

Operations

Chapter 6

6.1 General Operations

General operations (or administrative operations) of a VFC are those items which must be conducted according to applicable department policy, as identified in this manual and appropriate sections of the department's policy manual.

6.2 Supervision

The career station manager is responsible for the day to day operation of the career station. The station manager shall ensure all VFC members comply with the applicable rules and regulations of the department and this manual. The VFC Captain and/or Lieutenant may assist the Career Captain in supervision and implementation of operational policies and procedures.

In order to maintain a harmonious relationship, all station level officers (career and volunteer) shall maintain a free-flowing system of two-way communications.

Concerns or questions over operational supervision not addressed in this manual should be directed to the appropriate Battalion Chief for clarification and procedure.

6.3 Station Practices and Procedures

The station manager shall be responsible for maintaining a clean, safe and professional fire station. The VFC officers will assist in ensuring that all members help to achieve and maintain this standard at all times.

Each staffed station will have a cover crew guide developed by the station manager. VFF's will reference this guide for standard cover procedures and/or the daily routine of station operations.

The VFC secretary will maintain a current name, rank and phone roster of the VFC in the cover crew guide. All items contained in the guide that relate to the volunteer program must comply with the requirements of this manual.

All VFC operators will be instructed in the proper procedures of completing PCR forms, FC-33's, daily equipment checkout lists, including SCBA's, AED's and making entries in the station log book.

At unstaffed stations, the VFC Captain or Lieutenant or designee shall supervise station operations when the Career Captain is not present. The VFC officers shall forward to the Career Captain all appropriate monthly reports and requisition requests.

During training exercises, the Career Captain or designee shall be the supervising officer. The ranking VFC member shall assist as needed or supervise in the absence of the Career Captain.

All VFF's will follow department policy when answering the station phone. All VFF's will be taught the proper procedures for using fire department radios and the correct use of clear-text. The Career Captain may consult with the VFC Captain to determine which officers should be taught the proper use of the fire station computer (see 10.36).

VFF's will be instructed in appropriate station security measures, including the proper manner to gain access to the station and securing the premises before leaving the station. For security reasons, only VFF operators, engineers and officers will be given unsupervised access to volunteer stations.

6.4 Additional Staffing on Career Fire Apparatus

With the approval of the VFC Captain and Career Captain, an active VFF in good standing is permitted and encouraged to sleep at the fire station and provide additional staffing on the career fire apparatus whenever reasonable. The VFC Captain and Career Captain will develop guidelines for VFF's to sleep at the fire station. See section 6.23 for staffing reimbursement. Any VFF riding on career fire apparatus must comply with the BCFD uniform policy, see section 6.11.

Hours spent and calls responded to while riding on the career fire apparatus do not count towards the VFF's minimum hours and calls requirements (see section 6.8).

6.5 Inspection and Maintenance of Emergency Equipment

General condition inspections will be required at least twice each month by the VFC. All department and VFC owned vehicles that respond to incidents will be maintained according to CAL FIRE 6805 Mobile Equipment Maintenance Procedures.

All of these vehicles must have a 6805 Maintenance Book in the vehicle with all inspections and maintenance documented and up to date. Units that do not meet this criteria will be placed out of service and shall remain out of service until brought into compliance with policy. Operators/engineers operating department vehicles that are out of compliance with the department's maintenance policies will face Disciplinary Action.

All VFF's are required to participate in general maintenance and inspections, in accordance with policy. A specific inspection program shall be established by the VFC membership. VFC's shall maintain a current inventory for all fire apparatus.

6.6 Crew Assignments

Prior to the start of any VFC training or meeting event, emergency response vehicle crew assignments will be made, based on those members prepared to respond during the event. This shall be done to get safety gear on-board, reduce emergency response delays and reduce private vehicle responses. The seating capacity of apparatus shall be determined by the number of seat belts, as installed by the apparatus manufacture.

6.7 Emergency Vehicle Coverage Program

VFC's are strongly encouraged to adopt internal goals and procedures that strive to obtain regular and routine day, night, weekend and holiday coverage of apparatus typically covered and responded by the VFC. A designated VFC officer will be the primary supervisor of the coverage program and schedule.

6.8 Minimum VFF Hours and Emergency Response

The primary purpose of VFC's is to serve and protect the citizens of each community, as well as the citizens of Butte County. Each VFC member shall be required to respond to a minimum of 5 calls or perform 5 hours of documented service (attachment 10.25, Monthly Participation Report) or any combination of responses and or hours per calendar month. Attachment 10.25 or a similar tracking mechanism is required to be completed and retained at the company level.

