

JULIAN CUYAMACA FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURES

These rules and regulations cannot provide a solution to every question or problem which may arise in an organization designed and established to render emergency services nor are they expected to. It is expected, however, that they will be sufficiently comprehensive to cover, either specifically or generally, the privileges, obligations and duties of members of the Julian Cuyamaca Fire Protection District.

They are not designed to, or intended to, limit any member in the exercise of his judgment or initiative in taking the action a reasonable person would take in extraordinary situations, which are bound to arise in the fire service. By necessity a great deal must be left to the loyalty, integrity and discretion of the members. To the degree which individual members demonstrate the possession of these qualities in the application of a conscientious discharge of their duty, and to that degree alone, will the department measure up to the high standard required and expected of the service.

In all cases where a gender specific pronoun such as "...he..." or "...she..." is used, it is understood that it is for the ease in writing this document only. In every case it is meant to denote he/she or another non-gender specific connotation.

SECTION A
DEPARTMENTAL STRUCTURE AND FIREFIGHTERS

CHAPTER 1
RESPONSIBILITIES OF ALL MEMBERS

It shall be the duty of all members to:

1. Become familiar with, and obedient to, all laws, rules, regulations, manual of operations and orders affecting the operation of the District.
2. Respond to all calls during their assigned Crew Duty Days or other calls as warranted. Members must notify their Captains and make arrangements to be excused if unable to respond on their assigned duty days. Not responding due to employment requirements is always excusable but the Captain must be notified of the inability to respond. Members must exert their greatest energy and best ability to perform their full duty under all circumstances.
3. Keep themselves in readiness to perform their duties; keep their uniforms and equipment in a neat, clean and serviceable condition.
4. Report to the Chief the loss or finding of any District badge, identification card, book or equipment.
5. Exercise precautionary measures to avoid injury to themselves and others while in the performance of their duties and to avoid unnecessary damage to, or loss of, any public or private property.
6. Take responsibility for the safekeeping and proper care of all District property in their charge.
7. Practice economy in the use of supplies and see that waste is avoided.
8. Accord obedience, respect, and courtesy to superior officers and those performing the duties of a higher rank.

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9. Show courtesy and respect to the public and others with whom they have official dealings.
10. Promptly notify the duty officer of any inability to report for duty on a day they have signed up for.
11. Carry their identification cards while off duty and at other times when necessary for identification purposes.
12. When relieved from duty or resigning from membership, to promptly surrender all District property to the District office.
13. Instruct those designated to act in their stead and satisfy themselves that their relief has the ability and is capable of performing the duties to which they have been assigned.
14. Act in a higher rank when assigned and accept responsibility for the performance of the duties to which they have been assigned.
15. Immediately report to their superior officer any sickness, accident, or injury, no matter how trivial, occurring while on duty.
16. Notify the District Office of any change in residence or telephone number.
17. Promptly notify the Chief via Chain of Command of all matters coming to their attention affecting the interest and welfare of the District.
18. Notify the Chief and District office via Chain of Command when leaving the area for an extended period of time that is more than one week.
19. Drive apparatus in accordance with DMV laws and the regulations listed in the chapter on Driver Regulations and in the JCFPD Policies and Procedures. .
20. Actively participate in drills and other District training activities and be thoroughly familiar with all equipment that may be required to be used in the performance of their duties. To retain active status, members must participate in a minimum of fifty percent (50%) of all weekly training

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sessions and additional trainings that are required to maintain status and certification. Members must attend any and all “mandatory” meetings that are paged out. Members may only be excused from any of the above requirements by the Fire Chief or his designee in his absence.

21. Individual training and responses to emergency calls may be reviewed quarterly at the discretion of the Chief. If a member is found not to be on track toward meeting LSA requirements and/or the District requirements, the Chief, at his discretion, may counsel, suspend, or remove a member for lack of participation. All members should actively participate in as many non-emergency activities within the District as they can. For example: station work parties, fund raisers, and other such community events.

CHAPTER 2 GENERAL REGULATIONS

1. Under direction of the Chief, members detailed to head an office of the District shall have charge of the administrative duties of their respective office and shall be responsible for the maintenance of all records concerning their department.
2. Suggestions for the improvement of the District or the well being of the membership will be welcomed and carefully considered.
3. All active volunteer members of the District shall be regarded as part of the working force and may be requested to perform such duties as circumstances demand. Inactive volunteer members shall not be allowed to perform the duties of active members.
4. The official roster of the District and confidential personnel data shall be maintained at the District office.
5. When two or more members of the same rank find themselves in a position that requires initiative actions, the senior member will assume command until relieved by an officer.
6. Emergency medical technicians are to be responsible for patient care and management.

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7. When a member receives an order, which is in conflict with a previous order, he shall inform the officer who issued the conflicting order and be governed by his instructions.

8. Members of the District shall live within the District boundaries (exceptions may be made by the Chief or District Board).

9. Badges, insignias, identification cards and similar equipment shall be issued to members by the District office, which shall keep a record of such issuance.

10. In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act tending to bring reproach or discredit upon the District or their members.

11. No member shall lend his name as a member of the District to any commercial enterprise nor shall they approve the use of the name and the prestige of the District for any such purpose.

12. No member shall, on or off duty, use the uniform, badge or prestige of the District for the purpose of personal gain.

13. No member shall solicit a reward, fee or gift from any person for service incidental to the performance of duty. If a member does receive a gratuity, or a gift he must report it to the Chief. Any gratuity received will be disbursed at the discretion of the Chief.

14. No member shall directly or indirectly solicit the influence or intercession of any person or persons to effect his promotion, transfer or other personal gain.

15. Members shall not sell, give away or appropriate for their own use any District or Company property, nor shall they pilfer or be guilty of theft at fires or elsewhere. District or Company property classified as "unserviceable miscellaneous" items may be disposed of at the Chief's discretion. Such items so disposed of must be properly marked as unserviceable to avoid confusion.

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16. Members shall not, by using the uniform, badge or prestige of the District, attempt to influence the vote of any person for or against any candidate for public office.
17. No solicitation, speeches, distribution, posting or display of campaign literature for or against any candidate to public office shall be permitted on District property or buildings.
18. Members shall avoid political or religious arguments at District functions.
19. No member shall conduct himself in a manner or be a party to any act that would tend to impair the good order and discipline of the District.
20. In matters affecting the policy and practice of the District, no member shall give utterance by public speech or publication or take similar action, either directly or indirectly, without first obtaining the approval of the Fire Chief.
21. No information relative to the business of the District shall be furnished to persons not connected with the District, except as authorized by the Chief or permitted by law.
22. The District will not tolerate any use of alcohol and drugs during any of the following: driving a District vehicle of any kind or responding to, or appearing at, any emergency scene. The District realizes that this is a higher standard than the State DUI law but, due to the nature of our business, feels this standard is necessary and justified.
23. No member shall have in their possession or partake of any controlled substance while on duty or operating department equipment (zero tolerance).
24. No member shall be a party to any malicious gossip, report or activity, which would tend to disrupt District morale or bring discredit to the District or any member thereof. No member shall wear any clothing representing the District while expressing their personal views in a public arena on subjects non-relating to the District. No member shall give the illusion that their

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remarks are those of the District by wearing clothing with the markings of the District visible..

