

SECTION 410 -PERSONNEL POLICIES FOR VOLUNTEERS

This manual is designed to inform all volunteers of the working guidelines for HKV-RFPD, and to provide volunteers an understanding of what is expected of them. It is also intended to assure consistent, fair and uniform treatment of volunteers.

1. Purpose and Application of Personnel Policies
 - 1.1. These policies set forth rules and regulations for all volunteers of the District, hereinafter referred to as HKV-RFPD, and are intended to establish a general framework for effective personnel administration. Except where otherwise indicated by context or by specific provision, these policies shall apply only to volunteers and not to employees, who shall be subject to the Personnel Policies for Employees.
 - 1.2. These policies replace and supersede all pre-existing policies relating to volunteer personnel matters of HKV-RFPD, except those policies set forth in section 13. The Fire Chief shall be responsible for implementation of these policies.
 - 1.3. Any verbal and/or written representations, which are inconsistent with the policies, adopted herein shall not be binding, unless and until approved by formal action of the Board of Directors of Hoskins-Kings Valley Fire and Rescue, hereinafter referred to as Board.
 - 1.4. HKV-RFPD reserves the right to vary, modify or change these policies and procedures from time to time, as HKV-RFPD deems appropriate. Nothing contained in these policies and procedures shall create or confer any property right in continued volunteer status, or constitute an express or implied contract.
 - 1.5. Volunteers and HKV-RFPD each reserve the right to end the volunteer relationship, with or without cause, at any time. Further, except as might be approved in writing by the Board, no volunteer or representative of HKV-RFPD has the authority to enter into an agreement on behalf of HKV-RFPD for a volunteer position for any specified period of time, or to make any agreement contrary to HKV-RFPD approved policies.
 - 1.6. The Fire Chief shall have the discretion to vary or modify the strict application of these policies in any case in which the strict application would result in practical difficulties or unnecessary hardships. The Fire Chief is not required to exercise his or her judgment or discretion to vary or modify any rule or policy.
2. PERSONNEL POLICY DEVELOPMENT AND ADMINISTRATION
 - 2.1. Formulation of Policies.
 - 2.1.1. HKV-RFPD shall base its policies, procedures and regulations on the best available information and input from the affected parties.
 - 2.1.2. Except when deemed inadvisable by the Board, due to emergency or other circumstances warranting or requiring immediate action, any proposed adoption,

amendment or repeal of a policy shall be introduced for discussion at one meeting, but not acted upon until the following or a subsequent meeting.

2.1.3. The proposed action shall be included in the notice of the meeting promulgated in accordance with the Public Meetings Law.

2.2. Administration. Administration of the personnel rules and procedures shall be the responsibility of the Fire Chief. The Fire Chief shall:

2.2.1.-Interpret, enforce and administer all provisions of these rules. The Fire Chief may delegate this authority to one or more subordinates or designees.

2.2.2.-Meet from time to time with volunteers of the District to consider information, as well as suggestions and recommendations regarding the personnel policies and practices of HKV-RFPD.

2.2.3.-Prepare and recommend to the Board revisions and amendments to the rules.

2.3. Engaging Necessary Services. The Fire Chief may, with the consent of the Board, obtain on behalf of HKV-RFPD, necessary services from persons or agencies competent in personnel administration.

2.4. APPLICATIONS AND APPOINTMENT OF VOLUNTEERS

2.4.1. Application for volunteer positions shall be made on applications available in office of HKV-RFPD. Applicants shall provide any supplemental materials required by HKV-RFPD for these positions within the time period specified.

2.4.2. Applicants for volunteer positions shall furnish complete information requested as to driving record, education, special training, experience and skills, as well as a chronological list of prior employment, references, and other pertinent information.

2.4.3. Applicants shall provide full, complete, and truthful information. Any misrepresentations or material omissions may result in rejection of an application or termination of volunteer position.

2.4.4. Minimum qualifications for volunteer positions shall be as set forth in the applicable job description, which shall be made available to applicants together with the application form.

2.5. TRIAL PERIOD - A trial period shall be an integral part of the selection and screening process and shall be utilized by the Fire Chief as an opportunity to observe the new volunteer's work, to train and aid the new volunteer in adjustment to the volunteer's new position, and to reject any volunteer whose performance is unsatisfactory.

2.5.1. New and re-appointed volunteers shall serve a trial period of approximately six (6) months.

2.5.2. Upon promotion to a new volunteer position, there shall be an additional trial period of approximately six (6) months.