The following Disciplinary Action will be taken for failure to maintain 5 calls and/or 5 hours or service per month during a calendar year (the Fire Chief reserves the right to terminate immediately as specified in section 4.1):

1 st month:	Verbal Warning
2 nd month:	letter of Warning.
3 rd month:	Termination from VFF status.

It is the responsibility of the VFC, through the VFC's elected officers, to enforce these procedures. The Career Captain shall ensure that this procedure is followed.

6.9 General Safety Practices

Members are required to conduct all operations in a manner consistent with good safety practices. All VFF's are required to follow and enforce department safety policies during all operations and to be considered an example to others.

6.10 Grooming Standards and Personal Hygiene

Due to the department's PPE requirements, the hazardous environment in which VFF's are required to operate and legal requirements, conservative grooming standards are required. All VFF's will adhere to the following standards.

When a VFF is involved in any fire, emergency response or fire department function, the following grooming standards shall apply (attachment 10.22, Grooming Standards).

Hair will be in accordance with the following criteria:

- Neat, clean, trimmed and present a groomed appearance.
- Worn so that it does not extend below the bottom of the uniform shirt collar when the VFF is standing upright.
- Above the bottom of the ears, and not more than two inches in front of the ears, if combed over the ears.
- No lower on the forehead than the eyebrows, measured from the high point of the eyebrows, if styled or combed forward.
- Permitted to be in moderate natural style if it qualifies within the limits described; however, the maximum extension from the scalp shall not exceed two inches.
- Worn so as not to preclude the proper wearing and performance of the approved department safety helmet or the proper sealing of the face mask of the self-contained breathing apparatus.
- VFF's will be clean shaven; however, neatly trimmed sideburns and mustaches are permitted. Under extremely rare circumstances facial hair may be approved by the Fire Chief.
- Sideburns will not extend below the bottom of the earlobe and will end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns will not exceed one and one-half inches.

- Mustaches will not extend below the bottom of the upper lip, nor more than one-half inch beyond the corners of the mouth.
- Sideburns or mustaches which preclude the proper sealing of self-contained breathing apparatus face masks are not permitted.
- When on duty, the wearing of earrings or other head or facial ornaments is prohibited.
- The personal hygiene of each member must be that of a clean, professional, well-groomed representative of the department.

6.11 VFF Uniform

The cost to purchase uniforms is typically the responsibility of the VFF. Occasionally, the department has grant funds available to provide a uniform to the VFF. When grant funds are not available, At the VFC's discretion, the VFC may purchase a uniform for the VFF using funds from the VFC's water tender fund or other account. Provided uniforms include company T-shirts, uniform shirt, pants and belt. The uniform will not be provided until the VFF has completed all required training and the probationary period. Upon separation from the department, the VFF is required to turn in all provided uniforms. Wildland boots will need to be purchased by the VFF and are required during the wildland module.

VFF's, who elect to wear a uniform, will wear the standard uniform when performing department work or officially representing the department.

All department officers will strictly enforce uniform standards in order to foster esprit de corps, identification, and a professional image by all personnel.

Personnel wearing dirty, worn out or inappropriate combinations of uniform components will be immediately advised of such. A second violation of standards will be grounds for disciplinary action. Subsequent violations wearing the uniform for non-authorized purposes may be grounds for termination as a VFF. The standard uniform, or any components of it, shall not be worn outside of work/service activities.

The standard uniform does not substitute for any item of department or Cal/OSHA required PPE, such as wildland safety gear or full turnouts. All safety gear will continue to be worn as required or directed. No alterations and/or additions are to be made to safety clothing (i.e. no pins, badges, patches, etc. affixed to nomex shirts).

This policy does not preclude the option of any VFC adopting alternative tasteful identifying clothing for non-official functions such as fundraisers, fire service games, etc.

These options include such things as company ball caps, polo shirts, tee shirts, etc.

VFF's shall only wear the approved VFC uniform while performing as a VFC member.

Any uniform item with a CAL FIRE logo shall not be worn while serving as a VFF. The only exception is the use of the CAL FIRE /BCFD Cooperative Logo on garments approved by the department.

