

**SERVICE PLAN
FOR THE FORMATION OF THE
TRI-LAKES FIRE PROTECTION DISTRICT
EL PASO COUNTY, COLORADO**

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Monument, Colorado
February 28, 1977

TO: THE BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY, COLORADO

Gentlemen:

Transmitted herewith please find Service Plan for the formation of the Tri-Lakes Fire Protection District, El Paso County, Colorado.

The Service Plan covers and includes all of the requirements of Colorado Revised Statutes 1973, 32-1-201, Special District Control Act.

The Steering Committee for the formation of the District will appreciate consideration of the plan by you to permit the filing of a petition for the formation of the District in the El Paso County District Court.

Yours very truly,



Howard Cloud, Chairman
Steering Committee

INTRODUCTION

The area to be included in the District has been served for over 20 years by the Monument Volunteer Fire Department using volunteer firemen with certain necessary employees. The Monument Volunteer Fire Department has maintained a fire station in the Town of Monument, Colorado over 20 years. The staff consists of 19 volunteer firemen. The department is the owner of the following fire fighting equipment having an approximate cost value of \$92,261.57:

- 1974 Ambulance
- 1970 Ambulance
- 1972 Ford F600 Truck
- Trucks, Pumps, Tanks
- Fire Fighting & Communication Equipment
- Fire Station Building
- Land

Since its organization in 1962, the Monument Volunteer Fire Department has subsisted on donations, fund raising projects and fees collected for calls to fires. It has rendered invaluable protection to the area proposed for the District since there was no other entity willing or able to serve the area. In 1972, the Woodmoor-Monument Fire Protection District was organized to obtain a lower fire insurance rating for the Woodmoor area and the Town of Monument, and to supplement the equipment and facilities of the Monument Volunteer Fire Department.

The Town of Palmer Lake has a volunteer fire department which takes care of that town only and lends partial assistance to the Monument Volunteer Fire Department. There is however, no other entity available to provide any fire protection for the area within the proposed District except the Monument Volunteer Fire Department, who has mutual assistance agreements with Palmer Lake, Woodmoor-Monument, the Air Force Academy and El Paso County.

Available funds on a voluntary basis have in recent years decreased to a point where the organization of a taxable entity has become necessary and desirable for continued fire protection in the area.

Both Palmer Lake and Woodmoor-Monument were requested to join the organization or expand District boundaries to include the area herein described. Woodmoor-Monument declined because of an increase in fire insurance ratings that would occur with the expanded area. Palmer Lake declined because it does not want to join a taxing district.

Monument Volunteer Fire Department would hope that in a few years and after further development in the area herein described, the several fire departments would merge or consolidate, however, because of the fire rating criteria hereinafter described, such merger or consolidation would not be accomplished in the immediate future.

LEGAL DESCRIPTION

OF PROPOSED

TRI-LAKES FIRE PROTECTION DISTRICT

That portion of the Northwestern part of El Paso County, Colorado, commencing at the intersection of the El Paso County line with the Easterly boundary of Pike National Forest; thence Easterly along the El Paso County line and the north line of County Line Road to the East right of way line of Colorado State Highway 83; thence Southerly along the East right of way line of Colorado State Highway 83 to its juncture with the South right of way line of an El Paso County road known as Higdon Road; thence Westerly along the South right of way line on Higdon Road to the Easterly right of way line of an El Paso County road known as Roller Coaster Road; thence Southerly along the Easterly right of way line of Roller Coaster Road to the South right of way line of an El Paso County road known as Baptist Road; thence Westerly along the South right of way line of Baptist Road to the East right of way line of U. S. Highway 25; thence South-easterly along the Easterly right of way line of U. S. Highway 25 to the Northerly boundary of the United States Air Force Academy; thence, Westerly along the Northerly boundary line of the United States Air Force Academy to the center line of Section 32, Township 11 South, Range 67 West of the 6th P.M.; thence Northerly along the center line of Sections 32 and 29, Township 11 South, Range 67 West of the 6th P.M. to the Northerly section line of Section 29, Township 11 South, Range 67 West of the 6th P.M.; thence Westerly along the said Northerly section line to a point that intersects the Easterly boundary of the Pike National Forest; thence Northerly along the said Easterly boundary of Pike National Forest to the point of beginning. Excepting therefrom all of the town limits of the Town of Palmer Lake, Colorado, the Town of Monument, Colorado, all of the area within the exterior boundaries of the Woodmoor-Monument Fire Protection District, Woodmoor Water and Sanitation District No. 1, and the Woodmoor Subdivisions.

The above description covers an area of approximately 40 square miles, and contains therein either all or portions of Sections 3, 4, 5, 6, 7, 8, 9, 10, 15, 16, 17, 18, 19, 20, 21, 28, 29 and 30 of Township 11 South, Range 66 West of the 6th P.M. and all or portions of Sections 1, 2, 3, 4, 8, 9, 10, 11, 14, 15, 16, 17, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 32, 33, 34, 35 and 36, Township 11 South, Range 67 West of the 6th P.M., all in El Paso County, Colorado.

SERVICE PLAN
FOR THE FORMATION OF THE
TRI-LAKES FIRE PROTECTION DISTRICT
EL PASO COUNTY, COLORADO

SECTION I
CRITERIA

A. General

The design criteria for fire protection systems in the Rocky Mountain Region are set by the Mountain States Inspection Bureau which relates the degree of protection afforded to an area to a classification. The classifications vary from 1 (Excellent) to 10 (Poor), and there is an additional classification for unprotected property.

The level of protection which should be afforded a community is chosen as a balance between the cost of providing a sufficient amount of equipment and services and the risk assumed where economy of operation is desired.

For residential areas in Colorado, Classes 7 and 8 have the same insurance premiums, Classes 5 and 6 have the same insurance premiums, and Classes 1 through 4 have the same insurance premiums. The biggest reduction in insurance premiums occurs between Class 9 and Class 7-8, which the proposed district would strive to achieve in the future.

B. Water Supply

With the exceptions of Pioneer Lookout and Red Rocks Ranch, arrangements have been made with the Town of Monument and the Woodmoor Water and Sanitation District to acquire all necessary amounts of water to supply our needs for fire fighting and related uses.

On Red Rocks Ranch a central system with standard fire plugs and a 250,000 gallon storage tank filling a 6-inch cast iron main are available throughout. Pioneer Lookout has a 13,000 gallon storage tank with one fire plug served by a 6-inch main. An additional fire plug is being installed so that all residences will be within 500 feet of a plug. The remainder of the proposed district area must be served by tanker trucks filled at existing ponds domestic wells, or other supplies available in the area.

C. Fire Department

Fire station locations are governed by response distance. The first arriving pumper should be within 1-1/2 miles and the first alarm should be within 2-1/2 miles. Upon completion of the proposed substations, contained herein, this criteria will essentially be met. Areas beyond this criteria will be of necessity served by an extension of time, but not beyond the limits of reasonableness in terms of preventing major damage assuming timeliness in fire call notification.

The district would also have the assistance of other area fire departments under mutual assistance agreements.

