

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

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## **LAKE MOHAVE RANCHOS FIRE DEPARTMENT ADMINISTRATIVE RULES, PLANS & PROCEDURES**

### **Fire District Overview**

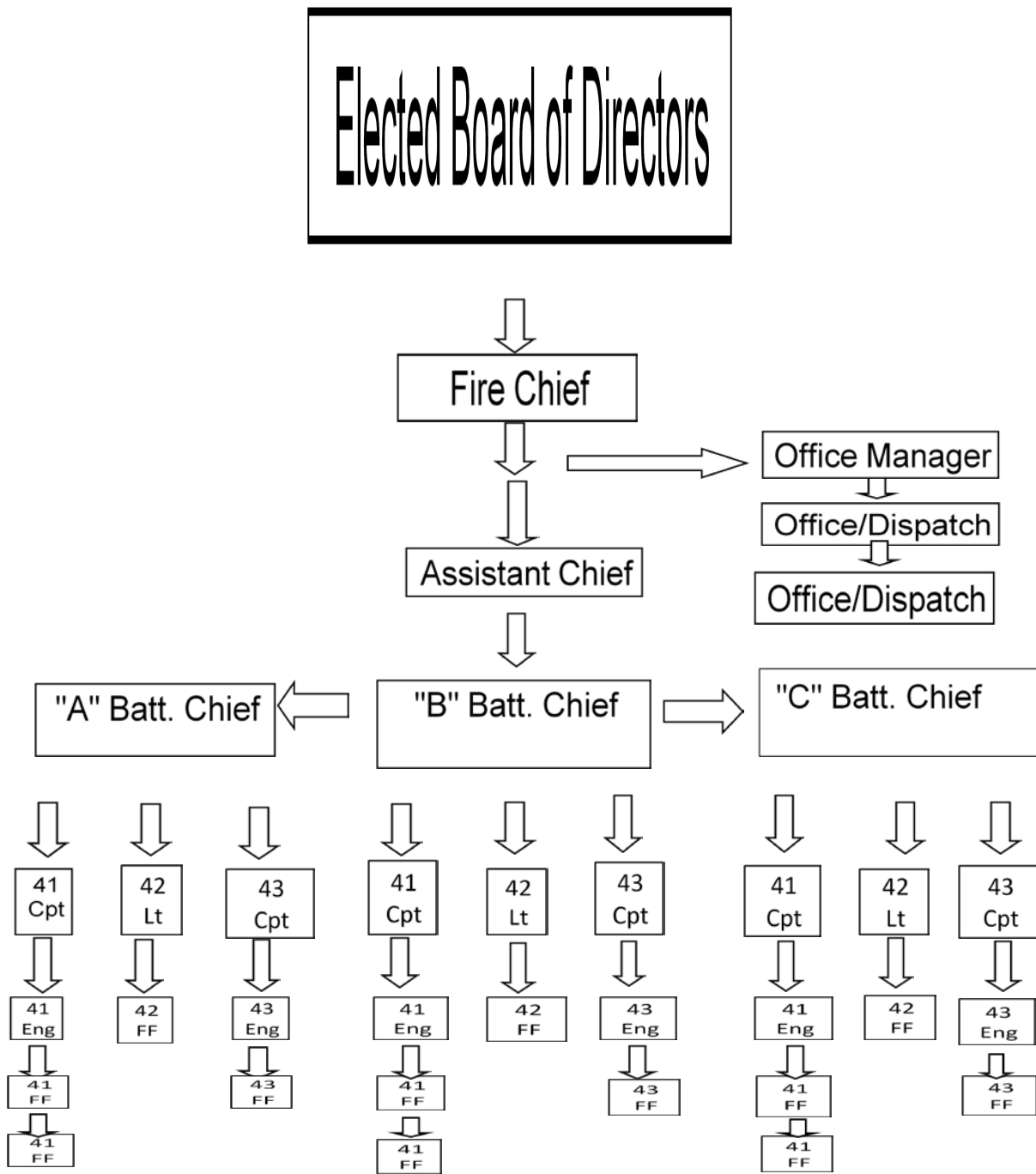
**AR 10**

- I. General
  - A. Purpose
    1. To describe the organization, assign responsibilities and specify actions required by the Lake Mohave Ranchos Fire District to conduct operational and department business.
  - B. Mission
    1. The Lake Mohave Ranchos Fire Department is dedicated to providing effective emergency services and education to ensure community safety and enhance quality of life.
  - C. Vision
    1. We will be prepared and ready to respond, as we pursue every opportunity to make our community a better and safer place, now and in the future.
  - D. Risk Management Statement
    1. Our emergency response begins with the assumption that we can protect lives and property.
      - a. We will risk our lives, if necessary, to protect the lives of others.
      - b. We will risk our personal safety, in a calculated manner, to protect property.
      - c. We will not risk our lives or safety at all to protect lives or property that are already lost.
  - E. Organization
    1. The Lake Mohave Ranchos Fire Department is a fire district.
    2. The Organization extends from an elected five member Fire Board, through chief and other officers, down to line fire fighters.

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3. The Lake Mohave Ranchos Fire District Organization is depicted as follows:

**Lake Mohave Ranchos Fire District  
Organizational Chart**



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II. Operations

A. Lake Mohave Ranchos Fire Services

1. The Lake Mohave Ranchos Fire District, in cooperation with other local agencies, will utilize the National Incident Management System (NIMS) at the onset of and throughout any emergency or disaster.
2. All emergency operations will use local resources within the department and city jurisdiction until exhausted.
  - a. If necessary, assistance will be requested from neighboring fire departments, fire districts, ambulance companies and/or cities as appropriate, per Mutual Aid Agreements.
    - (1) When the resources of individual fire departments, fire districts, ambulance companies and/or cities are insufficient additional assistance will be requested from the State of Arizona, through the office of Mohave County Emergency Management.

III. Functions

A. Pre-Emergency or Disaster

1. Establish a fire services organization composed of the local fire district, by training and equipping.
2. Perform fire prevention and safety activities as required.
3. Identify and maintain water supply information.
4. Ensure that mutual aid agreements throughout Mohave County and adjoining jurisdictions are developed and arranged to procure or obtain required resources to satisfy fire service needs during emergencies and disasters.
  - a. Establish guidelines necessary to promote interoperability among member jurisdictions and agencies.
  - b. Establish collaborative relationships for integrating multiple entities and functions.

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5. Maintain a current list of public volunteer and private organizations and an inventory of resources available for use in meeting fire service needs during emergencies and/or a disaster.
6. Establish a process and schedule for developing, conducting and evaluating exercises and correcting identified deficiencies.
7. Establish procedures to document expenditures for personnel, equipment and supplies used in response to an emergency and mechanisms for setting priorities.
8. Provide mitigation activities to aid in the prevention or reduction of incident impact.

**B. Emergency/Disaster Impact**

1. Initiate National Incident Management System in the area of the emergency and/or effectively support the complete spectrum of incident management activities.
2. Perform fire fighting, rescue and control as required.
3. Conduct emergency medical response and transportation.
4. Assist in search and rescue operations.
5. Assist in evacuation operations.
6. Provide effective accountability of all jurisdictional levels within individual functional areas.
7. Perform fire prevention and safety activities as required.
8. Identify hazardous materials agents and respond appropriately.
9. Request activation of an EOC when situation becomes overwhelming.
  - a. If the EOC is activated, public information and media releases will be channeled through the Joint Information Center (JIC).
  - b. Public information functions must be conducted and integrated across jurisdictions and across functional agencies.

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10. Perform other procedures as necessary.
- C. Recovery
1. Consolidate records of expenditures of both time and resources for reimbursement under public assistance programs.
  2. Prepare records for review by the Damage Survey Team.
  3. Review and update plans, procedures and agreements.
  4. Perform safety inspections as required for re-occupancy.

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ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Forward**

**AR 20**

Public Law 93-288, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, provides the authority for the Federal government to respond to emergencies and disasters in order to provide assistance to save lives and protect public health, safety and property. The Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents provides a system consistent nationwide to enable Federal, State, local and tribal governments and private sector and non-government organizations to work together effectively and efficiently to prepare for, prevent, respond to and recover from domestic incidents, regardless of the size or complexity, including acts of catastrophic terrorism. This system is the National Incident Management System (NIMS). The State of Arizona Emergency Response & Recovery Plan, December, 2003 authorizes the state government to provide similar assistance at state level.

The Mohave County Plan, the Lake Mohave Ranchos Plan and these procedures complement state and federal authorities. The plans written at each level for the appropriate laws, and this plan written for Lake Mohave Ranchos Fire Department in particular, are designed to address the consequences at any emergency or disaster situation in which there is a need for response assistance at any level. These plans and procedures are applicable to natural disasters such as major fires and floods, technological emergencies involving hazardous material or radiological releases, and other incidents requiring assistance under the aforementioned Acts.

The Plan and Procedures describe the basic mechanisms and structures by which the five levels of government will mobilize resources and conduct activities in local response efforts. The Plan combines two crucial factions of emergency preparedness; Basic and Functional.

*Basic:* The areas dedicated to limiting the effects of any emergency or disaster through knowledge, planning, practicing, mitigation and efficient recovery.

*Functional:* To facilitate ease in use for rapid response and utilization of personnel on a step-by-step basis and provide assistance from State and Federal government.

These Operational Plans and Procedures serve as the foundation for further development of detailed plans, procedures and databases (such as a Resource Manual), to enable efficient, effective implementation of response activities.

Approved: Effective Date: 10/01/2010



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**Purpose**

**AR 30**

I. The purpose of these plans and accompanying procedures are to:

A. Establish functional guidance that provides the procedures necessary to facilitate the immediate delivery of response;

B. Establish fundamental assumptions and guidelines;

C. Incorporate the coordination of other appropriate agencies' plans and responsibilities into the overall response;

D. Assign specific functional responsibilities to appropriate personnel and agencies;

E. Identify actions of personnel and other agencies in an emergency and disaster response situation.

1. It describes specific personnel actions to be taken in providing immediate response assistance to affected areas.

II. This Plan and Procedure manual cannot, nor is it intended to, provide a solution to every question or problem which may arise in operations of the organization established to render emergency service.

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**Scope**

**AR 40**

I. These plans and procedures apply to all Lake Mohave Ranchos Fire District personnel who are tasked to provide response assistance in an emergency or disaster situation.

A. It describes the departmental actions to be taken in providing immediate response assistance to one or more affected areas.

II. Response assistance includes those actions and activities which support government efforts to save lives, protect health and safety and protect property.

A. The identified actions and activities of this Plan, carried out under the functional procedures, are based on existing statutory authorities or on specific mission assignments as identified in the procedural outlines.

III. These plans and procedures refer to the Mohave County Plan and other resources, including State and Federal, for recovery assistance.

A. Recovery activities are most often conducted concurrently with response activities.

Approved: Effective Date: 10/01/2010

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ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Authorities and References for Emergency Response**

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I. General

A. Authorities/References. The following are the principal authorities and references concerned with Comprehensive Emergency Management Programs and operational emergency response for the Federal government, the state of Arizona, Mohave County and the Lake Mohave Ranchos Fire Department.

Federal Laws & Rules:

1. Public Law 78-410, "Public Health Service Act" Section 216; 42 U.S.C. 217 & Section 311; 42 U.S.C. 243
2. Public Law 78-410, "Defense Health Service Act" Section 319
3. Public Law 81-774, "Defense Production Act of 1950" as amended, Title I, Section 101 (a) and 101 (b); 50 U.S.C. 2061
4. Public Law 93-288, as amended by Public Law 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act" (11/23/88)
5. Public Law 95-124, Earthquake Hazards Reduction Act of 1977", 42 U.S.C. 7701 and 7704
6. Public Law 95-313, "Cooperative Forestry Assistance Act of 1978"
7. Public Law 96-510, Comprehensive Environmental Response, Compensation and Liability Act or 1980" Section 104(i), 42 U.S.C. 9604(i)
8. Public Law 101-640, "Water Resources Development Act of 1990" Title III, Section 302, 5(a)(1), November, 1990
9. United States Congress Act of January 5, 1905, as amended, 36 U.S.C.
10. Communications Act of 1934, as amended
11. Older Americans Act of 1965, as amended, Section 310, 42 U.S.C. 3030
12. Interstate Commerce Act, Emergency Rates, 49 U.S.C. 10724 and 11121 to 11128
13. Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act' as amended, implemented by Food Distribution Regulations, Parts 250.1(b) and 250.8(e)
14. 10 CFR Part 50, NRC - Emergency Planning and Preparedness
15. 40 CFR Part 300 National Oil and Hazardous Substances Pollution Contingency Plan
16. 44 CFR Part 322 - Defense Production: Priorities and Allocation Authority

## LAKE MOHAVE RANCHOS FIRE DEPARTMENT ADMINISTRATIVE RULES, PLANS & PROCEDURES

### Authorities and References for Emergency Response

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17. 44 CFR Part 350 - Review and approval of State and Local Radiological Emergency Plans and Preparedness
18. Public Law 106-390 - Amendment to Robert T. Stafford Disaster Relief and Emergency Assistance Act, October, 2000
19. Public Law 107-296 Homeland Security Act of 2002, October 2002
20. OSHA (CFR 29) 1910 Regulations as applicable

#### Federal Orders

1. Executive Order 10480, "Further Providing for the Administration of the Defense Mobilization Program" as amended, August, 1953
2. Executive Order 12148, "Federal Emergency Management" July 20, 1979
3. Executive Order 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions" April 1984
4. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities" November 1988
5. Executive Order 12777, "Implementation of Section 311 of the Federal Water Pollution Act of October 18, 1972, as amended and the Oil Pollution Act of 1990", October 1991
6. Executive Order 10310, Critical Infrastructure Protection, July, 1996, as amended - E.O. 13231, October, 2001
7. Executive Order 13228, Establishing the Office of Homeland Security and the Homeland Security Council, October, 2001; as amended - E.O. 13284, January, 2003; E.O. 13286, February, 2003
8. Executive Order 13231 on Critical Infrastructure Protection, October, 2001, as amended - E.O. 13284, January 2003; E.O. 13286, February 2003.
9. Executive Order 13286 Amendment of Executive Orders, and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security, February, 2003

#### Federal Directives:

1. Homeland Security Presidential Directive - 3, Advisory System Implementation, March, 2003
2. Homeland Security Presidential Directive - 5, Domestic Incident Management, February, 2003
3. Homeland Security Presidential Directive - 7, Critical Infrastructure Identification, Prioritization and Protection, December, 2003
4. Homeland Security Presidential Directive - 8, National Preparedness, December, 2003

**Authorities and References for Emergency Response**

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Federal Plans And Agreements:

1. Federal Response Plan, January, 2003
2. Initial National Response Plan, September, 2003
3. Federal Radiological Emergency Response Plan
4. Federal Interagency Domestic Terrorism Concepts of Operations Plan, January, 2001
5. Federal Preparedness Circular 8, "Public Affairs in Emergencies"
6. DOD Directive 6010.17 - National Disaster Medical Service
7. CONPLAN 7300-91, Commander, Western Defense Command Integrated CONUS Regional Medical Mobilization Plan
8. Prevention and Control Among Emergency Workers, U.S. Department of Health and Human Services (ADM) 88-1496
9. Critical Incident Stress Debriefing: (CSID) - An Operations Manual for the Prevention of Traumatic Stress Among Emergency Services and Disaster Workers. Jeffrey T, Mitchell & George S. Everly, Jr. Plus various other works by Jeffery T. Mitchell
10. Chemical/Biological (C/B) Health and Medical Services Support Plan, 6/96
11. National Fire Protection Association Guidelines

State:

1. Chapter 2, Title 26, Arizona Revised States as amended.
2. ARS Title 35, Chapter 1
3. ARS Sections §36-2208 and §36-2210
4. Executive Order 2004-05, January 2004, December 2003 Revised SERRP Promulgation
5. Executive Order 98-1, February, 1998 - Superseded
6. Executive Order 79-4, June, 1979
7. Emergency Assistance Guide, May, 1996
8. Public Assistance Program Plan, July, 2001
9. Arizona Plan to Mitigate Hazards, November, 2003
10. ADEM Continuity of Government/Operations Plan, October, 2003

Mohave County:

1. Mohave County Emergency Response Plan and Resolution.

Approved: Effective Date: 10/01/2010

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**Alert & Recall**

**AR 60**

I. Alerts and recalls of personnel may be necessitated for departmental functions, operations and/or emergency conditions.

