

Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: Vehicle Costs

POLICY NUMBER: 2100

APPROVAL DATE: 4/17/25

- 2100.1** The Fire Chief or his/her designee shall have a vehicle assigned to him/her for the purpose of conducting business for the District. If the vehicle assigned to him/her is not in service or recommended for travel to training exercises, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines and/or the Inyo County rates in effect at the time of said usage.
- 2100.2** When an employee or Board Member is authorized to use his/her personal vehicle in the performance of District work, or training classes, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines and/or the Inyo County rates in effect at the time of said usage.
- 2100.3** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.
- 2100.4** Proof of adequate insurance covering collision, personal injury, and property damage shall be required by the District of any employee or Board Member using a personal vehicle in the performance of District work, and/or training.

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POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance

POLICY NUMBER: 2115

APPROVAL DATE: 4/17/25

2115.1 An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

2115.1.1 The Legislature of the State of California has provided through legislation (Labor Code 3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

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POLICY TITLE: Educational Assistance

POLICY NUMBER: 2120

APPROVAL DATE: 11/18/08

- 2120.1** Employees of the District are encouraged to pursue educational opportunities, which are related to their present work, which will prepare them for foreseeable future opportunities within the District, or which will prepare them for future career advancement.
- 2120.2** To be eligible for reimbursement of costs, the employee must receive advance approval for the class(es) through the General Manager from the Board of Directors. Requests for reimbursement should be submitted in writing. The employee will be notified of formal approval, or the reasons for disapproval.
- 2120.3** Upon completion of the class (es), the employee is responsible for sending copies of the proof of completion, and expense receipt(s) to the General Manager.
- 2120.4** The type of classes generally eligible for reimbursement per this policy:
- 2120.4.1** Classes which are related to the employee's present work assignment or which may prepare him/her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.
- 2120.5** Only residence courses are approved for reimbursement. Correspondence or online courses are not reimbursable under this policy.
- 2120.6** Specialized training is defined as any training that is not mandated as a requirement for performing the service of a Volunteer/Employee in which the District deems beneficial to District operations. The intent of that specialized training is training that is not required to be taken and is training that is accepted by the Volunteer/Employee without any loss of status/rank or by negative reflection on job performance/evaluation.
- 2120.6.1 Obligations/Expectations:** All specialized training will require a written agreement to be executed between the Fire Chief and the Volunteer/Employee, or the Fire Chief and Chairperson of the Board, to be brought to the Board of Directors specifying what is to be provided to the Volunteer/Employee and what the District expects to receive in return from the Volunteer/Employee. The agreement should include particulars in regards to training, materials, and volunteer service. The District will retain the original copy of all materials provided. All agreements will comply with the Equal Opportunity Employment requirements. Any refusal of specialized training will not affect the Volunteer/Employee's job performance review or status/rank. Any agreement requiring an expenditure of \$500.00 or more will be brought to the Board of Directors for approval.