19533	STRYKER SALES CORPORATION	Power Load x3 maint agreement	352-9552-795-17-00-C	20,697.51
19533	STRYKER SALES CORPORATION	Lucas x1 maint agreement	352-9552-795-17-00-C	2,922.30
19533	STRYKER SALES CORPORATION	LP15 x3 maint agreement	352-9552-795-17-00-C	5,620.20
19534	THOMAS HARRIGAN	2022 premium refund	352-9552-492-79-92-	6.63
19535	VALLEY POWER SYSTEMS NORTH, INC	E7011/E6511	352-9552-795-17-00-B	269.16
<b>Total 10/27/2023</b>				<b>285,675.88</b>
<b>Total October 2023</b>				<b>576,146.76</b>

**Lake County Fire Protection District  
CalCard September 2023**

Merchant Vendor Name	Invoice Number	Line Item Description	Account	Amount
AMAZON.COM	111-0696736-5826642	Cleaning supplies	352-9552-795-14-00-B	14.65
AMAZON.COM	111-5186824-6637821	Cleaning supplies	352-9552-795-14-00-B	67.64
AMAZON.COM	111-0696736-5826642	Cleaning supplies	352-9552-795-14-00-B	80.55
AMAZON.COM	111-0609454-9572244	Hose testing	352-9552-795-17-00-C	13.29
AMAZON.COM	111-5098232-5549042	SCBA Mask bag tags	352-9552-795-11-00-A	58.54
AMAZON.COM	111-5762189-4797017	Computer speakers	352-9552-795-22-70-B	26.07
AMAZON.COM	111-7724619-3492260	Office supplies	352-9552-795-22-70-A	15.63
AMAZON.COM	111-2976751-8725860	Cleaning supplies	352-9552-795-14-00-B	121.65
AMAZON.COM	111-6363790-4411436	Cleaning supplies	352-9552-795-14-00-B	43.28
AMAZON.COM	111-2311226-4544212	Office supplies	352-9552-795-22-70-A	43.49
AMAZON.COM	112-1889577-7096215	Office supplies	352-9552-795-22-70-A	11.91
AMAZON.COM	113-9275933-2230616	Fire Investigation camera/case	352-9552-795-38-00-C	660.00
AMERIGAS	3154346289	Propane - Aug 2023	352-9552-795-30-00-C	422.81
ARAMARK UNIFORM SERVICE	5080274908	Laundry - Aug 2023	352-9552-795-11-00-C	87.35
ARAMARK UNIFORM SERVICE	5080279069	Laundry - Aug 2023	352-9552-795-11-00-C	87.35
ARAMARK UNIFORM SERVICE	5080283000	Laundry - Aug 2023	352-9552-795-11-00-C	87.35
ARAMARK UNIFORM SERVICE	5080287285	Laundry - Aug 2023	352-9552-795-11-00-C	87.35
ARAMARK UNIFORM SERVICE	5080290660	Laundry - Aug 2023	352-9552-795-11-00-C	85.00
B & G TIRES OF CLEARLAKE	56353	E6511	352-9552-795-17-00-B	100.00
B & G TIRES OF CLEARLAKE	56608	E6511	352-9552-795-17-00-B	100.00
B.W.S. DISTRIBUTORS INC	286464	CGI Calibration Kit	352-9552-795-17-00-C	738.54
BURTON'S FIRE INC.	S61270	E7022	352-9552-795-17-00-B	1,608.99
BURTON'S FIRE INC.	S61512	E6511	352-9552-795-17-00-B	262.36
BURTON'S FIRE INC.	S61593	E7231	352-9552-795-17-00-B	55.99
CARLOS D.C. ELECTRIC REPAIR	7056	E6561	352-9552-795-17-00-B	595.95
CASCADE FIRE EQUIPMENT	INV7506	E7011	352-9552-795-17-00-B	220.75
CLEARLAKE AUTOMOTIVE	47864	M7011	352-9552-795-17-00-B1	130.00
CLEARLAKE AUTOMOTIVE	0047889	Forklift propane	352-9552-795-29-50-A	31.24
CLEARLAKE PAPER SUPPLY		Postage	352-9552-795-22-71-	130.29
CLEARLAKE WASTE SOLUTIONS	175143171U032	Garbage - Aug 2023	352-9552-795-14-00-A	363.51
CODE 3 RESCUE TRAINING	2865	Rope Rescue course - Sarris	352-9552-795-29-50-B	2,170.00
DELL TECHNOLOGIES	2008234907153	C700 Monitor/Laptop	352-9552-795-38-00-C	1,447.59
EUREKA OXYGEN COMPANY	DM848480	Medical oxygen	352-9552-795-28-48-A	317.93
FAR WEST RX DISPOSAL	3590-2720	Controlled substance disposal refund	352-9552-795-28-48-A	-400.18
FIREFIGHTERS SAFETY CENTER	29420	New hire - Tang	352-9552-795-11-00-B	306.99
FIREHOSEDIRECT	S160047	Fire hose bands	352-9552-795-28-30-I	385.57
GALLS	025159017	New hire - Hill, S	352-9552-795-11-00-B	166.14
HIDDEN VALLEY AUTO BODY	5486	E6561	352-9552-795-17-00-B	4,950.04
HIGHLANDS WATER		Water - Aug 2023 7069	352-9552-795-30-00-B	351.91
HIGHLANDS WATER		Water - Aug 2023 7115	352-9552-795-30-00-B	63.70
IMS BOLT		E7022	352-9552-795-17-00-B	-8.80
LAKE COUNTY RECORD BEE	0006780983-01	Sta 65 Drainage Bid 23/24-02	352-9552-795-24-00-	31.60
LAM PRINTING	1377	2023 Uniform allot - Sapeta	352-9552-795-11-00-B	80.00
LAM PRINTING	1377	2023 Uniform allot - Rivas	352-9552-795-11-00-B	60.00
LAM PRINTING	1377	2023 Uniform allot - Hill, M	352-9552-795-11-00-B	100.00
LAM PRINTING	1377	2023 Uniform allot - Franklin	352-9552-795-11-00-B	80.00
LAM PRINTING	1377	2023 Uniform allot - Pindell	352-9552-795-11-00-B	60.00
LAM PRINTING	1377	2023 Uniform allot - Swan	352-9552-795-11-00-B	60.00
LAM PRINTING	1377	2023 Uniform allot - Shields	352-9552-795-11-00-B	60.00
LAM PRINTING	1377	2023 Uniform allot - Inman	352-9552-795-11-00-B	200.00
LAM PRINTING	1377	2023 Uniform allot - Vinyard	352-9552-795-11-00-B	40.00
LAM PRINTING	1377	2023 Uniform allot - Isom	352-9552-795-11-00-B	40.00
LAM PRINTING	1377	2023 Uniform allot - Glaser	352-9552-795-11-00-B	40.00
LAM PRINTING	1377	2023 Uniform allot - Ritchie	352-9552-795-11-00-B	60.00
LAM PRINTING	1377	2023 Uniform allot - Lancaster	352-9552-795-11-00-B	40.00
LAM PRINTING	1377	2023 Uniform allot - Thoman	352-9552-795-11-00-B	40.00
LAM PRINTING	1377	2023 Uniform allot - Sarris	352-9552-795-11-00-B	60.00
LAM PRINTING	1377	2023 Uniform allot - Perry	352-9552-795-11-00-B	80.00
LAM PRINTING	1377	October Shirts	352-9552-795-11-00-B	1,225.62
LIFE ASSIST INC.	1350042	Medical supplies	352-9552-795-28-48-A	436.11
LIFE ASSIST INC.	1351290	Medical supplies	352-9552-795-28-48-A	103.10
LIFE ASSIST INC.	1351309	Medical supplies	352-9552-795-28-48-A	133.40
LIFE ASSIST INC.	1351387	Medical supplies	352-9552-795-28-48-A	1,120.04
LIFE ASSIST INC.	1352829	Medical supplies	352-9552-795-28-48-A	10.72
LIFE ASSIST INC.	1352998	Medical supplies	352-9552-795-28-48-A	775.82
LIFE ASSIST INC.	1355710	Medical supplies	352-9552-795-28-48-A	1,937.13
LIFE ASSIST INC.	1356161	Medical supplies	352-9552-795-28-48-A	28.82
LIFE ASSIST INC.	1356953	Medical supplies	352-9552-795-28-48-A	135.39
LIFE ASSIST INC.	1356954	Medical supplies	352-9552-795-28-48-A	28.00
LIFE ASSIST INC.	1356955	Medical supplies	352-9552-795-28-48-A	5.60
LIFE ASSIST INC.	1357936	Medical supplies	352-9552-795-28-48-A	393.95
LIFE ASSIST INC.	1358759	Medical supplies	352-9552-795-28-48-A	739.07
LIFE ASSIST INC.	1358818	Medical supplies	352-9552-795-28-48-A	659.38
LOGMEIN, INC.	352339877	GoToMeetings - Sept 2023	352-9552-795-12-00-C	14.00
MEDIACOM		Sta 65 TV/Internet - Aug 2023	352-9552-795-12-00-C	260.84
MEDIACOM		Sta 70 TV - Sept 2023	352-9552-795-12-00-C	29.27
MEDIACOM		Sta 70 Internet - Sept 2023	352-9552-795-12-00-C	236.90
MENDO MILL UKIAH	624126	Sta 65 hall light	352-9552-795-18-00-B	73.49



