

AGENDA

Regular Meeting Agenda

San Juan County Fire Protection District #2

Tuesday – June 21st, 2022, 5:30 p.m.

Online / by phone via ZOOM: Dial # (253) 215-8782 / Meeting ID: 844 7662 6660/ Passcode: 090721

<https://us02web.zoom.us/j/84476626660?pwd=V7NNFX0vU3pDJsFHsPinVOWAYcbkKn.1>

Call to Order

Welcome and Introductions

Additions or Modifications

Public Comment

Minutes – 05/16/2022

Financials – May 2022 Financial Reports; Monthly A/P and Payroll

Draft Budget Amendment

Correspondence

Volunteer Association Update

Chief's Report – May 2022 – Chief Williams

Committee Reports

Finance Committee – Commissioner Christmas and Commissioner Templin

Strategic Planning Committee – Commissioner Christmas and Chief Williams

Policy Committee – Commissioner Fuller and Commissioner Helminski

Union Negotiation Committee – Commissioner Fuller

Community Outreach Committee – Assistant Chief vanSchaick and Commissioner Shepler

Old Business

1. MIH Program Update – Lt. Stameisen / Chief Williams
2. Emergency Communication System update – Commissioner Christmas
3. Personnel Hiring update
4. Recording of Public Meeting

New Business

1. Adoption of New/updated Policies

Announcements and Adjournment

The next regular public meeting is scheduled for Monday, July 18th at 5:30 p.m.

Meeting Minutes

Board of Commissioners Regular Monthly Meeting

San Juan County Fire Protection District #2

Online Via Zoom

May 16th, 2022, 5:30 p.m.

Present: Commissioners: Jim Helminski (Acting Chair), Leith Templin, Rick Christmas, Patrick Shepler; Chief Scott Williams, Orcas Island Fire and Rescue staff, District Secretary Kimberley Kimple and members of the community.

Absent: Commissioner Tim Fuller

Call to Order

The meeting was called to order at 5:30 p.m. by Commissioner Helminski.

Welcome and Introductions

Chief Williams introduced Firefighter-Paramedic John Hall and Danny Weibling , who also serves as Local 3911 President.

Additions or Modifications

None.

Public Comment

None.

Previous Minutes

The April 18th, 2022 meeting minutes were presented.

MOTION to approve Minutes from April 18th by Commissioner Templin, seconded by Commissioner Christmas with no further discussion the motion passed unanimously.

Financial Report –

- Micki presented the attached April 2022 reports.
- A/P for April 29th in the amount of \$23,406.37
- Payroll for May 6th in the amount of \$159,392.94
- A/P for May 16th in the amount of \$45,006.58

MOTION to approve financials as presented by Commissioner Templin, seconded by Commissioner Shepler with no further discussion, the motion was approved unanimously.

Correspondence

- None.

Volunteer Association Updates

Chiefs Report– presented by Chief Williams

- See attached report.

Committee Reports

Finance Committee – Commissioner Christmas and Commissioner Templin

- The committee continues to review current financials while projecting future financials to align with the strategic plan.
- There will be a budget amendment available for review at the June meeting.

Strategic Planning Committee – Chief Williams and Commissioner Christmas

- Covered in other agenda items.

Policy Committee – Commissioner Fuller and Commissioner Helminski

- The district continues to review outdated policies which are in the process of being updated. These policies will be reviewed and adopted by the board.

Union Negotiation Committee – Commissioner Fuller

- President Weibling reports the Union and District have held an initial meeting and are optimistic about the process.

Community Outreach Committee – Commissioner Shepler and Assistant Chief vanSchaick

- The committee continues working toward building the Firewise program.

Old Business

1. MIH Program Update

- Rita reports MIH continues to operate successfully with continued enrollment.

2. Emergency Communication System Update – Commissioner Christmas

- Commissioner Christmas reports the system cutover is scheduled for June 1st.

3. Personnel Hiring Update

- Chief Williams states all Firefighter-Paramedic openings have been filled. There is currently one Firefighter-EMT opening.

4. Recording of Public Meetings

- The Board continued discussion of recording the public meetings. Commissioner Shepler will continue to research the topic.

5. Purpose, Values and Trust proposal

- The department will be participating in the Purpose, Values, and Trust program which will incorporate an initial 2-day training, as well as ongoing engagement with individual groups.

New Business

1. Changes to the OPMA

- The Board discussed changes to the Open Public Meeting Act.

Announcements

The next regular Board meeting will take place on **Monday, June 20th** at 5:30 p.m.

To be added to the meeting notification list, email BOFC@orcasfire.org

Adjournment

Motion to adjourn the meeting at 6:49 p.m. made by Commissioner Christmas, seconded by Commissioner Shepler. The meeting adjourned at 6:49 p.m.

Respectfully Submitted,

Kimberley M. Kimple, Board Secretary

Minutes for May 16th, 2022 approved on June 21st, 2022

_absent_____
Tim Fuller, Board Chair

Leith Templin, Commissioner

Patrick Shepler, Commissioner

Rick Christmas, Commissioner

Jim Helminski, Commissioner



Orcas Island Fire & Rescue

Neighbors Serving Neighbors since 1948

May Monthly Financial Report presented on June 21st, 2022

Financial Overview: We should be tracking at 41.65% for the end of May.
2022 May - Overall we are tracking slightly over budget at 41%.

2022 May Revenues:

1. Our 2022 Beginning Balance is \$1,656,781.95
2. Property/Lease Hold/Timber Harvest Tax – \$195,555.23
3. CPR/First Aid/AED Training – \$0
4. Cost Recovery – \$14,506.51 Year End – \$78,321.56
5. Investment Income - \$551.41
6. Donation of \$0
7. Judgements / Settlements - \$0
8. Reimbursements - \$0

2022 May Expenditures:

Administration - Due to the ongoing Investigations and Public Records Requests our Professional Services continue to be high. We will be making a Budget Adjustment. We are at 61% in our overall Administration Budget which is 20% over what we should be at.

Legislative – Nothing unusual to report

ACH – Under the category of Other, that expense is for our annual subscription to Julota, our online reporting program. There will not be any other expense in this category.

Operations – A Budget Adjustment will need to be in this area to compensate for the employment changes.

Volunteers – AD & D and Medical Reimbursement should be done for the year a I will adjust the Budget appropriately

Public Education – Nothing unusual to report

Public CPR/1st Aid/AED – Nothing unusual to report

Fire & EMS Training – Nothing unusual to report

Facilities – Nothing unusual to report

Vehicles & Equipment – Nothing unusual to report

Emergency Medical Aid – Nothing unusual to report

Capital Expenditures – We have paid the last installment for our Life Pak's

Thank you,
Micki Nichols

2022 CASH FLOW - YEAR TO DATE

Orcas Island Fire & Rescue

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January To May

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001 General Expense Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
308 91 00 0000 Unreserved Cash & Inves	1,656,781.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,656,781.95	1,656,781.95	100%
308	1,656,781.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,656,781.95	1,656,781.95	100%
311 10 00 0000 Property Tax Revenue	3,497.88	30,968.86	356,979.64	823,868.62	195,040.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,410,355.62	2,328,000.00	61%
337 20 00 0000 Leasehold Tax	140.60	268.75	434.22	61.47	413.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,318.22	2,000.00	66%
310	3,638.48	31,237.61	357,413.86	823,930.09	195,453.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,411,673.84	2,330,000.00	61%
322 90 22 0000 Fire Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0%
320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0%
311 10 00 0001 DNR PILT NAP/NRCA-In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0%
334 03 10 0000 State Grant From Dept. C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,000.00	0%
334 04 90 0000 State Direct/Indirect Grar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00	0%
337 40 00 0000 Timber Harvest Tax	0.00	0.00	0.00	0.00	101.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.43	50.00	203%
330	0.00	0.00	0.00	0.00	101.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.43	58,810.00	0%
342 21 00 0008 CPR/First Aid/AED Traini	105.00	0.00	0.00	1,370.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,475.00	1,500.00	98%
342 60 00 0000 Ambulance & Emergency	19,936.52	17,155.47	15,492.20	11,230.86	14,506.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,321.56	150,000.00	52%
340	20,041.52	17,155.47	15,492.20	12,600.86	14,506.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79,796.56	151,500.00	53%
361 10 00 0000 Investment Income	96.52	87.82	182.62	309.44	551.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,227.81	1,000.00	123%
367 00 00 0000 Donations	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	3,000.00	7%
369 40 00 0000 Judgements and Settlem	2,332.23	0.00	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,387.23	150.00	***%
369 91 00 0001 Reimbursement	0.00	0.00	0.00	680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	680.00	0.00	0%
369 91 00 0005 Services - Notary	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0%
360	2,628.75	87.82	247.62	989.44	551.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,505.04	4,150.00	109%
FUND REVENUES:	1,683,090.70	48,480.90	373,153.68	837,520.39	210,613.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,152,858.82	4,205,741.95	75%
522 10 10 0000 Asst. Fire Chief Wages	9,375.00	9,766.00	9,766.00	9,766.00	10,166.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,839.00	117,300.00	42%
522 10 10 0001 Fire Chief Wages	10,623.69	11,048.64	11,048.64	11,048.64	11,048.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,818.25	131,308.81	42%
522 10 10 0003 Admin Asst. - HR & Finar	5,719.24	5,967.50	5,591.25	6,431.25	5,880.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,589.24	71,998.48	41%
522 10 10 0004 Admin Asst.	2,544.92	3,042.97	2,695.92	2,571.97	2,429.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,285.21	0.00	0%
522 10 10 0005 Wellness Nurse	0.00	0.00	0.00	69.46	555.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.14	2,500.00	25%
522 10 10 0006 Admin Asst. - PT	95.36	148.74	74.37	136.35	359.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	814.28	0.00	0%
522 10 10 0010 Defered Comp	799.95	832.59	832.59	832.59	848.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,146.31	9,944.35	42%
522 10 10 0025 Overtime	152.17	78.75	52.50	78.75	157.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	519.67	1,000.00	52%
522 10 20 0001 FICA & Medicare	2,187.15	2,307.63	2,244.61	2,311.44	2,350.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,401.31	25,554.95	45%
522 10 20 0002 Dept. Of L & I	824.00	924.90	795.99	840.61	742.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,127.72	8,917.87	46%
522 10 20 0003 Retirement PERS	862.67	931.64	854.81	930.91	867.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,447.89	7,379.84	60%
522 10 20 0004 Retirement LEOFF	1,059.94	1,103.18	1,103.18	1,103.18	1,124.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,493.86	13,176.27	42%
522 10 20 0006 Medical Insurance	4,213.98	6,363.31	6,363.31	6,363.31	6,363.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,667.22	60,904.72	49%
522 10 20 0009 ESD	250.90	264.46	257.20	222.76	226.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,221.74	1,735.00	70%
522 10 20 0011 Life Insurance	212.47	212.47	212.47	212.47	212.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,062.35	2,495.64	43%
522 10 23 0000 Uniforms-Admin Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
522 10 31 0000 Supplies	600.32	185.16	101.91	92.93	259.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,239.65	5,000.00	25%
522 10 35 0000 Equipment	951.96	66.03	70.28	0.00	1,459.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,547.86	8,000.00	32%
522 10 41 0000 Professional Services	18,295.34	17,879.34	33,995.98	11,042.50	26,318.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107,531.16	25,000.00	430%

2022 CASH FLOW - YEAR TO DATE

Orcas Island Fire & Rescue

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January To May

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001 General Expense Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	
000															
522 10 42 0000 Communications-Phones	35.98	135.98	133.47	80.44	63.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	448.91	1,500.00	30%
522 10 43 0000 Travel	0.00	399.84	949.49	0.00	135.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,485.14	3,000.00	50%
522 10 44 0000 Taxes & Assessments	0.00	0.00	716.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.88	500.00	143%
522 10 45 0000 Rentals	203.84	265.96	203.84	203.84	62.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	939.60	3,000.00	31%
522 10 46 0000 Insurance Premiums	14,160.00	0.00	13,335.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,495.00	68,000.00	40%
522 10 48 0000 Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
522 10 49 0000 Training	199.00	695.00	145.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,039.00	10,000.00	10%
522 10 49 0001 Other	592.35	287.36	929.86	4,214.14	237.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,261.07	8,000.00	78%
010 Administration	73,960.23	62,907.45	92,474.55	58,553.54	71,867.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	359,763.46	588,215.93	61%
522 11 10 0006 Commissioner Stipend	1,408.00	896.00	384.00	1,024.00	640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,352.00	12,000.00	36%
522 11 10 0007 BOFC Secretary	1,444.85	1,229.40	669.34	1,413.81	1,844.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,601.50	7,035.66	94%
522 11 10 0008 PIO Officer	1,182.15	232.22	348.33	703.49	1,097.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,563.63	7,035.67	51%
522 11 10 0009 Firewise Program Directo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,035.67	0%
522 11 20 0001 FICA & Medicare	308.66	180.39	107.26	240.29	274.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,110.63	2,532.69	44%
522 11 20 0002 Dept. Of L & I	22.87	12.46	8.31	17.62	23.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.50	242.76	35%
522 11 20 0009 ESD	23.11	12.86	8.96	15.67	21.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.37	211.07	39%
522 11 31 0000 Office & Operating Supp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
522 11 41 0000 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
522 11 41 0001 Election Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
522 11 41 0002 State Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	0%
522 11 42 0000 Communications-Phones	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
522 11 43 0000 Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
522 11 49 0000 Training	0.00	0.00	290.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00	1,500.00	19%
522 11 49 0001 Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0%
011 Legislative	4,389.64	2,563.33	1,816.20	3,414.88	3,900.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,084.63	67,093.52	24%
522 12 10 0007 Admin ACH-MIH	412.50	442.00	0.00	481.00	403.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,738.50	20,085.00	9%
522 12 10 0008 Admin Asst. ACH-MIH	107.20	139.38	44.60	1.69	139.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	432.25	17,222.40	3%
522 12 11 0000 MIH Provider Stipends (v	0.00	0.00	0.00	100.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	5,000.00	8%
522 12 20 0001 FICA & Medicare	39.76	44.47	3.42	44.44	64.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196.53	3,236.52	6%
522 12 20 0002 Dept. Of L & I	4.43	4.79	0.41	3.81	4.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.92	327.60	5%
522 12 20 0009 ESD	4.57	5.12	0.39	3.56	4.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.65	373.07	5%
522 12 31 0000 Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
522 12 41 0000 Professional Services-MII	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
522 12 42 0000 Communications-Phones	19.95	19.95	19.95	19.95	19.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.75	500.00	20%
522 12 43 0000 Travel-MIH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
522 12 49 0000 Training-MIH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
522 12 49 0001 Other	9,161.10	0.00	0.00	0.00	940.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,101.93	9,000.00	112%
012 ACH	9,749.51	655.71	68.77	654.45	1,876.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,004.53	60,244.59	22%
522 20 10 0010 Defered Comp	2,364.05	2,747.43	2,329.79	2,336.42	2,223.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,001.46	32,191.08	37%
522 20 10 0011 Capt.-KJW Scheduled Hrs	0.00	7,598.64	8,684.16	6,513.12	6,332.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,128.12	102,347.88	28%
522 20 10 0012 BC-BH/Lt.-DW Schedulec	9,131.52	9,588.48	7,191.36	29,809.04	9,048.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64,769.36	112,326.00	58%
522 20 10 0013 Lt.-DS Scheduled Hrs. + I	815.00	13,625.43	6,160.32	9,048.96	9,284.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,934.37	76,440.00	51%
522 20 10 0014 Lt.-AC/Lt.-JH Scheduled I	6,422.57	8,333.52	6,286.72	5,373.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,415.89	81,905.76	32%
522 20 10 0015 Lt.-TN Scheduled Hrs. + I	0.00	5,600.16	7,466.88	8,225.28	7,025.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,318.08	61,824.00	46%