D. Fire Alarm

This item covers the communication aspect of the fire protection system. Volunteers and off-duty paid men would be notified of alarms by a "page boy" system. Major structures should have alarm systems tied directly to the fire department alarm systems, and the telephone company should be able to supply sufficient equipment and lines to assure reliable communications.

E. Building Department

All of the proposed district is covered by the El Paso County Regional Building Authority. A good fire protection type building code does exist but must be enforced. Items such as access around and between clusters of buildings is essential. Sprinklers and stand pipes in certain buildings should be requirements.

F. Fire Prevention

To provide a reduced exposure in this area, inspections of all multi-family, commercial and public buildings must be made.

G. Structural Conditions

This area is governed by code. Clusters of frame type buildings with limited access for fire apparatus should be avoided.

CONCLUSION

The availability of water and economics indicate that a Class 9 rating is the optimum we can attain in the immediate

future. This will probably not require men on duty 24 hours each day, but will require the availability of volunteers and/or off-duty paid firemen at all hours. To accomplish the latter requirement, volunteer firemen must be recruited who are available during daylight hours. Paid men may be necessary for daytime duty. The Monument Volunteer Fire Department currently has 19 men available, who have served as volunteer firemen for several years and who will be available upon the organization of the District.

SECTION II
PROPOSED SERVICE AREA

A. General

The fire protection district petitioned for will serve several existing housing developments as well as several thousand acres of rural undeveloped farm and ranch land. Developed areas include Red Rock Ranch, Pioneer Lookout, Colorado Estates, Forest Heights, Wakonda Hills, Pine Hills, Panoramic Acres, Green Mountain Estates, Arrowwood and Canterbury.

Attachment No. 1 is a map on which is shown the boundaries of the proposed fire protection district. The district has an approximate area of 40 square miles.

B. Development

The area is predominantly composed of single family residences. Most single family units are located in a pine-forested area where the possibility of a forest fire presents an additional hazard. For the purpose of this plan it was assumed that growth would continue as it has, at a rather even rate. It is quite possible that the growth pattern will be accelerated and changed in character, which could be a positive factor in supporting fire services.

The area surrounding Woodmoor, the Woodmoor Addition, and Monument is changing from rural to subdivisions. Most of the small subdivisions at this time do not have water systems which will meet the criteria of the Mountain States Inspection Bureau.

This surrounding area is basically rural as opposed to the municipal development occurring in Woodmoor and Monument, and will hold the fire rating at a class 9, until further development occurs with the availability of water systems.

C. Population and Assessed Valuation:

The attached table was developed from information supplied by the Pikes Peak Area Council of Governments (PPACG) and indicates the growth that may be expected over the next ten year period and the balance of the period at an average 5% annual increase which is considered a conservative estimate:

	<u>Population</u>	<u>Assessed Valuation</u>
1978	820	\$ 6,993,360
1979	912	7,779,876
1980	1,004	8,566,392
1981	1,096	9,352,908
1982	1,189	10,129,424
1983	1,281	10,925,940
1984	1,373	11,712,456
1985	1,465	12,498,972
1986	1,557	13,285,488
1987	1,650	14,072,004
1988	1,732	14,775,604
1989	1,819	15,514,384
1990	1,910	16,290,103
1991	2,001	17,104,608
1992	2,101	17,959,838
1993	2,206	18,857,829
1994	2,316	19,800,720
1995	2,432	20,790,756
1996	2,554	21,830,293
1997	2,682	22,921,807

SECTION III

PROPOSED CAPITAL IMPROVEMENTS AND EQUIPMENT

A. Fire Station (Existing)

The present fire station located in Monument, Colorado is fully paid for and owned by the Monument Volunteer Fire Department. This station, including real property and all equipment, will be transferred to the District upon its organization at no cost. Several major items of improvement are contemplated and should be accomplished to meet code requirements and better satisfy the current problem of space needs.

These modifications and improvements include lowering the ceiling and remodeling the back room of the existing fire station, install overhead doors, finish north wall, installation of interior, electric main box and wiring with outlets, and replacing broken windows and repair window frames.

Estimates of capital fund requirements for the above modification (1977) are \$7,500.00 and include both the remodeling of the main building and the completion of the work on the steel building for storage of rolling stock of the proposed fire district. These funds will be provided from the initial bond issue provided for in this plan.

B. Substation Requirements

1. With the population development east of Furrow Road and State Highway #105, the desirability of a 2500-3000 gallon tanker and tractor housed against the elements and freezing

temperatures is eminent. This should be accomplished as soon as possible and would require the expenditure of about \$10,000. A land owner in this area has committed the land at no cost when the District is formed.

2. The population and assessed valuation in the Red Rock Ranch area seems to be growing at a more rapid rate than the other developments within the proposed fire district. The purchase and proper housing of a 750 gallon per minute pumper becomes a matter of immediate consideration. An estimate of the cost of both the used pumper and its housing is approximately \$15,000. The developer of Red Rock Ranch has committed land for a substation, at no cost, when the District is organized.

3. The Green Mountain Estates area, because of its terrain and location with respect to the primary fire station, presents an immediate requirement for vicinity location of a 4 x 4 300 gallon brush truck. This can and will be done with the procurement of a similar truck and the acquisition of the land and building to house it with an estimated cost of \$10,000.

C. Fire Fighting Equipment

1. Turnout Gear

Monument Volunteer Fire Department currently has some turnout gear, however to bring the District to a more efficient capability, it will be necessary to purchase additional turnout gear for use by firemen. This gear consists of turnout coats, pants, boots, suspenders, pocket coats and Scotch-lite trim at a total estimated cost of \$2,500.

2. Equipment and Rolling Stock

In addition to equipment and rolling stock to be turned over to the District by Monument Volunteer Fire Department, as shown in Paragraph A of this section, the District proposes to purchase equipment at the estimated cost as follows:

1 - One Ton 4 x 4 Truck	\$ 6,400.00
1 - 300 Gallon Slide-On Fire Fighting Unit, Model 200 FW Bean	5,400.00
1 - 30 Ton Single Axle Truck for Tanker Used Truck to Replace 6 x 6 Now in Operation	3,000.00
1 - Truck Tractor to move 2500 Gallon Tank Trailer acquired from Civil Defense by Monument Volunteer Fire Department	3,000.00
1000 feet - 2-1/2" Fire Hose - Soft	2,000.00
1000 feet - 1-1/2" Fire Hose - Soft	1,400.00
20 - 10 ft.-2-1/2" Hard Suction	340.00
2 - Scott Air Packs	1,030.00
1 - M.S.A. 502 Air Cub Standby	385.00
4 - Spare Air Bottles	400.00
3 - Sirens, Electronic	880.00
6 - Overhead Revolving Lights - 3 Sets	<u>720.00</u>
TOTAL	\$24,955.00

3. Communications

To improve the communications system and to permit each volunteer fireman to have immediate notification of the existence and location of a fire and in addition to communications equipment to be transferred to the District by Monument Volunteer

Fire Department, the District proposes to purchase two mobile transceivers, five hand held transceivers and fifteen, receive only, pagers at an estimated total cost of \$10,500.00.