- 2.5.3. Any interruption of service during the trial period shall not be counted as a part of such period.
 - 2.5.4. The Fire Chief may extend the duration of the trial period up to six (6) months if, in the Fire Chief's sole discretion, it is determined that such an extension is appropriate.
 - 2.5.5. The volunteer relationship can be terminated by the volunteer or the District at any time during or after the trial period for any reason.
 - 2.5.6. A volunteer shall not be deemed to have successfully completed the trial period until notified in writing of such successful completion by the Fire Chief.
3. VOLUNTEERS - Volunteers are the lifeblood of the HKV-RFPD. HKV-RFPD could not fulfill its mission to maintain a standard of excellence in providing fire and life safety services without the selfless and courageous services of its volunteers
- 3.1. RESIDENCY REQUIREMENT -To be a member of the HKV-RFPD Volunteer Department, an applicant must reside in the district or in a contiguous no-man's district, and be able to reasonably respond to all calls.
 - 3.2. COMPENSATION-Volunteers serve without compensation or fringe benefits, except those expressly provided in writing by the District or required by law.
 - 3.3. PHYSICAL EXAMINATIONS-Offers of volunteer status by the HKV-RFPD may be made contingent upon an applicant's successful completion of a medical examination, provided that such examinations are uniformly required of successful applicants for the particular position.
 - 3.3.1. HKV-RFPD may require each applicant, to take a pre-appointment physical examination, which may include a drug screen. If required, this examination will be provided by HKV-RFPD, at HKV-RFPD expense.
 - 3.4. DRUG TEST-In order to assure continued qualification for volunteer status, the HKV-RFPD may periodically request its volunteers to submit to a medical examination at HKV-RFPD expense, which may include blood toxicology and a drug screen.
 - 3.5. DRIVING RECORD-Volunteers that drive HKV-RFPD vehicles (volunteer drivers) may have their driving records checked by HKV-RFPD at any time. .
 - 3.5.1. If the record check indicates violations, the volunteer driver may be subject to appropriate warnings or action. Volunteer drivers shall notify the Fire Chief of any change in license status, and of all traffic violations. Failure to report a traffic violation or change in license status to the Fire Chief shall be viewed as a violation of HKV-RFPD policy.
 - 3.5.2. HKV-RFPD monitors driving records as a component of risk management to identify needs for driver improvement, and to provide for the safe operation of HKV-RFPD vehicles.
 - 3.5.3. Volunteers may lose the privilege of driving HKV-RFPD vehicles as the result of accidents, traffic infractions involving HKV-RFPD vehicles, or a driving record check that does not meet HKV-RFPD policy.
 - 3.5.4. Reinstatement of volunteer driver status shall be at the discretion of the Fire Chief.

4. VOLUNTARY RESIGNATIONS - WRITTEN LETTER OF RESIGNATION REQUIRED
 - 4.1. To voluntarily resign in good standing, a volunteer must submit a written letter of resignation to the Fire Chief allowing at least ten working days advance notice.
 - 4.2. Failure to submit a timely written resignation may preclude the individual from future employment or volunteer opportunities with HKV-RFPD, and may be noted in any future letters of reference.
5. PERSONNEL RECORD
 - 5.1. MAINTENANCE OF FILE –
 - 5.1.1. Official personnel records of volunteers shall be maintained by the Fire Chief in a secure and locked safe.
 - 5.1.2. In addition to the Fire Chief, the Board Chair will have access to these files, with combination available via the Attorney of Record.
 - 5.1.3. The Fire Chief shall promptly be notified in writing of any change of name, address, or telephone number.
 - 5.1.4. Personnel files will be reviewed by the Fire Chief as often as deemed appropriate, but not less than every five (5) years for material reflecting caution, warning, admonishment, reprimand and/or suspension, to determine the continued appropriateness of retention
 - 5.2. REMOVAL –
 - 5.2.1. The Fire Chief shall not remove documents from a personnel file except pursuant to a determination that each specific document is not accurate, or is no longer relevant or timely to any personnel or performance matter and the volunteer concerned so notified. Criteria which may be used include, age of the material, seriousness of the infraction, and instances of repeated or similar infractions.
 - 5.2.2. Any document which is removed shall be maintained in a separate file containing all such documents, not indexed under the name of any volunteer which shall not be referred to regarding any personnel decision, including selection, promotion or discipline.
 - 5.3. VOLUNTEER ACCESS TO PERSONNEL FILES–
 - 5.3.1. Volunteers may inspect their own personnel files (excluding confidential reports from previous employers) during regular business hours by submitting a written request to the Fire Chief.
 - 5.3.2. A volunteer may receive a copy of such records. The volunteer will be charged the actual cost of providing this service.
 - 5.3.3. Volunteers may be allowed to include in their personnel files any material which, in the judgment of the District, is deemed relevant to job qualifications or performance.
 - 5.4. ACCESS TO PERSONNEL FILES AND INFORMATION BY OTHER THAN VOLUNTEER–
 - 5.4.1. Exemptions to Disclosure: Personnel files are exempt from disclosure under the provisions of ORS 192.502(2)
 - 5.4.1.1. if disclosure would constitute an unreasonable invasion of privacy, unless the public interest by clear and convincing evidence requires disclosure in the particular instance.

