

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

REIMBURSEMENT:

1. Volunteer personnel will not be reimbursed but will qualify for the per diem incidental allowance (see below).
2. District full-time personnel will be paid their usual base wage/salary by the district, including overtime (if applicable).
3. Part-time employees will be reimbursed at their regular rate of pay and overtime if applicable.
4. All applicable paperwork will be turned into the District Manager.
5. **PER DIEM INCIDENTAL ALLOWANCE**
All part-time employees, up to and including the rank of Captain, on a strike team assignment will receive a per diem allowance of \$50 for each complete 24-hour period from time of dispatch until return to the Placer Hills Fire district. All Chief Officers and volunteers will receive a per diem allowance of \$130 for each complete 24-hour period from time of dispatch until return to the Placer Hills Fire district.

PLACER HILLS FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE	SURPLUS EQUIPMENT	ADOPTED 8/1/2000
POLICY NUMBER	2-026	AMENDED 5/4/2011

In order to facilitate the disposal of surplus or unneeded equipment, the following will be in effect:

1. For items judged to be worth less than \$500.00 the Chief will decide on disposition such as selling or donating. The Chief will then report the disposition of the items during the Chief's report at the next regular Board meeting.
2. For items judged and to be worth greater than \$500.00 the item will be placed on the Board of Directors agenda for disposition.

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE	TRAINING REQUIREMENTS	ADOPTED 4/1/2006
POLICY NUMBER	2-027	AMENDED 2/2/2011 & 10/24/2011

POLICY:

A minimum in-house training requirement is necessary to promote a reasonable standard of training for all District Personnel in the various aspects of firefighting, medical and rescue techniques. Members must attend enough in-house training sessions to comply with the requirements. All employees are welcome and encouraged to attend any training sessions the district provides. Salary as applicable will be paid. The district offers daily training sessions and three times per month evening training. Any employee who needs to make up hours may schedule them with the duty captain.

1. District volunteers, part-time employees and responding administrative staff are required to attend twelve hours of in-house training every quarter and any other training deemed critical and mandated by the department. At least 6 of the 12 quarterly hours shall be on the regularly scheduled Tuesday evenings or with the engine companies' manipulative evolutions during the day.
2. Scheduled shift personnel including the apprentices, have a separate training schedule and are monitored by the training officer for minimum standards and critical training. They are required to have a minimum of 2 hours training for every shift worked.
3. Out of district career and part-time firefighters who also work for other fire departments, will attend at least 6 hours of in-house training every quarter. At least 3 of the 6 quarterly hours shall be training on the regularly scheduled Tuesday evenings or with the engine companies' manipulative evolutions during the day.
4. Prevention Link courses will count for hours trained.
5. If any member in the above classifications does not meet their respective training requirements, the member will be subject to disciplinary action. Complying with all training requirements is each member's responsibility. Members are required to make arrangements for make up training as necessary to comply with the minimum training requirements as stated above.
6. See Standard Operating Guidelines; Mandatory training for a list of critical training.
7. See Discipline Policy: Prior oral and written warnings may indicate a pattern of poor attendance requiring additional discipline up to and including termination.

PLACER HILLS FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE	TRAVEL TO WORK	ADOPTED 3/1/2008
POLICY NUMBER	2-028	AMENDED 5/4/2011

1. Travel time to and from scheduled duty at the district's stations shall not be considered work hours.
2. Travel time to and from scheduled duty away from the district will be considered hours worked based on the most direct and accepted mode of transportation.
3. Travel time to and from a voluntary overtime assignment shall not be considered hours worked.
4. Travel time to and from an ordered overtime assignment will be considered hours worked based on the most direct and accepted mode of transportation.
5. Travel time to and from one work site to another during scheduled duty or overtime assignments shall be considered hours of work.