The estimated total cost of capital improvements and equipment is \$80,455. Table III-A is a tabulation of the proposed capital improvements and equipment to be financed from the issuance of bonds as proposed herein.

TABLE III-A

Proposed Capital Improvements and Equipment

Existing Fire Station	\$ 7,500
Substations	35,000
Fire Fighting Equipment	2,500
Equipment and Rolling Stock	24,955
Communications	<u>10,500</u>
TOTAL	\$80,455

SECTION IV
FINANCING AND OPERATION

A. General

The Monument Volunteer Fire Department is presently servicing the area proposed as a District and has mutual assistance agreements with Palmer Lake - Woodmoor-Monument Fire Protection District, the Air Force Academy and El Paso County. These agreements should be taken over by the District when organized, or new agreements entered into so that the present level of protection can be maintained.

Monument Volunteer Fire Department currently has 19 volunteer firemen. As soon as possible after organization, the District should employ a part-time fire chief and a part-time technician-maintenance man-mechanic. The District would have three fire companies with a captain and five fire fighters for each to be used and paid on a voluntary time basis. In addition to salaries and payments for time, there will be additional costs for training and fringe benefits.

B. Operation and Maintenance

An estimate of the operation and maintenance expenses for the proposed District is set forth in the following table:

TABLE IV-A

<u>Estimate of Operating and Maintenance Expenses</u>			
	<u>1978</u>	<u>1979</u>	<u>1980</u>
A. Personal Services	\$10,320	\$11,352	\$12,487
B. Contractual Services	5,079	6,000	6,000
C. Commodities	<u>2,500</u>	<u>3,000</u>	<u>4,000</u>
TOTAL	\$17,899	\$20,352	\$22,847

The above expenses are shown more specifically in Table IV-B, for the first three full years of operation. Operations for 1977 will be included and paid for on the past basis from donations, special functions and contractual services of the emergency and rescue unit.

TABLE IV-B

Estimate of Operations and Maintenance Expenses 1978-1980

	<u>1978</u>	<u>1979</u>	<u>1980</u>
A. <u>Personal Services</u>			
1. Part-time fire chief			
2. Part-time technician-maintenance man-mechanic			
3. Salaries of Directors of District			
4. Volunteer Firemen			
Sub-Totals	\$10,320	\$11,352	\$12,487
B. <u>Contractual Services</u>			
1. Auditing Services			
2. Legal Services			
3. Engineering Services			
4. Postage			
5. Legal Notices			
6. Printing			
7. Electricity			
8. Heating Fuel			
9. Water and Sanitary Service			
10. Telephone			
11. Building Repairs and Maintenance Automotive and Equipment Repairs			
12. Surety Bonds			
13. Automotive Insurance			
14. Fire and Extended Coverage Insurance			

15. Liability and Property Damage Insurance			
16. Personal Injury Insurance			
17. Communications			
Sub-Totals	\$ 5,079	\$ 6,000	\$ 6,000

C. Commodities

1. Office Supplies			
2. Building Maintenance Supplies			
3. Painting Supplies			
4. Hardware and small tools			
5. Institutional supplies			
6. Gasoline and oil			
7. Automotive accessories			
8. Fire Fighting Supplies			
9. Uniform accessories			
10. Parts for machines and equipment			
Sub-Totals	\$ 2,500	\$ 3,000	\$ 4,000
TOTAL	\$17,899	\$20,352	\$22,847

The Monument Volunteer Fire Department will be conveying its building and land to the District upon formation, therefore there will be no initial cost of acquiring land. Engineering services in connection with the construction of substations, are included in the amounts set forth in Section III. There will be incurred approximately \$5,000.00 in connection with the complete organization of the District, which includes legal fees for local counsel, legal fees for bond counsel, bond deposits and other filing costs and the cost of conducting the organizational and bond election. It is proposed that these expenses will be paid from the initial bond issue.

C. Capital Requirements

On the basis of the costs set forth in Section III together with a contingency fund to provide for any contingencies in the year of organization as well as organizational and legal expense the total amount of the bonds to be issued in the year of organization is \$100,000.00.

D. Debt Service Schedule

Table IV-C is a composite financial projection for the District. The debt service schedule has been designed to provide the needed capital requirements and to mesh with the operating and maintenance requirements so as to produce a budget which is as stable as possible. The estimated net interest rate for the schedule is 7 percent as provided by Boettcher and Company and a maximum discount rate of 6 percent. It should be noted that Colorado Statutes provide for an 8 mill maximum tax levy, however, the debt service schedule provides only a 2-1/2 mill levy for debt service and operation and maintenance. In addition to the tax income the District will have an estimated \$3,600.00 annual income from contract services for the ambulance and rescue service, and an estimated \$2,520.00 annual income from contributions, and special events conducted by the District. The interest rate shown on this Table IV-C is based on an interest rate of 7 percent, however, it is the opinion of Boettcher and Company that the District should vote to allow a maximum net interest rate of 8percent.

TABLE IV-C

SUMMATION OF OPERATING COSTS AND CAPITAL REQUIREMENTS

<u>Year</u>	<u>Assessed Valuation</u>	<u>Mill Levy</u>	<u>Taxes Collected</u>	<u>Other Income</u>	<u>Bond Principal</u>	<u>Bond Interest</u>	<u>Operations & Maintenance</u>
1978	\$ 6,993,360	2.5	\$17,483	\$6,120	---	\$3,500	\$20,103
1979	7,779,876	2.5	19,450	7,653	---	7,000	20,103
1980	8,566,392	2.5	21,416	8,697	\$1,000	7,000	22,113
1981	9,352,908	2.5	23,382	7,661	2,000	6,930	22,113
1982	10,139,424	2.5	25,349	7,765	2,000	6,790	24,324
1983	10,925,940	2.5	27,315	6,120	2,000	6,650	24,785
1984	11,712,456	2.5	29,281	6,120	2,000	6,510	26,831
1985	12,498,972	2.5	31,247	6,120	2,000	6,370	28,997
1986	13,285,488	2.5	33,214	6,120	2,000	6,230	31,104
1987	14,072,004	2.5	35,180	6,120	2,000	6,090	33,210
1988	14,775,604	2.5	36,939	8,221	6,000	5,950	33,210
1989	15,514,384	2.5	38,786	6,954	7,000	5,530	33,210
1990	16,290,103	2.5	40,725	6,120	7,000	5,040	34,805
1991	17,104,608	2.5	42,762	6,120	7,000	4,550	37,332
1992	17,959,838	2.5	44,900	6,120	8,000	4,060	38,960
1993	18,857,829	2.5	47,115	6,120	9,000	3,500	40,735
1994	19,800,720	2.5	49,502	6,120	9,000	2,870	43,752
1995	20,790,756	2.5	51,977	6,120	10,000	2,240	45,857
1996	21,830,293	2.5	54,576	6,120	11,000	1,540	48,156
1997	22,921,807	2.5	57,305	6,120	11,000	1,770	51,655

SECTION VSUMMARY

It appears that the Tri-Lakes Fire Protection District can be organized and supported by the population and assessed valuation as projected by the PPACG at a level more effective and efficient than currently being provided by the Monument Volunteer Fire Department. Acquisition of capital expenditure items made possible by the issuance of \$100,000 in bonds would materially improve the fire protection offered as this equipment is procured and fire fighting personnel engaged and trained. Continual upgrading of personnel and equipment would be implemented as the value of the mill levy assessment improves. Inherent to this plan is the donation of all real and other property of the Monument Volunteer Fire Department to the new district when legally constituted. Efforts to enlist the assistance of the Palmer Lake Volunteer Fire Department as evidenced by our letter of November 24, 1976, resulted in their negative response. (Attachments No. 1 and 1(a)). Attempts to have the Woodmoor-Monument Fire Protection District consider annexation of our geographical area (Attachment No. 2) were similarly rejected for reasons set forth in their December 1976 response, attached as Attachment 2(a).