25. Members shall not use obscene, uncivil or boisterous language or physical jesters during any JCFPD related activity. Engagement in altercations under any circumstances is prohibited and subject to disciplinary action at the Chief's discretion .

26. The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any useful District record, book, paper or document is a serious offense and will result in disciplinary action. No member, other than the Fire Chief or his designee that he appoints, shall delete or change any entry to any document with the District. No member shall falsify their attendance to any meeting or event by having another member sign them in when they did not attend the mentioned event.

27. Smoking by members shall not be permitted at any time or place where smoking is prohibited by regulations. Smoking is prohibited on all fire apparatus, station, office and meeting room. The fire officer in charge may make exceptions when the emergency no longer exists, but this authority will not extend to permitting smoking on/or in fire fighting apparatus at any time or under any conditions. Fire fighting apparatus as defined in this section does not include passenger cars, pickups, SUVs or other similar type District vehicles.

28. No member shall, without good cause, willfully disobey any reasonable order issued by a superior officer, nor shall he speak disrespectfully of or to any superior officer or any member of the District.

29. The wrongful or injurious exercise of authority on the part of any member of the District shall result in immediate disciplinary action against the offender.

30. Members shall familiarize themselves with the contents of all communications posted on official bulletin boards.

31. Members shall not change or alter the arrangement of the firefighting equipment or apparatus without the approval of the Chief or his designee.

31. Any new or prospective member will be required to undertake a background check including but not limited to a fingerprint check, drug test (optional at the discretion of the Chief). And provide evidence of a clean DMV record as a minimum requirement for membership. All new members will provide the District with a copy of their Driver's License and proof of insurance. All members are subject to periodic reviews of these documents during the duration of their membership.

CHAPTER 3 FIREFIGHTERS

1. Firefighters shall be under the immediate supervision of their company officers and shall carry out all reasonable orders and directions received from superior officers. All volunteers have the right and responsibility to refuse orders they are incapable of fulfilling safely and effectively. All volunteers shall communicate via the Chain of Command any problems, difficulties, or issues with their superior officers.
2. They shall extinguish fires and take proper precautions to prevent re-kindle thereof.
3. They shall respond, when available, with their units to all alarms and emergency calls and perform all duties required.
4. They shall assist the engineers in keeping the apparatus, equipment, and tools in a clean, neat and serviceable condition.
5. They shall keep the fire station and grounds clean and in good order.
6. They shall maintain any equipment issued to them by the District and shall report any deficiencies in personal safety gear to their superior officer and the Chief.
7. They shall cooperate with other members of the District and participate fully in drills and training exercises authorized by the District.

**CHAPTER 4
ALL OFFICERS**

1. Officers of the District shall have ranks as follow and shall, for incident command purposes, rank in the order listed:

- Chief
- Battalion Chief
- Captain
- Engineer

2. Officers shall cooperate with one another and be responsible for full and uniform performance of the duties delegated to them. They shall require subordinates under their command to comply with all orders, rules and regulations, as well as practices and procedures of the district.

3. They shall be vigilant and active in enforcing the rules, requiring strict compliance therewith, promptly correcting any irregularities. No officer shall tolerate, or connive, efforts to violate or evade these rules.

4. Officers shall be just, dignified, and firm in their dealings with subordinates and see that good order and proper discipline is maintained among members of the District.

5. When in their judgment an improper action is committed by a member under their command (and such action is sufficiently serious, in that setting, to warrant immediate action), officers shall have the power to relieve a member of his present assignment. An immediate verbal report by the Officer shall be made through channels to the District Duty Officer. A written report of the incident shall follow, within 24 hours, to the Chief or his designee.

6. It shall be their duty to decide promptly any question of doubt on the part of their subordinates, relative to the interpretation of regulations or orders, and in emergencies, to prescribe the action to be taken.

7. Officers shall make prompt verbal report to their superior officer of any unusual occurrence concerning the District. All such occurrences are to be

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investigated at once, and when necessary, a report containing facts of the case forwarded with dispatch.

8. They shall preserve, until their purposes have been served, all orders, notices, communications and records pertaining to the operation of their respective units.

9. They shall cause all fires to be extinguished with the least possible damage to life and property, prevent unnecessary damage by water or other extinguishing agents, and take appropriate precautions against re-ignite. A diligent effort shall be made by the officer in charge of a fire to determine the cause.

10. Officers shall take precautionary measures to prevent unnecessary risk to members of the department.

11. It shall be the responsibility of all officers to see that all vehicles are operated in a manner consistent with safety. Due regard for the welfare of the public and the District shall govern the operation of all apparatus.

12. The manpower strength of all units shall be maintained as far as practical: deficient manpower shall be reported to the Duty Officer when the efficient operation of the District is jeopardized.

13. No officer shall interfere in matters of operation for which another officer of equal rank is responsible except with the latter's consent or by order of a superior officer. Conflict of authority must be strictly avoided.

14. Chief officers responding to incidents shall keep the dispatcher informed of their whereabouts and movements.

15. Acting officers shall have the authority and be required to enforce the regulations and orders of the position and will be charged with the knowledge of and be accountable for the proper execution of the duties of such rank.

16. Acting officers shall be accorded all the privileges pertaining to the office in which they are acting and shall be obeyed and respected accordingly.

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17. No acting officer shall alter or annul the standing orders of the regular officer without specific authority of a superior officer.

18. The officer in charge at the scene of any incident shall assume a commanding position and shall have full power and authority to direct the operation. He/she may prohibit the approach to such an incident by any person, vehicle, vessel or thing, and may remove (or cause to be removed) from such incident any vehicle, vessel or thing, and all persons not actually and usefully employed, in his/her judgment.

CHAPTER 5 FIRE CHIEF

1. The fire chief shall be the administrative head and shall be charged with the supervision of all activities of the Fire District, fire prevention, fire protection, and extinguishment. He shall oversee the emergency medical service provided by the district including supervision of ambulance personnel. He shall be responsible for the proper management, discipline and training of members of the Fire District.

2. He shall have the power and authority to organize, manage and control various divisions, bureaus, boards, committees, etc., which in his judgment, may be appointed or organized for the best interest of the service - all subject to and in such manner as provided by ordinances, resolutions, and motions of the Board of Directors of the Julian Cuyamaca Fire Protection District, and other applicable statutes (County, State, and Federal).

3. He shall have the power and authority to issue orders and take other appropriate measures to put into effect the policies and Standard Operating Procedures necessary for efficient operation of the Fire District.

4. He shall direct and coordinate the application of established Standard Operating Procedures and shall, from time to time, confer with officers, coordinating their duties for the purpose of uniform government of the District.

