

LA VETA FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

Effective January 8, 2026

GENERAL LA VETA FIRE PROTECTION DISTRICT WORKPLACE SOP's INDEX

ARTICLE I.	Name and Purpose	Page 1
Section 1.	Name and Authority:	
Section.2.	Purpose/Mission Statement:	
ARTICLE II.	District Goals:	
ARTICLE III.	Board of Directors:	
Section 1.	Requirements.	
Section 2.	Election.	
Section 3.	Orientation.	
Section 4.	Oath of Office	
Section 5.	Powers	Page 2
Section 6.	Meetings	
Section 7.	Compensation	
ARTICLE IV.	Departments	
Section 1.	Principal Departments	
Section 2.	Department Head Appointment	
Section 3.	Department Head Responsibilities	
Section 4.	Compensation	
Section 5.	Self-Supporting Programs	
ARTICLE V.	Personnel - Policy and Procedures	
Section 1.	Members	
Section 2.	Part-Time Positions	Page 3
Section 3.	Position/Job Descriptions	
Section 4.	General Procedures for Membership <u>Amended 4/11/2024</u>	
Section 5.	Probationary Period	Page 4
Section 6.	Termination of Members	
Section 7.	Returning Members	
Section 8.	Disciplinary Action of Members	
Section 9.	Leave of Absence	Page 6
Section 10.	Incentive Rewards Policy	
A.	Procedures	
B.	Base Rewards	
C.	Ambulance Transports	
D.	Ambulance Transfers	
Section 11.	Political Participation Policy	Page 7
Section 12.	HIPPA Policy	Page 23
Section 13.	Ambulance Policies <u>Amended 1/8/2026</u>	Page 26
Minimum Equipment Requirements Policy		Page 26
Fatigue Management Policy		Page 28
ARTICLE VI.	Duties, Rules, Responsibilities, and Conduct	
Section 1.	Duties of Members:	
Section 2.	Conduct of Members	
Section 3.	Mutual Aid Outside of the District	Page 8
Section 4.	Workplace/Member Volunteer Ethics Statement	
Section 5.	La Veta Fire Protection District Code of Conduct	
Section 6.	Non-Discrimination	Page 9
Section 7.	Harassment Policy	
Section 8.	Prohibition Against Workplace Violence	Page 10
Section 9.	La Veta Fire Protection District Policy for Drug <u>Amended 9/9/2021</u> and Alcohol Use at District Functions	
ARTICLE VII	Departmental Meetings	

ARTICLE VIII	Communications:	Page 11
ARTICLE IX	Safety Procedure-Driver Safety	
ARTICLE X	Junior Firefighters	
ARTICLE XI	Reimbursement of Authorized Mileage Expenses	
ARTICLE XII	EMS Patient Transportation Protocol	Page 12
	Section 1. General Transportation Protocol	
	Section 2. La Veta Fire Protection District Policy regarding Out-of-County Ambulance Transport	
	Section 3. Rates and Fees Out-of-County Transport	
ARTICLE XIII	Drug Free Workplace	
ARTICLE XIV	Procedures for Criminal Background Checks, Motor Vehicle Records, Drug and Alcohol Testing	
	A. Drug, Tobacco, and Alcohol Use Policy	
	B. Procedures for Background Checks and Motor Vehicle Checks	Page 13
	C. Drug and Alcohol Checks for Cause	
	D. Procedures	
	1. Background Checks	
	2. Drug and Alcohol Tests	Page 14
ARTICLE XV	La Veta Fire Protection District Grant Writing Policy: Amended May 10, 2024	
ARTICLE XVI	La Veta Fire Protection District Social Media Policy	Page 15
ARTICLE XVII	La Veta Fire Protection District Computer Policy	Page 16
ARTICLE XVIII	La Veta Fire Protection District Policy for Earmarked Donations	Page 17
ARTICLE XIX	La Veta Fire Protection District Controlled Substance Guidelines	
	Administration:	
	Documentation:	
	Recordkeeping:	
	Inventory-Storage:	Page 18
	Restock:	
	Discrepancies:	
	Monitoring:	
ARTICLE XX	La Veta Fire Protection District Ambulance Billing Policy Amended April 11, 2024	Page 19
ARTICLE XXI	La Veta Fire Protection District Policy for the Release of Medical Records	
	Requesting Records in Person	
	Requesting Records by Phone	
	Requesting Records by Mail	
	Release to Law Enforcement or Other Non-Medical Person	
	Patient is deceased	
	Incapacitated Patient	Page 20