The wearing of jewelry is discouraged. Any jewelry that is worn must be conservative and not constitute a safety hazard. Because of health and safety considerations, the wearing of body piercing jewelry is prohibited.

The use of contact lenses by fire-going personnel is prohibited during firefighting operations.

There are NO exceptions to the VFF uniform policy.

6.12 Work Response Uniform

T-Shirt – Dark Navy Blue

- Short or long sleeve
- Crew neck
- 100% heavyweight cotton (6.0 ounces or heavier)
- T-Shirt marking must conform to the department Standards (see 6.13 Below)
- Color must closely match Nomex IIIA shirt
- The long sleeve T-shirt shall not be worn with a short sleeve Nomex IIIA shirt

Uniform Shirt – Nomex IIIA

- Short or Long sleeve

Manufacturer Information:

	Male	Female
Flying Cross (Navy Blue):		
Short Sleeve	9800	9810
Long Sleeve	9820	9830

Workrite (Midnight Navy):

Short Sleeve	700MNX-45-MN	701MNX-45-MN
Long Sleeve	705MNX-45-MN	706MNX-45-MN

Uniform Trousers – Nomex IIIA

Manufacturer Information:

	Male	Female
Flying Cross (Navy blue):	98200	98250
Workrite (Midnight navy):	400NX75 402NX75 (full cut)	401NX75 Not Available

Belt

- Black leather
- Basket weave
- Square style buckle with center bar
- Silver finish buckle

Manufacturer Information:

Chambers	6050-001 (1 ½") 7050-001 (1 ¾")
----------	------------------------------------

Socks

- Black
- Fine weave
- Plain (without patterns or figures)
- Any color socks with approved footwear, if not visible

Footwear

Shoes/Boots – Uniform style, high gloss plain toe shoes or boots will be worn for non-work official fire department functions. Cal/OSHA approved firefighter work boots will be worn for official fire department work.

Boots

- Black leather
- Lace-type work boot
- Vibram style deeply lugged soles and heels
- Minimum 8" high leather top
- Hard toe material (hard leather or similar)

Shoes

- Black
- Uniform Style
- High Gloss
- Plain Toe

Optional Uniform Items

Cap – Baseball Style

No pins or other items will be affixed to the cap.

- Dark navy blue (closely matching uniform)

- Wool blend or twill fabric
- Mid-crown (3-1/2")
- Embroidery will state Butte County Fire Rescue with the scramble insignia and optional VFC name (see 6.14).

Manufacturer Information:

CaliFame (Navy)	KS10 (adjustable)
	KS15 (Pro Fit)
Yupoong	5001V

Sweatshirt

- Blue (closely matching uniform trousers)
- Heavy weight, cotton/polyester fleece (9oz or heavier)
- Pullover, with half zipper (hoodie ok, screen printed only)
- With or without hood
- Standup cadet collar
- The BCFD patch measuring 3 1/2" across and 2 3/4" high will be sewn on the front, left breast of the garment where the badge would be worn

Or

- Embroidery will state Butte County Fire Rescue with the scramble insignia and optional VFC name (see 6.14).

Manufacturer Information:

Jerzees	4528M*
Sport-Tek	F253

Job Shirt

- Blue (closely matching uniform trousers)
- Heavy weight cotton/polyester fleece
- Denim or canvas collar and elbow pads
- Pullover with half zipper
- Embroidery will state Butte County Fire Rescue with the scramble insignia (see 6.14)

Manufacturer Information:

"R" Heroes	805
Game Workwear	GAM-810
5.11 Tactical Series	72321
	72321T (Tall)

Outerwear

- Navy (closely matching uniform trousers)
- Outerwear with available detachable hoods and insulated liners are authorized for wear
- Outerwear with available liners are **not approved** for wear without the exterior shell

- Outerwear with available “fur” collars are **not approved** for wear

Manufacturer Information:

5.11 Tactical Series	48001 (3-in-1)
	48017 (5-in-1)
	48153 Valiant Duty (5-in-1)
	48026 (Big Horn)
	48099 (Chameleon Soft Shell)
	48300 (Station)

Or

- ANSI/ISEA 107-2004 class 3 compliant
- 2 inch reflective BUTTE COUNTY FIRE on the upper back of the jacket
- Reflective Material
- Outerwear with available detachable hoods and insulated liners are authorized for wear
- Outerwear with available liners are **not approved** for wear without the exterior shell
- Outerwear with available “fur” collars are **not approved** for wear

