

Albion Little River Fire Protection District Policies

Social Media Policy..... page 1

AI Use Policy..... page 7

Grant Application, Budgeting & Authorization Policy.....page 12

Interactive Process Record _ Modified Duty Agreement.....page 19

Code of Conduct.....page 25

Loss Exposure, Evaluation and Prevention Plan (LEEP).....page 32

Return to Work Program.....page 39

Purchasing, Contracting, and Expense Reimbursement Policy.....page 46

Purchasing, Contracting, and Expense Reimbursement Policy _Appendix A.....page 53



Albion-Little River Fire Protection District

Social Media Policy

PolicyNo.:

Adopted:

Effective:

Review Cycle:

Applies To: All ALRFPD Board Members, Officers, Employees, Volunteers, and Contractors

1. Purpose

The purpose of this Social Media Policy is to ensure that all communications made through social media platforms by or on behalf of the Albion-Little River Fire Protection District (ALRFPD) are professional, accurate, lawful, and consistent with the District's mission. This policy sets standards for official District social media accounts, personal use by personnel, and community interaction.

2. Policy Statement

ALRFPD uses social media to enhance communication with the public, provide timely emergency information, promote community engagement, and increase transparency. All use of social media must support these goals and maintain the integrity, reputation, and operational security of the District.

3. Scope

This policy applies to all forms of social media, including but not limited to Facebook, Instagram, X/Twitter, YouTube, Nextdoor, LinkedIn, and any future platforms adopted by the District.

It applies to:

- District-managed social media accounts ("official accounts")
- Personal accounts of ALRFPD personnel when referencing the District or fire-service-related matters



Social Media Policy

- Communications made through private groups, messaging services, or online forums related to District business

4. Definitions

- **Official Social Media Account:** Any account created, managed, or authorized by the District for public communication.
- **Administrator:** A District-designated individual authorized to post or manage content on official accounts.
- **Personnel:** All Board members, officers, employees, volunteers, contractors, and affiliated individuals.
- **Public Record:** Any content created, posted, received, or stored relating to District business, subject to the California Public Records Act (CPRA).

5. Authority & Oversight

1. The **Fire Chief** or designee is responsible for:
 - Approving, supervising, and revoking access to official accounts
 - Ensuring compliance with this policy
 - Approving content of significant public impact
2. The **Board of Directors** may establish or deactivate official accounts by resolution.
3. Only personnel expressly authorized in writing may post on official ALRFPD accounts.

6. Content Standards for Official District Accounts

All posts must:



Social Media Policy

- Be professional, factual, and consistent with District messaging
- Comply with federal, state, and local laws (including HIPAA, CPRA, and labor laws)
- Protect confidential, sensitive, or operational information
- Follow copyright and intellectual property laws

Prohibited on Official Accounts:

- Discussion of personnel matters, investigations, or disciplinary actions
- Speculation on causes of incidents, ongoing operations, or unconfirmed information
- Political advocacy, ballot measure positions (unless expressly authorized under FPPC rules), or endorsements of candidates
- Disclosure of protected medical or personal information
- Content that could compromise responder safety, scene integrity, or privacy

Incident-Related Posting Rules

- Only post once the scene is stabilized and cleared for public release
- Do not include identifiable images of patients, victims, minors, or private residences without permission
- Do not disclose cause, fault, or investigative conclusions unless released by the appropriate agency (CHP, CalFire, Sheriff, etc.)
- Posts should focus on public safety, fire-prevention messaging, and general incident summaries

7. Comment Moderation & Public Interaction

ALRFPD's official social media pages are **limited public forums**. Comments may not be removed solely because they express an opinion.



Social Media Policy

Remove or hide comments only if they contain:

- Profanity, sexual content, or hate speech
- Threats or incitement of violence
- Personally identifiable information (addresses, medical info)
- Spam, advertisements, or solicitations
- Copyright violations
- Off-topic or repeated comments (after one warning)

All moderation actions must be documented (screenshot + date/time) and retained per record retention schedules.

8. Public Records & Retention

Social media posts, comments, messages, and metadata related to District business are public records.

- Administrators must ensure archiving of posts and comments
- Deleted content must be retained in accordance with District retention policy
- Direct messages must not be used for conducting official business whenever avoidable

9. Accessibility Requirements

To comply with state and federal accessibility standards:

- Images should include alt text where possible
- Videos must include captions
- Documents shared must meet accessibility standards when feasible



Social Media Policy

10. Personal Use by ALRFPD Personnel

Personnel may maintain personal social media accounts, but **must not represent personal opinions as District positions.**

Employees and volunteers **SHALL NOT:**

- Share confidential or sensitive District information
- Post photos or video from emergency scenes without permission
- Use ALRFPD logos, patches, or uniforms for personal social media promotion
- Engage in online arguments with the public on behalf of the District
- Make political endorsements using District affiliation

Employees and volunteers **MAY:**

- Identify themselves as ALRFPD members (unless restricted by role)
- Share public safety information issued by official District accounts
- Express personal views, provided they include a disclaimer:

“The views expressed are my own and do not represent those of the Albion-Little River Fire Protection District.”

Board Members

Board members must avoid online discussions that:

- Constitute a “serial meeting” under the Brown Act
- Discuss District business with a quorum through comments, replies, or group posts

11. Enforcement



Social Media Policy

Violations of this policy may result in:

- Removal of posting privileges
- Counseling or retraining
- Disciplinary action per District policy
- Referral to law enforcement if appropriate

Board members may be subject to censure or other remedies authorized under California law.

12. Policy Review & Updates

This policy shall be reviewed at least once every two years or upon significant legislative, technological, or operational changes.