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000																
522 20 10 0016 Lt.-SY Scheduled Hrs. + I	6,755.52	8,882.56	7,264.88	7,187.04	7,124.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,214.80	87,269.16	43%	
522 20 10 0017 Lt.-GS Scheduled Hrs. + I	7,111.68	7,466.88	5,600.16	9,240.72	8,027.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,446.48	84,935.76	44%	
522 20 10 0018 Lt.-LR/Lt.-? Scheduled Hr	5,644.80	5,803.56	4,815.84	6,075.36	6,643.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,983.48	68,679.24	42%	
522 20 10 0019 Per Diem FF/EMT	0.00	0.00	470.08	2,115.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,585.44	10,576.80	24%	
522 20 10 0020 Per Diem Paramedic	9,006.00	10,606.94	6,810.36	15,773.42	8,454.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,650.96	12,798.00	396%	
522 20 10 0025 Paramedic OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,656.20	0%	
522 20 10 0026 EMT/FF OT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,393.00	0%	
522 20 10 0111 Lt.-KJW Extra Hrs.	678.51	226.15	0.00	3,505.33	1,085.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,495.51	0.00	0%	
522 20 10 0112 BC-BH/Lt.-DW Extra Hrs.	2,972.50	74.91	674.19	0.00	141.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,862.99	0.00	0%	
522 20 10 0113 Lt. DS-Extra Hrs.	0.00	0.00	406.41	377.04	3,534.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,318.20	0.00	0%	
522 20 10 0114 Lt.-AC/Lt.-JH Extra Hrs.	0.00	2,302.65	4,166.70	182.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,652.10	0.00	0%	
522 20 10 0115 Lt. TN Extra Hrs.	0.00	0.00	1,244.48	1,135.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,379.74	0.00	0%	
522 20 10 0116 Lt.-SY Extra Hrs.	1,777.92	933.36	-544.46	933.36	1,147.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,247.44	0.00	0%	
522 20 10 0117 Lt.-GS Extra Hrs.	0.00	0.00	291.68	1,020.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,312.54	0.00	0%	
522 20 10 0118 Lt.-LR/Lt.-? Extra Hrs.	1,675.80	0.00	138.92	0.00	2,068.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,883.01	0.00	0%	
522 20 10 0211 Lt.-KJW OT Hrs. 212 & C	12,035.48	0.00	0.00	0.00	1,899.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,935.28	0.00	0%	
522 20 10 0214 Lt.-AC/Lt.-JH OT Hrs. 212	6,188.07	2,549.60	3,143.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,881.26	0.00	0%	
522 20 10 0215 Lt.-TN OT Hrs. 212 & Cal	0.00	0.00	0.00	0.00	257.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	257.04	0.00	0%	
522 20 10 0216 Lt.-SY OT Hrs. 212 & Call	1,166.76	758.42	-758.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,166.76	0.00	0%	
522 20 10 0217 Lt.-GS OT Hrs. 212 & Call	2,666.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,666.88	0.00	0%	
522 20 10 0218 Lt.-LR OT Hrs. 212 & Call	3,836.70	2,408.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,244.82	0.00	0%	
522 20 20 0001 FICA & Medicare	6,084.77	6,789.35	5,438.11	9,513.44	5,632.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,457.67	65,816.23	51%	
522 20 20 0002 Dept. Of L & I	2,768.04	3,276.69	2,699.91	3,004.35	2,637.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,386.64	36,480.00	39%	
522 20 20 0004 Retirement LEOFF	3,650.62	4,036.08	3,397.30	3,639.62	3,371.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,095.56	44,359.31	41%	
522 20 20 0006 Medical Insurance	9,292.15	11,866.92	11,866.92	10,479.49	10,479.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,984.97	171,956.64	31%	
522 20 20 0009 ESD	685.40	763.48	628.16	907.98	533.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,518.38	4,793.75	73%	
522 20 20 0011 Life Insurance	636.63	636.63	636.63	573.68	573.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,057.25	10,341.24	30%	
522 20 23 0001 Uniforms Staff	292.34	121.84	75.81	152.62	189.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	832.31	5,000.00	17%	
522 20 23 0002 Uniforms Volunteers	0.00	821.67	797.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,619.49	5,000.00	32%	
522 20 23 0003 PPE Staff	0.00	180.11	1,767.58	156.98	400.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,504.95	12,000.00	21%	
522 20 23 0004 PPE Volunteers	0.00	330.58	1,082.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,413.15	22,000.00	6%	
522 20 31 0000 Supplies	199.23	554.61	133.78	196.16	463.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,547.41	3,500.00	44%	
522 20 32 0000 Fuel	2,512.05	1,940.87	1,289.08	1,585.91	1,955.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,283.22	20,000.00	46%	
522 20 35 0000 Equipment	3,728.21	1,103.89	770.00	750.85	2,970.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,322.99	12,000.00	78%	
522 20 41 0000 Professional Services	0.00	89.00	89.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	178.00	3,500.00	5%	
522 20 41 0001 Inter-Governmental Agre	4,637.36	4,637.36	4,637.36	4,637.36	4,637.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,186.80	55,000.00	42%	
522 20 42 0000 Communications-Phones	0.00	29.73	0.00	28.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.32	500.00	12%	
522 20 43 0000 Travel	0.00	0.00	47.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.41	1,000.00	5%	
522 20 45 0000 Rentals	298.33	298.33	298.33	298.33	314.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,508.12	4,300.00	35%	
522 20 49 0000 Training	0.00	0.00	163.53	163.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	327.06	3,000.00	11%	
522 20 49 0001 Other	315.06	0.00	0.00	0.00	33.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	348.90	6,000.00	6%	
020 Fire & EMS Operations	115,349.95	126,983.95	107,662.94	144,941.29	108,492.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	603,430.61	1,346,890.05	45%	
522 21 10 0000 Response Stipend	5,125.00	5,325.00	4,975.00	3,525.00	4,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,250.00	100,000.00	23%	
522 21 11 0000 Training Stipend	605.00	1,255.00	1,085.00	720.00	820.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,485.00	16,000.00	28%	
522 21 12 0000 Duty Shifts	50.00	20.00	20.00	20.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	5,000.00	2%	
522 21 13 0000 Officer Stipends	1,100.00	1,000.00	900.00	900.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00	16,000.00	30%	

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000															
522 21 13 0001 Training Coordinator Stip	900.00	900.00	900.00	900.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	10,800.00	42%
522 21 13 0002 CPR Coordinator Stipend	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,200.00	42%
522 21 13 0004 Quarter Master Stipends	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,200.00	42%
522 21 14 0000 Instructor Stipends - Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0%
522 21 14 0001 Instructor Stipends - Lea	450.00	525.00	1,650.00	1,425.00	2,137.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,187.50	8,000.00	77%
522 21 14 0002 Instructor Stipends - Assi	180.00	120.00	300.00	810.00	540.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,950.00	2,000.00	98%
522 21 14 0004 Event Stipends	400.00	10.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	4,000.00	11%
522 21 15 0000 Transport Stipends	0.00	0.00	300.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	3,000.00	20%
522 21 20 0001 FICA & Medicare	689.33	715.74	793.37	673.27	750.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,622.04	13,555.80	27%
522 21 20 0006 Wellness/Medical Reimb	0.00	623.12	813.12	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,536.24	5,000.00	31%
522 21 20 0011 AD&D/Pension (BVFF &)	7,388.00	60.00	16,930.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,378.83	26,000.00	94%
522 21 22 0000 Medical Reimbursement	16,656.00	5,915.99	10,415.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,987.90	45,000.00	73%
021 Volunteers	33,743.33	16,669.85	39,323.23	9,473.27	10,657.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109,867.51	266,755.80	41%
522 30 31 0000 Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
030 Prevention & Public Educat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
522 45 31 0004 Training Supplies Public I	0.00	311.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	311.90	1,000.00	31%
041 Public CPR/1st Aid/AED	0.00	311.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	311.90	1,000.00	31%
522 45 31 0001 Training Supplies Fire	0.00	0.00	272.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	272.29	1,800.00	15%
522 45 31 0002 Training Supplies EMS	892.57	0.00	274.50	2,676.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,844.00	1,500.00	256%
522 45 31 0003 Training Supplies Other I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
522 45 35 0000 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0%
522 45 41 0000 Professional Services	0.00	3,000.00	0.00	98.00	3,611.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,709.22	17,500.00	38%
522 45 43 0000 Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
522 45 49 0000 Other	275.00	262.00	268.00	261.00	261.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,327.00	3,000.00	44%
045 Fire & EMS Training	1,167.57	3,262.00	814.79	3,035.93	3,872.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,152.51	31,800.00	38%
522 50 31 0000 Supplies	399.49	48.25	0.00	0.00	266.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	714.03	5,000.00	14%
522 50 31 0001 Supplies - 911 Memorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0%
522 50 35 0000 Equipment	0.00	49.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49.77	5,000.00	1%
522 50 41 0000 Professional Services	0.00	0.00	5,153.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,153.75	0.00	0%
522 50 41 0001 Inter-Governmental Profi	0.00	0.00	58.51	118.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	177.21	3,000.00	6%
522 50 42 0021 Communications-Phones	2,688.41	644.88	4,761.96	2,703.97	2,704.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,503.28	36,000.00	38%
522 50 42 0024 Communications-Phones	128.03	48.03	218.03	133.03	133.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	660.15	1,600.00	41%
522 50 47 0021 Utilities Station	7,876.37	6,368.29	7,548.11	4,573.38	2,334.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,701.00	37,000.00	78%
522 50 47 0022 Utilities Station	236.01	191.40	209.48	212.48	201.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,051.18	4,000.00	26%
522 50 47 0023 Utilities Station	583.94	356.48	724.76	299.80	244.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,209.78	4,000.00	55%
522 50 47 0024 Utilities Station	1,294.51	598.61	780.55	573.98	486.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,734.59	7,000.00	53%
522 50 47 0025 Utilities Station	187.09	164.69	165.30	140.57	147.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	805.62	4,000.00	20%
522 50 47 0026 Utilities Station	206.44	144.77	155.36	158.20	166.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	831.56	4,000.00	21%
522 50 47 0027 Utilities Station	244.25	121.10	127.25	110.83	97.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	701.08	4,000.00	18%
522 50 48 0001 Building Repair & Mainta	151.58	758.34	2,117.82	1,524.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,552.17	63,000.00	7%
522 50 48 0002 Grounds Repair & Mainta	0.00	75.00	0.00	129.74	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,504.74	12,000.00	13%

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000																
050 Facilities	13,996.12	9,569.61	22,020.88	10,679.11	8,084.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64,349.91	190,600.00	34%	
522 60 31 0000 Supplies	53.90	158.20	53.81	54.99	25.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	346.31	5,000.00	7%	
522 60 35 0000 Equipment	0.00	0.00	0.00	0.00	2,703.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,703.41	8,000.00	34%	
522 60 41 0000 Professional Services	0.00	0.00	303.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	303.24	3,000.00	10%	
522 60 43 0000 Travel	45.50	0.00	135.45	0.00	45.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226.45	2,000.00	11%	
522 60 48 0000 Repair and Maintenance	5,435.07	10,382.04	3,917.63	2,430.31	10,366.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,531.69	65,000.00	50%	
522 60 49 0001 Other	54.16	54.16	54.16	54.16	54.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	270.80	1,000.00	27%	
060 Vehicles & Equipment	5,588.63	10,594.40	4,464.29	2,539.46	13,195.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,381.90	84,000.00	43%	
522 70 31 0000 Supplies	1,947.76	2,427.74	3,030.02	2,145.86	3,552.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,103.78	35,000.00	37%	
522 70 31 0001 Supplies - COVID-19	-89.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-89.39	0.00	0%	
522 70 35 0000 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0%	
522 70 41 0000 Professional Services	4,708.60	4,576.40	13,194.98	1,378.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,858.52	60,000.00	40%	
522 70 43 0000 Travel / Transport	60.35	0.00	105.85	60.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226.55	1,500.00	15%	
522 70 48 0000 Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%	
522 70 49 0001 Other	62.16	62.16	62.16	62.16	154.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403.34	2,000.00	20%	
070 Emergency Medical Aid	6,689.48	7,066.30	16,393.01	3,646.91	3,707.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,502.80	125,500.00	30%	
522 Fire Control	264,634.46	240,584.50	285,038.66	236,938.84	225,653.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,252,849.76	2,767,099.89	45%	
599 99 00 9999 Payroll Clearing Account	-3,073.94	-0.24	5,023.01	5,021.51	3,159.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,129.60	0.00	0%	
580 Other	-3,073.94	-0.24	5,023.01	5,021.51	3,159.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,129.60	0.00	0%	
594 22 64 0000 Capital Expenditures Veh	0.00	0.00	1,552.85	11,086.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,639.03	10,000.00	126%	
594 22 64 0001 New Ambulance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	298,700.00	0%	
594 22 64 0003 Dept. Of Ecology Grant	0.00	0.00	0.00	3,088.58	1,552.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,641.00	55,000.00	8%	
594 22 64 0004 Station 21 & 26 Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,000.00	0%	
594 22 64 0005 New Respond Vehicle - M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0%	
594 22 70 0001 Cardiac Monitors / LIFEP,	0.00	0.00	53,851.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,851.33	53,851.33	100%	
594 Capital Expenditures	0.00	0.00	55,404.18	14,174.76	1,552.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,131.36	524,551.33	14%	
FUND EXPENDITURES:	261,560.52	240,584.26	345,465.85	256,135.11	230,364.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,334,110.72	3,291,651.22	41%	
FUND GAIN/LOSS:	1,421,530.18	-192,103.36	27,687.83	581,385.28	-19,751.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,818,748.10			
FUND NET POSITION:	1,421,530.18	1,229,426.82	1,257,114.65	1,838,499.93	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10				

2022 FUND TOTALS

Orcas Island Fire & Rescue

Time: 15:08:48 Date: 06/17/2022


January To May

Page: 6

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Expense Fund	1,683,090.70	48,480.90	373,153.68	837,520.39	210,613.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,152,858.82	4,205,741.95	75%
	1,683,090.70	48,480.90	373,153.68	837,520.39	210,613.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,152,858.82	4,205,741.95	75%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Expense Fund	261,560.52	240,584.26	345,465.85	256,135.11	230,364.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,334,110.72	3,291,651.22	41%
	261,560.52	240,584.26	345,465.85	256,135.11	230,364.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,334,110.72	3,291,651.22	41%
FUND GAIN/LOSS:	1,421,530.18	-192,103.36	27,687.83	581,385.28	-19,751.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,818,748.10		
FUND NET POSITION:	1,421,530.18	1,229,426.82	1,257,114.65	1,838,499.93	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10	1,818,748.10			

**Orcas Island Fire Department
 San Juan Fire District #2 General Fund #6551 Claims
 May 26, 2022**

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against San Juan Fire Protection District No. 2, and that I am authorized to authenticate and certify to said claim.

