

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
Finance/Policy Committee Meeting**

Chair: *Gary Sipperley*
Co-Chair: *Eileen Mannix*

**THCS D CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
June 5, 2024 1:30 p.m.**

NOTICE: Public May Attend this Meeting In-Person.

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/82022351617>
- Meeting ID: 820 2235 1617
- Telephone: (669) 900-6833

AGENDA

1. Review/discuss final draft Fiscal Year 2024-25 Administration Fund Budget and overall Budget.
2. Review/discuss 5-Year revenue and expense projections for all funds.
3. Discuss potential participation in California CLASS (Cooperative Liquid Assets Securities System).
4. Review Policy #2300 – Volunteer Program.
5. Review Policy #2301 – Program Description: Reserve Firefighter/Reserve Operator.
6. Review Policy #2302 – Program Description: Volunteer Firefighter/Operational Support Unit.
7. Review Policy #2303 – Program Description: Firefighter Intern.
8. Review Policy #2304 – Program Description: Apparatus Operator Intern.
9. Adjourn.

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

The public can virtually observe and participate in a meeting as follows:


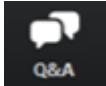
- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

* NOTE: your personal video will be disabled and your microphone will be automatically muted.

SUBMITTING PUBLIC COMMENT

The public will have an opportunity to comment before and during the meeting as follows:

- **Before the Meeting:**
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.

Raise Hand Icon:  Q&A Icon: 
 - Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
 - In-Person: Raise your hand and the Board Chairperson will call on you.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

MEETING ETIQUETTE

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

ACCESSIBILITY

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District's website:

www.twainhartecsd.com

Twain Harte Community Services District
2024-2025 Budget - DRAFT

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	FY 23/24	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,506,217	\$ 1,632,581	8%	\$ 1,189,867	\$ 1,358,123	14%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,990,704
Fees	18,800	18,800	0%	13,800	13,800	0%	-	-	0%	7,100	10,000	41%	-	-	0%	42,600
Taxes & Assessments	41,382	42,623	3%	-	-	0%	1,329,463	1,373,715	3%	152,245	157,091	3%	-	-	0%	1,573,429
Grants & Donations	1,506,007	-	-100%	25,000	-	-100%	301,251	218,775	-27%	2,869,979	461,452	-84%	-	-	0%	680,227
Other Revenue	53,850	46,000	-15%	23,150	20,000	-14%	290,106	48,000	-83%	3,500	3,500	0%	1,000	1,000	0%	118,500
Total Program Revenue	\$ 3,126,256	\$ 1,740,004	-44%	\$ 1,251,817	\$ 1,391,923	11%	\$ 1,920,820	\$ 1,640,490	-15%	\$ 3,032,824	\$ 632,043	-79%	\$ 1,000	\$ 1,000	0%	\$ 5,405,460
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 3,126,726	\$ 1,740,474	-44%	\$ 1,252,067	\$ 1,392,173	11%	\$ 1,921,000	\$ 1,640,670	-15%	\$ 3,032,924	\$ 632,143	-79%	\$ -	\$ -	0%	\$ 5,405,460
Operating Expenses																
Salaries	\$ 335,849	\$ 352,518	5%	\$ 179,875	\$ 189,603	5%	\$ 699,386	\$ 619,077	-11%	\$ 20,299	\$ 19,942	-2%	\$ 426,891	\$ 406,988	-5%	\$ 1,588,129
Benefits	200,538	204,182	2%	109,650	112,095	2%	346,968	385,061	11%	18,072	9,428	-48%	219,242	233,600	7%	944,366
Equip, Auto, Maint, & Repairs	166,200	137,700	-17%	85,700	69,700	-19%	165,550	120,800	-27%	24,370	31,050	27%	14,700	12,000	-18%	371,250
Materials & Supplies	49,400	51,200	4%	6,000	6,100	2%	10,300	10,800	5%	1,500	1,900	27%	3,900	4,300	10%	74,300
Outside Services	460,650	43,200	-91%	27,850	28,000	1%	25,700	26,200	2%	4,500	4,500	0%	64,900	99,300	53%	201,200
Other (Utilities, Prop/Liab Ins, TUD)	254,100	255,200	0%	611,400	700,300	15%	104,700	120,600	15%	29,300	34,700	18%	77,350	85,900	11%	1,196,700
Debt Service	110,684	110,539	0%	16,958	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
Total Program Expenses	\$ 1,577,420	\$ 1,154,539	-27%	\$ 1,037,433	\$ 1,122,737	8%	\$ 1,352,604	\$ 1,282,538	-5%	\$ 98,041	\$ 101,520	4%	\$ 806,983	\$ 842,088	4%	\$ 4,503,422
Administrative Cost Allocation	379,282	395,781	4%	201,746	210,522	4%	145,257	151,576	4%	80,698	84,209	4%	(806,983)	(842,088)	4%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,956,702	\$ 1,550,320	-21%	\$ 1,239,179	\$ 1,333,259	8%	\$ 1,497,861	\$ 1,434,114	-4%	\$ 178,739	\$ 185,729	4%	\$ -	\$ -	0%	\$ 4,503,422
TOTAL OPERATING BALANCE	\$ 1,170,024	\$ 190,154		\$ 12,888	\$ 58,914		\$ 423,139	\$ 206,556		\$ 2,854,185	\$ 446,414		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,789,850	798,000	-55%	316,800	393,000	24%	450,900	328,000	-27%	2,940,427	552,000	-81%	-	-	0%	2,071,000
Total Capital Expenses	\$ 1,789,850	\$ 798,000	-55%	\$ 316,800	\$ 393,000	24%	\$ 450,900	\$ 328,000	-27%	\$ 2,940,427	\$ 552,000	-81%	\$ -	\$ -		\$ 2,071,000
GRAND TOTAL EXPENSES	\$ 3,746,552	\$ 2,348,320	-37%	\$ 1,555,979	\$ 1,726,259	11%	\$ 1,948,761	\$ 1,762,114	-10%	\$ 3,119,166	\$ 737,729	-76%	\$ -	\$ -	0%	\$ 6,574,422
Transfer To/(From) Reserve	\$ (619,826)	\$ (607,846)		\$ (303,912)	\$ (334,086)		\$ (27,761)	\$ (121,444)		\$ (86,242)	\$ (105,586)		\$ -	\$ -		\$ (1,168,962)

Twain Harte Community Services District

2024-2025 Budget

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	

Twain Harte Community Services District

2024-2025 Budget

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	

Salaries - 51XXX					
Regular Time	\$ 391,398	\$ 388,025	(3,373)	-1%	Personnel Changes + COLA
Uniform Allowance	113	83	(30)	-26%	
Sick Leave/Vacation Pay	26,500	10,000	(16,500)	-62%	Employee left last FY
Director Stipends	8,880	8,880	0	0%	
Cell Phone Stipend	0	0	0	0%	
TOTAL SALARIES	\$ 426,891	\$ 406,988	\$ (19,903)	-5%	

Benefits - 52XXX					
Health & Vision Insurance	\$ 74,785	\$ 84,720	\$ 9,936	13%	SDRMA Projected Rate Increases
HRA Reimbursement	26,160	25,416	(744)	-3%	
Retirement	78,909	85,765	6,855	9%	PERS Rate Increases + Unfunded Liability
FICA	27,650	25,192	(2,458)	-9%	Personnel Changes
Medicare	6,497	6,495	(2)	0%	
Workers Comp	3,946	4,898	952	24%	
Unemployment Ins/ETT	1,294	1,113	(181)	-14%	
TOTAL BENEFITS	\$ 219,242	\$ 233,600	\$ 14,359	7%	

Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,500	\$ -	0%	
Facilities Maintenance & Repair	4,000	4,000	0	0%	
Janitorial/Cleaning Services	500	500	0	0%	
Fuel	2,200	2,200	0	0%	
Equipment Under \$5,000	6,500	3,800	(2,700)	-42%	Not as many computers to replace this FY
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 14,700	\$ 12,000	\$ (2,700)	-18%	

Materials & Supplies - 54XXX					
Office Supplies	\$ 2,000	\$ 2,400	\$ 400	20%	
Postage	1,500	1,500	0	0%	
Janitorial Supplies	400	400	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 3,900	\$ 4,300	\$ 400	10%	

Twain Harte Community Services District

2024-2025 Budget

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	23/24 Approved	24/25 Proposed	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 48,700	\$ 84,800	\$ 36,100	74%	Full year of RGS finance/accounting services
Legal Fees	8,500	7,000	(1,500)	-18%	Finished personnel policy review last FY
IT Services	5,600	4,500	(1,100)	-20%	New computers installed last FY
Medical Exams		0	0	0%	
Other Professional Services	\$ 2,100	\$ 3,000	900	43%	
TOTAL OUTSIDE SERVICES	\$ 64,900	\$ 99,300	\$ 34,400	53%	
Other - 56XXX					
Utilities	\$ 9,300	\$ 9,100	\$ (200)	-2%	
Phone/Communications	5,000	5,000	0	0%	
Software Licenses & Maintenance	20,000	20,500	500	3%	
Property/Liability Insurance	14,400	16,300	1,900	13%	SDRMA projected 13% increase
Dues & Memberships	5,200	6,700	1,500	29%	LAFCO Fee Increases
Licenses & Certifications	650	500	(150)	-23%	
Training, Conferences & Travel	21,000	26,000	5,000	24%	Added training for new board members
Advertising & Public Education	1,000	1,000	0	0%	
Bank/Investment Fees	800	800	-	0%	
TOTAL OTHER	\$ 77,350	\$ 85,900	\$ 8,550	11%	
GRAND TOTAL EXPENSES	\$ 806,983	\$ 842,088	\$ 35,106	4%	
Admin Transfer Out	\$ (806,983)	\$ (842,088)	\$ 35,106		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			

Twain Harte Community Services District

ADMIN

FIVE YEAR PROJECTIONS

	22/23	23/24	24/25	25/26	26/27	27/28	28/29
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	-	-	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-	-	-
Grants & Donations	-	-	-	-	-	-	-
Other Operating Revenue	2,200	1,000	1,000	1,000	1,000	1,000	1,000
Total Program Revenue	\$ 2,200	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Administrative Cost Allocation	(2,200)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
GRAND TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses							
Salaries	\$ 429,251	\$ 426,891	\$ 406,988	\$ 425,157	\$ 443,471	\$ 456,679	\$ 469,809
Benefits	221,663	219,242	233,600	245,139	256,725	266,826	281,407
Equip, Auto, Maint, & Repairs	16,234	14,700	12,000	11,960	12,438	12,936	13,453
Materials & Supplies	3,415	3,900	4,300	4,472	4,651	4,837	5,030
Outside Services	28,961	64,900	99,300	97,552	101,454	105,512	109,733
Other	64,394	77,350	85,900	89,336	92,909	96,626	100,491
Debt Service		-	-				
Total Program Expenses	\$ 763,918	\$ 806,983	\$ 842,088	\$ 873,616	\$ 911,649	\$ 943,417	\$ 979,923
Administrative Cost Allocation	(763,918)	(806,983)	(842,088)	(873,616)	(911,649)	(943,417)	(979,923)
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTES/ASSUMPTIONS

- 1) Other revenue (interest, etc.) predicted not to increase to create a conservative projection.
- 2) Salaries and benefits based on actual projections with approved COLA's, step increases, and adopted PERS rates for existing personnel.
- 3) Expenses are assumed to increase by 4% per year, except that major one-time projects planned for FY 24-25 are removed from FY 25-26.

