

Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: Policy Complaints

POLICY NUMBER: 1060

APPROVAL DATE: 11/18/08

1060.1 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

1060.2 The Board of Directors of the Southern Inyo Fire Protection District desires that public complaints be logical and systematic.

1060.3 The method of resolving complaints shall be as follows:

1060.3.1 The individual with a complaint shall first discuss the matter with the General Manager, with the objective of resolving the matter informally.

1060.3.2 If the individual registering the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter and, as such, it will be implemented as if it were the official action of the Board. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

1060.4 This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

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POLICY TITLE: General Manager

POLICY NUMBER: 2000

APPROVAL DATE: 01/20/09

2000.1 The Fire Chief shall be the General Manager.

2000.2 The General Manager shall be the Executive Officer of the Southern Inyo Fire Protection District and for the Board of Directors.

2000.3 The terms and conditions of the Fire Chiefs employment shall be specified in the agreement of employment established between the Fire Chief and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

2000.4 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

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POLICY TITLE: Hours of Work

POLICY NUMBER: 2010

APPROVAL DATE: 01/20/09

2010.1 This policy shall apply to all full time, hourly employees.

2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.3 The workweek shall consist of five consecutive days from Monday through Friday, 8:00 a.m. to 5:00 p.m.

2010.4 Other than regular employees, volunteer staff shall work as follows:

2010.4.1 A schedule shall be maintained by the General Manager whereby volunteer employees shall be assigned to be "on-call" on a twelve (12) hour shift basis.

2010.4.2 When an employee is on-call, he/she shall be provided a radio or pager, which will provide notification in the event of an emergency. Said radio or pager shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency may also be given verbally, in person, or telephonically by the General Manager.

2010.4.3 When an employee is called-out for an emergency, he/she will be paid an amount of "call-out" pay per call as established by the Board of Directors.

2010.4.4 When an employee is on-call, he/she shall be free to utilize his/her time as desired but must remain within the general Southern Inyo Fire Protection District area, going no further than ten (10) minutes travel time away from the District facility.