- 5.4.1.2. Records of disciplinary actions and materials supporting such actions are exempt from public disclosure. ORS 192.501(13).
- 5.4.1.3. Public Interest Requirement. Any person seeking the disclosure of any material contained in a volunteer's personnel file shall have the burden of showing that the public interest requires the disclosure by clear and convincing evidence
- 5.4.2. Case-by-Case Determination: In each case, HKV-RFPD must determine first whether or not the requested personnel records are subject to public disclosure. This decision shall be made by the Board, by Resolution following deliberation in Executive Session, and consideration of the Fire Chief's and legal counsel's recommendations. .
- 5.4.3. Limits on Verbal Disclosure: Information regarding a volunteer's address, telephone number, work history, performance or salary will not be given verbally or over the telephone. Only dates of service and job title may be released verbally.
- 5.4.4. Release Required for Confidential Information: Requests for verification of a volunteers status or other confidential information must be in writing, signed by the volunteer authorizing release of the specific information.
- 5.4.5. Work Reference Requests: Work reference requests, for both present and terminated volunteers, must be in writing and signed by the volunteer authorizing release of the information. .

6. SAFETY POLICY STATEMENT -Nothing is of greater concern to HKV-RFPD than the safety of its volunteers and the public.
 - 6.1. For the protection of the volunteer, job-related injuries or illnesses must be reported immediately in accordance with this safety and accident policy.
 - 6.2. Volunteers are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.
 - 6.3. The Fire Chief is designated as HKV-RFPD's Safety Officer and as such is responsible for HKV-RFPD's Safety Program.
 - 6.4. All hazardous working conditions reported shall be studied and corrected through either the elimination of the hazard or by proper job instruction and adequate supervision.
 - 6.5. All volunteers shall be constantly on the alert to observe unsafe working practices of conditions with the aim of immediate correction.
 - 6.6. Volunteers shall be encouraged to submit safety suggestions, and replies to those suggestions should be made promptly.
 - 6.7. Volunteers that are injured shall be required to provide HKV-RFPD with a doctor's release prior to resuming normal duties.

7. VOLUNTEER RESPONSIBILITY

All volunteers shall be required as a condition of their volunteer status, to follow all safety practices which are established for the protection of themselves, their fellow volunteers, and the public. HKV-RFPD expects that each volunteer will accept safety as a personal matter and cooperate by developing safe work habits and by reporting hazardous working conditions. The ability to perform work assignments safely shall be a factor in the selection and retention of volunteers.

For example, volunteers shall:

- Use all safety equipment that has been provided for use.
 - Not operate equipment while medication, drugs or alcohol are present in the body without a doctor's written approval.
 - Operate only the equipment on which they have received training.
 - When responding to the fire station or to an emergency scene, or at any other time while on HKV-RFPD business, obey all traffic laws.
 - Warn co-workers and management of unsafe conditions or practices.
 - Accept with appreciation the warning of a co-worker or supervisor as an expression of concern for their own well-being.
 - Report dangerous or unsafe conditions observed at work.
 - Refrain from horseplay at all times.
8. COMMUNICABLE DISEASES OF VOLUNTEERS, EMPLOYEES AND CITIZENS - This policy addresses employment, volunteer and citizen relations issues arising from communicable diseases in the workplace. It does not address communicable disease reporting or treatment.
 - 8.1. Workplace Contacts

- 8.1.1. The nature of each disease will determine HKV-RFPD's response to infected volunteers, employees and citizens or members of the public.
- 8.1.2. Volunteers, employees and job applicants who are communicable disease carriers or afflicted with disease symptoms are entitled to compassion and legal protection against unlawful discrimination. Work restrictions will be imposed only when a disease may be spread by a volunteer at work. Based on these principles, HKV-RFPD has formulated this policy to:
- Prevent unlawful discrimination in hiring
 - Educate volunteers about the ways communicable disease is, and is not, spread;
 - Designate a contact person to whom concerned volunteers can go for information
 - Assure the confidentiality of information about any volunteer who contracts a communicable disease
 - Address employment and volunteer status-related concerns of infected volunteers
 - Require medical assessment of volunteers with potentially dangerous diseases;
 - Assure that the public is accommodated and that risks to health are minimized
 - Provide for technical assistance on infection control issues
 - Protect the health of volunteers through a program of universal precautions for blood-borne diseases
 - Avoid disruption or interference with District operations that could result from unfounded health concerns; and
 - Specify the oversight of communicable disease issues regarding volunteers.
- 8.2. Non-discrimination in Appointment of Volunteers (Disease). KV-RFPD will not unlawfully discriminate against persons with diseases on the basis of their handicap. The following practices are to be followed:
- 8.2.1. Volunteer applicants are not to be asked whether they have any disease or are infected with a disease agent. They are to be asked if there is any reason why they would be prevented from performing the essential functions of the position for which they are applying.
- 8.2.2. If they are impaired due to a mental or physical disease, they may be asked what sort of accommodation would reasonably enable them to perform the job. If accommodation is required, its reasonableness will be assessed by management
- 8.2.3. Volunteer applicants who disclose that they have a disease or are infected will be asked if they can do the job applied for and whether any sort of accommodation is required. The reasonableness of any requested accommodation will be determined by management.
- 8.2.4. Any applicant known by the District to be handicapped but capable of performing the duties of the job sought, with or without reasonable accommodation, will be given the same consideration as other equally qualified applicants.
- 8.3. Volunteer Education. Volunteers who are educated about the actual medical risks posed by communicable diseases will be safer and more comfortable at work. HKV-RFPD, as required by Oregon OSHA, will provide the following sources of education about the transmission of diseases through airborne and blood-borne pathogens