Twain Harte Community Services District
WATER
FIVE YEAR PROJECTIONS

	22/23	23/24	24/25	25/26	26/27	27/28	28/29
	Actuals	Budget	Estimate	Estimate	Estimate	Estimate	Estimate
Current Revenue							
Service Charges	\$ 1,463,948	\$ 1,506,217	\$ 1,632,581	\$ 1,689,871	\$ 1,748,982	\$ 1,810,338	\$ 1,810,338
Fees	17,925	18,800	18,800	18,800	18,800	18,800	18,800
Taxes & Assessments	40,295	41,382	42,623	43,902	45,219	46,123	47,046
Grants & Donations	363,939	1,359,943	-	300,000	3,000,000	3,000,000	
Other Revenue	97,745	53,850	46,000	46,000	46,000	46,000	46,000
Total Program Revenue	\$ 1,983,852	\$ 2,980,192	\$ 1,740,004	\$ 2,098,572	\$ 4,859,000	\$ 4,921,261	\$ 1,922,184
Administrative Cost Allocation	1,004	470	470	470	470	470	470
GRAND TOTAL REVENUE	\$ 1,984,856	\$ 2,980,662	\$ 1,740,474	\$ 2,099,042	\$ 4,859,470	\$ 4,921,731	\$ 1,922,654
Expenses							
Salaries	\$ 335,173	\$ 335,849	\$ 352,518	\$ 373,322	\$ 394,298	\$ 417,263	\$ 428,630
Benefits	176,890	200,538	204,182	214,984	225,727	237,468	249,124
Equip, Auto, Maint, & Repairs	177,754	166,200	137,700	127,608	132,712	138,021	143,542
Materials & Supplies	42,086	49,400	51,200	53,248	55,378	57,593	59,897
Outside Services	178,110	460,650	43,200	40,768	42,399	44,095	45,858
Other	228,434	254,100	255,200	258,957	268,020	277,401	287,110
Debt Service	188,614	110,684	110,539	114,297	114,297	114,297	114,297
Total Program Expenses	\$ 1,327,061	\$ 1,577,420	\$ 1,154,539	\$ 1,183,185	\$ 1,232,832	\$ 1,286,138	\$ 1,328,458
Administrative Cost Allocation	359,041	379,282	395,781	410,600	428,475	443,406	460,564
TOTAL OPERATING EXPENSES	\$ 1,686,102	\$ 1,956,702	\$ 1,550,320	\$ 1,593,785	\$ 1,661,307	\$ 1,729,544	\$ 1,789,022
TOTAL OPERATING BALANCE	\$ 298,754	\$ 1,023,960	\$ 190,154	\$ 505,258	\$ 3,198,164	\$ 3,192,188	\$ 133,632
Capital Expenses							
Capital Outlay	310,836	1,037,646	798,000	890,000	3,315,000	3,136,320	265,000
TOTAL CAPITAL EXPENSES	310,836	1,037,646	798,000	890,000	3,315,000	3,136,320	265,000
GRAND TOTAL EXPENSES	\$ 1,996,938	\$ 2,994,348	\$ 2,348,320	\$ 2,483,785	\$ 4,976,307	\$ 4,865,864	\$ 2,054,022
TRANSFER TO/(FROM) RESERVE	\$ (12,082)	\$ (13,686)	\$ (607,846)	\$ (384,742)	\$ (116,836)	\$ 55,868	\$ (131,368)
Capital Reserve Balance	\$ 1,688,161	\$ 1,552,847	\$ 1,033,960	\$ 632,623	\$ 492,995	\$ 525,668	\$ 379,430
Rate/Revenue Stabilization Reserve	\$ 154,240.00	\$ 150,621.75	\$ 163,258.09	\$ 168,987.07	\$ 174,898.17	\$ 181,033.83	\$ 181,033.83
Operating Reserve Balance	\$ 363,929.00	\$ 489,175.48	\$ 387,580.02	\$ 398,446.13	\$ 415,326.66	\$ 432,385.89	\$ 447,255.43
GRAND TOTAL RESERVES	\$ 2,206,330	\$ 2,192,644	\$ 1,584,798	\$ 1,200,056	\$ 1,083,220	\$ 1,139,087	\$ 1,007,720

NOTES/ASSUMPTIONS

- 1) Service charges based on adopted rate increases with same water use as this past year.
- 2) Tax revenue assumed to increase by 3% per year, which is less than average over last 10 years.
- 3) Other revenue (interest, outside water sales) predicted not to increase to create a conservative projection.
- 4) Salaries and benefits based on actual projections with approved COLA's, step increases, and adopted PERS rates for existing personnel.
- 5) Expenses are assumed to increase by 4% per year, except that major one-time projects planned for FY 24-25 are removed from FY 25-26.
- 6) Administrative costs are based on 5-Year Admin Fund projections.
- 7) Capital Outlay is based on 5-year CIP plans.

Twain Harte Community Services District SEWER FIVE YEAR PROJECTIONS							
	22/23	23/24	24/25	25/26	26/27	27/28	28/29
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ 1,137,470	\$ 1,189,867	\$ 1,358,123	\$ 1,449,778	\$ 1,538,908	\$ 1,628,233	\$ 1,628,233
Fees	13,758	13,800	13,800	13,380	13,380	13,380	13,380
Taxes & Assessments	-	-	-	-	-	-	-
Grants & Donations	-	-	-	2,500,000	1,970,000	-	-
Other Operating Revenue	18,775	23,150	20,000	20,000	20,000	20,000	20,000
Total Program Revenue	\$ 1,170,003	\$ 1,226,817	\$ 1,391,923	\$ 3,983,158	\$ 3,542,288	\$ 1,661,613	\$ 1,661,613
Administrative Cost Allocation	534	250	250	250	250	250	250
GRAND TOTAL REVENUE	\$ 1,170,537	\$ 1,227,067	\$ 1,392,173	\$ 3,983,408	\$ 3,542,538	\$ 1,661,863	\$ 1,661,863
Expenses							
Salaries	\$ 185,287	\$ 179,875	\$ 189,603	\$ 201,067	\$ 211,992	\$ 224,204	\$ 230,264
Benefits	98,014	109,650	112,095	118,036	123,899	130,303	136,670
Equip, Auto, Maint, & Repairs	71,108	85,700	69,700	67,600	70,304	73,116	76,041
Materials & Supplies	5,112	6,000	6,100	6,344	6,598	6,862	7,136
Outside Services	4,285	27,850	28,000	29,120	30,285	31,496	32,756
Other	528,356	611,400	700,300	706,603	715,789	727,957	742,516
Debt Service	16,976	16,958	16,939	-	-	-	-
Total Program Expenses	\$ 909,138	\$ 1,037,433	\$ 1,122,737	\$ 1,128,770	\$ 1,158,866	\$ 1,193,938	\$ 1,225,383
Administrative Cost Allocation	190,980	201,746	210,522	218,404	227,912	235,854	244,981
TOTAL OPERATING EXPENSES	\$ 1,100,118	\$ 1,239,179	\$ 1,333,259	\$ 1,347,174	\$ 1,386,778	\$ 1,429,792	\$ 1,470,364
TOTAL OPERATING BALANCE	\$ 70,419	\$ (12,112)	\$ 58,914	\$ 2,636,234	\$ 2,155,760	\$ 232,071	\$ 191,499
Capital Expenses							
Capital Outlay	76,903	33,800	393,000	2,700,000	2,195,000	231,480	480,000
TOTAL CAPITAL EXPENSES	76,903	33,800	393,000	2,700,000	2,195,000	231,480	480,000
GRAND TOTAL EXPENSES	\$ 1,177,021	\$ 1,272,979	\$ 1,726,259	\$ 4,047,174	\$ 3,581,778	\$ 1,661,272	\$ 1,950,364
TRANSFER TO/(FROM) RESERVE	\$ (6,484)	\$ (45,912)	\$ (334,086)	\$ (63,766)	\$ (39,240)	\$ 591	\$ (288,501)
Capital Reserve Balance	\$ 862,038	\$ 789,365	\$ 422,594	\$ 355,349	\$ 297,295	\$ 278,199	\$ (20,445)
Rate/Revenue Stabilization Reserve	\$ 115,332	\$ 135,812.29	\$ 144,978	\$ 144,977.77	\$ 153,890.82	\$ 162,823.28	\$ 162,823.28
Operating Reserve Balance	\$ 303,514	\$ 309,794.72	\$ 333,315	\$ 336,793.52	\$ 346,694.51	\$ 357,448.06	\$ 367,591.02
GRAND TOTAL RESERVES	\$ 1,280,884	\$ 1,234,972	\$ 900,886	\$ 837,120	\$ 797,880	\$ 798,471	\$ 509,969

NOTES/ASSUMPTIONS

- 1) Service charges based on adopted rate increases with same water use as this past year.
- 2) Other revenue (interest, etc.) predicted not to increase to create a conservative projection.
- 3) Salaries and benefits based on actual projections with approved COLA's, step increases, and adopted PERS rates for existing personnel.
- 4) Expenses are assumed to increase by 4% per year, except that major one-time projects planned for FY 24-25 are removed from FY 25-26.
- 5) Administrative costs are based on 5-Year Admin Fund projections.
- 6) Capital Outlay is based on 5-year CIP plans.

Twain Harte Community Services District
FIRE
FIVE YEAR PROJECTIONS

	22/23	23/24	24/25	25/26	26/27	27/28	28/29
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	-	-	-	-	-	-	-
Taxes & Assessments	1,288,046	1,329,463	1,373,715	1,407,302	1,448,680	1,491,458	1,535,687
Grants & Donations	33,051	301,251	218,775	10,400	10,816	11,249	11,699
Other Operating Revenue	196,161	290,106	48,000	48,000	48,000	48,000	48,000
Total Program Revenue	\$ 1,517,258	\$ 1,920,820	\$ 1,640,490	\$ 1,465,702	\$ 1,507,496	\$ 1,550,707	\$ 1,595,385
Administrative Cost Allocation	385	180	180	180	180	180	-
GRAND TOTAL REVENUE	\$ 1,517,643	\$ 1,921,000	\$ 1,640,670	\$ 1,465,882	\$ 1,507,676	\$ 1,550,887	\$ 1,595,385
Expenses							
Salaries	\$ 600,010	\$ 699,386	619,077	643,833	663,638	679,233	\$ 693,280
Benefits	293,649	346,968	385,061	372,974	390,132	350,175	369,694
Equip, Auto, Maint, & Repairs	141,682	165,550	120,800	112,112	116,596	121,260	124,898
Materials & Supplies	8,484	10,300	10,800	11,232	11,681	12,148	12,512
Outside Services	20,850	25,700	26,200	26,208	27,256	28,346	29,196
Other	86,538	104,700	120,600	125,424	130,441	135,659	139,729
Debt Service	-	-	-	-	-	-	-
Total Program Expenses	\$ 1,151,213	\$ 1,352,604	\$ 1,282,538	\$ 1,291,784	\$ 1,339,745	\$ 1,326,821	\$ 1,369,308
Administrative Cost Allocation	137,505	145,257	151,576	157,251	164,097	169,815	176,386
TOTAL OPERATING EXPENSES	\$ 1,288,718	\$ 1,497,861	\$ 1,434,114	\$ 1,449,035	\$ 1,503,842	\$ 1,496,636	\$ 1,545,694
TOTAL OPERATING BALANCE	\$ 228,925	\$ 423,139	\$ 206,556	\$ 16,848	\$ 3,834	\$ 54,251	\$ 49,691
Capital Expenses							
Capital Outlay	364,558	450,900	328,000	-	50,000	80,000	-
TOTAL CAPITAL EXPENSES	364,558	450,900	328,000	-	50,000	80,000	-
GRAND TOTAL EXPENSES	\$ 1,653,276	\$ 1,948,761	\$ 1,762,114	\$ 1,449,035	\$ 1,553,842	\$ 1,576,636	\$ 1,545,694
TRANSFER TO/(FROM) RESERVE	\$ (135,633)	\$ (27,761)	\$ (121,444)	\$ 16,848	\$ (46,166)	\$ (25,749)	\$ 49,691
Capital Reserve Balance	\$ 547,232	\$ 440,448	\$ 348,832	\$ 356,669	\$ 281,187	\$ 257,065	\$ 280,183
Rate/Revenue Stabilization Reserve	\$ 66,651	\$ 61,421	\$ 63,466	\$ 65,017	\$ 66,929	\$ 68,905	\$ 70,949
Operating Reserve Balance	\$ 664,678	\$ 748,931	\$ 717,057	\$ 724,517	\$ 751,921	\$ 748,318	\$ 772,847
GRAND TOTAL RESERVES	\$ 1,278,561	\$ 1,250,800	\$ 1,129,355	\$ 1,146,203	\$ 1,100,037	\$ 1,074,288	\$ 1,123,979

NOTES/ASSUMPTIONS

- 1) Assessments are assumed to increase by their maximum COLA increase each year (3% and 4%).
- 2) Tax revenue assumed to increase by 3% per year, which is the average over last 10 years.
- 3) Other revenue (interest, Strawberry admin services) predicted not to increase to create a conservative projection.
- 4) Salaries and benefits based on actual projections with approved COLA's, step increases, and adopted PERS rates for existing personnel.
- 5) Benefits include a projection of Workers Comp as if no more significant injuries occur - EMOD is high through FY 26-27, then drops.
- 6) Expenses are assumed to increase by 4% per year, except that major one-time projects planned for FY 24-25 are removed from FY 25-26.
- 7) Administrative costs are based on 5-Year Admin Fund projections.
- 8) Capital Outlay is based on 5-year CIP plans.