			
Signed	Auditing Officer	5-26-22	Date

Board Authorization:
 As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$25,965.46 for the period ending May 31st, 2022. We approve payment with our signatures below.

		_____ Commissioner - Chair	_____ Date
		_____ Commissioner	_____ Date
		_____ Commissioner	_____ Date
		_____ Commissioner	_____ Date
		_____ Commissioner	_____ Date
		_____ Commissioner	_____ Date
		_____ Commissioner	_____ Date

Note: It is the DISTRICT'S responsibility to maintain adequate, original, records to substantiate these claims.

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against San Juan Fire Protection District No. 2, and that I am authorized to authenticate and certify to said claim.



Signed

Auditing Officer
Title

Board Authorization:

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$172,785.24 for the period ending 5/31/2022. We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date


Commissioner

Date

Note: It is the DISTRICT'S responsibility to maintain adequate, original, records to substantiate these claims.

**Orcas Island Fire Department
San Juan Fire District #2 General Fund #6551 Claims
June 13, 2022**

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against San Juan Fire Protection District No. 2, and that I am authorized to authenticate and certify to said claim.

 _____ Signed	Auditing Officer Title	<u>6/13/22</u> Date
--	---------------------------	------------------------

Board Authorization:

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling \$32,368.95 for the period ending June 15th, 2022. We approve payment with our signatures below.

	_____	_____
	Commissioner - Chair	Date
	_____	_____
	Commissioner	Date
	_____	_____
	Commissioner	Date
	_____	_____
	Commissioner	Date
	_____	_____
	Commissioner	Date

Note: It is the DISTRICT'S responsibility to maintain adequate, original, records to substantiate these claims.



Orcas Island Fire & Rescue

Neighbors Serving Neighbors since 1948

PROCUREMENT PLAN AND CODE OF CONDUCT

Bid Requirements

The Orcas Island Fire & Rescue recognizes the importance of:

- maximizing the use of resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

1. Procurement Using Federal Funds

A. Goods and Services

When federal funds are used for the procurement of **goods** (furniture, supplies, equipment), or **services**:

- Informal Procurement - Micro Purchases of \$40,000.00 or less do not require a Formal Competitive Bid. However, OIFR must consider price to be reasonable, and, to the extent practical. Documentation will be maintained on how price is considered reasonable. [2 CFR 200.320(a)(1)]
- Informal Procurement - Small Purchases between \$40,000.00 and \$75,000.00 must be procured using price or rate quotations from three or more qualified sources. [2 CFR 200.320(a)(2)]
- Formal Procurement – Formal Purchases of \$75,000.00 or more must be publicly solicited using sealed bids or requests for proposals. [2 CFR 200.320(b)]
 - Steps will be taken to assure that minority businesses, women’s business enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 - Geographic preference may not be used. – Sending wording to included here
 - Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. This includes making independent estimates before receiving bids or proposals. [2 CFR 200.324(a)]

B. Noncompetitive Procurement

Noncompetitive procurement may only be used when one of the following five circumstances applies [2 CFR 200.320(c)]:

- The item is only available from a single source (aka Sole Source);
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes a noncompetitive proposal in response to a written request from Orcas Island Fire & Rescue; or
- After solicitation of a number of sources, competition is determined inadequate.



Orcas Island Fire & Rescue

Neighbors Serving Neighbors since 1948

- Acquiring property or services that do not exceed the micro purchase threshold.

The sponsor OIFR must maintain documentation supporting the applicable circumstance for noncompetitive proposals.

D. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services and any subcontract award, OIFR will ensure the vendor is not suspended or debarred from participating in federal assistance programs by checking the SAM.gov Website and documenting the results. The Chief, Asst. Chief or the Administrative Asst. will typically file for a Grant and the Finance Manager will review. If the Finance Manager happens to be the one to file for a Grant one of the Chiefs will do the review. This review will not only cover the Suspension and Debarment portion, but the entire Grant will be reviewed by this process. [2 CFR 200.214]

E. Code of Conduct/Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the OIFR may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

[2 CFR 200.318(c)(1)]

2. Procedures – Formal Sealed Bids

Orcas Island Fire and Rescue will establish bidding and contract awarding procedures consistent with state and federal law.

The following procedures will be in effect for purchasing through the bidding process:

- Formal bids will be opened and read in public on the date and in the place named in the notice and after being opened shall be filed for public inspection, and any interested member of the public may attend the bid opening. It will be the bidder's sole responsibility to see that his/her bid is delivered to the OIFR prior to the time set for opening of bids. Any bid received after the time set for opening the bids will be returned to the bidder unopened and will receive no consideration by the OIFR;
- Formal bid tabulations may be presented to the OIFR for study purposes;
- Formal bid awards will be made by the OIFR.



Orcas Island Fire & Rescue

Neighbors Serving Neighbors since 1948

- Brand names and manufacturers' catalog numbers used in specifications are for the purpose of identification and to establish a standard of quality. Bids on equal items may be considered providing the bidder specifies brand and model and furnishes descriptive literature. The acceptance of alternative "equal" items will be conditioned on the OIFR inspection and testing after receipt. If not found to be equal, the items will be returned at the seller's expense and the contract canceled.
- The OIFR will reserve the right to reject any or all bids, waive any formalities and/or irregularities and cancel the solicitation, if a reason exists.
- Contracts will be awarded to the responsive and responsible vendors who possess the ability to perform successfully under the terms and conditions of the proposed procurement.

3. Procedures – Formal Request for Proposals

The following procedures will be in effect for purchasing through the proposal process:

- Requests for proposals will be evaluated based on price and other factors considered. Evaluation factors will be included in the solicitation, with price being the primary factor.
- Proposal tabulations may be presented to the OIFR for study purposes.
- Formal proposal awards will be made by the OIFR.
- Brand names and manufacturers' catalog numbers used in specifications are for the purpose of identification and to establish a standard of quality. Proposals on equal items may be considered providing the proposer specifies brand and model and furnishes descriptive literature. The acceptance of alternative "equal" items will be conditioned on the OIFR inspection and testing after receipt. If not found to be equal, the items will be returned at the seller's expense and the contract canceled.
- The OIFR will reserve the right to reject any or all proposals, waive any formalities and/or irregularities and cancel the solicitation, if a reason exists.
- Contracts will be awarded to the responsive and responsible vendors who possess the ability to perform successfully under the terms and conditions of the proposed procurement.

Legal References: [2 CFR 200.318](#) and [7 CFR 226.22](#)

Adoption Date: Scheduled to be reviewed by the Board on 6/20/2022

Revised Dates:

Policy #6: ARCHIVE

SJCFD #2 should not participate in a broad program which "loans" out equipment due to liability/Insurance concerns.

ARCHIVE

SAN JUAN COUNTY FIRE PROTECTION DISTRICT #2

Written: 6/27/00
Submitted: 7/1/00
Approved: 7/11/00
Revised:
Revision Approved:

Policy No: 6

LOAN OF DEPARTMENT EQUIPMENT

Purpose: To provide guidelines for Department personnel regarding the loan of Department equipment.

Guidelines:

1. The loan must not compromise the Mission of the Department.
2. The loan must be for a short term need.
3. The loan must be to one of the following:
 - a. Fire District member
 - b. Non-profit entity
 - c. Medical Agency or EMS related need.
4. The individual or agency requesting the loan must have no other reasonable alternative to cover the existing need
5. The loan must be to individuals and/or agencies who are qualified and trained to use the equipment to be loaned.

Approval : Permission must be obtained from one of the following:

1. All Department Equipment: District Chief
2. EMS Equipment: EMS Supervisor or Paramedic on Duty
3. Fire Equipment: Chief Fire Officers
4. District Office Equipment: Administrative Assistant

Procedure

1. Waiver and acceptance of responsibility signed.
2. Sign-out log completed in full. The log to be located in the Administrative Assistant office will include:
 - a. Name of Agency or person receiving the loaned equipment
 - b. Name of Person releasing the equipment
 - c. Equipment loaned
 - d. Date and time of loan
 - e. Expected date and time of return

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SAN JUAN FIRE DISTRICT #2

P.O. Box 217

Eastsound, WA 98245

(360) 376-2331

EQUIPMENT LOAN

Date: _____

Borrower: _____

Address: _____

Telephone: _____

Loaned item(s): _____

Anticipated return: _____

ACCEPTANCE OF RESPONSIBILITY & WAIVER OF LIABILITY:

I hereby accept responsibility for the above referenced item(s) and waive San Juan County Fire Protection District #2 of all liability for damages of whatever kind arising from the use of such items while in my possession.

I hereby accept responsibility for any damage, loss or destruction of the loaned items and agree to replace the items or reimburse the San Juan County Fire Protection District #2 for such items.

Date: _____

Signed: _____

Released by: _____

Resolution #1993-9/Policy #15: ARCHIVE

This policy has been replaced by Policy #320.

ARCHIVE

RESOLUTION NO. 9-1993

RESOLUTION ESTABLISHING PROCEDURE FOR REPORTING IMPROPER GOVERNMENT ACTION AND PROTECTING EMPLOYEES AGAINST RETALIATION

WHEREAS, San Juan County Fire Protection District No. 2 ("District") has no codified guidelines for reporting improper government action and rules for protecting the employees from retaliation, and

WHEREAS, it is the policy of the District to foster open and efficient operations free of any taint of impropriety, and

WHEREAS, it is in the interest of all employees and citizens of the District to have a swift and specific procedure available at the local level for any complaints about governmental improprieties, and

WHEREAS, no employee should suffer retaliation due to any attempts by such an employee to identify a governmental impropriety,

NOW THEREFORE BE IT RESOLVED, that the San Juan County Fire Protection District No. 2 adopt the following "Whistleblower Policy" and incorporate the same into it's Personnel Manual.

WHISTLEBLOWER POLICY

REPORTING IMPROPER GOVERNMENT ACTION AND PROTECTING EMPLOYEES AGAINST RETALIATION

Policy Statement

It is the policy of San Juan County Fire Protection District No. 2 (1) to encourage reporting by its employees of improper governmental action taken by San Juan County Fire Protection District No. 2 officers or employees and (2) to protect the District employees who have reported improper governmental actions in accordance with the District's policies and procedures.

Definitions

As used in this policy, the following terms shall have the meanings indicated:

1. "Improper governmental action" means any action by a San Juan County Fire Protection District No. 2 officer or employee:

ARCHIVE

- a. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
- b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.

"Improper governmental action" does **not** include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restoration, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

2. "Retaliatory action" means any adverse change in the terms and conditions of a San Juan County Fire Protection District No. 2 employee's employment.

3. "Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Procedures for Reporting

San Juan County Fire Protection District No. 2 employees who become aware of improper governmental action should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the San Juan County Fire Protection District No. 2 Board of Commissioner or the official holding the position of District Fire Chief.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

The supervisor, San Juan County Fire Protection District No. 2 Board of Commissioners, or the District Fire Chief shall take prompt action to assist in properly investigating the report of improper governmental action. The district officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the

ARCHIVE

employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation shall be kept confidential.

San Juan County Fire Protection District No. 2 employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigation of the improper action if the District employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action has been taken by the District to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.

San Juan County Fire Protection District No. 2 employees who fail to make a good-faith attempt to follow the District procedures in reporting improper governmental action shall not receive the protection provided by the District in these procedures.

Protection Against Retaliatory Actions

San Juan County Fire Protection District No. 2 officials and employees are prohibited from taking retaliatory action against a District employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the San Juan County Fire Protection District No. 2 Board of Commissioners or the District Fire Chief. The District officials shall take appropriate action to investigate and address complaints of retaliation.

If the District Board of Commissioners or the District Fire Chief does not satisfactorily resolve a District employee's complaint that he or she has been retaliated against in violation of this policy, the District employee may obtain protection under this policy and pursuant to state law by providing a written notice to the San Juan County Fire Protection District No. 2 Board of Commissioners that:

- a. Specifies the alleged retaliatory action and
- b. Specifies the relief requested.

A District employee shall provide a copy of the written charge to the San Juan County Fire Protection District No. 2 Board of Commissioners no later than thirty (30) days after the occurrence of the alleged retaliatory action. The Board of Commissioners

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shall respond within thirty (30) days to the charge of retaliatory action.