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE **TURNOUTS, UNIFORMS AND DECORATIONS**

ADOPTED 9/1/2002

POLICY NUMBER 2-029

AMENDED 3/6/2013 and 6/3/2015

The district issues standard personal protective equipment (P.P.E.) to all full-time, part-time in-house and volunteer personnel. No other P.P.E. will be allowed without written approval from the fire chief. The member will be issued a district number, which will be scribed on the inside of all his/her issued equipment.

1. STRUCTURAL TURNOUT CLOTHING

- a. Structure Coat: Black PHF/FHF Morning Pride "Tails" Specification established by the joint turnout committee
- b. Structure Pant: Black PHF/FHF Morning Pride "Tails" Specification established by the joint turnout committee
- c. Structural Suspenders: Morning Pride "Tails" Specification established by the joint turnout committee
- d. Leather Suspenders: NOT SUPPLIED BY DISTRICTS. May be purchased by firefighters at own cost
- e. Structural Turnout Boots
 - i. Turnout Boots – Honeywell "Ranger" series boots model 5128
 - ii. Leather Boots – NOT SUPPLIED BY DISTRICTS however may be purchased through uniform allowance or personal cost if meeting NFPA/OSHA requirements
- f. Structural Fire Helmet: Morning Pride "BEN II LOWRIDER" Specification established by the joint turnout committee
 - i. Structural Fire Helmet Options:
 - a. Helmets purchased may be either Cairns N6A or Phenix TL2 with Bourke eyeshields
 - b. Helmets must be purchased new and not previously used unless purchased by the employee new for/by another department and only used by that employee.
 - c. Helmets will be free of decorations and follow the district's color specifications.
 - d. Must have approved helmet shield befitting rank.
 - e. Colored according to rank:

Chief:	White
Duty Chief/Battalion Chief:	White

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

Captain and Engineer: Black

Operator and Firefighter: Black

- f. Employees may choose to wear a traditional style structure helmet in place of the helmet issued by the district. The choice to wear a traditional helmet is completely voluntary and there will be no pressure put on any staff to purchase a traditional helmet. Employees wishing to wear the optional traditional helmet may do so at their own expense and risk. **The traditional helmet may not be worn during wildland fire suppression.**

g. Helmet Shields

- i. Chief Rank – Gold/Black fit for BEN II LOWRIDER following shield specifications established by joint turnout committee
 - ii. Duty Chief/Battalion Chief Rank – White/Black fit for BEN II LOWRIDER following shield specifications established by joint turnout committee
 - iii. Captain Rank – White/Red fit for BEN II LOWRIDER following shield specifications established by joint turnout committee
 - iv. Company Officer – Red/White fit for BEN II LOWRIDER following shield specifications established by joint turnout committee
 - v. Engineer Rank – Black/Red fit for BEN II LOWRIDER following shield specifications established by joint turnout committee
 - vi. Firefighter Rank – Black/White fit for BEN II LOWRIDER following shield specifications established by joint turnout committee
- h. Structural Gloves: Pro-Tech 8 Fusion gauntlet style Specification established by the joint turnout committee
 - i. Structural Hood: Black Majestic PAC III Ultra C6 Specification established by the joint turnout committee

2. WILDLAND TURNOUT CLOTHING

DISCUSSION

The district will follow the Cal Fire recommendation of single layering for Wildland incidents. Cal Fire will be updating their policy as regards underwear, lettering on jackets etc. in the coming year. Placer Hills policy will be fluid and will adapt with the changes.

The Wildland ensemble is not designed to be, nor does it have the appearance of, a “uniform”.

- a. Wildland Coat (yellow): Prison Industries#/Crew Boss#/Cascade#
- b. Wildland Pant (navy): Prison Industries#/Crew Boss#/Cascade#

POLICY

- 1. The district will provide one set of Wildland gear to all employees.