Twain Harte Community Services District PARK FIVE YEAR PROJECTIONS							
	22/23	23/24	24/25	25/26	26/27	27/28	28/29
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	8,591	7,100	10,000	10,000	10,000	10,000	10,000
Taxes & Assessments	147,807	152,245	157,091	161,804	166,658	171,658	176,808
Grants & Donations	314,070	2,869,979	461,452	18,500	18,500	18,500	18,500
Other Operating Revenue	112,185	3,500	3,500	3,500	3,500	3,500	3,500
Total Program Revenue	\$ 582,653	\$ 3,032,824	\$ 632,043	\$ 193,804	\$ 198,658	\$ 203,658	\$ 208,808
Administrative Cost Allocation	214	100	100	100	100	100	100
GRAND TOTAL REVENUE	\$ 582,867	\$ 3,032,924	\$ 632,143	\$ 193,904	\$ 198,758	\$ 203,758	\$ 208,908
Expenses							
Salaries	\$ 4,631	\$ 20,299	\$ 19,942	\$ 21,434	\$ 23,045	\$ 24,855	\$ 25,575
Benefits	2,441	18,072	9,428	9,917	10,433	11,002	11,422
Equip, Auto, Maint, & Repairs	31,076	24,370	31,050	18,772	19,523	20,304	21,116
Materials & Supplies	846	1,500	1,900	1,976	2,055	2,137	2,222
Outside Services	4,357	4,500	4,500	4,680	4,867	5,062	5,264
Other	49,436	29,300	34,700	34,008	35,368	36,783	38,254
Debt Service	-	-	-	-	-	-	-
Total Program Expenses	\$ 92,787	\$ 98,041	\$ 101,520	\$ 90,787	\$ 95,290	\$ 100,143	\$ 103,853
Administrative Cost Allocation	76,392	80,698	84,209	87,362	91,165	94,342	97,992
TOTAL OPERATING EXPENSES	\$ 169,179	\$ 178,739	\$ 185,729	\$ 178,149	\$ 186,455	\$ 194,485	\$ 201,845
TOTAL OPERATING BALANCE	\$ 413,688	\$ 2,854,185	\$ 446,414	\$ 15,755	\$ 12,303	\$ 9,273	\$ 7,063
Capital Expenses							
Capital Outlay	\$302,897	\$2,940,427	\$552,000	\$0	\$25,000	\$0	\$0
TOTAL CAPITAL EXPENSES	\$302,897	\$2,940,427	\$552,000	\$0	\$25,000	\$0	\$0
GRAND TOTAL EXPENSES	\$472,076	\$3,119,166	\$737,729	\$178,149	\$211,455	\$194,485	\$201,845
TRANSFER TO/(FROM) RESERVE	\$110,791	-\$86,242	-\$105,586	\$15,755	-\$12,697	\$9,273	\$7,063
Capital Reserve Balance	\$366,939	\$283,319	\$173,850	\$193,301	\$176,354	\$181,513	\$184,793
Rate/Revenue Stabilization Reserve	\$12,235	\$5,905	\$6,292	\$6,386	\$6,483	\$6,583	\$6,686
Operating Reserve Balance	\$85,661	\$89,369	\$92,865	\$89,075	\$93,228	\$97,242	\$100,922
GRAND TOTAL RESERVES	\$464,835	\$378,593	\$273,007	\$288,762	\$276,065	\$285,338	\$292,401

NOTES/ASSUMPTIONS

- 1) Assessment are assumed to increase by its maximum COLA increase each year (3%).
- 2) Tax revenue assumed to increase by 3% per year, which is the average over last 10 years.
- 3) Fee revenue is projected to not increase to create a conservative revenue projection.
- 4) Other revenue (interest, etc.) predicted not to increase to create a conservative projection.
- 5) Salaries and benefits based on actual projections with approved COLA's, step increases, and adopted PERS rates for existing personnel.
- 6) Expenses are assumed to increase by 4% per year, except that major one-time projects planned for FY 24-25 are removed from FY 25-26.
- 7) Administrative costs are based on 5-Year Admin Fund projections.
- 8) Capital Outlay is based on 5-year CIP plans.

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected with the goal of optimizing yields while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds help assist public agencies in strengthening and diversifying their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Sponsored By:



www.calcities.org



**California Special
Districts Association**
Districts Stronger Together

www.csda.net

CALIFORNIA CLASS FEATURES

As a California CLASS Participant, you have access to many convenient features:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Contributions by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No redemption notices for Prime Fund
- Participant-to-Participant transactions
- Dividends accrue daily and pay monthly
- No maximum or minimum transaction limits
- No maximum or minimum investment requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.
**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of California CLASS?

Safety

The primary investment objective of the California CLASS Prime Fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

Liquidity

When you invest in the California CLASS Prime Fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the online transaction portal. There are no redemption notices for the daily-liquid California CLASS Prime Fund. The California CLASS Enhanced Cash Fund is a variable NAV fund that provides next-day liquidity and requires a one-day notification of redemption.

Competitive Returns

California CLASS strives to provide competitive yields while adhering to the objectives of safety and liquidity. Participants can benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. The portfolio performance objective is strengthened by the knowledge of

California public agency cash flows that the Public Trust team possesses.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, dividend accruals, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

Have Questions? Contact us or visit www.californiaclass.com for more information.



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the California CLASS Information Statement(s) before investing. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the California CLASS Information Statement(s) before investing. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. The California CLASS Prime Fund is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. The California CLASS Enhanced Cash Fund is rated by 'AAAF/S1' by FitchRatings. The 'AAAF' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

Invest with California CLASS Prime

Investing with California CLASS Prime could mean more for your local community. Use the California CLASS Prime investment calculator to see just how much you could have earned.

Amount Invested

Start Date

End Date

You would have earned
\$4,428.53
 on your investment if you started on
April 1, 2024

California CLASS Investment Income Earned				
As of Date	Time	\$1M	\$5M	\$10M
Apr 01 - Apr 30	1 month	\$4,429	\$22,143	\$44,285
Nov 01 - Apr 30	6 months	\$27,562	\$137,812	\$275,624
May 01 - Apr 30	12 months	\$55,596	\$277,979	\$555,959

Months listed are in the years 2023-2024

California CLASS Daily Yields as of Month-End

Month	Year	Month-End Yield
April	2024	5.3199%
March	2024	5.4330%
February	2024	5.4375%
January	2024	5.4710%
December	2023	5.5508%
November	2023	5.5691%
October	2023	5.5540%
September	2023	5.5193%
August	2023	5.4663%
July	2023	5.4443%
June	2023	5.2651%
May	2023	5.1880%

For more information on both historical yields and annualized performance, visit www.californiaclass.com/rates or scan the below QR code:



Source: Public Trust Advisors, LLC. Data unaudited. Charts and/or values presented may not add up precisely to absolute figures due to rounding. Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. California CLASS Prime is not a bank. An investment in California CLASS Prime is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime stable NAV fund(s) seek to preserve the value of your investment at \$1.00 per share, California CLASS Prime cannot guarantee they will do so. Please review the applicable Information Statement(s) before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

California CLASS Participant List April 2024

Counties

El Dorado County
Sonoma County Treasurer

Lake County

Municipalities

City of Artesia
City of Brentwood
City of Folsom
City of Fullerton
City of Hanford
City of Kingsburg
City of Moreno Valley
City of Oroville
City of Santa Ana
City of Wasco
Town of Fort Jones

City of Beaumont
City of Farmersville
City of Fowler
City of Gilroy
City of Hemet
City of Lancaster
City of Morgan Hill
City of Porterville
City of Shafter
City of Williams
Town of Paradise

Other

California CLASS Enhanced Cash
CSDA Finance Corporation
Public Agencies Self-Insurance System
Special District Leadership Foundation
Tri-County Water Authority

California Special Districts Association
League of California Cities
Sewer Authority Mid-Coastside
Special District Risk Management Authority

Special Districts

Alameda County Mosquito Abatement District
Altadena Library District
Artesia Cemetery District
Banning Library District
Bell Canyon Community Services District
Bolin Fire Protection District
Brooktrails Township Community Services District
Camarillo Health Care District
Central Fire District of Santa Cruz County

Alpine Fire Protection District
Anderson Springs Community Service District
Atwell Island Water District
Beaumont Library District
Bighorn - Desert View Water Agency
Bonita Sunnyside Fire Protection District
Cabazon Water District
Castroville Cemetery District
Channel Islands Beach Community Services District

California CLASS Participant List April 2024

Chester Public Utility District	Chico Area Recreation & Park District
Chino Basin Water Conservation District	Chino Basin Watermaster
City of Big Bear Lake, Department of Water and Power	Clovis Veterans Memorial District
Coachella Valley Resources Conversation District	Coalinga - Huron Recreation & Parks District
Coastside Fire Protection District	Contra Costa Mosquito & Vector Control District
Copper Valley Community Services District	Corcoran Irrigation District
Corning Healthcare District	Costa Mesa Sanitary District
Crescenta Valley Water District	Del Puerto Health Care District
Delano Mosquito Abatement District	Desert Recreation District
Durham Irrigation District	East Orange County Water District
Emerald Bay Service District	Fallbrook Regional Health District
Georgetown Divide P.U.D.	Glenn County Resource Conservation District
Gold Mountain Community Services District	Goleta Sanitary District
Grossmont Healthcare District	Groveland Community Services District
Helendale Community Services District	Heritage Ranch Community Services District
Herlong Public Utility District	Hilmar County Water District
Humboldt Bay Municipal Water District	Humboldt Community Services District
Idyllwild Water District	Igo Ono Community Services District
Indian Valley Community Services District	Ironhouse Sanitary District
Kensington Police Protection and Community Services District	Kenwood Fire Protection District
Keyes Community Services District	La Puente Valley County Water District
Lakeside Fire Protection District	Las Gallinas Valley Sanitary District
Leucadia Wastewater District	Littlerock Creek Irrigation District
Livermore Area Recreation and Park District	Los Alamos Cemetery District
Madera Irrigation District	Mariana Ranchos County Water District
Marina Coast Water District	Mark Twain Health Care District
McKinleyville Community Services District	Mendocino Coast Recreation and Park District
Mendocino County Waterworks District II	Midway City Sanitary District
Mission Hills Community Services District	Mojave Water Agency
Murphy's Sanitary District	North County Fire Protection District, San Diego County
North Humboldt Recreation and Park District	North of River Sanitary District No. 1
Oceano Community Services District	Olympic Valley Public Service District
Orange County Cemetery District	Oxnard Harbor District
Palos Verdes Library District	Paradise Irrigation District

California CLASS Participant List April 2024

Paradise Recreation & Park District	Phelan Pinon Hills Community Services District
Pico Water District	Pine Grove Community Service District
Pleasant Valley County Water District	Pleasant Valley Recreation and Park District
Rainbow Municipal Water District	Rancho Murieta Community Services District
Rancho Santa Fe Fire Protection District	Reclamation District No. 1000
Resource Conservation District of Greater San Diego County	Rim of the World Recreation and Park District
Rossmoor Los Alamitos Area Sewer District	San Antonio Basin Water District
San Diego County Citrus Pest Control District	San Gabriel Valley Mosquito and Vector Control District
San Mateo County Mosquito and Vector Control District	San Miguel Consolidated Fire Protection District
San Simeon Community Services District	Santa Cruz Port District
Santa Maria Public Airport District	Santa Ynez River Water Conservation District
Sierra Resource Conservation District	South Placer M.U.D.
Stockton East Water District	Tahoe - Truckee Sanitation Agency
Tahoe City Public Utility District	Tehachapi Valley Recreation and Park District
Temecula Public Cemetery District	Templeton Community Services District
Town of Discovery Bay - Community Services District	Trabuco Canyon Water District
Tracy Rural County Fire Protection District	Truckee Donner Recreation and Park District
Truckee Sanitary District	Truckee Tahoe Airport District
Turner Island Water District	Twentynine Palms Water District
Union Public Utility District	Vandenberg Village Community Services District
Ventura River Water District	Vista Fire Protection District
Wallace Community Services District	Weott Community Services District
West Basin Municipal Water District	West County Wastewater District
Western Shasta Resource Conservation District	Williams Fire Protection Authority
Yuima Municipal Water District	

Total Participants: 169

Disclaimer: This participant list is being made public as a service to our participant base. The listed participants are active as of the end of the month.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Investment Policy
POLICY NUMBER: 3015
ADOPTED: October 10, 2013
AMENDED: 1/9/14, 12/10/15, 11/13/19
LAST AMENDED: January 12, 2022

3015.10 INTRODUCTION

The purpose of this written Investment Policy is to establish the guidelines for the prudent investment of Twain Harte Community Services District funds. The objectives of this Policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards, and proper delegation of authority reduces the potential for any realized loss.

3015.20 AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements including, but not limited to, California Government Code sections 16429.1, 53600, 53601, 53607, 53635, 53638, and 53646. As provided for by Government code, the Board of Directors delegates the authority to manage the investment program to the District Treasurer. All investment portfolio decisions made by the Treasurer shall require the endorsement of the Finance Committee & General Manager. In the event of an emergency only the General Manager's endorsement shall be required. Under no circumstances is the Treasurer permitted to make an investment that is not specifically authorized by law (see Figure 1) and this policy. The treasurer may invest up to 10% of funds in securities that have a term remaining maturity in excess of five years and up to 20% of funds with Board approval.

The Treasurer may retain the services of a qualified independent investment consultant, with a fee-only arrangement (e.g., percentage of assets under management, hourly fee, or fee per service), to perform the roles and responsibilities set forth in Attachment A.

3015.30 SCOPE

The District investment portfolio shall consist of surplus money in the District's treasury not required for the immediate necessities of the District.

3015.40 OBJECTIVES

This policy is a conservative policy guided by three principles of public fund management. In specific order of importance, the three principles are:

1. **Safety of Principal** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.
3. **Yield** - Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

3015.50 STANDARDS OF CARE

3015.51 Prudence - Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

3015.52 Conflicts of Interest - Officers and employees involved in the investment process shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

3015.60 SAFEKEEPING

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited prior to the release of funds. Securities will be held in accordance with the provisions of Section 53601 of the Government Code.

3015.70 DIVERSIFICATION

Investments will be diversified to avoid losses that may be associated with any one investment.

3015.80 REPORTING REQUIREMENTS

Each quarter that an investment program is in place, the Treasurer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

3015.90 PERFORMANCE REVIEW

An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program once the program is implemented.

The purpose of this review, in addition to evaluation of performance, is to provide the platform for changes and improvements to the portfolio.

3015.100 APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the Board and reviewed annually in January coinciding with the annual performance review and the start of new law passed through the previous State Legislative Cycle. Consideration should be given to any changes in statute or investment strategies that may impact this policy. If the District is not engaged in an investment program, the Board may choose to review this policy once prior to program implementation instead of performing an annual review.

.ATTACHMENT A

Investment Consultant/Advisor Role & Responsibilities

I. AUTHORIZED INVESTMENT CONSULTANT

The Investment Consultant must be registered with either State or Federal securities regulators pursuant to the Investment Advisers Act of 1940. The Investment Consultant will provide a copy of the ADV Form Part II for the Investment Consultant and his or her company to the District during the annual investment performance review, and will disclose whether the Investment Consultant has an ownership or other interest in any of the investment options being reviewed or recommended by the Investment Consultant. The Investment Consultant will immediately notify the District of any Securities and Exchange Commission or other regulatory investigations into its actions related to the type of services provided to the District or of any felony conviction.