MENDO MILL UKIAH	625164	Hose washer	352-9552-795-17-00-C	3.90
MENDO MILL UKIAH	625367	Padlock Lakeshore	352-9552-795-28-30-F	21.74
MENDO MILL UKIAH	625598	Hose dryer	352-9552-795-17-00-C	26.49
MENDO MILL UKIAH	625637	Hose dryer	352-9552-795-17-00-C	13.33
MENDO MILL UKIAH	625723	Hose dryer	352-9552-795-17-00-C	1.84
MENDO MILL UKIAH	625831	R7011	352-9552-795-17-00-B1	9.78
MICROSOFT	G027747031	Microsoft 365 8/16/23-5/30/24	352-9552-795-23-80-D	6,045.34
MICROSOFT	G027747031	Microsoft 365 7/28/23-5/30/24	352-9552-795-23-80-D	-1,648.65
MICROSOFT	G027747031	Microsoft Exchange 21 users - Sept 2023	352-9552-795-23-80-D	84.00
NICK BARBIERI TRUCKING, LLC	0051953-IN	Fuel/Diesel	352-9552-795-29-50-A	2,989.93
NICK BARBIERI TRUCKING, LLC	CL24368	Diesel	352-9552-795-29-50-A	56.31
NICK BARBIERI TRUCKING, LLC	0053169-IN	Fuel/Diesel	352-9552-795-29-50-A	1,147.00
NICK BARBIERI TRUCKING, LLC	CL25560	Diesel	352-9552-795-29-50-A	459.51
O'REILLY AUTOMOTIVE	3200-403611	Shop	352-9552-795-17-00-B	69.56
O'REILLY AUTOMOTIVE	3200-404116	BC702	352-9552-795-17-00-B	50.20
O'REILLY AUTOMOTIVE	3200-404247	E6511	352-9552-795-17-00-B	111.96
O'REILLY AUTOMOTIVE	3200-406163	E6511	352-9552-795-17-00-B	40.87
O'REILLY AUTOMOTIVE	3200-409310	M7013	352-9552-795-17-00-B1	201.21
O'REILLY AUTOMOTIVE	3200-411253	E6561	352-9552-795-17-00-B	138.99
O'REILLY AUTOMOTIVE	3200-404116	Shop	352-9552-795-17-00-B	68.21
PRECISION WIRELESS	40600	C700	352-9552-795-17-00-B	350.00
PRECISION WIRELESS	40662	Mobile Radios -Medics	352-9552-795-62-74-A	8,143.99
TARGETSOLUTIONS LEARNING, LLC	INV79514	Shift scheduling - Sept 2023	352-9552-795-23-80-D	124.48
VERIZON	9942811125	Cell Phones/Tablets - Sept 2023	352-9552-795-12-00-B	544.83
VERIZON	9942811125	Router - Sept 2023	352-9552-795-12-00-C	40.01
WALMART	2000111-03173633	Cleaning supplies	352-9552-795-14-00-B	48.24
WALMART		WT7011	352-9552-795-17-00-B	6.16
WALMART		Medical supplies	352-9552-795-28-48-A	40.82
WALMART		Shop	352-9552-795-17-00-B	6.46
WALMART		Office supplies	352-9552-795-22-70-A	49.54

**Total 44,826.72**

# LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,  
CALIFORNIA 95422  
707-994-2170 PHONE 707-994-4861 FAX

Date: 11/15/2023

To: LCFPD Board of Directors

From: Chief Sapeta

Dear Board Members, items for today's meeting.