13. Acknowledgment

All ALRFPD firefighters shall sign an acknowledgment stating that they:

- Have read and understand the Social Media Policy
- Agree to comply with its principles
- Understand the consequences of violations

Name:

Date:



Albion-Little River Fire Protection District

Artificial Intelligence (AI) Use Policy **DRAFT**

Artificial Intelligence (AI) Use Policy

PolicyNo.:

Adopted:

Effective:

Review Cycle:

1. Purpose

The Albion-Little River Fire Protection District (“District”) recognizes that Artificial Intelligence (AI) tools may enhance operational efficiency, service quality, and administrative effectiveness. This policy establishes standards for the responsible, ethical, transparent, and lawful use of AI in District operations while protecting public trust, confidential information, employee rights, and legal compliance.

2. Scope

This policy applies to:

- All District employees (career, part-time, and seasonal)
- All volunteers
- The Fire Chief and command staff
- Administrative personnel
- Contractors and consultants using AI on behalf of the District
- Board members when using AI for District business

This policy applies to **all AI-assisted tools**, whether free or paid, including but not limited to generative text, image, audio, video, data analysis, or decision-support systems.

3. Definitions

Artificial Intelligence (AI):

Computer systems or software capable of performing tasks that typically require human



Albion-Little River Fire Protection District

Artificial Intelligence (AI) Use Policy **DRAFT**

intelligence, including generating text, analyzing data, summarizing documents, creating images, or making recommendations.

AI-Assisted Work:

Work product where AI is used as a drafting, research, or support tool, but final decisions and approval remain with a human.

Confidential Information:

Any information not available to the public, including personnel records, medical information, incident reports, patient care information, security plans, legal communications, or protected infrastructure data.

4. Permitted Uses of AI

AI tools **may be used** for District business when approved by the Fire Chief or designee, including:

- Drafting policies, procedures, and training outlines
- Researching best practices, standards (e.g., NFPA, CAL-OSHA), and regulatory summaries
- Preparing initial drafts of reports, grant narratives, or public-facing materials
- Administrative support (summaries, formatting, proofreading)
- Training development and scenario brainstorming (non-operational)
- Community education materials (with review and approval)

All AI-generated content must be reviewed, verified, and approved by a human before use or release.

5. Prohibited Uses of AI

AI tools **shall not be used** for:

1. **Emergency response decision-making**
 - No AI may be relied upon for real-time tactical, medical, or command decisions.
2. **Personnel actions**
 - Hiring, promotion, discipline, termination, performance evaluation, or grievance decisions may not be made or automated by AI.
3. **Confidential or protected information input**



Albion-Little River Fire Protection District

Artificial Intelligence (AI) Use Policy **DRAFT**

- Users shall not input:
 - Medical or patient care data (HIPAA/EMS records)
 - Personnel files or disciplinary records
 - Attorney-client communications
 - Sensitive infrastructure or security plans
 - Non-public incident details
 - 4. **Legal or financial determinations**
 - AI shall not replace legal counsel, accountants, or auditors.
 - 5. **Misrepresentation**
 - AI shall not be used to impersonate individuals, fabricate incidents, alter official records, or create misleading public communications.
-

6. Human Oversight & Accountability

- **AI does not replace professional judgment.**
 - The individual using AI is **fully responsible** for the accuracy, legality, and appropriateness of the final work product.
 - The Fire Chief retains final authority over AI use within the District.
 - Errors or misuse of AI will be treated as performance or conduct issues under applicable policies.
-

7. Transparency & Disclosure

- AI-assisted work used internally does not require disclosure unless requested.
 - Public-facing materials may include a disclosure such as:
“This document was developed with the assistance of AI tools and reviewed by District staff.”
 - AI shall never be represented as an official authority or decision-maker.
-

8. Data Protection & Records Management

- AI use must comply with:
 - California Public Records Act (CPRA)
 - District Records Retention Policy
 - Privacy and confidentiality laws



Albion-Little River Fire Protection District

Artificial Intelligence (AI) Use Policy **DRAFT**

- Drafts created with AI that become official records are subject to retention requirements.
 - Users should assume AI prompts and outputs **may not be private**.
-

9. Ethics & Bias

- AI outputs may contain errors, bias, or outdated information.
 - Users must:
 - Verify facts against authoritative sources
 - Avoid discriminatory language or outcomes
 - Ensure equity and fairness in District communications
-

10. Training & Authorization

- The Fire Chief may authorize specific AI platforms for District use.
 - Training may be required before authorized use.
 - Unauthorized AI tools may be restricted or prohibited.
-

11. Violations

Violations of this policy may result in:

- Revocation of AI access
 - Corrective or disciplinary action
 - Contract termination (for vendors or consultants)
 - Legal or regulatory consequences if applicable
-

12. Policy Review & Updates

This policy shall be:

- Reviewed at least every **two (2) years**
- Updated as laws, technology, and best practices evolve



Albion-Little River Fire Protection District

Artificial Intelligence (AI) Use Policy **DRAFT**

- Approved by the Board of Directors
-

13. Policy Adoption

Adopted by the Albion-Little River Fire Protection District Board of Directors

Date: _____

Resolution No.: _____



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

Draft

Grant Application, Budgeting & Authorization Policy

PolicyNo.:

Adopted:

Effective:

Review Cycle:

1. Purpose

To establish standardized procedures for the identification, application, approval, budgeting, and management of grants to ensure:

- Fiscal accountability and transparency
- Compliance with applicable laws and grant requirements
- Proper authorization of financial commitments
- Alignment with District strategic priorities

2. Authority & Compliance

This policy is adopted pursuant to:

- **California Government Code §§ 53900 et seq.** (Special District authority)
- **California Health & Safety Code §13800 et seq.** (Fire Protection District powers)
- **California Public Contract Code** (as applicable to grant-funded projects)
- Applicable grantor requirements (State, Federal, Local, Private)

3. Scope

This policy applies to:

- All grant applications submitted on behalf of ALRFPD
- All funding commitments, including matching funds
- All personnel involved in grant development, approval, and administration



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

Draft

4. Definitions

- **Grant:** External funding awarded to the District for a specific purpose
 - **Match Funding:** District or third-party contributions required by the grant
 - **Grant Commitment:** Any obligation of District funds, staff time, or resources
 - **Authorized Representative:** Fire Chief or designee approved by the Board
-

5. Policy Statement

No grant application shall be submitted, nor any financial commitment made, without proper review and authorization consistent with this policy.