A. Alerts and recalls of personnel will generally be affected through a computer/phone method by Second Signal automated system from any station or by mobile.

1. Changes in department members' notification telephone numbers must be reported as per AR 1.60.

B. Manual telephone recall can be accomplished from the department roster, which is updated at least biannually or from telephone numbers listed in Emergency Reporting.

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**Changes to Operating Procedures**

**AR 70**

I. To effect a change in the operations of the Lake Mohave Ranchos Fire Department, a request for the change must be submitted to the Chief for approval.

A. The person initiating the change will discuss it with others that the change will impact.

B. They will then prepare a memo, authored by the Station Captain, stating the need for the change and itemize any costs that may be entailed.

1. The memo will be submitted to their Battalion Chief and if he agrees that the change is warranted, he will submit the proposal to the Chief.

II. When a change is approved, the Captain submitting the memo will see that it is passed on to the other shifts and posted at all stations.

III. This procedure will include, but is not limited to the following areas:

A. Rearrangement of equipment on rescue units or fire apparatus.

B. Rearrangement or additions to equipment or furnishings in any of the rooms of the fire stations.

C. Changes to the operation of dispatch, including the telephone system and radio equipment.

D. Rearrangement or change in location of the supply storage areas.

E. Changing or rearranging tools or equipment in the annex or apparatus bays.

F. Changes to ambulance billing procedures.

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**Continuity of Operations Plan**

**AR 80**

**I. Purpose**

A. This Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the execution of the mission essential functions for the Lake Mohave Ranchos Fire Department (LMRFD) in the event that an emergency in the Dolan Springs/Grapevine Mesa area threatens or incapacitates operations, and the relocation of selected personnel and functions of any fire department facility in Dolan Springs/Grapevine Mesa is required. Specifically, this plan is designated to:

1. Ensure that the LMRFD is prepared to respond to their own emergencies, recover from them and mitigate against their impacts.
2. Ensure that the LMRFD is prepared to provide critical services in an environment that is threatened, diminished or incapacitated.

**II. Scope**

A. This document applies to situations determined by the Chief of the Lake Mohave Ranchos Fire Department that require relocation/re-establishment of essential functions of the fire department.

1. The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short term.
2. The Chief or his successor will determine situations that require implementation of the COOP.

B. Support from local governments and county or state agencies as described herein will be coordinated with the responsible division as applicable.

**III. Objectives**

A. The objective of the COOP is to ensure that a viable capacity exists to continue essential fire department functions across the wide range of potential emergencies, specifically when the primary or outlying facilities are either threatened or inaccessible.

The objectives of this plan include:

1. Ensure the continuous performance of the LMRFD essential functions/operations.



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2. Being capable of implementation, both with or without warning, no later than three hours after activation and sustain operations for up to 30 days.
3. Protect essential facilities, equipment, records and other assets.
4. Reduce losses to life, minimize damage and losses.
5. Identify and designate essential and support staff, and relocation if necessary.
6. Identify communication pathways during COOP operations.
7. Achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

**IV. Execution Elements**

A. Emergencies or potential emergencies may affect the ability of the LMRFD to perform its mission essential functions from any or all primary fire department facilities in the district.

1. In an event so severe that normal operations are interrupted, or such an incident appears imminent or an evacuation of a fire station or urban area here one is so located appears to be prudent, the Lake Mohave Ranchos Fire Dept. Chief may choose to activate this COOP.

a. Alternate relocation facilities may be activated, if necessary, at the direction of the Chief or the successor, at which the mission essential functions shall be maintained until re-establishment of the primary facility.

2. The LMRFD will utilize a team designated as the "Continuity Management Team" (CMT) to continue the essential functions of the department.

a. The team shall be comprised of:

- 1). Chief or successor
- 2). Assistant Chief or successor
- 3). a Battalion Chief
- 4). EMS Coordinator
- 5). Office Manager

b. The CMT will meet at a time and place designated by the Chief.

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3. It is expected in most cases that the LMRFD will receive a warning of at least a few hours prior to an incident and the activation process may enable partial, limited or full activation of this COOP with an orderly alert, notification of all personnel and activation of the CMT.

a. Incidents without warning will usually incorporate full COOP activation.

4. Personnel accountability throughout all phases of the emergencies, including COOP activation, is of utmost concern and shall be maintained throughout.

B. The determination of alternate relocation facilities (ARFs) will be made at the time of activation by the LMRFD Chief or successor, in consultation with the CMT and will be based on the incident, threat, risk assessments and execution timeframe.

1. Adequacy of assigned space and other resources have to be taken into consideration for alternate facilities.

2. A pre-event prepared "Go-Kit" with all the necessary computer programs and files will be established and available to the personnel for relocation necessity.

Items necessary for inclusion:

a. Laptop computers (2 minimum)

b. Payroll computer programs

3. "Go-Kits" will be established by all CMT personnel groups so that all necessary equipment, files and information is available for quick deployment to a new location and keep the department mission functions fluid.

4. Once the relocation is complete, the Fire Chief will provide the relocation information, as needed, to the press, news media, outside customers, vendors and other service providers.

C. Vital statistics shall be backed up by the office personnel at a location away from the fire stations and will ensure accessibility from any location when needed.

D. Shift Battalion Chiefs will take appropriate measures to ensure security of the facilities, either manned or abandoned.

E. The administration will ensure all necessary communications are established at relocation facilities.

**V. Essential Staffing**

A. Depending on the nature of the event requiring activation of the COOP and the facilities that are affected, the roster of essential personnel may be refined and adjusted by the CMT as necessary.

1. This includes considerations for health, safety and emotional issues for all employees and their families.

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2. For planning purposes the following should be considered minimum essential staff:

- a. The Continuity Management Team (CMT)
- b. Two Captains/Acting Captains
- c. Three Engineers
- d. Six Firefighters or Reserves
- e. Two Ambulance Response Personnel
- f. One Mechanic/Support members
- g. One payroll/administrative clerk
- h. One IT member

3. The CMT will ensure that the identified mission essential function positions are staffed with individuals who have requisite skills to perform the tasks.

4. If alternate facility(ies) have to be used, space and support capabilities may be limited so essential staff listing may need to be restricted to only skilled personnel as needed to execute the mission essential functions.

- a. LMRFD personnel that are not designated as essential may be directed to work from another facility, another position or to remain or return home pending further instructions.
- b. COOP activation will not, in most circumstances, affect pay and benefits of either essential or non-essential members.
- c. Some office personnel may be requested to work out of their homes until base operations are re-established.
- d. The Emergency Reporting program, if functional, will be utilized to staff all necessary functions and request for staffing, other than pre-arranged assignments.
- e. Relocation should be accomplished within six hours and that facility fully staffed, to its minimum, within 12 hours.

5. During COOP contingencies the Chief will determine the hours of work for essential staffing.

- a. Certain members of the CMT must be prepared to support a 24 hour / 7day week operation.

**VI. Mission Essential Functions**

A. It is important to establish priorities before an emergency to ensure that LMRFD members complete the mission essential functions.

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1. Any task not deemed essential must be deferred until additional personnel and resources become available.
  
2. Mission essential functions that must be performed without or with very minimal disruption:
  - a. Emergency response to fires and life threatening injuries or illnesses.
  
3. Mission essential functions that must be performed given a one day disruption:
  - a. The function listed in #2 above.
  - b. Medical transports between medical facilities.
  - c. IT functions.
  - d. Facility and vehicle maintenance functions.
  
4. Mission essential functions that must be performed given a disruption greater than one day, but less than one week:
  - a. All functions listed in #2 and #3 above.
  - b. Payroll and personnel administrative functions
  - c. Financial management
  
5. Mission essential functions that must be performed given a disruption greater than one week:
  - a. All functions listed in #2, #3 and #4 above.
  - b. Human Resources

B. It is strongly recommended that all LMRFD personnel plan and pre-prepare for the well being of their immediate families when it will become necessary for personnel to be away from them for hours, days and possibly weeks.

- a. If necessary the Chief shall appoint personnel to check on the well being of family members and may also grant extended visiting periods and even temporary housing for the family members.
- b. The CMT members and potential CMT personnel shall develop such a plan for their family.

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C. If for any reason the LMRFD cannot assume or maintain responsibility for the execution of this COOP and continuous performance of mission essential functions because of loss of personnel, temporary leadership of the BCFD will be passed to Mohave County or a neighboring designated fire district/department.

1. If the above procedure is not accomplished for whatever reason the Arizona State Emergency Operations Center will designate a neighboring fire district/department for the execution of mission essential functions.

VII. Direction and Control

A. Authorized LMRFD successors to the Chief are as follows:

1. Assistant Chief
2. Battalion Chief
3. Senior Captain

B. Lines of succession shall be maintained at least three deep in all LMRFD organizational elements at the senior management level.

1. Delegation shall be determined/approved by the Chief and will be effective immediately upon designation and will last for an indefinite period of time.
  - a. The Chief will determine when delegations are no longer required.

C. The LMRFD Chief may order activation of the COOP and may request the CMT to disseminate COOP guidance and direction during the activation and relocation phases.

1. Pending the activation of the COOP, the CMT will monitor the situation and assist in the notification process as necessary.
2. When executed Mohave County Emergency Operations Centers should be notified using existing emergency communication pathways and offer/request any previously agreed upon assistance, if needed.

VIII. Alert and Notification

A. If the situation allows for warning, staff may be alerted prior to the activation of the COOP.

1. Primary notifications will be made through telephone.

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2. Staff should listen for specific instructions and should remain at their station, office or home until specific guidance is received.

B. Upon activation of the COOP the Chief shall notify the CMT using telephone.

1. The CMT staff will designate an individual to ensure completion of notifications.

a. A minimum of three attempts shall be made to contact all personnel and if contacts are unsuccessful, messages are left or pages are sent.

b. Messages shall include a call back to the caller for verification of notice.

c. Updates of these notifications must be made to the Chief via the CMT.

2. The Assistant Chief will be responsible for notification of the Mohave County Emergency Management offices of the activation of the LMRFD COOP.

**IX. Reconstitution and Termination**

A. The CMT will monitor and oversee the transition of all fire department functions, personnel, equipment and records back to normalcy, and/or to a restored or new facility, if so evacuated.

1. Plans and schedules will be developed by the CMT and approved by the Chief to ensure an orderly transition of all functions, personnel, equipment and records.

B. An After-Action Review (AAR) process will be initiated prior to the cessation of operations by the CMT.

1. The information to be included, at a minimum, is information from any employee working during COOP activation and a review of the strengths and weaknesses at the conclusion of operations.

2. Recommendations for changes to this plan and any accompanying documents should be so documented.

**X. Testing, Exercises and Evaluation.**

A. This plan shall be reviewed annually by the pre-established CMT members and approved by the Chief.

B. All LMRFD employees shall be trained on the key aspects of this plan.

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

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**Continuity of Operations**

**AR 80**

C. Exercises shall include tests of alert and notification system, with and without warning, during duty and non-duty hours. This plan shall be practiced bi-annually by use of a tabletop or field exercise.

1. An AAR will be created following each exercise and drill and incorporate lessons learned/remedial actions needed for this COOP.
2. CMT members will initiate all aspects of their area of supervision and will make entries as such to the AAR.
3. The LMRFD Assistant Chief will be responsible for the training, exercising, evaluating staff and the revision of this plan.

Approved: Effective Date: 10/01/2010

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**On-Duty Activity AR 1.01**

**Purpose:**

To establish a clear understanding of conduct and activities that are and that are not acceptable while on-duty or performing activities on behalf of the Lake Mohave Rancho Fire District.

I. All members will conduct themselves with due regard to the fact that they are public servants.

A. Members will be courteous in their relations with the public and each other, and shall be guilty of no action to bring disrespect or discredit to the Department.

II. Members shall promptly notify their immediate supervisor of all matters coming to their attention which may affect the interest and welfare of the Department.

III. Members shall exercise proper precautionary measures to avoid injury to themselves or others.

A. Members shall immediately report any accident, sickness, or injury occurring to themselves or others while on duty to their supervisor.

IV. Members shall familiarize themselves with all equipment they may be required to use in performance of their duties.

V. Members shall acquaint themselves with the contents of all communications posted on the bulletin board.

VI. Members shall check and clear their department e-mail every workday.

VII. When two or more personnel of the same rank find themselves in a position which requires initiative action, the member with Department seniority will assume command until relieved by a supervising officer.

VIII. No member shall be party to any malicious gossip, report, or activity which would tend to disrupt fire department operations or morale or to bring discredit to the Fire Department or any member thereof.



**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**On-Duty Activity AR 1.01**

IX. No member shall accept any reward or gift for service rendered in discharge of their duty without permission of the Fire Chief or Assistant Fire Chief.

X. Members shall exercise due caution to avoid unnecessary damage, waste, or loss of Department property.

A. Members shall not give away, sell, appropriate or in any way dispose of any property belonging to the Department without consent of the Fire Chief or Assistant Fire Chief.

XI. No member shall be permitted to open any Department mail unless addressed to them specifically except the Fire Chief, Assistant Fire Chief, Chairman of the Board, Clerk of the Board, or Administrative Assistant.

XII. No member shall perform work of any nature for hire while on duty.

XIII. All activities, including telephone calls, relating to outside employment and/or private enterprise shall be performed outside of working hours.

A. Working hours are considered the entire shift of duty.

XIV. Personal pagers and cellular telephones may be carried while on-duty so long as they are set to vibrate only alert and do not interfere with emergency or other on-duty activity.

A. Use while on duty should be limited to emergency notifications.

B. Cameras, including those on phones, shall not be used on duty unless authorized by a Chief officer.

C. Captains shall be responsible to monitor and regulate use of personal pagers and/or cellular telephones. If vibrate alert is not available on device, the device must remain in personal locker.

XV. Telephone calls of a personal nature, unless an emergency, should be limited to work breaks or after nightly duties are completed.

Approved: Effective Date: 10/01/2010

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**

**ADMINISTRATIVE RULES, PLANS & PROCEDURES**

Page 1 of 2

**Use of Department Facilities, Equipment or Manpower AR 1.02**

I. When a request for use of facilities, equipment or staffing occurs, the following guidelines shall apply:

A. No facility, equipment or staffing will be loaned or used for a profit oriented reason. Exception must be approved by the Fire District Board.

B. Use of department facilities must have prior approval by the Fire Chief.

1. The facilities use must be scheduled on a calendar at the respective stations.

2. Employee vehicles or other personal property may not be parked for sale at a fire station, nor on adjoining property without written permission from the property owner.

3. Any work being performed on personal vehicles at any fire station by an outside vendor shall first be approved by the Fire Chief.

C. No mechanical, gasoline or electric powered equipment will be loaned for any purpose unless it is to be operated by fire department personnel.

1. Equipment shall not be loaned from any first line apparatus.

D. All equipment loaned will be entered on the Item Loan Record (form 1.02a) in the station log by the officer approving the loan.

1. This log will be maintained in the Dispatch office.

2. It is the Captain's responsibility to obtain sufficient information in the log to track the location and to justify the decision to loan any department equipment.

3. Tables and chairs to be loaned are located at Station 41 and have identifying numbers.

a. Log these identifying numbers when loaned.

4. Equipment returned shall be checked in by a department officer, minimum of a Captain, and shall be clean and inspected for damage.

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**

**ADMINISTRATIVE RULES, PLANS & PROCEDURES**

Page 2 of 2

**Use of Department Facilities, Equipment or Manpower AR 1.02**

a. If damaged, a Lost, Stolen, Damaged report (form 1.84a) will be filled out and forwarded to the Assistant Chief.