1. Recent calls. (Anderson Marsh 55-Acre Control Burn)
2. LCFCFA meeting - Review of our CPD PSAP Backup, Resources Draw Down Policy, and Future Burn Permit processes. Just DRAFTED a new Job Description for the NCEMS/LCFCFA EMS Liaison position to full-time status.
3. No update, still waiting for Our EMS pathway committee EMT program at LLHS tentatively January 2024.
4. Lake County Cannabis Task Force meetings, continued discussions on dispensaries and potential consumption lounges. The Cannabis Ordinance Task Force is getting ready to go over Development Standards for cannabis-related businesses. The required document in the application is within the development standards.
5. Chief Ciancio & I are preparing a \$60k grant to purchase Large Animal Rescue equipped trailer for future incidents along with (2) Star Link systems to enhance comms in remote areas.
6. Present the DRAFT LCFPD CWPP.
7. The Ambulance Ord Review Committee met 10/27/2023 and changes are in the works.

Respectfully submitted,

Chief Sapeta

# LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,  
CALIFORNIA 95422

November Board Report ~~707-994-2170~~ PHONE ~~707-994-4861~~ FAX

Members of the Board;

- No new projects or significant updates on current ongoing projects this month. Updated Ordinances will be on the Agenda for December, as well as yearly overview, and State Mandated Inspection report.

Respectfully,  
Autumn Lancaster LCFPD Fire Marshal

## News Media Relations

### 321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Chief Officer into the incident management system.

### 321.2 POLICY

It is the policy of the Lake County Fire Protection District to establish and maintain a positive working relationship with the media in order to effectively communicate timely and accurate information.

### 321.3 CHIEF OFFICER DESIGNATION

As soon as practicable after basic fire and rescue operations are completed on the fireground or at any significant fire incident, the Incident Commander will designate a Chief Officer if the District does not have a full time Chief Officer. The Chief Officer shall interface with and provide timely and relevant information to representatives of the media during critical command stages. A single Chief Officer will be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multiagency or multijurisdictional incidents, it may be necessary to establish a joint information center with a Chief Officer and Assistant Chief Officer. In all cases, the Chief Officer shall be responsible for coordinating the dissemination of information to the media.

Upon arrival at the scene of the incident, the designated Chief Officer will report to the Incident Commander, obtain an incident briefing, and be assigned the Chief Officer radio designator for the incident.

### 321.4 DISSEMINATION OF INFORMATION

The Chief Officer should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (e.g., high rise, technical rescue)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios
- (f) Projected duration of the incident

# Lake County Fire Protection District

LCFPD Policy Manual

## *News Media Relations*

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If appropriate, the Chief Officer may coordinate a brief interview with the company officer or a crew member.

### **321.5 RESTRICTED INFORMATION**

The Chief Officer shall ensure that legally protected information is not released to the media. The Chief Officer should consult with the Fire Chief or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Injury Notification and Communication Policy for additional considerations regarding communication with the media concerning a line-of-duty death.

### **321.6 MEDIA INQUIRIES**

All media inquiries received by incident personnel shall be forwarded to the Chief Officer for response. The Chief Officer will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If necessary to remain with media representatives, the Chief Officer may request assistance from the Incident Commander in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the Chief Officer shall confirm that the next of kin has been notified. Next of kin notifications are generally handled by law enforcement and/or hospital personnel. The Chief Officer should contact the CalFire Emergency Communications Center supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Chief Officer or the authorized designee should not speculate as to the cause of an incident. The Chief Officer may escort media representatives on a tour of a fire-damaged area following knockdown after receiving authorization from the Incident Commander and in coordination with operations personnel. The Chief Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

### **321.7 MEDIA ACCESS**

Authorized members of the media shall be provided access to scenes of floods, storms, fires, earthquakes, explosions, ~~or~~ and other emergency scenes. Access by the media is subject to the following conditions (Penal Code § 409.5(d)):

# Lake County Fire Protection District

## LCFPD Policy Manual

### *News Media Relations*

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- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public. [Media representatives may not bring or facilitate the transport of an unauthorized person into a closed area unless it is for the safety of the person.](#)
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
  - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Chief Officer or other designated spokesperson.

#### **321.7.1 TEMPORARY FLIGHT RESTRICTIONS**

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the Incident Commander should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through a Battalion Chief. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

#### **321.8 NEWS RELEASES**

News releases are documents specifically prepared for release to the media. News releases should generally be authored by the Chief Officer and approved by the Fire Chief or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

#### **321.9 NEWS CONFERENCES**

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, the opening of a new fire station, or if a public appearance by a representative of the District is desired. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The Chief Officer should prepare the news release and/or a prepared statement for the district spokesperson. The Chief Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations, and provide escorts, as necessary. The conference may include a moderator or the Chief Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

# Lake County Fire Protection District

LCFPD Policy Manual

## *News Media Relations*

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Specific information should not be released prior to the conference. The Chief Officer should notify appropriate district personnel of the date, time, and location of all news conferences. District members attending should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

### **321.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL**

Upon approval from a supervisor, district employees may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the California Division of Occupational Safety and Health (Cal/OSHA).

## Personal Alarm Devices

### 909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or atmospheric hazards such as immediately dangerous to life and health (IDLH) atmospheres that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU), or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (8 CCR 3408).

### 909.2 POLICY

It is the policy of the Lake County Fire Protection District to provide all members engaged in interior structural firefighting activities or other emergency operations that require an SCBA with a personal alarm device.

### 909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982 and 8 CCR 3408 and be labeled or otherwise certified to indicate compliance with the requirements (8 CCR 3408).

Members shall wear a personal alarm device any time they are directed by the Incident Commander (IC) or Incident Safety Officer or in atmospheres that are IDLH (8 ~~CCR~~ [CCR 3408](#)).

The IC shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

### 909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.



## Fire Station Safety

### 912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Lake County Fire Protection District members to follow, with the intent of reducing or eliminating injuries or illnesses to both members and the public.