All grants must:

- Support the District's mission and operational priorities
 - Be financially sustainable (including long-term impacts)
 - Be approved at the appropriate authority level prior to submission
-

6. Roles & Responsibilities

Board of Directors

- Approves:
 - Grant applications involving:
 - Matching funds
 - Ongoing financial obligations
 - Capital projects or new programs
 - Acceptance of awarded grants exceeding Chief's authority
- Provides policy oversight

Fire Chief

- Serves as primary authorized representative
- May approve and submit:
 - Grants with **no financial match** and **no ongoing obligation**



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

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- Budget-neutral or reimbursable grants within delegated authority
- Ensures compliance with this policy
- Reports all grant activity to the Board

Administrative Staff / Grant Manager

- Coordinates application development
- Prepares budgets and documentation
- Tracks deadlines, compliance, and reporting

Project Manager (if assigned)

- Oversees implementation of awarded grants
- Ensures expenditures align with approved budget

7. Grant Application Procedure

Step 1: Opportunity Identification

- Identify grant opportunity aligned with District priorities
- Conduct preliminary eligibility review

Step 2: Internal Review

- Evaluate:
 - Operational impact
 - Staffing requirements
 - Matching fund requirements
 - Long-term costs (maintenance, staffing, replacement)

Step 3: Budget Development

- Prepare a detailed grant budget including:
 - Direct costs (equipment, construction, training)
 - Indirect costs (administration, reporting)
 - Match contributions (cash, in-kind, volunteer time)
- Identify funding sources for match



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

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Step 4: Risk & Sustainability Assessment

- Document:
 - Ongoing costs after grant expiration
 - Liability or compliance risks
 - Procurement requirements

Step 5: Authorization

- Obtain approval based on thresholds:

Grant Type	Approval Required
No match, no ongoing cost	Fire Chief
≤ \$50,000 with minimal impact	Fire Chief (report to Board)
Any match funding required	Board of Directors
Capital projects or staffing commitments	Board of Directors
Multi-year obligations	Board of Directors

Step 6: Board Action (if required)

- Staff report shall include:
 - Grant summary
 - Financial impact
 - Match funding source
 - Recommendation

Step 7: Submission

- Only the Fire Chief or authorized designee may submit applications



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

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8. Grant Acceptance & Budgeting

Award Review

Upon award notification:

- Verify terms and conditions
- Confirm funding amount and restrictions
- Review compliance requirements

Acceptance Authorization

- Fire Chief may accept grants within delegated authority
- Board approval required for:
 - Grants with match or ongoing costs
 - Capital or infrastructure projects

Budget Integration

- All awarded funds shall be:
 - Incorporated into the District budget
 - Assigned to a dedicated account or tracking code
- Match funding must be formally appropriated

9. Financial Controls & Procurement

- All expenditures must comply with:
 - District Purchasing Policy
 - **California Public Contract Code** (if applicable)
- Maintain separation of:
 - Authorization
 - Purchasing
 - Payment approval
- Track:
 - Grant expenditures vs. budget
 - Match contributions (including volunteer hours)



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

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10. Reporting & Compliance

- Maintain complete grant files including:
 - Application
 - Award documents
 - Financial records
 - Reports submitted
 - Submit all required:
 - Financial reports
 - Performance reports
 - Closeout documentation
 - Provide periodic updates to the Board:
 - Status of active grants
 - Budget performance
 - Compliance issues
-

11. Amendments & Changes

Any changes to:

- Scope
- Budget
- Match commitments

Must be:

- Approved by the Fire Chief (minor changes) or
 - Approved by the Board (material changes)
-



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

Draft

12. Audit & Record Retention

- Retain records per:
 - Grant requirements (typically 3–7 years)
 - California records retention laws
 - All grants are subject to audit
-

13. Non-Compliance

Failure to comply with this policy may result in:

- Revocation of grant authority
 - Disciplinary action
 - Repayment of grant funds
-

14. Effective Date

This policy shall take effect upon adoption by the Board of Directors of the Albion-Little River Fire Protection District.



Albion-Little River Fire Protection District

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Interactive Process Record

(FEHA / ADA Compliance)

Confidential – Medical/Accommodation Record

(Maintain separately from personnel file)

Employee / Volunteer Information

- **Name:** _____
 - **Position/Rank:** _____
 - **Employment Status:** Career Part-Time Paid-Call Volunteer
 - **Department:** Fire EMS Administration
 - **Supervisor / Officer:** _____
 - **Date Interactive Process Initiated:** _____
-

Trigger for Interactive Process

(Check all that apply)

- Employee/Volunteer request for accommodation
- Medical documentation indicating work restrictions
- Inability to return to full duty
- District awareness of potential medical limitation
- Workers' compensation injury
- Non-industrial medical condition

Brief description of trigger:



Albion-Little River Fire Protection District

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Essential Functions Reviewed

(Position-specific – attach Essential Functions Appendix if applicable)

- Emergency response duties
- Fire suppression activities
- EMS patient care
- Apparatus operation
- Physical demands (lifting, climbing, PPE use)
- Administrative / support duties

Notes:

Medical Information Reviewed

(Do not include diagnosis)

- **Date of Medical Documentation:** _____
- **Restrictions / Limitations:**

- **Expected Duration:**
 - Temporary (anticipated end date: _____)
 - Unknown
 - Permanent

Interactive Process Meeting(s)

Date(s) of Meeting(s): _____

Participants:

- Employee / Volunteer
- Fire Chief
- District Administrator / HR Designee
- Supervisor / Officer
- Other: _____



Albion-Little River Fire Protection District

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Accommodation Options Discussed