Approval of this plan by the El Paso County Commissioners is urgently requested so that additional approvals can be obtained and the legal requirements satisfied for the formation of the Tri-Lakes Fire Protection District.

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PREFACE

The Tri-Lakes Fire Protection District is dedicated to the principle of presenting a professional service to our area; selecting and developing trained, qualified personnel to meet that goal and applying a sound and equitable system of personnel administration to maintain that level of qualified personnel.

To that end, this manual is designed to provide consistent and equitable application of policies, to guide officers in the application of policy and to provide information about policies that affect the membership.

The contents of this manual are presented as a matter of information, and the language used is not intended to create; nor is it to be construed to constitute a contract between the Tri-Lakes Fire Protection District and any one or all of its members. While the District believes in and supports the plans, policies and procedures presented herein, the District reserves the right to modify, revoke, suspend, terminate or change any or all of such plans and procedures, in whole or in part, with or without notice.

This manual supersedes any existing policy statements or manual, written or verbal; and, in the event of conflict, takes precedence over preceding policy applications. The benefits and policies contained herein are immediately in effect upon receipt of this manual by the member.

The Board of Directors is accountable for the development, implementation and interpretation of such policies and procedures as included herein.

Each member shall be provided a copy of this manual and it is the member's responsibility to read or otherwise be able to understand its contents.

NOTIFICATION FORM

Dear Member or Employee:

It is your responsibility to read and/or otherwise understand the items in this manual, especially as they apply to your benefits and your conditions of membership or employment. Unawareness of a policy or its meaning, is not an excuse for violation.

Your signature is requested in order to verify your receipt of this manual.

Date: _____

Name (printed): _____

Signature: _____

NOTE: A copy of this page is to be submitted to the Chief for inclusion in your personnel file.

APPLICATION AND SELECTION

Forms

A completed application form must be submitted to the Chief by each prospective new member. The Chief, or designee, will evaluate each new applicant for validity in such areas as work history, previous fire experience, education, references, and residency. The Chief may authorize a more thorough background verification.

Examinations

Each accepted applicant may be required to satisfactorily pass a written program designed to test applicant's knowledge of Fire Safety, Fire Rescue, First Aid, Communications, Reading Skills and knowledge of the local area streets and Highways.*

Successful applicants may be required to pass a physical examination if such is indicated by the review procedure; or be able to submit a Physician's Certification of Physical capacity to perform the duties of the position applied for. In such cases of "Certification of Performance", the applicant will be required to release the District from liability in the event of re-injury to a previous injury.

An applicant must score at least 70% in the oral interview* phase of the selection process before the applicant can be submitted to the membership for acceptance. An applicant must receive 2/3 of the membership vote before they may be accepted as probationary members.

*This test is currently being designed and this requirement will not be in effect until the test is completed, standardized and accepted by the Board.

Paid Members

Applicants for a paid position must complete an application and all required tests and will be screened by the Chief, but final approval and hiring is completed by the Board. Only the Board may make an offer of employment.

Salary

Salary paid to member employees will be decided by the board based on industry accepted wage determination

criteria. A salary paid to an employee may be increased or decreased by the Board based on budget availability, performance ratings and position requirements. Salary information may be requested by an applicant through the Board of Directors.

PROBATION

Length

Probation for the new member is the initial ninety (90) days of membership during which the applicant's suitability and performance are evaluated. During the probationary period, a member who does not initially prove suitable may be dismissed or placed on extended probation. The probationary period is the final phase of the selection process.

A newly selected member, paid or volunteer, must first serve in a probationary status. A member who has been suspended or on extended leave will return to a probationary status for the first thirty (30) days after reactivation.

Appraisal

During the probationary period, each new member will be informed about job standards, job requirements and the level of performance expected.

The Training Officer, using a standard evaluation format must tell the member about any area of unsatisfactory performance and expected corrective actions. A copy of the Performance Report will be forwarded to the Chief for inclusion in the member's Personnel File.

Extension

Upon determination by the Training Officer that a member has failed to perform at an acceptable level or has failed to make recommended corrections in performance, the member may be dismissed or the probationary period may be extended for up to thirty (30) days.

A paid member must also meet the probationary criteria as described, but a probationary extension or dismissal of a paid member must be approved by the Board.

Probationary members are allowed to respond to alarms, but may work the alarm only under the direct supervision of an officer.

MEMBERSHIP

Definition

Salaried members: A cadre of members selected by the Board and offered compensation for services.

Volunteer members: Those members selected and who have passed probationary status.

Probationary members: Newly selected members still serving the initial ninety (90) day probation, or, those members returning to service after suspension or a granted leave of absence.

Cadet Members: Those members selected and serving as Cadet members as defined in the ordinances governing Cadet selection.

Honorary Members: Those members who have served as Board members, volunteers or officials and have been awarded Honorary Status by vote of the membership.

Volunteer

To be accepted as a full volunteer member a probationary member must: 1) Meet all training and educational requirements. 2) Be twenty-one (21) years of age or older. 3) Attend 80% of meetings held during the individual's probation period. 4) Receive a vote of approval by 2/3 of this membership.

Paid Member

A paid member, to be accepted as a non-probationary member must meet all membership requirements and must be approved by the Board.

REQUIREMENTS

Age

A member must be at least twenty-one (21) years of age at the time of selection. Cadets must be at least fourteen (14) years of age and become eligible for full membership at age twenty-one (21).

Education

Member must have a high school diploma or GED Equivalent. First Aid, EMT, Fire Fighting or related training is desired.

Residency

It is expected that members will reside or work within the TLFPD boundaries. Persons living outside the district may be recruited should insufficient qualified members be available who reside within the district.

Physical

Any new member must, at the time of selection, be physically able to perform the normal duties of the position for which the member is selected.

The District reserves the right to request a physical examination in cases where doubt exists as to the new member's ability to perform. In such cases the medical findings will be part of the selection decision.

ANNUAL APPRAISALS

The performance of each officer and member will be evaluated annually on the anniversary of the member's date of start. The purpose of this evaluation is to inform the member of individual strengths and potential.

Areas of performance where improvement is required will be noted and discussed with the member. The appraisal will be conducted by the immediate Supervisor. Officers will be evaluated by the Board with input from other Officers.

All appraisals will be in written form and provide for open communication and member development. The written appraisal will be forwarded to the Chief to be included in the member's personnel file.