- 8.3.1. Informational materials designed to answer specific questions; Videotaped with interaction and/or live presentations
- 8.3.2. Confidential access to a designated contact person trained to answer questions or obtain additional information
- 8.3.3. Training which will include personal preventive techniques such as immunization and good hygiene, and use of personal protective equipment
- 8.4. ALL VOLUNTEERS ARE REQUIRED TO TAKE TRAINING regarding infectious materials which will specifically include information concerning the infectious risks associated with contact with blood and other bodily fluid spills.
- 8.5. Designated Contact Person. HKV-RFPD will have a designated contact person who will be trained to address communicable disease concerns. At present this person is the EMS Coordinator.
- 8.6. Confidentiality. HKV-RFPD recognizes that the health concerns of a volunteer are confidential.
 - 8.6.1. Volunteers who have been infected with or exposed to a communicable disease may contact the designated contact person confidentially.
 - 8.6.2. Medical information will be kept confidential, consistent with legal, medical and management practices.
 - 8.6.3. Volunteers who obtain knowledge that an employee, volunteer or citizen is a communicable disease carrier or is afflicted with disease symptoms will maintain the confidentiality of such information. Failure to do so may result in disciplinary action.
- 8.7. Infected Volunteers. Volunteers who are infected with a communicable disease afflicted with disease symptoms may contact the designated contact person for confidential information about the potential impact of their condition on their volunteer status. Upon request, the designated contact person will assist concerned volunteers in obtaining information about community resources and psychological counseling available to persons with a communicable disease and their families.
 - 8.7.1. Any volunteer with a known infectious disease for which there is a known risk of transmission to co-workers or the public will be: Given reasonable accommodation within the work organization which does not pose a risk of disease transmission, or if no reasonable accommodation is possible, placed on sick leave, subject to policies on such leaves.
 - 8.7.2. Any volunteer with a known infectious disease for which there is no known risk of transmission in the workplace shall not be discriminated against in any manner due to the disease. If complications of the illness could be caused by ordinary workplace conditions, reasonable accommodations will be made in job assignment to avoid those complications.
 - 8.7.3. The reasonableness of any proposed accommodation will be determined by management and will take into consideration the health and safety of all volunteers, employees and the public.

- 8.7.4. Discrimination against such volunteers on the basis of their handicap will not be permitted, but no volunteer shall work in a position which would create a risk of disease transmission to co-workers or the public.
- 8.8. Medical Assessment. If HKV-RFPD has a reasonable basis to believe that a volunteer has an infectious disease which may pose a hazard to co-workers or the public, the Fire Chief will request a medical assessment from the volunteer's physician. If in the Fire Chief's judgment the medical assessment by the volunteer's physician does not adequately resolve the issue of hazard, and following consultation with the County Health Officer, the Fire Chief may require a second opinion from a physician selected by HKV-RFPD.
- 8.9. Technical Assistance. The County Health Officer will provide technical assistance to the Fire Chief regarding medical issues which may arise out of an infectious disease incident. Medical technical assistance will include providing a current list of infectious diseases which are transmissible in the workplace. This listing will be consistent with the rules of the Oregon Health Division.
- 8.10. Infected Citizens. As a public service organization, HKV-RFPD cannot discriminate against citizens on the basis of handicap. If uniform health precautions are followed rigorously and routinely, then the risks of accidental infection will be minimized. The routine activities of citizens in dealings with HKV-RFPD pose no measurable risk of blood-borne infection to volunteers. Discrimination against citizens with or suspected of infection will not be tolerated.
- 8.11. Exposures. In the event of exposure to body fluids under circumstances that could present a risk of infectious exposure, a report shall be made to the Fire Chief as soon as possible.
- 8.11.1. If confirmed, the Fire Chief may solicit the cooperation of the source person through voluntary testing with informed consent.
- 8.11.2. In order to protect the volunteer, a post-exposure follow-up shall be conducted in accordance with the Bloodborne Pathogens Exposure Control Plan.
- 8.11.3. All testing will be preceded by informed consent and written authorization.
- 8.11.4. Universal Health Precautions. As recommended by public health authorities,
- 8.12. HKV-RFPD will adhere to a program of universal precautions for protection against diseases spread by blood or bodily fluids. ("Bodily fluids" refers to fluids that may contain blood or feces; not urine, sweat, saliva or tears.) This means that, for safety purposes, volunteers will operate on the assumption that all volunteers, employees and citizens are potential carriers of blood-borne disease.
- 8.13. Universal precautions protect against AIDS and many other diseases, such as Hepatitis B. The following general precautions will be followed:
- 8.13.1. Any volunteer cleaning up a spill of blood or bodily fluids or rendering emergency medical assistance will wear appropriate protective gear (such as latex gloves);
- 8.13.2. A volunteer rendering medical assistance which may expose the volunteer to blood or bodily fluids will take precautions against contamination (such as wearing