### 912.2 POLICY

It is the policy of the Lake County Fire Protection District that all members should be involved in daily activities that are designed to reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy for the safety of themselves, other members, and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

### 912.3 PROCEDURE

For the safety of all occupants, the on-duty captain at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
  1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes
- (b) 1. but is not limited to
  - (a) 1. working with grinders, drills, saws, welding equipment, mowers, and edgers, and while working under vehicles.
  2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals
- (b) 1. (e.g., working with trimmers, pruners, and other tools or other operations).
2. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.
- (c) Housekeeping and personal hygiene
  1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly, and sanitary condition.
  2. Clean and repair the source of water leaks quickly to avoid mold growth.
  3. Smoking is prohibited in the building or within 20 feet of an entrance, exit, or operable window, as provided in the Smoking/Tobacco Use Policy (Labor Code § 6404.5 and Government Code § 7596 et seq.).

# Lake County Fire Protection District

LCFPD Policy Manual

## Fire Station Safety

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4. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is being worn.
5. Maintain cooking appliances and eating utensils in good working order.
6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
7. Provide and clearly label first-aid supplies.
8. Post signs in all restrooms reminding employees/visitors to wash their hands.

### (d) Cooking

1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
3. Do not let pot handles extend over the counter.

### (e) Safe lifting

1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items

- ;
- (a) 1. such as out-of-county bags, drug boxes, [and](#) map boxes

- (b) 1. .
2. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.

### (c) Walking surfaces and exits

1. Ensure all primary exit routes are obvious, marked with an

- "Exit"

- (a) 1. ["Exit"](#) sign, and free of obstructions.
2. Remove any objects that block hallways and/or passageways.
3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, [and](#) outdoor walkways

- (b) 1. .
2. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
3. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.

# Lake County Fire Protection District

## LCFPD Policy Manual

### Fire Station Safety

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4. Ensure all areas of the building are adequately illuminated.
  5. Ensure beds are located to cause minimum interference during dressing.
- (c) Apparatus floor
1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes, or
- other identification
- (a)
1. [other identification](#).
  2. Use caution and handrails when exiting apparatus.
  3. Maintain apparatus doors in a safe, operable condition.
  4. Maintain adequate clearance for vehicles under apparatus doors.
- (b) Equipment machinery and tools
1. Observe safety precautions when operating all equipment, machinery, and tools.
  2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
  3. Mount all equipment and machinery securely to the surface on which it sits.
  4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
  5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
  6. Ensure all power tools are adequately grounded.
  7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
  8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
  9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- (c) Electrical wiring, fixtures, and controls
1. Maintain 36 inches of clear access around all electrical control panels.
  2. Label electrical switches and circuit breakers with their purpose.
  3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
  4. Ensure all extension cords are properly grounded and approved.
  5. Avoid using flexible cords and cables as a substitute for fixed wiring.
  6. Avoid hanging electrical cords on pipes
- (d)
1. [or nail](#) hooks

# Lake County Fire Protection District

## LCFPD Policy Manual

### Fire Station Safety

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#### - and so forth

- (a)
  - 1. .
  - 2. Check all electrical cords for fraying or exposed plug wiring.
  - 3. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.
- (b) Fire extinguishers and fire prevention
  - 1. Ensure fire extinguishers are of the proper type for the expected hazards.
  - 2. Maintain portable fire extinguishers in a fully operable condition.
  - 3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
  - 4. Test the fire alarm system at least annually.
  - 5. Ensure a qualified person services the sprinkler system at least annually.
  - 6. Check smoke detectors periodically to ensure they are working properly.
  - 7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (c) Hazardous materials and exposure prevention
  - 1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
  - 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
  - 3. Store hazardous materials separately from food, food preparation, and eating areas.
  - 4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
  - 5. Store cylinders of compressed gas in an upright position, away from combustible materials.
  - 6. Avoid wearing or storing turnout gear in the living quarters or buildings.
  - 7. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes, and upholstered furniture.
  - 8. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
  - 9. Use vehicle exhaust collection systems effectively by following all guidelines and
- (d)
  - 1. [manufacturer's](#) recommendations.
  - 2. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

# Lake County Fire Protection District

LCFPD Policy Manual

## *Fire Station Safety*

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- (e) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (f) On-duty physical fitness activities - For safety guidelines during physical fitness, see the

### ~~-- Firefighter Wellness and Fitness Policy~~

- (a) [Physical Fitness and Wellness Program policies.](#)
- (b) Visitor safety - For visitor safety guidelines, see the Public Education Policy.

# Personal Protective Equipment

## 915.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Lake County Fire Protection District members by providing personal protective equipment (PPE), safety devices, and safeguards for workplace activities (8 CCR 3401.7; 8 CCR 3380).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respirator Protection Policy.

## 915.2 POLICY

It is the policy of the Lake County Fire Protection District to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

The Lake County Fire Protection District adopts the National Fire Protection Association (NFPA) standard for the selection, care, and maintenance of PPE to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear, and improper use.

## 915.3 PPE STANDARDS AND REQUIREMENTS

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard. The [District shall apply the following guidelines, requirements, and standards to all PPE.

- (a) The PPE provided shall meet nationally recognized standards and all state-required standards (NFPA 1971; NFPA 1977; NFPA 1851; 8 CCR 3380 et seq.; 8 CCR 3401 et seq.).
- (b) When no authoritative standard exists for a PPE or safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Battalion Chief in charge of the division where the equipment will be used.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.

# Lake County Fire Protection District

## LCFPD Policy Manual

### *Personal Protective Equipment*

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- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

#### 915.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date, and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard (8 CCR 3381; 8 CCR 3403; 8 ~~CCR3410~~ CCR 3410.1).

#### 915.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The District shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with 8 CCR 3382, 8 CCR 3403, and 8 CCR 3410.1.

Self-contained breathing apparatus with full facepiece shall be considered face and eye protection (8 CCR 3403).

#### 915.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their body that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be destroyed or removed and shall not be worn until properly cleaned (8 CCR 3383).

Body protection shall consist of structural or proximity fire protective garments. Body protection for other than structural fires shall be provided as appropriate for the potential hazards (8 CCR 3405).

Chainsaw protectors shall be provided to members using chainsaws in wildland fire fighting activities and shall meet the U.S. Department of Agriculture Forest Service Specifications as identified in 8 CCR 3410.1.

#### 915.3.4 HAND AND WRIST PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment. Protective gloves shall be worn when exposed to the hazards of structural and proximity firefighting activity and wildland fire activity (8 CCR 3384; 8 CCR 3406; 8 CCR 3410.1).