II. INVESTMENT CONSULTANT RESPONSIBILITIES

The primary responsibility of the Investment Consultant is to inform and advise the District on various investment related issues with respect to the oversight of and potential enhancements to the portfolio. Such services include:

- A. Assisting the District with determining an appropriate process for constructing the structure of the investment menu.
- B. Providing timely, accurate, and unbiased quarterly reports evaluating return, risk and characteristics (where available) of each of the funds compared to appropriate indexes and/or peer group universes.
- C. Apprising the District of changes with regard to its funds in an appropriate time frame given the significance of the information.
- D. Conducting a fund review at the request of the District when, for example, noteworthy changes or significant under-performance occurs.
- E. Assisting the District in the search and replacement of existing funds when a review so merits this change.
- F. Ensuring the District's investments do not violate State or Federal law or anything set forth in Figure 1.

The Investment consultant has no discretionary control or authority over the Plan and its assets. However, in its role as an advisor to the District, the Investment Consultant acknowledges a limited fiduciary role with respect to the investment advice provided to the District.

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2021)^a APPLICABLE TO ALL LOCAL AGENCIES^b

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY ^c	MAXIMUM SPECIFIED % OF PORTFOLIO ^d	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^e	None	53601(g)
Commercial Paper—Non-Pooled Funds ^f (under \$100,000,000 of investments)	270 days or less	25% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper— Pooled Funds ⁱ	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ^j	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% ^k	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% ^k	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^l	20% of the base value of the portfolio	None ^m	53601(j)
Medium-Term Notes ⁿ	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple ^{o,p}	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^q	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^o	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^r	N/A	None	None	16340
Supranational Obligations ^s	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

FROM CA LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

- ^A Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- ^B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- ^C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- ^D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- ^E No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- ^F Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- ^G Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.
- ^H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- ^I Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- ^J No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- ^K Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.
- ^L Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- ^M Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- ^N "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- ^O No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- ^P A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- ^Q A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- ^R Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- ^S A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- ^T Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- ^U Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Program

POLICY NUMBER: 2300

ADOPTED: December 12, 2013

AMENDED:

LAST AMENDED:

2300.10 PURPOSE

The District's mission is enhanced by the active participation of the community. As such, the District encourages the involvement of volunteers to improve its services and to increase its contact with the community it serves. This policy sets forth the requirements for volunteer involvement.

2300.20 DEFINITION OF VOLUNTEER

2300.21 Volunteers. Volunteers are individuals or groups who, on behalf of the District and at the District's direction, donate their time, talent, and skills to meet a specific District need without receiving compensation. Volunteers are not considered employees of the District and no District employee benefits will be conferred on any volunteer. Volunteers are not eligible for Workers' Compensation benefits.

2300.22 Volunteer Firefighter. This policy does not apply to volunteer firefighters. See District Policy 23012, "Program Description—Volunteer Fire Reserve Program Firefighter/Operational Support Unit" for information on volunteer firefighters.

2300.30 SCOPE OF VOLUNTEER SERVICES

2300.31 Volunteer Services. At the discretion of the General Manager, volunteers may be used to perform any service provided by the District. Volunteers will only be used on a short-term or one-time basis to meet specific needs.

2300.32 Volunteer Positions. Since volunteer services will vary based on the District's specific needs, there are no specific volunteer position descriptions. Duties and responsibilities will be assignment-specific and will be clearly communicated to the volunteer prior to the performance of work.

2300.33 Training and Safety. If needed, the District will provide training regarding basic performance of work. The District will also provide assignment-specific safety training and personal protective equipment.

2300.34 Volunteer Conduct. Volunteers represent and act on behalf of the District while performing services for the District. As such, volunteers are required to conduct themselves in a professional and courteous manner while performing volunteer work. Volunteers must act in a manner that does not put other volunteers, staff, public and District facilities in danger.

2300.35 Dismissal. The District may prohibit any volunteer from providing District services at any time, for any reason.

2300.40 VOLUNTEER AGREEMENT

2300.41 Individuals. Volunteers must sign the attached Volunteer Agreement prior to performing any volunteer services for the District. A Volunteer Agreement must be completed for each separate volunteer activity/event.

2301.42 Organizations. If an organization offers services of a group, an authorized individual from the organization may sign one Volunteer Agreement on behalf of all members of its group. In such a case, the organization will be responsible for each member of its group.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
VOLUNTEER AGREEMENT**

I am volunteering for the following need/activity:

As a volunteer for the Twain Harte Community Services District, I agree to the following:

1. I will perform the duties assigned to me in a professional and courteous manner with the goal of enhancing the District's services and community relationships.
2. I will conduct myself in a manner that does not put other volunteers, staff, public and District facilities in danger.
3. My services will be donated and I will not be entitled to any compensation.
4. My services do not create an employment relationship with the District and I will not be entitled to receive any of the benefits conferred on District employees, including, but not limited to, Workers' Compensation benefits.

Organization (if applicable):

Print Name: _____

Signature: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: ~~Program Description – Reserve Firefighter/Reserve Operator~~ **Volunteer Reserve Program**

POLICY NUMBER: 2301

ADOPTED: December 12, 2013

AMENDED:

LAST AMENDED:

2301.10 PURPOSE

~~Twain Harte Fire & Rescue's (THFR) This policy establishes a Vvolunteerary Reserve Program, which provides an opportunity for interested individuals to further their Fire fire Service service professional development by becoming affiliated with the agency District as a Volunteer Reserve. The program has two levels of participation: Reserve Firefighter and Reserve Operator, each with prerequisite certifications. Both Reserve levels will regularly participate in fire training and education that assists them in potentially becoming a professional firefighter or an Intern. Reserve Firefighters/Reserve Operators can also expect to participate in special projects, meetings, personal development and public education/relation details within the community, alongside Twain Harte Community Services District staff and volunteers. Reserve Firefighters/Reserve Operators will also respond to emergency incidents and work under the direct supervision of the on-duty Company Officer. A Reserve Firefighter and Reserve Operator will be required to work two 24-hour shifts per month (48 hours total). This program was developed for firefighters with minimal experience that do not live in the immediate response area of the District.~~

~~The District will establish eligibility requirements for individuals interested in participating in the Reserve Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Reserve Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.~~

2301.20 DEFINITIONS

2301.21 Volunteer Reserve Program. ~~The Reserve Program has two levels of participation: Reserve Firefighter and Reserve Operator, each with prerequisite certifications. Both Reserve levels will regularly participate in fire training and education that assists them in potentially becoming a professional firefighter or an Intern. Reserve Firefighters/Reserve Operators can also expect to participate in special projects, meetings, personal development and public education/relation details within the community, alongside District staff and volunteers. Reserve Firefighters/Reserve Operators will also respond to emergency incidents and work under the direct~~

THCSD 2301 Program Description – Reserve Firefighter/Reserve Operator

supervision of the on-duty Company Officer. This program was developed for firefighters with minimal experience that do not live in the immediate response area of the District.

The District will establish specific eligibility requirements for individuals interested in participating in the Volunteer Reserve Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Reserve Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.

2301.21 Reserve Firefighter. ~~This position will be an entry level Firefighter position with THFR.~~ The Reserve Firefighter will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

2301.22 Reserve Operator. ~~This position will be an advanced level Firefighter position with THFR.~~ The Reserve Operator is required to have a current commercial driver's license or a Firefighter-endorsed Class C license, prior to program participation. The Reserve Operator will be responsible, under direction of the Company Officer, for operation of District apparatus. The Reserve Operator will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

2301.30 Objective

~~2301.31 The intent of the Reserve program is to provide work experience and on-the-job training opportunities for individuals pursuing a career in the fire service. It also provides opportunity for individuals to familiarize themselves with the normal day-to-day operations of a Fire Department.~~

~~2301.32 The program has been developed to provide structured personal growth and professional development to the participant.~~

~~2301.33 The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Reserve programs within the county.~~

~~2301.34 The training and experience is intended to be challenging, allowing participants in the program to use the experience they gain in similar situations.~~

~~2301.35 The program will provide an opportunity to the Reserve participants to develop the knowledge, skills, abilities and qualifications necessary to become successful in being hired by a Fire Department.~~

2301.30 Compensation ~~Stipends~~ STIPENDS

~~THFR Volunteer Reserves~~ will receive a nominal stipend of \$50.00 per 24-hour shift, ~~paid at the beginning of each month with NO~~ No other benefits or unemployment eligibility will be provided, with the exception of Worker's Compensation.

~~2301.42 Reserve Program participants will receive numerous training and certification opportunities within the department and from outside instructors at no cost, depending on candidate experience and the Training Officer's determination of needs.~~

~~Reserves~~ may be utilized for in/out-of-county mutual aid responses to State or Federal emergencies, ~~if the on-duty Interns are unable to commit to the assignment. Once on an out-of-county assignment~~ When assigned to such a response, the Reserve will be eligible for hourly compensation during that incident, ~~determined by THFR's~~ based on the District's salary survey rate letter on file at the time of dispatch.

~~2301.44 Basic uniform articles will be provided.~~

~~2301.45 When successful in completing all skill signoffs, training requirements and time requirements for CA FFI, FFII and CA Driver/Operator certification, all processing fees will be paid by THFR.~~

~~2301.46 An individual participating in the capacity of Reserve Firefighter/Reserve Operator is not covered under the current union contract, is not eligible for the District's retirement benefits and time served in the program does not count for District seniority purposes.~~

2301.50 Program Eligibility

~~2301.51 The potential candidate must meet the following minimum requirements to be considered for placement in the Reserve Program:~~

~~2301.51.1 Graduation from high school or passage of the high school level General Education Development (GED).~~

~~2301.51.2 Must be eighteen (18) years of age, prior to participation.~~

~~2301.51.3 Possession of a valid California Class B Commercial Driver's License or California Class C Driver's License with Firefighter endorsement and current DMV Medical Examiner's Certificate.~~

~~2301.51.4 Have current personal vehicle insurance.~~

~~2301.51.5 Reserves must be certified as a Tuolumne County First Responder or EMT, with current CPR/AED credentials.~~

2301.60 Program Requirements

~~2301.61 Testing Process:~~

~~2301.61.1 Potential Reserve Program participants are required to file a THFR application, IRS W9, a THFR Ethics Statement and a Hepatitis B vaccination preference.~~

~~2301.61.2~~ The testing process may consist of the following:

- ~~1) Application submittal and review for meeting minimum qualifications~~
- ~~2) Written test with score higher than 80 %~~
- ~~3) Physical agility test and basic pump operations (for Reserve Operators only)/ manipulative test~~
- ~~4) Oral panel interview~~

~~2301.61.3~~ If successful in above process, candidate will then be required to ride with EACH SHIFT, no less than 8 hours to further determine compatibility with Department.

~~2301.61.4~~ Upon completion of ride time, Reserve participants will be subject to Fire Chief's interview, before continuing in the placement process.

~~2301.61.5~~ Candidate will pass pre-employment drug screening, background check, Life Scan finger printing and physical exam, spirometer test and TB test prior to being placed on shift, at discretion of Fire Chief.

~~2301.62~~ All Reserves will be required to work a MINIMUM OF A 48 HOUR SHIFT PER MONTH (shifts can be broken up into two 24 hour shifts). All Reserves will need to attend a mandatory Wildland Fire refresher, Pack Test, EMR or EMT refresher, Hazardous Material Fire Responder Refresher and Blood Borne Pathogens refresher annually. For Reserve Operator, there will be a mandatory 40-hour Fire Apparatus workshop to learn all the department apparatus and inspection forms.

~~2301.63~~ Reserve will report to the station no later than 7:45 am on the day of scheduled shift. This provides adequate time to do a pass-along with the outgoing shift. If the scheduled day has a conflict with written, physical or oral tests for employment at a regular paid fire department/district, Reserve will need to advise the Reserve Program Coordinator or Fire Chief to reschedule for another day.

~~2301.63.1~~ Shift Duty:

~~2301.63.1.1~~ Reserve will NOT be scheduled to any specific shifts, but will be encouraged to work with each shift.

~~2301.63.1.2~~ Reserve shift will start at 0800 and end at 0800 next day.

~~2301.63.1.3~~ Reserve shall reside at station while on shift.

~~2301.63.1.4~~ Reserve will comply with all current District policies and procedures, and THFR standard operating procedures.