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5. He shall require members to attend training activities and programs beneficial or essential to the district.
6. He shall attend the District Board meetings to keep the District Board informed of the operation of the Company and make recommendations for the operations of the company.
7. He shall review official correspondence without delay and take action as required.
8. He shall report to the executive board any member who, by reason of age, disease, accident or other incompetency, does not or cannot fully perform the duties required of them.
9. He shall cause to be kept, in proper form, an accurate record of all business transacted by the District.
10. He may reprimand or suspend from the service for cause, any member of the District, in such manner as provided by these Standard Operating Procedures.
11. He may grant leave of absence to members of the District as requested by the member.
12. He shall, when available, respond to fire calls, medical aids, and other extraordinary emergencies and assume active command of the fire fighting forces.
13. He shall cause all hostile fires to be extinguished with the least possible danger to life and property and prevent unnecessary damage at fires by the use of water or other extinguishing agents or equipment.
14. He shall require subordinates to determine that the premises of which fires occur are left in such condition that there will be no re-ignite or further danger to life or property.
15. He shall have power, in the event of a serious fire or similar emergency, to demolish damaged buildings or parts of buildings that in his judgment may endanger life or cause further damage to property.

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16. He shall designate a Duty Officer to act as Chief in his absence.
17. He shall conduct periodic inspections of personnel, quarters, apparatus and equipment. He shall see that required corrective action is taken on any items.
18. He may condemn turnouts and equipment used or worn by members.
19. He shall see that the District identification cards are issued to all members and that accurate records are kept of these cards.
20. He shall see that the Standard Operating Procedures and the Fire Library are kept in an up-to-date condition and are readily available to all Fire District personnel.
21. The Chief shall adhere to all rules regarding training and promotions.
22. Nothing in these Standard Operating Procedures shall be construed to limit the power and authority granted the Fire Chief by the Board of Directors of the Julian Cuyamaca Fire Protection District policies, ordinances, resolutions, motions or other County, State, or Federal Statutes, in the operation of extinguishing any fire and taking the necessary precautions to prevent the spread thereof; nor shall his inherent or statutory responsibility as the District official charged with the protection of life and property from fire and other extraordinary dangers be limited by these Standard Operating Procedures.

CHAPTER 6 BATTALION CHIEF

1. He shall be appointed by the District Board upon recommendation of the Fire Chief and shall assume all duties of the Chief in the absence of the Chief. Battalion Chiefs shall be on a probationary status for one year with periodic evaluations at the discretion of the Chief or the Board.
2. When acting as Chief he shall be responsible to adhere to the duties outlined in these SOPs.

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3. He shall assume the duty on a rotational basis with the other Battalion Chiefs at the direction of the Chief. When performing this responsibility he shall respond to all emergency calls within the Julian Cuyamaca Fire Protection District boundaries, and assume command of said calls. As the “Duty Officer” he shall work within the parameters of the Incident Command System.
4. He shall work with the Chief to ensure the directives of the District Board are uniformly enacted.
5. He shall accept assignments from the Chief as are deemed necessary for the smooth operation of the District.
6. He shall perform the duties as outlined, but not limited to those in the Job Description for this position.

CHAPTER 7 FIRE CAPTAIN

1. He shall be appointed by the District Board upon recommendation of the Fire Chief. Captains shall be on a probationary status for one year with periodic evaluations at the discretion of the Chief or the Board
2. Captains shall give a general report on condition and readiness of apparatus and equipment assigned to their command. This report shall be given monthly to the Chief. They shall follow out assignments as required by the chief.
3. They shall respond and assume command in the absence of the Chief and Battalion Chief. They shall have command of the apparatus and shall have command of the incident until relieved.
4. Captains shall be given an annual evaluation and re-test of skills to maintain their status.
5. Captains shall perform the duties as outlined, but not limited to those in the Job Description for this position.

**CHAPTER 8
FIRE ENGINEER**

1. Engineers shall be appointed by the District Board upon recommendation of the Fire Chief. Engineers shall be on a probationary status for one year with periodic evaluations at the discretion of the Chief or the Board. Engineers shall, under the supervision of their company officers, be responsible for the condition and operation of apparatus and be strictly accountable for its readiness for service.
2. For expedience in response to alarms, engineers shall acquaint themselves with the topography, physical conditions and other matters affecting driving conditions in all parts of the district.
3. They shall keep familiar with practices and procedures relative to water supply, fire streams, pump capacities and other operations that will enable them to efficiently perform their duties.
4. Members driving apparatus shall possess a valid California drivers license for the type of vehicle being driven, issued by the Department of Motor Vehicles, State of California and shall know the provisions of the vehicle code pertaining to emergency vehicle operation as well as the sections of the code pertaining to non-code operation of district apparatus.
5. Engineers shall not allow unauthorized passengers to ride on the fire apparatus except when authorized to do so by the Chief.
6. Engineers shall use red lights and sirens as emergency warning signals when responding to alarms (code 3).
7. Engineers shall drive all apparatus at a safe speed under all conditions and shall not drive in excess of the speed limits in responding to any alarm or emergency. The district cannot be responsible for fines or citations incurred by personnel.
8. Engineers shall slow down and bring apparatus to a stop if necessary, before crossing dangerous intersections or when crossing streets with stop signs or against traffic lights.

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9. Fire apparatus shall not be parked or left standing at the scene of alarms in such a manner as to unduly obstruct traffic. A free flow of traffic shall be established as soon as possible.

10. When returning from an alarm, apparatus shall be driven as non-emergency equipment and the driver shall abide by all traffic regulations and local traffic laws.

11. The apparatus shall not be backed into the station house (except in an extreme emergency) without a person standing to the side and rear of the apparatus to act as a guide for the driver.

12. An engineer shall always pump from a hydrant with a soft line.

13. They shall report problems, equipment needed, etc., to their captain and chief.

14. They shall be familiar with all district apparatus and equipment.

15. They shall have completed an engineer's course given by the district training officer and have a record of such on file in their personal file. Engineers shall be retested every year or at the discretion of the Chief.

16. Engineers shall report to the I.C. prior to responding without a Captain on board. On the assigned tactical channel the engineer shall report the makeup of the assembled crew and be guided by the input from the I.C.

17. Engineers shall perform all duties as outlined, but not limited to, those listed in the Job Description for this position.

CHAPTER 9 DRIVER OPERATOR

1. Driver operators shall not respond an emergency vehicle without the expressed permission from an officer.

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2. Driver operators shall not respond code without the expressed permission of an officer.
3. Driver operators must be fully licensed by the State of California and certified by the district training officer, chief, or battalion chief to operate a specific apparatus.