(Check all that were considered)

- Temporary modified duty
- Transitional assignment
- Adjusted schedule / hours
- Administrative or support tasks
- Training / prevention / community outreach
- Equipment or task modification
- Temporary reassignment
- Leave as accommodation
- Other: _____

Employee input / preferences:

Determination

- Reasonable accommodation available and offered
- Accommodation available with limitations
- No reasonable accommodation available at this time

Explanation (include safety, operational, or undue hardship considerations):

Outcome

- Modified Duty Agreement issued
- Full duty return approved
- Leave as accommodation
- Re-evaluation scheduled

Next Review Date (if applicable): _____



Albion-Little River Fire Protection District

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Signatures

Employee / Volunteer: _____ Date: _____

Fire Chief / Designee: _____ Date: _____

District Administrator / HR: _____ Date: _____



Albion-Little River Fire Protection District

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Modified Duty Agreement

(Return to Work / Transitional Assignment)

Confidential – Medical/Accommodation Record

Employee / Volunteer Information

- Name: _____
- Position/Rank: _____
- Employment Status: Career Part-Time Paid-Call Volunteer
- Supervisor / Officer: _____

Medical Restrictions Summary

(Attach medical documentation – no diagnosis)

Effective Date: _____

Anticipated End / Review Date: _____

Modified / Transitional Duty Assignment

Assignment Title / Description:

Duties to Be Performed:

Duties Specifically Excluded:



Albion-Little River Fire Protection District

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Work Schedule:

- Regular schedule
 Modified hours: _____

Work Location: _____

Safety & Compliance Acknowledgment

- All duties must remain within documented medical restrictions
 - Fire/EMS emergency response duties are excluded unless specifically approved
 - This assignment is **temporary** and subject to change or termination
-

Review & Reassessment

- Medical updates must be provided as restrictions change
 - Failure to comply with restrictions may result in removal from modified duty
 - Modified duty does **not** guarantee permanent reassignment
-

Acknowledgments

I understand and agree to comply with this Modified Duty Agreement.

Employee / Volunteer: _____ Date: _____

Fire Chief / Designee: _____ Date: _____

District Administrator / HR: _____ Date: _____

Administrative Notes (Internal Use Only)

- Workers' Compensation Claim
- Non-Industrial Condition
- CFRA/FMLA evaluated (if applicable)
- Interactive Process ongoing



Albion-Little River Fire Protection District

Code of Conduct **DRAFT**

Firefighter Code of Conduct

1. Purpose

The purpose of this Code of Conduct is to establish clear expectations for the professional, ethical, and safe behavior of all firefighters of the Albion-Little River Fire Protection District (ALRFPD). Firefighters serve the community in positions of trust, and their conduct—on and off duty—must reflect the highest standards of integrity, respect, and accountability.

2. Scope

This Code applies to all ALRFPD personnel, including:

- Volunteer firefighters
 - Career or stipend personnel
 - Fire officers and acting officers
 - Probationary members and recruits
-

3. Core Values

All members shall uphold the following ALRFPD values:

- **Integrity:** Act honestly, ethically, and in a manner consistent with the public trust.
- **Service:** Place the needs of the community and the mission of the District first.
- **Professionalism:** Maintain competence, preparedness, and respectful behavior at all times.



Albion-Little River Fire Protection District

Code of Conduct **DRAFT**

- **Accountability:** Take responsibility for actions, decisions, and performance.
 - **Teamwork:** Support fellow members through cooperation, communication, and mutual respect.
-

4. Professional Conduct

4.1 Behavior and Attitude

Firefighters shall:

- Treat the public, coworkers, and allied agencies with courtesy, respect, and professionalism.
- Adapt to direction from officers; maintain a positive attitude toward training, assignments, and feedback.
- Refrain from abusive, disruptive, threatening, or disrespectful conduct.
- Maintain confidentiality of medical, personal, or sensitive information.

4.2 Honesty and Integrity

Members shall:

- Provide truthful and accurate information in all reports, statements, and communications.
 - Not engage in theft, fraud, misrepresentation, or misuse of District property.
 - Report unsafe, unethical, or illegal conduct through proper channels.
-



Albion-Little River Fire Protection District

Code of Conduct **DRAFT**

5. Safety and Operational Readiness

5.1 Duty to Respond Safely

Members shall:

- Operate vehicles and apparatus in compliance with ALRFPD policy, California law, and safety standards.
- Follow all operational directives, incident command structure, and NFPA-aligned procedures.
- Use PPE correctly and maintain personal equipment in serviceable condition.

5.2 Fitness for Duty

Firefighters must:

- Report for duty (including training and incidents) mentally and physically fit for safe performance.
- Not respond to calls, attend training, or be present on District property while impaired by alcohol, cannabis, or controlled substances.
- Notify an officer if experiencing injury, illness, or condition that may affect performance.

6. Training and Competency

Firefighters shall:

- Maintain required certifications and complete assigned training in accordance with District, State, and NFPA guidelines.
- Attend regular drills and participate fully in skill development.



Albion-Little River Fire Protection District

Code of Conduct **DRAFT**

- Demonstrate competence in assigned roles, tools, equipment, and emergency operations.
-

7. Use of District Property and Resources

Members shall:

- Use ALRFPD facilities, vehicles, equipment, radios, PPE, and digital systems only for authorized purposes.
 - Maintain equipment in good condition and report damage or malfunction immediately.
 - Not remove District property without authorization.
-

8. Interpersonal Conduct and Anti-Harassment

ALRFPD maintains a zero-tolerance policy for harassment, discrimination, bullying, or retaliation based on any protected characteristic.