Manufacturer Information:

5.11 Tactical Series	JA514 (3 in 1)
	JA586
AW Direct	AW433X

Belt Buckle

- 2” square
- BCFD typographic logo centered
- Silver finish buckle

Manufacturer Information: Sun Badge Company
 Belt buckle should be purchased through Company 42



Uniform Patches

- Butte County Fire Department patches worn on both sleeves with a VFC option to wear the approved VFC patch on the right sleeve in place of the Butte County Fire Department patch
- Centered 1” below shoulder seam on coats/jackets
- Centered ½” below shoulder seam on uniform shirts

Flag Pin

- United State Flag Pin
- Not to exceed ½” in size

- Worn centered 1" above name plate on any uniform shirt

Service Award Pin

- Any County Service Award Pin (e.g. Medal of Valor)
- Not to exceed ½" in size
- Worn centered 1" above name plate on any uniform shirt
- Worn to the left of the Flag Pin, if worn together

EMS Pin

- Metal emblem
- Not to exceed 1" in size
- Worn centered 1" above name plate on any uniform shirt

Name Plate

- Silver metal, polished finish, (5/8" by 2-1/2")
- Engraved in Arial Font & CAPS
- Black lettering
- Line 1, full first and last name (BOB SMITH) of VFF, 3/16"
- Line 2, VFF's assigned VFC (KELLY RIDGE), 1/8", below first and last name
- Worn on uniform shirt



Collar Brass – VFF Purchased

Volunteers are authorized to wear collar brass to indicate their rank or equipment operator status. Collar brass will be silver in color, round button type measuring 15/16" and will be worn on each collar of the uniform shirt, in a manner as outlined in department policy. Collar Brass is only authorized to be worn on the approved uniform shirt.

The below ranks are authorized to wear collar brass:

Captain:



Lieutenant:



Engineer/Operator:



Manufactured by Blackington
(Vendor: Uniforms Tuxedo's and More)

Collar brass will be applied to the uniform shirt in the following manor for all ranks.



Badge – Department Issued

- Worn centered 2” above left pocket on any uniform shirt

Badges will not be issued to a VFF until they have completed their probationary period. Badges will be issued at the Annual Awards Banquet. Badges will only be worn on the approved uniform shirt and will not be worn on any other item of clothing or PPE (may not be worn on Nomex jackets). See section 2.11 for the retiree badge process.



(Vendor: Entenmann-Rovin Co.)
(Badge 260 EF)

1st Ribbon: Volunteer

2nd Ribbon: Support, EMS, Firefighter, Engineer, Lieutenant, Captain, or Retired

3rd Ribbon: Butte County

Center: Butte County Seal

4th Ribbon: Fire Department

Bottom: Badge Number

6.13 T-Shirt Specifications

A standard navy blue crew neck 100% cotton Tee shirt. The back logo will be large block white letters (except Fire is red) (the back silkscreen measures 12” wide and 9 ½” high) with the words “Butte County Fire Rescue” and the front logo will be a white “Maltese cross” (measuring 4” wide and 3.75” high) with “County” in the top segment, “Fire” in the bottom segment and “Butte County Fire” in the center. Each company is authorized to have their Company Name (i.e. ‘Butte Valley’) added above the Maltese Cross insignia and Company Number (i.e. ‘Company 81’) added below the Maltese Cross insignia.



(Vendor: Uniforms Tuxedo’s and More)

Current T-shirts not meeting the above standards will have a wear out period through June 30, 2012

6.14 Embroidery Specifications



6.15 Identification

In order to assure the legitimacy of a VFF the department will issue each VFF a formal identification card and a private vehicle identification placard. These ID cards remain the property of the department and will be returned when a VFF is on suspension or terminates.

The formal ID card will include a picture ID of the VFF.

The private vehicle ID placard will be hung from the rear-view mirror at all times when at-scene of an incident. All previous forms of fire department ID (i.e. bumper stickers) will be removed.

ID cards will be issued to each VFF after the completion of the probationary period (support, EMS, etc.).

6.16 Department Decals

Official CAL FIRE and BCFD decals shall not be placed on any private vehicle.

6.17 Issuance of Personal Protective Equipment

PPE will be issued to new VFF's after a VFF completes the training requirements to achieve a level of response (support responder, etc.).

The Career Captain will make an appointment with the Biggs Fire Station #73 for the new VFF to pick up his/her PPE.