latex gloves while bandaging a bleeding wound, or using a disposable mouth piece for mouth-to-mouth resuscitation).

8.13.3. All volunteers exposed to blood or bodily fluids will immediately clean the contaminated area with a anti-microbial towlette, and will as soon as possible wash with anti-microbial soap and water;

8.13.4. Protective equipment for medical emergencies will be provided by HKV-RFPD and will be located on all emergency vehicles and at all the stations' first-aid kits. Any additional precautions applicable to specific job functions, as well as any further general precautions, will be conveyed through volunteer training sessions, educational material, or more specific HKV-RFPD policy.

8.14. Business Disruptions Due to Unfounded Health Concerns.

8.14.1. If a volunteer refuses to work with an infected volunteer or employee co-worker or serve an infected citizen, and the Fire Chief determines that the co-worker or citizen poses no substantial threat to the health of others, continued refusal or a failure to work or other disruption of HKV-RFPD services may result in discipline including discharge.

8.14.2. Harassment of known or suspected carriers is expressly prohibited and may result in discipline, including discharge

8.15. Oversight. It will be the responsibility of the Fire Chief:

8.15.1. To assure the proper posting of work rules and operational procedures to give each volunteer advance notice of his or her obligations regarding the provision of services to infected citizens as well as safety procedures.

8.15.2. To assure that safety procedures are in compliance with guidelines issue by the Centers for Disease Control (CDC) or the Oregon Health

8.15.3. To arrange for any specialized training that may be necessary in operational areas in which special risks may exist.

8.15.4. To assure that equipment and materials are available to volunteers necessary to adhere to required procedures.

8.15.5. To assure that this policy is adhered to.

8.15.6. Complaints concerning any employee's or volunteers failure to comply with this policy should be brought to the attention of a supervisor. Complaints may be raised by following procedures relating to Harassment or Problem Solving Process.

9. WORKERS' COMPENSATION INSURANCE

9.1. If a volunteer is injured on the job, in most cases the volunteer will be entitled to benefits under the state workers' compensation law.

9.2. HKV-RFPD carries workers' compensation coverage and will assist volunteers in obtaining all benefits to which they are legally entitled.

10. WHAT THE DISTRICT EXPECTS FROM VOLUNTEERS

10.1. TEAMWORK AND EXCELLENCE -This section has been arranged to present a general overview of some of the HKV-RFPD's expectations of its volunteers.

10.1.1. Every volunteer should keep in mind that each is a part of a team of public volunteers, and public satisfaction with HKV-RFPD depends upon excellent service.

10.1.2. Volunteers of HKV-RFPD, regardless of whether their public contacts are direct or indirect, are expected to be courteous, efficient and helpful in all of their work assignments. Volunteers are expected to work cooperatively with each other, and to keep in mind that favorable impressions created by volunteers' public behavior help develop goodwill and support for HKV-RFPD services.

10.2. PERSONAL CONDUCT- Volunteers are very much in the public eye, whether on or off duty.

10.2.1. At all times, volunteers are expected to use good judgment and to adhere to the highest standards of professional conduct.

10.2.2. HKV-RFPD expects all of its personnel to observe high standards of professionalism at all times, to comply with all laws applicable to HKV-RFPD, and to treat others with dignity and respect.

10.2.3. Volunteers shall accept responsibility for the appropriateness of their own conduct, and show personal and professional integrity at all times. Volunteers must abide by all applicable rules, policies and practices of HKV-RFPD.

10.2.4. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behaviors (such as theft, fighting, insubordination, falsification of records, bribery, or threats of violence) are clearly unacceptable at any time. Other conduct, such as failure to cooperate with other employees, harassing or intimidating others, or rudeness to coworkers or the public, while often more subtle, are equally inappropriate.

10.2.5. Unsatisfactory performance, work habits, attitude, conduct, or demeanor; violation of laws, HKV-RFPD policies, practices, procedures, or guidelines; or other behavior or conduct considered inappropriate by HKV-RFPD may result in performance management or disciplinary measures up to and including termination.