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

2. All employees will report to work wearing the Class B uniform.
 3. All employees will keep their Wildland gear with them at all times.
 4. On days with the likelihood of a Wildland dispatch is high, the Duty Officer will allow the crews to wear their Wildland pants in place of the Class B uniform pants.
- c. Wildland Web gear: True North Spyder Gear Basic Setup Specification established by the joint turnout committee
 - d. Wildland Gloves: Pro-Tech 8 W Specification established by the joint turnout committee
 - e. Wildland boots: Leather 8" minimum height with Vibram* lug sole or equivalent, no steel toe
Wildland boots are to be purchased by the firefighter. Up to 200 dollars of the purchase price may be reimbursed to volunteer PHF employees.
 - f. Wildland Helmet
 - i. Chief Rank: White Bullard Crew Boss style with approved shroud and RED PHF or FHF stickers on side of helmet
 - ii. Captain: Red Bullard Crew Boss style with approved shroud and BLACK PHF or FHF stickers on side of helmet
 - iii. Company Officer: Red Bullard Crew Boss style with approved shroud and BLACK PHF or FHF stickers on side of helmet
 - iv. Engineer: Yellow Bullard Crew Boss style with approved shroud and RED PHF or FHF stickers on side of helmet
 - v. Firefighter: Yellow Bullard Crew Boss style with approved shroud and BLACK PHF or FHF stickers on side of helmet
 - g. Wildland Goggles: Wildcat goggles
 - i. Optional Goggles: Firefighters may purchase wildland goggles at own cost providing they meet NFPA/OSHA requirements
1. DISTRICT UNIFORM:
Unauthorized wearing or use is prohibited. Uniforms shall be kept in a neat and clean condition, in good repair and worn properly.
 - a. Dress uniform; CLASS A
To be worn by district personnel representing the fire department at public events, funerals, parades and other social events.
 - b. Standard uniform; CLASS B
The Class B uniform shall be worn at all times while on duty except during physical fitness, outside training or yard and vehicle maintenance, when it is likely to become soiled. At these times the district T-shirt may be worn. The district T-shirt may also be worn on emergency calls.
 - c. Sleepwear: navy blue sweat pants or gym shorts with district T-shirt. (Logo on sweat

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

pants and shorts is optional).

- d. Workout wear: navy blue sweat pants or gym shorts with district T-shirt. (Logo on sweat pants and shorts is optional).

UNIFORM SPECIFICATIONS

CLASS A

1. Jacket: no patches, double-breasted 55% Dacron 45% wool, navy; Style 34892
 - a. Stripes shall be placed three inches from bottom of both sleeves with ¼" spacing between stripes
 - Chief Five gold braid stripes
 - Assistant Chief Three gold braid stripes
 - Battalion Chief Two gold braid stripes
 - Captain Two white braid stripes
 - Engineer, Firefighter One white braid stripe.
 - b. Buttons: Buttons for Chief Officer shall be gold with rank impressed on them. Buttons for personnel below the rank of Chief Officer shall be silver. Captains shall have two trumpets impressed on the buttons.
 - c. Collar Emblem; solid round style placed on collar portion above the lapel
 - Chief Five crossed gold trumpets
 - Assistant Chief Three crossed gold trumpets
 - Battalion Chief Two crossed gold trumpets
 - Captain Two vertical, parallel, silver trumpets
2. Trousers: matching navy pants 55% Dacron, 45% wool; Style 32278 Straight cut legs, no cuffs, tailored to conform to the size of the employee.
3. Shirt: white dress shirt
4. Tie: black #6001
5. Hat: #38150 Midway white leatherette or navy wool

Chiefs	White #113		
All other ranks	Navy #112		
Chinstrap			
Chiefs	White leatherette, gold braid		
Captain	White braid		
All other ranks	Black		
Hat badge: 41288-002			
Chief	F-7	Gold	5 bugles

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

Assistant Chief	F-8	Gold	3 bugles
Captain	F-10R	Silver	2 upright bugles
Engineer	F-200B	Silver	
Firefighter	F-200	Silver	

6. Socks: black dress socks
7. Shoes: #2233 black (Patent or black) or plain toe dress shoe
8. Belt: # 65053 1¾" black basket-weave, garrison square buckle