E. Department members volunteering their services will receive no compensation from the Fire Department.

F. Reasonable efforts should be made to not compete with locally offered services.

Approved: Effective Date: 10/01/2010

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**

**ADMINISTRATIVE RULES, PLANS & PROCEDURES**

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**Lake Mohave Ranchos / Grapevine Mesa  
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**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**

**ADMINISTRATIVE RULES, PLANS & PROCEDURES**

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Approved: Effective Date: 10/01/2010

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT

## ITEM LOAN RECORD

**PLEASE PRINT**

Name	Phone #	Items ID Numbers	Date Issue	Officer Issuing	Date Returned	Officer Receiving

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Use of Computer, Information Systems and Equipment for PHI AR 1.03**

I. Purpose: Lake Mohave Ranchos Fire Department is committed to protecting our staff members, the patients we serve and the department from illegal or damaging actions from individuals and the improper release of protected health information and other confidential or proprietary information.

A. This policy will outline the acceptable use of computer equipment at Lake Mohave Ranchos Fire Department .

B. These rules are in place to protect the employee, patients, and records of the Lake Mohave Ranchos Fire Department.

C. Inappropriate use can expose the Lake Mohave Ranchos Fire Department to risks including virus attacks, compromise of network systems and services, breach of patient confidentiality, and other legal claims.

II. Scope: This policy applies to employees, volunteers, contractors, consultants, temporary employees, students, and others at Lake Mohave Ranchos Fire Department who has access to computer equipment, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Lake Mohave Ranchos Fire Department.

III. Use and Ownership of Computer Equipment

A. All data created or recorded using any computer equipment owned, controlled or used for the benefit of Lake Mohave Ranchos Fire Department (LMRFD) is at all times the property of Lake Mohave Ranchos Fire Department.

B. LMRFD cannot guarantee the confidentiality of information stored on any network device belonging to LMRFD, except that it will take all steps necessary to secure the privacy of all protected health information in accordance with all applicable laws.

C. Department members are responsible for exercising good judgment regarding the reasonableness of personal use and must follow operational guidelines for personal use of Internet/Extranet systems and any computer equipment.

D. At no time may any pornographic or sexually offensive materials be viewed, downloaded, saved, or forwarded using any department computer equipment.

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

Page 2 of 5

**Use of Computer, Information Systems and Equipment for PHI AR 1.03**

E. For security and network maintenance purposes, authorized individuals within Lake Mohave Ranchos Fire Department may monitor equipment, systems and network at any time, to ensure compliance with all department policies.

IV. Security and Propriety Information

A. Confidential information should be protected at all times, regardless of the medium by which it is stored.

1. Examples of confidential information include but are not limited to:

- a. Individually identifiable health information concerning patients
- b. Department financial and business information
- c. Patient lists and reports
- d. Research data

2. Staff members should take all necessary steps to prevent unauthorized access to this information.

B. Keep passwords secure and do not share accounts.

1. Authorized users are responsible for the security of their passwords and accounts.

2. System level and user level passwords should be changed quarterly.

C. All PC's, and laptops, workstations, and remote devices should be secured with a password-protected screen saver, wherever possible, and set to deactivate after being left unattended for 10 minutes or more, or by logging off when the equipment will be unattended for an extended period.

D. All computer equipment used by staff, whether owned by the individual staff member, the Lake Mohave Ranchos Fire Department, shall regularly run approved virus-scanning software with a current virus database.

E. Staff members must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses.



**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

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**Use of Computer, Information Systems and Equipment for PHI AR 1.03**

V. Unacceptable Use

A. Under no circumstances is a staff member of Lake Mohave Ranchos Fire Department authorized to engage in any activity that is illegal under local, state, or federal law while utilizing LMRFD computer resources.

VI. System and Network Activities

A. The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Lake Mohave Ranchos Fire Department.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Lake Mohave Ranchos Fire Department or the end user does not have an active license is strictly prohibited.
3. Exporting system or other computer software is strictly prohibited and may only be done with express permission of management.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, etc.).
5. Revealing your account password to others or allowing use of your account by others.
  - a. This includes family and other household members when work is being done at home.
6. Using a Lake Mohave Ranchos Fire Department computer device to actively engage in procuring or transmitting material that is in violation of the department's prohibition on sexual and other harassment.
7. Making fraudulent statements or transmitting fraudulent information when dealing with patient billing information and documentation, accounts or other patient information, including the facsimile or electronic transmission of patient care reports and billing reports and claims.

**Lake Mohave Ranchos / Grapevine Mesa  
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**Use of Computer, Information Systems and Equipment for PHI AR 1.03**

8. Causing security breaches or disruptions of network communication.
  - a. Security breaches include, but are not limited to, accessing data of which a member is not the intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties.
9. Providing information about, or lists of, Lake Mohave Ranchos Fire Department staff members or patients to parties outside Lake Mohave Ranchos Fire Department.
10. Sending unsolicited e-mail messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (e-mail spam).
11. Any form of harassment via e-mail, telephone, or paging, whether through language, frequency, or size of messages.
12. Unauthorized use, or forging, of e-mail header information.
13. Solicitation of e-mail for any other e-mail address, other than that of the poster’s account, with the intent to harass or to collect replies.
14. Creating or forwarding “chain letters”, “Ponzi” or other “pyramid” schemes of any type.
15. Use of unsolicited e-mail originating from within Lake Mohave Ranchos Fire Department ‘s networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Lake Mohave Ranchos Fire Department or connected via Lake Mohave Ranchos Fire Department network.

**VII. Use of Remote Devices**

A. The appropriate use of Laptop Computers, Personal Digital Assistants (PDAs), and remote data entry devices is of utmost concern to the Lake Mohave Ranchos Fire Department.

1. These devices, collectively referred to as “remote devices” pose a unique and significant patient privacy risk because they may contain confidential patient, staff member or department

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

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**Use of Computer, Information Systems and Equipment for PHI AR 1.03**

information and these devices can be easily misplaced, lost, stolen or accessed by unauthorized individuals.

- B. Remote devices will not be purchased for use or used without prior department approval.
- C. The department must approve the installation and use of any software used on the remote device.
- D. Remote devices containing confidential or patient information must not be left unattended.
- E. If confidential or patient information is stored on a remote device, access controls must be employed to protect improper access.
  - 1. This includes, where possible, the use of passwords and other security mechanisms.
- F. Remote devices should be configured to automatically power off following a maximum of 10 minutes of inactivity.
- G. Remote device users will not permit anyone else, including but not limited to user's family and/or associates, patients, patient families, or unauthorized staff members, to use department-owned remote devices for any purpose.
- H. Remote device users will not install any software onto any PDA owned by information and these devices can be easily misplaced, lost, stolen or accessed by unauthorized individuals Fire Department except as authorized by the department.
- I. Users of department-owned remote devices will immediately report the loss of a remote device to a immediate supervisor.

**VIII. Enforcement**

- A. Each LMRFD user is responsible for complying with this and all other relevant policies when using the District's resources. Members who violate this policy may be subject to disciplinary action.

Approved: Effective Date: 10/01/2010

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Required EMT Status and ALS Pay AR 1.04**

**Purpose:** To establish a clear understanding that all members assigned hazardous duty must maintain minimum certification as an Emergency Medical Technician-Basic (EMT-B) and that members who exceed this minimum shall be compensated accordingly.

I. It is the responsibility of each member to know when their certification will expire and to re-certify prior to their expiration date.

II. All suppression applicable employees, at a minimum, must maintain at least an EMT-B status. Should an EMT's certification (EMT-B, EMT-I, or EMT-P) lapse for any reason, that employee shall be placed on unpaid leave until such time as certification is reestablished.

A. If the lapse in certification exceeds 30 days, the employee shall be subject to termination.

B. It is the responsibility of each employee to inform the Fire Chief or Administrative Manager of any change to EMS level at the time of occurrence.

C. If a member of the department erroneously collects any pay that is tied to an EMS level certification that pay shall be owed to the department retroactive to the date of the certification lapse.

III. Advanced Life Support Pay

A. Members who are certified to the level of EMT-P shall receive an additional \$5,000 per year.

B. Members who are certified to the level of EMT-I shall receive an additional \$3,000 per year.

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Orientation Procedure AR 1.05**

**General:** After an applicant has been offered employment, the following orientation procedure shall be followed. The applicant shall be given an “Orientation Check List” (form 1.05a) to document the completion of the orientation procedure.

**I. All Employees**

**A. Prior to the applicant’s date of hire**

1. The Human Resource Specialist will confirm that a background check and a drug test have been completed.
2. A report of the applicants driving record shall be obtained from the Department of Motor Vehicles.

**B. On the first day of employment, and prior to reporting for duty**

1. Reserve or Full-time employee shall provide the Administration Office with all required employment information and a completed I-9 form.
2. The applicant’s “Orientation Check List” will be reviewed and if all necessary steps have been completed, an employee ID number will be issued.
  - a. The employee will then report to the IT Resource Officer who will set up the necessary computer access information.
3. The EMS Coordinator shall obtain copies of all pertinent certifications and all required medical information. The EMS Coordinator shall provide all applicants with “HIPAA Privacy Rule” training as soon as possible.
4. All new employees shall view the Blood Borne Pathogen video within the first two weeks of their hire date.
  - a. Form 1.05c shall be completed and forwarded to the Lake Mohave Ranchos Fire Department EMS Coordinator after viewing the video.

**C. Human Resource shall complete an “Equipment/Items Issued” form for civilian employees.**

**Lake Mohave Ranchos / Grapevine Mesa  
Fire District Administrative Rules**

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Orientation Procedure AR 1.05**

II. Suppression Employees

A. Applicants for suppression positions shall report to the Assistant Chief who will review the appropriate orientation packet with the applicant.

1. Applicants shall be given a fingerprint card to take to the Mohave County Sheriff Department. Upon completion, the applicant shall return the fingerprint card to the Assistant Chief.

2. The Assistant Chief shall schedule a physical exam with the department physician for applicants for full-time suppression positions.

3. The Assistant Chief shall initiate an "Orientation Check List" to circulate to the appropriate sections.

B. The Assistant Chief, or his/her designee, will complete an "Equipment/Items Issued" form for Reserve and for full-time suppression applicants.

1. The completed forms shall be returned to the Assistant Chief to be filed in the employee's personnel file.

III. Full Time Employees

A. The Assistant Chief shall review the department benefit programs with new employees and they will be issued a copy of the department Policy Manual.

B. Any employee not receiving benefits will sign a waiver and will be placed in the personnel file.

Approved: Effective Date: 10/01/2010

## LMRFD Orientation Check List

Personnel Name: \_\_\_\_\_ # \_\_\_\_\_ Date: \_\_\_\_\_

<b>Training Office:</b> Application /Resume Initials _____ Drug Test Initials _____ Drivers License copy of AZ Initials: _____ Certifications (fire related) Initials _____ Background check Initials: _____ Finger printing (BHPD) Initials: _____ Orientation packet Initials: _____ Driving Packet (5 yr HX..DMV) Initials: _____ Physical (if applicable) ) Initials: _____	Received <input style="width: 50px; height: 20px;" type="text"/>  Complete <input style="width: 50px; height: 20px;" type="text"/>  Signature _____
<b>EMS Office:</b> Certifications (CPR, EMT/CEP, ACLS, etc.) Initials: _____ Proof of Immunizations (TB, Hep B, MMR ) Initials: _____ ER staff information ( DL, SS, address, etc.) Initials _____ Status verification/copies to WARMC Initials _____ Confidentiality Form Initials _____	Received <input style="width: 50px; height: 20px;" type="text"/>  Complete <input style="width: 50px; height: 20px;" type="text"/>  Signature _____

<b>Payroll Office:</b> W-4/A4 Initials _____ I-9/DL/SSC Initials _____ Phone number & address Initials: _____ EMT/CEP certifications Initials: _____ Personnel ID number Initials: _____	Received <input style="width: 50px; height: 20px;" type="text"/>  Complete <input style="width: 50px; height: 20px;" type="text"/>  Signature _____
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**SEND TO RESOURCE ONLY ON HIRE STATUS COMPLETION**

<b>Resource Office:</b> Window Log in set-up Initials _____ ID card form Initials: _____ Email account set-up Initials: _____ ER user set-up Initials : _____ Administration Office: (Full Time Employee) Health Life Ins. Forms Initials: _____ Benefit Summary Initials _____ Retirement System Application Initials _____ Loyalty Oath Initials: _____	Received <input style="width: 50px; height: 20px;" type="text"/>  Complete <input style="width: 50px; height: 20px;" type="text"/>  Signature _____
--	---

This form is for new hires or changes in employee status. Each office will initial each line as it is completed. When a section has been completed, V complete and sign for verification of completion. After each office has completed the check sheet, the form will be placed in the employee's personnel file.

## LAKE MOHAVE RANCHOS FIRE DEPARTMENT EQUIPMENT/ITEMS ISSUED

NAME \_\_\_\_\_ ID # \_\_\_\_\_

ITEM	ISSUED	RET'D	OTHER INFORMATION
<b>TURN OUT GEAR</b>			(Serial #, Phone #, etc. if applicable)
Helmet w/shield or goggles			
Accountability Tags			
Coat/Liner			
Pant/Liner			
Suspenders			
Boots			
Gloves			
Protective Hood			
Personal SCBA Face Mask			
Face Piece Mic & Bag			
Brush Goggles			

ISSUED BY: \_\_\_\_\_

KEYS			
Building			
Office			
Supply/File Cabinet			
Vehicle (List Vehicle #)			

ISSUED BY: \_\_\_\_\_

UNIFORMS (May include items purchased through uniform allowance)

Brush Gear-Coat/Liner			
Brush Gear-Pant/Liner			
Class "A" Shirt			
Pants			
Jacket			
Badge			
Safety/Traffic Vest			
Gear Bag			

Standard Issue per Policy

ISSUED BY: \_\_\_\_\_



ISSUED      RET'D

ELECTRONIC/COMMUNICATIONS

Laptop Computer			
PDA			
Cell Phone			
Handheld Radio			
Flash Drives			
Digital Camera			

ISSUED BY: \_\_\_\_\_

MISCELLANEOUS

Department ID			
Policy Manual			

ISSUED BY: \_\_\_\_\_

Issued Items Reviewed By: \_\_\_\_\_  
Administration

Returned Items Reviewed By: \_\_\_\_\_  
Administration

**Blood Borne Pathogen/HIPAA Training  
New Employees**

I, \_\_\_\_\_, have watched and participated in the American Heart Association Training video on Blood Borne Pathogens.

I have also reviewed the policies and procedures SOP 4.17 and 4.17a of the Lake Mohave Ranchos Fire Department on Blood Borne Pathogens and understand that the Battalion Chief of EMS is the department's Blood Borne Pathogen Instructor and HIPAA compliant officer. In the event of an exposure I will report it immediately to my supervisor and follow SOP 4.17 and turn in form 4.17a set forth by the Lake Mohave Ranchos Fire Department, OSHA, and Worker's compensation.

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Witness Signature \_\_\_\_\_

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Health and Fitness**

**AR 1.06**

**General:** The Lake Mohave Ranchos Fire Department shall promote an environment that requires the physical fitness and well being of its members. This program will be accomplished through programs that include medical evaluations, physical conditioning and aerobic exercise, nutrition education, and drug screening to ensure a drug-free work place. It is the goal of the Lake Mohave Ranchos Fire Department to have a healthy and productive work force. This will be accomplished by instilling discipline and consistency while participating in a variety of physical activities. The IAFC/IAFF Wellness Fitness Initiative, third edition, shall be the guiding document for implementation, evaluation, and other concerns.

**I. Prohibited Activities**

A. To reduce the possibility for injury to employees, no contact sports are allowed.

1. Specifically, basketball, football, wrestling, roller hockey, and combat volleyball.
2. Generally, any sport that provides physical contact between opponents that could result in physical injury.
3. Extreme weight lifting

B. Members who participate in non-permissible related activities shall be subject to progressive disciplinary action.

1. Members who are injured while participating in non-permissible related activities shall not be eligible for disability benefits greater than provided by Workers Compensation Insurance.