PERSONNEL FILES

Official member records will be kept by the Chief at the District Headquarters. Only material contained in

these files shall be considered official. The member may review and request to receive a copy of all information to be included in the member's record. Administrative, Management and Supervisory personnel with a "need-to-know" may also review members records.

External release of information except as authorized by the member shall be restricted to dates of membership and position history.

Members are required to notify the Chief of any changes in name, address, telephone number or personal changes such as military status or additional training.

SCHEDULING

Volunteer

Work schedules will be posted monthly. A member who wishes to change that schedule must provide a replacement and notify their immediate Supervisor prior to or within twenty four (24) hours of the posting. Members requests for change after that period are at the discretion of the Officer in Charge.

Paid Staff

The work schedule for paid staff will be decided by the Board and posted with the volunteer schedules.

TEST AND EXAMS

Members being selected to Administrative positions may be required to show suitability for that position by agreeing and submitting to skill examinations and physicals. Such tests will be uniformly administered and only with prior approval of the Chief.*

The Chief may, with the approval of the Board, request any member to submit to a physical examination if there is reason to believe that the member may be unable to physically perform their assigned duties. All such requested physicals will be performed by licensed physicians approved by the

District and all expense for such physical will be paid by the District.

OUT PROCESSING

Upon resignation or dismissal, a member will be notified by the Chief of a date and time to begin out processing. Out processing includes return and settlement of uniforms and equipment.

Equipment

At the time of separation, either voluntary or non-voluntary, all equipment and property of the district must be returned to the district.

The District is entitled to and authorized by the member to receive payment for such items as uniforms, keys, badges, and equipment if the item is lost, unreturned or damaged beyond normal wear and tear.

Exit Interviews

Exit interviews will be held with employees exiting through voluntary separation.

TRAINING

Programs and required training have been established relative to all positions.

All training requirements must be met before a member is released from probationary status to full member status. A probationary member may satisfactorily meet training requirements by demonstration or test-out. The Chief must approve all requests for test-out.

EQUIPMENT

Issuance

Safety and Fire Fighting equipment will be issued to members by the District. Equipment issued will be consistent to the member's responsibility to the District.

Worn or damaged equipment will be replaced or repaired by the District if in the opinion of the Equipment Manager, the equipment was properly used and cared for.

Lost Equipment

Lost Equipment is the responsibility of the member to replace. Information regarding lost equipment must be filed in writing by the member within 24 hours of the loss. The Report must contain all pertinent information regarding item description, date, time and place and how lost. It will be the decision of the Equipment Manager, whether equipment was lost or destroyed through negligence or normal operations. Equipment lost or destroyed through normal performance of duty will be replaced by the District.

Care/Maintenance

It is the responsibility of the member to properly care for and maintain equipment issued by the District. Recommendations for care is available from the Equipment Manager.

Return

When a member resigns, is dismissed, is suspended or is to be on leave of absence for a period of more than thirty (30) days, all issued equipment will be returned to the Equipment Manager on the last day of active duty.

Condition of Return

All district equipment returned must be in good and usable condition. Equipment not returned in good condition because of misuse or lack of proper maintenance; or equipment that has been lost or stolen through negligence is the responsibility of the member to replace.

The District reserves the right to seek replacement costs if the equipment is not returned or if the Equipment Manager feels the equipment was damaged by misuse or neglect while in the care of the member.

INSURANCE

The selection of the agency, and the coverage provided is the decision of the Board. The following insurances are provided:

Liability

Liability Insurance will be provided to cover the member and the District while members are in the performance of normally assigned duties. In the instances where the member is found to be in violation of normal safe

practices, the insurance coverage may be denied or reduced by the agency. In such cases of denial or reduced coverage, the member may be held liable for loss by the District.

Vehicle

District vehicles are fully insured for use in official district business. In instances where the member operating the vehicle involved in an accident is found to have been in violation of normal or safe driving practices, the insurance coverage may be denied or reduced by the agency. In such cases of denial or reduced coverage, the member may be held liable for loss by the District.

Insurance for member vehicle's is the responsibility of the member. All members' insurance must, at minimum, meet the requirements of the State of Colorado for mandatory insurance coverage.

In an instance wherein the member is operating a personal vehicle in response to an alarm and is involved in an accident, the member's insurance will be the first line of liability.

Workmen's Comp

This insurance is to cover the employee or member against loss caused by bodily injury while in the performance of normally assigned duties. The District will pay all costs and handle reports required by this insurance. The member must file a First Incident Report with the Chief within twenty-four (24) hours of the incident.

The decision of liability will be made by the insurer. In cases where safety rules were violated the insurer may reduce or deny benefits.

Group Insurance

Members will be provided access to group health and life insurance programs. The amount of payment, coverage, and carrier will be decided annually by agreement between the board and the carrier. Members will be notified of such programs by the Board.

LEAVES OF ABSENCE

Any volunteer member may apply for and receive a leave of absence for up to 30 days by application to and approval by the Chief. Leaves may be approved for such reasons as education, travel, work related activities, military duty or medical reasons. Leaves up to 30 days may be granted by the Chief and will not require the volunteer to return equipment, be reclassified or be recertified if the member has been granted leave status prior to the first day of leave.

Paid Leave

Certain paid leaves may be granted to paid employees with the approval of the board. Such paid leaves are as follows:

VACATION: Vacation is described as earned leave to be taken by the employee for convenience of the employee. An employee accrues vacation at the rate of one week (five work days) per anniversary year up to three weeks (15 work days) per year. The employee may use vacation in the year of accrual but may not borrow from unaccrued vacation. Accrual will not exceed three weeks without written approval by the Board.

SICK LEAVE: An employee accrues paid sick leave at the rate of four hours per month up to a maximum of 48 hours per anniversary year. Should an employee not use medical leave and accrue to the maximum allowable, the district will pay the employee 1/3 the value for up to 24 hours of unused sick leave. Medical leave may be used for the employee or immediate family; for illness, injury, medical appointments or family care.

Should an employee use all available paid sick leave, and still be unable to report to normal duties, the employee may utilize available vacation time to cover such absences and then may apply to the board for extended unpaid medical leave. Each application for extended leave will be

decided on an individual basis and the ruling of the Board is final.

Should an employee utilize all available leaves and still be unable to perform the normal duties of the position, the employee may be reassigned or terminated by decision of the Board.

MILITARY LEAVE: When ordered by the proper authority, an employee who is called to active duty or who enters active duty with the armed forces of the U.S. shall be given military leave of absence without pay.

The military leave may not exceed four years. Such military leave time will be used to compute the employee's seniority, but the employee shall not accrue or receive benefits during such leaves. An employee on military leave who wishes to maintain their employment must report to work within 90 days of the date of discharge.

NATIONAL GUARD/RESERVES LEAVE: When ordered by the proper authority, an employee who is a member of the Colorado National Guard or any branch of the United States Military Reserves shall be granted military leave of absence with pay when called to active duty or training. Such leave shall not exceed 15 calendar days per calendar year.