10.3. CODE OF ETHICS FOR VOLUNTEERS

10.3.1. Personal Interests Avoided. HKV-RFPD volunteers shall not use their positions to obtain personal financial gain or to avoid personal financial detriment, other than official compensation (such as conflagration act pay, drill pay or points pay) and benefits.

10.3.2. HKV-RFPD equipment and services shall not be used for personal or outside employment purposes.

10.3.3. Gifts and Gratuities. Volunteers shall not accept any special favors, gifts, or gratuities resulting from, or related to, volunteer status with HKV-RFPD. In this regard, the appearance of impropriety can be as damaging as actual impropriety and shall be avoided.

10.3.4. Special Gifts. The Fire Chief may allow acceptance of non-monetary gifts of nominal value (e.g., under \$50), at holidays or special occasions which are available to be shared by all volunteers of the HKV-RFPD.

11. VOLUNTEER BENEFITS

11.1. As a part of the compensation, benefits and privileges provided to volunteers, HKV-RFPD permits volunteers, their family members and personal friends, to use HKV-

RFPD facilities, provided that such use does not interfere with the normal operations of HKV-RFPD. Such use enhances the ability of HKV-RFPD to respond by increasing the likelihood that volunteers will be at the fire station when an emergency call is received.

- 11.2. Use of HKV-RFPD facilities by family members and personal friends shall not interfere with normal operations of HKV-RFPD and must be approved in advance with the Fire Chief.
- 11.3. District computer and copier in the office is not for personal use by volunteers.
- 11.4. Volunteers may not use District equipment for any purpose which would violate elections laws, including the promotion of any candidate for public office.

12. COST CONSCIOUSNESS

- 12.1. Every volunteer of the District is a citizen and taxpayer and is expected to practice economy in performing all of the volunteer's duties. Failure to do so is not in the best interests of the District, and may lead to discipline, and/or discharge, as appropriate.

13. PERSONAL APPEARANCE

- 13.1. Each volunteer is responsible to present a proper, businesslike appearance whether in the office, a District vehicle, or other work site. Good taste and good judgment in personal attire is expected of all District volunteers. Volunteers, when performing pre-arranged community service, shall wear the department issued volunteer clothing (shirt, hat, jacket etc.)
- 13.2. HKV-RFPD encourages its volunteers to wear HKV-RFPD supplied apparel during personal time to be rapidly identified during off duty or call back emergency calls.
- 13.3. HKV-RFPD supplied apparel, and apparel with the HKV-RFPD logos shall not be worn when representing the volunteer's employer or at their place of employment.
- 13.4. All uniforms shall be of a color determined by the Fire Chief.

14. APPEARANCE OF WORK AREA HKV-RFPD's objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each volunteer to maintain a safe and neat work area.

15. PERSONAL TELEPHONE CALLS-HKV-RFPD telephones are to be used for HKV-RFPD purposes. Telephone calls of a personal nature (incoming or outgoing) shall be kept to a minimum. Under no circumstances should a volunteer charge a long distance call to HKV-RFPD unless it has been approved in advance by the Fire Chief or the duty officer.

16. TOBACCO USE IS PROHIBITED -The use of tobacco is prohibited at all HKV-RFPD facilities, in all HKV-RFPD vehicles, and while acting as a representative of HKV-RFPD. Acting as a representative includes but is not limited to, community service, EMS stand-by, mutual and automatic aid, training, and activities at emergency scenes.

17. DRUGS AND ALCOHOL -HKV-RFPD has a responsibility to its volunteers and the public to insure safe working conditions for its volunteers, and a productive HKV-RFPD workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, HKV-RFPD must preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances.

HKV-RFPD is committed to maintaining a safe and healthy work place for all volunteers by identifying the misuse of alcohol and drugs, and by assisting volunteers to overcome

drug or alcohol related problems through appropriate treatment and, if necessary, disciplinary action.

Notwithstanding the terms of this policy, each volunteer is responsible for meeting performance, safety and attendance standards.