CHAPTER 10 TRAINING OFFICER

1. The Training Officer shall be appointed by the Board upon recommendation of the Fire Chief. The training officer shall report to the Chief monthly.
2. The training officer shall train or assigns training to be scheduled for new members and regular crew.
3. The training officer shall keep members up to date on fire fighting techniques and any other training information.
4. The training officer shall develop a driving certification program and conduct training. He shall check out driving skills of potential drivers and report to the Chief on members certified as apparatus drivers and engineers. He shall train and develop driving skills and pumping skills for trainees. He shall maintain records required by the DMV regarding training and testing of district drivers.
5. The training officer shall gain assistance for training courses and driver training as necessary.
6. The training officer shall keep accurate records of training held by the district and members in attendance. Records of members who attend training outside the district shall also be maintained.

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CHAPTER 11 COMMUNICATION OFFICER

1. The Communication Officer will report directly to the Fire Chief.
2. He shall keep records of all pagers and radio equipment and to whom it is assigned.
3. He shall issue pagers to new firefighters upon the approval of the Fire Chief.
4. He shall collect broken pagers from members and issue new ones. All broken or non-worken communication equipment shall be sent in for repair at the discretion of the Fire Chief.
5. He shall work with the Fire Chief on all communication issues with Heartland, Cal-Fire and RCS as well as any other issues regarding radio communications.
6. He shall keep all radios up-to-date on current programming.
7. He shall oversee the installation of any new equipment or procure new equipment at the discretion of the Fire Chief.

CHAPTER 12 RESPONSE POLICIES-DRIVING

1. Personnel responding in private vehicles must drive in accordance with Vehicle Codes of the State of California. They must exercise extreme caution and exhibit due regard for public safety while driving to or from the incident. Failure to do so is cause for suspension. All members must maintain vehicle insurance as required by the California Vehicle Code and provide proof of insurance to the District Office as required by the Chief. It is the members responsibility to provide documents to the District Office if they change or alter their insurance policies.

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2. When responding in a private vehicle a volunteer must safely park away from the incident so as not to block passage of, or impede the progress of responding fire apparatus.
3. It is the responsibility of the officer in charge to make sure anyone driving an emergency vehicle is qualified to do so. The District Office shall post the driver qualification list within the station and update it periodically.
4. No operator shall be permitted to drive who has a class A violation within the past three years or who has had any combination of three class B violations and/or accidents in a three-year period.
 - Type A-violations:
 - a) Driving while intoxicated.
 - b) Driving while under the influence of drugs.
 - c) Negligent homicide arising out of the use of a motor vehicle (gross negligence).
 - d) Operating a motor vehicle during a period of suspension or revocation.
 - e) Using a motor vehicle for the commission of a felony.
 - f) Aggravated assault with a motor vehicle.
 - g) Operating a motor vehicle without the owners authority (grand theft).
 - h) Permitting an unlicensed person to drive.
 - i) Reckless driving.
 - j) Speed contest
 - k) Hit and run driving.
 - Type B violations: all moving violations not listed as type A violations.
5. The district shall participate in the DMV pull notice program. All personnel's' drivers' license numbers will be submitted to the DMV. Any activity related to that license will be reported to the district by the DMV.
6. The chief shall review, with each member, any driver license activity reports received, regarding the member's license.
7. The district will not tolerate any use of drugs and alcohol while operating district owned vehicles. This policy does not allow the application of the more liberal DMV commercial vehicle operators' blood alcohol limit of .04%.

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8. All emergency vehicles shall use red lights and sirens as emergency warning signals when responding to alarms, if an officer is on board or an officer has given permission. All personnel shall follow DMV Codes for emergency vehicles.

CHAPTER 13 SCENE COMMAND

1. The incident command system will be used when appropriate.
2. The Chief, Battalion Chief or duty officer shall have command of an incident.
3. The first volunteer on scene shall make a size up of the situation and be in control until relieved by a senior member.
4. Upon arrival of an officer, the volunteer may be relieved of command.
5. Volunteers arriving on apparatus shall wait on that apparatus until given orders by the Engineer or Captain of that apparatus.
6. Volunteers arriving on scene in private vehicles should check in with the officer in charge for an assignment.
7. Upon return to the station, the duty officer or officer in command has the responsibility to see that all equipment is returned, apparatus re-fueled, maintained and supplies restocked. He shall also have the responsibility to see that proper incident reports are filed for each incident.

CHAPTER 14 INCIDENT TYPES

1. The District will respond to all fires, medical incidents, and at the discretion of the Fire Chief public service requests within the district.

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2. Mutual aid outside of the District is at the discretion of the Chief, Battalion Chief or duty officer.
3. Mutual aid and strike team assignments called for through the San Diego mutual aid plan will be provided to the requesting agency only if the district is adequately covered with manpower. This decision is at the discretion of the Chief, Battalion Chief or duty officer.
4. Apparatus responding to a strike team assignment must have at least one Captain, one Engineer and two firefighters.
5. Any apparatus responding to a strike team assignment must be driven by qualified person that has met the district engineer standards.
6. All necessary structure apparatus shall respond to structure fires. Driver operators or Engineers shall drive them, if none are available a Captain or Chief shall drive.
7. Vehicle accidents require the response of a rescue vehicle. An engine will assist as needed.
8. Medical calls require a rescue vehicle. An engine will assist to land life flight as needed.
9. Rescue apparatus shall be staffed with EMTs, if possible, when responding to medical calls.
10. The crew members responding to the station will dress out in the proper personal protective equipment (PPE) and wait for an officer to show or instructions from the Chief.

CHAPTER 15 MULTIPLE AGENCY RESPONSE

1. The Chief or duty officer shall request Sheriff Arson Investigators or any other appropriate agency to assist at the scene of any fire in excess of \$5,000 in damages, injuries, death, or where arson is suspected.

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2. The Chief or duty officer may request assistance, through dispatch, as needed from any appropriate county, state, or federal agency.
3. In the event of an extraordinary emergency the Chief, Battalion Chief or duty officer shall have the authority to request county wide mutual aid or assistance as needed from additional fire agencies.
4. Command shall notify utility companies whenever their equipment is directly involved in an incident.
5. Structure fires out of the district: the requesting agency will have command.
6. Brush fires in state responsibility area (in or out of the district): CAL FIRE will have command. Brush fires in federal responsibility area: USFS will have command.
7. Vehicle accidents on the highway: CHP will have command.
8. Incidents involving fights, shootings, stabbings, suicide attempts, or domestic violence should be secured by law enforcement agencies before fire or medical personnel enter the scene.

CHAPTER 16 PERSONAL PROTECTIVE EQUIPMENT (TURN OUT GEAR)

1. Personnel shall wear appropriate apparel for protection and identification while riding on apparatus and at incident scenes. Protective clothing may be removed, at the direction of scene commander or when the emergency no longer exists. Personnel should bring all turn out gear to an incident.
2. Structural turnout gear shall consist of structure coat and pants, helmet, goggles, gloves, a nomex hood and structure boots (rubber with steel shanks and toes). This equipment is to be worn at all structure fires and motor vehicle accidents as directed by the I.C.
3. Wildland or brush fire protective clothing consists of pants, long sleeve cotton shirt, brush jacket, fire gloves, brush helmet, goggles, high leather

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boots and a bandanna. Member supplied long cotton pants (jeans) must be worn under the department issued brush pants. This may be worn while responding on apparatus to brush fires, however, structure gear must accompany personnel on apparatus. All members must carry a fire shelter at all times on the fire line.