~~2301.63.1.5~~ Reserve will participate in work details that have been assigned to him/her by the Company Officer in charge of their assigned shift (Captain/Relief Captain). Work may include but not be limited to:

- ~~1) Training/proficiency drills~~
- ~~2) Station maintenance/cleaning~~
- ~~3) Apparatus inspections, maintenance and cleaning~~

- 4) ~~Equipment inspections, testing, maintenance and cleaning~~
- 5) ~~Public education details~~
- 6) ~~Fire prevention details~~
- 7) ~~Hose and hydrant testing~~
- 8) ~~Physical fitness~~
- 9) ~~Emergency responses~~

~~2301.64 All Reserves will be subject to a 6-month probation period, during which they will be required to complete the probationary handbook and all assigned tests and evaluations. Failure to complete the probationary tasks or maintain all required certifications will be grounds for dismissal from the Program.~~

~~2301.65 The probationary period will require intense training and studying in order to obtain necessary experience (depending on qualifications) to become CA Firefighter I, FFII Driver Operator I and/or Engine Boss Trainee.~~

~~2301.70 Program Expectations~~

~~2301.71 Completion of probationary handbook, tests, skill sign-offs and participation in annual refresher training and proficiency drills.~~

~~2301.72 Participants will be expected to independently study training aids, District policy manuals, maps and other reference material provided by THFR.~~

~~2301.73 Perform scheduled daily tasks.~~

~~2301.74 Conduct that maintains the professionalism of THFR, both on and off duty.~~

~~2301.80 Personnel Roster/Stipend Documents~~

~~2301.81 The THFR Department shall maintain a personnel roster for all Reserve participants. This roster, at a minimum, shall list the participants name, address, telephone number, email address and emergency contact information.~~

~~2301.82 Reserve will be required to fill out a monthly stipend sheet that captures hours worked each month, which will be verified and signed by the Reserve. The Fire Chief will approve the monthly stipend sheet and submit it to the General Manager for approval and processing for payment.~~

~~2301.90 Accountability~~

~~2301.91 All Reserves will be subject to the Department's Standard Operating Procedures, the District Policies and Procedures and those unwritten standards that would normally be adhered to by a prudent person.~~

~~2301.92 The Company Officer on-duty will be assigned as the supervisor of the Reserve participant assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator and Fire Chief. Performance will be closely observed and a record maintained in the Daily Log Book. The paid staff will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems, complaints or~~

issues. If at all possible, any issues will be handled at the lowest possible level, prior to being brought to the attention of the Fire Chief.

~~2301.93~~ The highest ranking officer on duty will schedule all work assignments. In the event of a problem or complaint, the issue shall be submitted, in writing, to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

~~2301.100 Uniform~~

~~2301.101~~ All Reserves will be restricted from participating in fire prevention inspections or public education details until they have been issued NFPA compliant uniform clothing, as approved by the Fire Chief. THCR will provide NFPA compliant uniforms to each Reserve participant upon commencement of eligibility to request scheduled participation times. The uniform shall consist of the following clothing items:

- ~~1) NFPA compliant pants~~
- ~~2) Navy blue, button front, duty shirt~~
- ~~3) Navy blue station tee shirt~~
- ~~4) Black basket weave leather belt~~
- ~~5) Badge~~
- ~~6) Nametag~~

~~2301.102~~ It shall be the responsibility of the Reserve to procure the following items at his/her own expense:

- ~~1) Cotton under garments~~
- ~~2) NFPA compliant station boots~~
- ~~3) Personal hygiene products~~
- ~~4) Bedding~~
- ~~5) Other approved optional uniform items at Reserve discretion.~~
- ~~6) Maintenance of uniform articles in clean and neat condition.~~

~~2301.110 Safety Equipment~~

~~2301.111~~ Reserve Program participants shall be issued the following safety equipment:

- ~~1) STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.~~
- ~~2) WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear~~
- ~~3) MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.~~
- ~~4) COMMUNICATIONS EQUIPMENT: Pager, Charger.~~
- ~~5) MISCELLANEOUS: Firefighter Bag.~~

~~2301.120 Driving Privileges~~

~~2301.121 All Reserves must maintain a current CA Class B driver's license or Firefighter Endorsement to CA Class C license that is in good standing and provide a DMV printout showing no moving violations in the last 2 years.~~

~~2301.122 All Reserves must show proof of personal vehicle insurance upon acceptance and during participation in program.~~

~~2301.123 Driving approval of Department vehicles will only be approved after Reserve has completed Fire Apparatus Work Shop and a drive test by Department Training Officer or Fire Chief's delegate.~~

~~2301.124 Code Three driving will only be allowed once Reserve has completed Department provided emergency vehicle operation training and successful passing of field test.~~

~~2301.130 Off Duty~~

~~2301.131 When off duty, Reserve may utilize free time as they wish. Reserve is expected to follow District Policies and Procedures, THFD Standard Operating Procedures and be good stewards of the program, whether on or off duty. Reserves shall conduct themselves in a professional manner at all times and will not participate in activities, behavior or discussions, either in person or electronically, that presents themselves, the THFR or any other Fire Department in an unfavorable position.~~

~~2301.140~~ **40 Termination of Service** TERMS AND CONDITIONS OF VOLUNTEER RESERVE PROGRAM

2301.41 Voluntary Participation. Participation in the Reserve Program is entirely voluntary on the part of the participants, subject to meeting the Program requirements and participants are not considered employees of the District. The District reserves the right to remove a participant from the Reserve Program at any time, including for a breach of violation of any rules, regulations, policies or program eligibility requirements at the sole discretion of the Fire Chief.

2301.42 Minimum Participation Requirements. The Reserve will be required to participate in at least one 24-hour shift per month to continue to participation in the Reserve Program.

2301.43 Probation Period. All Reserves Program participants will be subject to a 6-month probation period, during which they will be required to complete the probationary handbook and all assigned tests and evaluations. Failure to complete the probationary tasks or maintain all required certifications will be considered an inability to meet the Program requirements and result in dismissal from the Reserve Program.

2301.44 Withdrawal. ~~Either party can terminate an individual's~~ A Reserve Program participant can also choose to end their voluntary participation in the Reserve Program at any time by notifying the ~~District~~ other party, in writing.; ~~The District requests that a participant provide~~ fourteen (14) days in advance notice of ~~said termination of their~~ intent to withdraw participation where possible.

2301.45 Equipment. All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Reserve ~~by THFR~~ shall be ~~surrendered to their assigned shift~~

~~supervisor or the Fire Chief upon~~ returned to the District upon dismissal or voluntary withdrawal from the Reserve Program. ~~termination of service.~~

~~2301.143~~ A breach or violation of any of the rules, regulations, policies, conducts or program ~~eligibility requirements is grounds for immediate termination of the Reserve, at the discretion of~~ Fire Chief.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Reserve Program

POLICY NUMBER: 2301

ADOPTED: December 12, 2013

AMENDED:

LAST AMENDED:

2301.10 PURPOSE

This policy establishes a Volunteer Reserve Program, which provides an opportunity for interested individuals to further their fire service professional development by becoming affiliated with the District as a Volunteer Reserve.

2301.20 DEFINITIONS

2301.21 Volunteer Reserve Program. The Reserve Program has two levels of participation: Reserve Firefighter and Reserve Operator, each with prerequisite certifications. Both Reserve levels will regularly participate in fire training and education that assists them in potentially becoming a professional firefighter or an Intern. Reserve Firefighters/Reserve Operators can also expect to participate in special projects, meetings, personal development and public education/relation details within the community, alongside District staff and volunteers. Reserve Firefighters/Reserve Operators will also respond to emergency incidents and work under the direct supervision of the on-duty Company Officer. This program was developed for firefighters with minimal experience that do not live in the immediate response area of the District.

The District will establish specific eligibility requirements for individuals interested in participating in the Volunteer Reserve Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Reserve Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.

2301.21 Reserve Firefighter. The Reserve Firefighter will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

2301.22 Reserve Operator. The Reserve Operator is required to have a current commercial driver's license or a Firefighter-endorsed Class C license, prior to program

participation. The Reserve Operator will be responsible, under direction of the Company Officer, for operation of District apparatus. The Reserve Operator will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

2301.30 STIPENDS

Volunteer Reserves will receive a nominal stipend of \$50.00 per 24-hour shift. No benefits or unemployment eligibility will be provided, with the exception of Worker's Compensation.

Reserves may be utilized for in/out-of-county mutual aid responses to State or Federal emergencies. When assigned to such a response, the Reserve will be eligible for hourly compensation during that incident, based on the District's salary survey rate letter on file at the time of dispatch.

2301.40 TERMS AND CONDITIONS OF VOLUNTEER RESERVE PROGRAM

2301.41 Voluntary Participation. Participation in the Reserve Program is entirely voluntary on the part of the participants, subject to meeting the Program requirements and participants are not considered employees of the District. The District reserves the right to remove a participant from the Reserve Program at any time, including for a breach of violation of any rules, regulations, policies or program eligibility requirements at the sole discretion of the Fire Chief.

2301.42 Minimum Participation Requirements. The Reserve will be required to participate in at least one 24-hour shift per month to continue to participation in the Reserve Program.

2301.43 Probation Period. All Reserves Program participants will be subject to a 6-month probation period, during which they will be required to complete the probationary handbook and all assigned tests and evaluations. Failure to complete the probationary tasks or maintain all required certifications will be considered an inability to meet the Program requirements and result in dismissal from the Reserve Program.

2301.44 Withdrawal. A Reserve Program participant can also choose to end their voluntary participation in the Reserve Program at any time by notifying the District in writing. The District requests that a participant provide fourteen (14) days advance notice of their intent to withdraw participation where possible.

2301.45 Equipment. All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Reserve shall be returned to the District upon dismissal or voluntary withdrawal from the Reserve Program.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Program Description – Volunteer Firefighter/Operational Support Unit
POLICY NUMBER: 2302
ADOPTED: April 12, 2012
AMENDED: November 14, 2013

2302.10 The Twain Harte Community Services District Fire and Rescue Division (THFRD) maintains a Volunteer Firefighter and Operational Support Unit that is designed to augment staffing to paid personnel levels. There are two volunteer sub-programs within the Fire and Rescue Division: the Volunteer Firefighter Program and the Operational Support Unit Program.

2302.20 Overall Program Intent

The overall program intent of the Supplemental Staffing Program is to provide the on-duty paid captain with supplemental staffing during certain times of the day. While the Resident and Sleep-In Firefighter sub-programs are very similar, there are some subtle functional differences in the two programs, which are explained further below.

2302.30 Volunteer Firefighter Program

2302.31 The intent of the Volunteer Firefighter Program includes:

- a). Providing supplemental staffing to the normal daily staffing levels.
- b). Assuring that additional personnel are available during significant incidents and necessary District coverage periods.
- c). Providing the Volunteer Firefighter the opportunity to gain exposure to the fire protection profession, enhancing their professional and personal growth and advancement.
- d). Augmenting regularly scheduled staff for purposes of staffing Engine for statewide Mutual Aid Response.

2302.32 The regular paid on-duty staff will closely supervise Volunteer Firefighters.

2302.32.1 Under the supervision of the on-duty officer, Volunteer Firefighters respond to fire, medical and other rescue emergencies; use various fire, medical and rescue tools and equipment; drive and operate fire apparatus; assist in returning apparatus back into service following incidents and perform other duties as required or assigned.

2302.33 Examples of Duties

- a). Respond to fire, medical and rescue incidents as member of engine company
- b). Drive fire apparatus and operate fire pumps if hold proper licenses, certifications and are qualified.

- c). Assist in returning apparatus and equipment to service following emergency incidents and training activities.
- d). Assist with station maintenance and vehicle maintenance
- e). Attend required currency training

2302.34 Knowledge and Abilities

- a). Contemporary structural and wildland fire suppression techniques, emergency medical care, vehicle extrication and rope rescue skills.
- b). Fire service administrative and emergency management concepts.
- c). Operation of fire apparatus and pumping systems.
- d). Think clearly, develop and implement effective action plans, act quickly and provide effective direction under emergency conditions.
- e). Effectively lead, supervise and maintain discipline under emergency conditions.
- f). Prepare clear and concise reports.
- g). Interact with the public and promote a positive public image.
- h). Work cooperatively with both paid and volunteer firefighters.
- i). Communicate effectively both orally and in written form.

2302.35 Minimum Qualifications

- a). Minimum of one (1) year experience as either a CSFM Certified Volunteer Firefighter or TCFD Recruit Academy Graduate.
- b). First Responder and AED Certified.
- c). Rope Rescue Certified
- d). Extrication Certified

2302.40 Operational Support Unit Program

2302.41 The Operational Support Unit (OSU) utilizes people who are not necessarily interested in, or perhaps are not physically capable of, becoming routinely responding firefighters, but are interested and/or qualified to perform some non-emergency and incident management functions. As OSU members participate in the activities and functions of the THFRD, they become stewards of the THFRD. OSU members will serve as extensions of THFRD in our community and further educate the public on the many benefits and services THFRD provides to the community. Additionally, the functions performed by OSU personnel relieve firefighters from performing these tasks, resulting in more firefighters being available for assignment to technical emergency tasks and functions. Some OSU members will represent THFRD in different positions on various State and National Incident Management Teams. OSU personnel also participate in THFRD's various social events, fundraisers, fire prevention education presentations, training delivery and numerous other THFRD projects.

2302.42 Intent of the OSU Program:

- a). Provide additional personnel who can provide logistical support to the normal staffing level during significant emergency and non-emergency events.
- b). Assist with administrative duties as assigned by Chief.

- c). Respond as member of Incident Management Team to incidents throughout the nation.
- d). Perform other duties as required or assigned.

2302.43 Organization

2302.43.1 The OSU is organized in the same manner as other support groups such as the auxiliary and the firefighter association. A unit captain will manage the unit. The unit captain reports directly to the chief.

2302.43.2 The paid on-duty staff will closely supervise OSU members while working at incidents within District.

2302.44 Uniforms and Safety Gear

2302.44.1 Uniform Shirts - OSU members are issued light blue uniform shirts equipped with THFR arm patches. OSU members are not issued badges.

2302.44.2 Wildland Coat - Members will be issued the standard yellow nomex coats with labels on back for higher visibility during events or incidents.