**BULLHEAD CITY FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Health and**

**Fitness AR 1.06**

II. Required Activities for shift members

A. Training shall consist of elements of cardiovascular exercise, strength training, and flexibility movements.

1. Each member is required to dress out in approved PT uniform.
2. Duration shall not exceed 90 minutes including shower time unless interrupted by an emergency.
3. If PT occurs outside of fire station boundaries, PT must be within 300 feet of apparatus.

III. Record Keeping

A. A training log will be kept by the station Captains to record daily information concerning each employee's fitness training.

1. Training logs or summary report shall be forwarded on a monthly basis to the shift fitness representative.
2. Any employee who logs less than 10 hours per month will be referred to the fitness representative and possible Battalion Chief attention.
3. Members who believe they have a valid reason to not work out will provide the duty Captain with a written explanation that will be kept with the monthly training log.
4. In the event the call volume prevents reasonable time for fitness training, this information will be recorded in the training log.

IV Activities by 40 hour workweek members

A. Physical training is allowed for all workweek employees

1. Training shall consist of elements of cardiovascular exercise, strength training, and flexibility movements.
2. Duration shall not exceed 60 minutes three times per week.

B. Physical training shall become mandatory for suppression applicable workweek employees who do not meet minimum standards.

1. Training logs or summary report shall be forwarded on a weekly basis to the Assistant Chief by the failing individual.
2. This requirement shall remain in effect until the failing member successfully meets minimum standards.

Approved: Effective Date: 10/01/2010

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES & REGULATIONS**

**Return to Duty Following Injury or Extended Illness**

**AR 1.07**

**General:** To ensure that a member assigned hazardous duty is capable of performing the functions required of a fire fighter and to minimize the possibility of relapse or re-injury, all suppression applicable personnel must successfully pass a physical fitness and agility test prior to returning to full duty. In addition, to ensure cardiovascular efficiency, the member must be able to complete the cardio-vascular component as described in the adopted Wellness Fitness Initiative.

I. Definitions for the purpose of this regulation

A. Injury - any physical ailment that requires surgery, splinting, rehabilitation, or extended time off for recovery.

B. Illness - any pathological, genetic, or mental ailment that requires surgery, rehabilitation, or extended time off for recovery.

C. Extended Time Off - any period of time greater than 14 calendar days.

D. Medical Release - a signed statement by a physician stating that he/she believes that a member is able to return to full duty.

E. Full Duty - able to perform all functions required of fire fighting personnel.

II. Return to Duty

A. Suppression applicable members assigned to shift schedule wishing to return to full duty after an illness or injury may request permission to do so from the Fire Chief or Assistant Fire Chief.

1. Member must provide a medical release at time of request.

2. Member must state the date they wish to take the physical agility. This should be prior to a members regularly scheduled shift.

3. The physical agility will be administered by the Assistant Chief or his designee.

**LAKE MOAHVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES & REGULATIONS**

**Return to Duty Following Injury or Extended Illness**

**AR 1.07**

4. The Physical agility will be administered according to the standards set out in the “Wellness Fitness Initiative.”

5. Upon successful completion of the physical agility, member will show cardiovascular endurance by completing the required standard on a treadmill as outlined in the Wellness Fitness Initiative.

6. If successful, the member may return to full active duty.

7. If unsuccessful, the member shall not attempt a retest for a minimum of 3 days.

III. Under no circumstances shall a member perform fire fighting activities while off for injury or illness.

IV. A member may not utilize trades for missed shifts due to injury or illness in order to avoid this testing requirement.

Approved: Effective Date: 10/01/2010

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT ADMINISTRATIVE RULES, PLANS & PROCEDRES

## Identification Cards

**AR 1.08**

I. For the protection of the Lake Mohave Ranchos Fire Department and its employees, identification (ID) cards shall be issued to all full-time and part time personnel of the department.

A. In the future, key access and other services will require the use of the ID card.

B. Every three years the ID card expires which will cause the re-issue of a new card just prior to that date.

1. A current photo will be required with all cards re-issued.

2. The old ID card must be presented at the time of re-issue. Disciplinary action may result for failure to report a lost card.

3. Lost or stolen cards will require a \$10.00 fee.

4. Cards may be revised due to an employee's change of information.

II. Lost ID cards must be reported immediately to the Duty Officer if after normal business hours.

A. The card will be deactivated by the resource office at the time they are notified.

B. A replacement card will be issued for a fee of \$10.00.

1. If a card is found prior to a re-issuance, it may be reactivated for a fee commensurate to the processes already completed for the replacement, not to exceed \$10.00.

III. Upon termination of employment with the Lake Mohave Ranchos Fire Department, the ID card shall be turned into the resource office for deactivation.

Approved: Effective Date: 10/01/2010



# LAKE MOHAVE RANCHOS FIRE DEPARTMENT ADMINISTRATIVE RULES, PLANS & PROCEDURES

## **Critical Incident Stress Management**

**AR1 .09**

I. Members of the Lake Mohave Ranchos Fire Department have the potential to be exposed to incidents with strong emotional involvement which may interfere with their ability to function later.

A. Examples of potential incidents include:

1. Serious injury to, or death of, a Fire Department member or other emergency personnel.
2. Peer suicide
3. Mass casualty
4. Death or injury to children
5. Violent deaths
6. Death of a relative or known victim
7. Incident with high media interest
8. Prolonged incident with negative outcome
9. Any incident in which the circumstance is unusual

II. Critical Incident Stress Management is the process of educating, preventing or mitigating the effects from exposure to incidents as mentioned above.

III. The incident commander, company officers and Critical Incident Stress Management (CISM) team members are responsible for identification and recognition of significant incidents that may require intervention.

A. The determining factor is not so much the incident itself, but the reaction of the involved personnel to the incident.

B. When an incident is identified as critical, a request for debriefing consideration should be made as soon as possible.

1. Any member of the fire department may forward a request for a defusing to the duty Battalion Chief, company officer or CISM team member.

C. Command should make every attempt to reduce both physical and visual exposure by limiting contact to only those members necessary to mitigate the situation.

D. On-site evaluation and defusing by CISM team members should be initiated for incidents as listed above as soon as time and circumstances permit.

1. In these situations, CISM members can observe, watch for acute reactions, provide support, encouragement and consultation.

2. CISM members should be considered a resource available to command for assignment as needed.

3. Defusing or debriefing sessions should be conducted in a location that provides ample space, privacy and freedom from distractions.

IV. When such an incident is identified as "critical", the Assistant Chief, shift commander or CISM shift member will be notified as soon as possible.

A. If a CISM member is not available on the shift, the Assistant Chief or shift commander will notify an available off-duty member.

B. The CISM member will become the coordinator for the process of determining needs, further CISM staffing, logistics, etc. and will communicate directly with the shift commander or Assistant Chief to attain these necessities.

1. Circumstances of a critical situation may result in the recommendation by the CISM coordinator for individuals or companies to be taken out of service.

V. In the event an incident involves serious injury or death of fire department personnel, or any other catastrophic event, outside resources may be contacted to conduct the intervention.

A. The Lake Mohave Ranchos Fire Department CISM team is available to provide debriefings to outside public agencies with the approval of the Fire Chief.

VI. The content of all interventions shall be strictly confidential.

Approved: Effective Date: 10/01/2010

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT ADMINISTRATIVE RULES, PLANS & PROCEDURES

## Suppression Personnel Dress Code

**AR 1.10**

**Purpose:** To establish for all suppression Fire Department personnel a uniform dress code to adhere to while on duty, and when conducting other official fire department business.

**Scope:** The intent of this guideline is to outline the appropriate uniform and grooming requirements for all personnel. All department supervisory personnel are responsible for the enforcement of these guidelines. Questions regarding the application of any guideline to a particular situation should be directed to the Fire Chief or the Assistant Fire Chief for interpretation.

**General:** Uniforms may be worn while traveling to and from duty. Uniforms shall be worn while on duty and any other department sponsored function the member is engaged in while representing the Fire Department. Uniforms or other identifying clothing may not be worn by personnel while consuming alcohol or engaged in any activity which may tend to bring discredit upon the department. If approved by the Fire Chief or Assistant Chief and when volunteering services, a member of the department may wear their uniform or other similar attire that identifies the individuals affiliation or EMS level with the department. A non-department member may accompany the employed member of the department when working in an approved volunteer activity but may not wear a department uniform. The accompanying non-department volunteer may wear attire with the department name as long as it may not be mistaken as a department uniform. The following lists of approved uniforms are designed to establish uniformity and increase the appearance of professionalism in the public eye.

### I. Uniform Classification

#### A. Class "A" Dress Uniform / Formal

The Class "A" uniform should be used when non-emergency public contacts are anticipated or scheduled. These contacts can include activities such as inspections, pre-plans, shopping, public education activities and, educational opportunities outside of the fire stations. The options available for Class "A" uniforms include those items listed in this section:

## **Suppression Personnel Dress Code**

**AR 1.10**

1. Dress shirt
  - a. Navy blue in color
  - b. Classic style uniform shirt as approved by the Fire Chief.
    - i) Permanent press poly/cotton fabric
    - ii) Short or long sleeve
    - iii) Pleated pockets
    - iv) Shoulder epaulets
    - v) Sewn in creases
    - vi) Zipper front (optional)
  - c. Collar insignia (Captains and above)
  - d. Badge
  - e. Name plate
2. Tee-Shirt
  - a. Navy blue in color with department insignia on right chest, rank designation on left chest, EMS level designation on right sleeve and American flag on left sleeve
  - b. Hanes Beefy-T or approved equivalent
  - c. May be worn under Class "A" shirt
  - d. Under Armor "sleeves" may be worn with short sleeve shirt to remain in compliance with the tattoo policy.
3. Pants
  - a. Navy blue in color
  - b. Six pocket EMS type pant preferred or standard station uniform as Approved by the Fire Chief
    - i) 1 3/4" - 2" Belt loops
    - ii) Velcro, button, or zipper closures acceptable
4. Footwear
  - a. Boots
    - i) Black in color
    - ii) Steel or ANSI approved toe
    - iii) Steel or ANSI approved shank
    - iv) 8" Upper
    - v) Polished toe
    - vi) Approved by Safety Officer
  - b. Sport Shoe
    - i) Black in color
    - ii) Steel or ANSI approved toe
    - iii) Steel or ANSI approved shank
    - iv) 6" Upper
    - v) Approved by Safety Officer
5. Belt
  - a. Black leather or Nylon Web
    - b. 1½-2" in width

## **Suppression Personnel Dress Code**

**AR 1.10**

### **B. Class “B” Uniform / Daily work uniform**

The Class “B” uniform is considered the regular duty work uniform. Personnel shall maintain these uniform standards during the performance of duties including routine station activities, in-service training, and emergency response activity. Unless engaged in physical training, sleep, routine weekend station chores, or special duty, suppression personnel must wear a minimum of a Class “B” uniform at all times. The exception to this rule is that personnel may be in approved sleep attire (shorts and tee shirt) from after the completion of nightly duties (no earlier than 1800 hours) until shift change at 0800 hours. The options available for Class “B” uniforms include those items listed in this section:

1. Tee-Shirt
  - a. Refer to I.A.
2. Pants
  - a. Refer to I.A.
3. Footwear
  - a. Refer to I.A.
4. Belt
  - a. Refer to I.A.
5. Shorts
  - a. Navy blue in color
  - b. Cargo style type shorts as approved by the Fire Chief
    - i) 1 3/4" - 2" Belt loops
    - ii) Velcro, button, or zipper closures acceptable
  - c. May be worn in place of duty pants
  - d. Not to be worn with Class “A” shirt
  - e. To be worn with white crew socks and sport shoe
  - f. May be worn as temperature allows and approved by station Captain. If cold enough for a jacket then shorts should not be worn. Uniformity should be maintained as much as possible within the crew.
6. Brush Pants
  - a. Yellow or Navy blue in color
  - b. Style as approved
    - i) 1 3/4" - 2" Belt loops
    - ii) Velcro, button, or zipper closures acceptable
  - c. May be worn in place of duty pants

## **Suppression Personnel Dress Code**

**AR 1.10**

- d. Not to be worn with Class “A” shirt
- e. Not to be worn with PT shoes (Refer to I.A.4.)

### 7. Sweat Shirt

- a. Navy blue in color
- b. Crew neck, zip front or pullover, Gall’s collared or equivalent as approved by the Fire Chief
- c. Embroidered or screen printed department logo on front
- d. Department name embroidered or screen printed on back.

### 8. Ball Cap/Beanies (winter) - Optional

- a. Navy blue in color
- b. Fitted or adjustable back acceptable
- c. Department logo or association logo acceptable

### 9. Jumpsuit (optional)

- a. Navy blue in color
- b. Classic SS Flight Suit as approved by Fire Chief
- c. Embroidered department name on back
- d. Embroidered department logo on front
- e. May be worn as a Class “B” uniform

**Safety notice:** If the Class “B” uniform is worn with the assigned shorts, firefighter protective clothing (pants, jumpsuit, brush pants, or turn-out gear) should be worn during situations where the potential of contamination or injury is high. Examples include all scenes where structural firefighting clothing is required, treatment of trauma patients, vehicle extrications, and hazardous materials scenes. Turn-out gear or dirty brush gear shall not routinely be worn around the station.

**Exception:** Chief level officers may wear a white “Oxford Style” shirt or other approved polo shirt as a Class “B” uniform. Shirt must be embroidered with department logo, name, and rank.

### **C. Class “C” Uniform / Physical Training**

The Class “C” uniform is considered the physical training uniform. Personnel in the performance of PT or between the hours of 1800 and 0800 may utilize the Class “C” uniform. The Class “C” uniform may be worn while performing routine station duties during the weekend. The Class “C” uniform shall not be worn during any fire department response. The options available for Class “C” uniforms include those items listed in this section:

## **Suppression Personnel Dress Code**

**AR 1.10**

1. PT Shorts
  - a. Navy blue in color
  - b. Cotton or cotton blend
  - c. Under Armor microfiber
  
2. Sweat Pants
  - a. Navy blue in color
  - b. Cotton or cotton blend
  
3. Tee-Shirt
  - a. Refer to I.A.
  - b. Under Armor microfiber
  - c. Department name on back, department logo on front
  - d. May only be worn while actively engaged in the performance of approved physical training. (Cardiovascular or weights)
  
4. PT Tank Top
  - a. Navy blue in color
  - b. Hanes or equivalent quality
  - c. Department name on back, department logo on front
  - d. May only be worn while actively engaged in the performance of approved physical training. (Cardiovascular or weights)
  
5. Tennis Shoe
  - a. Mostly white in color
  - b. Running shoe or cross trainer

### **D. Miscellaneous**

1. Jacket
  - a. Navy blue in color
  - b. Approved by Fire Chief
  - c. Department logo over left chest
  - d. Department name on back
  - e. Reflective lettering
  
2. If dive team member or boat operator:
  - a. Approved swim trunks
  - b. Water shoes
  - c. Navy blue safari type hat

## **Suppression Personnel Dress Code**

**AR 1.10**

### II. Initial Uniform Allotment

A. The standard initial issue for career shift personnel consists of the following:

1. 4 tee-shirts
2. 1 Belt
3. 1 Badge
4. 4 Pants
5. 2 Shorts
6. Approved boots (up to \$150.00)
7. 1 Name plate
8. 1 Class "A" shirt and Pant
9. 1 Jacket
10. 2 PT shorts
11. 2 PT tank tops
12. Brush jacket and pants - yellow

### III. Annual Uniform Allowance

A. After the first full year of employment, each career shift employee will be eligible for a uniform allowance which may be in the form of cash, voucher, or other form of distribution as determined by the Fire Chief. The current annual uniform allowance is \$300.00

1. This allowance shall be utilized for the purchase of replacement uniforms.
2. In the event an employee wears out more than the allotted uniforms, he/she shall be required to purchase additional uniforms at their own expense.
3. The uniform allowance may be pro-rated depending on service time.
4. In addition to the official uniform accounting process, each member shall be responsible to track their own expenditures.

B. In the event that a member has unused uniform allowance funds near the end of the budget cycle (after April 15th), the following additional items may be purchased:

1. Helmet light/Personal Flashlight (not to exceed \$100).
2. Stethoscope (only if CEP and not to exceed \$100).
3. EMS safety eye protection rated for splash protection (not to exceed \$50).
4. Leatherman or other Emergency Utility Tool (not to exceed \$75).
5. Gear Bags (not to exceed \$70.00)
6. Wildland or Tech Rescue uniform items only (no equipment)
7. **NO** other items are approved.