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Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (8 CCR 3384).

#### 915.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; crushing or penetrating actions; or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with 8 CCR 3385.

The use of foot protection shall be coordinated with the wearing of the protective clothing system to ensure full body protection (8 ~~CCR3407~~ [CCR 3407](#); 8 CRR 3410.1).

#### 915.3.6 EAR AND NECK PROTECTION AND PROTECTIVE HOOD INTERFACE

Protection equipment against burns or injury to the ears and neck suitable to the hazard shall be provided to members by one or more of the following (8 CCR 3404; 8 CCR 3410.1):

- (a) Ear flap attachment to the helmet
- (b) Hood or shroud
- (c) For wildland firefighting a flared neck shield to be attached to the brim of helmet, shroud, or high collar with throat strap.

#### 915.3.7 WILDLAND FIRE SHELTERS

Fire shelters shall be provided and made immediately available for each member engaged in wildland firefighting activities and shall meet the U.S. Department of Agriculture Forest Service Specifications as identified in 8 CCR 3410.1.

#### 915.3.8 PERSONAL FALL PROTECTION SYSTEMS

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (8 CCR 1670).

### **915.4 SELECTION, CARE, AND MAINTENANCE OF PPE**

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.



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#### 915.4.1 SELECTION

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer Policy).

The PPE selection process should include (8 CCR 3380; 8 CCR 3402.3):

- (a) A written risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
  1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) The following considerations:
  1. PPE performance expectations, including thermal and physiological effects
  2. Style and design for user comfort and wear performance
  3. Construction for quality, durability, and garment life
  4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
  5. Any necessary changes in operating procedure.

#### 915.4.2 INSPECTION

NFPA standards define two primary types of PPE inspection:

**Routine inspection** - Each firefighter shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspection should include the following as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
  1. Soiling
  2. Contamination from hazardous materials or biological agents
    - (a) If the garment is contaminated by blood or other potential infectious material, the garment should be handled in accordance with 8 CCR 5193 (~~blood borne~~ bloodborne pathogens)
  3. Physical damage, such as:
    - (a) Rips, tears, holes, cuts, and any other irregularities
    - (b) Damaged/missing hardware and closure systems
    - (c) Thermal damage, such as charring, burn holes, and melting
    - (d) Damaged or missing reflective trim

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- (e) Shrinkage
  - (f) Loss of elasticity or flexibility at openings
  - (g) Excessive wear to liners
- (b) Helmets should be checked for the following:
- 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage to the shell, such as:
    - (a) Cracks, crazing (small cracks), dents, and abrasions
    - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
  - 4. Physical damage to ear flaps, such as:
    - (a) Rips, tears, and cuts
    - (b) Thermal damage, such as charring, burn holes, and melting
  - 5. Damaged or missing components of suspension and retention systems
  - 6. Damaged or missing components of the goggle system including:
    - (a) Discoloration
    - (b) Crazing (small cracks)
    - (c) Scratches to goggle lens, limiting visibility
  - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
- 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Cuts, tears, and punctures
    - (b) Thermal damage, such as charring, burn holes, and melting
    - (c) Exposed or deformed steel toe, steel midsole, or shank
    - (d) Loss of water resistance
- (d) Fall protection should be checked for the following:
- 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Cuts, tears, and punctures
    - (b) Thermal damage such as charring, burn holes, and melting

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- (c) Excessive stretching
- (d) Distorted or damaged hardware

**Advanced inspection** - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified members or from a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognizes standards.

### 915.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall undergo either a routine/preliminary exposure reduction (PER), an advanced cleaning, or a specialized cleaning.
- (b) Soiled and contaminated PPE elements shall not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (c) Commercial dry cleaning shall not be used.
- (d) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (h) NFPA standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
  - 1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:
    - (a) When possible, initiate cleaning at the incident scene.
    - (b) Brush off any dry debris.
    - (c) Gently rinse off debris with a water hose.
    - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
    - (e) Inspect for soiling and contamination and repeat the process if necessary.

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- (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
- 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.
  - (a) The district's Health and Safety Officer (HSO) shall perform or manage all advanced cleaning utilizing a qualified contract cleaner.
  - (b) Advanced cleaning will be coordinated with the safety officer by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
  - (c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
- 3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
  - (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
  - (b) The district's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.
  - (c) PPE components contaminated with blood, bodily fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

#### 915.4.4 REPAIR OF PPE

Damaged PPE shall not be used. ~~The~~ The district's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to employees while repairs are being made.

#### 915.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the district's HSO. All fittings shall be completed by the HSO and/or by a manufacturer representative.

- Members shall only use district-issued or approved PPE, including accessories.

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- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other district facilities.

#### 915.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct sunlight indirect sunlight or exposed to ultraviolet radiation or fluorescent lighting when it is not being worn.
- (b) PPE shall be clean, dry, and well-ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees F or above 180 degrees F.
- (e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.
- (i) Proximity PPE (i.e., specialized PPE designed to protect workers from high levels of radiant heat) shall not be stored folded.

#### 915.4.7 PPE TRAINING

The Training Officer should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (8 CCR 3380; 8 CCR 3410):

- (a) Determining when PPE is necessary and what kind should be used.
- (b) How to properly wear, adjust, and remove PPE.
- (c) The limitations of the PPE.
- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.

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- (g) Inspection procedures and frequencies.
- (h) Storage of the PPE.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

#### 915.4.8 PPE RECORD KEEPING

District's shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, or decontamination, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.

The District shall maintain records on its structural and proximity firefighting protective ensemble and ensemble elements for three years from the date of retirement (8 CCR 3402.3).