4. Liners from turnout coats, pants and helmets shall not be removed, except for cleaning.

5. Any defects in turnouts or safety gear shall be reported immediately to the chief, battalion chief or equipment officer.

6. Protective turnout gear shall be issued to each active member. This equipment is property of the Julian Cuyamaca Fire Protection District and shall be promptly returned to the equipment officer or the district office when the volunteer resigns from the department or a member's status is changed to inactive member.

7. All members shall take proper care against damage or loss of the turnout gear issued to them.

8. The Chief and/or the District Board may request reimbursement for lost or damaged equipment from a volunteer.

9. Turnouts should be inspected and washed on a regular basis. When inspecting turnouts, look for rips, tears and abrasions in the outer shell, moisture barrier and thermal liner. Protective clothing should be washed separately from other garments and the department machines should be used. All hooks and snaps should be fastened and the garment turned inside out. The outer shell of the coat and pants should be washed separately from the moisture and thermal liners.

Pre-treatment: prior to washing, heavily soiled clothing treatment:

A. Air dry garment before applying product.

B. Squirt liquid detergent or pre-cleaner onto stain and surrounding area.

Use three to four squirts of any of the following products: liquid Spray and Wash, liquid Shout, or liquid Tide.

C. Use a soft bristle brush to gently scrub the area for about 1 1/2 minutes.

D. Reapply liquid detergent or pre-cleaner onto soiled areas again. One to two squirts.

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E. Wash garment as prescribed.

Washing instructions:

While the washing machine is filling, to highest water level, with hot water, temp between 120-130 degrees f, add 1/2 cup of a liquid oxygenated bleach, do not use chlorine bleach, and 1 cup (8 oz) of liquid detergent (see product list).

Add garments to be washed.

Set machine for normal cycle setting.

Use a double rinse or a complete second cycle can be run without adding detergents or oxygenated bleach.

Remove garments from washing machine and dry by hanging in a shaded area that receives good cross ventilation.

Product list:

A. Cleaning: liquid Wisk, liquid Tide, liquid Cheer or liquid Fab.

B. Oxygenated bleaches: liquid Clorox 2 or liquid Vivid.

C. Spot cleaning: liquid Spray & Wash, liquid Shout or liquid Tide.

CHAPTER 17 BREATHING APPARATUS

1. Breathing apparatus shall be worn by all members who are exposed to hazardous environments including, but not limited to, any smoke, gasses, by-products of combustion and hazardous material calls.
2. Incidents requiring BAs must have BA certified personnel as operational team members.
3. All personnel shall be trained bi-annually in the use of BAs, under the standards set by the District and certified annually.

CHAPTER 18 HAZARDOUS MATERIAL RESPONSES

1. Training requirements and personal protective measures shall be followed for personnel to participate in a hazardous materials response per district policy JCFPD-4: hazardous materials-first responders operational and

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incident command. PERSONNEL ARE NOT TO RESPOND DIRECTLY TO THE SCENE OF A HAZ-MAT INCIDENT.

2. Response procedures: first responders at the operational level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the incident site for the purpose of protecting nearby persons, property or environment from the effects of the release.
3. Obtain as much information from dispatcher as possible.
4. If the incident involves hazardous materials call for the county hazardous materials team.
5. Refer to the dot manual, EMERGENCY RESPONSE GUIDEBOOK.
6. The incident commander shall coordinate all emergency response personnel and their communications.
7. The incident commander shall identify, to extent possible, all hazardous substances or conditions present.
8. The incident commander shall limit the number of emergency response personnel at the emergency site to those who are actively performing emergency operations. Back up personnel and medical personnel shall stand by with equipment ready to provide assistance or rescue.
9. The incident commander shall designate a safety official, to provide direction with respect to safety. He shall immediately notify the incident commander of any corrections needed at the scene.
10. After the emergency operations have been terminated the incident commander shall implement appropriate decontamination procedures.
11. Appropriate reports shall be the responsibility of the incident commander.
12. Hazardous material training guidelines shall be followed.

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13. Emergency response personnel shall keep up wind and a safe distance from the hazardous material.
14. Emergency response personnel shall wear full protective clothing and BAs until it is determined safe to remove.
15. Emergency response personnel shall not take any unnecessary chances.
16. Safe boundaries shall be established and public shall be evacuated to a safe area.
17. In the event that a member knowingly experiences exposure to any hazardous material while responding on an incident:
 - A. The member shall report such exposure to the I.C.
 - B. An exposure report shall be filed and the exposure shall be documented on the incident report.
 - C. A copy of the incident report & exposure report shall be filed in the member's personnel file.
 - D. Appropriate medical care shall be provided, if needed.
 - E. Workman's compensation insurance reports shall be filed appropriately.

CHAPTER 19 HELICOPTER LANDINGS

1. The goal in assisting helicopter landings shall be to provide a safe landing site and provide fire and rescue services in the event of a landing mishap.
2. The engine crew shall consist of at least three, with a maximum of five. There shall be a nozzle-man, Engineer and rescue crew.
3. All crewmembers shall be in appropriate PPE's.
4. The ground contact will communicate with the helicopter and be responsible for interagency communications, landing site, equipment placement and wind direction devices.

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5. Crew members shall stay behind the apparatus, for protection, during take off and landing.
6. Crew members shall protect themselves from flying debris during take off and landing.
7. The apparatus shall be parked out of the landing and take off pattern with the control panel away from the landing site.
8. The apparatus pump shall be in gear. Hose shall remain bedded on apparatus, for quick response to an accident site. Apparatus shall remain mobile during aircraft landing and take-off.

CHAPTER 20 MEDICAL RESPONSES AND TRAINING

1. All personnel responding to medical calls shall perform only those first aid skills that are within their scope of training, per San Diego County policy/procedure/protocol.
2. Personnel shall maintain their current medical training certificates per San Diego County protocol.
3. In the event that a member is knowingly exposed to any body fluids or contagious disease, as the result of responding on an incident:
 - A. It is the member's responsibility to report such exposure to the I.C. as soon as possible.
 - B. The I.C. shall report such exposure to the transporting agency. It is the responsibility of the transporting agency to document the exposure at the receiving hospital when the patient is transferred to the ER. The receiving hospital shall provide the appropriate forms for exposure reporting.
 - C. The I.C. shall follow-up with the receiving hospital, immediately after the call, to confirm that the transporting agency filed the appropriate forms.
 - D. Such exposure shall be documented on the incident report and a "report of exposure" form shall be filed with the incident report.
 - E. A copy of the incident report and the "report of exposure" form shall be filed in the member's personnel file.
 - F. Appropriate medical care shall be provided, if needed.