- 17.1. HKV-RFPD has a responsibility pursuant to the Drug Free Workplace Act of 1988.
- 17.2. Volunteers shall not report under the influence of any intoxicating liquor or illegal drug,
- 17.3. Volunteers shall not respond to emergency calls within (12) twelve hours of the use of alcohol, ORS 823.020(19)(b).
- 17.4. The use, sale, possession, manufacture, distribution and/or dispensing by a volunteer of any intoxicating liquor, controlled, or illegal substance, or a drug not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of any employee, volunteer, or member of the public, is strictly prohibited, except for alcohol or medically prescribed controlled substances off-duty.
- 17.5. Conduct in violation of this policy may result in disciplinary action and/or criminal investigation, where appropriate.
- 17.6. Volunteers should expect this policy to be enforced and administered in a manner consistent with the statements of concern and policy set forth in this section.
- 17.7. All medical and rehabilitation records in the possession of HKV-RFPD will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by Federal law implemented at 42 CFR Part
- 17.8. Reports of Conviction for Drugs and or alcohol. No later than five (5) days after any conviction for the violation of any criminal drug or alcohol statute, the convicted volunteer shall report the conviction and the facts and circumstances surrounding it in writing to the Fire Chief.
- 17.9. A volunteer will not be terminated for seeking drug or alcohol treatment if the volunteer seeks treatment voluntarily and not under adverse volunteer status circumstances; provided that the HKV-RFPD reserves the option to terminate the volunteer for any other reason deemed sufficient by HKV-RFPD. After such accommodation the discontinuation of any involvement with alcohol or drugs shall be an essential requisite for continued volunteer status, and is consistent with HKV-RFPD's policy of maintaining a drug-free workplace.
- 17.10. Discipline Related to Drug or Alcohol Abuse.
- 17.11. A volunteer may be found to be using or suspicion of being under the influence illegal drugs on the basis of any appropriate evidence including, but not limited to:
 - Direct observation;
 - Evidence obtained from an arrest or criminal conviction
 - A verified positive test result; or
 - A volunteer's voluntary admission.

- 17.12. A volunteer who is found to be under the influence of or impaired by alcohol or illegal drugs as a result of a test requested by HKV-RFPD based upon reasonable suspicion will be subject to disciplinary action up to and including termination.
- 17.13. Reasonable suspicion is defined as an specific articulate observation by a supervisor concerning the work performance, appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the volunteer.
- 17.14. Any accident or incident involving physical injury to any person may be considered to constitute reasonable suspicion for discovery testing for drugs or alcohol where human factors contribute to the incident and a question of sobriety short of reasonable suspicion exists. Reasonable suspicion testing may be based upon, among other things:
- Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
 - A pattern of abnormal conduct or of erratic behavior;
 - Arrest or conviction for a drug-related offense, or the identification of a volunteer as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
 - Information provided either by reliable and credible sources or independently corroborated
 - Newly discovered evidence that the volunteer has tampered with a previous drug test.
18. PROBLEM SOLVING PROCESS.KV-RFPD strives for fair treatment of all volunteers, however misunderstandings and problems may occur in any organization. HKV-RFPD intends that such matters be resolved as early and fairly as possible
- 18.1. Disagreements relating to volunteer duties, assignments, promotion opportunities and other aspects of the work relationship should be openly discussed with the immediate supervisor. Supervisors and volunteers should make honest attempts to understand each other's perspective and make every effort to resolve differences.
- 18.2. STEPS TO SOLUTION
- 18.3. Discussion. The volunteer should talk with the Fire Chief as soon as possible, specifically identifying the matter as a grievance and identifying any rules or policies of HKV-RFPD that are pertinent to the grievance. Either the volunteer or the Fire Chief may request the presence and input of representatives of the Volunteer's Association at this step of the procedure. The Fire Chief shall render an initial decision on the grievance within seven (7) days, unless additional time is needed.
- 18.4. Written Statement. If a volunteer believes the problem has not been properly resolved the volunteer may file a written statement concerning the problem with the Fire Chief. The written statement shall contain the information required in paragraph A of this section, as well as any additional information which the volunteer deems pertinent. The Fire Chief shall reconsider the initial decision based upon the volunteer's written statement, and give the volunteer a written reply within ten (10) working days after the written statement is received, unless additional time is needed.

- 18.5. Review. The Board may, in its discretion, review any decision upon request,
18.6. investigate further if appropriate, and issue a decision. The volunteer's request for consideration by the Board shall be made within ten (10) working days from receipt of the Fire Chief's written decision.

19. DISCIPLINE

Conduct of HKV-RFPD volunteers affects the ability of the HKV-RFPD to serve its citizens and affects the taxpayer's impression of HKV-RFPD. Volunteer safety, productivity and morale are dependent upon the conduct of volunteers. Occasionally it is necessary for supervisors to resort to corrective action when other actions are inappropriate, or where a particular volunteer fails to respond to informal guidance.

In order to provide a fair method of correction, and when necessary, of disciplining volunteers, HKV-RFPD will use progressive discipline procedures when it deems such progressive procedures appropriate. Nothing in this policy shall be deemed to change the "at will" status of any volunteer

- 19.1. Initiation of Discipline. Discipline may be initiated for many proper reason ,including, but not limited to, violation of laws or HKV-RFPD policies, procedures, or work rules, insubordination or poor performance. The severity of the action generally depends on the nature of the offense and an volunteer's work record, and may range from verbal counseling to discharge.

- Progressive Discipline. Progressive discipline for infractions include:
- Verbal counseling;
- Written counseling or warning, with or without a work plan or last chance agreement;
- Demotion Discharge.