#### 915.4.9 PPE RETIREMENT

PPE ensembles and elements shall be retired as follows:

- (a) When worn or damaged to the extent that the District deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) Helmets shall be retired 10 years from the date of manufacture that do not meet the requirements of NFPA 1971(8 CCR 3402.3).
- (d) Wildland firefighting protective garments shall be retired 10 years from the date of manufacture (8 CCR 3410).
- (e) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

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Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner assuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

#### 915.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Lake County Fire Protection District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE shall immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the district's investigation team (see Line of Duty Death Investigation Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

#### 915.4.11 WILDLAND FIREFIGHTING PPE SELECTION

Wildland firefighting PPE selection shall consist of the following (8 CCR 3410):

- (a) Prior to the selection of PPE for wildland firefighting a risk assessment shall be performed in writing to include but not limited to the hazards that can be encountered by wildland firefighters based on the following:
  1. Types of duties performed while wearing wildland firefighting PPE
  2. Identification and characterization of hazards of the duties
  3. Geographic location, elevation, and climate
  4. Seasonal effect
  5. Garment configurations of the wildland firefighting PPE (single-layer or multi-layer garment)
  6. Organizational experience and lessons learned with current wildland firefighting PPE
  7. Proximity and location of private residences and other habitable structures in relation to wildland vegetation and areas of refuge
- (b) Operational requirements shall be documented in writing in relation to the assessment and consist of the following:
  1. Identify the garment configuration and garment component that comprise the wildland firefighting PPE system

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2. Specify performance criteria for each wildland firefighting PPE garment and its components

### 915.4.12 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to district procedures.

### 915.4.13 MEMBER-PROVIDED PPE

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the HSO prior to use. All personally owned PPE is subject to the requirements of this policy.

### 915.4.14 WILDLAND FIREFIGHTING PPE RECORD KEEPING

The District shall maintain training records that reflect the member training on wildland firefighting use of PPE for a minimum of three years. Records of retired firefighting PPE shall also be maintained for a minimum of three years (8 CCR 3410).

### 915.4.15 REPORTING

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.



## Wellness ~~and Fitness~~ Program

### 1019.1 PURPOSE AND SCOPE

The purpose of this policy is to ~~establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.~~ provide guidance on establishing and maintaining a proactive wellness program for district members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as mental health and overall wellness.

Additional information on member wellness is provided in the:

- Critical Incident Stress Debriefing Policy.
- Chaplains Policy
- Drug- and Alcohol-Free Workplace Policy.
- Physical Fitness Policy.

#### 1019.1.1 ~~POLICY~~ DEFINITIONS

~~It is the policy of the Lake County Fire Protection District that the wellness and fitness of its members is an organizational priority~~ Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

### 1019.2 ~~PROGRAM COMPONENTS~~ WELLNESS COORDINATOR

The Health and Safety Officer (HSO) is the designated district wellness coordinator. The coordinator should report directly to the [agencyHead] or the authorized designee and should collaborate with advisers (e.g., Administration, legal counsel, licensed psychotherapist, qualified health professionals) as appropriate to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
  1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
  2. When practicable, the District should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations.
- (b) Developing management and operational procedures for district peer support members, such as:
  1. Peer support member selection and retention.
  2. Training and applicable certification requirements.

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3. [Deployment.](#)
  4. [Managing potential conflicts between peer support members and those seeking service.](#)
  5. [Monitoring and mitigating peer support member emotional fatigue \(i.e., compassion fatigue\) associated with providing peer support.](#)
  6. [Using qualified peer support personnel from other public safety agencies or outside organizations for district peer support as appropriate.](#)
- (c) [Verifying members have reasonable access to peer support or licensed psychotherapist support.](#)
- (d) [Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation \(e.g., phone hotlines, electronic applications\).](#)
- (e) [Verifying a confidential, appropriate, and timely Employee Assistance Program \(EAP\) is available for members. This also includes:](#)
1. [Obtaining a written description of the program services.](#)
  2. [Providing for the methods to obtain program services.](#)
  3. [Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.](#)
  4. [Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.](#)
  5. [Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.](#)
- (f) [Making annual medical examinations available to members. Medical examination specifics should be established by a qualified health professional.](#)
- (g) [Coordinating with qualified health care professionals to develop a fitness assessment questionnaire to be administered to members annually. The questionnaire should evaluate both immunization and disease screening as well as physical fitness and conditioning.](#)
- (h) [Establishing an annual immunization and disease screening schedule for members. Specific vaccinations and diseases should be identified by a qualified healthcare professional.](#)
- (i) [Maintaining familiarity with the guidelines published by the following and incorporating procedures and practices, as appropriate, into the district wellness program:](#)
1. [International Association of Fire Fighters](#)
  2. [International Association of Fire Chiefs](#)
  3. [Fire Service Joint Labor Management Wellness-Fitness Initiative](#)
  4. [NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program](#)

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5. [National Fallen Firefighters Foundation Initiative 13](#)
6. [NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments](#)

### 1019.2.1 MEDICAL EXAMINATIONS

~~All firefighting members should have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:~~

- ~~Medical history~~
- ~~Blood draw/analysis~~
- ~~Vital signs~~
- ~~Cardiovascular~~
- ~~Pulmonary~~
- ~~Gastrointestinal~~
- ~~Genitourinary, hernia exam~~
- ~~Lymph nodes exam~~
- ~~Neurological exam~~
- ~~Musculoskeletal~~
- ~~Urinalysis~~
- ~~Vision test~~
- ~~Hearing~~
- ~~Chest X-ray (initial baseline with repeat every five years or as required)~~
- ~~Cancer screening~~

### 1019.2.2 FITNESS EVALUATIONS

~~All firefighting members should have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional) and testing to evaluate immunization and disease screening, and physical fitness and conditioning.~~

### 1019.2.3 IMMUNIZATION AND DISEASE SCREENING

~~All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional but may include:~~

- ~~Tuberculosis~~
- ~~Hepatitis C~~
- ~~Hepatitis B~~

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- ~~Tetanus/diphtheria vaccine (booster every 10 years)~~
- ~~Measles, mumps, rubella (MMR)~~
- ~~Polio~~
- ~~Influenza~~
- ~~H1N1~~
- ~~HIV (optional)~~

### ~~1019.2.4 PHYSICAL FITNESS AND CONDITIONING~~

~~A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space or a fitness club membership to a facility that is within the fire station's response area. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.~~

### ~~1019.2.5 PEER FITNESS TRAINERS~~

~~Volunteers should be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.~~

## **1019.2 POLICY**

It is the policy of the Lake County Fire Protection District to prioritize member wellness to foster fitness for duty and support a healthy quality of life for [department agency] members. The District will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

## **1019.4 [DEPARTMENT AGENCY] PEER SUPPORT**

### **1019.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA**

The selection of a district peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.
- Ability to maintain confidentiality.
- Ability to learn about the psycho-social process.

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### 1019.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of district peer support members include:

- (a) Providing pre- and post-critical incident support (see the Critical Incident Stress Debriefing Policy).
- (b) Presenting district members with periodic training on wellness topics including but not limited to:
  1. Stress management.
  2. Suicide prevention.
  3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
  1. Referrals should be made to [department agency]-designated resources in situations that are beyond the scope of the peer support member's training.