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- G. Workman's Compensation insurance reports shall be filed appropriately.
- H. When the receiving hospital report is forwarded to the fire district, members involved in the incident shall be given copies of the report and appropriate action taken as recommended by the hospital staff. A copy of the report shall be placed in the member's personnel file.

CHAPTER 21 INCIDENT REPORTS

1. It shall be the responsibility of the duty officer or officer in command of an incident to see that an incident report or medical report is filed for each incident the company responds on. Pertinent information must be included in the report. A signature of the member filling out the report shall be included.
2. It shall be the duty of each individual member that responds to the incident, to see that his or her name or department I.D. number is included on the report.
3. Reports shall be filed in the appropriate manner. The reports shall be legible and complete.
4. Medical report forms are confidential and must be kept in a locked cabinet. Patient information may not be given from a medical report form without written consent from the patient, or in the case of a death, by the next of kin. All personnel/volunteers shall follow current HIPPA laws.
5. Information from the incident reports or copies of reports cannot be distributed by members without the direct consent of the chief or battalion chief.
6. Request for copies of incident reports (non-medical) must come to the district office in written form, from interested parties, and shall be attached to the original report.
7. First responder claim form shall be filed after a medical call that meets the county standards for claims. The EMT that provided the medical services shall file these.

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8. Equipment sent with a patient to the hospital shall be listed on the incident report.
9. CFIRs reports shall be filed, by the administrative assistant, with the state fire marshal's office promptly after any fire call within the district.
10. The Administrative Assistant shall file the hazardous material report, with the state fire marshal, promptly after a HAZ-mat call.
11. An annual total of incidents, broken down into incident types shall be provided by the administrative assistant and shall be made available to interested agencies, (i.e. County, state & federal government).

CHAPTER 22 COMMUNICATIONS

1. The district shall contract for dispatch.
2. Dispatch shall alert company and give pertinent information.
3. Apparatus drivers shall notify dispatch when they respond and arrival on scene.
4. Clear-text shall be used when verbally communicating on radios.
5. Radio traffic shall be kept to a minimum and remain professional at all times, on all frequencies.
6. The scene commander or duty chief shall communicate any additional information that is necessary with dispatch or other agencies. I.C. will be responsible for notifying dispatch when apparatus go available or transporting patient.
7. Any problems with dispatch shall be documented (note date, time and type of problem) and given through the Chain of Command to the Chief. Only the Chief or Duty Officer is to contact dispatch regarding problems with the system. The Communication Officer shall take care of these issues upon request from either of the above.

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8. Pagers, chargers and other communication equipment shall be issued to members as needed. This equipment remains the property of the district and shall be returned upon member's resignation or transfer to inactive status.
9. Pagers and chargers shall be kept charged and ready for use.
10. Pagers/chargers needing repairs shall be given to the communications officer. They may be dropped off in the office with a memo- noting what is wrong with the unit and to whom the equipment has been issued.

CHAPTER 23 STATION OPERATIONS

1. Keys to the station will be distributed on an as needed basis.
2. The Chief and Administrative Assistant shall have keys to the locking file cabinets.
3. The Chief, Battalion Chiefs, Captains, and Engineers, shall have keys to the tool cabinet.
4. Extra keys to the apparatus and cabinets shall be kept in the master key box in the district office.
5. Keys to the equipment cabinet shall be issued to the equipment officer.
6. Keys and locks shall be changed occasionally at the discretion of the District Board.
7. The station and grounds shall be kept in a neat, clean, orderly manner. Apparatus floor, equipment room and meeting room shall be kept free from obstacles and obstructions.
8. Kitchen and cleaning supplies shall be kept stocked.
9. When the kitchen is used for food service, all dishes and utensils shall be cleaned and put away immediately after use.

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10. Any maintenance problems shall be reported to the Chief or a Battalion Chief.
11. The station's primary use shall be for fire department functions, training, meetings, equipment storage, housing apparatus and allied operations.
12. Due to the type of equipment stored and the emergency use of the station, it will be a district policy to not loan or rent the district stations to groups not associated with the fire district. Exceptions to the station use policy may be at the Chief's discretion.

CHAPTER 24 DISTRICT OWNED EQUIPMENT

1. Equipment stored in the district buildings shall be maintained and stored properly.
2. Any members wishing to borrow non-emergency district property must check with the duty officer before signing out equipment.
3. No emergency equipment may be borrowed from the station.
4. The water vacuum may be loaned to non-members upon request and approval of the duty officer.
5. All items loaned from the station must be logged out in the equipment logbook, kept in the district office, and returned promptly. Loaned items may not be removed from the district, or used for commercial or business enterprises.
6. All fire extinguishers shall be checked annually by a licensed inspector to see that they are full and operating properly.
7. All O2 and air cylinders shall be checked and hydro-tested when necessary.

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8. The office shall be kept in a neat orderly manner.
9. The copy machine may be used by members for minor copy needs, no major copying may be done for personal use.
10. The telephone may be used by members for local calls only. No long distance calls for personal use may be made unless a credit card or second party billing is used.
11. No office equipment shall be loaned out without permission of the chief.

CHAPTER 25 TRAINING

1. New members shall be required to attend the basic firefighting academy, as soon as possible after membership approval.
2. All members shall have at least advanced first aid training and CPR certification as soon as possible after membership approval.
3. All members shall keep their CPR certification current.
4. EMT certification shall be encouraged.
5. The district shall reimburse expenses for books for first aid training or books for EMT & CPR classes upon the successful completion of the course.
6. Training outside of the district shall be encouraged. The district shall pay fees for pre-approved classes. Members may attend the same class, at district's expense, only once (or at such time as re-certification if required).
7. The Training Officer shall plan the training for regular meetings, with input from the chief and battalion chiefs.
8. The Administrative Assistant shall keep records of training attendance.
9. Drills and other types of hands on training are required. The Training Officer, chief and battalion chiefs shall plan these.

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10. Members may sign out training manuals with approval of the training officer.

11. Training tapes or DVDS may be viewed at the station. They must be checked out from Captains or Training Officer. Tapes should not be removed from the stations, except to be loaned to the other station.

12. All new members shall be given a basic introductory training (including apparatus familiarity, basic response policy, equipment familiarity, and operations manual) before being issued turnout gear and pager.

13. Members wishing to become driver operators must complete the driver operator class and be able to demonstrate their competency to the Training Officer who will notify the Chief of all personnel who fulfil the necessary requirements. Members who wish to become authorized to drive any other apparatus other than the Rescue vehicle must first get a class B license from the Department of Motor Vehicles. Member will then contact the Training Officer to complete the driving programs appropriate for the apparatus.

14. Members wishing to become Engineers shall complete the hydraulics and driving class and be able to demonstrate their competency to the driver certification officer. Periodic Engineer classes will be offered and the district training officer will administer the practical factor test. District interviews and a written test will be held and successful candidate's names will be placed on a list of those eligible for promotion by the Training Officer and given to the Chief. If the Chief concurs in the recommendation, he will in turn make the recommendation to the District Board for promotion to Engineer.