## **Suppression Personnel Dress Code**

**AR 1.10**

C. In the event that a member has exceeded his or her uniform allowance for the year, the amount over the allowance shall be reimbursed to the department by cash or personal check prior to the disbursement of the June benefit checks.

### IV. Uniform Maintenance Responsibility

A. The employee is responsible for maintenance of assigned uniforms. All uniforms are to be maintained free of tears, rips, wear holes and extreme fading.

1. All uniforms not meeting the established guidelines may not be worn on duty.
2. All uniforms must be kept clean and presentable. Faded or ripped uniforms are not permissible.
3. Employees not adhering to the requirements of this policy shall be relieved of duty without pay by the respective Battalion Chief or respective supervisor until compliance is met.
4. This policy does not restrict where any uniform component may be purchased as long as it complies with listed standard, is requested on the proper form, and approved by the accounts payable clerk responsible for uniform purchases.
5. Any uniform purchase not pre-approved shall not be reimbursed.
6. Upon terminating employment with the Lake Mohave Ranchos Fire Department, member must return all uniform items before final disbursement of benefit checks.

### V. Jewelry

A. For their own personal safety, all personnel are encouraged to refrain from wearing jewelry while on duty.

1. Exposed jewelry shall be limited to wedding rings and wrist watch while on duty.

B. Any jewelry normally worn above the neck is prohibited.

C. Necklaces or chains worn about the neck are permitted as long as they are of such a design that under no circumstances will they extend out of the clothing.

### VI. Grooming

A. In order to maintain an acceptable Fire Department image, as well as for the health and safety of Fire Department employees, good personal hygiene will be practiced at all times.

B. While on duty or in uniform, an employee's hair style shall be neat and clean and present a well groomed appearance, which will be determined the employee's immediate supervisor.

## **Suppression Personnel Dress Code**

**AR 1.10**

1. Styles may not lessen the protection of safety equipment, or expose the member to added personal injury.
2. Hair must not be colored or dyed an unusual color.
3. Male
  - a. Hair length, on the back of the head, shall not be longer than the top of a duty tee-shirt collar.
  - b. Hair shall not exceed four inches when measured at right angles from any part of the scalp.
  - c. Bangs shall not interfere with the face piece seal of an SCBA.
  - d. Hair on the side of the head shall not be lower than the middle of the earlobe.
  - e. Moustaches must be neatly trimmed. Moustaches shall be styled so not to impede the seal of an SCBA face piece.
  - f. Sideburns shall not extend lower than the bottom of the earlobe and shall be styled so not to impede the seal of an SCBA face piece.
  - g. Any other facial hair shall not impede the seal of an SCBA face piece.
4. Female
  - a. Hair shall be worn to a maximum length that does not extend below the shoulder.
  - b. Hair must be worn away from the face and styled so not to impede the seal of an SCBA face piece.
  - c. Long hair must be tied back and up.

## **VII. Tattoos**

### **A. Prohibited Tattoos**

1. New tattoos visible in a Class A or “dress” uniform; including those on the neck, head, face, and hands.
  - a. Exception: a tattooed wedding band (left ring finger) shall be allowed if less than 3/8" wide.
2. Visible tattoos that are racist or reflect association with extremist organizations that advocate discrimination based on race, color, gender, ethnicity, religion or national origin or advocate unlawful violence (KKK, swastika, etc.)

## **Suppression Personnel Dress Code**

**AR 1.10**

3. Visible tattoos that are offensive to modesty, decency, or propriety; shock the moral sense because of their vulgar, filthy, or disgusting nature as defined by the Fire Chief.

4. Very large or multiple visible tattoos that cover greater than 10% of an exposed limb. For the purpose of this policy, all area within an “outline” of a tattoo shall be considered included as part of the tattoo.

a. Determining percentage of limb covered:

### **Length (L) of limbs**

Upper limb:

With arms at the side, the measurement from the end of the sleeve to radius/ulna.

Lower limb:

While standing erect, the measurement from the cuff edge of the shorts to 2” above the top of the shoe worn with the shorts.

### **Circumference (C) of limb**

Upper limb:

Circumferential distance around the arm at the elbow.

Lower limb:

Circumferential distance around the leg at the center of the kneecap.

### **Determining area allowed for tattoo**

$(L'' \times C'') / 10$

Example: Arm length = 13” Arm Circumference = 14”

$(13 \times 14) / 10 = 18.2$  square inches of coverage

B. All tattoos in violation of this policy shall remain covered by approved uniform clothing at all times or be removed.

1. Exception: Tattoos that fall in violation of category 4 above may be visible during in-station activities (not to include administrative areas) provided that no member of the public is in the station.

**Suppression Personnel Dress Code**

**AR 1.10**

2. Removal of tattoos that violate this policy shall be the responsibility of the individual member.

VIII. Body Piercings

A. Prohibited Piercings

1. Visible piercings, including those inside the mouth are not allowed while on duty.

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT ADMINISTRATIVE RULES, PLANS & PROCEDURES

## Civilian Personnel Dress Code

AR 1.11

**Purpose:** To establish for all civilian Fire Department personnel a uniform dress code to adhere to while on duty, and when conducting other official fire department business.

**Scope:** The intent of this guideline is to outline the appropriate uniform and grooming requirements for all personnel. All department supervisory personnel are responsible for the enforcement of these guidelines. Questions regarding the application of any guideline to a particular situation should be directed to the Fire Chief or the Assistant Fire Chief for interpretation.

**General:** Uniforms may be worn while traveling to and from duty. Uniforms shall be worn while on duty and any other department sponsored function the member is engaged in while representing the Fire Department. Uniforms or other identifying clothing may not be worn by personnel while consuming alcohol or engaged in any activity which may tend to bring discredit upon the department. If approved by the Fire Chief or Assistant Chief and when volunteering services, a member of the department may wear their uniform or other similar attire that identifies the individual's affiliation or EMS level with the department. A non-department member may accompany the employed member of the department when working in an approved volunteer activity but may not wear a department uniform. The accompanying non-department volunteer may wear attire with the department name as long as it may not be mistaken as a department uniform. Uniforms shall be worn when participating in a ride-along on apparatus with suppression personnel. The following lists of approved uniforms are designed to establish uniformity and increase the appearance of professionalism in the public eye.

### I. Uniform Classification

#### A. Administrative/Clerical Support Personnel

This uniform is considered the designated work attire for all administrative and/or clerical support personnel. Uniforms shall be worn Monday through Thursday, and shall be optional on Friday. Casual business attire may be worn in lieu of uniforms on Fridays. Attire shall be professional in appearance (i.e. denim may be worn as long as in good repair, not faded or torn; t-shirts shall not be worn unless approved for a specific occasion such as holidays. Administrative/Clerical Support Uniforms include the items listed in this section.

## **Civilian Personnel Dress Code**

**AR 1.11**

1. Collared Polo Shirt
  - a. S/S or L/S as approved
  - b. Assorted colors as approved
  - c. Shirts must be embroidered with department logo
  
2. Pants
  - a. Navy blue in color
  - b. Casual dress style pant, no rear “patch” pockets
    - i. Elastic or fitted waist with belt loops
    - ii. Black belt shall be worn with belt looped pants
  
3. Footwear
  - a. Black in color
  - b. Tie or slip on uniform style
  - c. Polished toe
  
4. Sweatshirt/Sweater
  - a. Navy blue in color
  - b. Crew neck, zip front sweatshirt as approved
  - c. Cardigan knit sweater (women)
  - d. Embroidered or screen printed department logo on front.

### **B. Support Services/Hydrant Maintenance/Mechanic Personnel**

This uniform is considered the designated work uniform for all personnel in the above classifications and shall be worn daily in the performance of their regular job duties Monday through Friday. Uniforms include the items listed in this section.

1. Tee-Shirt
  - a. Black in color, S/S or L/S with department insignia on right chest, employee classification on left chest, and American flag on left sleeve.
  - b. Hanes Beefy-T or approved equivalent
  - c. Under Armor “sleeve” may be worn with S/S shirt to remain in compliance with tattoo policy.
  
2. Pants
  - a. Refer to AR 1.10 - IA-3
  
3. Shorts
  - a. Navy blue in color
  - b. Standard uniform style short, or cargo style short as approved by the Fire Chief.
  - c. 1 ½”-2” belt loops
  - d. To be worn with white crew socks and sport shoe

## **Civilian Personnel Dress Code**

## **AR 1.11**

4. Belt
  - a. Black leather or Nylon web
  - b. 1 ½” -2” in width
  
5. Footwear
  - a. Boot or Sport Shoe
  - b. Black in color
  - c. Steel Toe
  
6. Sweatshirt
  - a. Refer to AR 1.10 - B7
  
7. Ball Cap/Beanies
  - a. Refer to AR 1.10 - B8
  
8. Jacket
  - a. Refer to AR 1.10 - D1
  
9. L/S Coveralls Style as approved

### **C. Prevention Personnel (Public Education/Inspectors)**

Designated uniform attire for prevention personnel as defined elsewhere in this policy shall be worn during the normal workweek Monday through Thursday. Casual business attire may be worn in lieu of uniforms on Friday, unless teaching a class, performing inspections or during involvement in a formal public function. Casual business attire shall be professional in appearance (i.e. denim may be worn as long as in good repair, not faded or torn; t-shirts shall not be worn unless approved for a specific occasion such as holidays. Department t-shirts or tank tops will only be worn for special events such as car seat installations, water fights, etc.

D. Public Education uniforms include the items listed in this section.

1. Collared Polo Shirt
  - a. S/S B Port Authority style K420 (men’s) / L420 (women’s)
  - b. “Faded Blue” in color
  - c. Shirts must be embroidered with department logo on left chest and name and title on right chest.
  
2. “Oxford style” Dress Shirt
  - a. S/S, French blue in color
  - b. Shirts must be embroidered with department logo on left chest and name and title on right chest

## **Civilian Personnel Dress Code**

**AR 1.11**

3. Pants
  - a. Refer to AR 1.10 - IA-3
4. Shorts
  - a. Navy blue in color
  - b. Standard uniform style short, or cargo style short as approved by the Fire Chief.
  - c. 1 ½” – 2” Belt Loops
  - d. To be worn with white crew socks and sport shoe.
5. Belt
  - a. Black leather or Nylon Web
  - b. 1 ½” -2” in width
6. Footwear
  - a. Boot or Sport shoe
  - b. Black in color
  - c. Polished toe
7. Jacket
  - a. Refer to AR 1.10 - ID-1
8. Sweatshirt
  - a. Navy Blue in color
  - b. Crew neck, zip front or Galls collared or equivalent as approved by the Fire Chief
  - c. Embroidered or screen printed department logo on front. Department name printed on back optional.
9. Tee-Shirt/Tank Top
  - a. Royal blue in color, with department insignia on right chest, employee classification on left chest on t-shirt only.
  - b. Department name to be screen printed on back of T-shirt
  - c. Hanes Beefy-T or approved equivalent.

E. Inspector Uniforms include the items listed in this section.

1. Collared Polo Shirt
  - a. S/S - OB Style #5032, Port Authority Style #L420 (women's)
  - b. Colors - OB #5032 - Chino/Black or PA #L420 - Khaki -Heather
  - c. Shirts must be embroidered with department logo on left chest and name and title embroidered on right chest.
2. “Oxford Style” Dress Shirt
  - a. S/S, French Blue in color
  - b. Shirts must be embroidered with department logo on left chest



## **Civilian Personnel Dress Code**

**AR 1.11**

3. Pants
  - a. Refer to AR 1.10 - IA-3
4. Shorts
  - a. Navy blue in color
  - b. Standard uniform style short or cargo style short as approved by the Fire Chief.
  - c. 1 ½"-2" belt loops
  - d. To be worn with white crew socks and sport shoe
5. Belt
  - a. Black leather or Nylon Web
  - b. 1 ½"-2" in width
6. Footwear
  - a. Refer to AR 1.10 - IA-4
7. Jacket
  - a. Refer to AR 1.10 - ID-1
8. Sweatshirt
  - a. Navy blue in color
  - b. Crew neck, zip front, or Galls collared or equivalent as approved by the Fire Chief.
  - c. Embroidered or screen printed department logo on front. Department name embroidered or screen printed on back.
9. Tee-Shirt/Tank Top
  - a. Royal blue in color, department insignia on right chest employee classification on left chest on t-shirt only.
  - b. Department name to be screen printed on back of T-shirt
  - c. Hanes Beefy-T or approved equivalent

### **F. Public Information Officer**

This uniform shall be considered the designated work attire for personnel operating in this capacity, and shall be worn daily in the performance of their job duties Monday through Friday. Alternative uniforms (i.e. shorts/t-shirts, tank tops) may be worn for special events such as Fire Prevention Fair, water fights, etc). Public Information Officer Uniforms include the items listed in this section. 5

1. Dress shirt
  - a. Refer to AR 1.10 - A1

2. Collared Polo Shirt
  - a. Refer to ID - 1
3. Tee-Shirt
  - a. Refer to IE - 9
4. Pants
  - a. Refer to AR 1.10 - A3
5. Shorts
  - a. Refer to IB - 3
6. Footwear
  - a. Refer to IA - 3
7. Belt
  - a. Refer to IB - 4
8. Jacket
  - a. Refer to AR 1.10 - ID-1
9. Sweatshirt
  - a. Refer to IC - 8

#### G. EMS Officer

This uniform shall be considered the designated work attire for personnel operating in this capacity, and shall be worn daily in the performance of their job duties Monday through Friday. Alternative uniforms (i.e. T-shirts) may be worn for special events such as approved by the Fire Chief. EMS Officer uniforms include the items listed in this section.

1. Uniform Shirt
  - a. S/S or L/S White “Oxford Style” or other approved polo shirt for Chief level officers
  - b. Shirt must be embroidered with department logo, name and title
2. Pants
  - a. Refer to AR 1.10 - IA-3
3. Belt
  - a. Refer to AR 1.10 - IA-5
4. Footwear
  - a. Refer to AR 1.10 - IA-4

**Civilian Personnel Dress Code**

**AR 1.11**

5. Sweatshirt
  - a. Refer to IC - 17
6. Tee-Shirt
  - a. Refer to AR 1.10 - IA-2

**II. Initial Uniform Allotment**

A. The standard initial issue for administrative/clerical support personnel consists of the following:

1. 5 Polo Shirts
2. 3 Pants
3. 1 Belt
4. Approved Uniform Shoes

B. The standard initial issue for Support Services and Mechanic personnel consists of the following:

1. 8 T-Shirts
2. 5 pants
3. 5 shorts
4. 1 jacket
5. 1 Belt
6. Approved boots
7. 1 L/S Coverall (optional for Hydrant maintenance only)

C. The standard initial issue for Prevention personnel (Public Education/Inspector) consists of the following:

1. 2 Oxford Style Dress Shirts (Optional)
2. 5 Polo Shirts
3. 5 Pants
4. 4 Shorts
5. 1 Belt
6. 1 Jacket
7. 2 T-Shirts
8. Approved Boots or Shoes

D. The standard initial issue for Public Information Officer consists of the following:

1. 5 Dress Uniform Shirts
2. 5 Pants
3. 2 Shorts
4. 2 T-Shirts
5. 1 Belt
6. 1 Jacket
7. Approved Boots or Shoes

## **Civilian Personnel Dress Code**

**AR 1.11**

E. The standard initial issue for the EMS Officer consists of the following:

1. 3 Dress Oxford Style Shirts (may substitute for polo shirts)
2. 5 Approved polo shirts
3. 5 Pants
4. 1 Belt
5. 1 Jacket
6. Approved Boots or Shoes

### III. Annual Uniform Allowance

After the first full year of employment, employees in each of the classifications defined in this policy will be eligible for a uniform allowance. The current uniform allowance is based on the type of work performed and the wear factor of uniforms the performance of said job. Current uniform allowances for these classifications are as follows:

A. Administrative/Clerical Support Personnel - \$300 annually

B. Support Services/Mechanic Personnel - \$300 annually.

C. Public Education/Inspector/PIO/EMS Officer - \$300 annually

1. This allowance shall be utilized for the purchase of replacement uniforms.
2. In the event an employee wears out more than the allotted uniforms, he/she shall be required to purchase additional uniforms at their own expense.
3. The uniform allowance may be pro-rated depending on service time.
4. In addition to the official uniform accounting process, each employee shall be responsible to track their own expenditures.