Members shall:

- Maintain a respectful, inclusive environment free from harassment or hostile behavior.
 - Conduct themselves appropriately in locker rooms, meetings, training, and public settings.
 - Report concerns promptly to a superior officer or District leadership.
-



Albion-Little River Fire Protection District

Code of Conduct **DRAFT**

9. Social Media and Public Communication

Firefighters shall:

- Comply with ALRFPD Social Media Policy when posting or commenting online.
 - Not release confidential information, incident photos, or unofficial statements.
 - Refrain from public comments that could reflect poorly on ALRFPD or compromise public trust.
-

10. Conflict of Interest and Ethical Responsibilities

Members shall:

- Avoid personal actions or relationships that may conflict with District responsibilities.
 - Not use the firefighter title, uniform, or District affiliation for personal gain.
 - Disclose conflicts when they arise.
-

11. Attendance, Availability, and Commitment

Firefighters shall:

- Attend required training and meetings, or notify officers of unavoidable absences.
- Respond to alarms when available and maintain accurate availability status.
- Complete assigned station duties, maintenance tasks, and administrative responsibilities.



Albion-Little River Fire Protection District

Code of Conduct **DRAFT**

12. Compliance With Laws, Policies, and Orders

Members must:

- Follow all applicable federal, state, and local laws, including California Fire Code and EMS regulations.
 - Comply with ALRFPD policies, SOPs/SOGs, and directives issued by officers.
 - Respect the chain of command and escalate concerns appropriately.
-

13. Disciplinary Action

Violations of this Code may result in:

- Counseling or verbal warning
- Written reprimand
- Suspension of response privileges
- Removal from roster or termination of membership
- Referral to law enforcement when required

Disciplinary decisions will be made in accordance with District policy.



Albion-Little River Fire Protection District

Code of Conduct **DRAFT**

14. Acknowledgment

All ALRFPD firefighters shall sign an acknowledgment stating that they:

- Have read and understand the Code of Conduct
- Agree to comply with its principles
- Understand the consequences of violations

Name:

Date:



Albion-Little River Fire Protection District

Loss Exposure, Evaluation and Prevention Plan (LEEP)

Loss Exposure, Evaluation and Prevention Plan (LEEP)

Policy #:

Adopted:

Effective: 12/17/2025

Review Cycle: Annual

1. Purpose & Objectives

The purpose of this Loss Exposure Evaluation & Prevention (LEEP) Plan is to **identify, assess, mitigate, and monitor risks that may result in claims, losses, or liability exposure** to the District, its Board, employees, volunteers, and the public.

Primary objectives:

- Reduce the **frequency and severity of claims**
- Protect **personnel, volunteers, and the public**
- Limit **financial exposure and insurance costs**
- Demonstrate **due diligence and defensibility** in the event of litigation
- Support **continuous improvement and regulatory compliance**

2. Governance & Accountability

2.1 Board of Directors

- Establishes risk-management policy direction
- Reviews annual LEEP summary and corrective actions
- Ensures adequate insurance and reserves

2.2 Fire Chief (Risk Executive)

- Overall responsibility for implementation
- Ensures corrective actions are assigned and completed
- Serves as liaison to insurer, and legal counsel



Albion-Little River Fire Protection District

Loss Exposure, Evaluation and Prevention Plan (LEEP)

2.3 Safety / Risk Officer (or designee)

- Maintains risk and claims documentation
- Conducts inspections and training coordination
- Tracks trends, near-misses, and corrective actions

2.4 Supervisors & Officers

- Enforce policies and SOGs
- Identify emerging risks
- Ensure documentation and reporting compliance

3. Loss Exposure Categories & Risk Controls

A. Personnel Injury & Workers' Compensation

Exposure Areas

- Fire suppression injuries
- EMS lifting and patient handling
- Training accidents
- Vehicle loading/unloading
- Fatigue and overexertion

Preventive Measures

- NFPA-compliant PPE issuance, inspection, and replacement
- Annual physical ability evaluation (as applicable)
- Monthly safety training and tailboard reviews
- Incident rehab and hydration policies
- Near-miss reporting without retaliation

Claims Controls

- Immediate injury reporting
- Supervisor investigation within 24 hours



Albion-Little River Fire Protection District

Loss Exposure, Evaluation and Prevention Plan (LEEP)

- Modified duty program (if feasible)
 - Return-to-work coordination
-

B. Vehicle & Apparatus Liability

Exposure Areas

- Emergency response collisions
- Backing incidents
- Non-emergency vehicle use
- Driver qualification failures

Preventive Measures

- Emergency Vehicle Operator (EVO) training
- Annual driver records (DMV pull notices)
- Spotters required when backing
- Apparatus inspection and maintenance logs
- No-response-without-seatbelt enforcement

Claims Controls

- Post-collision drug/alcohol testing (when required)
 - Scene documentation and photographs
 - Supervisor review and corrective action
 - Retraining after preventable incidents
-

C. Employment Practices Liability (EPL)

Exposure Areas

- Harassment or discrimination claims
- Retaliation allegations
- Discipline and termination disputes
- Volunteer vs. employee classification issues

Preventive Measures

- Written Code of Conduct



Albion-Little River Fire Protection District

Loss Exposure, Evaluation and Prevention Plan (LEEP)

- Harassment prevention training
- Clear grievance and complaint procedures
- Consistent documentation of discipline

- Board-approved personnel policies

Claims Controls

- Prompt investigation of complaints
- Separation of investigation and discipline roles
- Legal counsel involvement when warranted
- Confidential records retention

D. Public Liability & Operations

Exposure Areas

- Fire suppression property damage
- EMS treatment allegations
- Traffic control incidents
- Slip/trip/fall at District facilities
- Public events and outreach activities

Preventive Measures

- Incident Command compliance
- EMS protocols and review
- MUTCD-compliant traffic control
- Facility inspections and maintenance logs
- Event risk assessments and waivers

Claims Controls

- Timely incident reporting
- Preservation of dispatch / PCR records / Incident Reports
- Witness statements
- Coordination with insurer



Albion-Little River Fire Protection District

Loss Exposure, Evaluation and Prevention Plan (LEEP)