15. The EMS Supervisor shall schedule training for EMTs needing re-certification every two years, or as required by the current laws and regulations.

16. EMT classes shall be scheduled when enough members request the class to qualify for a county funded class.

17. Additional medical training shall be scheduled as needed.

CHAPTER 26
LENGTH OF SERVICE AWARD SYSTEM

1. In order to qualify for a year of credit a member must actively participate in calls, training, meetings and drills and be considered an active member of the department as outlined in sections of this document given above.
2. The District has contracted with the state PERS board for this award program. There is no cost to the members; the District shall pay the expenses for each qualifying member.
3. After 10 years of credit a member will have a vested interest in the program, and at age 60 may collect a monthly check from the state. This is not a retirement plan, but an award for faithful and continuous service to the fire district.
4. The District Length of Service Commission is made up of one District Board member, Chief, Battalion Chief, and two fire department members. This commission determines which members are eligible for a year of credit based upon current district guidelines.

CHAPTER 27
DISCIPLINE

1. Members who do not follow the standards set by this operations manual may be disciplined in the following manner:
 - A. Be brought to the attention of the Chief or Battalion Chief.
 - B. The Chief shall discuss the problem with member.
 - C. If the problem persists the Chief and Battalion Chiefs shall confer and reach a consensus as to the action that will be taken.
 - D. Member may be suspended or demoted by the Chief pending a hearing by the District Board.
 - E. Upon the recommendation of the Chief and a majority vote of the District Board, member may be terminated from the district if the problem can't be resolved.

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2. Any member/employee who feels that he is a victim of harassment, in any form or from any source, should notify the duty officer immediately. If the employee does not feel that the problem was dealt with at this level he may contact the Chief with his concerns. In the event there is still no satisfaction he may file a written appeal to the District Board of Directors requesting a hearing on the matter. This hearing may be open or closed session with the choice being left entirely up to the employee. In the unlikely event that one of the Chiefs are involved in the harassment, the employee may immediately appeal to the next higher level, which is the Board of Directors. Any appeal filed under this section shall be filed in writing with the District Office and shall be placed on the agenda for the next regularly scheduled District Board meeting. In case of extreme circumstances, it will be the decision of the Board President as to whether a special meeting of the Board of Directors is warranted to handle the matter.

Members/employees who have complaints for the Board of Directors are to follow the rules of Chain of Command whenever possible. If requesting a review of the situation directly to the Board, the contact with the Board shall be in writing. While the investigation or review is pending, the member/employee shall refrain from discussing or make comments to co-workers or members of the public until after a decision is made, and then only in such a manner as not to bring discredit to the department, its personnel, or the community.

CHAPTER 28 DISTRICT BOARD OF DIRECTORS

1. The Board of Directors shall consist of five members, to be elected as provided in the Health and Safety Codes, section. 13831(d).
2. Election of the board of directors shall coincide with the November general election.
3. Board of director's vacancies shall be filled by Board appointment until the next general election.

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4. No person shall be a candidate for or be appointed to hold office on the District Board unless he is a registered voter in the district.
5. The newly elected Board members shall take office on the first Friday in December, following the general election.
6. The Board of Directors shall chose their officers (president, vice president and any other officer they deem necessary) at the first regular meeting after the general election, when newly elected or re-elected board members take office.
7. The conflict of interest code adopted November 16, 1983, requires all Board members and Chiefs to file with the District Clerk an "annual form 730-statement of economic interests".
8. Each Board member, at the beginning of the term, shall file with the District Clerk, two notarized copies of "oath of affirmation of allegiance and affidavit of citizenship", form aud-13(4-83). One copy is to be retained by the District, the other copy filed with the Clerk of the Board of Supervisors.
9. The Board of Directors shall have all the powers to conduct District business as provided in the Fire Protection District Law.
10. District Board meetings shall be conducted according to the Ralph M. Brown act and the Fire Protection District Law.
11. District Board meetings shall be held the third week of every month. The date and time of the meetings shall be set by the Board with appropriate notification to the public. Currently the Board is meeting the third Monday of each month at 3:00 PM. The Board meetings are to be held at the fire station located at 2645 Farmer Road, Julian, California or at the conference room within the Sheriff Station as deemed by the Board.
12. District records shall be kept according to laws governing the district.
13. District financial matters shall be handled according to laws governing district finance.

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14. District boundaries were established by resolution #21, Wednesday May 4, 1983, by the San Diego County Board of Supervisors. Annexation #1-Cedar Glen, adopted 11/16/83 altered the northern boundary

15. Annexation requests may be filed with the district board for consideration.

16. Resolution 87-5, ordinance no 2, adoption of the San Diego County fire code (uniform fire code, 1985 edition and the uniform fire code standards, 1985 edition) was adopted October 21, 1987.

17. Resolution no 1, establishes an annual special benefit tax for structural fire protection service within the boundaries of the district.

18. District Board Directors shall use the Board Director Job Description as a guide line for everyday duties. The Directors will, however, use the Job Description as only a guideline and not to be construed as a limitation as to their duties to the Board, the District and the Community.

CHAPTER 29

AMENDMENTS TO THE STANDARD OPERATING PROCEDURES

1. Suggestions for amendments, corrections or changes to these standard operating procedures may be made in writing to the Chief via Chain of Command. The Chief shall then forward the recommendation to the Board of Directors.

2. The District Board may amend, delete, or add to the Standard Operating Procedures by a motion and a majority vote of Board members at a regularly scheduled meeting. All changes shall have the revised date placed within the footer of the page and then distributed to all members to be placed in their SOP manuals. Such changes shall be distributed to the members/employees within two weeks after the change was approved by the Board.

CHAPTER 30
PHOTOGRAPHY

1. Photographs are very important for incident records, critiques and training. The District encourages photos to be taken of incidents. For the purpose of this policy photography also includes videos.
2. Photography is considered a second priority when responding to an incident. Fire suppression and medical assistance will be the number one priority.
3. Any photography must be approved by the incident commander, on scene.
4. All members taking photos will wear a District identifier (turnouts or brush shirt).
5. The District will reimburse members for film and development of film for any official photographs authorized or ordered by the Fire Chief. There will be no reimbursement for photographic services. Invoices must be turned in to the District Office to receive reimbursement.
6. Photographs become the property of the Fire District. These photos will not be released for publication or distribution unless the Fire Chief or a majority of the Board of Directors approves such publication or distribution.
7. Any non-fire department personnel that approach the scene for the purpose of photography/video shall be referred to the Incident Commander for permission to take photos.

SECTION B

AMBULANCE POLICY AND PROCEDURES

CHAPTER 1 PURPOSE AND POLICY

PURPOSE: To provide a Fire Department based Emergency Medical Services program which operates within the current parameters of accepted practice within San Diego County.