CLASS B

1. Shirt: Workrite nomex IIIA, midnight navy

Chiefs	Blue or white
All others ranks	Blue

2. DECORATIONS FOR SHIRT

Badge: Blackinton

Director	B736-C	Gold, hi-glo finish	Full color CA seal
----------	--------	---------------------	--------------------

Badge: Entenmann-Rovin

Chief	260-EF	Carltone	Full color CA seal	Dist #
Battalion Chief	260-EF	Carltone	Full color CA seal	Dist #
Captain	260-EF	Platilo	Full color CA seal	Dist #
Engineer	260-EF	Platilo	Full color CA seal	Dist #
Firefighter	260-EF	Platilo	Full color CA seal	Dist #

Collar brass: 41288-002 Class A coat and Class B shirt

Chief	F18	Gold	
Assistant Chief	F19	Gold	
Captain	F21	Silver	

District patch on left shoulder

Name tag: standard, rounded edges, name only; Stock # BLAJF 2 ¼" by ½"

Directors	Gold
Chiefs	Gold
Others	Silver

OPTION Flag pin under badge on pocket flap

3. Pants: Workrite nomex midnight navy (full or regular cut)
4. Belt: Style #65053 1¾" black basket-weave, garrison square buckle
5. BOOTS

Discussion

Station boots must meet NFPA 1975 requirements. This includes ANSI 2-41

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

compression standards (safety toe).

Wildland boots must meet NFPA 1977 requirements (no steel toe/shank)

OSHA requires the above with a written exception that personnel who are regularly employed in wildland operations in wildland operations do not need to follow the compression standards.

Policy

Full-time Employees:

May purchase both station and wildland boots. They will have a boot or boots that will meet the above standards.

Part-time Employees:

Will purchase wildland boots.

Volunteers

Will purchase wildland boots.

Note: Employees who do not have station boots will wear structure boots where foot injuries could occur. (i.e. ladder use, vehicle accidents etc.).

6. Sweat pants, shorts, baseball cap, sweatshirt, jacket must be approved by District and have Placer Hills logo. (Logo on sweat and shorts is optional).
7. T-shirt: approved Placer Hills Fire T-shirt
8. Jacket: WearGuard Style 1448 or 410 dark blue
Liner: district logo on left chest. First name initial and full last name in cursive script on right chest.
Coat: same as liner or
True North Dragonfur nomex fleece alpha jacket for wildland firefighting TN-DF1 navy
9. Vest: True North Dragonfur nomex fleece alpha vest for wildland firefighting TN-DF2 navy

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE	UNIFORM AND BOOT PURCHASE	ADOPTED 4/1/2003
POLICY NUMBER	2-030	AMENDED 5/4/2011

1. FULL TIME EMPLOYEES

The District provides a uniform allowance, the amount set by the Board of Directors at the beginning of every fiscal year. All purchases will be through authorized dealers approved by the District.

2. VOLUNTEERS

The District will provide a T-shirt, wildland boots and sweatshirt once the member is responding. These will be replaced on an as needed basis with the authorization of an officer. Once the member has successfully completed the basic program, the District Class B uniform will be provided except for the badge shirt which will be provided upon completion of probation. All purchases will be through authorized dealers approved by the District.

3. PART TIME EMPLOYEES WHO LIVE WITHIN THE DISTRICT

The District will provide a T-shirt and wildland boots (and sweatshirt if needed) and will be replaced on an as needed basis upon approval by an Officer. The District uniform will be provided upon completion of probation or upon employment for District shifts, whichever is sooner.

4. PART TIME EMPLOYEES WHO LIVE OUTSIDE THE DISTRICT

The District will provide a T-shirt (and sweat shirt as needed). This will be replaced as needed. The employee is responsible for his/her own belt, pants and boots and badge shirt. The District will purchase the Class B uniform upon the request of the employee, and will deduct the cost from subsequent paychecks.