E. Property, Equipment & Infrastructure Loss

Exposure Areas

- Station damage
- Apparatus bay hazards
- Equipment theft or misuse
- Wildfire exposure

Preventive Measures

- Annual facility risk inspections
- Equipment inventory and accountability
- Secure storage and access control
- Vegetation management around facilities
- Fire detection and suppression systems

Claims Controls

- Photographic documentation
 - Asset valuation records
 - Prompt mitigation to prevent secondary loss
-

F. Financial, Governance & Administrative Risk

Exposure Areas

- Purchasing violations (AB 1234)
- Fraud or misuse of funds
- Public records act violations
- Brown Act violations

Preventive Measures

- Board-adopted Purchasing Policy



Albion-Little River Fire Protection District

Loss Exposure, Evaluation and Prevention Plan (LEEP)

- Segregation of financial duties
- Annual audits and budget reviews
- Public records request procedures
- Board training and ethics compliance

Claims Controls

- Written approvals and documentation
- Transparency and corrective action plans
- Early legal review when issues arise

4. Risk Identification & Evaluation Process

1. **Annual Risk Assessment**
 - Review prior claims and near-misses
 - Identify new operational risks
2. **Ongoing Hazard Identification**
 - Training observations
 - Incident critiques
 - Employee and volunteer input
3. **Risk Ranking**
 - Likelihood (Low / Medium / High)
 - Severity (Minor / Serious / Catastrophic)
4. **Corrective Action Assignment**
 - Responsible party
 - Deadline
 - Documentation of completion

5. Training & Communication

- New member risk orientation(Safety Briefing)
- Annual refresher training (safety, driving, conduct)
- Policy acknowledgment forms
- Safety bulletins and lessons learned
- Open reporting culture for hazards and near-misses



Albion-Little River Fire Protection District

Loss Exposure, Evaluation and Prevention Plan (LEEP)

6. Documentation & Recordkeeping

The following records shall be maintained:

- Incident and injury reports
- Training records
- Inspection and maintenance logs
- Claims correspondence
- Corrective action tracking
- Board approvals and policy adoptions

Records shall be retained per **California law**.

7. Continuous Improvement & Review

- Annual LEEP review by Fire Chief and Board
 - Post-incident After Action Reviews (AARs)
 - Trend analysis of claims and near-misses
 - Updates following regulatory or operational changes
-

8. Plan Adoption & Authority

This Loss Exposure Evaluation & Prevention (LEEP) Plan is adopted by the Board of Directors of the Albion-Little River Fire Protection District and applies to all employees, volunteers, officers, and representatives of the District.

Board Adoption Date: _____

Fire Chief: _____

Board Chair: _____



Albion-Little River Fire Protection District

Return to Work Program **DRAFT**

Return to Work Program

(Including the Interactive Process) Policy No.:

Adopted:

Effective:

Review Cycle:

1. Purpose

The Albion-Little River Fire Protection District ("District" or "ALRFPD") is committed to facilitating the **safe, timely, and productive return to work** of employees and volunteers following illness, injury, or medical condition.

This Return to Work (RTW) Program is intended to:

- Support employee recovery and retention
- Reduce lost work time and workers' compensation costs
- Maintain operational readiness and public safety
- Ensure compliance with the **California Fair Employment and Housing Act (FEHA)**, **Americans with Disabilities Act (ADA)**, and California workers' compensation laws
- Establish a **clear, documented Interactive Process** when reasonable accommodation may be required

This program reflects ALRFPD's operational structure as a **small, rural fire protection district** with safety-sensitive fire and EMS functions.

2. Scope & Applicability

This program applies to:

- Career employees
- Part-time or paid-call personnel
- Volunteer firefighters
- Administrative staff

It applies to:



Albion-Little River Fire Protection District

Return to Work Program **DRAFT**

- **Industrial (work-related)** injuries or illnesses
- **Non-industrial** medical conditions
- Temporary, transitional, or permanent work restrictions

Participation in this program does not guarantee permanent modified duty or continued assignment in a specific role.

3. Legal Authority & Compliance

This program is adopted pursuant to and consistent with:

- **California Government Code §12940 et seq. (FEHA)**
- **Americans with Disabilities Act (ADA)**
- **California Labor Code – Workers’ Compensation**
- **Cal/OSHA** regulations
- Applicable District policies and resolutions

Nothing in this policy supersedes statutory obligations or collective bargaining agreements, if applicable.

4. Policy Statement

ALRFPD will:

- Make **good-faith efforts** to return employees to work as soon as medically appropriate
- Engage promptly in the **Interactive Process** when the District becomes aware of a potential need for accommodation
- Consider reasonable accommodations that do not create **undue hardship** or compromise **firefighter, crew, or public safety**
- Maintain confidentiality of all medical information

Employees and volunteers are expected to cooperate fully in the Return to Work and Interactive Process.



Albion-Little River Fire Protection District

Return to Work Program **DRAFT**

5. Definitions

Return to Work (RTW):

A structured process that enables an employee to safely resume work duties following a medical condition, with or without accommodation.

Interactive Process:

A **timely, good-faith, and ongoing dialogue** between the District and the individual to identify reasonable accommodations.

Reasonable Accommodation:

A modification or adjustment that enables the individual to perform the **essential functions** of their position.

Modified / Transitional Duty:

Temporary adjustments to duties, schedule, or assignment consistent with medical restrictions and operational needs.

6. Roles & Responsibilities

A. Employee / Volunteer

- Notify the Fire Chief or District Administrator of any medical condition affecting work
- Provide timely medical documentation outlining **functional limitations**
- Participate in the Interactive Process in good faith
- Follow assigned work restrictions

B. Fire Chief

- Initiate the Return to Work process
- Ensure operational safety and readiness
- Identify potential modified or transitional duty assignments
- Coordinate with the District Administrator



Albion-Little River Fire Protection District

Return to Work Program **DRAFT**

C. District Administrator / HR Designee

- Manage compliance with FEHA, ADA, and workers' compensation
- Facilitate the Interactive Process
- Maintain required documentation and confidentiality

D. Supervisors / Officers

- Monitor performance and safety
- Ensure compliance with restrictions
- Report any concerns or changes promptly

7. Initiation of the Interactive Process

The District will initiate the Interactive Process when:

- An employee or volunteer requests accommodation
- Medical documentation indicates work restrictions
- The District becomes aware that a medical condition may affect job performance
- An individual cannot return to full duty after injury or illness

No specific language is required to trigger this process.

