

# Table of Contents

## Chapter 1 Introduction

- 1.1 Mission Statement
- 1.2 Vision Statement
- 1.3 Core Values
- 1.4 Volunteer Fire Company Background
- 1.5 VFC Organization
- 1.6 VFC Responsibility
- 1.7 CAL FIRE/BCFD Background
- 1.8 CAL FIRE/BCFD Organization
- 1.9 VFC Responsibility
- 1.10 Definitions

## Chapter 2 Volunteer Fire Company Membership

- 2.1 Residency Requirements
- 2.2 Minimum Age Requirements
- 2.3 Application Process and Time Frames
- 2.4 Probation
- 2.5 Transfers
- 2.6 Termination Notifications
- 2.7 Program Exit Evaluation
- 2.8 Reinstatements
- 2.9 Retirement
- 2.10 Fair Labor Standards Act Compliance
- 2.11 Physical Condition
- 2.12 Recruitment
- 2.13 Leave of Absence

## Chapter 3 Administration

- 3.1 VFC Organization
- 3.2 Allocations
- 3.3 VFC Administration
- 3.4 Administrative Documents
- 3.5 Unification
- 3.6 By-Laws
- 3.7 Election of Officers
- 3.8 Standard Operating Procedures Committee
- 3.9 Internal Affairs
- 3.10 Chain of Command
- 3.11 Business Meetings

- 3.12 Administrative Records
- 3.13 Fund Raising
- 3.14 Auxiliary Groups
- 3.15 Community Cost Share Program
- 3.16 Water Tender and Engine Reimbursement Funds
- 3.17 Inventory Control and Accountability
- 3.18 Accountability of Equipment
- 3.19 Disposal of Fixed Assets
- 3.20 Acceptance of Gifts
- 3.21 Fiscal Requirements
- 3.22 Workers Compensation Roster
- 3.23 Insurance and Liability
- 3.24 Volunteer Subpoena and Deposition
- 3.25 Purchase or Donation of Emergency Equipment
- 3.26 Storage or Relocation of VFC Equipment
- 3.27 County Acceptance of Volunteer Equipment
- 3.28 Hepatitis B Vaccinations
- 3.29 Chaplain Program
- 3.30 Injury and Accident Reporting Procedures
- 3.31 VFF Injuries
- 3.32 Vehicle Collision Reporting Procedures, Department Owned Vehicles
- 3.33 Return to Duty Injury/Illness
- 3.34 Public Event Liability Policy
- 3.35 Duty Statements
- 3.36 Social Media

## **Chapter 4 Discipline and Grievances**

- 4.1 Personnel Discipline
- 4.2 Rules of Conduct
- 4.3 Sexual Harassment/Discrimination
- 4.4 Prohibiting Discrimination Based on Sexual Harassment
- 4.5 Prohibiting Discrimination Based on Pregnancy
- 4.6 Prohibiting Discrimination Based on Disability
- 4.7 Non-Retaliation
- 4.8 Unprofessional Behavior
- 4.9 Workplace Violence
- 4.10 Disciplinary Procedures
- 4.11 Types of Disciplinary Action
- 4.12 Suspension and Termination
- 4.13 Immediate Operational Disciplinary Action
- 4.14 Grievances and Complaints
- 4.15 Harassment or Discrimination complaints

## Chapter 5 Training

- 5.1 General
- 5.2 Minimum Training Drills
- 5.3 Annual Skills Testing
- 5.4 Training and Reimbursement
- 5.5 Minimum Mandatory Training Requirements Prior to Response
- 5.6 Support Responder
- 5.7 EMS Responder
- 5.8 Full Responder
- 5.9 Utility Vehicle Operator
- 5.10 Water Tender Operator
- 5.11 Squad/Rescue/Type 6 Engine Operator
- 5.12 Engine Operator
- 5.13 Breathing Support Operator
- 5.14 Volunteer Lieutenant
- 5.15 Volunteer Captain
- 5.16 Training Module Waiver
- 5.17 Course Retakes
- 5.18 Respiratory Protection Program
- 5.19 Personal Protective Equipment
- 5.20 Technical Rescue Team and Qualifications (Full Responders Only)
- 5.21 Emergency Vehicle Operations
- 5.22 Position Task Book
- 5.23 Driver's License Requirements
- 5.24 Driver's License Check Procedures
- 5.25 Mandatory Training Requirements Based on Desired Level of Response within 1 Year of Application Approval
- 5.26 Recommended Training Requirements within 2 Year's Full Responders Only)
- 5.27 Mandatory Re-certification and Refresher Training
- 5.28 Non-Mandatory Training Courses
- 5.29 Code of Conduct for Training Courses and Monthly Company Drills
- 5.30 Certifications
- 5.31 Multi Company Drills
- 5.32 Training Course Certificates
- 5.33 Training and Emergency Response Rosters
- 5.34 Support of Training Drills
- 5.35 Annual Training Calendar
- 5.36 Station Level Training
- 5.37 Station Level Instructors
- 5.38 Volunteer Training Cadre Instructors
- 5.39 Tail Gate Safety Topics (TGST)
- 5.40 Continuing Education Training (CE's)