5. APPRENTICE EMPLOYEES

The District provides a uniform allowance, the amount set by the Board of Directors at the beginning of every fiscal year. All purchases will be through authorized dealers approved by the District.

6. VENDORS: A list of approved vendors will be available at the District office.

7. BOOT PURCHASE: The District may reimburse the member up to the cost of the boot provided by the District if the member purchases a more expensive boot that also meets District approval.

8. When significant uniform policy changes are made, the District will allow a 9-month "fade in" period. By the end of the 9 months, all employees must be in compliance.

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

9. The District will not provide the Class A uniform. Full-time employees may use their uniform allowance to purchase the Class A uniform. All other employees must purchase it on their own unless they can show considerable need, at which point with the Chief's approval the District will purchase it.
10. A new hire will receive the full uniform allowance irrespective of date of hire. This will allow the new hire to promote a professional appearance while on duty. However, the employee's uniform allowance for the next fiscal year will be prorated according to the actual months worked in the prior fiscal year.
11. An employee who uses his/her uniform allowance and separates from the District prior to the end of the fiscal year may be responsible for reimbursing the District the uniform allowance according to the length of time actually worked in the fiscal year.
12. Upon separation from the District, any apparel that has "Placer Hills" on it must be returned to the District.
13. All uniforms and equipment will meet the district specifications. (See Section 11; Turnouts, uniforms and decorations policy)

NOTE: District uniforms are for fire department business only.

14. AUTHORIZED PURCHASES WITH THE UNIFORM ALLOWANCE.
 - a. District Class A uniform to include:
 - Jacket with buttons and collar emblem
 - Trousers with belt
 - White dress shirt
 - Black tie
 - Hat with chinstrap and hat badge
 - Shoes
 - b. District Class B uniform to include:
 - Uniform shirt
 - Pants
 - Belt
 - Station Boots
 - Collar brass, badge and name tag
 - c. Additional items (all must have approved district logo if applicable). (See also Policy Manual; Turnouts, uniforms and decorations).
 - Winter jacket
 - Station jacket
 - T-shirt
 - Sweat shirt

PLACER HILLS FIRE PROTECTION DISTRICT POLICY MANUAL

- Sweat pants
- Baseball hat
- Shorts
- Strike team bag
- Flashlights
- Truck belts
- Gloves
- Small hand tools
- Personal ropes
- Safety glasses

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE	UNUSUAL OCCURRENCE	ADOPTED 8/1/2000
POLICY NUMBER	2-031	AMENDED 5/4/2011

Any time an unusual occurrence happens (listed below), the personnel involved will contact a district Officer and fill out an unusual occurrence report (attached). These reports are to assist the district in tracking recurring problems and keep a permanent record of occurrences that could require written documentation at a later date.

Some of the occurrences that require a written report include:

- Arguments between the public and any District Personnel
- Accidents that damage District equipment or property
- Major problems with other agencies
- Emergency call circumstances that are beyond the ordinary
- Child/Elder abuse
- Dog bite
- Items of interest to P.C.S.O.
- Any occurrence deemed unusual by a District Officer

NOTE: Child/Elder abuse and Dog bites must be recorded on the official county form kept at each station.

PLACER HILLS FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE	USE OF TOBACCO PRODUCTS	ADOPTED 8/1/2000
POLICY NUMBER	2-032	AMENDED 5/4/2011

1. The use of any tobacco product within District buildings or equipment is prohibited.
2. Users will do so outside and away from public view. Proper disposal of materials will be observed.
3. The use of any tobacco products while on District calls is prohibited.

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE

POLICY REVISIONS

ADOPTED 9/7/2011

POLICY NUMBER

2-033

PURPOSE

The District Policy Manual is a composite of rules, regulations, policies, procedures and guidelines established by the District. To maintain structure and continuity in day-to-day operations of the District, documentation must be current, relevant and consistent with applicable laws and regulations. The District strives to amend all documentation to this level. All personnel shall conform to all District rules, regulations, policies, procedures and guidelines in the application of their respective duties.