After receiving either the response of the District or thirty days after the delivery of the charge to the District, the San Juan County Fire Protection District No. 2 employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to San Juan County Fire Protection District Board of Commissioners within the earlier of:

1. either fifteen (15) days of delivery of the District's response to the charge of retaliatory action, or
2. forty-five (45) days of delivery of the charge of retaliation to the District for response.

Upon receipt of request for hearing, San Juan County FPD #2 shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings
Attn: Pauline Corthell-Deputy Chief
P.O. Box 42488, 2424 Heritage Court
Olympia, WA 98504-2488
(206) 667-8717

San Juan County will consider any recommendation provided by the Administrative law judge that the retaliator be suspended with or without pay, or dismissed.

Responsibilities

The District Fire Chief is responsible for implementing the policies and procedures of San Juan County FPD #2 for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are: (1) permanently posted where all employees will have reasonable access to them, (2) made available upon request and (3) provided to all newly-hired employees. Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

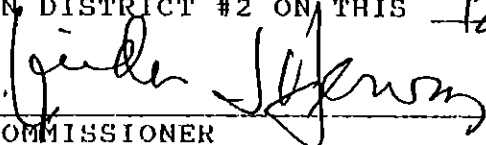
List of Agencies


Attached is a list of some of the agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Employees having

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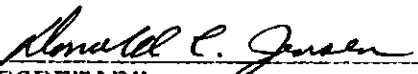
questions about these agencies or the procedures for reporting improper government action are encourage to contact the District Fire Chief.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF SAN JUAN COUNTY FIRE PROTECTION DISTRICT #2 ON THIS 12th DAY OF SEPTEMBER, 1993.


COMMISSIONER


COMMISSIONER


COMMISSIONER


SECRETARY

ARCHIVE

Attachment to Resolution 8-1993

List of Agencies

Following is a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the District Fire Chief.

Office of San Juan County Prosecuting Attorney
P.O. Box 760
Friday Harbor, WA 98250
(206) 378-4101

Office of San Juan County Sheriff
P.O. Box 669
Friday Harbor, WA 98250
(206) 378-4151

Office of San Juan County Public Health
P.O. Box 607
Friday harbor, WA 98250
(206) 378-4474

Office of San Juan County Planning Department
P.O. Box 947
Friday Harbor, WA 98250
(206) 378-2354

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STATE OF WASHINGTON

Attorney General's Office
Fair Practices Division
2000 Bank of California Center
900 Fourth Avenue
Seattle, WA
(206) 464-5684

State Auditor's Office
Legislative Building
P.O. Box 40021
Olympia, WA 98504-0021
(206) 753-5230

State Department of Ecology
3190 160th S.E.
Bellevue, WA 98008-5852
(206) 649-7000

Human Rights Commission
402 Evergreen Plaza Bldg., FJ-41
711 South Capitol Way
Olympia, WA 98504-2490

State Department of Health
Health Consumer Assistance
P.O. Box 4789
Olympia, WA 98504-7891
800-525-0127

Department of Labor & Industries
300 West Harrison, Room 201
Seattle, WA
(206) 291-5400

State Liquor Control Board
Enforcement Office
2101 Sixth Avenue
Seattle, WA
(206) 464-6094

Interstate Commerce Commission
915 Second Avenue, Room 1894
Seattle, WA 98174
(206) 553-5421

Department of Interior
U.S. Fish & Wildlife Services
Division of Law Enforcement
121 107th N.E.
Bellevue, WA
(206) 553-5543

Department of Justice
Drug Enforcement Administration
220 West Mercer, Suite 300
Seattle, WA
(206) 553-5443

Department of Labor
Occupational Safety & Health (OSHA)
1111 Third Avenue, Suite 715
Seattle, WA 98101-3212
(206) 553-5930

Office of Inspector General

Audits
1111 Third Avenue, Suite 780
Seattle, WA 98101-3212
(206) 553-4880

Investigations
1111 Third Avenue, Suite 785
Seattle, WA 98101-3212

Office of Women's Bureau
1111 Third Avenue, Suite 885
Seattle, WA 98101-3212

Mine Safety & Health Administration
117 107th N.E.
Bellevue, WA
(206) 553-7037

National Transportation Safety Board
19518 Pacific Highway South
Seattle, WA
(206) 764-3782

Nuclear Regulatory Commission
510-975-0200

Securities and Exchange Commission
915 Second Avenue
Seattle, WA 98174
(206) 553-7990

Department of Transportation
Office of Inspector General
915 Second Avenue
Seattle, WA 98178
(206) 553-5720

Department of Treasury
Bureau of Alcohol, Tobacco & Firearms
Law Enforcement Division
915 Second Avenue, Room 806
Seattle, WA 98174

Department of Veterans Affairs
Office of Inspector General
915 Second Avenue
Seattle, WA 98174

Fraud/Waste/Abuse Hot Line
800-488-8244

Department of Natural Resources
 P. O. Box 68
 Enumclaw, WA 98022
 (206) 325-1631

Puget Sound Water Quality Authority
 P. O. Box 40900
 Olympia, WA 98504
 (206) 493-9300

Department of Social and Health Services
 Special Investigation Office
 5200 Southcenter Blvd., Suite 23
 Tukwila, WA
 (206) 764-4048

Fraud Complaints
 800-562-6025

UNITED STATES

Department of Agriculture
 Office of Inspector General
 915 Second Avenue
 Seattle, WA

Supervisor Auditor
 (206) 553-8290

Supervisor Special Agent
 Investigation
 (206) 553-8286

Alcohol, Tobacco & Firearms
 Criminal Enforcement
 915 Second Avenue
 Seattle, WA
 (206) 553-4485

U. S. Attorney
 800 Fifth Avenue
 Seattle, WA
 (206) 553-7970

Department of Commerce
 Office of Inspector General

Office of Audits
 915 Second Avenue
 Seattle, WA
 (206) 553-0801

Government Accounting Office
 Fraud Hot Line 800-424-5454

Consumer Product Safety Commission
 Hot line
 800-638-2772

U.S. Customs Service
 Office of Enforcement
 900 West Avenue
 Seattle, WA
 (206) 553-7531

U.S. Department of Education
 Office of Inspector General
 915 Second Avenue
 Seattle, WA

Audits Investigations
 (206) 553-0657 (206) 553-1482

Environmental Protection Agency
 Criminal Investigations
 1200 Sixth Avenue
 Seattle, WA
 (206) 553-8306

Equal Employment Opportunity Commission
 2315 Second, Suite 500
 Seattle, WA
 (206) 553-0968

Federal Emergency Management Agency
 130 228th Street S.W.
 Bothell, WA
 (206) 487-4600

Federal Trade Commission
 915 Second Avenue
 Seattle, WA
 (206) 553-4656

General Services Administration
 915 Second Avenue
 Seattle, WA

Office of Inspector General

Audits Investigations
 (206) 931-7650 (206) 931-7654

Law Enforcement
 (206) 553-0290

Department of Health & Human Services
 Food & Drug Administration
 22201 23rd Drive S.E.
 Bothell, WA

Trade Complaints
 (206) 483-4949

Office of the Regional Secretary
 General Counsel's Office, Inspector General

Audits Investigations
 (206) 553-0452 (206) 553-0229

Department of Housing and Urban Development
 Office of Counsel
 1321 Second Avenue
 Seattle, WA
 553-4976

Office of Inspector General

Audits Investigations
 (206) 553-0270 (206) 553-0272

Resolution #1993-9/Policy #15: ARCHIVE

This policy has been replaced by Policy #320. SEE BELOW

320 POLICY: Prohibition on Retaliation

Approved: 2018-12-17
Approval: BOFC

Reviewed:
Reviewer:

Revised:
Revision Approval:

Revision #

320.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for non-discriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement or memorandum of understanding.

320.2 POLICY

The Orcas Island Fire & Rescue has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

320.2.1 Retaliation

Retaliation is taking or threatening to take an adverse personnel action, or withholding or threatening to withhold a favorable personnel action, with respect to an OIFR member because the member reported a criminal offense.

320.2.2 Ostracism

Ostracism, which is a form of retaliation under this instruction, is wrongfully excluding a OIFR member from social acceptance or membership in or association with a group of which the OIFR member was a part of or a reasonable person would conclude wanted to be a part with the intent to do any of the following:

- a. Inflict emotional distress on the OIFR member
- b. Discourage reporting of a criminal offense or sexual harassment
- c. Discourage the due administration of justice concerning a criminal offense or sexual harassment; and, because the perpetrator knew or believed that:
 1. The member reported or was planning to report a criminal offense or sexual harassment;
 2. The member was a victim or alleged victim of a criminal offense or sexual harassment;
 3. The member was reported by another as being a victim of a criminal offense or sexual harassment;

POLICY: Prohibition on Retaliation

4. The member intervened to prevent or attempt to prevent a criminal offense or sexual harassment from occurring; or,
5. The member cooperated in an investigation or the member has served or will serve as a witness or otherwise cooperate in the future in a criminal, disciplinary, or administrative proceeding or investigation involving a criminal offense or sexual harassment.

320.2.3 Maltreatment.

Maltreatment, which is a form of retaliation under this instruction, is treatment by peers or by other persons, that, when viewed objectively under all the circumstances, is abusive or otherwise unnecessary for any lawful purpose, that is done with the intent to discourage reporting of a criminal offense or otherwise discourage the due administration of justice, and that results in physical or mental harm or suffering, or reasonably could have caused, physical or mental harm or suffering.

320.2.4 Personnel Action.

Any action taken on an OIFR member that affects or has the potential to affect that OIFR member's current position or career. Such actions include promotion; disciplinary or other corrective action; transfer or reassignment; a performance evaluation; decisions concerning pay, benefits, awards, or training, relief and removal; separation; discharge; and any other significant change in duties or responsibilities inconsistent with the fire service member's grade.

320.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy. Retaliation includes any adverse action or conduct, including, but not limited to:

- a. Refusing to hire or denying a promotion.
- b. Extending the probationary period.
- c. Unjustified reassignment of duties or change of work schedule.
- d. Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- e. Taking unwarranted disciplinary action.
- f. Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- g. Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

POLICY: Prohibition on Retaliation

320.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the Fire District #2 Administrative Assistant – Human Resources.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

320.5 INDIVIDUAL RESPONSIBILITIES

All OIFR members share the responsibility to refrain from retaliating against an alleged victim or other OIFR member who reports a criminal offense.

320.6 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- a. Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- b. Receiving all complaints in a fair and impartial manner.
- c. Documenting the complaint and any steps taken to resolve the problem.
- d. Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- e. Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- f. Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- g. Periodically following up with the complainant to ensure that retaliation is not continuing.
- h. Not interfering with or denying the right of a member to make any complaint.

POLICY: Prohibition on Retaliation

- i. Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

320.7 RELATIONSHIP OF RETALIATION TO OTHER POLICIES

All OIFR members are subject to lawful orders. When an OIFR member has been lawfully ordered to cease from engaging in retaliation, the fire service member is subject to disciplinary action for violation of that order.

320.8 COMMAND STAFF RESPONSIBILITIES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- a. Communicating to all members the prohibition against retaliation.
- b. Reviewing complaint investigations in a timely manner.
- c. Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- d. Communicating the outcome to the complainant in a timely manner.

320.9 WHISTLE-BLOWING

Washington law protects members who make good faith reports of improper government actions. Improper government actions include violations of Washington law, abuse of authority, gross waste of funds, and substantial and specific danger to the public health or safety (RCW 42.40.010 et seq.; RCW 49.60.210; RCW 42.41.010 et seq.).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

344.9.1 Display of Reporting Procedures

The District shall display the Orcas Island Fire & Rescue policy to members regarding their rights and the procedures for reporting information of an alleged improper government action. A copy of the policy shall be made available to members upon request (RCW 42.41.030).

320.10 RECORDS RETENTION AND RELEASE

The Public Records Officer shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

POLICY: Prohibition on Retaliation

320.11 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Policy #16: ARCHIVE

This Policy should be ARCHIVED and any future needs to address an AGENCY ASSIST / INTERAGENCY response should be covered as an SOP/SOG.

ARCHIVE

San Juan County Fire Protection District #2

Written: 2/94

Policy No: 16

Submitted: 2/94

Approved: 2/94

Revised: 7/26/01

Revised: 8/14/01

Revised:

MEDICAL RESPONSES TO SHERIFF'S OFFICE

Purpose: To provide a protocol for medical responses to the Sheriff's office

Policy:

- 1. For all pepper spray incidents and legal blood draws after regular Orcas Island Medical Center hours, San Juan County Sheriff Deputies may request a paramedic-only response through Orcas Dispatch. The paramedic will render an evaluation and treatment, make medical control contact, and general a MIR with assigned run number.**
- 2. For all other complaints, the San Juan County Sheriff Deputies may request a paramedic-only response, bearing in mind that all potentially serious complaints (chest pain, shortness of breath, neck or back pain following trauma, etc.) should warrant a full ambulance response. Dispatch discretion will be used based upon information given and medical priority dispatch guidelines to determine if a paramedic-only response is appropriate. The paramedic may, at any time, request an ambulance response. Medical control contact will be made on all incidents, and an MIR generated with an assigned run number.**

Policy #22: ARCHIVE

This policy has been replaced by Policy #323.

ARCHIVE

San Juan County Fire Protection District #2

Written: 6/13/95
Submitted: 6/13/95
Approved: 6/13/95
Revised: 5/9/00
Revised: 6/1/04
Revised: 3/9/06

Policy No: 22

GRIEVANCE POLICY AND PROCEDURE

Purpose:

To establish guidelines for handling grievances of volunteers.

Policy:

San Juan County Fire Protection District #2 recommends that a volunteer who is aggrieved by an action relating to their working conditions, discrimination, working relations, or policy and procedures, shall attempt to resolve the matter through informal discussions.

It is the responsibility of an aggrieved volunteer to allow management an opportunity to resolve the disagreement on an informal basis before a formal complaint is lodged.

The supervisor will determine as promptly and fully as possible, the cause of the complaint and will attempt to resolve the issue on an informal basis. All grievances that are resolved on an informal basis are considered null and void and no record of such informal grievance will be retained.

If a grievance cannot be resolved through informal procedures, a volunteer shall have the right to file a written grievance under the provisions of this policy. A copy of the grievance procedure will be given to all parties involved at this point in the procedure. If the grievance includes an action against a volunteer, the District must be specific when citing which S.O.P. section is being referenced.