8. Interactive Process Procedure (ALRFPD)

Step 1 – Acknowledge & Begin

- The Fire Chief or District Administrator acknowledges the request or need
- The Interactive Process begins **without delay**

Step 2 – Review Essential Functions

- Review the essential functions of the position (e.g., Firefighter, EMT, Engineer, Administrative Assistant)
- Focus on **physical, cognitive, and environmental demands**



Albion-Little River Fire Protection District

Return to Work Program **DRAFT**

Step 3 – Medical Information

- Obtain medical documentation limited to **work restrictions and duration**
- Diagnoses are not required

Step 4 – Interactive Discussion

The District meets with the individual to discuss:

- Impact of restrictions
- Possible accommodations
- Safety considerations
- Duration (temporary vs. permanent)

Step 5 – Evaluate Accommodations

Possible accommodations at ALRFPD may include:

- Temporary modified duty assignments
- Administrative or support tasks
- Training, prevention, or community outreach duties
- Adjusted schedules or reduced hours
- Temporary reassignment (when feasible)

Step 6 – Implement or Document Outcome

- Implement reasonable accommodation when available
- If accommodation is not feasible, document:
 - Accommodations considered
 - Operational or safety limitations
 - Undue hardship analysis

Step 7 – Ongoing Review

- Accommodations are reviewed as restrictions change
- The Interactive Process remains ongoing until resolved

9. Return to Work Options



Albion-Little River Fire Protection District

Return to Work Program **DRAFT**

A. Full Duty

Return without restrictions.

B. Temporary Modified / Transitional Duty

- Based on medical restrictions
- Time-limited and reviewed regularly

C. Permanent Accommodation

Provided only when:

- Restrictions are permanent
- Essential functions can be performed safely

D. Leave as Accommodation

When no suitable work is available:

- Workers' compensation leave
- CFRA/FMLA (if applicable)
- Unpaid leave as a reasonable accommodation

10. Safety-Sensitive Fire & EMS Positions

Because ALRFPD positions involve emergency response:

- Essential functions may include lifting, climbing, exposure to hazardous environments, and high-stress decision-making
- Accommodations **will not compromise safety** or regulatory compliance
- Public, crew, and individual safety take precedence

11. Documentation & Confidentiality

The District will maintain:



Albion-Little River Fire Protection District

Return to Work Program **DRAFT**

- Medical status reports
- Interactive Process records
- RTW offers and agreements

All medical information will be:

- Kept confidential
 - Stored separately from personnel files
-

12. Non-Retaliation

ALRFPD strictly prohibits retaliation for:

- Requesting accommodation
 - Participating in the Interactive Process
 - Filing or pursuing a workers' compensation claim
-

13. Review & Administration

This program shall be:

- Reviewed **annually**
- Updated as laws or operational needs change
- Administered by the Fire Chief and District Administrator

Adopted by the Albion-Little River Fire Protection District Board of Directors.



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

Purchasing, Contracting, and Expense Reimbursement Policy

Policy No.:

Adopted:

Effective:

Review Cycle: Annual

1. Purpose

The purpose of this policy is to establish clear, lawful, and transparent procedures governing:

- Purchasing of goods and services
- Contracting authority
- Competitive bidding
- Reimbursement of expenses

This policy is intended to ensure **fiscal accountability, legal compliance, and protection of the District and its officials**, while allowing efficient operation of District services.

2. Legal Authority

This policy is adopted pursuant to, and shall be interpreted consistent with:

- **California Government Code §§53232–53232.5 (AB 1234)**
- **California Public Contract Code**
- **California Government Code §50000 et seq.**
- **California Health & Safety Code §13800 et seq.**
- Applicable regulations, case law, and guidance issued by the State of California



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

3. General Principles

All District expenditures shall:

1. Serve a **legitimate public purpose**
 2. Be **actual, necessary, and reasonable**
 3. Be made **within an adopted budget** or otherwise lawfully authorized
 4. Avoid **conflicts of interest or the appearance of impropriety**
 5. Be documented in a manner sufficient for public review and audit
-

4. Budget Authority

1. Adoption of the annual District budget constitutes general authorization for expenditures **within approved line items**.
 2. Expenditures outside the adopted budget require **prior Board approval** by agendized action.
 3. No officer, employee, or volunteer may commit District funds beyond the authority granted by this policy.
-

5. Purchasing Authority & Limits

5.1 Authorized Officials

Role	Purchasing Authority
Fire Chief	Day-to-day operational purchases within limits
Board of Directors	All purchases exceeding Chief's authority or not budgeted



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

5.2 Purchasing Limits

Amount	Approval Required
Up to \$5,000	Fire Chief
\$5,001 – \$25,000	Fire Chief with written notification to Board Chair
Over \$25,000	Board approval at a noticed meeting

Emergency purchases necessary to protect life, property, or continuity of operations may be made by the Fire Chief and shall be **reported to and ratified by the Board** at the next meeting.

6. Competitive Purchasing & Public Contract Code Compliance

6.1 Informal Purchasing

For purchases below formal bid thresholds:

- Price comparisons shall be obtained when practical
 - Selection shall be based on **best value**, considering price, quality, availability, and service
-

6.2 Formal Competitive Bidding

The District shall comply with all applicable Public Contract Code requirements, including:

- Public works bidding thresholds
- Apparatus and equipment procurement rules
- Bid advertising and notice requirements
- Board award by resolution
See Appendix A for reference



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

6.3 Exceptions to Competitive Bidding

Competitive bidding may be waived only when:

- Emergency conditions exist
- A sole-source procurement is justified and documented
- Cooperative purchasing agreements are used
- Professional services are procured (legal, audit, engineering)

All exceptions shall be **documented in writing**.