District Policies are issued as follows:

- Board of Directors
- Fire Chief
- Office Manager
- All District Fire stations

District Policies shall not be removed from their assigned location.

Any employee of the District may make suggestions for revisions or additions. All suggestions shall be typewritten and submitted to the immediate supervisor, who will then forward to the Office Manager/ Clerk to the Board. All suggestions/revisions shall include:

- What is to change
- Why it should change
- Appropriate language and/or justification for additions, deletions, revisions to Rules and Regulations, Policies, Procedures and/or Guidelines

1. Policy Revisions/Additions

The Office Manager / Clerk to the Board will present the suggestion to the Fire Chief. After review and possible amendments or changes, a draft of the revision will be date stamped and a copy forwarded for additional input, by District mailbox or in person, to the Board of Directors and the individual making the suggestion. The Directors and submitter will have the opportunity to reply in writing on the proposed changes within ten (10) working days, based on a Monday through Friday schedule. Correspondence received from the Directors and/or submitter will be taken into consideration for approval of the revision and/or addition. If there is no reply, the revision will be forwarded to the Fire Chief for content approval as written.

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE POLICY REVISIONS

ADOPTED 9/7/2011

POLICY NUMBER 2-033

PURPOSE

The District Policy Manual is a composite of rules, regulations, policies, procedures and guidelines established by the District. To maintain structure and continuity in day-to-day operations of the District, documentation must be current, relevant and consistent with applicable laws and regulations. The District strives to amend all documentation to this level. All personnel shall conform to all District rules, regulations, policies, procedures and guidelines in the application of their respective duties.

District Policies are issued as follows:

- Board of Directors
- Fire Chief
- Office Manager
- All District Fire stations

District Policies shall not be removed from their assigned location.

Any employee of the District may make suggestions for revisions or additions. All suggestions shall be typewritten and submitted to the immediate supervisor, who will then forward to the Office Manager/ Clerk to the Board. All suggestions/revisions shall include:

- What is to change
- Why it should change
- Appropriate language and/or justification for additions, deletions, revisions to Rules and Regulations, Policies, Procedures and/or Guidelines

1. Policy Revisions/Additions

The Office Manager / Clerk to the Board will present the suggestion to the Fire Chief. After review and possible amendments or changes, a draft of the revision will be date stamped and a copy forwarded for additional input, by District mailbox or in person, to the Board of Directors and the individual making the suggestion. The Directors and submitter will have the opportunity to reply in writing on the proposed changes within ten (10) working days, based on a Monday through Friday schedule. Correspondence received from the Directors and/or submitter will be taken into consideration for approval of the revision and/or addition. If there is no reply, the revision will be forwarded to the Fire Chief for content approval as written.

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

Upon approval of the Fire Chief, the Office Manager / Clerk to the Board will prepare the suggestion in proper form for inclusion in the next Board of Directors regular meeting. If necessary, a temporary explanation sheet will accompany the new policy, rule or regulation to explain the methodology or need.

Upon approval and adoption by the Board of Directors, the Office Manager / Clerk to the Board will distribute the revision(s), Policy / SOG Revision Order, and the explanation sheet (if applicable) to all locations listed above.

2. Standard Operating Guidelines (SOGs) Revisions/Additions

The Office Manager will present the suggestion to the Fire Chief. After review and possible amendments or changes, a draft of the revision will be date stamped and a copy forwarded for additional input, by District mailbox or in person, to the employee representative, or designee, and the individual making the suggestion. The submitter and representative will have the opportunity to reply in writing on the proposed changes within ten (10) working days, based on a Monday through Friday schedule. Correspondence received will be taken into consideration for approval of the revision. If there is no reply, the revision will be returned to the Fire Chief for final approval as written.

Upon approval of the Fire Chief, the Office Manager will prepare the suggestion in proper form for inclusion in the Policy. If necessary, a temporary explanation sheet will accompany the new policy or procedure to explain the methodology. The Office Manager will distribute the revisions, Policy / SOG Revision Order, and the explanation sheet (if applicable) to all locations listed above.