Procedure:

If an attempt at informal resolution is unsuccessful, the following steps shall be taken:

Step 1: GRIEVANCE FILING WITH SUPERVISOR

A.) Formal grievances shall be filed with the district secretary and addressed to the immediate supervisor within five (5) working days after the supervisor has completed his attempts to resolve the issue in a timely and informal manner. The

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five (5) day time limit may be extended with the written consent of both parties (the aggrieved and the supervisor).

B.) The written grievance must furnish appropriate detail to clearly identify the matter being grieved and explain the basis for the grievance.

C.) The grievance should contain any supporting documentation, evidence and the argument for relief requested.

D.) A written reply to the grievance shall be made by the supervisor within five (5) working days upon the secretary's receipt of the grievance.

F.) Should the decision be considered unacceptable a volunteer may proceed to Step 2.

Step 2: GRIEVANCE FILING WITH THE CHIEF

If the aggrieved party is not satisfied with the decision of his or her immediate supervisor he/she should:

A.) Submit their grievance to a more superior officer (designated by the Chief or the Chief himself/herself if the Chief so chooses) for review and decision on the matter.

B.) A written reply to the grievance shall be made by the superior officer within five (5) working days upon receipt of the grievance.

C.) Should the decision be considered unacceptable a volunteer may proceed to Step 3.

Step 3: GRIEVANCE COMMITTEE HEARING

Within (5) working days upon receipt of the decision in Step 2, a volunteer may:

A.) Present the written grievance and subsequent decision to any member of the Grievance Committee.

B.) A copy of the original grievance, including all responses through the process, shall be filed with the Grievance Committee Chair.

C.) The Grievance Committee shall schedule a hearing with the volunteer within (5) working days upon receipt of the grievance.

D.) A quorum is required.

E.) The Grievance Committee shall have authority to question any member of the District regarding the grievance and render a decision to the volunteer in writing within five (5) working days after the conclusion of the hearing.

F.) Should the decision be considered unacceptable a volunteer may proceed to Step 4.

Step 4: HEARING with the BOARD OF FIRE COMMISSIONERS

A volunteer may file a written appeal for a formal hearing within five (5) working days after the receipt of the decision in Step 3.

The full Board of Commissioners (BOFC) shall, within ten (10) working days

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after receipt of the written appeal:

A.) Hold an appeal hearing. The hearing shall be held at a Special Meeting of the Board of Commissioners in executive session.

B.) Written notice shall be sent to all interested parties at least five (5) working days in advance of the date set for the hearing, including a copy of the appeal to be heard and setting forth the time, date, place, and purpose of the hearing.

C.) All appeal hearings will be closed to the public unless the aggrieved party and the BOFC agree that the hearing be open to the public.

D.) In conducting an appeal hearing, proceedings shall be informal and technical rules of evidence shall not apply. It shall be assumed that the grievance was taken in good faith unless proven otherwise.

Step 5: FINDINGS

Within five (5) working days after the formal hearing, the BOFC shall:

A.) Present, in writing, findings and a decision to all concerned parties.

B.) Such decision(s) shall be final and binding.

C.) Such decision(s) may include, but is not limited to, an order to expunge documents and recordings relating to the incident from personnel file(s), if appropriate.

ADDENDUM A

GRIEVANCE COMMITTEE RULES

1. The membership of the Grievance Committee shall be selected as follows:

Three Volunteers, appointed by the Volunteer Association

One Officer, appointed by the Chief

One Commissioner, appointed by the Board of Fire Commissioners

If there is a conflict of interest with a member of the Grievance Committee, that person will step down and be replaced prior to the commencement of the proceedings.

2. Members of the Grievance Committee shall serve until a grievance has been heard. After a grievance has been heard two (2) of the five (5) members shall be replaced. The chair shall call a meeting to elect a new chair and review the grievance procedure.

3. The committee shall elect a chairperson and secretary. The duties of the secretary shall include, but are not limited to, recording the proceedings and preparing findings and orders. The Committee may request an outside person to take the role of secretary. Expenses for this shall be paid by the District.


4. If a volunteer member of the committee resigns they shall be replaced with the approval of the volunteers.

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5. If the Officer is removed he/she shall be replaced by another officer appointed by the Chief.
6. A quorum shall consist of three (3) members.
7. The Chair is responsible for calling each hearing.
8. The District should improve education regarding the Grievance Procedure.
9. Administrative leave is defined as no response and suspension is defined as no response/no drill attendance until the issue is resolved.
10. Confidentiality shall be maintained by all parties.

Adopted by Motion of the Board of Commissioners of the San Juan Fire District #2

on 9th day of March 2000



Chairman, Board of Fire Commissioners
San Juan Fire District #2



Secretary to the Board of Fire Commissioners

Policy #22: ARCHIVE

This policy has been replaced by Policy #323. SEE BELOW

323 POLICY: Grievance Procedure

Approved: 2018-12-17
Approval: BOFC

Reviewed:
Reviewer:

Revised:
Revision Approval:

Revision #

323.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical, wasteful or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of district policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

323.1.1 Grievance Defined

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- a. A collective bargaining agreement
- b. This Policy Manual
- c. Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

323.2 POLICY

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this district is to promote free verbal communication between members and supervisors.

POLICY: Grievance Procedure

323.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

323.4 PROCEDURE

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

323.4.1 Communicating Grievances

Members are encouraged to communicate with supervisory personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/ her immediate supervisor may report this information directly to the Fire Chief or Administration Department without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

323.4.2 Grievance Receipt

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Administration Department are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

POLICY: Grievance Procedure

323.4.3 Resolving Grievances

- a. Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.
- b. If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Battalion Chief.
- c. If a successful resolution is not found with the Battalion Chief, the member may request a meeting with the Fire Chief.
- d. If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
 1. Submit in writing a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the Board of Fire Commissioners (BOFC) and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- e. The Fire Chief and the BOFC will receive the grievance in writing. The Fire Chief and the BOFC will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the Fire District #2 Board of Fire Commissioners is considered final.

323.5 RESPONSIBILITIES

323.5.1 Member Responsibilities

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the District. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Administration Department.

POLICY: Grievance Procedure

323.5.2 Supervisors

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- a. Document all grievances received and all steps taken to resolve the issue.
- b. Forward the documentation to the on-duty Battalion Chief and then the Fire Chief through the chain of command.
- c. Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- d. Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

323.5.3 Command Staff

Command staff should ensure prompt resolution of all grievances, including the following:

- a. Timely grievance recognition and acceptance
- b. Appropriate documentation of the process and investigation
- c. Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- d. Timely communication of the outcome to the grieving member

323.6 MEMBER REPRESENTATION

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

323.7 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Fire Chief.

323.8 GRIEVANCE AUDITS

The Fire Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Fire Chief shall record these findings in a confidential memorandum to the Board of Fire Commissioners without including any identifying information from any individual grievance.

Policy #25: ARCHIVE

This policy has been replaced by Policy #317.

ARCHIVE

San Juan County Fire Protection District #2

Written: 6/13/95
Submitted: 6/13/95
Approved: 6/13/95
Revised: 5/25/00
Revision approved: 6/6/00

Policy No: 25

HARASSMENT POLICY

PURPOSE

To clearly establish the San Juan County Fire District's commitment to provide a work environment free from harassment, to define discriminatory harassment, and to define discriminatory harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment. Because of the tremendous importance of a workplace free from any form of harassment, this policy SHALL be fully discussed with volunteers, employees, and supervisors to ensure its contents are known by all personnel.

All positions with emergency service organizations are extremely important to the public safety of our community. It is critical that all emergency service personnel treat all other emergency service personnel with dignity and respect. Because of the unique circumstances present in many emergency service organizations, it is the responsibility of each and every volunteer, employee and supervisor to make sure that there is not inappropriate behavior occurring in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace, will not be tolerated.

This policy applies to all terms and conditions of volunteer membership and employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

POLICY

Harassment of an applicant, volunteer, or employee, by a supervisor, coworker or co-volunteer on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age is explicitly in violation of state and/or federal law and will NOT be tolerated by San Juan County Fire Protection District #2.

Volunteers or employees found to be participating in any form of job based harassment or retaliating against any worker shall be subject to disciplinary action up to and including termination from employment or membership.

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RESPONSIBILITIES

Management: It is the responsibility of management to develop this policy, keep it up to date, and to ensure that any violation of this policy brought to their attention is dealt with fairly, quickly, and impartially. All supervisors are also required to set the proper example at all times.

Supervision: It is the responsibility of supervisors to enforce the policy, to provide a quarterly review with all personnel to ensure they know the policy and to regularly check the workplace and environs to ensure the policy is being followed. When a deviation from this policy is noted or reported, supervisors shall bring this information to management immediately. Additionally, supervisors are required to set the proper example at all times.

Workers: It is the responsibility of each and every volunteer and employee to know the policy and to follow the policy. It is imperative that every volunteer and employee treat every worker/volunteer with dignity and respect in order to facilitate a sound professional work environment.

DEFINITIONS

For purposes of clarification, harassment includes, but is not limited to, the following behaviors.

1. **Verbal Harassment** - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability medical condition, marital status, pregnancy, sexual orientation, gender or age, whether made in general, direct to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories.
2. **Physical Harassment** - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation gender or age. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission of physical acts.
3. **Visual forms of Harassment** - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This applies to both posted material or material maintained in or on Fire District equipment or personal property in the work environment.
4. **Sexual Harassment** - Any act which is sexual in nature and is made explicitly or implicitly a term or condition of volunteer membership or employment, is used as the basis of a membership/employment decision, unreasonably interferes with an

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individual's work performance or creates an intimidating, hostile or offensive work environment.

WORKPLACE RELATIONSHIPS

The First Amendment allows anyone to associate with anyone else they desire. It is natural for people who meet in the workplace to sometimes become romantically involved, and it is not the District's intent to interfere with any dating relationship. Any involvement between volunteers/employees must be voluntary and desired by both parties. However, many problems have developed in fire departments and other emergency service organizations because of dating relationships, and they can interfere with our goal of having a sound professional work environment. It is not inappropriate for a person to ask a co-worker out. However, if you do not want to go out with a coworker, it is imperative that your response to the request is firm and definite. After this firm, definite response has been made, it is inappropriate for the requesting party to make any further attempt to initiate a dating relationship. Repeated requests for a dating relationship constitute sexual harassment. It is also inappropriate for any relationship to interfere with normal work operations in any manner. Personnel who desire to become involved with someone in the workplace must be aware of the following guidelines.

1. There shall be no dating activities on department time or department property.
2. There shall be no use of department property to arrange dating activities.
3. All behavior between volunteers/employees shall be behavior conducive to a sound professional work environment at all times when on department property or on department time. Hand-holding, kissing, hugging, sexual comments and other behavior generally associated with a dating relationship are inappropriate while on department time or department property.
4. Any relationship involving personnel at different levels on the chain of command (or where one party has functional supervision over another) shall be reported by the person of higher rank to the chief officer immediately. Failure to report this relationship is a violation of this policy. The chief officer shall take any steps required to ensure that this relationship will not detract from a sound professional work environment. These steps may include the transfer of the higher ranking person to another station.

COMPLAINT PROCEDURE

Confrontation:

If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended volunteer/employee can initiate either an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature of harassment,

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volunteers/employees are not required to confront an offending party prior to initiating this complaint procedure.

Informal Complaint

Any volunteer/employee, membership/job applicant who believes he or she is a victim of discriminatory workplace harassment should make a complaint orally or in writing with any of the following.

1. Immediate supervisor.
2. The Chief officer
3. Appropriate administrative person.

Any supervisor, or officer who observes inappropriate behavior or receives a harassment complaint SHALL notify the Chief Officer or other management or administrative person.

Formal Complaint

Preliminary Complaint

Filing of Preliminary Complaint

Any volunteer/employee, or applicant who alleges to be a victim of discriminatory workplace harassment should, within 5 calendar days of the alleged incident:

1. Contact his/her supervisor OR
2. Contact the Chief Officer OR
3. Contact any supervisor or appropriate administrative person.

This preliminary complaint can be verbal or written.

Time Extension

The party in charge of investigating the complaint may extend the time requirements set forth in this procedure when he/she determines it is in the best interest of fairness and justice to the parties involved.

Review of Preliminary Complaint

Upon notification of a harassment complaint, the Chief Officer, Supervisor and/or the Administrative designee shall conduct an initial investigation to make a preliminary determination as to whether there is any merit to the complaint. If no merit is found, the supervisor and/or the Administrative designee may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

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Formal Complaint

If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, the Administrative designee, Chief Officer or Supervisor will promptly issue written notice of the right to file a formal written complaint to the complainant via hand delivery or certified mail, return receipt. The complaint shall be signed and shall describe in detail the facts asserted to constitute harassment. The complaint shall be filed with the administrative division within ten (10) calendar days after being notified of the right to file a formal complaint.

Upon receipt of the formal written complaint, the Chief Officer, Supervisor or Administrative designee will contact the alleged harasser who will be informed of the basis of the complaint, will be given a copy of same, and will be provided an opportunity to respond. The response shall be in writing, addressed to the appropriate management person, ie Supervisor, /Chief Officer or Administrative designee, and received within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

Review of Response and Findings

Upon receipt of the response, the Chief Officer, Supervisor, or Administrative designee may further investigate the formal complaint. Such investigation may include an interview with the complainant, the accused harasser, and any other persons determined by the administrative person to possibly have relevant knowledge concerning the complaint. This may include victims of similar conduct.

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant and the alleged harasser within twenty (20) calendar days from the receipt of the response.

Disciplinary Action

If harassment is determined to have occurred, the appropriate management person shall take and/or recommend prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from membership/employment. Copies of the final report, including disciplinary action taken, will be distributed to all parties.

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Retaliation

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination from membership/employment. The appropriate person will take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.

Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law.

False Complaints

Any complaint made by a volunteer/employee of San Juan Fire District #2 regarding job based harassment which is conclusively proven to be false, shall result in discipline. This discipline may include dismissal from membership/employment. This section is not intended to discourage volunteers/employees from making complaints regarding job based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

Limitations

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. All other complaints shall be handled through the department grievance procedure as established by the department policy manual.