The VFF is financially responsible for the issued PPE.

VFF's will be issued the following PPE based on their level of response:

Support & EMS Responder

- 1 Structure Helmet with goggle and shroud
- 1 Nomex Jacket, County
- 1 Pair Structure Gloves

- 1 OSHA Traffic Vest
- 1 EMS Fanny Pack (EMS Responders only)
- 1 Accountability Tag

Full Responder

- 1 Structure Helmet with goggle and shroud
- 1 Turnout Jacket
- 1 Turnout Pants w/suspenders
- 1 Nomex Hood
- 1 Pair Structure Gloves
- 1 Pair Turnout Boots
- 1 Flash Light
- 1 OSHA Traffic Vest
- 1 Accountability Tag
- 1 Wildland Helmet with goggle and shroud
- 1 Wildland Shirt, County
- 1 Wildland Pants
- 1 Web Gear
- 1 Pair Wildland Gloves
- 1 Fire Shelter

Breathing Support Operator (Not a Full Responder)

- 1 Structure Helmet with goggle and shroud
- 1 Wildland Shirt, County
- 1 Wildland Pants
- 1 Pair Wildland Gloves
- 1 OSHA Traffic Vest
- 1 Accountability Tag

Water Tender Operator (Not a Full Responder)

- 1 Wildland Helmet with goggle and shroud
 - 1 Wildland Shirt, County
 - 1 Wildland Pants
 - 1 Web Gear
 - 1 Pair Wildland Gloves
 - 1 Fire Shelter
 - 1 OSHA Traffic Vest
 - 1 Accountability Tag
- If all PPE items are not available, partial issuance will be made.

Only department issued PPE will be worn. No modifications can be made to department issued PPE.

6.18 Care of Personal Protective Equipment

Each VFF must understand that PPE is a critical factor in protecting them.

Therefore, they must be very diligent in keeping PPE clean, in-service, accounted for, and kept out of harmful environments (direct sunlight, hot dryer, bleach solutions, oils, etc.) PPE is very expensive and timely to replace. It is every VFF's personal responsibility to practice extreme care with their PPE.

Laundering of PPE should be done only at a fire station facility and in a PPE extractor. Extractors are strategically located throughout Butte County. PPE should not be put in a dryer unless using no heat (just air- "fluff"). All barriers of turnouts should be separated when washed. Gross contaminants should be rinsed off prior to laundering.

PPE should be hung out to dry, free of direct sunlight.

6.19 Replacement of Personal Protective Equipment

Replacement of lost, stolen or damaged safety gear will be handled in the usual manner. A STD-152 "Property Survey Report" and an F-72A "Material Requisition or Transfer" will be completed by the VFF and submitted through channels to the Career Captain.

Damaged gear must be produced before replacement by Biggs Fire Station will be made. In the event of stolen items, a police report will be required.

Any equipment that is lost, stolen, or damaged, due to the negligence of the VFF, may subject that VFF to pay its replacement cost.

In the event that equipment loss or damage has occurred, the Career Captain will prepare documentation and recommend the appropriate action for the Battalion Chief's review.

6.20 Helmet Identification

All VFF helmets will be identified in a standard format following department policy.

The helmet colors for all VFF's will be as follows:

- Yellow, VFF and VFF Lieutenant
- Red, VFF Captain

6.21 PPE Identification

All PPE shall be marked per department policy.

6.22 Safe Practices and Personal Protective Equipment

Members shall only wear provided department approved protective clothing. When riding on apparatus, protective clothing shall be worn when en-route to any incident (unless a safety issue is present). Head and eye protection must be utilized by any crew member not in a fully enclosed cab. Use of seat belts is mandatory when a vehicle is in motion on public and private roadways.

Full VFF responders and water tender operators need to obtain black heavy-duty, lace-type work boots, with deeply lugged soles and heels (Vibram soles) and leather tops at least eight (8) inches in height. The toe of the boot should be of hard material to reduce potential toe injuries.

100% cotton underclothes shall be worn under protective clothing when engaged in firefighting activities. In addition, at least one layer of clothing must be worn under nomex protective clothing to provide a two layer protective system. The wearing of shorts under PPE is not acceptable.