POLICY:

- I. The Julian Cuyamaca Fire Protection District shall operate the [Emergency Medical Services Program](#) in accordance with the policies and procedures established by the San Diego County, Department of Health Services Emergency Medical Services Agency (County EMS).
- II. The Julian Cuyamaca Fire Protection District shall maintain the following San Diego County approved EMS programs, in accordance with the respective County EMS policies:
 - A. EMT-P/Mobile Intensive Care Unit program –P-801
 - B. EMT-1A/Basic Life Support Unit program-B-850
 - C. [EMT-Defibrillation program](#)-D-820
 - D. EMT-ETAD program-D-822
- III. All JCFPD Personnel shall provide ALS and BLS care, as licensed by the State of California, as prescribed in the policies and procedures established by the San Diego County, Department of Health Services Emergency Medical Services Agency, and the [EMS Roles & Responsibilities](#) policy.
- IV. All JCFPD EMT-Ps and EMT-1A,D/Cs function under State of California Scope of Practice and County of San Diego Division of Emergency Medical Services Scope of Practice, P-401, D-108, D-109, and B-450.
- V. All EMS related incidents shall be [documented](#), as prescribed by the County of San Diego policy S-601 and Title 22, CAC.

PROCEDURE:

- I. The Fire Chief shall have the overall responsibility for the proper operation of the [Emergency Medical Services Program](#).
- II. The EMS Director shall manage emergency medical services operations in such a manner as to insure that current approved county wide guidelines and practices are being utilized.

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- III. The EMS program will be audited on an annual basis by the County of San Diego.
- IV. The [First Responder Claim Fund](#) program will be audited on an annual basis by the County of San Diego.
- V. The EMS program will be internally audited through the utilization of a [Continuous Quality Improvement](#) Program.
- VI. Employees will be provided with protocol updates as disseminated by County EMS.
- VII. Employees will be required to maintain the [continuing education](#) and re-licensure requirements, as established by Title 22, CAC, and Division 2.5 of the Health and Safety Code.
- VIII. Patient care shall be provided in accordance with JCFPD's [standards of service](#) and the patient's bill of rights.
- IX. Depletion of EMS resources. When the District is totally incapable of providing EMS services (first response and transportation) for a period exceeding two (2) hours, the Duty Officer shall notify (via Communications) the San Diego County EMS Chief (or designee) by contacting SDSO Communications.

CHAPTER 2 GENERAL PROCEDURES

Paramedics and EMT's should refer to the Julian Cuyamaca Fire Protection District Ambulance Policy and Procedures in effect for the day to day procedures required.

Personnel shall also refer to the approved contract in place between the Julian Cuyamaca Fire Protection District and District Firefighter Paramedics and Firefighter EMT's for questions regarding personnel matters.

SECTION C

DEFINITIONS

Definitions of terms used in this document and within the Department are as follows:

ADMINISTRATIVE STAFF: Shall refer to all positions supervised by the Chief, as needed, to manage or oversee various portions of the District business.

ALARMS: A call for aid or help by radio, telephone, or an alarm signal device.

AMBULANCE OPERATOR: Any employee of the district (paid or un-paid) assigned to staff the District operated ambulance fleet.

APPARATUS: Any fire company vehicle.

BATTALION CHIEF: A district position appointed with approval of the chief and by a majority vote of the Board of Directors. Appointees will be judged upon training, experience, and ability to perform the functions of incident commander at emergency situations.

BOARD OF DIRECTORS: The governing board of the Julian Cuyamaca Fire Protection District.

CAPTAIN: A District position appointed with the recommendation of the Chief and by a majority vote of the Board of Directors. Captain candidates will be tested and judged for training background, experience, and the ability to function as I.C. at a variety of incidents.

CHAIN OF COMMAND: The transmission of orders or communication through the intermediate officers in ascending or descending order of rank. The Chain of Command shall be the Board of Directors, Fire Chief, Battalion Chief, Captain, Engineer, Senior Firefighter and Firefighter.

COMPANIES: The Julian Cuyamaca Volunteer Fire Companies 71 and 74.

CONSTITUTION & BY-LAWS: Respectively adopted by the Julian Volunteer Fire Company on January 13, 1976 and adopted by the Lake Cuyamaca Volunteer Fire Company on March 17, 1976.

DISTRICT: Shall mean the Julian Cuyamaca Fire Protection District established May 4, 1983.

DISTRICT OFFICE: Shall be at 2645 Farmer Road, Julian, California 92036.

DISTRICT OFFICERS: Chief, Battalion Chiefs, Captains, Engineers and other appointed officers.

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DISPATCH: Shall refer to the contracting agency that provides the dispatch service to the district.

DRIVER OPERATOR: Any person authorized by the Training Officer, approved by the Chief and properly licensed by the DMV to drive as directed by the company officers.

DUTY OFFICER: Chief Officer (Chief, Battalion Chief, or any other designated officer) in charge for the day. The duty officer is expected to remain available, in District, until relieved.

EMERGENCY VEHICLE: Any vehicle operated by the District as defined by the California State Motor Vehicle Code.

ENGINEER: The qualified operator of Fire Company apparatus.

FALSE ALARM: An alarm given by malicious intent or without reasonable cause.

FIRE CHIEF: The administrative head of the Fire District, HIRED by the District Board of Directors (hereinafter referred to as "Chief" or "Fire Chief"). When the term "Chief" is referred to, in this manual, it shall mean District Chief or his designee.

FIRST IN DISTRICT: The area in which each company is normally the first to arrive in response to an alarm. (Julian's area is not the same as Cuyamaca's area).

FIREFIGHTER: A volunteer member of the District.

INCIDENT: Any alarm, call for help or aid the District responds to.

INCIDENT NUMBER: That number given to each response by the District for recording purposes.

MUTUAL AID: Request from another public agency for assistance.

QUARTERS: Any fire station, department building, office, storeroom, workroom, yard, shop or place wherein members or equipment are assigned.

RELIEF OR ACTING: One who acts in the place of another when the former is unavailable or otherwise absent.

STATION: The buildings and grounds that house District property, apparatus and equipment (Station 1, Julian; Station 2, Cuyamaca).

CERTIFICATION OF RECEIPT OF STANDARD OPERATING PROCEDURES

This Certificate is to be signed by the employee upon receiving the manual and will be certified as read within two weeks after receipt thereof.

Employee Name:

Department: Julian Cuyamaca Fire Protection District

I certify that I have received a copy of Julian Cuyamaca Fire Protection District's Standard Operating Procedures.

Employee's Signature: _____

Date: _____

I certify that I have read and understood the Julian Cuyamaca Fire Protection District's Standard Operating Procedures.

Employee's Signature: _____

Date: _____

The signed Certificate is to be placed in the member's Personnel file within the District Office.

The Standard Operating Procedures will be reviewed on an annual basis by the Board of Directors or as they may determine necessary for the operation of the Department