Distribution

This policy shall be disseminated to all volunteers/employees of the San Juan Fire District #2. Any questions, concerns or comments related to this policy should be directed to the director of personnel and employee relations or his/her designee.

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SAN JUAN COUNTY FIRE DISTRICT #2 **GUIDELINES FOR SUPERVISORS** **DEALING EFFECTIVELY WITH SEXUAL HARASSMENT** **COMPLAINTS**

What should you do if you suspect a case of sexual harassment or a complaint is brought to your attention?

1. Report the incident to the designated sexual harassment investigator appointed by the District Chief.
2. Get all the facts about the incident, and document the information.
3. Confront the employees* involved individually and in private.
4. Restate to all employees the Fire District policy on sexual harassment.
5. Restate to all employees the appropriate procedure for reporting complaints.
6. Maintain open lines of communication with the employees.

What do you do if an employee with a complaint refuses to give specific details or name the person involved?

1. Report the incident to the person at a higher level within the chain of command.
2. Counsel the employee so that he/she understands your concern and the organization's policy on harassment.
3. Encourage the employee to follow appropriate reporting procedures and reassure the employee that to the highest degree possible, allowing for a fair investigation, the matter will be handled confidentially.
4. Confront the issue of sexual harassment with all employees, and review the policy with them.

What if you feel the complaint is not valid?

1. All complaints must be taken seriously and should be investigated immediately by a neutral party designated by the chief.
2. Report the complaint and your concerns about it to the appropriate superior within the Fire District.
3. Maintain open lines of communication with the employees.

What if the employee(s) involved deny the complaint?

1. Review the policy on sexual harassment with the individuals.
2. Report the complaint to the appropriate supervisor within the Fire District prior to further investigation.
3. Make every effort to observe the situation yourself, and document your findings.

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4. Maintain the strictest confidentiality about the complaint and individuals involved.

What if an employee quits and then admits that the reason is because of sexual harassment by someone in the Fire District?

1. Document all information immediately, and if possible, ask the individual to sign the report form.
2. Report the complaint to the appropriate department within the organization.
3. Restate the organization's policy on sexual harassment.

What if an employee complains of being harassed by someone outside the Fire District, such as a salesperson or one of the customers or clients?

1. Take these complaints seriously!
2. Reassure the employee that you will investigate.
3. Report the complaint to the appropriate supervisor within the Fire District.
4. Try to observe the situation for yourself if at all possible.
5. Document all information about the complaint immediately.

***The term "employee" shall in each case include Fire District volunteers.**

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SEXUAL HARASSMENT COMPLAINT FORM

Name _____ date _____

Type of complaint _____

Complaint made to _____ date _____

Details of complaint _____

Supervisor's action _____

Is employee aware of policy on this issue? _____

Action taken _____

Date of action _____ action by _____

Is action satisfactory to employee? _____

Is further action required? _____

Signature of employee: _____

Date signed: _____

Signature of representative: _____

Title: _____ date signed: _____

Policy #25: ARCHIVE

This policy has been replaced by Policy #317. SEE BELOW

317 POLICY: Discriminatory Harassment

Approved: 2018-12-17
Approval: BOFC

Reviewed:
Reviewer:

Revised:
Revision Approval:

Revision #

317.1 PURPOSE AND SCOPE

This policy is intended to prevent district members from being subjected to discrimination or sexual harassment. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

317.2 POLICY

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

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

317.3 DISCRIMINATION PROHIBITED

The Orcas Island Fire & Rescue is committed to creating and maintaining a work environment that is free of all forms of discrimination, harassment and retaliation, including sexual harassment.

317.3.1 Discrimination

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

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

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

POLICY: Discriminatory Harassment

317.3.2 Retaliation

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

317.3.3 Sexual Harassment

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

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

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

317.3.4 Additional Considerations

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

- a. Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Washington State Human Rights Commission.
- b. Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with Fire District #2 or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

317.4 RESPONSIBILITIES

This policy applies to all district members. All members shall follow the intent of these guidelines in a manner that reflects district policy and the best interest of the Orcas Island Fire & Rescue and its mission.

POLICY: Discriminatory Harassment

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Fire Chief, Administrative Assistant – Human Resources, or the Board of Fire Commissioners. Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

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

317.4.1 Supervisor Responsibility

Each supervisor and manager shall:

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

317.4.2 Supervisor's Role

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

- a. Behavior of supervisors and managers should represent the values of the District.
- b. False or mistaken accusations of discrimination, harassment or retaliation have negative effects on the careers of innocent members.
- c. Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- d. Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

POLICY: Discriminatory Harassment

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

317.5 INVESTIGATION OF COMPLAINTS

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

317.5.1 Supervisory Resolution

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

317.5.2 Formal Investigation

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

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

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs. Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, Administrative Assistant – Human Resources, or the Board of Fire Commissioners.

POLICY: Discriminatory Harassment

317.5.3 Alternative Complaint Process

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges.

Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

317.6 NOTIFICATION OF DISPOSITION

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

317.7 DOCUMENTATION OF COMPLAINTS

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

- a. Approved by the Fire Chief, Board of Fire Commissioners or the Administrative Assistant Human Resources, if more appropriate.
- b. Maintained for the period established in the district's records retention schedule.

317.8 TRAINING

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

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

317.8.1 Questions Regarding Discrimination Or Sexual Harassment

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, the Fire Chief, Administrative Assistant – Human Resources, or the Board of Fire Commissioners.

FYI...The below policy contributes/supports other current policies.

319 POLICY: Personnel Complaints

Approved: 2018-12-17
Approval: BOFC

Reviewed:
Reviewer:

Revised:
Revision Approval:

Revision #

319.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the Fire District #2's Administration Department.

319.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

319.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the District.

319.3.1 Classifying Complaints

Personnel complaints shall be classified in one of the following categories:

Informal: A matter in which the member's Battalion Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

POLICY: Personnel Complaints

Formal: A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated district representative, depending on the seriousness and complexity of the investigation.

Incomplete: A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated district representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

319.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

319.4.1 Availability of Complaint Forms

Personnel complaint forms will be available and clearly visible in public access locations within district facilities. Forms will also be available on the district website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Battalion Chief any suggestions for improvement or changes.

319.4.2 Sources of Complaints

- a. Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- b. Any district member becoming aware of alleged misconduct shall immediately notify a supervisor.
- c. Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- d. Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

319.4.3 Acceptance of Complaints

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

POLICY: Personnel Complaints

319.5 COMPLAINT DOCUMENTATION AND TRACKING

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible. All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the District should audit the log and send an audit report to the Fire Chief or the authorized designee.

319.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

319.6.1 Supervisor Responsibilities

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- a. District supervisors should respond to all complaints in a courteous and professional manner.
- b. A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the on-duty Battalion Chief and Fire Chief are notified as soon as practicable and no later than 48 hours after receiving the complaint.
- c. A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Division Captain of the accused member and the on-duty Battalion Chief, via the chain of command. The Battalion Chief will forward a copy of the complaint to the Fire Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Battalion Chief and/or Fire Chief.
- d. A supervisor investigating any complaint should:
 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.

POLICY: Personnel Complaints

- e. When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Administration Department and the Battalion Chief for direction regarding his/her role in addressing the complaint.
- f. Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Battalion Chief.
- g. Unresolved citizen complaints shall be forwarded to the Battalion Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- h. The supervisor shall ensure that the procedural rights of the accused member are followed.
- i. Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- j. Interviews of the complainant should be conducted during reasonable hours.

319.6.2 Investigation Procedures

The following procedures should be followed with regard to any accused member subject to investigation by the District:

- a. Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the District should:
 - 1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.
 - 2. Provide the date, time and place of the interview and the names of all who will be present.
 - 3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.
- b. Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.
- c. Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.
- d. An investigator should not interview a member at that person's home without the member's prior permission.
- e. No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- f. All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.

POLICY: Personnel Complaints

- g. No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions or be subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- h. Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews.
- i. If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.
- j. All members shall provide complete and truthful responses to questions posed during interviews.
- k. A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- l. No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

319.6.3 Uniform Disciplinary Act Investigations

The District will comply with the provisions of the Uniform Disciplinary Act as required for any member who is subject to the Act and under investigation for unprofessional conduct (RCW 18.130.010 et seq.).

319.6.4 Investigation Format

Investigations of complaints should be timely, detailed, complete and essentially follow this format:

Introduction: Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis: Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations: List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation: Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion: A recommendation regarding further action or disposition should be provided.

Exhibits: A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

POLICY: Personnel Complaints

319.6.5 Administrative Leave

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or the authorized designee shall notify the Administration Department in writing of the employee's administrative leave and the cause for the leave.

319.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

319.7.1 Division Captain and/or Battalion Chief Responsibilities

Upon receipt of any completed personnel investigation, the Division Captain and/or Battalion Chief shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Captain and/or Battalion Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Division Captain and/or Battalion Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Division Captain and/or Battalion Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

319.7.2 Responsibilities of the Fire Chief

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Division Captain and/or Battalion Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- a. Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.

POLICY: Personnel Complaints

- b. An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.
- c. Once the member has completed his/her response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.
- d. Once the Fire Chief has issued a written decision, the discipline shall become effective.
- e. All criminal acts will be reported by the Fire Chief to the appropriate Federal, State or Local Authorities.

319.8 PRE-DISCIPLINE MEMBER RESPONSE

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- a. This response is not intended to be an adversarial or formal hearing.
- b. Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- c. The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- d. In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- e. The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

319.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

POLICY: Personnel Complaints

319.10 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member may appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.

319.11 AT-WILL AND PROBATIONARY MEMBERS

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered by the Fire Chief to be appropriate.

Policy #33: ARCHIVE

This policy has been replaced by Administrative procedures which address L & I submissions.

ARCHIVE

San Juan County Fire Protection District #2

Written: 1/13/98
Submitted: 1/13/98
Approved: 1/13/98
Revised:
Revised:
Revised:

Policy No: 33
SOP:
Gen Order:
Rules and Regs:
Memo:
Page:

RESPONSIBILITY FOR SUBMISSION OF MONTHLY LABOR & INDUSTRY HOURS

Purpose: To establish guidelines for submission of monthly hours for submission to the Department of Labor & Industries.

Policy:

San Juan County Fire Protection District #2 requires that volunteer officers and fire district employees submit monthly hours to the district by the 5th day of each month.

Monthly hours submitted after the fifth day of each month may result in a delay of reimbursement.

Policy #52: ARCHIVE

This policy was never adopted.

ARCHIVE

Orcas Island Fire & Rescue

Neighbors Serving Neighbors since 1948

San Juan County Fire District #2

Written: 6/1/04

Policy No: 52

SEVERANCE POLICY

Purpose: To recognize the service of contracted and at will employees of the District when they leave the District after a qualifying period of service.

Policy: To qualify, an employee must have served in a benefited position for a minimum of three years. One week's salary and all benefits will be paid for each year of service.

Procedure:

1. Initial qualification requires a minimum of three (3) years paid service in a benefited paid position.
2. One week's salary and all benefits will be paid for each year of paid service. Any partial year of service will be pro-rated.
3. Calculation of salary will be based upon the most recent salary.
4. Full time service is defined as a forty hour work week. Less than forty hours per week, that was a qualifying benefited position, will be pro-rated.
5. Salary and benefits will be calculated based upon a maximum of twenty (20) years service.

Policy #57: ARCHIVE

This policy has been replaced by Policy #324.

ARCHIVE

San Juan County Fire District #2

Written: 8/8/05
Submitted: 8/9/05
Approved:

Policy No: 57

WORKPLACE VIOLENCE EMPLOYEE HANDBOOK

(Understanding & Preventing)

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I. Introduction

In order to fulfill the mission of the Orcas Island Fire District (OIFD), it is essential that OIFD employees are able to work in an environment that is safe and free from acts of intimidation, threats of violence or actual violence. To the extent that a better informed community is a safer community, this handbook has been prepared to aid in the understanding and prevention of workplace violence. You are encouraged to read this pamphlet--it contains valuable information that should prove helpful in the assessment and management of workplace violence situations.

Workplace violence is a serious problem for which there are no easy answers or solutions. Since no one nor any instrument can accurately predict someone's potential for violence, all reasonable precautions should be carefully considered and implemented where appropriate and necessary. We cannot guarantee that whatever changes you make or strategies you employ will prevent future violence; however, if you are frightened or anxious about going to work because of the repeated inappropriate behavior of another employee, you are encouraged to report it.

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The sooner acts of intimidation or threats of violence are addressed, the sooner they can be resolved. Conversely, the longer you wait, the more difficult such problems will be to resolve.

While the OIFD offers advice regarding safety strategies, remember, you have the primary responsibility for your own safety. This brochure provides you with a variety of safety suggestions; however, the decision to implement any of the strategies is yours.

The creation of a safer OIFD workplace starts with a **Zero Tolerance Policy** regarding acts of intimidation, threats of violence, or acts of violence. The next step is to provide employees with the information necessary to recognize potential workplace violence situations in order to prevent or minimize an escalation. In addition, it is important that all OIFD employees clearly understand their duties and responsibilities with respect to this policy. The final and most important step is to hold all OIFD community members accountable to a fair interpretation of this policy.

There are five common classifications of violence which can occur in the workplace.

Employee workplace violence:

Violence which occurs in the workplace as a result of a workplace relationship.

Affiliated workplace violence:

Violence which occurs in the workplace, but which stems from the conflicts of a relationship outside the workplace.

Occupational workplace violence:

Violence which occurs in the workplace as a result of a person's occupation.

Random workplace violence:

Violence which occurs in the workplace where the offender has no apparent connection with the workplace.

Hate violence:

Violence which occurs in the workplace as the result of a bias against another person's ethnicity, race, national origin, religion, gender, sexual orientation, disability, and/or political views.

The focus of this handbook is on **employee workplace violence**. However, regardless of the type of intimidation, threat of violence or act of violence, each incident should be promptly reported to the appropriate District authority.

There are no exact answers to the issues and problems surrounding affiliated workplace violence, nor is there a single best approach toward the management of these situations. Indeed, each situation is unique and each situation presents a different complex set of challenges. Nonetheless, this handbook will provide the reader with important information in order to better understand affiliated workplace violence and how to better manage these situations.

THIS HANDBOOK IS NOT WRITTEN TO CAUSE APPREHENSION OR ALARM. THE INTENT OF THIS PUBLICATION IS TO CALMLY AND OPENLY ADDRESS THE ISSUES SURROUNDING *EMPLOYEE WORKPLACE VIOLENCE* IN AN EFFORT TO PREVENT SUCH OCCURRENCES.