2302.44.3 Helmet - OSU members will be provided with a non-firefighter blue hard hat clearly marked as THFRD – OSU.

2302.50 Benefits

Volunteer Firefighters and OSU members are not considered employees of the Twain Harte Community Services District and are not entitled to receive any of the benefits conferred on District employees, including but not limited to retirement, health, unemployment, and current union contract benefits. However, in accordance with California Labor Code Section 3361, Volunteer Firefighters and OSU members will be considered employees for the purposes of Workers' Compensation benefits.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Firefighter Intern Program Description
POLICY NUMBER: 2303
ADOPTED: April 12, 2012
REVISED: 8/8/2018, 3/13/2024
LAST AMENDED: March 13, 2024

2303.10 ~~Program Intent~~ Overview **PURPOSE**

~~Twain Harte Community Services District's (District) Fire Division offers a volunteer Firefighter and Apparatus Operator. This policy establishes the District's Volunteer Fire Intern Program. The District offers the Volunteer Fire Intern Program internship program in an effort to provide those pursuing a career in the fire service and who are willing to serve as a Volunteer Firefighter Intern for the District, the opportunity to apply traditional academic classroom learning to actual work experience. The Fire Division's District's volunteer fire internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation required for a Firefighter I Certification to those interested individuals who are willing to serve as a Volunteer Firefighter Intern or Volunteer Apparatus Operator Intern for the District.~~

2303.20 ELIGIBILITY REQUIREMENTS

~~The District will establish eligibility requirements for individuals interested in participating in the Internship Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Internship Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.~~

~~**2303.20 Objective**~~

~~**2303.21** The objective of the Volunteer Firefighter Intern program is to provide the training, experience and department affiliation required by the State to obtain a Firefighter I Certification to an interested individual willing to serve as a Volunteer Firefighter Intern for the District, who can use such volunteer experience to pursue a career in the fire service. Among other things, this will include work experience, on-the-job training opportunities, certification training opportunities and familiarization with the normal day-to-day operations of a fire department.~~

~~**2303.22** The program has been developed to provide structured personal growth and professional development to the participant.~~

~~2303.23~~ The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Intern programs within the County.

~~2303.24~~ The training and experience is intended to be basic, allowing participants in the program to use the experience they gain in similar situations.

~~2303.25~~ The program will provide an opportunity for the Volunteer Firefighter Intern to develop the knowledge, skills abilities and qualifications necessary to become successful for hiring by a fire department.

2303.30 VOLUNTEER STATUS AND STIPENDS

2303.31 Volunteer Status. Volunteer ~~Firefighter~~**Fire** Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The Volunteer ~~Firefighter~~**Fire** Intern understands they are voluntarily agreeing to participate in the Firefighter ~~or Apparatus Operator~~ Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

2303.32 Stipends. Volunteer Firefighter Interns will receive a pre-determined fixed nominal stipend of \$500 per month. Volunteer Apparatus Operator Interns will receive a pre-determined fixed nominal stipend of \$1,000 per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

~~2303.33~~ Volunteer Firefighter Interns will receive numerous training and certification opportunities within the department and by outside instructors at no cost, depending on candidate experience and the Training Officer's needs determination. Interns may be reimbursed for some pre-approved training expenses.

~~2303.33~~ Volunteer Firefighter Interns may be utilized in/out of county mutual aid responses to State or Federal emergencies and are eligible for hourly compensation during that incident.

~~2303.34~~ Basic uniform articles will be provided.

~~2303.35~~ When successful in completing all skill signoffs and time requirement for CA FFI, all processing fees will be paid by Fire Department.

~~2303.36~~ Volunteer Firefighter Interns will be supported in beginning process to obtain either a Firefighter Endorsement to their class C license, or Commercial Class B Driver's License.

~~2303.37~~ As Volunteer Firefighter Interns are not employees of nor employed by the District, they are not covered under the District's collective bargaining agreements, are not

eligible for the District's retirement system and any time served as a Volunteer Firefighter Intern does not count for District seniority purposes.

2303.33 Workers' Compensation. As a volunteer of the District's Fire Division, Volunteer Firefighter Interns will be covered under the District's workers compensation insurance.

2303.40 Program Eligibility

~~2303.41~~ In order to qualify for the Volunteer Firefighter Intern Program, the volunteer intern must meet the following minimum requirements:

- ~~a). Graduation from high school or passage of the high school level General Education Development (GED).~~
- ~~b). Must be eighteen (18) years of age, prior to appointment.~~
- ~~c). Possession of a valid California Class C Driver's License.~~
- ~~d). Have current personal vehicle insurance.~~
- ~~e). Interns must be certified in Tuolumne County as a First Responder with current CPR/AED credentials and successfully complete a Certified EMT-1 program, within the first year of participation in this program.~~
- ~~f). Applicants must have completed a basic fire academy by time of placement in the program and provide documentation.~~

2303.50 Program Selection Process

~~2303.51~~ Because the District only has a limited number of volunteer positions available in this Volunteer Firefighter Intern Program, potential candidates must submit an application and undergo a selection process.

~~2303.52~~ At the discretion of the Fire Chief, the selection process may consist of all or part of the following:

- ~~a). Application submittal and review for meeting minimum program eligibility.~~
- ~~b). Written test with score higher than 80%.~~
- ~~c). Physical agility test.~~
- ~~d). Oral panel interview.~~
- ~~e). If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to become acquainted with Department personnel.~~
- ~~f). Upon completion of ride time, candidate will be subject to Chief's interview before continuing in the placement process.~~

~~2303.53~~ Candidates will be required to pass a drug screening, background check, Life Scan fingerprinting and physical exam prior to being selected into the program.

2303.60 Program Expectations

~~2303.61~~ As part of the Volunteer Firefighter Intern Program, interns will be subject to a simulated 6-month introductory period, during which they will be required to complete the probationary handbook and all assigned tests and evaluations. The purpose of this introductory period is to provide the intern with exposure to the requirements of full-time employment as a Firefighter in a fire department. Failure to complete the introductory period tasks or maintain all required certifications may result in the District no longer permitting the individual to serve as part of this voluntary program. The introductory period will require intense training and studying in order to obtain necessary experience to become a CA Firefighter I, required within one year of assignment to shift.

~~2303.62~~ Completion of all assigned introductory period tests, skill sign-offs, participation in annual refresher training and proficiency drills.

~~2303.63~~ Volunteer Firefighter Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.

~~2303.64~~ Perform daily assigned shift tasks.

~~2303.65~~ Attend, pass and become a CA qualified EMT within one year.

~~2303.66~~ Complete certification or provide documentation of completion of CA State Fire Training curriculum for Vehicle Extrication, Low Angle Rope Rescue Operational and Haz Mat First Responder Operational within one year. The Firefighter Intern will also complete NWCG course S-100, S-130, I-100 within one year.

~~2303.67~~ Volunteer Firefighter Interns are expected to be good stewards of the program, whether on or off assigned program duty. Interns shall conduct themselves in a professional manner at all times and will not participate in activities, behavior or discussions, either in person or electronically that presents themselves, the District or any other fire department in an unfavorable position.

~~2303.68~~ Volunteer Firefighter Interns are expected to comply with the District's Standard Operating Procedures, Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person.

~~2303.69~~ Volunteer Firefighter Interns are expected to be dedicated to the intern program. While Interns will not be restricted from engaging in outside employment, to the extent that such outside employment interferes with the Volunteer Firefighter Intern's assigned program shifts or ability to undertake the duties of the program, the District may no longer permit the individual to serve as part of the voluntary intern program

~~2303.70 Assigned Program Shift Duty~~

~~2303.71~~ Volunteer Firefighter Interns will be assigned to a forty-eight (48) hour shift (A, B or C), serving under the supervision of a paid Fire Captain, Fire Engineer or Relief Engineer year round, including weekends and holidays as they land on assigned shift days.

~~2303.72~~ Program participation requires that Volunteer Firefighter Interns report and participate in their assigned shift except when attending classes or taking written, physical or oral tests for employment, at a regular paid fire department/district. Shifts will start at 0800 and end at 0800, forty-eight (48) hours after the beginning of said shift. Interns shall reside at station during their assigned shift.

~~2303.73~~ Volunteer Firefighter Interns will participate in work details that have been assigned to him/her by the Officer in charge of their assigned shift (Captain/Engineer/Relief Engineer). Program work tasks may include but not limited to:

- ~~a). Training, proficiency drills~~
- ~~b). Station maintenance, cleaning~~
- ~~c). Apparatus inspections, maintenance and cleaning~~
- ~~d). Equipment inspections, testing, maintenance and cleaning~~
- ~~e). Public education details~~
- ~~f). Fire prevention details~~
- ~~g). Hose and hydrant testing~~
- ~~h). Physical fitness~~
- ~~i). Emergency responses~~

~~2303.74~~ Volunteer Firefighter Interns will be expected to be on time and participate in all assigned program shifts. Interns shall arrange for shift coverage, subject to Chief approval, if absent from assigned shift for any reason other than family emergencies, attending class, interview or job testing.

~~2303.75~~ The Program Coordinator shall maintain a Program Roster for Volunteer Firefighter Intern participants. This roster, at a minimum, shall list the participant's name, address, social security number and telephone number, date of assigned shift and signature of participant. The Fire Chief will approve the program roster and submit it to the General Manager.

2303.80 Program Accountability

~~2303.81~~ The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Volunteer Firefighter Interns assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator. Performance will be closely observed and a record maintained in the Daily Log Book. The Officer will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems or complaints. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

~~2303.82~~ In the event of a problem or complaint, the issue shall be submitted in writing to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief, within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

2303.90 Uniform

~~2303.91~~ The District will provide NFPA compliant uniforms to each Volunteer Firefighter Intern upon assignment to a particular shift. The uniform shall consist of the following clothing items:

- ~~a). NFPA compliant pants~~
- ~~b). Navy blue, button front, duty shirt~~
- ~~c). Navy blue station tee shirt~~
- ~~d). Black basket weave leather belt~~
- ~~e). Badge~~
- ~~f). Nametag~~
- ~~g). After successful completion of six month probation, embroidered sweatshirt will be presented to Intern.~~

~~2303.92~~ It shall be the responsibility of the Volunteer Firefighter Intern to procure the following items at his/her own expense:

- ~~a). Cotton under garments~~
- ~~b). NFPA compliant station boots~~
- ~~c). Personal hygiene products~~
- ~~d). Bedding~~
- ~~e). Other approved optional uniform items at Firefighter Intern's discretion.~~
- ~~f). Maintenance of uniform articles to keep in clean and neat condition.~~

~~2303.93~~ Intern Firefighters will be restricted from participating in fire prevention inspections and public education details until they have been issued an NFPA compliant uniform.

2303.100 Safety Equipment

~~2303.101~~ Volunteer Firefighter Interns shall be issued the following safety equipment:

- ~~a). STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.~~
- ~~b). WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear, onetime \$200 Wildland approved boot allowance.~~
- ~~c). MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.~~
- ~~d). COMMUNICATIONS EQUIPMENT: Pager, Charger.~~
- ~~e). MISCELLANEOUS: Firefighter Bag.~~

2303.110 Driving Privileges

~~2303.111~~ Volunteer Firefighter Interns must have completed the probation period before becoming eligible to earn driving privileges.

~~2303.112~~ Volunteer Firefighter Interns must maintain a current CA Driver's license that is in good standing with a clean driving record.

~~2303.113~~ Volunteer Firefighter Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.

~~2303.114~~ Driving approval of Department vehicles will only be approved after Volunteer Firefighter Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.

~~2303.115~~ Code three driving will only be allowed once Volunteer Firefighter Intern has completed Department-provided emergency vehicle operation training and successful passing of field test.

2303.40 Program Withdrawal and Completion TERMS AND CONDITIONS OF THE VOLUNTEER FIRE INTERN PROGRAM

2303.41 Voluntary Participation. Participation in the Volunteer Firefighter and Apparatus Operator Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Firefighter Intern to continue volunteering in the program at any time, including for a breach of violation of any rules, regulations, policies or program eligibility requirements at the sole discretion of the Fire Chief.

2303.42 Program Requirements. The District Fire Chief shall establish written requirements for the Volunteer Firefighter Intern and Volunteer Apparatus Operator Intern. Volunteers participating in each program shall comply with all such requirements.

2303.43 Equipment. All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Fire Intern ~~fighter Trainee by Twain Harte Fire~~, shall be surrendered to their assigned shift supervisor or the Fire Chief returned to the District upon withdrawal, discontinuance or completion of the Volunteer Fire fighter Intern Program.

~~2303.123~~ A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements are grounds for not allowing the Volunteer Firefighter Intern to continue volunteering in the program.

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**TWAIN HARTE COMMUNITY SERVICES DISTRICT
VOLUNTEER FIRE INTERNSHIP AGREEMENT**

It is hereby agreed between _____ (Volunteer Firefighter Intern) and the Twain Harte Community Services District (“District”) as follows:

1. Acceptance

The District accepts the Volunteer Firefighter Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the (check one):

Volunteer Firefighter Internship Program

Volunteer Apparatus Operator Internship Program

Participation in the Volunteer Firefighter Internship Program is subject to the terms and conditions of this agreement.

2. Status as Volunteer Firefighter

Volunteer Firefighter Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Firefighter Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District’s continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Firefighter Intern can also end their service as a volunteer firefighter at any time.

4. Rules and Procedures

Volunteer Firefighter Intern shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject Volunteer Firefighter Intern to no longer be allowed by the District to participate as a volunteer firefighter. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Volunteer Firefighter Intern.

5. Quarters

The District shall provide the Volunteer Firefighter Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish rules for its condition and use which shall be complied with by the Volunteer Firefighter Intern.