7. Contracts

7.1 Contract Approval

1. All contracts obligating the District shall:
 - Be in writing
 - Clearly define scope, term, and compensation
 - Include appropriate insurance and indemnification provisions
 2. Contracts shall be approved by the Board unless authority is expressly delegated.
-

7.2 Contract Execution

Only the **Board President, Fire Chief**, or other Board-authorized officers may execute contracts on behalf of the District.

No employee or volunteer may bind the District without express authority.



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

8. Expense Reimbursement Policy (AB 1234 Compliance)

8.1 General Rule

The District shall reimburse **actual and necessary expenses** incurred in the conduct of official District business, in full compliance with **Government Code §53232.2**.

8.2 Allowable Expenses

Reimbursable expenses may include:

- Travel for authorized meetings, training, or conferences
 - Lodging at reasonable and customary rates
 - Meals during travel or meetings
 - Mileage at the IRS standard rate
 - Registration and tuition fees
-

8.3 Prohibited Expenses

The District shall not reimburse:

- Personal or non-District expenses
 - Alcohol
 - Entertainment not directly related to District business
 - Expenses lacking proper documentation
-

8.4 Reimbursement Procedures

1. Reimbursement requests must:
 - Be submitted on a District reimbursement form
 - Include **itemized receipts**



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

- Identify the **public purpose**
 - 2. Requests must be submitted within **60 days** of the expense.
 - 3. Reimbursements shall be reviewed by the Fire Chief and approved by the Board or designated officer.
-

8.5 Advances

1. Travel advances may be approved by the Board or Fire Chief.
 2. Advances must be reconciled within **30 days** of travel completion.
 3. Excess advances shall be returned to the District.
-

9. Ethics & Conflict of Interest

1. All purchasing and contracting decisions shall comply with the District's **Conflict of Interest Code** and applicable state law.
 2. No officer, employee, or volunteer shall participate in a decision in which they have a financial interest.
 3. Violations may result in disciplinary action and legal consequences.
-

10. Documentation & Record Retention

The District shall maintain complete records of:

- Purchases
- Contracts
- Bids and quotes
- Reimbursements

Records shall be retained in accordance with state law and the District's records retention schedule.



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

11. Policy Review & Severability

1. This policy shall be reviewed **annually** by the Board.
 2. If any portion of this policy is held invalid, the remainder shall remain in full force and effect.
-

12. Supersession

This policy **supersedes and replaces** all prior purchasing or procurement policies, including the **2013 ALRFPD Procurement Policy**.

Certification

Adopted by the Board of Directors of the Albion-Little River Fire Protection District on _____ by Resolution No. _____.



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy Appendix A

1) Public Works Bidding Thresholds

(California Public Contract Code §§ 20160–20175, especially §20162)

For Fire Protection Districts:

Formal vs Informal Bidding

- **\$0 – \$5,000**
 - May be performed by **force account** (in-house labor) or negotiated purchase
 - No formal bidding required
- **\$5,001 – \$175,000**
 - May use **informal bidding procedures**
 - Requires:
 - Written or phone quotes
 - Vendor solicitation from a contractor list
- **Over \$175,000**
 - **Formal competitive bidding REQUIRED**
 - Must:
 - Advertise publicly
 - Award to **lowest responsible bidder**

Key Notes

- Thresholds adjust periodically (State Controller); always verify current limits
 - Projects cannot be **split** to avoid bidding requirements (illegal under PCC)
-

2) Apparatus & Equipment Procurement Rules

(Primarily PCC §§ 20161, 20162, 20167, and related sections)

Fire Apparatus (Engines, Tenders, etc.)

- Must be competitively bid if over threshold
- Award based on:



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy Appendix A

- **Lowest responsible bidder**, OR
- **Best value** (if district adopts that method)

“Sole Source” Procurement

Allowed **only if justified**, such as:

- Standardization (existing fleet compatibility)
- Unique features unavailable elsewhere
- Emergency replacement

Must be supported in writing by Board or Staff findings.

Equipment vs Public Works

- **Public Works** = construction, repair, or improvement of real property
- **Equipment/Apparatus** = NOT public works

This distinction matters:

- Equipment purchases **do not follow construction thresholds exactly**
 - But still must follow **competitive procurement rules**
-

Piggybacking (Cooperative Purchasing)

Allowed under:

- PCC §20118 (commonly used by districts)

You may:

- Purchase apparatus through:
 - State contracts
 - Other agency bids (e.g., HGAC, Sourcewell)
-



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy Appendix A

Emergency Purchases

(PCC §22050, often used in conjunction)

In emergencies:

- Board may:
 - Waive competitive bidding
 - Proceed immediately

Requires:

- Resolution declaring emergency
- 14-day review if ongoing

3) Bid Advertising & Notice Requirements

(PCC §§ 20162, 20164, 20165)

Formal Bids (Over \$175,000)

Must:

1. **Publish Notice Inviting Bids**
 - In a **newspaper of general circulation**
 - At least **once per week for 2 weeks**
 - First publication **≥ 14 days before bid opening**
2. **Include in Notice**
 - Project description
 - Bid deadline
 - Location for plans/specs
 - Engineer's estimate (optional but recommended)
3. **Public Bid Opening**
 - Bids opened publicly at stated time/place



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy Appendix A

Informal Bids (UPCCAA)

If using informal procedures:

- Send notices to:
 - Pre-qualified contractor list
- Optional:
 - Email, mail, or phone solicitations
- No newspaper requirement

Addenda & Changes

- Must be issued to all plan holders
- Must allow sufficient time before bid opening