GENERAL LA VETA FIRE PROTECTION DISTRICT WORKPLACE SOP's

ARTICLE I. Name and Purpose:

Section 1. Name and Authority:

The name of the organization is the La Veta Fire Protection District (referred to herein as the La Veta Fire Protection District, the District, or the organization). The La Veta Fire Protection District is a governmental subdivision of the State of Colorado with powers and authorities specifically authorized by and in compliance with Title 32, Article 1, Colorado Revised Statutes (C.R.S.).

Section 2. Purpose/Mission Statement:

The District will provide Fire and Emergency Medical Services within the legally defined boundaries of the District to promote public health and welfare. The District may provide services outside the boundaries of the district in accordance with approved inter-governmental agreements, including mutual aid agreements, and other appropriate emergency situations.

ARTICLE II. District Goals:

The goal of the District is to provide a high level of protection of life and property through the extension of fire prevention, fire suppression, fire rescue, emergency medical services and public education services consistent with the prudent utilization of public funds. We will endeavor to achieve these goals by providing rapid response and appropriate intervention for all emergencies to which the District is called and by taking the District into the future through productive teamwork, open and honest communication, and planning and goal setting.

ARTICLE III. Board of Directors: The District is governed by an elected Board of Directors per Title 32 of the C.R.S.

Section 1. Requirements.

(1) Must be a registered voter of Colorado, (2) a resident of the district no less than 30 days, and (3) the owner or the spouse or civil union partner of the owner of taxable real or personal property situated *in* the district, or a person obligated to pay taxes under a contract to purchase taxable property.

Section 2. Election.

Directors of the Board shall be elected to either a four-year or a two-term. Elected Directors are limited to two consecutive 4 year terms of office. The Board may appoint a qualified individual to fill the remaining term of office for any Director who resigns or is otherwise unable to perform the duties of the position.

Section 3. Orientation.

As soon as practical following the election, the District shall provide and each elected or appointed Director shall attend an orientation meeting which will include a discussion of District by-laws, the operating procedures of the Board, and the powers and responsibilities of a Director.

Section 4. Oath of Office

Prior to formally serving as a Director (elected or appointed) a designated serving Director shall administer an oath of office affirming the individual's pledge to faithfully perform the duties of the office *in* compliance with applicable laws.

Section 5. Powers

The Board of Directors shall have ultimate authority and responsibility over all operations, personnel and affairs of the district with all rights and powers specifically granted by State Laws:

Section 6. Meetings

The Board of Directors shall meet on a monthly basis, currently the second Thursday of each month at 7:00 p.m. at either Station #1 in La Veta, Colorado or at Station #2 in Cuchara, Colorado. Meeting dates and places may be change at the discretion of the Board with proper public notice. Meetings are subject to the statutory provisions regarding open public meetings. The Board has the authority to convene special meetings and workshops, including via telephonic and other electronic means, consistent with public notice and open meeting requirements. The Board has discretionary authority to have executive sessions to discuss sensitive and confidential matters as allowed by statute. All final Board decisions and actions affecting the District must be made an open, public meeting. A quorum must be present to take any final action. A quorum is defined as a majority (3) of the five (5) member Board. The Board is responsible for establishing meeting agendas, order of business, and procedures allowing for staff and public comment.

Section 7. Compensation

Board Directors will receive \$100.00 for each meeting attended, not to exceed \$1,600.00 (one thousand, six hundred dollars) annually.

ARTICLE IV. Departments

Section 1. The La Veta Fire Protection District Board has designated two (2) principal departments, the Fire Department and the Emergency Medical Services (EMS) Department.

Section 2. The Board shall appoint a department head to manage and supervise the daily operations of their respective departments.

Section 3. The department heads are responsible for developing and implementing departmental operating procedures; recommending to the Board staffing for their respective departments including the recommended appointment of subordinate officers; the monitoring and execution of Board approved annual, departmental budgets; designing and providing necessary training to officers and staff; supervising departmental operations and activities; and administering corrective action or disciplinary action, as required. Note: Disciplinary actions may be appealed to the Board as a final review.