COURT LEAVE: An employee who is called to participate in a non-job related court proceeding will be given the choice of using earned vacation or leave without pay to attend such proceedings.

JURY DUTY: An employee who is called to serve jury duty shall receive time off with pay to serve on that jury. An employee who is released from jury duty is required to return to work.

INJURY LEAVE: In case of an on the job injury that is compensable under the Worker's Compensation Act, an employee will be granted injury leave up to six months.

During such injury leave the amount of salary paid by the District will be reduced by the same % of penalty assessed by the State when that employee is in violation at the time of injury.

If at the end of the injury leave, or at the time of release from doctor's care, the employee cannot perform the regular duties, the employee may be reassigned. If the employee is unable to perform the duties of the previous or a new position, the employee shall be discharged.

EXTENDED SICK LEAVE WITH PAY: When regular sick leave has been used, extended sick leave with pay may be granted to an employee by the Board. Such leave may not exceed five days and approval will require a doctor's certification of the illness or injury.

BENEFITS DURING LEAVE: On extended leaves of 30 days or less there will be no break in employee benefits, seniority or employee status. Leaves of 31 days or more require that the employee make full monthly payments to the district in order to maintain medical and life insurance coverage. Seniority continues during leaves of 90 days or less. Vacation and sick leave is not accrued during leaves of 31 days or more.

LICENSES AND CERTIFICATIONS

Driver's License

Any member operating a District vehicle must have a proper and valid Colorado drivers license. Any member operating a personal vehicle in the performance of normally assigned District duties must also be properly licensed.

First Aid/CFR

Full members are required to obtain or have current proof of successful completion of Advanced First Aid Training and Cardiopulmonary Resuscitation (CPR) Training. Certification for probationary members must be obtained within the first full year of membership and must be maintained as current while serving as a member.

EMT

Emergency Medical Technicians must possess and maintain a current and valid Colorado Certification before they may be assigned to an ambulance.

Ambulance Driver

Ambulance drivers must hold a proper and valid Colorado Drivers license and must be licensed by the County of El Paso as an ambulance driver.

Fire Fighter

Fire Fighters must possess a Fire Fighters Certification I before they may enter a building on fire as an authorized member of TLFPD.

Driver's License

Any member operating district motorized equipment must possess a valid and appropriate Colorado driver's license.

OFFICERS

Selection

Paid officer positions are selected and hired by the Board.

Volunteer Line Officers will be elected at the December business meeting and assume the elected position on January 1st, of the ensuing year. Elected terms are valid for one (1) year.

Volunteer Administrative positions are appointed by the Chief and are valid for one (1) year.

An Officer or Administrative position may be removed from office prior to a full term by recommendation to and approval by the Board, or as a direct decision of the Board. Only a majority vote by the Board may remove a paid member from duty.

Senior Officers

Chief - The Chief is hired by the Board based on criteria established by the Board. This position is the final authority in all matters governing the day to day operations of the District crews and reports directly to the Board.

Line Officers

Assistant Chief - The Assistant Chief is elected by the Members. To be eligible for Assistant Chief a member must have served as an officer of the

department; must have been a member in good standing for two (2) or more years and have no record of suspension or unsatisfactory performance.

Captain - This position is elected by the members. The selection needs to be certified by the Chief and must be confirmed by the Board. To be elected as captain, an individual must have been a member in good standing for at least two (2) years; have performed as Lieutenant, Administrative Officer or Crew Chief and have no record of suspension or unsatisfactory performance.

This position is of primary responsibility at all calls and will coordinate the efforts of all responding units when on site.

Lieutenant - This position is elected by the members. The selection needs to be certified by the Chief and confirmed by the Board. To be elected as Lieutenant, an individual must have been a member in good standing for at least one (1) year and have no record of suspension or unsatisfactory performance.

This position is of secondary responsibility at all calls and will coordinate the efforts of all responding units to assist the Command Officer on call. Should a higher ranking officer not be on site, the Senior Lieutenant will assume primary responsibility.

Administrative
Officers

Fire Marshall
Training Officer
Equipment Officer
Chaplain

MEETINGS

All meetings will be governed by "Robert's Rules of Order". All Officers meetings, Business meetings and training sessions are scheduled to meet at least one (1) time per month/ twelve (12) times per year as a minimum. All official meetings will be held at Station One and 51% of the group must be present to vote on official issues of the Department or District.

A volunteer member to remain in good standing may miss no more than three (3) consecutive meetings without proper approval.

Elections will be held at the Business meetings. Appointments to administrative positions or operational positions may be made at the time a vacancy occurs.

MEMBER CONDUCT

Uniforms

The District will pay for the first issued uniform and for uniforms damaged by normal wear and tear. The member will be responsible to keep the uniform cleaned and in good repair. A member assigned to wear the uniform while on duty, but does not or who reports to an alarm with an uncleaned or unkempt uniform is subject to disciplinary action.

Dress Code

Safety codes and District policy require that our members be neat, well groomed and properly attired when meeting with or servicing our public. If not in uniform a member must wear clean, appropriate clothing while on call. Some members may be required to wear a uniform while on duty.

Uniforms will be worn for official duty situations only. While in uniform a member will be restricted from entering an establishment whose sole function is the sale of alcoholic beverage or gaming, unless, entering the establishment is in the performance of duty. A member who violates this policy is subject to disciplinary action.

Vehicle Use

A member must possess a valid, appropriate Colorado Driver's License to operate a District owned vehicle. Operation of a District owned vehicle is restricted to District business. During such operation the vehicle is covered by liability insurance but traffic citations received while operating a vehicle on District business are the responsibility of the member.

A member must be twenty-one (21) years or older and must be certified by the Chief before being allowed to operate a District vehicle. The Chief will submit a list of certified drivers to the insurance carrier by January 31st of each year. Only those drivers on this list will be authorized to operate District vehicles.

**Use of Drugs
or Alcohol**

A member is prohibited from possessing or consuming non-prescribed drugs or alcohol while on duty or on call. A member who reports to duty or becomes incapacitated while on duty, or whose performance is, or becomes, impaired by the use of drugs or alcohol while on call is subject to disciplinary action up to and including immediate dismissal.

Nepotism

No member, volunteer or paid, shall reward by promotion, payment or acclaim; nor disciplined beyond the first step, by a member of the same family or household without prior review and approval of the Board.

Should a member of the Board be called to act on an incident involving a member of their family or household, that Board member will be excused from voting on the matter. Neither will that Board member use the Board position to influence other members of the Board in any action involving a member of the family or household.

Beards

Beards and mustaches are allowed in so far as they do not violate safe fire fighting practices or efficient operation of the department.

Badges

Official badges are issued to each non-probationary member. These badges are to be worn at all times when the member is performing assigned duties. A member who misuses the badge so as to benefit the member, or so as to discredit the Department, will be subject to disciplinary action up to and including dismissal.

DISCIPLINARY PROCEDURES

General Statement

Discipline within the Department is necessary to insure safety and consistent operation by its Officers and Members.

It is the policy of the District to provide a system of progressive discipline which provides an opportunity to correct unsatisfactory member performance or conduct.