### 1019.4.3 PEER SUPPORT MEMBER TRAINING

A district peer support member should complete district-approved training prior to being assigned.

### 1019.5 PEER SUPPORT COMMUNICATIONS

Although the District will honor the sensitivity and confidentiality of communications with and between peer support members, there is no legal privilege to such communications, unless authorized by law (e.g., California Firefighter Peer Support and Crisis Referral Services Program).

For additional policy guidance regarding the confidentiality of communications with peer support members during a CISD, see the Critical Incident Stress Debriefing Policy.

### 1019.6 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the districts wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Fire Chief for review and consideration of updates to improve program effectiveness.

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### **1019.7 TRAINING**

The coordinator or the authorized designee should collaborate with the Training Officer to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of district wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance use disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Officer as appropriate for inclusion in training records.

## Physical Fitness

### 1020.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

### 1020.2 POLICY

It is the policy of the Lake County Fire Protection District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity ~~which~~ that, in its sole discretion, presents greater risks than benefits.

### 1020.3 PROCEDURE

The time, location, and duration of company physical fitness activities are at the discretion of the on-duty Battalion Chief and the ~~company officer~~ Company Officer. In all cases, the location for physical fitness must be within the ~~company's~~ company's first-in response area, be consistent with this policy, and not result in a response delay.

All Fire Operations members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the ~~company officer~~ Company Officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

~~Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.~~

At the discretion of the District, one or more of the following may apply:

- (a) Station physical fitness equipment
  1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

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### Physical Fitness

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- (b) Fitness club membership
  - 1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the ~~district's~~ district's discretion, with fitness club memberships for on-duty physical fitness activities.

#### 1020.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity ~~– may include, but are not limited to, the following:~~

#### Stretching

. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including the following:

- (a) Voluntary participation by members.
- (b) Allowable physical fitness activities, including:
  - 1. Stretching.
  - 2. Running, jogging, walking, or rowing.
  - 3. Weight training (with spotter present).
  - 4. Stationary aerobic training (e.g.
    - (c) 1. stair-climber, treadmill, stationary bicycle).
    - 2. Core strengthening.
    - 3. Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag)

#### Physical

- (a) 1. .
- (b) Physical fitness activities as recommended by the
- (c) District peer fitness trainers (PFTs).
- (d) Acceptable use of district-approved physical fitness facilities and equipment.
- (e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
- (f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
- (h) Ongoing support and evaluation.



## *Physical Fitness*

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The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the district HSO and be consistent with the district's overall wellness program.

Member participation in competitive or contact sports is not recommended while on-duty.

### **1020.5 INJURY PREVENTION**

When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include ~~;~~ but are not limited to, **the following**:

- Insufficient warm-up.
- Poor core stabilization.
- Exceeding physical capabilities.
- Improper equipment use.
- Defective equipment.
- Lack of proper instruction.

Members who are participating in physical fitness activities are expected to:

- Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
- Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
- Maintain realistic goals and limits for physical fitness routines.
- Develop an understanding of how to use fitness equipment properly and safely.
- Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it if necessary.
- Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

### **1020.6 PEER FITNESS TRAINERS (PFTS)**

Volunteers should be solicited to serve as PFTs. Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements determined by the District. PFTs will assist in the promotion of the physical fitness program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

# Critical Incident Stress Debriefing

## 1021.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing Program. The Lake County Fire Protection District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

### 1021.1.1 DEFINITIONS

Definitions related to this policy include:

**Critical incident stress** - A strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord, and loss of ability to function.

**Critical Incident Stress Debriefing (CISD)** - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

## 1021.2 POLICY

It is the policy of the Lake County Fire Protection District to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

## 1021.3 CISD PROGRAM

The District should establish a committee responsible for implementing and managing the CISD Program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who ~~are representative of~~ represent all levels of district personnel. The ~~district's~~ district's safety and health officer serves as the committee chairperson.

Functions of the committee include ~~,~~ but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops ~~or~~ , and seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- ~~Assisting in the recruitment and training of peer support personnel.~~
- Coordinating and following-up on requests for CISD.

## Critical Incident Stress Debriefing

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- [Identifying state and local peer CISD organizations and teams.](#)

### 1021.4 CISD COMPONENTS

The CISD Program should include pre-incident, on-scene, and post-incident activities, including education, diffusion of emotional reactions, and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support ~~personnel~~ [members](#) and trained professionals, such as physicians, psychologists, or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint ~~Labor/Management~~ [Labor Management](#) Wellness and Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

#### 1021.4.1 ACTIVATION

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death, or suicide of a firefighter, police officer, or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually

- heavy

- [significant](#) media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate, or delayed emotional response
- Cumulative trauma from multiple incidents

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Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support ~~personnel~~ [members](#) or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

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### *Critical Incident Stress Debriefing*

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All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident, including, but not limited to, communications personnel, law enforcement officers, and paramedics or ambulance personnel.

~~Any member may request~~ [For additional guidance on members requesting peer support or professional help as needed](#), on an individual basis, [see the Wellness Program Policy](#).

#### 1021.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
  - 1. Supervise and advise on all clinical aspects of the program.
  - 2. Ensure the quality of CISD services.
  - 3. Offer clinical support and program guidance to the CISD committee and peer support
- (b) 1. [members](#).

~~Assist in the selection of new peer support personnel:~~

- (a) 1. Provide guidance to peer support
- (b) 1. [members](#).
- 2. Assist in training peer support

~~-- personnel~~

- (a) 1. [members](#) and with continuing education.
- 2. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
  - 1. Be a licensed mental health professional.
  - 2. Be trained and experienced in a recognized CISD model.
  - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members [related to CISD services](#) include the following:
  - 1. Assist and support the CISD mental health professionals as necessary.
  - 2. Provide referrals to mental health professionals, where appropriate.

## *Critical Incident Stress Debriefing*

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3. Providing support and basic education to members and their families.
4. Serving as a CISD provider with mental health professionals.