### IV. Uniform Maintenance Responsibility

A. The employee is responsible for maintenance of assigned uniforms. All uniforms are to be maintained free of tears, rips, wear holes and extreme fading.

1. Uniforms must be kept clean and presentable. Faded or ripped uniforms are not permissible.
2. This policy does not restrict where any uniform component may be purchased as long as it complies with listed standard, is requested on the proper form, and approved by the accounts payable clerk responsible for uniform purchases.
3. Any uniform purchase not pre-approved shall not be reimbursed.

**Civilian Personnel Dress Code**

**AR 1.11**

4. Upon terminating employment with the Lake Mohave Ranchos Fire Department, employee must return uniform items specified before disbursement of final payroll checks.

V. Grooming

A. In order to maintain an acceptable Fire Department image, as well as for the health and safety of Fire Department employees, good personal hygiene will be practiced at all times.

B. While on duty or in uniform, an employee's hair style shall be neat and clean and present a well groomed appearance, which will be determined by the employee's immediate supervisor.

1. Hair colored or dyed an unusual color may be subject to approval at the discretion of the employer.

VI. Tattoos

A. Refer to AR 1.10, Section VII.

VII. Piercings

A. Visible piercings shall be limited to no more than 3 per ear.

Approved: Effective Date: 10/01/2010

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT ADMINISTRATIVE RULES, PLANS & PROCEDURES

## Complaints

**AR 1.15**

I. Lake Mohave Ranchos Fire Department has high expectations of its personnel, especially when dealing with the public. Members shall discharge duties in a professional, friendly, accessible and competent manner.

A. The department is often evaluated and judged by the conduct of individual members. It is imperative that a single member or small group of members not subject the entire organization to public scrutiny because of misconduct.

B. When expectations are not met, the possibility of a complaint may emerge from within or outside the department.

1. In most instances complaints can be resolved on the spot. When they can't, the department will investigate the complaint fairly and fully with the goal of quick and appropriate resolution.

2. Members will be protected against false allegations of misconduct by a consistent and thorough investigative process.

3. Problems of inefficiency and policy violation shall be dealt with through the department disciplinary process. If during the investigative process a policy or procedure is found to be faulty, every effort will be made for a swift revision of that policy.

4. Anonymous allegations of misconduct, whether oral or written, will be courteously accepted, but will be investigated only at the Chief's discretion.

II. Unresolved complaints, originating internally or externally, oral or written shall be forwarded to the Assistant Fire Chief within 30 days of the alleged act. Privacy Practices (HIPAA) complaints may be filed within 180 days.

A. Written complaints are encouraged to be submitted on complaint form 1.15a.

B. The Assistant Chief will log each complaint (Form 1.15b) and investigate or forward the complaint on to the appropriate area supervisor.

1. If the complaint is about Privacy Practices (HIPAA), the complaint may be filed directly with the department Privacy Officer (EMS Director), who will keep a log of all Privacy Practice complaints (Form 1.15c).

## **Complaints**

**AR 1.15**

2. If the complaint is about Lake Mohave Ranchos Fire Department being in non-compliance with the applicable requirements of the Federal Privacy Rule, the complainant may file directly with the Secretary of the U.S. Department of Health and Human Services.

Requirements for filing such a complaint are:

- a. The complaint must be filed in writing, either on paper or electronically.
- b. The complaint must name the Lake Mohave Ranchos Fire Department as the subject of the complaint and describe the acts or omissions believed to be in violation of the applicable requirements of the Federal Privacy Rule or the applicable standards, requirements and implementation specifications of subpart E of part 164 of the Federal Privacy Rule.
- c. The complaint must be filed within 180 days of when the complainant knew or should have known that the act or omission complained of occurred, unless the Secretary, for good cause shown, waives this time limitation.
- d. The Secretary may prescribe additional procedures for the filing of complaints, as well as the place and manner of filing, by notice in the Federal Register.
- e. The Secretary may investigate complaints, which may include a review of the pertinent policies, procedures, or practices of the covered entity and of the circumstances regarding any alleged acts or omissions concerning compliance.







LAKE MOHAVE RANCHOS FIRE DEPARTMENT

COMPLAINT FORM LOG

DOCUMENT #	DATE RECEIVED	COMPLAINANT	DESCRIPTION	DISPOSITION

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**  
**COMPLAINT FORM**

DATE COMPLAINT RECEIVED	PATIENT NAME	DESCRIPTION OF COMPLAINT	DISPOSITON OF COMPLAINT

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Holiday Pay and Leave**

**AR 1.22**

**Purpose:** To establish a consistent policy by which fire department holiday leave is established for workweek employees.

**General:** There are 10 full day holidays and 2 one half day holidays defined by the Fire District Board that fall within this policy. For workweek personnel, a day is defined as an 8 hour period generally from 0800 hours to 1700 hours. A half day is defined as a 4 hour period generally from 1300 hours to 1700 hours.

I. Full time employees working 40 hours per week.

A. Observance

1. Holidays are observed on the nationally recognized day.
2. If a holiday falls on Saturday, the previous Friday is considered the holiday. If a holiday falls on Sunday, the following Monday is considered the holiday.
3. If holiday is worked with permission of the Fire Chief, workweek employees may bank worked hours. No more than 12 hours of holiday leave may be banked.

B. Special Considerations

1. Employees normally working a four-10 hour day schedule.
  - a. If the observed holiday occurs on the day which the employee is regularly scheduled off, holiday hours may be shifted to another day of the same week so long as it does not create a hardship for the department as determined by the immediate supervisor.
  - b. If the holiday hours are shifted to another day and the employee desires the entire day off, annual leave may be utilized to make up the difference.

2. Employees working an alternative schedule.

a. Holiday leave with pay shall be pro-rated to the number of hours regularly scheduled.

Examples:

36 hour workweek = 90% = 7.2 hours

32 hour workweek = 80% = 6.4 hours

24 hour workweek = 60% = 4.8 hours

b. Annual leave may be utilized to make up the difference for a full day off.

3. Employees working light duty schedules.

a. Holiday leave with pay shall be pro-rated according to the number of hours allowed to be worked (per a physician's order) in the pay period the holiday occurs.

b. Employees on "Extended Time Off" shall not receive holiday leave with pay.

# **LAKE MOHAVE RANCHOS FIRE DISTRICT ADMINISTRATIVE RULES, PLANS & PROCEDURES**

EMPLOYEE BENEFITS POLICY SUMMARY \_\_\_\_\_ AR 1.23

I. PAID ON CALL ~ NO BENEFITS ~HOLIDAYS FULL SHIFT RECEIVE 12 HRS; PRO-RATED FOR LESS THAN FULL SHIFT

II.FULL TIME RECEIVES FULL BENEFITS AFTER 90 DAY PROBATIONARY PERIOD

III. FULL TIME WITH BENEFITS WAIVER

FULL BENEFITS INCLUDE MEDICAL, DENTAL, VISION AND LIFE INSURANCE PAID FOR BY THE DEPARTMENT FOR EMPLOYEE. EMPLOYEE MAY ADD SPOUSE AND/OR CHILDREN AND THE DEPARTMENT WILL PAY ½ OF THE PREMIUM OVER AND ABOVE THE EMPLOYEE'S PREMIUM.

FULL BENEFITS INCLUDE REQUIRED PARTICIPATION IN PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BY FIREFIGHTERS.

FULL BENEFITS INCLUDE SICK AND VACATION TIME AND BEREAVEMENT LEAVE.

SEE ATTACHED "LAKE MOHAVE RANCHOS FIRE DISTRICT VACATION/ SICK/ BEREAVEMENT" AND "FULL-TIME EMPLOYEE BENEFITS" DETAIL.

## **Full-Time Employee Benefits**

The following is a brief summary of the employee benefits for a full-time shift employee. For additional information, see the Chief or Ellen.

### **Holidays**

You will receive up to 12 hours credited to your vacation bank for working the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day

Thanksgiving  
Christmas

### **Insurance**

Employee insurance paid for by LMRFD. Dependent(s) and/or spouse, LMRFD pays ½).  
The following is the amount per pay period for insurance

Medical (*BCBS of AZ*) + (\$15,000 Life Insurance employee Only)

- Family \$150.00

- Spouse Only \$ 75.00

Dental (*Principal Dental*)

- Family \$19.62

- Spouse Only \$ 8.71

Vision (*VSP*)

- Family \$3.00

- Spouse Only \$3.00

These amounts may change annually when our contracts are up for renewal.

COLONIAL is available, 100% employee paid. BARBET BOWERS-ROMERO is our  
Sales Rep. 702-588-9545

### **Retirement**

LMRFD participates in Public Safety Personnel Retirement System, with all full-time Fire  
Fighters required to participate. Personnel contribution is 7.65% of gross. Social  
Security is not withheld from employee pay nor paid by LMRFD; Medicare is.

LMRFD has a 457(b) retirement plan available without any matching contribution by  
LMRFD.

Retirement Plan Advisors is handling our 457(b) and other investments. Each employee  
may contact Tom Moore at (520) 792-2288, if you are interested in IRAs, Mutual Funds  
and/or any other investments.

### **Sick Leave**

At present, you will receive 8 hours a month towards sick leave.

### **Vacation Leave**

At present, you will receive 8 hours a month towards vacation leave, which increases  
after 5 years of service.

### **Other Benefits**

LMFRD has many other benefits that you may discuss with the Chief, such as:

Leaves – Family Emergencies, Funeral, Jury Duty, etc.

Class Tuition – Fire and/or EMS training.

Approved Effective Date: 10/19/2010 Resolution # 10-10-002

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT ADMINISTRATIVE RULES, PLANS & PROCEDURES

## Flex Time

AR 1.24

**Purpose:** To allow work hours to be “flexed” within a designated work period to minimize overtime cost. Generally speaking, this will affect the 40-hour workweek employees rather than shift personnel.

**General:** Flex time is an adjustment to regularly scheduled work hours to prevent an employee from accruing “hours-worked” that would require compensation at an overtime rate of pay. This policy does not apply to exempt status employees.

I. All hours worked over and above scheduled hours shall be subject to flex time adjustment.

A. Flex hours may be requested by affected employees or mandated by the Fire Chief.

1. Exceptions

a. Members responding to alarms

b. Members taking an “off-duty” ambulance transfer

c. Mechanics called in on an emergency basis by a chief level officer

2. Exceptions shall be paid at the overtime rate of one and one-half times the normal rate of pay.

B. Record keeping

1. Within twelve hours after the completion of the overtime hours worked, an “Overtime/Attendance Record” form must be completed with proper signatures and turned in to their chief level supervisor.

2. If a member who has accumulated hours subject to flex time wishes to request a specific block of time off within the work period, he/she may request this in the “Remarks” section of the form.



**Flex Time**

**AR 1.24**

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C. Approvals

1. Flex time may be granted by the Fire Chief, or his designee, in consideration of staffing and operations as well as the employee's request.
  
2. Flex time compensation will be granted at one hour off for each hour worked above the maximum non-overtime hours as defined by the Fair Labor Standards Act.

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Exchange of Duty**

**AR 1.25**

**Purpose:** To allow shift personnel flexibility in arranging needed time off duty while maintaining designated staffing levels.

**General:** Exchange of duty is a privilege offered by management to allow a member time off when other means are unavailable. An employee's exchange of duty privilege may be suspended or revoked by any Battalion Chief if these procedures are violated.

I. The Lake Mohave Ranchos Fire Department has established the following criteria pertaining to exchange of duty so that minimum staffing requirements of the department can be administered.

A. Exchange of duty may be granted to members by shift Battalion Chiefs. Battalion Chiefs will take EMS qualifications into consideration. Out of rank exchanges are not permitted.

B. All exchange of duty requests shall be submitted in Emergency Reporting with at least a 48 hour notice.

1. Battalion Chief on requested day must approve for the exchange of duty to be valid.

C. Rules and requirements

1. All exchange of duty time shall be satisfied within 60 days.

2. Members shall not pay another employee to work their scheduled shift.

3. Members shall not use annual leave to satisfy an exchange of duty.

4. A Battalion Chief may grant short duration school exchanges with minimal notice.

5. New hire probationary employees shall not have exchange of duty privileges for 90 days.

6. Exchange of duty will not be permitted for employees unable to work due to an illness or injury.

7. Three-way exchanges shall not be allowed.

**Exchange of Duty**

**AR 1.25**

8. Exchange of duty shall not have the effect of allowing a member to work in excess of 96 straight hours.

D. Miscellaneous

1. In the event that either member accepting to work the exchange fails to arrive at the assigned work location at the agreed upon time, he shall be considered absent without leave and be disciplined according to policy. In addition, the member considered AWOL shall have deducted from the next paycheck funds equivalent to the number of hours that he failed to work and have trading privileges suspended for a period of 6 months for the first violation, 1 year for the second violation, and permanently upon the third violation.

2. Exchange of duty time is an agreement between the members trading shifts.

Therefore:

- a. Members should exercise judgment and caution when entering into an agreement to exchange shifts with another member.
- b. Any disregard for, or default of, the agreement to exchange shifts must be resolved between the individuals involved in the trade.
- c. The Lake Mohave Ranchos Fire Department shall not become involved in a dispute between members over an alleged breach of said agreements.
- d. The Fire Department assumes no responsibility for time that may not be paid back. For instance, should a person quit, be terminated, or transferred to another shift.

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Outside Employment**

**AR 1.29**

**Purpose:** To provide for the safety and well being of the citizens of the community, and the other employees of the fire department. It is imperative that all employees remain in an alert state of readiness for an emergency situation. This policy is intended to minimize fatigue caused by outside employment and applies to all personnel assigned to hazardous duty. This administrative rule is supplemental to the “Conflict of Interest/Outside Employment” policy of the Personnel Policy Manual.

I. Any full time member of the department that is assigned to a 24 hour hazardous duty shift may not engage in any type of outside employment during the eight (8) hours immediately preceding their shift of duty if the employee resides within the fire district boundaries or ten (10) hours prior to their scheduled shift if the employee resides outside the fire district boundaries.

A. Outside employment does not include off-duty fire calls, EMS responses, or ambulance interfacility transfers when these activities are being engaged in on behalf of Lake Mohave Ranchos Fire Department.

II. Personal Leave and/or Sick Leave may not be utilized to accommodate outside employment.

Approved: Effective Date: 10/01/2010

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT

## ADMINISTRATIVE RULES, PLANS & PROCEDURES

### Non-Emergency Patient Transfer

**AR 1.41**

**Purpose:** To establish a consistent policy by which non-emergency ambulance patients are transferred from one facility to another.

**Scope:** The intent of this guideline is to outline the procedure for determining the appropriate personnel crew for non-emergency patient transfers. All department supervisory personnel are responsible for the enforcement of these guidelines. Questions regarding the application of any guideline to a particular situation should be directed to the Fire Chief, the Assistant Fire Chief or duty Battalion Chief for interpretation.

**General:** For the purpose of this procedure, non-emergency patient transfers are defined as all inter-facility transfers in whom there is no immediate threat to life or further harm to the patient. This may also include patient transfers to or from a residence for routine medical procedures.

#### I. Preliminary

A. Prior to calling in an ambulance crew for a non-emergency transfer, all preliminary transfer arrangements shall be made.