Discipline should begin with the least severe action and progress, if necessary, to more severe actions. However, the severity of the act may require any level of initial disciplinary action.

Progressive Discipline

Progressive discipline is the application of increasingly severe disciplinary action. These actions, in order, are written reprimand, suspension and discharge.

Written Reprimand

A written reprimand may be imposed by the immediate Supervisor for repeated minor violations or incidents, or for violations or incidents of a more serious nature. Such reprimand must inform the member of the violation or incident, the required corrective action, and the consequences of a recurrence of the violation or incident.

A copy of the written reprimand must be furnished to the member and the Chief for inclusion in the member's personnel records.

Suspension

A suspension is a period of time where the member is restricted from responding to an alarm or representing the District or Department in any way. A suspension is normally imposed for the member's failure to take corrective action in response to a written reprimand. However, a suspension may be imposed as initial discipline for violations or incidents of a more serious nature.

A suspension, not to exceed three (3) working days, may be imposed by the immediate Supervisor; five (5) working

days by a Line Officer; ten (10) working days by the Chief; fifteen (15) days by the Board. To insure consistency in the length of suspensions, all such actions must be reviewed with the Chief prior to suspension.

The letter of suspension must inform the member of the violation or incident, the required corrective actions and the consequences of a recurrence of the violation or incident.

A copy of the letter of suspension must be furnished to the member and the Chief for inclusion in the member's personnel records.

Dismissal

Volunteer Staff

Dismissal of a volunteer member may be recommended by a Line Officer for a member's failure to take corrective action in response to a suspension. Dismissal may also be recommended as initial discipline for violations or incidents of a more serious nature. A dismissal must have the prior approval of the Board of Directors.

Paid Staff

Only the Board may recommend and approve the discharge of a paid member. The Board will recognize and consider recommendations by members of the Department in cases of poor or non-performance of duty.

The letter of discharge must inform the member of the violation or incident causing such action. A copy of the letter of discharge will be furnished to the member and the Chief for inclusion in the member's personnel records.

APPEALS

Any member, paid or volunteer, is entitled to appeal a disciplinary action beyond a letter of reprimand. The appeal must be in writing and submitted to the Chief within ten (10) days of the incident. If the Chief is

the disciplining officer, the member may file the appeal directly with the Board.

Upon receipt, the appeal will be reviewed and a response submitted to the appealing member within ten (10) days of the receipt of the appeal.

If the member is dissatisfied with the initial response, or if the Chief does not respond within ten (10) days, the member may appeal to the Board.

The Board is the final authority in all disciplinary appeals.

DISCIPLINARY OFFENSES

It is the policy of the TLFPD that member behavior reflect favorably on the member and the District. A member may be disciplined for, but not limited to, the following violations or incidents:

Reprimand

- . Operating a departmental vehicle without proper license or approval.

- . Leaving the scene of an alarm without authority.

- . Improper release of information to a non-departmental source.

- . Missing three (3) consecutive meetings without approval.

- . Improper or unauthorized use of District equipment.

- . Use of abusive language, threats or rudeness to the public, fellow members or officers.

Suspension

- . Not responding to corrective actions cited in a letter or reprimand.

- . Failure to obey a proper command at the scene of an alarm.

- . Reporting to an alarm wherein the member's ability to perform is impaired by the use of alcohol or non prescribed drugs.

Dismissal or
Discharge

. Arrest for a felony crime wherein the performance of the member would be restricted or impaired.

. Misuse of a badge, lights or siren so as to misrepresent the member's position of authority; or so as to benefit the member.

. An action of misconduct or misrepresentation so as to bring discredit to the Department.

. Possession of drugs or alcohol at the scene of an alarm.

. Possession of a firearm at the scene of an alarm if not authorized as part of the members primary job.

. Theft of District property or of personal property at the scene of an alarm.

. Conviction of a felony crime.

. Disregard or disobedience of an order that results in the damage of property, is life threatening or disrupts the safe and proper performance of the Department.

. Misuse of official emergency systems or symbols so as to benefit the member.

factor rated "Far Below Standard" and/or an overall evaluation of "Far Below Standard" is considered a referral appraisal. A copy of a referral appraisal will be referred to the employee in writing and will advise the employee to submit any written response desired to the reviewing official within 15 days. The reviewing official is the individual occupying the next level of supervision and is normally the President of the Board of Directors. The reviewing official, as in all cases, will make every effort to insure the appraisal is accurate and fair. If the reviewing official disagrees with any performance factor appraisal, he or she will so indicate by initialing the appropriate box. As a final action, the reviewing official will indicate his or her overall evaluation in section IV of the appraisal. Again, the employee will be offered the opportunity to review the appraisal prior to filing in the personnel file.

For all appraisals, a space has been provided for the employee's signature. As indicated, the employee may offer an oral or written response. If the employee refuses to sign the appraisal or has terminated his or her service, the appraiser will note this fact in the employee's signature box

Each written appraisal shall become a part of the appraised employee's personnel record.

is not meant to serve as a substitute for ongoing discussions between supervisors and employees. Supervisors will conduct such discussions at least quarterly. Forms have been developed by the District for the formal appraisal of employees and for documenting any on going discussions between supervisors and employees.

As indicated, supervisors are expected to appraise each employee at least annually. This expectation is not intended to create a right to such appraisals, but rather impose a duty on supervisors. Similarly, the District's appraisal policy is not intended to entitle employees to a specific method or standard of appraisal, but is intended to impose an affirmative obligation on supervisors to appraise employees regularly and consistently.

5.91 Appraisal Standards

It is the responsibility of District management to develop appraisal standards. Written appraisal standards are to be maintained by each supervisor for the employees under his or her supervision. Whenever the nature of the job permits, appraisal standards should be objective indicators of job performance. In this regard, appraisal performance factors have been established by the District and are indicated on the formal appraisal form. Additionally, space has been included for comments by the supervisor and the reviewing official. All performance factors and other details of the District's performance appraisal process shall be communicated by supervisors to the employees under their direction. The performance factors are as follows:

1. JOB KNOWLEDGE--Depth, currency, breadth.
2. JUDGEMENT AND DECISIONS--Consistent, accurate, effective.
3. PROFESSIONAL QUALITIES--Character, training, bearing, behavior, ability to get along.
4. HUMAN RELATIONS:--Sensitivity, relationship, equal opportunity participation.
5. PLAN AND ORGANIZE Work--Timely, creative, takes initiative.
6. LEADERSHIP--Accepts responsibility, gains cooperation, promotes teamwork, controls situation.
7. COOPERATION AND TEAMWORK--Promotes harmony, strives for common goals, works for coordinated effort.
8. ADAPTABILITY TO STRESS--Stable, flexible, dependable.
9. ATTITUDE--Positive, supports organization, supports others.
10. EMERGENCY PROCEDURES--Knowledge, accurate, timely.

5.92 Appraisal Process

The appraisal process shall permit oral and written responses by employees, shall require at least annual written appraisal for each employee which are signed by the employee and the appraiser, and shall include review of each appraisal by the appraiser's supervisor. A formal appraisal with any performance

3.10 Pay Schedule

Employees are paid according to a pay schedule adopted by the Board of Directors. Employees shall be placed on the pay schedule according to their job classification and any constructive credit granted by the Board of Directors. Longevity increases will coincide with the employee's anniversary date.