~~Complete training and supervision necessary for the role:~~

~~Members involved in the CISD Program as peer support personnel should have the following qualities:~~

- ~~(a) Good negotiating skills~~
- ~~(b) Ability to communicate effectively~~
- ~~(c) The respect and trust of peers~~
- ~~(d) Ability to maintain confidentiality~~
- ~~(e) Ability to adhere to established limits and criteria~~
- ~~(f) Ability to learn about the psycho-social process~~
- ~~(g) Good listening skills~~
- ~~(h) Good rapport with fellow emergency workers~~
- ~~(i) Sensitivity to the problems of others~~
- ~~(j) Be an emergency service provider or a member of a related service~~
- ~~(k) Experience and knowledge about the types of incidents and situations to which members may be exposed~~

~~Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures:~~

### **1021.5 DEBRIEFING**

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support
- (b) members or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (c) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support

~~-- personnel~~

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### Critical Incident Stress Debriefing

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- (a) members. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (b) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support
- (c) members that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support

#### -- personnel

- (a) members several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, a CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during ~~a~~ the debriefing process. Everyone is equal.

Following any intervention, ~~should~~ members ~~feel a~~ who need ~~for~~ additional assistance ~~;~~ should contact ~~may be made with~~ peer support ~~personnel or a CISD committee member~~ members or the wellness coordinator to obtain information ~~regarding a referral~~.

#### 1021.6 ATTENDANCE

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, involved members involved should be out of service with radios, ~~paggers or~~ personal communications devices, and other distractions turned off.

#### 1021.7 ROTATION OF PERSONNEL

Command officers should minimize ~~members'~~ members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

## *Critical Incident Stress Debriefing*

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~~Trained peer~~ Peer support ~~personnel~~ members may make a request to their command officer for relief or reassignment during a shift to participate in CISD activities. The peer support ~~personnel~~ members should provide ~~a number of~~ on-scene services, including on-site evaluation, encouragement, and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The ~~command officer~~ Battalion Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

### **1021.8 CONFIDENTIALITY**

The ~~District~~ District considers all CISD ~~interventions~~, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

~~The only exceptions~~ Exceptions to confidentiality ~~should be when~~ include when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable, and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

### **1021.9 RECORD-KEEPING**

Following a CISD ~~intervention~~, the committee chairperson should prepare a summary report and forward it to the CISD Program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD ~~team~~ members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

# *Lake County Fire Protection District*

## **RESOLUTION NO. 23-1001**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE COUNTY FIRE PROTECTION DISTRICT REQUESTING THE LOCAL AGENCY FORMATION COMMISSION (LAFCo) OF LAKE COUNTY TO AMEND THE EFFECTIVE DATE OF THE CHANGE IN THE NUMBER OF BOARD DIRECTORS**

**WHEREAS** the terms and conditions of consolidation adopted by the Local Agency Formation Commission in 2001 stipulate that the Lake County Fire Protection District Board of Directors be reduced from seven (7) Directors to Five (5) Directors and three (3) Directors were to represent Clearlake and two (2) Directors were to represent Lower Lake; and

**WHEREAS** the Lake County Fire Protection District Board of Directors adopted Resolution No. 03-0502 requesting to maintain a seven (7) Director Board that is elected at large; and

**WHEREAS** the LAFCo adopted Resolution 2003-03 approving the amendment to the terms and conditions of consolidation relative to the number of Board Directors and their representation; and

**WHEREAS** the Lake County Fire Protection District Board of Directors acknowledges that filling and maintaining a seven (7) Director Board has become challenging over the years and continues to increase in difficulty.

**WHEREAS** the Lake County Fire Protection District adopted Resolution No. 23-0802 requesting LAFCo to amend Term and Condition #5 of the 2001 consolidation so that the district will have five (5) rather than seven (7) directors elected at large.

**WHEREAS** LAFCo adopted Resolution 2023-0009 at their regularly scheduled meeting on October 4, 2023, approving the modification to Term and Condition #5 of the 2001 consolidation so that starting November 2024, the Lake County Fire District will have five (5) directors each to be elected at large.

**WHEREAS** since this, the Lake County Fire Protection District has been advised that an effective date prior to November 2026 would be difficult due to various Health & Safety and Election Codes.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Lake County Fire Protection District hereby requests LAFCo to amend their Resolution 2023-0009 so that starting at the November 2026 election, rather than the November 2024 election, the Lake County Fire Protection District will have five (5), rather than seven (7), Directors elected at large.

**THIS RESOLUTION WAS PASSED AND ADOPTED** by the Board of Directors of the Lake County Fire Protection District at a regularly scheduled meeting held on October 25, 2023, by the following vote:



AYES:

NOES:

ABSENT OR ABSTAIN:

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**Denise Loustalot, Chairperson**

**ATTEST:**

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**Miasha Rivas, Clerk of the Board**

# LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,  
CALIFORNIA 95422  
707-994-2170 PHONE 707-994-4861 FAX

## MEMORANDUM

To: Board of Directors  
From: Willie Sapeta, Fire chief  
Date: 11/08/2023  
Re: Board Attendance

WLS

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For the past several months the Board has been discussing whether it should reduce the number of Directors from 7 to 5 members. Your Board passed Resolution No. 23-0802 on 8/23/2023 requesting LAFCo of Lake County to amend the Terms and Conditions of Consolidation reducing the Board composition from 7 to 5 members. In October 2023, LAFCo approved your Board's request by resolution to be effective at the 2024 election. On October 25, 2025, I brought Resolution No. 23-1001 to your Board requesting the effective date be amended to the 2026 election. This resolution did not pass and additional discussion ensued regarding the necessity of the Board composition change. The change was originally deemed as necessary for the following reasons:

- Retention issues
- Recruitment issues
- Attendance issues
- Successful Board governance with 5 members across the state

In an effort to review and address attendance issues, Director Moore requested that I bring to the Board a detail of attendance for each Director. I reviewed the regularly scheduled Board meetings from 1/1/2022-10/31/2023 which encompasses 22 meetings. For Directors who were seated or resigned part way through this period, I only counted those meetings they were actually in office for as their total number of possible meetings to attend. The statistics are as follows:

Director Ballard:	attended 11 out of 14 seated meetings
Director Benson:	attended 13 out of 13 seated meetings
Director Dean:	attended 20 out of 22 seated meetings
Director Fults:	attended 5 out of 7 seated meetings
Director Loustalot:	attended 9 out of 22 seated meetings
Director Moore:	attended 18 out of 22 seated meetings
Director Scovel:	attended 6 out of 6 seated meetings
Director Snyder:	attended 18 out of 22 seated meetings
Director Watson:	attended 19 out of 22 seated meetings

Thank you.