The minimum personal protective equipment (PPE) required for specific types of incidents shall be as follows:

- Structure/vehicle/refuse fires: Full structure PPE with Self Contained Breathing Apparatus (SCBA).
- Hazardous Materials: Full structure PPE at a minimum with SCBA.
- Vegetation/Wildland: Full wildland PPE.
- T/C with Extrication: Full structure PPE.
- T/C with or without injuries: Full structure PPE.
- Medical aid: BCFD T-shirt or PPE, long pants, closed toe shoes with gloves, eye/nose/mouth protection.

The incident commander can allow responders to change into a cooler or lower level of PPE based on incident conditions.

6.23 Reimbursement and Compensation

The department will reimburse VFF's for transportation costs to and from incidents, drills, and training sessions. The Board of Supervisors will designate the amount of reimbursement. CAL FIRE may also pay volunteer Firefighters for work on State Responsibility Area wildland fires.

The County of Butte has authorized reimbursement to its VFF's for each incident that they respond to in their personal vehicle or training drill attended.

This reimbursement is to help reimburse the VFF's for their out of pocket costs incurred getting to and from incidents and drills. Each VFF is reimbursed once for each incident, drill, or training. Reimbursement will not be paid if the VFF does not attend a drill or emergency response.

The following is a list of activities that qualify for reimbursement:

- All VFC drills
- Monthly business meeting (2 hours must be organized training)
- All mandatory training
- All department-wide volunteer meetings
- Multi-company drills
- Any special drills (e.g. training fires and extrication classes).
- Emergency activity, including dispatch of VFF's to an emergency or cover assignments.
- Captains meetings
- VFC Work parties
- Committee assignment meetings (SOP committee, Apparatus committee, etc.)
- DMV drive testing

Riding on Career Fire Apparatus

VFF's are encouraged to ride along on the career fire apparatus to gain experience. However, since the VFF is not incurring any personal transportation costs while responding to calls on career fire apparatus the VFF will not receive any expense reimbursement.

Local Response Area Compensation

VFF's responding to calls in their personal vehicle will receive a \$7.50 expense reimbursement for each incident they respond to. VFF's shall sign the Training & Response Roster and report their time to the appropriate station personnel within 48 hours of incident occurrence.

VFF's will receive \$7.50 expense reimbursement per occurrence for coverage of VFC fire apparatus when dispatched to calls or directed by the Emergency Command Center.

VFF's will receive a \$9.00 expense reimbursement for each ½ day of authorized training attended.

The department publishes the pay periods for VFF's annually.

Training & Emergency Response Rosters are due in to the County Finance Officer no later than the end of the pay period. If these time limits are met, the VFF should receive reimbursement approximately 2 weeks after the end of the work period.

If the specified due date for arrival at County Finance is not met, a one month delay in receipt of VFF reimbursement should be expected.

State Responsibility Area Compensation (SRA)

When engaged in SRA incidents such as vegetation fires, or special staffing due to a state fire, VFF's shall be paid on the Emergency Fire Time Record (Form FC-42). The rate of pay shall be consistent with work being performed and does not have to be consistent with individual's VFF rank.

The following policy will be used by the Incident Commander in paying VFF's on state fires:

- The VFF must be utilized in excess of two (2) hours.
- The payment period will be retroactive to time of dispatch if over two (2) hours.
- The normal one time reimbursement by the County/City/Town will be waived. (Roster must still be submitted to document response but must be marked "No Pay").
- The Career Captain is responsible to see that the FC-42 & FC-33 are completed for each VFF.
- Pay rates will follow the current Emergency Workers rates (EW-II for Firefighter and EW-III for Operator).
- Maximum withholding deductions will be made.
- Work shifts in excess of 16 hours will require a justification letter to be attached to the FC-42. State Finance will provide the letter.
- When VFF's are hired on an FC-42 to cover fire stations, they will work ("hard" hours) a normal eight (8) hour day (8 to 5 work day) performing activities such as training, fire prevention, and/or station maintenance. The remaining hours will normally be performed in standby status.
- When on FC-42 status, the VFF will work directly for a career employee (i.e. captain, engineer, etc.).
- Up to one hour may be paid upon return to the station to clean and service fire apparatus and/or to complete required fire report documents. If extensive time is required for the cleaning operation, the Station manager may authorize additional time.

The following policy will be used when VFC apparatus is staffed related to SRA incidents such as state or federal vegetation fires, or special staffing.