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever HKV-RFPD, in its discretion, deems it appropriate in the circumstances of the particular case.

19.2. APPLICATION OF PROGRESSIVE DISCIPLINE

For performance deficiencies, volunteers will normally be verbally counseled once before receiving a written warning. A supervisor may or may not choose to make the imposition of a verbal warning part of the volunteer's personnel file.

19.3. DISCHARGE PROCEDURE

If the Fire Chief deems it appropriate, for disciplinary reasons, to demote or discharge a volunteer,

- 19.3.1. The Fire Chief shall notify the volunteer of the nature of the proposed discipline and of the specific reasons that the proposed discipline is being considered. The volunteer shall be provided with the facts upon which the proposed actions are based.

- 19.3.2. The Fire Chief shall afford the volunteer a formal opportunity to refute the charges orally or in writing.

- 19.3.3. If a pre-disciplinary conference is to be held, it will be scheduled and held within three (3) work days after notice of the action has been given. The volunteer will be

given adequate time to develop a response and to seek necessary outside assistance if needed. The time limits may be varied by HKV-RFPD to meet individual needs.

- 19.3.4. The Fire Chief will conduct the conference and decide whether to impose discharge or a lesser degree of discipline. The Fire Chief shall advise the volunteer in writing of the decision, mailed to the volunteer at the last address which the volunteer has provided to HKV-RFPD in writing.

20. TRAINING

- 20.1. The Fire Chief shall encourage and promote training opportunities for all HKV-RFPD volunteers to the end that services they render to HKV-RFPD may be made more effective.

- 20.2. The Fire Chief shall cause training programs to be developed designed to meet personnel needs.

20.3. TRAINING REQUIREMENTS

- 20.3.1. FIRE TRAINING DRILLS-Volunteers are required to attend 2/3 of the fire training drills provided by HKV-RFPD on a quarterly basis.

- 20.3.2. MEDICAL DRILLS-Volunteers that are medically trained are required to attend 2/3 of the medical drills biannually. In addition,

- 20.3.3. EMT PHYSICIAN ADVISOR MEETINGS -Volunteer EMT's are required to attend (2) two meetings with the physician advisor each calendar year.

- 20.3.4. Volunteers are required to attend annual specialized training such as CPR (Healthcare Provider), blood-borne pathogens, hazardous materials, etc.

- 20.3.5. ORIENTATION OF NEW VOLUNTEERS - The Fire Chief is in charge of informing new volunteers with their obligations and rights and the function of HKV-RFPD service.

- 20.4. TYPES OF TRAINING -For the purposes of administering this policy, three general categories of training are recognized. These categories are:

- 20.4.1. Recruit Training. This category includes those courses that are initiated by HKV-RFPD and are aimed at providing basic training for new volunteer firefighters. This training is mandatory and must be completed prior to responding to emergencies.

This training includes:

- Entry Level Firefighter training (to meet or exceed OSHA requirements)
- Hazardous Materials (Operations Level).
- CPR (Healthcare Provider)
- OR-OSHA mandated training.

- 20.4.2. Advanced Training. This category includes Firefighter I and other specialized courses that are available at the local, state, and federal level. These courses are specific in nature and involve training related to fire suppression and prevention, the provision of emergency medical services, and the mitigation of hazardous materials incidents.

- 20.4.3. Academic Training. This category involves courses offered by colleges, universities, or the local school districts for academic credit. It includes courses

taken to improve a volunteer's knowledge in a specific area that would improve his or her performance as a volunteer with HKV-RFPD, correspondence courses may be included in this category.

- 20.5. TRAINING APPROVALS - Approval of HKV-RFPD Required Specialized individual training and academic training must be approved by the Fire Chief in advance, if the volunteer desires to have all or any of the costs of such training reimbursed by HKV-RFPD.
- 20.6. Reimbursement for cost of approved training shall be governed by policy

ADDITIONAL POLICIES & PROCEDURES&GUIDELINES

Volunteers shall abide by the following additional HKV-RFPD policies, copies of which are attached hereto, and incorporated herein by reference:

21. Nondiscrimination Policy
22. Discriminatory Workplace Harassment Policy and Complaint Procedure
23. Personal Protective Gear (Procedure C-4)
24. Travel Policy, Subsistence and Other Expenses
25. Reimbursement for Training (Procedure C-5)
26. Facility Use (Procedure C-7)
27. Hazard Communication Plan (Procedure H-2)
28. Hazardous Materials Response and Control Guideline
29. Safety Committee (Procedure S-1)
30. Hearing Conservation (Procedure S-3)
31. Bloodborne Pathogens Exposure Control Plan (Procedure S-4)
32. Control of Hazardous Energy Lockout-Tagout (Procedure S-5)
33. Medical Services and First Aid Plan (Procedure S-6)
34. Cyber Liability Policy (Procedures S-7)