## **Chapter 6 Operations**

- 6.1 General Operations
- 6.2 Supervision
- 6.3 Station Practices and Procedures
- 6.4 Additional Staffing on Career Fire Apparatus
- 6.5 Inspection and Maintenance of Emergency Equipment
- 6.6 Crew Assignments
- 6.7 Emergency Vehicle Coverage Program
- 6.8 Minimum VFF Hours and Emergency Response
- 6.9 General Safety Practices
- 6.10 Grooming Standards and Personal Hygiene
- 6.11 VFF Uniform
- 6.12 Work Response Uniform
- 6.13 T-Shirt Specifications
- 6.14 Embroidery Specifications
- 6.15 Identification
- 6.16 Department Decals
- 6.17 Issuance of Personal Protective Equipment
- 6.18 Care of Personal Protective Equipment
- 6.19 Replacement of Personal Protective Equipment
- 6.20 Helmet Identification
- 6.21 PPE Identification
- 6.22 Safe Practices and Personal Protective Equipment
- 6.23 Reimbursement and Compensation
- 6.24 Special Staffing
- 6.25 Cover Assignments and Extended Assignments
- 6.26 Department Representation
- 6.27 Annual Evaluations

## **Chapter 7 Emergency Operations**

- 7.1 Emergency Operations
- 7.2 Apparatus Response
- 7.3 Code-3 Driving
- 7.4 "Drive to Arrive"
- 7.5 Emergency Incident Operations
- 7.6 Concluding Emergency Operations
- 7.7 Equipment Contracts and State Hire Fire Apparatus
- 7.8 VFF Responses
- 7.9 Private Vehicle Response Requirements
- 7.10 Incident Assignments
- 7.11 VFF FC-33 Requirements
- 7.12 Instructions for Completing FC-33's

## **Chapter 8 Company 99**

- 8.1 Program Description and Goal
- 8.2 Application and Selection Process
- 8.3 Program Training and Certification Requirements
- 8.4 Shift Requirements
- 8.5 Participating Locations and Position Allocations
- 8.6 Uniforms and Personal Protective Equipment
- 8.7 Administrative

## **Chapter 9 Fire Explorers**

- 9.1 Program Accountability
- 9.2 Mission Statement
- 9.3 Command and Control
- 9.4 Application
- 9.5 Physical Abilities Test
- 9.6 Selection Process
- 9.7 Classifications and Minimum Qualifications
- 9.8 Training Standards
- 9.9 Record Keeping
- 9.10 Probation Period
- 9.11 Monthly Training
- 9.12 Chain of Command
- 9.13 Post Advisor
- 9.14 Explorer Ride-A-Long Program
- 9.15 Explorer Insurance
- 9.16 Rules of Conduct
- 9.17 Grooming Standards and Personal Hygiene
- 9.18 Uniforms
- 9.19 T-Shirt Specifications
- 9.20 Department Decals
- 9.21 Issuance of Personal Protective Equipment
- 9.22 Grade Point Average Requirement
- 9.23 Dismissal/Adverse Action
- 9.24 Injury Reporting
- 9.25 Social Media

## **Chapter 10 Attachments**

- 10.1 Organizational Chart
- 10.2 Support Module Checklist
- 10.3 EMS Module Checklist
- 10.4 Wildland Module Checklist
- 10.5 Structure Module Checklist
- 10.6 Driver Operator Task Book

- 10.7 Basic Skills & Safety Training Waiver Form
- 10.8 Training Equivalency Waiver Form
- 10.9 Annual Drill Schedule
- 10.10 Annual Skills Certification Sheet
- 10.11 Performance Exam, Forward Hose Lay
- 10.12 Performance Exam, Pump from Draft
- 10.13 Performance Exam, Pump from Hydrant
- 10.14 Performance Exam, Attack Lines
- 10.15 Authorization to Drive
- 10.16 Interview Questions
- 10.17 Interview Board Summary Report
- 10.18 Separation Questionnaire
- 10.19 By Laws
- 10.20 Meeting Agenda
- 10.21 Policy Proposal Change Form
- 10.22 Grooming Standards
- 10.23 Cost Share Project Agreement
- 10.24 Annual Performance Evaluation
- 10.25 Monthly Participation Report
- 10.26 Training Request Form
- 10.27 Annual Proposed Budget
- 10.28 Notice of Disciplinary Action
- 10.29 Grievance, Harassment and Discrimination Complaint Form
- 10.30 Support and EMS Responder Stress Statement
- 10.31 Full Responder Stress Statement
- 10.32 Breathing Support and Water Tender Operator Stress Statement
- 10.33 Oath of Allegiance
- 10.34 Explorer Safety Training Checklist
- 10.35 Company 99 Program Checklist
- 10.36 Computer Use & Ethics Policy
- 10.37 Support Responder Duty Statement
- 10.38 EMS Responder Duty Statement
- 10.39 Full Responder Duty Statement
- 10.40 Operator Duty Statement
- 10.41 Engineer Duty Statement
- 10.42 Lieutenant Duty Statement
- 10.43 Captain Duty Statement
- 10.44 Volunteer Liaison Duty Statement
- 10.45 Health and Safety Code section 14825 through 14833
- 10.46 Minimum Training Requirements
- 10.47 Volunteer Expectations & Department Overview
- 10.48 CE Training Sign Up Sheet
- 10.49 Leave of Absence
- 10.50 Volunteer Demobilization
- 10.51 Authorization for Use of Social Media
- 10.52 Drive Test Information Sheet
- 10.53 DMV Drive Test Questionnaire
- 10.54 DL 170 Pre-Filled

## 10.55 Drivers Log