3. Posting Revisions

Each recipient of the revision(s) will:

- Post the revision for ten (10) calendar days.
- Provide a copy the revision/addition to the Training Officer for presentation to volunteer personnel.
- Place the new revision in its proper alphabetical/numerical place in either the Policy Manual or SOGs and make an entry in the Policy / SOG Revision Log after the ten (10) day posting period.

The Office Manager / Clerk to the Board will maintain a file of all adopted revisions and ensure that the Policy Manual and SOGs, in both printed and electronic formats, are updated not less than every twelve (12) months. At the same time these updates are made, all Board approved motions, resolutions and ordinances affecting this Manual shall also be included in the update.

PLACER HILLS FIRE PROTECTION DISTRICT

POLICY MANUAL

POLICY TITLE

RESERVE FUNDS

ADOPTED 1-8-2014

POLICY NUMBER 2-0211

PURPOSE:

The purpose of the Placer Hills Fire Protection District's (District) Reserve Fund Policy is to ensure that the District will have sufficient funding available to meet its operating, capital and debt service cost obligations. Reserves will be managed in a manner that allows the District to fund costs consistent with its annually updated plans as well as other long-term plans. Adequate reserves and sound financial policies provide financing flexibility and avoid potential restrictive debt covenants.

POLICY

There are three major types of reserve funds;

1. Legally Restricted Reserves (Fire Facility/Mitigation Fees): Legally Restricted Reserves have restrictions imposed by an outside source, such as bond covenants, contractual obligations, etc.
2. Board Designated Reserves (Capital Replacement): Board Designated Reserves are set aside for a specific purpose as determined by the Board of Directors. The Board of Directors has the authority to redirect the use of these reserves as the needs of the District change.
3. Unrestricted Reserves: Unrestricted Reserves may only be designated by the approval of the Board of Directors.

ANNUAL PROCEDURE

The Reserve Fund Policy covers all reserve funds for the district. At the end of each fiscal year, compliance with the Reserve Fund Policy will be reported to the District's Board of Directors as part of each Fiscal Year-End Financial Report. Unrestricted Reserves will be maintained at a minimum level of 25% of the annual budgeted operating costs. This policy establishes the level of reserves necessary for maintaining the District's credit worthiness and for adequately providing for:

1. Funding infrastructure replacement.
2. Economic uncertainties and other financial hardships.
3. Loss of significant revenue sources such as property taxes.
4. Local disasters or catastrophic events.
5. Future debt or capital obligations.
6. Unfunded mandates including costly regulatory requirements.

PLACER HILLS FIRE PROTECTION DISTRICT POLICY MANUAL

The Fire Chief or designee shall perform a reserve analysis to be submitted to the Board of Directors upon the occurrence of the following events:

1. Board of Directors' deliberation of the annual budget.
2. When a change in conditions threatens or significantly alters the reserve levels established within this policy.

If the analysis indicates projected or actual reserve levels falling below the 25% level as outlined in this policy, at least one of the following actions shall be included with the analysis:

1. An explanation of why the reserve levels are not at the targeted level, and/or
2. An identified course of action to bring reserve levels within the minimum levels prescribed.

If the analysis indicates projected or actual reserve levels falling below the 10% level as outlined in this policy, the Board of Directors shall:

1. Declare a Fiscal Emergency.
2. Take the necessary actions to stabilize the District's finances

PLACER HILLS FIRE PROTECTION DISTRICT RESERVE FUNDS	TYPE
Capital Expenditures: Funds set aside for the necessary replacement of fire apparatus and vehicles in accordance with the adopted Vehicle Replacement Schedule	Board Legal
Capital Improvement: Funds set aside for Fire Station Improvements, Repairs and Replacement.	Legal
Capital Equipment Replacement: Funds set aside the necessary replacement of turnouts, SCBAs, defibrillators etc. in accordance with the adopted Equipment Replacement Schedule	Board