7. Performance and Duty Schedule

The Volunteer Firefighter Intern understands and acknowledges that the essence of the Volunteer Firefighter Internship Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

VOLUNTEER FIREFIGHTER FIRE INTERN

Signed: _____

Printed Name: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Signed: _____

Fire Chief (printed name): _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Fire Intern Program
POLICY NUMBER: 2303
ADOPTED: April 12, 2012
REVISED: 8/8/2018, 3/13/2024
LAST AMENDED: March 13, 2024

2303.10 PURPOSE

This policy establishes the District's Volunteer Fire Intern Program. The District offers the Volunteer Fire Intern Program to provide those pursuing a career in the fire service the opportunity to apply traditional academic classroom learning to actual work experience. The District's volunteer fire internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation to those interested individuals who are willing to serve as a Volunteer Firefighter Intern or Volunteer Apparatus Operator Intern for the District.

2303.20 ELIGIBILITY REQUIREMENTS

The District will establish eligibility requirements for individuals interested in participating in the Internship Program. All program participants are considered volunteers and are not employees of the District, nor eligible for any employment benefits provided by the District. Internship Program participants will be subject to specific participation and training guidelines and requirements as determined by the District.

2303.30 VOLUNTEER STATUS AND STIPENDS

2303.31 Volunteer Status. Volunteer Fire Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The Volunteer Fire Intern understands they are voluntarily agreeing to participate in the Firefighter or Apparatus Operator Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

2303.32 Stipends. Volunteer Firefighter Interns will receive a pre-determined fixed nominal stipend of \$500 per month. Volunteer Apparatus Operator Interns will receive a pre-determined fixed nominal stipend of \$1,000 per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

2303.33 Workers' Compensation. As a volunteer of the District's Fire Division, Volunteer Fire Interns will be covered under the District's workers compensation insurance.

2303.40 TERMS AND CONDITIONS OF THE VOLUNTEER FIRE INTERN PROGRAM

2303.41 Voluntary Participation. Participation in the Volunteer Firefighter and Apparatus Operator Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Fire Intern to continue volunteering in the program at any time, including for a breach of violation of any rules, regulations, policies or program eligibility requirements at the sole discretion of the Fire Chief.

2303.42 Program Requirements. The District Fire Chief shall establish written requirements for the Volunteer Firefighter Intern and Volunteer Apparatus Operator Intern. Volunteers participating in each program shall comply with all such requirements.

2303.43 Equipment. All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Fire Intern, shall be returned to the District upon withdrawal, discontinuance or completion of the Volunteer Fire Intern Program.

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
VOLUNTEER FIRE INTERNSHIP AGREEMENT**

It is hereby agreed between _____ (Volunteer Fire Intern) and the Twain Harte Community Services District ("District") as follows:

1. Acceptance

The District accepts the Volunteer Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the (check one):

____ Volunteer Firefighter Internship Program

____ Volunteer Apparatus Operator Internship Program

Participation in the Volunteer Fire Internship Program is subject to the terms and conditions of this agreement.

2. Status as Volunteer Firefighter

Volunteer Fire Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Fire Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Fire Intern can also end their service as a volunteer firefighter at any time.

4. Rules and Procedures

Volunteer Fire Intern shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject Volunteer Fire Intern to no longer be allowed by the District to participate as a volunteer firefighter. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Volunteer Fire Intern.

5. Quarters

The District shall provide the Volunteer Fire Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish rules for its condition and use which shall be complied with by the Volunteer Fire Intern.

7. Performance and Duty Schedule

The Volunteer Fire Intern understands and acknowledges that the essence of the Volunteer Fire Internship Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

VOLUNTEER FIRE INTERN

Signed: _____

Printed Name: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Signed: _____

Fire Chief (printed name): _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Firefighter Intern Program Description
POLICY NUMBER: 2303
ADOPTED: April 12, 2012
REVISED: 8/8/2018, 3/13/2024
LAST AMENDED: March 13, 2024

2303.10 PROGRAM INTENT

Twain Harte Community Services District's (District) Fire Division offers a volunteer internship program in an effort to provide those pursuing a career in the fire service and who are willing to serve as a Volunteer Firefighter Intern for the District, the opportunity to apply traditional academic classroom learning to actual work experience. The Fire Division's volunteer internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation required for a Firefighter I Certification to those interested individuals who are willing to serve as a Volunteer Firefighter Intern for the District.

2303.20 OBJECTIVES

2303.21 The objective of the Volunteer Firefighter Intern program is to provide the training, experience and department affiliation required by the State to obtain a Firefighter I Certification to an interested individual willing to serve as a Volunteer Firefighter Intern for the District, who can use such volunteer experience to pursue a career in the fire service. Among other things, this will include work experience, on-the-job training opportunities, certification training opportunities and familiarization with the normal day-to-day operations of a fire department.

2303.22 The program has been developed to provide structured personal growth and professional development to the participant.

2303.23 The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Intern programs within the County.

2303.24 The training and experience is intended to be basic, allowing participants in the program to use the experience they gain in similar situations.

2303.25 The program will provide an opportunity for the Volunteer Firefighter Intern to develop the knowledge, skills abilities and qualifications necessary to become successful for hiring by a fire department.

2303.30 VOLUNTEER STATUS AND STIPENDS

2303.31 Volunteer Firefighter Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The Volunteer Firefighter Intern understands they are voluntarily agreeing to participate in the Firefighter Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

2303.32 Volunteer Firefighter Interns will receive a pre-determined fixed nominal stipend of \$1,000a per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

2303.33 Volunteer Firefighter Interns will receive numerous training and certification opportunities within the department and by outside instructors at no cost, depending on candidate experience and the Training Officer's needs determination. Interns may be reimbursed for some pre-approved training expenses.

2303.33 Volunteer Firefighter Interns may be utilized in/out of county mutual aid responses to State or Federal emergencies and are eligible for hourly compensation during that incident.

2303.34 Basic uniform articles will be provided.

2303.35 When successful in completing all skill signoffs and time requirement for CA FFI, all processing fees will be paid by Fire Department.

2303.36 Volunteer Firefighter Interns will be supported in beginning process to obtain either a Firefighter Endorsement to their class C license, or Commercial Class B Driver's License.

2303.37 As Volunteer Firefighter Interns are not employees of nor employed by the District, they are not covered under the District's collective bargaining agreements, are not eligible for the District's retirement system and any time served as a Volunteer Firefighter Intern does not count for District seniority purposes.

2303.38 As a volunteer of the District's Fire Division, Volunteer Firefighter Interns will be covered under the District's workers compensation insurance.

2303.40 PROGRAM ELIGIBILITY

2303.41 In order to qualify for the Volunteer Firefighter Intern Program, the volunteer intern must meet the following minimum requirements:

- a). Graduation from high school or passage of the high school level General Education Development (GED).
- b). Must be eighteen (18) years of age, prior to appointment.

- c). Possession of a valid California Class C Driver's License.
- d). Have current personal vehicle insurance.
- e). Interns must be certified in Tuolumne County as a First Responder with current CPR/AED credentials and successfully complete a Certified EMT-1 program, within the first year of participation in this program.
- f). Applicants must have completed a basic fire academy by time of placement in the program and provide documentation.

2303.50 PROGRAM SELECTION PROCESS

2303.51 Because the District only has a limited number of volunteer positions available in this Volunteer Firefighter Intern Program, potential candidates must submit an application and undergo a selection process.

2303.52 At the discretion of the Fire Chief, the selection process may consist of all or part of the following:

- a). Application submittal and review for meeting minimum program eligibility.
- b). Written test with score higher than 80%.
- c). Physical agility test.
- d). Oral panel interview.
- e). If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to become acquainted with Department personnel.
- f). Upon completion of ride time, candidate will be subject to Chief's interview before continuing in the placement process.

2303.53 Candidates will be required to pass a drug screening, background check, Life Scan fingerprinting and physical exam prior to being selected into the program.

2303.60 PROGRAM EXPECTATIONS

2303.61 As part of the Volunteer Firefighter Intern Program, interns will be subject to a simulated 6 month introductory period, during which they will be required to complete the probationary hand book and all assigned tests and evaluations. The purpose of this introductory period is to provide the intern with exposure to the requirements of full-time employment as a Firefighter in a fire department. Failure to complete the introductory period tasks or maintain all required certifications may result in the District no longer permitting the individual to serve as part of this voluntary program. The introductory period will require intense training and studying in order to obtain necessary experience to become a CA Firefighter I, required within one year of assignment to shift.

2303.62 Completion of all assigned introductory period tests, skill sign offs, participation in annual refresher training and proficiency drills.

2303.63 Volunteer Firefighter Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.

2303.64 Perform daily assigned shift tasks.

2303.65 Attend, pass and become a CA qualified EMT within one year.

2303.66 Complete certification or provide documentation of completion of CA State Fire Training curriculum for Vehicle Extrication, Low Angle Rope Rescue Operational and Haz Mat First Responder Operational within one year. The Firefighter Intern will also complete NWCG course S-190, S-130, I-100 within one year.

2303.67 Volunteer Firefighter Interns are expected to be good stewards of the program, whether on or off assigned program duty. Interns shall conduct themselves in a professional manner at all times and will not participate in activities, behavior or discussions, either in person or electronically that presents themselves, the District or any other fire department in an unfavorable position.

2303.68 Volunteer Firefighter Interns are expected to comply with the District's Standard Operating Procedures, Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person.

2303.69 Volunteer Firefighter Interns are expected to be dedicated to the intern program. While Interns will not be restricted from engaging in outside employment, to the extent that such outside employment interferes with the Volunteer Firefighter Intern's assigned program shifts or ability to undertake the duties of the program, the District may no longer permit the individual to serve as part of the voluntary intern program

2303.70 ASSIGNED PROGRAM SHIFT DUTY

2303.71 Volunteer Firefighter Interns will be assigned to a forty-eight (48) hour shift (A, B or C), serving under the supervision of a paid Fire Captain, Fire Engineer or Relief Engineer year round, including weekends and holidays as they land on assigned shift days.

2303.72 Program participation requires that Volunteer Firefighter Interns report and participate in their assigned shift except when attending classes or taking written, physical or oral tests for employment, at a regular paid fire department/district. Shifts will start at 0800 and end at 0800, forty-eight (48) hours after the beginning of said shift. Interns shall reside at station during their assigned shift.

2303.73 Volunteer Firefighter Interns will participate in work details that have been assigned to him/her by the Officer in charge of their assigned shift (Captain/Engineer/Relief Engineer). Program work tasks may include but not limited to:

- a). Training, proficiency drills
- b). Station maintenance, cleaning
- c). Apparatus inspections, maintenance and cleaning
- d). Equipment inspections, testing, maintenance and cleaning
- e). Public education details
- f). Fire prevention details
- g). Hose and hydrant testing

- h). Physical fitness
- i). Emergency responses

2303.74 Volunteer Firefighter Interns will be expected to be on time and participate in all assigned program shifts. Interns shall arrange for shift coverage, subject to Chief approval, if absent from assigned shift for any reason other than family emergencies, attending class, interview or job testing.

2303.75 The Program Coordinator shall maintain a Program Roster for Volunteer Firefighter Intern participants. This roster, at a minimum, shall list the participant's name, address, social security number and telephone number, date of assigned shift and signature of participant. The Fire Chief will approve the program roster and submit it to the General Manager.

2303.80 PROGRAM ACCOUNTABILITY

2303.81 The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Volunteer Firefighter Interns assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator. Performance will be closely observed and a record maintained in the Daily Log Book. The Officer will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems or complaints. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

2303.82 In the event of a problem or complaint, the issue shall be submitted in writing to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief, within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

2303.90 UNIFORM

2303.91 The District will provide NFPA compliant uniforms to each Volunteer Firefighter Intern upon assignment to a particular shift. The uniform shall consist of the following clothing items:

- a). NFPA compliant pants
- b). Navy blue, button front, duty shirt
- c). Navy blue station tee shirt
- d). Black basket weave leather belt
- e). Badge
- f). Nametag
- g). After successful completion of six month probation, embroidered sweatshirt will be presented to Intern.

2303.92 It shall be the responsibility of the Volunteer Firefighter Intern to procure the following items at his/her own expense:

- a). Cotton under-garments

- b). NFPA compliant station boots
- c). Personal hygiene products
- d). Bedding
- e). Other approved optional uniform items at Firefighter Intern's discretion.
- f). Maintenance of uniform articles to keep in clean and neat condition.

2303.93 Intern Firefighters will be restricted from participating in fire prevention inspections and public education details until they have been issued an NFPA compliant uniform.

2303.100 SAFETY EQUIPMENT

2303.101 Volunteer Firefighter Interns shall be issued the following safety equipment:

- a). STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.
- b). WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear, onetime \$200 Wildland approved boot allowance.
- c). MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.
- d). COMMUNICATIONS EQUIPMENT: Pager, Charger.
- e). MISCELLANEOUS: Firefighter Bag.

2303.110 DRIVING PRIVILEGES

2303.111 Volunteer Firefighter Interns must have completed the probation period before becoming eligible to earn driving privileges.

2303.112 Volunteer Firefighter Interns must maintain a current CA Driver's license that is in good standing with a clean driving record.

2303.113 Volunteer Firefighter Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.

2303.114 Driving approval of Department vehicles will only be approved after Volunteer Firefighter Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.

2303.115 Code three driving will only be allowed once Volunteer Firefighter Intern has completed Department-provided emergency vehicle operation training and successful passing of field test.

2303.120 PROGRAM WITHDRAWAL AND COMPLETION

2303.121 Participation in the Volunteer Firefighter Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Firefighter Intern to continue volunteering in the program at any time.