- When requested by the Duty Chief or ECC to staff VFC apparatus as part of special staffing, the VFF's can be paid 24 hours per day as long as the expectation is for the apparatus to be available for immediate emergency response (standby).
- Work shifts for VFF's involved in direct suppression activities may not exceed 16 hours in an operational period, unless operationally required, such as in the first 24 to 36 hours of an incident until adequate resources are available.
- The typical direct suppression activities shift for VFF's is 12 hours per operational period, but should not exceed 16 hours in an operational period.
- Beyond the first 36 hours, direct suppression shifts longer than 16 hours must be justified in writing by the CAL FIRE supervisor. In no event is off-shift or sleep time compensable.
- When VFC water tenders or other apparatus are assigned to direct suppression activities, it is acceptable to staff the water tender or other apparatus with two operators and interchange the operators after 12-hours of a 24-hour shift. Only one operator can be paid operator wages at a time and a justification letter will be required.
- Work shifts exceeding 16 hours in an operational period for VFF's involved in support functions are unacceptable except in unusual circumstances, which must be clearly justified in writing by the CAL FIRE supervisor.
- See section 6.24, Special Staffing for the minimum and maximum number of personnel that can be paid while staffing apparatus.

Non-fire related incidents, or fires that do not burn or threaten the SRA, do not apply to this category.

6.24 Special Staffing

Anytime during the year, the ECC may request VFC's to staff their VFC apparatus (water tender, engine, squad) for specific periods of time based on critical fire weather or times of career staff resource drawdown.

When VFC apparatus is staffed during special staffing, the apparatus will typically be used to:

- Move up and cover an uncovered career fire station
- Move up and cover at a career fire station as the 2nd resource
- Be staffed to add surge capacity from the career or volunteer station housing the VFC apparatus

When VFC apparatus is staffed at a volunteer fire station, the apparatus must remain hard covered during the day, typically 0800-2000. At night, if bed space is not available at a career fire station, the VFC can leave the apparatus at the station and soft cover the apparatus from home.

The apparatus will be considered staffed as long as the apparatus can respond within 15 minutes.

During special staffing, VFC's shall staff their apparatus with the below minimum staffing levels based on specific fire apparatus.

Water Tender: 1 person minimum, 2 personnel preferred
Engine (type 2): 2 personnel minimum, 3 to 4 personnel preferred
Engine (type 3): 2 personnel minimum, 3 to 4 personnel preferred
Engine (type 6): 2 personnel minimum, 3 personnel preferred
Squad: 2 personnel minimum

Only one VFF per apparatus can be paid operator wages.

6.25 Cover Assignments and Extended Assignments

All cover crews shall reference the station cover crew guide for the daily routine. All VFF's should carry an out of county bag for long incidents or cover assignments.

Money should also be carried for meals when they are not provided at an incident base. VFC's may consider internal shift relief or rotation during extended assignments.

During station cover assignments, the typical hard time work hours of 8 to 5 shall be utilized.

During hard work hours, activities such as training, fire prevention and station/equipment maintenance should be performed. The remaining hours will normally be performed in standby status.

The below list is a list of items that should be completed during hard time work hours while staffed.

- Morning facility clean up
- Morning checkout of apparatus and equipment (per ME-101 and 6805 Pamphlet)

- Apparatus Readiness / Cleanliness, take pride in your equipment
- Facility maintained and cleanliness
- Physical Training (PT) 1 hour total / cardiovascular – weight training
- Training
- Maintenance of Fire Apparatus
- Fire Apparatus inventory
- Daily updates of FC-33 and Shift Tickets and turned in when done staffing
- Update fire station logbook
- Log Fuel on ME-101 on the fire apparatus and AO-78 at the station

In addition to the above items, at all times while covering stations and responding as a VFF you are required to adhere to the departments grooming standard.

The preferred dress code while staffing apparatus will include the approved BCFD uniform. In the uniforms absence, the approved BCFD tee shirt, blue jeans, and work boots with Vibram type sole in acceptable. Baseball caps must meet Butte County Standard.

6.26 Department Representation

The VFC and/or its individual members are not authorized to speak for the department or represent a position that is related to the policies, operations, or internal affairs of the department.

The general public does not always know who is authorized to speak for a public agency, and may assume that a position represented by a VFC or member is a position of the department, it is mandatory that no such action be taken by any VFC or member without prior department authorization.

6.27 Annual Evaluations

Annually the VFC captain (with input from the VFC lieutenants) should perform evaluations (attachment 10.24, Annual Evaluation) on all VFC members.