The Board of Directors approved a program to recognize sustained superior performance. Under this program, The Board of Directors may grant increases in the pay rates of up to 2% for those employees who demonstrate sustained superior performance during the preceding year. Such increases will be applied to the highest pay in effect during the year in question and will be made in conjunction with the employee's anniversary date. The dollar amount of the award will be added to each of the longevity steps reflected on the employees pay schedule. Because this will result in a unique pay schedule applicable only to the employee concerned, the schedule will be considered confidential and maintained in the employee's personnel file. Recommendations for sustained superior performance awards will be submitted in writing by the supervisor to the Board of Directors for final decision.

An employee may be denied a longevity increase if it is determined by the Board of Directors that the employee's performance, attitude, and/or standards of conduct does/do not measure up to that expected. When a longevity increase is denied, a written notice will be provided to the employee to include the reasons for the denial. The denial of a longevity increase will result in a unique pay schedule applicable only to the employee concerned. The pay schedule will be considered confidential and maintained in the employee's personnel file.

Annually, the Board of Directors will determine if a cost of living increase is justified and, if so, what percent. Cost of living increases approved by the Board of Directors will be effective January 1.

5.90 Employee Appraisals

The District expects each of its employees to be appraised concerning his or her job performance at least annually in conjunction with the employee's anniversary date. Appraisals will also be rendered at the end of the introductory period for new employees and when an employee's service is terminated. The appraisal process is intended to provide employees with information concerning their employment progress and to serve as a means of improving employee performance. The appraisal process

4.31

SICK LEAVE

All regular, full time employees accrue sick leave.

Sick leave shall accrue monthly at a rate of 4 hours per month.

Sick leave may be accumulated from year to year with the maximum allowable of accrual at 480 hours.

Sick leave may be used only for the following purposes:

1. When an employee is incapacitated due to illness or injury.
2. When an employee requires a health examination or medical treatment.

Sick leave may be used for fractions of work days. If injury or illness impairs an employees job performance, the district may require that the employee use sick leave for the remainder of his or her shift.

Employees who know in advance that they will be using sick leave (for example, when a health exam. or medical treatment has been scheduled) are expected to notify their supervisor promptly of the time an anticipated duration of their absence.

The district reserves the right to require that after the employee uses three (3) consecutive days of sick leave he or she provide their immediate supervisor with a written statement of a physician as to the nature of the employee's illness or injury or as to the employee's fitness to return to work.

Upon separation from employment after one (1) year of continuous service, employee's may receive 1 hours pay for every three hours of accumulated sick leave, unless separation is a result of dismissal for cause.


----- APPROVED

HOLLAND L. FLAHAHVAN

2.22 COMPENSATORY TIME

Overtime (over 40 hours per week) actually worked by employees will be compensated in compensatory time off at a rate of 1.5 hours for each hour of overtime worked. It is understood that in agreeing to work for the district, employees agree to accept compensatory time in compensation for overtime actually worked.

Employees ordinarily are not permitted to accumulate more than 240 hours of compensatory time. Any employee may be directed to use accrued but unused compensatory time at any time.

Yearly on December 15th an employee may roll 1 third accrued compensatory time into sick leave.

At this time the employee may also chose to be compensated at his/her regular rate of pay for a maximum of one third (up to 80 hrs.) of accrued compensatory time.

The remaining accrued compensatory time will remain on record and carried over to the next year.

Per the Fair Labor Standards Act, upon seperation, an employee will be compensated at the employees current rate of pay for any unused accrued compensatory time,(up to 240 hrs.).

Compensatory time accrual will be monitored by the employees immediate supervisor.

All usage of compensatory time off will be approved by the Chief or immediate supervisor.

Any compensatory time accrual over the 240 hr. limit must be approved by the employees immediate supervisor.


-----APPROVED

HOLLAND L. FLAHAVHAN

4.10

Full time, permanent employees accrue paid vacation in advance during the calendar year they are currently working. eg. At the employees date of hire he/she is entitled to 40 hrs. paid vacation to be taken within the first calendar year.

The vacation schedule is as follows:

Date of hire - 1 year: 40 hours
1 year - 2 years: 80 hours
2 years - 3 years: 120 hours
>3 years -----: 120 hours

ALL USE OF VACATION TIME MUST BE APPROVED BY THE EMPLOYEE'S SUPERVISOR TWO WEEKS PRIOR TO GOING ON VACATION. Special circumstances eg. emergencies, scheduling travel etc. will be handled on a case by case basis by the employees immediate supervisor.

Vacation time must be used within the year of accrual. Special circumstances eg. emergencies, travel etc. will be handled on a case by case basis by the employees immediate supervisor.

If an employees employment terminates during his/her calendar year the employees vacation accrual will be prorated and said employee will be compensated at their current rate of pay for unused vacation time.

APPROVED 4-28-93

DISSAPPROVED _____



Holland L. FlaHavhan
President
Board of Directors

1992 PAY SCALE

LONGEVITY INCREASES COINCIDE WITH THE EMPLOYEES ANNIVERSARY DATE.

PER MONTH

CHIEF


YRS.	*1992*	*1993*
<1	\$ 1800	1854
1	1925	1982
2	2000	2060
3	2075	2137
4	2075	2137
5	2225	2291
6	2225	2291
7	2375	2446
8	2375	2446
9	2375	2446
10	2575	2652
11	2575	2652
12	2575	2652
13	2775	2858
14	2775	2858
15	2775	2858
16	3025	3115
17	3025	3115
18	3025	3115
19	3175	3270
20	3175	3270
>20	BOARD DETERMINATION	

NOTE: 1. Annually the Board of Directors will determine if a cost of living increase to the above base rates is justified and if so at what percent. Cost of living increases approved by the Board will be effective Jan 1.

2. The Board of Directors may grant additional increases in the base rates of up to 2% annually for those employees who demonstrate sustained superior performance. Such increases will be made in conjunction with the employees anniversary date.

3. An employee may be denied a step increase if it is determined by the Board of Directors that the employees performance, attitude and/or other standards of conduct does not measure up to that expected.

APPROVED at NOVEMBER 18, 1992 BOARD of DIRECTORS MEETING.
EFFECTIVE JAN. 1, 1992



 Holland L. FlaHavan
 President
 Board of Directors

1992 PAY SCALE

LONGEVITY INCREASES COINCIDE WITH THE EMPLOYEES ANNIVERSARY DATE.

PER MONTH

TECH

YRS.	*1992*	*1993*
<1	\$ 1300	1339
1	1400	1442
2	1450	1493
3	1500	1545
4	1500	1545 - 1575.90
5	1575	1622
6	1575	1622
7	1650	1699
8	1650	1699
9	1650	1699
10	1750	1802
11	1750	1802
12	1750	1802
13	1850	1905
14	1850	1905
15	1850	1905
16	1950	2008
17	1950	2008
18	1950	2008
19	2050	2111
20	2050	2111
>20		BOARD DETERMINATION

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