2303.122 All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Firefighter Trainee by Twain Harte Fire, shall be surrendered to their assigned shift supervisor or the Fire Chief upon withdrawal, discontinuance or completion of the Volunteer Firefighter Intern Program.

2303.123 A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements are grounds for not allowing the Volunteer Firefighter Intern to continue volunteering in the program.

TWAIN HARTE COMMUNITY SERVICES DISTRICT VOLUNTEER INTERNSHIP AGREEMENT

It is hereby agreed between _____ (Volunteer Firefighter Intern) and the Twain Harte Community Services District ("District") as follows:

1. Acceptance

The District accepts the Volunteer Firefighter Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the Volunteer Firefighter Internship Program subject to the terms and conditions of this agreement.

2. Status as Volunteer Firefighter

Volunteer Firefighter Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Firefighter Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Firefighter Intern can also end their service as a volunteer firefighter at any time.

4. Rules and Procedures

Volunteer Firefighter Intern shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject Volunteer Firefighter Intern to no longer be allowed by the District to participate as a volunteer firefighter. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Volunteer Firefighter Intern.

5. Quarters

The District shall provide the Volunteer Firefighter Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish rules for its condition and use which shall be complied with by the Volunteer Firefighter Intern.

7. Performance and Duty Schedule

The Volunteer Firefighter Intern understands and acknowledges that the essence of the Volunteer Firefighter Internship Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

VOLUNTEER FIREFIGHTER INTERN

Signed: _____

Printed Name: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Signed: _____

Fire Chief (printed name): _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Apparatus Operator Intern Program Description
POLICY NUMBER: 2304
ADOPTED: April 12, 2012
REVISED: 8/8/2018, 3/13/2024
LAST AMENDED: March 13, 2024

2304.10 PROGRAM INTENT

Twain Harte Community Services District's (District) Fire Division offers a volunteer internship program in an effort to provide those pursuing a career in the fire service and who are willing to serve as a Volunteer Apparatus Operator Intern for the District, the opportunity to apply traditional academic classroom learning to actual work experience. The Fire Division's volunteer internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation required to obtain Firefighter II and Driver Operator I Certifications to interested individuals who are willing to serve as a Volunteer Apparatus Operator Intern for the District..

2304.20 OBJECTIVES

2304.21 The objective of the Volunteer Apparatus Operator Intern program is to provide the training, experience and department affiliation required by the State to obtain a Firefighter II Certification, Driver Operator I Certification to an interested individual willing to serve as a Volunteer Apparatus Operator Intern for the District, who can then use such volunteer experience to pursue a career in the fire service. Among other things, this will include work experience, on-the-job training, certification training opportunities and familiarization with the normal day-to-day operations of a fire department.

2304.22 Provide Volunteer Apparatus Operator Intern with the necessary training and skill development to begin developing into a competent and qualified Engineer.

2304.23 The program has been developed to provide structured personal growth and professional development to the participant.

2304.24 The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Intern programs within the County.

2304.25 The training and experience is intended to be challenging, allowing participants in the program to use the experience they gain in similar situations.

2304.26 The program will provide an opportunity to the Volunteer Apparatus Operator Intern to develop the knowledge, skills abilities and qualifications necessary to become successful for hiring by a fire department.

2304.30 VOLUNTEER STATUS AND STIPENDS

2304.31 Volunteer Apparatus Operator Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The intern understands they are voluntarily agreeing to participate in the Apparatus Operator Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

2304.32 Volunteer Apparatus Operator Interns will receive a pre-determined fixed nominal stipend of \$1,500 per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

2304.33 Volunteer Apparatus Operator Interns will receive numerous training and certification opportunities within the department and by outside instructors at no cost, depending on candidate experience and the Training Officer's needs determination. Interns may be reimbursed for some pre-approved training expenses.

2304.34 Volunteer Apparatus Operator Interns may be utilized in/out of county mutual aid responses to State or Federal emergencies and are eligible for hourly compensation during that incident.

2304.35 Basic uniform articles will be provided.

2304.36 When successful in completing all skill signoffs, training requirements and time requirement for CA FFI and CA Driver/Operator certification, all processing fees will be paid by Twain Harte Fire and Rescue.

2304.37 As Volunteer Apparatus Operator Interns are not employees of nor employed by the District, they are not covered under the District's bargaining agreements, are not eligible for the District's retirement system and any time served in as a Volunteer Apparatus Operator Intern does not count as time employed for District seniority purposes.

2304.38 As a volunteer of the District's Fire Division, Volunteer Apparatus Operator Interns will be covered under the District's workers compensation insurance.

2304.40 PROGRAM ELIGIBILITY

2304.41 In order to qualify for the Volunteer Apparatus Operator Intern Program, the volunteer intern must meet the following minimum requirements:

- a). Graduation from high school or passage of the high school level General Education Development (GED).
- b). Must be eighteen (18) years of age, prior to appointment.

- c). Possession of a valid California Class B Commercial Driver's License, or California Class C Driver's License with Firefighter endorsement and current DMV Medical Examiner's Certificate.
- d). Have current personal vehicle insurance.
- e). Interns must be certified as a Tuolumne County EMT, with current CPR/AED credentials.
- f). Applicants must have prior to appointment, a California Firefighter I Certificate, California Driver/Operator 1A and 1B Certificate, California State Fire Training Vehicle Extrication Certificate and Hazardous Materials First Responder Operations Certificate, Low Angle Rope Rescue Operations Certificate.

2304.50 PROGRAM SELECTION PROCESS

2304.51 Because the District only has a limited number of volunteer positions available in this Volunteer Apparatus Intern Program, must submit an application and undergo a selection process..

2304.52 At the discretion of the Fire Chief, selection process shall consist of all or part of the following:

- a). Application submittal and review for meeting minimum qualifications.
- b). Written test with score higher than 80%.
- c). Physical agility test and basic pump operations manipulative test.
- d). Oral panel interview.
- e). If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to further become acquainted with Department personnel.
- f). Upon completion of ride time, candidate will be subject to Chief's interview before continuing in the placement process.

2304.53 Candidates will be required to pass drug screening, background check, Life Scan fingerprinting and physical exam prior to being selected into the program.

2304.60 PROGRAM EXPECTATIONS

2304.61 As part of the Volunteer Apparatus Operator Intern Program, interns will be subject to a simulated 6 month introductory period similar to that which would apply in a new full-time position at a fire department, during which they will be required to complete all assigned tests and evaluations for the introductory period. The purpose of the introductory period is to provide the intern with exposure to the requirements of full-time employment as an Apparatus Operator in a fire department. Failure to complete the introductory period tasks or maintain all required certifications may result in the District no longer permitting the individual to serve as part of the this voluntary intern program. The introductory period will require intense training and studying in order to obtain necessary experience to become a CA Firefighter II, Driver Operator I and Engine Boss Trainee, required within one year of assignment to shift.

2304.62 Completion of all introductory period tests, skill sign offs, participation in annual refresher training and proficiency drills.

2304.63 Volunteer Apparatus Operator Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.

2304.64 Perform daily assigned shift tasks.

2304.65 Attend, pass and become certified in NWCG S-130, S-190, I-100, I-200, S-290, S-230, S-212, provided by Twain Harte Fire and Rescue.

2304.66 Volunteer Apparatus Operator Interns are expected to be good stewards of the program, whether on or off assigned program duty. Interns shall conduct themselves in a professional manner at all times and will not participate in activities, behavior or discussions, either in person or electronically that presents themselves, the District or any other fire department in an unfavorable position.

2303.67 Volunteer Apparatus Operator Interns are expected to comply with the District's Standard Operating Procedures, Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person.

2303.68 Volunteer Apparatus Operator Interns are expected to be dedicated to the intern program. While Interns will not be restricted from engaging in outside employment, to the extent that such outside employment interferes with the Volunteer Apparatus Operator Intern's assigned program shifts or ability to undertake the duties of the program, the District may no longer permit the individual to serve as part of this voluntary intern program.

2304.70 ASSIGNED PROGRAM SHIFT DUTY

2304.71 Volunteer Apparatus Operator Interns will be assigned to a forty-eight (48) hour shift (A, B or C), serving under the supervision of a paid Fire Captain, Fire Engineer or Relief Engineer year round, including weekends and holidays as they land on assigned shift days.

2304.72 Program participation requires that Volunteer Apparatus Operator Interns report and participate in their assigned shift except when attending classes or taking written, physical or oral tests for employment, at a regular paid fire department/district. Shifts will start at 0800 and end at 0800, forty-eight (48) hours after the beginning of said shift. Volunteer Apparatus Operator Interns shall reside at the station during their assigned shift.

2304.73 The Volunteer Apparatus Operator Interns will participate in work details that have been assigned to him/her by the Officer in charge of their assigned shift (Captain/Engineer/Relief Engineer). Program work tasks may include but not be limited to:

- a). Training, proficiency drills
- b). Station maintenance, cleaning
- c). Apparatus inspections, maintenance and cleaning

- d). Equipment inspections, testing, maintenance and cleaning
- e). Public education details
- f). Fire prevention details
- g). Hose and hydrant testing
- h). Physical fitness
- i). Emergency responses

2303.74 Volunteer Apparatus Operator Interns will be expected to be on time and participate in all assigned program shifts. Interns shall arrange for shift coverage, subject to Chief approval, if absent from assigned shift for any reason other than family emergencies, attending class, interview or job testing.

2304.75 The Program Coordinator shall maintain a Program Roster for Volunteer Apparatus Operator Intern participants. This roster, at a minimum, shall list the participant's name, address, social security number and telephone number, date of shift and signature of participant. The Fire Chief will approve the program roster and submit it to the General Manager.

2304.80 PROGRAM ACCOUNTABILITY

2304.81 The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Volunteer Apparatus Operator Interns assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator. Performance will be closely observed and a record maintained in the Daily Log Book. The Officer will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems or complaints. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

2304.82 In the event of a problem, or complaint, the issue shall be submitted, in writing, to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief, within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

2304.90 UNIFORM

2304.91 The District will provide NFPA compliant uniforms to each Volunteer Apparatus Operator Intern upon assignment to a particular shift. The uniform shall consist of the following clothing items:

- a). NFPA compliant pants
- b). Navy blue, button front, duty shirt
- c). Navy blue station tee shirt
- d). Black basket weave leather belt
- e). Badge
- f). Nametag
- g). After successful completion of six months probation, embroidered sweatshirt will be presented to Intern.

2304.92 It shall be the responsibility of the Volunteer Apparatus Operator Intern to procure the following items at his/her own expense:

- a). Cotton under-garments
- b). NFPA compliant station boots
- c). Personal hygiene products
- d). Bedding
- e). Other approved optional uniform items at Intern's discretion.
- f). Maintenance of uniform articles to keep in clean and neat condition.

2303.93 Volunteer Apparatus Operator Interns will be restricted from participating in fire prevention inspections and public education details until they have been issued an NFPA compliant uniform.

2304.100 SAFETY EQUIPMENT

2304.101 Volunteer Apparatus Operator Interns shall be issued the following safety equipment:

- a). STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.
- b). WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear, onetime \$200 Wildland approved boot allowance.
- c). MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.
- d). COMMUNICATIONS EQUIPMENT: Pager, Charger.
- e). MISCELLANEOUS: Firefighter Bag.

2304.110 DRIVING PRIVILEGES

2304.111 Volunteer Apparatus Operator Interns must maintain a current CA Class B Driver's license or Firefighter Endorsement to CA Class C that is in good standing with a clean driving record.

2304.112 Volunteer Apparatus Operator Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.

2304.113 Driving approval of Department vehicles will only be approved after Volunteer Apparatus Operator Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.

2304.115 Code three driving will only be allowed once Volunteer Apparatus Operator Intern has completed Department-provided emergency vehicle operation training and successful passing of field test.

2304.120 PROGRAM WITHDRAWAL AND COMPLETION

2304.121 Participation in the Volunteer Apparatus Operator Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Apparatus Operator Intern to continue volunteering in the program at any time.

2304.122 All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Apparatus Operator Intern by Twain Harte Fire & Rescue, shall be surrendered to their assigned shift supervisor or the Fire Chief, upon withdrawal, discontinuance or completion of the Volunteer Apparatus Operator Intern Program.

2304.123 A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements are grounds for not allowing the Volunteer Apparatus Operator Intern to continue volunteering in the program. .

TWAIN HARTE COMMUNITY SERVICES DISTRICT VOLUNTEER INTERNSHIP AGREEMENT

It is hereby agreed between _____ (Volunteer Apparatus Operator Intern) and the Twain Harte Community Services District ("District") as follows:

1. Acceptance

The District accepts the Volunteer Apparatus Operator Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the Volunteer Apparatus Operator Internship Program subject to the terms and conditions of this agreement.

2. Status as Volunteer Firefighter

Volunteer Apparatus Operator Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Apparatus Operator Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Apparatus Operator Intern can also end their service as a volunteer firefighter at any time.

4. Rules and Procedures

Volunteer Apparatus Operator Intern shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject Volunteer Apparatus Operator Intern to no longer be allowed by the District to participate as a volunteer firefighter. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Volunteer Apparatus Operator Intern.

5. Quarters

The District shall provide the Volunteer Apparatus Operator Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish

rules for its condition and use which shall be complied with by the Volunteer Firefighter Intern.

7. Performance and Duty Schedule

The Volunteer Apparatus Operator Intern understands and acknowledges that the essence of the Volunteer Apparatus Operator Internship Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

VOLUNTEER APPARATUS OPERATOR INTERN

Signed: _____

Printed Name: _____ Date: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Signed: _____

Fire Chief (printed name): _____ Date: _____