B. Arrangements to be made by office personnel and/or duty captain.

1. Completion of "Inter-facility Transport Information Sheet"
2. Notification of medical control
3. Acceptance by the receiving facility
4. AHCCCS pre-authorization
5. Pre-payment (if required)
6. Any other arrangement that may be necessary

#### II. Call-in Procedure

A. Monthly sign-up calendar

1. Members signed up on Emergency Reporting will be called in first for non-emergency transfers.

B. Phone Solicitation

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES & REGULATIONS**

**Non-Emergency Patient Transfer**

**AR 1.41**

1. If no members have rendered themselves available on Emergency Reporting or to department personnel, telephone calls shall be made by the office staff, receptionist, and/or duty captain for the necessary crew.
2. All member's telephone numbers and EMS level are available on Emergency Reporting and from the resource book at the front desk or the department roster available at all stations.

III. Miscellaneous

A. Delayed Response

1. Non-emergency transfers should not be delayed by more than 30 minutes while trying to secure an off-duty member.
2. In the event that the time limit will be exceeded, an on-duty crew may be utilized depending on staffing levels.
3. All transfers exceeding the time limit shall be documented and submitted to the EMS coordinator stating the reason for the delay.

IV. Prior to Patient Loading for Transfer

A. Ambulance crew shall obtain all pertinent patient information.

1. Verbal report
2. Hospital Face Sheet
3. Certificate of Medical Necessity (CMN Form)
4. X-rays
5. Personal belongings
6. Advanced Beneficiary Notice of Non-coverage (ABN Form)

Approved: Effective Date: 10/01/2010

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Shift Assignment Change**

**AR 1.51**

**Purpose:** To establish a procedure for personnel to change from one shift to another.

**I. Open Position Shift Change:**

A. Shift personnel may be eligible to change from one shift to another in the event of a position opening.

1. Member requesting shift change must be of the correct rank and EMS level of the vacancy.
2. Member requesting shift change must submit the reason for the shift change in writing.
3. In the event that more than one member requests assignment to fill an open position, consideration will be given to seniority.
4. Fire Chief will make the final determination on whether or not to grant the shift change.

**II. Exchange of Shift by Mutual Consent**

A. Shift personnel may be eligible to change from one shift to another by mutual agreement by two members on different shifts.

1. Exchange of shift shall not be granted for a minimum of 6 months following major shift reorganization.
2. Members requesting to exchange shifts must be of like rank and EMS level in order to be considered for change.
3. Members requesting to exchange shift must submit the reason for the shift change in writing.
4. Fire Chief will make the final determination on whether or not to grant the shift exchange.

Approved: Effective Date: 10/01/2010

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Personnel Records**

**AR 1.60**

Information contained in personnel records and within various data bases shall be managed to achieve accuracy, privacy and legal compliance.

I. To provide the necessary information for the personnel file and the various data bases required by the operation of the Lake Mohave Ranchos Fire Department form AR 1.60a shall be completed within the first week of employment.

II. The permanent file containing all employee information shall be maintained in the Assistant Chiefs Office.

III. Personnel files access shall be restricted to the Fire Chief or his designated representative.

A. An employee may examine his/her own personnel file:

1. upon request and in the presence of the Fire Chief or his designated representative or the Human Resource Specialist

2. at reasonable times, during office hours

a. and obtain copies of any documents in the file which is signed by the employee as a condition of initial or continued employment

B. Federal, State and local government agencies investigating an employee may access an individual's file if the investigator(s) furnish proper identification and proof of legal authority to investigate.

1. The investigation shall be permitted on the Department premises and the investigator shall not be allowed to remove or reproduce this information without consent from the Fire Chief and the Department's legal counsel.

C. Telephone inquiries for information in personnel records shall be verified only by the Fire Chief or his designated representative and shall be limited to the following:

1. Date of hire

2. Date of termination

3. Most recent position held



## **Personnel Records**

**AR 1.60**

D. Written inquiries may provide salary information as long as it is signed by the employee or former employee along with the information available in C, above.

1. This information shall be in writing from the Fire Chief or his designated representative.
2. A copy shall be retained in the employee's personnel file
3. Written approval from a current or former employee can obtain salary, job chronology and performance information in the form of writing only.

IV. All changes of address, telephone number(s), or family status shall be reported to the office within one week.

- A. An employee's income tax status or group insurance may be affected by these changes
- B. Form AR1.60a shall be completed and turned into the Assistant Chief.

V. Originals of personnel records shall be maintained in the Office for a period of seven years after an employee's separation date.

A. Supervisors may maintain a "local" file with information relating to performance, certifications, etc.

1. This file may be transferred to the new supervisor in the event of an employee transfer.

B. Medical files held on an employee shall be retained for a period of thirty years after an employee's separation date.

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT

## NEW HIRE INFORMATION & PERSONNEL CHANGE FORM

DATE:

CHECK					
	Employee Name:		Employee #		
	Home Address				
City:	State:		Zip:		
	Mailing Address				
City:	State:		Zip:		
	Primary Phone	Home ( )	Cell ( )	Work ( )	
	Alternate Phone	Home ( )	Cell ( )	Work ( )	
	Primary Emergency Contact				
Address:	City:		State:		
Phone:	Relationship:				
	Alternate Emergency Contact				
Address:	City:		State:		
Phone:	Relationship:				
	Family Status		Insurance Change		
		Birth	Date	Yes	No
		Adoption	Date	Yes	No
		Marriage	Date	Yes	No
		Devorce	Date	Yes	No
		Seperation	Date	Yes	No
		Death	Date	Yes	No
	Shift Assignment:		Date:		
	Promotion Position:		Date:		
	EMS Certification:		Date:		

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Repoerting By: \_\_\_\_\_ Date: \_\_\_\_\_

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT

## ADMINISTRATIVE RULES, PLANS & PROCEDURES

### Workplace Violence

**AR 1.70**

The Lake Mohave Ranchos Fire Department (Department) is committed to providing its members a work environment that is safe, secure and free of harassment, threats, intimidation and violence. The Department recognizes that workplace violence is a growing problem that should be addressed by employers and therefore adopts this policy. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect Department employees or which occur on Department property or functions will not be tolerated. All employees shall receive Workplace Violence training and shall understand the policy against violence.

**I. Threats or Acts of Violence** - Threats or acts of violence include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the conditions of Department employment, or to create a hostile, abusive, or intimidating work environment for one or more Department employees.

A. Prohibited workplace violence includes, but is not limited to, the following:

1. All threats or acts of violence occurring in Department property, regardless of the relationship between the Department and the individual(s) involved in the incident.
2. All threats or acts of violence not occurring on Department property, but involving someone who is acting in the capacity of a representative of the Department.
3. All threats or acts of violence not occurring on Department property, but involving an employee of the Department if the threats or acts of violence affect the legitimate interests of the Department.

B. Examples of conduct prohibited under this policy, include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Inflicting or threatening injury or damage to another person's life, health, well being, family, friends, associates or property.
3. The intentional destruction or threat of destruction of property owned, operated, or controlled by the Department.

## **Workplace Violence**

**AR 1.70**

4. Intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he/she is under a threat of harm.
5. Making harassing, threatening, or unwanted telephone calls or sending harassing, threatening, or unwanted e-mails, faxes, or other forms of written or electronic communications.
6. Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, policy, or work rule that would affect the business interests of the Department.
7. Possessing a firearm, explosive or other dangerous weapon on Department premises or using an object as a weapon.
8. Using obscene or abusive language or gestures in a threatening manner.
9. Raising voices in a threatening manner.
10. Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion or intimidation occurs.
11. Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited.

### II. Employee Responsibility

A. Any employee who experiences or witnesses such acts, conduct, behavior, or communications must immediately notify their immediate supervisor or higher authority.

#### B. General Awareness

1. Employees should know what constitutes inappropriate behavior and how to react if they witness or are subjected to that type of behavior.
2. Early reporting of and response to disruptive behavior can prevent more serious incidents of workplace violence.
3. Many extreme incidents of violence by co-workers are preceded by lesser offenses such as insubordination, challenges to authority, and harassing comments.

## **Workplace Violence**

**AR 1.70**

### 4. Warning Signs:

- a. History of violence – past behavior predicts future behavior.
- b. Poor impulse control – difficulty controlling emotions.
- c. Unsuccessful personal history – believes society is “out to get me.”
- d. Injustice history – blames others, does not accept responsibility for personal actions.
- e. Obsession – becoming fixated on another person.
- f. Substance abuse.
- g. Extreme interest in weapons.
- h. Preoccupation with violence.
- i. Circumstances – reduction in work force, major life change, etc.

IV. Miscellaneous - The Bullhead City Fire Department will promptly and thoroughly investigate all reports of threats or actual violence and of suspicious individuals or activities.

- A. The identity of the individual making a report will be protected as much as practical.
- B. In order to maintain workplace safety and the integrity of its investigation, the Department may place employees on administrative leave, with or without pay, pending the investigation.
- C. Any employee determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
- D. The Department encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or administration before the situation escalates into potential violence.
- E. The Department is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

## **Workplace Violence**

**AR 1.70**

### V. Reporting Procedure

A. If the act or altercation constitutes an emergency, call 911. After 911 has been contacted, immediately contact the duty Battalion Chief or higher authority.

B. In situations that are not emergencies, contact your immediate supervisor. If possible, separate the parties involved in the altercation. If the parties cannot be separated, or if it would be dangerous to any employee to separate the parties, call 911.

C. Incidents involving criminal activity will be referred to the Police Department for investigation.

D. In instances when it is not appropriate to refer an incident to the Police Department, the Fire Chief, Assistant Fire Chief, or Battalion Chief will evaluate the situation and make a recommendation regarding the need for an investigation.

1. If an investigation is recommended, the department investigating officer or Fire Chief's designee will coordinate the investigation process.

E. Documentation of all actions and statements are of utmost importance and shall be documented by all witnesses and victims as soon as possible following an incident.

### F. Resolution Process

1. Any supervisor who receives a complaint of violence, threats, or harassment, or who has reason to suspect that these acts or behaviors are occurring, must notify the Fire Chief or Assistant Chief immediately.

2. Upon being informed of an allegation of violence, threat, or harassment, the Fire Chief shall have the matter investigated.

3. Upon the conclusion of the investigation, the Department will determine how to respond. The reporting employee will be notified of the outcome of the investigation. The involved employee(s) will be advised of any corrective or preventive action taken.

4. Appropriate disciplinary action, up to and including dismissal, will be taken in instances of misconduct as identified by the Department.

5. Employees who knew of information about violence, threats, or harassment, but did not act consistent with this procedure, will be subject to appropriate discipline.

## **Workplace Violence**

**AR 1.70**

### VI. Fitness for Duty Evaluation

A. At the discretion of the Fire Chief, an employee exhibiting warning signs, symptoms, and risk factors including, but not limited to those set forth in Section 3 above, may be ordered to submit to a psychological evaluation to determine the employee's fitness-for-duty.

1. The Department physician of record shall make recommendations of health care providers as appropriate for the situation.
2. Costs of fitness-for-duty evaluation shall be borne by the Department.
3. The health care provider of the fitness-for duty evaluation should report the results of the evaluation to the Fire Chief.
4. The Fire Chief shall then consult with the Department physician and the health care provider performing the evaluation to determine fitness-for duty.
5. All records shall be maintained in a confidential manner.

Approved: Effective Date: 10/01/2010

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Visitors in the Workplace**

**AR 1.71**

I. To provide for the safety and security of Department employees and the facilities, only authorized visitors are permitted inside the workplace without first checking in.

A. Authorized visitors include:

1. All full and part time employees of the Department
2. Family of members on duty:
  - a. 0800-1700 – 30 minute limit for food drop off
  - b. 1700-1900 - One hour limit for dinner
3. Emergency Medical Technician and Fire Service related students during training.
  - a. 0800-0800 (24 HRS)
4. Employees of other emergency service agencies when invited by Department members.
  - a. 0800-1800
5. Authorized vendors or contractors with a legitimate business need.
  - a. 0800-1800
6. Others as authorized by a Chief level officer.

B. Restricting unauthorized visitors assists the Department to:

1. Maintain safety standards.
2. Protect against theft.
3. Assure security of equipment.
4. Help secure confidential information.
5. Preserve employee welfare.
6. Minimize potential disruptions and intrusions.



## **Visitors in the Workplace**

**AR 1.71**

### C. Workplace security to prevent unauthorized entry.

1. All unattended apparatus bay doors are to be closed and locked.
2. When responding to emergency incidents, or when Stations are empty for any reason, all exterior doors are to be closed and locked.
3. Captains or Captain designee shall physically check each exterior door for security prior to 2200 hours each night.

## II. Procedure for visitors not specifically listed in Section 1A above

### A. Visitors to Station 41 should enter at the main lobby or entrance.

1. Visitors to other Stations should check in with the on-duty Captain upon entering the Station through the main entrance.

### B. Visitors shall be escorted to their destination or an employee will meet them at the lobby.

### C. Employees are responsible for the conduct and safety of their visitors.

### D. If an unauthorized individual is observed on Department premises, employees should immediately notify their supervisor or direct the individual to the lobby.

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

Page 1 of 1

**Station Parking**

**AR 1.72**

I. Covered parking areas at fire stations are reserved prioritized parking areas.

A. There are designated slots for department vehicles assigned to the designated station.

1. These vehicles are to be placed in the covered parking area when at the station and not parked at other locations around the station unless it is for a period of no more than a few minutes.

2. Non-designated covered slots may be used by on-duty personnel to park their private vehicles, as space permits.

3. There is to be no parking or storing of vehicles in the covered area when not on duty.

II. There is no extended parking of private vehicles, including off road vehicles, motor homes, boats, and motorcycles allowed at any station.

A. Time limits

1. All stations shall have a time limit of 3 days.

Approved: Effective Date: 10/01/2010

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT

## ADMINISTRATIVE RULES, PLANS & PROCEDURES

### Flag Protocol

**AR 1.80**

**Purpose:** To establish a consistent policy by which the United States and Arizona flags are displayed at the various fire stations.

**General:** The following protocol is based on Title 36, United States Code, Chapter 10.

#### I. Time of display

A. It is the universal custom to display the flag only from sunrise to sunset on stationary flag staffs in the open.

1. The flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

2. The flag should not be displayed on days when the weather is inclement unless an all weather flag is displayed.

#### II. Manner of display

A. The flag should be hoisted briskly and lowered ceremoniously.

B. When flags of States are flown on the same halyard with the flag of the United States, the latter should always be at the peak.

C. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

#### III Occasions for flying the flag at half-staff

A. 30 days from the death of the President or former President

B. 10 day from the day of death of the Vice-president, the Chief Justice or retired Chief Justice of the United States, or the Speaker of the House of Representatives.

C. From the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vicepresident, or Governor of the State.

## **Flag Protocol**

**AR 1.80**

- D. On the day of death and following day for a Member of Congress of the State.
- E. Memorial Day The flag should be flown at half-staff until noon only, and then raised to the top of the staff.
- F. Pearl Harbor Day (Dec. 7<sup>th</sup>) from sunrise to sunset.
- G. Peace Officer's Memorial Day (unless that day is also Armed Forces Day)
- H. By order of the President; death of a principle figure of the United States Government
- I. By proclamation of the State Governor; death of a present or former official of the State Government
- J. Such other days as may be proclaimed by the President of the United States.
- K. Miscellaneous (allowed but not sanctioned by the United States Flag Code)
  - 1. Line of Duty Death
    - a. For in-state Firefighter or out of state Firefighter who died fighting fires in Arizona; from time it becomes known until interment.
    - b. For local law enforcement officer; from time it becomes known until interment.
  - 2. Current or former Lake Mohave Ranchos Fire Department member; from time it becomes known through the remainder of the day.

# LAKE MOHAVE RANCHOS FIRE DEPARTMENT

## ADMINISTAVE RULES, PLANS & PROCEDURES

### Station Supplies and Maintenance

**AR 1.81**

#### I. Supplies

A. Routine station supplies will be ordered through the shift Battalion Chief.

1. Routine supplies are defined as those listed on the individual station supply order form.
2. Normal delivery/pick up day will coincide with the bi-weekly payday.

B. Delivery procedure for routine supplies

1. Shift personnel will inventory the shelf levels one or two days prior to the delivery day.
2. Order forms will be sent via Emergency Reporting by 1200 hours the day before delivery.
3. Routine supplies for Stations 42 may be picked up at Station 41 either before or following the bi-weekly meeting.
4. Station 43 supplies will be delivered by the shift Battalion Chief.
5. Door to door deliveries shall be arranged on a special basis only.