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II. OIFD - Zero Tolerance Policy

Section 1

Any intentional act of intimidation, threat of violence, or act of violence committed against any person or to the property of another while on the property of the Orcas Island Fire District is prohibited.

Act(s) of intimidation: (Implied threat)

Any willful act/behavior directed toward another person, the result of which causes the other person to reasonably fear for his/her safety or the safety of others.

Threat(s) of violence: (Actual threat)

Any willful act/behavior directed toward another person which threatens the other person or which threatens damage to the property of another, under such circumstances that would cause the other person to reasonably fear for his/her safety, the safety of others or damage to said property.

Act(s) of violence:

Any willful act/behavior committed against another person or the property of another, the result of which causes bodily injury, however slight, to the other person or damage to the property of another.

Section 2

No person shall possess or have control of any firearm, deadly weapon, prohibited knife (626.10PC) or explosive device while on the property of the Orcas Island Fire District, except as required in the lawful course of business or as authorized by the OIFD Chief.

Section 3

Any OIFD employee (non-supervisor, non-manager) who is the subject of or a witness to a suspected violation of this policy **should** report the violation to the next-in-line supervisor who is not a party to the violation. Any emergency, perceived emergency, or suspected criminal behavior shall be immediately reported to the OIFD Police District.

Section 4

Any OIFD supervisor, manager, or person in authority who is the subject of, a witness to, or who receives a report of a suspected violation of this policy **shall** document, investigate and report the suspected violation to the appropriate authority.

Section 5

Any OIFD employee found to be in violation of this policy shall be subject to disciplinary action, up to and including dismissal, pursuant to applicable Personnel Policies or Collective Bargaining Agreements.

III. EMPLOYEE RESPONSIBILITIES

Adherence to this policy is required of all OIFD employees. All OIFD employees who are neither supervisors nor managers/officers are encouraged to report all suspected violations of this policy to their next-in-line supervisor who is not a party to the violation.

No employee shall be subjected to criticism, reprisal, retaliation or disciplinary action for reporting acts pursuant to this policy.

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It is the responsibility of every OIFD employee to assist and cooperate in making the OIFD workplace as safe as possible. In order to accomplish this task, all employees need to fully understand and adhere to the **Zero Tolerance Policy**. As is necessary and safe, employees shall assist management in their efforts to accurately assess, minimize and investigate workplace violence situations.

Any “conduct or joke(s)” which involve acts of intimidation and/or threats are considered inappropriate for the workplace and shall be taken seriously and investigated.

IV. SUPERVISORY RESPONSIBILITIES

Adherence to this policy is required of all supervisory personnel. It is the responsibility of all supervisors to report any suspected violation of this policy to their respective supervisor. Supervisors **shall** document all suspected violations of this policy which have been brought to their attention. Supervisors shall assist as necessary and safe in the assessment, investigation and management of workplace violence situations.

Supervisors play a critical role in the creation of a safe workplace environment by reducing the potential for workplace violence through the fair, impartial, and consistent application of recognized supervisory practices. Actual case histories of workplace violence situations strongly suggests that violence can be greatly reduced when supervisors:

- Treat employees with respect
- Treat employees fairly
- Treat employees with consistency
- Reward employees for good performance/behavior
- Hold employees accountable for poor performance/behavior

Supervisors who treat their employees in the above manner are better positioned to take the necessary steps toward corrective action and/or remedial training. Adherence to OIFD policies, workplace rules and regulations, along with accurate documentation of employee performance will greatly assist in the prevention of workplace violence through early detection and intervention.

Supervisors need to remember that she is not alone, that help and assistance is readily available. The battle against workplace violence is a collaborative multi-disciplinary effort that is best waged with the assistance from Staff.

V. MANAGEMENT RESPONSIBILITIES

Adherence to this policy is required of all OIFD management personnel. It is the responsibility of all managers/officers to encourage their employees to report any suspected violation of this policy. Moreover, managers/officers who have knowledge of a suspected violation of this policy **shall** cause the situation to be documented and fully investigated.

Issues surrounding workplace violence are difficult to accurately assess and properly manage. Therefore, it is strongly suggested that District managers/officers seek the advice of other available resources. Problem solving (strategy) sessions with personnel from

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these various support units can provide tremendous assistance in identifying suitable action plans that will help minimize or avert violence.

VI. RISK ASSESSMENT (Behavioral Indicators)

There is a well-established myth that employees who commit violence in the workplace can be easily identified by some existing psychological or behavioral profiling. The truth is that while there are some common sense indicators available to predict individual tendencies, science has not yet developed a tool that will accurately predict a person's future violent behavior. However, experience strongly suggests that performance related issues often provide the first signs of a potential problem.

Performance Issues

- **Attendance problems**
(absenteeism/tardiness/unexplained absences)
 - **Poor work performance**
(work product and work habits deteriorating)
 - **Poor workplace relationships**
(unusual verbal conflicts, emotional outbursts)
- **Acts of insubordination**
(failure to follow instructions, unusual acts of disobedience)
 - **Blames others for difficulties** (life is miserable because of everyone else)
 - **Indications of substance abuse** (physical decline, behavior swings, tardiness, forgetfulness, anxiety attacks)
 - **Subtle acts of intimidation** (posturing, behavior intended to intimidate)
 - **Poor hygiene/appearance** (decline in personal appearance/cleanliness)

The following indicators are warning signs that should be carefully considered when evaluating the potential for violence. However, these indicators should not be viewed as a comprehensive list. If an employee is exhibiting several of these behaviors, consultation with support personnel from the OIFD is advisable.

Warning Signs

- **Fits of rage, and angry outbursts** (screaming/yelling, swearing, wild gestures)
- **Veiled threats of violence** (statements/behavior which imply violence)
- **Feelings of persecution/paranoia** (expressed distrust, especially with management)
- **Deep cynicism of the system** (blames management for every wrong)
- **Holds a grudge** (holding a grudge toward a specific person)
- **Fascination with workplace violence** (likes to discuss incidents of violence)
- **Acts of intimidation** (specific behavior intended to frighten others)
- **Odd behavior** (bizarre/weird - out of character obsessions or behavior)
- **Preoccupation with weapons** (frequent discussions about weapons)

VII. THREAT MANAGEMENT

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Regardless of the source, all threats or indications of potential violence should be taken seriously. Violations of the Zero Tolerance Policy should be reported as indicated in this policy. If deemed necessary, a member of the Threat Assessment Group (TAG), described below should be notified.

This notification will set in motion a specialized multi-unit evaluation of the situation, along with real time problem-solving strategy sessions.

Any threat of violence or act of violence should be immediately reported to the OIFD.

The analysis and management of a threat of violence can be complicated, and will often involve several different units within the District. Due to the complex nature of threats, such situations are best handled by an experienced multi-disciplinary team approach. All situations are different and solutions will differ greatly. However, within the context of the who, what, when, where, why and how of **threatening behavior(s)**; all threats should be taken seriously, reported and properly investigated.

Threat Assessment Group (TAG) :

TAG may be comprised of key personnel from:

- The affected District
- Police District
- Staff Assistance Programs
- Other OIFD Districts or professionals as deemed necessary

(TAG is an ad-hoc group whose members are brought together, as needed, to consult and strategize on specific case situations.)

Strategies:

TAG recognizes that affiliated-type workplace violence situations are dynamic in nature and that a particular strategy deemed appropriate one week may not be deemed appropriate the following week. Therefore, good case management often requires continued reassessment. Based upon continued reassessment, the following strategies (not necessarily in order) should be considered.

- Meet and develop safety/security strategies with the intended victim(s)
- Make referral information available to victim
- Meet and develop strategies with management of the District
- Implement an office safety plan
- Simply monitor the situation
- Employer directs offender to cease the behavior
- Police personnel directs the offender to cease the behavior
- Detach and separate victim from the offender
- Initiate corrective action
- Initiate remedial training
- Place offending employee on **investigatory leave**
- Require medical evaluation to determine fitness for duty
- Police to remove offender from District for trespassing if necessary
- Assist victim in obtaining a Protection Order

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- District to obtain a Protection Order
- Arrest offender for any unlawful behavior

VIII. SITUATION MANAGEMENT

Workplace violence is primarily an organizational issue long before there is any law enforcement involvement. Supervisors/management have typically been alerted to work performance problems and/or behavioral issues. Therefore, it is very important that any inappropriate employee workplace behavior be taken seriously and that corrective action and/or remedial training be implemented immediately.

Situations will differ greatly; as such, they will dictate different responses. However, *to the extent possible*, all reports, investigations, and actions taken relative to suspected violations of the Zero Tolerance Policy shall remain confidential.

The particular circumstances of a given situation will suggest in which order the following should be accomplished; however, the following provides the basic building blocks for the development of a safety plan.

Safety Plan

Think about what "I" would do in a given situation :

- Discuss and coordinate safety strategies with co-workers
- Develop pre-arranged procedures to alert others that help is needed

Signals (do not move, go here, go there, etc.)

Codes/Alarms (type of situation, code words, location, etc.)

- Identify emergency evacuation procedures

Pre-determine possible escape routes

When it can be safely done, leave the area

At the safest opportunity, report to police by dialing 9-1-1

- Mentally "map out" a personal survival strategy

An imminent threat of violence will initiate the "fight or flight" response, therefore, maintain self-control, "think," and do not panic

Initiate pre-arranged survival plan

Secure your surroundings, lock doors, call for help

- Identify physical security needs of the District
- Limit access, arrange for authorized access only
- Establish protocol for calling the police (emergency/non-emergency)
- Install "help or panic buttons" at strategic locations
- Develop a procedure to cease operations and secure the premises
- Evaluate the need for security alarms, cameras, security personnel

Confrontations

- Activate pre-arranged safety plan
- If appropriate, evacuate employees
- If possible, persuade the offender to discuss the problem in private
- If possible and appropriate, have another employee in the room

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- If possible, remove all potential weapons (scissors, letter opener, etc.)
- Allow some distance between you and the offender
- Allow for an avenue of escape
- Do not challenge
- Maintain a calm and controlled demeanor
- Demonstrate interest in resolving the problem
- Ask the offender for his/her assistance in solving the existing problem
- If possible, establish parameters for the conduct of the conversation
- Observe, listen and take notes when appropriate
- If possible, point out any Zero Tolerance Policy violations

Adverse administrative proceedings

Adverse administrative proceedings can be difficult particularly when it involves a grievance, discipline, reassignment, demotion or termination. The manner in which management deals with an employee who is the subject of an adverse administrative process will significantly influence the employee's response to the process.

OIFD managers/officers do not stand alone in having to deal with these kinds of adverse proceedings. In such instances, various OIFD members can assist in the proper planning and execution. (See Referral Services)

- Adverse administrative hearings should be conducted at a location that best meets the needs of the District, taking into consideration the employee's level of dissatisfaction and the potential for an adverse reaction.

- The focus of the proceedings should center on the facts of the situation, not the personality of the employee.

- When there is a belief that an adverse administrative hearing may erupt into violence, management should consider consulting with police personnel prior to the meeting.

- The manner in which the employee is treated is a critical component in minimizing the potential for workplace violence. Management must treat employees faced with adverse administrative proceedings with respect and employees must be treated fairly at all stages of the process.

IX. POST SITUATION MANAGEMENT

Emergency response personnel will be available to handle all emergencies. However, it remains the responsibility of OIFD employees, supervisors and managers/officers to work closely together to normalize the environment following a workplace violence incident. The aftermath can be traumatic--cluttered with confusion and disorientation. The wave of panic, fear, disbelief, and uncertainty will pass, and in its place will be the reality of having to return to the workplace. Depending upon the severity of the incident and the recommendations of the Threat Assessment Group (TAG), a variety of OIFD members will be called upon to assist in this post incident/situation normalization and debriefing.

Included in this normalization process will be a debriefing of employees who have been either directly or indirectly affected by an incident/situation. Two different types of

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debriefings have been designed to assist employees during the post incident phase; an **informational and psychological** debriefing.

The informational debriefing is designed for all affected employees for the purpose of providing them with accurate and pertinent information surrounding the incident. Providing accurate and timely information to employees is necessary in order to allay the anxieties of the unknown and to prevent false rumors from developing and spreading. An informational debriefing may be conducted by representatives of the District. In most instances, the informational debriefing will be the only debriefing required.

In severe situations, both an informational and psychological debriefing will be conducted, in that order. Once the informational debriefing is completed, for those who are interested, the psychological debriefing will follow. The psychological debriefing is conducted privately with the affected employees by a trained professionals. The purpose of the psychological debriefing is to provide the opportunity for individuals to talk about the incident as a group, to assess any signs of abnormal coping, and to promote healing and resolution. (It is strongly recommended that the psychological debriefing take place within 72 hours of the incident.)

X. REFERRAL SERVICES

- Psychological and Counseling Services
- OIFD
- Emergency 9-1-1

Policy #57: ARCHIVE

This policy has been replaced by Policy #324. SEE BELOW

324 POLICY: Workplace Violence

Approved: 2018-12-17
Approval: BOFC

Reviewed:
Reviewer:

Revised:
Revision Approval:

Revision #

324.1 PURPOSE AND SCOPE

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

324.2 POLICY

It is the policy of the Orcas Island Fire & Rescue to provide and maintain a safe work environment for its employees, volunteers and members of the public.

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

324.3 PROHIBITED BEHAVIOR

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

District management is prohibited from authorizing members to carry weapons while engaged in district business, unless carrying a weapon is required by the assigned duty and there are policies and procedures in place that govern the approval, use and/or display of the weapon.

No member engaged in district business shall carry self-defense weapons in violation of applicable state or local laws or this policy. Members who carry a legal self-defense weapon shall notify the Fire Chief in writing of what type of weapon is being carried.

Also see POLICY 624: Carrying Weapons On-Duty.

324.4 REPORTING AND INVESTIGATING

324.4.1 Member Responsibility

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

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

324.4.2 Supervisor, Manager, Battalion Chief, Fire Chief Responsibilities

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

POLICY: Workplace Violence

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

324.4.3 Investigation

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

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

324.4.4 Reporting Non-Work Related Threatening or Violent Behavior

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

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

324.5 RETALIATION PROHIBITED

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

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

324.6 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Administrative Assistant – Human Resources. The District needs this information in order to provide a safe workplace.