C. Special

1. Midpoint or non-routine fill-in requests will be faxed to Station 41.
2. These supplies will be delivered by the first person conveniently available or the requesting person may arrange to pick-up the supplies.

D. Emergency Supplies

1. Emergency orders/purchases for station supplies/parts should be phoned into Station 41 during normal working hours.
2. After hours, or weekend requests shall be made with the duty Battalion Chief following proper purchasing procedures.

## **Station Supplies and Maintenance**

**AR 1.81**

### II. Maintenance

#### A. Minor repairs and maintenance

1. Minor repairs and maintenance to Fire Station facilities should be performed by shift members assigned to that particular station.
2. Orders/purchases for station maintenance supplies/parts should be phoned into administration during normal working hours.
3. After hours, weekend or special condition purchase shall be made with the duty Battalion Chief following proper purchasing procedures.

#### B. Major repairs and maintenance

1. Major repairs or maintenance needs shall be reported to administration during normal working hours.
2. Outside repair companies shall not be contacted nor orders for parts made without approval by the Assistant Fire Chief or the Fire Chief, unless an emergency situation. If approval is not available the duty Battalion Chief may authorize the necessary procedures in an emergency situation.

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATION RULES, PLANS & PROCEDURES**

**Purchasing**

**AR 1.82**

I. Purchases for service, projects and commodities require prior approval of the Chief, Assistant Chief or Office Manager.

A. The only exceptions to the preceding requirement are:

1. Purchases may be made by the head of a budget section if the purchase does not exceed \$300 and the purchase is made in person from an established vendor that supplies a receipt or invoice.

a. The receipt or invoice must be coded with the proper account numbers and turned into the Accounts Payable division within 48 hours of purchase.

2. Standard monthly services, i.e., utility billings, contract services and regularly scheduled maintenance.

3. Purchases under \$25 that is made from the petty cash account.

a. A petty cash voucher shall be completed that identifies the appropriate account code(s) and a receipt for the purchase shall be attached.

II. The Expenditure Request Form shall be completed as follows:

A. Fill in vendor information, date of request and correct account codes from the current budget book available at each station.

B. Give a brief description of the item or service, the price of each and the extended total.

1. It is not necessary to have an exact total, but a close estimate is expected.

2. If item is more than \$500.00 note if it is to be inventoried.

C. Fill in your personnel number and your name as requestor.

D. The “Approved” signature is that of the individual listed for that section of the budget.

E. After approval, the request shall be submitted for the “Authorization” signature of the Fire Chief, Assistant Chief or the Office Manager.

## **Purchasing**

**AR 1.82**

### III. Recurring Purchase Order

A. Some local businesses allow department members to “charge” purchases and a recurring PO is issued each month for those businesses.

1. These purchases are usually less than \$50 and are for vehicle and station maintenance.
2. The employee making the purchase shall sign and clearly write their ID number on the receipt.
3. The receipts from these purchases shall have the proper account code and line number printed on them before being submitted.
4. These purchases may be approved by the Battalion Chief.

### IV. Credit Card Purchases

A. In an effort to maintain credit card information, all purchases made with a credit card must have prior written approval on a Expenditure Request Form.

B. Purchases made via an internet site must have prior approval by the Fire Chief.

C. It shall be noted on the request form if the purchase will be a credit card order and whether it will be made over the phone or via the internet.



**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**  
**ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Inventory Control**

**AR 1.83**

I. Receiving Shipments

A. Items ordered shall be delivered to Station 41, and inventoried by either the head of the individual department or administration.

B. The procedure for receiving items into inventory shall be as follows:

1. Station 41

a. The Accounts Payable Department shall forward to the Inventory Control Clerk, a copy of all Expenditure Requests that indicate an inventory item.

b. The Inventory Control Clerk shall:

1) Match packing slips with outstanding Expenditure Requests

2) Copy packing slip and forward original marked "inventoried", to the Accounts Payable Department

3) Affix property number tag to item received and complete Inventory Control Sheet (form 1.83a)

4) Deliver item to "ship to" person, verify where item is going (i.e. EMS, Admin., etc)

5) Add location of item to Inventory Control Sheet and enter into inventory program.

2. Station 43

a. The Mechanic will forward all packing slips to the Accounts Payable Department.

b. If item received is to be inventoried, the Mechanic will affix a property number tag to the item, complete an Inventory Control Sheet and forward it to the Inventory Control Clerk.

c. The Inventory Control Clerk will enter item into inventory program, and forward a copy of the "entered" Inventory Control Sheet to the Accounts Payable Department.

**Inventory Control AR**

**1.83**

II. Items or equipment shall not be added to department vehicle inventories, nor shall any inventoried items be moved or removed without proper authorization from the Assistant Chief.

III. Change of Status

A. Department heads will be given, or have available, a list of inventoried items for their departments.

B. When an inventoried item (inventory tagged) is permanently removed or relocated, an Inventory Change of Status form (form 1.83b) shall be completed and forwarded to the Inventory Control Clerk, who will update the inventory control program.

\_\_\_\_\_  
Completed By Date

## LAKE MOHAVE RANCHOS FIRE DEPARTMENT

### Inventory Control Sheet

Green Tag # \_\_\_\_\_

Description \_\_\_\_\_

Location of Item \_\_\_\_\_

Manufacturer \_\_\_\_\_

Model # \_\_\_\_\_

Serial # \_\_\_\_\_

(Above to be completed by person receiving item)

Purchase Date \_\_\_\_\_

Price \_\_\_\_\_

Vendor \_\_\_\_\_

Invoice # \_\_\_\_\_

(Above to be completed by Inventory Control Clerk)

Item entered into system: \_\_\_\_\_

Date Inventory Control Clerk

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**

**Inventory Change of Status**

**Permanently Removed** \_\_\_\_\_

**Relocated** \_\_\_\_\_

**Item** \_\_\_\_\_

**Inventory Property Number** \_\_\_\_\_

**Removed from** \_\_\_\_\_

Location (i.e. Unit #, Station #, Dept., etc)

**Relocated to** \_\_\_\_\_

(if applicable)

\_\_\_\_\_  
**Employee Personnel # Date**

Form 1.83b  
10/01/2010

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Lost, Stolen or Damaged Equipment**

**AR 1.84**

I. Department equipment consists of all the goods belonging to the Lake Mohave Ranchos Fire Department, no matter whether it is assigned to offices, shops, stations, personnel or apparatus.

A. Personnel, either by rank and/or individual responsibility, are assigned to the use and upkeep of these individual pieces of equipment.

B. Members who are issued pagers or radios are responsible for the care of that equipment.

C. Personnel are responsible for the care and maintenance of all equipment issued to them, or left in their charge.

1. If any piece of equipment or gear is lost, stolen or damaged, the member discovering or causing the damage is required to complete the following procedure:

a. Complete a Lost, Stolen, Damaged or Recovered Report (form 1.84 a).

b. If the property is lost or presumed stolen and of substantial worth (>\$300), a missing report must be filed with the Mohave County Sheriff Department.

(1) The report shall include the ID number and/or whatever mark may be on the equipment.

c. Check with the Inventory Control Clerk to see if the item is an inventoried item and if so, provide a copy of the form 1.84a to the Clerk.

d. Shift personnel shall report the loss or damage to the duty Battalion Chief; 40 hr. personnel to the Assistant Chief.

(1) The duty Battalion Chief/Assistant Chief will then initiate an investigation (form A-1), as outlined in the Risk Management Plan (Injury and Illness Prevention Plan), Annex A.

(2) Prepare a written statement of the circumstances surrounding the loss and a police report, if applicable.

**Lost, Stolen or Damaged Equipment**

**AR 1.84**

2. Normal wear damage or breakage does not require such a report, but the equipment must be tagged and an e-mail sent to the appropriate service:

- a. Mechanical equipment - to the mechanics
- b. Personal protective equipment and hose - to Assistant Chief.
- c. Air-packs shall be tagged and exchanged with a serviceable SCBA.

3. Members are reminded that the equipment issued to them remains the property of the Lake Mohave Ranchos Fire Department and use other than the intended purpose in the line of duty, unless authorized by a Chief Officer, shall be considered misuse of Department property.

D. Members' equipment in private vehicles should check into their personal property insurance for coverage of loss, theft or damage.

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**

**Lost, Stolen, Damaged or Recovered Property Report**

**Lost** \_\_\_\_\_ **Stolen** \_\_\_\_\_ **Damaged** \_\_\_\_\_ **Recovered** \_\_\_\_\_

Reported by: \_\_\_\_\_ Station: \_\_\_\_\_ Shift: \_\_\_\_\_

Date: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Identify Item(s) Involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Check One:

Communications \_\_\_\_\_ Clothing \_\_\_\_\_ Apparatus \_\_\_\_\_ EMS \_\_\_\_\_ Fire \_\_\_\_\_ Other \_\_\_\_\_

Explain

Circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Level Supervisor

Recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature Date

Second Level Supervisor

Recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature Date

***If lost, stolen or vehicle accident, this section must be completed:***

Police Department Notification Information

Officer: \_\_\_\_\_ DR #: \_\_\_\_\_

Date: \_\_\_\_\_

Driver: \_\_\_\_\_ Station: \_\_\_\_\_ Shift: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Environmental Controls**

**AR 1.86**

I. It is the responsibility of this fire department to use the equipment and assets of the district as effectively and efficiently as possible. In an effort to conserve resources and reduce utility expense the following shall be observed.

A. Thermostats shall not be set lower than 76°F in the cooling mode nor higher than 72°F in the heating mode.

B. When rooms or sections of a building are not being utilized, thermostat settings should be adjusted to conserve energy and the lights turned off.

1. Consideration should be made to adjacent or attached sections of building so as to not create overwork of other air conditioners or heaters.

C. Bay swamp coolers shall be kept in good working order to attempt to keep bay areas cool in the warmer months.

1. Around October, swamp coolers shall be cleaned and winterized.

2. Around April, the swamp coolers shall be checked for necessary repairs and/or parts replacement to ready them for summer use.

D. If bay heaters are used the thermostat setting will not be greater than 64°F.

E. It shall be the responsibility of each station Captain, or acting Captain, to monitor adherence to this procedure.

II. Hazardous wastes, such as florescent bulbs, old paint, old vehicle and other lubricants, etc. shall be disposed of properly by appropriate dissemination.

A. These types of wastes are not to be disposed of in the normal trash bins.

III. Areas utilizing landscape irrigation shall be monitored regularly to make sure the irrigation equipment, valves, etc. are working properly to water as designated and not shut off or stuck in the open position, which wastes much water.

Approved: Effective Date: 10/01/2010



**LAKE MOHAVE RANCHOS FIRE DEPARTMENT  
ADMINISTRATIVE RULES, PLANS & PROCEDURES**

**Public Information Distribution**

**AR 1.90**

**Purpose:** To establish a consistent policy by which fire department information is disseminated to the public and the various media agencies.

**Scope:** The intent of this guideline is to outline the procedure for the release of information in an accurate and timely manner to the public. Questions regarding the application of this guideline to a particular situation should be directed to the Fire Chief, the Assistant Fire Chief or duty Battalion Chief.

**General:** The Lake Mohave Ranchos Fire Department is a public safety agency and as such provides varied information to the public. It may concern emergency response, board meetings, budgets and other business of the Fire Department. All members who receive public inquiries as to the activities of the Fire Department shall use discretion and good judgment when answering such inquiries. All members who receive inquiries by a member of the media should direct that person to a Chief Officer. Member should not provide information to the media regarding the department or operations without prior approval of a Chief Officer. For questions concerning patients or victims of incidents, refer to the procedure on **Privacy/Confidentiality AR 4.30** for release of information. Emergency Operations

A. During emergency operations, the Incident Commander (IC) or the Fire Chief will answer questions and issue statements concerning the incident to the news media. Other members at the scene who receive questions and inquiries concerning the incident shall direct those interested persons to either the IC or the Fire Chief.

1. The IC shall represent and advise the Fire Chief of all public information matters relating to the management of the incident.

B. Distributing information accurately and in a timely manner is important.

## **Public Information Distribution AR 1.90**

### **II Routine Operations**

A. On a regular basis, the IC shall provide the news media with requested information regarding Fire Department activities.

B. Officers and members who have had questions directed to them shall endeavor to answer those questions with factual information only. If the correct answer to a question is unknown, the officer or member shall endeavor to either obtain the correct answer or direct the interested party to someone who can provide the proper information.

### **III Department of Public Safety (DPS) Media Alert**

A. The Arizona Department of Public Safety Media Alert System is available for notification to the state media in the event of a major incident such as:

1. Large fires
2. Bus collision
3. Aircraft incident
4. Multiple deaths
5. Major flooding
6. Highway closure
7. Major disaster

B. This system will only be activated by the Fire Chief, Assistant Chief, on scene Battalion Chief.

C. Information for activation shall be available at the Emergency Operations Center or within the resource book at Station 41.

IV. In the event of multiagency incidents, a Joint Information System (JIS) will be established to provide an organized, integrated and coordinated mechanism to ensure the delivery of understandable, timely, accurate and consistent information to the public.

A. It shall include plans, protocols and structures to encompass all public information operations related to the incident.

B. The system must be flexible, modular and adaptable to develop and deliver coordinated messages by interagency coordination and integration and thus provide support for the decision makers.

C. A Joint Information Center (JIC) is a physical location where PIOs or representatives of each jurisdiction, agency, private sector and nongovernmental organization involved in the incident.

1. A single JIC is preferred, but the system should be flexible and adaptable to accommodate multiple JIC locations.

a. Each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as other components of Command.

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**  
**Supervisor's Safety Investigation Report**

Reporting Supervisor Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Sta. & Shift \_\_\_\_\_

<input type="checkbox"/> Vehicle Accident	Location of Accident:	_____
<input type="checkbox"/> Personal Injury	Date:	_____
<input type="checkbox"/> Other (Specify)	Time:	_____
	Weather:	_____

Injured Employee Name:(s) \_\_\_\_\_  
\_\_\_\_\_  
Vehicle Driver Name: \_\_\_\_\_

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**Reporting Supervisor's Statement**

I have investigated this incident and made the following determinations:

This accident/injury was preventable: \_\_\_\_\_ YES \_\_\_\_\_ NO

Involved parties were operating to procedure \_\_\_\_\_ YES \_\_\_\_\_ NO

If **NO**, specify procedure not followed:

\_\_\_\_\_

Describe specific acts that caused or contributed to the accident/injury:

\_\_\_\_\_

I have taken the following action to prevent additional accidents/injuries of this nature:

\_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Second Level Supervisor's Statement**

I concur with this report and action taken.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Safety Officer's Review**

Agree with action taken

Other recommendation: \_\_\_\_\_  
\_\_\_\_\_

Safety Officer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LAKE MOHAVE RANCHOS FIRE DEPARTMENT**  
**Vehicle/Property Incident Report**

Date of Incident: \_\_\_\_\_

Vehicle Fleet #: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Driver/Operator: \_\_\_\_\_

Company Officer: \_\_\_\_\_

Shift Commander: \_\_\_\_\_

Form Completed by: \_\_\_\_\_

Status of vehicle at time of incident: _____	
Code 2:	_____
Code 3:	_____
Backing:	_____
Parked:	_____
Other:	_____ Explain Below:

Location of Incident:

Use reverse side for additional narrative and diagram of the incident.

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Check (Attach all that are applicable)

- Personnel statements  
    \_\_\_\_\_ Driver/Operator  
    \_\_\_\_\_ Company Officer  
    \_\_\_\_\_ Other: \_\_\_\_\_

- Witness Statements  
    \_\_\_\_\_ Witness 1  
    \_\_\_\_\_ Witness 2  
    \_\_\_\_\_ Witness 3

- Police Report
- Insurance Company Notified
- Operator Drug/Alcohol Test

- Photographs
- Damage Repair Estimates
- Personal Injury Reports  
    \_\_\_\_\_ Department  
    \_\_\_\_\_ Civilian

- Copy placed in vehicle maintenance file