324.7 FOLLOW-UP ACTION

Any employee or volunteer reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law before the District takes any disciplinary action.

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

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

POLICY: Workplace Violence

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

324.8 LEGAL ACTION

The district's legal counsel will determine if the District will seek a temporary restraining order or injunction should be sought on behalf of the District to reduce future or threatened violent behavior in the workplace.

324.9 CORRECTIVE ACTIONS

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

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

324.10 WORKPLACE VIOLENCE PREVENTION

All district members are responsible for assisting in the prevention of violence in the workplace. The District will provide appropriate training to members regarding workplace violence.

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

Policy #60: ARCHIVE

The potential liabilities associated with this policy along with concerns of “gifting of public funds” are issues which create risk for the District and these practices should be suspended.

ARCHIVE

San Juan County Fire District #2

Written: 2/24/05

Submitted: 3/8/05

Approved: 4/12/05

Policy No: 60

“Example of Excellence” Customer Service Policy

Purpose:

This policy is needed in order to:

1. Clarify District policy regarding what the customer service expectations are of our membership.
2. Authorize our membership to expend District & OIVFEA Association funds in order to achieve this goal.

Rationale:

We have a very close knit community due to our size, population and isolation. Indeed, the OIFD was born out of a need to organize ourselves for the benefit of our neighbors, friends and families. We have a tradition of “taking care of our own”. With our seasonal influx of tourists we can double in population and need for our services. This policy seeks to establish that long standing tradition as part of our gal for service excellence and to expand it to encompass all of our customers including our visitors. Our tradition of doing what is needed for our neighbors, friends and families is one of the aspects of “island life” that separates us from the mainland. In order to continue this tradition we must clarify how we must manage this service due to the use of public and non-public funding.

Policy:

1. Labor donated by our members in a voluntary capacity shall continue to be encouraged in “customer service” situations that are not strictly Fire, EMS or Rescue scenes. The need, amount and duration shall continue to be determined by the officer in charge (“OIC”) just as it is for all other services we provide.

Note: The OIC may be the “ranking” member on scene and not a regular officer of the District. (see definition below)

2. “Expect Excellence” to us means to do not only what is needed in the situation, but also to “exceed” the average person(s) expectations.

Example:

Providing fuel for a stranded motorist is common, what is not as common is following them to a service station to make sure they arrive safely, providing a meal coupon is they are short on cash and/or providing more cash for fuel once at the service station.

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3. We consider these "examples of excellence" (EOE's) part of the service when they occur in connection with an emergency response. "EOE's" of this sort have been and will continue to be covered by the District. "EOE's" not in connection with an emergency response are authorized, but must be paid for by non-tax and non-public funds. Donations to the district which are not restricted by the donor and Association funds shall be used for these types of EOE's.

4. Records of both response and non-response EOE's shall be maintained by the district in order to demonstrate our appropriate use of these separate funding sources.

5. The Fire Chief is designated as the custodian of all Fire District EOE's and shall report them to the BOFC routinely.

6. Except for emergency responses to members, EOE's shall not be used for members of the District unless authorized by the Chief or the Association President.

7. Members shall have a limited of \$75 on any one situation and Officers shall have a limit of \$300. These limits may be increased by permission of Chief Officer.

8. Members using their private vehicles or equipment will be covered by District insurance as long as the report is completed as soon as the incident is terminated. A chief officer must countersign the form and indicate what fuel or other reimbursements were made.

9. Use of private homes for shelter will not qualify for reimbursement unless specifically approved in writing by a chief officer.

Note: Definition of "Ranking" member shall be the most senior member as determined by date of membership with the District in any category of responding membership.

Policy 63: ARCHIVE

The District's legal counsel has advised that the following policy is not a legal practice.

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San Juan County Fire Protection District #2

Policy No: 63

Submitted: 08/08/06

Approved: 09/12/06

Revised:

VOLUNTEER FIRE MEDIC (VFM) PROGRAM

Purpose: To enhance the ability of our members to receive Advanced Life Support (ALS) training in order to serve our community at a higher level and help the district achieve our mission and goals.

- 1. Policy: The district shall maintain a program that allows qualified members to be supported for academic expenses for Paramedic (ALS) training in the following manner:**
 - A. Any EMT with two or more years with the District or a combination of five years with OIFD and any other emergency response agency in a capacity of First Responder or above may apply to this program.**
 - B. Applicants to the VFM program must meet or exceed the pre-requisites of the training facility which they will be attending.**
 - C. Applicants must be cross trained District responding members in “Good Standing” at the time of application for support.**

- 2. Support:**
 - A. Applicants may apply for one of two support programs. Members Selected Academic Loan (MSA) or Sponsored Academic Members Loan (SAM).**
 - 1. MSA applicants are selected by District (according to a process approved by the District) as a new VFM in training to assume Fire/Medic rotation on Saturdays. Selection at this level assures that tuition loans set by the District are payable in advance of each academic quarter.**
 - 2. SAM applicants are sponsored by the District to attend a training program on their own funding. Members who select this option are eligible to request a loan for academic expenses similar to MSA but their loan application will only be accepted upon completion of the course.**
 - 3. Members in supported ALS training programs will be on a “Leave of Absence for Training (LOAT)” and not required to maintain District Task Books for Fire Training and cannot respond on fire calls during their LOAT.**

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3. Loan Requirements

A. MSA & SAM loans must be applied for by members before attendance at the training facility. This includes SAM members to allow the District to budget for this major expense.

B. Tuition support loan amounts are solely the determination of the District.

C. Interest set by the District will be charged on all loans according to the conditions of the loan. These may include different rates for individuals who are no longer members, members who do not maintain their "Good Standing" status or for other reasons which increase the risk to the District for re-payment may have higher interest rates but are limited to the actual terms of the loan.

4. Loan Repayment Reduction

A. Both MSA and SAM loan repayment will be reduced for each calendar quarter of adequate VFM service as described in Section 7 of the Volunteer Fire Medic Agreement.

B. One calendar quarter of adequate VFM service as defined in the Volunteer Fire Medic Agreement will result in an approximate 5% reduction of MSA or SAM loans amounts. Currently, 20 calendar quarters (5 years) of adequate VFM service will result in the loan being repaid in full.

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1. VOLUNTEER FIRE MEDIC AGREEMENT

THIS VOLUNTEER FIRE MEDIC AGREEMENT ("Agreement") is made and entered into as of _____, 2006, by and between _____, ("Participant"), and SAN JUAN COUNTY FIRE DISTRICT #2, a municipal corporation, (the "District") with reference to the following facts:

WHEREAS, Participant meets the qualifications for participation in the District's Volunteer Fire Medic (VFM) Program for paramedic training as specified in Section 1 of the District's VFM Policy (Policy No. 63) (the "Policy");

WHEREAS, Participant wishes to enroll in the Bellingham Technical College ("BTC") Emergency Medical Technician-Paramedic ("EMT-P") training program;

WHEREAS, Participant has warranted and represented to the District that Participant meets the admission requirements of the BTC EMT-P training program;

WHEREAS, admission of the Participant to the BTC EMT-P training program requires Sponsorship of the Participant by the District (as used herein, the term "Sponsorship" means sponsorship of the Participant as required by BTC admission policy but does not include financial assistance of any nature);

WHEREAS, Participant has applied to the District for Sponsorship and the District has agreed to provide Sponsorship to the Participant;

WHEREAS, the Policy provides that the District may loan ("Loan") to the Participant the amount of the certain tuition in connection with the EMT-P training program;

WHEREAS, the Policy provides that portions of the Loan shall be cancelled, from time to time, upon the satisfaction of certain conditions:

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

1. Incorporation of Policy and Recitals.

The Policy, as may be amended from time to time, the recitals and the exhibit hereto are hereby incorporated herein by this reference.

2. Application to and Acceptance by BTC.

2.1 Except as expressly provided herein, Participant shall be solely responsible for completion and submission to BTC of any all applications, transcripts,

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recommendations, forms and any other information, whether written or otherwise, deemed necessary or desirable by Participant or BTC in connection with Participant's application to BTC. The District's sole responsibility in connection with such application shall be to execute any document reasonably and timely requested by Participant or BTC to evidence the District's Sponsorship of the Participant.

2.2 The District makes no warranty or representation concerning Participant's admission to or success in completion of the BTC EMT-P Program. In the event the Participant is not accepted into such program or fails to complete such program for any reason whatsoever, the District's obligation in connection with this Agreement shall terminate.

3. Expenses.

Except as expressly provided herein with respect to the Loan, the District shall have no obligation or liability whatsoever in connection with any expense including, without limitation, moving, living or travel expenses, books, supplies, equipment, or any other fees or costs.

4. The Loan.

4.1 Upon satisfaction of all of the conditions set forth in section 5 or section 6 hereinbelow, as applicable, the District shall disburse Loan funds in the amounts, at the times and in the manner specified in such applicable section 5 or section 6.

4.2 The amount of the Loan shall not exceed the lesser of (i) Participant's Actual Tuition Expense, or (ii) twenty five thousand dollars (\$25,000.00). As used herein, the term "Actual Tuition Expense" shall mean BTC's usual and customary tuition for its EMT-P program actually paid or required to be paid by Participant less the sum of (i) any grants, scholarships or other institutional financial aid received by Participant and not required to be repaid, (ii) tuition attributable to any class or activity not actually necessary to the completion of such program, and (iii) tuition attributable to the repeat of any class.

4.3 Prior to the disbursement of any Loan funds, the Participant shall execute and deliver to the District an original promissory note ("Note") in the form attached hereto as Exhibit "A" and incorporated herein by reference.

5. Members Selected Academic Loan ("MSA").

5.1 The provisions of this section 5 apply only to Participants who have been approved by the District for participation in the MSA program as described in the Policy.

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5.2 The District shall advance to BTC, on behalf of the Participant, prior to the first academic period of the BTC EMT-P program, an amount equal to the tuition payable for such first academic period.

5.3 The Participant shall:

- a. Enroll and remain enrolled, full time, in classes necessary for completion of the EMT-P program as full time enrollment is defined by BTC;
- b. Actively and diligently pursue such course of study maintaining a grade average of no less than the equivalent of a "C" or such higher average as may be required by BTC for completion of the program;
- c. Not be placed on academic or other probation; and
- d. Remain on an academic schedule to reasonably complete the EMT-P program in no less than eighteen (18) months from commencement of the program.

5.4 Provided the Participant meets the conditions forth in section 5.3 hereinabove during the previous academic period, the District shall advance to BTC, on behalf of the Participant, prior to the next academic period of the BTC EMT-P program, an amount equal to the tuition payable for such next academic period.

6. Sponsored Academic Members Loan ("SAM").

6.1 The provisions of this section 6 apply only to Participants who have been approved by the District for participation in the SAM program as described in the Policy.

6.2 Upon satisfaction of all of the conditions set forth in section 6.3 hereinbelow, and not otherwise, the District shall disburse Loan funds to or on behalf of Participant, which Loan funds shall first be applied to refinancing of any other student loans made to Participant and used to pay the Participant's Actual Tuition Expense and then to reimbursement of Participant for Actual Tuition Expense actually paid by or on behalf of Participant.

6.3 As express conditions to the disbursement of Loan Funds, Participant shall provide satisfactory evidence to the District that Participant:

- a. Has received an AAS Degree in Paramedicine no later than twenty four (24) months from commencement of the program;

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b. Has passed all tests and received all certifications necessary to commence work as a Paramedic in the State of Washington;

c. Has obtained employment as a paramedic in a setting where Participant will have a minimum of 250 patient contacts per year.

7. Obligations of Participant upon completion of the EMT-P Program.

7.1 After completion of the EMT-P training program, Participant agrees to provide volunteer services to the District, as a fully certificated paramedic, consisting of between four (4) and six (6) 24-hour Saturday shifts in each calendar quarter at the discretion of the District.

7.2 The District may schedule such shifts to meet its staffing needs but shall not schedule more than seventeen (17) such shifts during any calendar year without the consent of the Participant. It is the intent of the parties that such scheduling shall generally consist of every third Saturday but the District and the Participant each understand that such may vary from time to time to meet the needs of the District and of the Participant.

8. Tax Issues.

Participant should consult Participant's tax advisor in connection with any tax issues relating the debt cancellation provisions set forth in the Promissory Note. The District makes no representation or warranty concerning the taxable or non-taxable nature of the transactions described in this Agreement.

9. Entire Agreement.

This Agreement and the Promissory Note shall be deemed the entire agreement with respect to the subject matter thereof. This Agreement may be modified only with a written agreement executed by the Participant and by the District.

[signatures on next page]

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For: San Juan County Fire District #2:

Clyde Duke, Chairman

Harvey Olsan, Commissioner

Jim Coffin, Commissioner

“District”

, Participant

“Participant”

Approved as to form:

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EXHIBIT "A"

PROMISSORY NOTE

For value received, the undersigned, _____, (the "Borrower") promises to pay to San Juan County Fire District #2 (the "District") the entire sum disbursed by District to or on behalf of Borrower pursuant to that certain Agreement ("Agreement") between District and Borrower dated _____, 2006, together with interest thereon at a rate of one-half an interest point over the prime rate per annum commencing upon the first day of the first calendar quarter after the later date upon which (i) funds are disbursed pursuant to the Agreement; or (ii) eighteen 18 months after the Borrower commences the course of study referred to in the Agreement.

Commencing upon the first day of second calendar quarter after the later date upon which (i) funds are disbursed pursuant to the Agreement; or (ii) eighteen 18 months after the Borrower commences the course of study referred to in the Agreement, principal and interest shall be payable in level quarterly payments sufficient to fully amortize principal and interest over sixty (60) months.

Provided that during any calendar quarter during such sixty (60) month period, Borrower is (i) employed as a paramedic in a setting where there is a minimum of 250 patient contacts per year for any employer in the state of Washington customarily employing paramedics, and (ii) provides volunteer services to the District in accord with the Agreement, then, the payment otherwise due on the first day of the following calendar quarter and the amount of principal and interest represented thereby shall be cancelled and the amount of the debt reduced thereby.

Principal and interest are payable in lawful money of the United States and may be prepaid, at any time, in whole or part, without penalty. If action be instituted on this note, the undersigned promises to pay such sum as the Court may fix as attorneys fees.

"Borrower"