Section 4. Compensation. The Board shall establish compensation levels for the department heads and other part-time paid position the Board may wish to establish. Compensation is typically established as an annual base rate to be reviewed each year during the budget setting process. Pay may also include annual incentives that can only be distributed based upon the department head achieving certain measurable standards established by the Board.

Section 5. The Board may establish self-supporting programs such as the Wildland Fire Mitigation Program as necessary including the appointment of a program director, approving staffing needs, and acquiring and assigning necessary budgets and operating equipment and supplies.

ARTICLE V. Personnel - Policy and Procedures

Section 1. All La Veta Fire Protection District personnel, with the exception of the Board of Directors, shall be referred to and known as "members."

Section 2. The District has three paid, part-time positions: Fire Chief, EMS Director, and District Secretary. The Board may authorize additional, part-time paid position(s) to execute specific programs and projects the Board deems necessary to achieve organizational goals and objectives. All remaining positions are unpaid members, except the incentive rewards paid per each individual's response to calls and training session, as outlined in the Incentive Rewards Policy of these Standard Operating Procedures. District members may also, at the recommendation of the Fire Chief or EMS Director and with the approval of the Board, be paid for performing ambulance transports, 'EMS Shift Duty' and other certain duties and tasks.

It is the responsibility of all members to establish and maintain the public trust and respect of the community, and to ensure all operations of the District are carried out efficiently and ethically. Each person is expected to comply with the standards set forth in the Standard Operating Guideline and conduct themselves appropriately in the spirit for which these Standards are intended. Each person will be required to read and sign the "La Veta Fire Protection District Code of Conduct" included in these Standards.

Section 3. Position/Job Descriptions

It is the policy of the District that position/job descriptions shall be created and maintained for all members within the District. The preparation and maintenance of these position/job descriptions shall be the shared responsibility of the respective department manager and the District Board. Department heads shall provide draft descriptions for all positions and/or classes of work under their direction. The Board shall review, revise as necessary, and approve final (new and revised) position/job descriptions. The approved position/job descriptions shall be considered as the official description of work assigned to and performed by members of the District.

At a minimum, position/job descriptions shall include a position title; a descriptive summary of the nature and purpose of the work assigned/performed; a representative listing of major/essential duties and responsibilities of the position; the knowledge, skills, abilities and personal characteristics (KSAP's) necessary to perform the essential duties and responsibilities of the assignment; physical and/or environmental factors affecting job performance; the minimum qualifications (education and work/life experiences) necessary to attain the required KSAP's; and, any necessary licensure, certification, or other credentials required to legally or professionally perform the assigned duties and responsibilities.

Position/job descriptions may describe a class of work being assigned to and performed by multiple members or may describe a unique and individual description of an assignment, i.e., a department head.

The District Board shall ensure that job/position descriptions are created and maintained in a current and updated manner. Such review shall take place on an annual basis, the first meeting of each calendar year. In addition, the Board shall ensure that a permanent record is maintained that indicates that each member has been provided with an approved copy of his/her position/job description and has acknowledged understanding of the descriptions content.

It is Board policy that no member may be appointed to any position/job that does not have an approved and current description.

Section 4. General Procedures for Membership for Members

- A. Each applicant must fill out and submit an application for membership to the Fire Chief/ EMS Director. No individual elected or appointed to the Board of Directors is eligible to be a member, in any capacity, within the La Veta Fire Protection District.
 1. Minimum age for membership is eighteen years of age.
 2. Must be a full-time resident, or work within, the District for a minimum of six months prior to completing the application.
 3. Hold a valid Colorado Driver's License.

- B. The Fire Chief/EMS Director will review the application to make sure the applicant is in compliance with all Firefighter and/or EMS member requirements.
- C. The respective officer will direct that a background check and a drug test be conducted. The applicant may not carry equipment or respond to calls until a clear report have been obtained.
- D. If the application is approved, the applicant will be placed on the rolls as a probationary firefighter and/or EMS member.

Section 5. Probationary Period

- A. A probationary period of 6 months shall apply to all new members commencing on the date the member is placed on the rolls.
- B. The probationary period is a time when the new member can become acquainted with the Fire Protection District and fellow members, engage in a concentrated period of familiarization, responding, on-the-job-training and demonstrates his/her desire to contribute to and benefit from the purpose of the organization.
- C. After completing the probation period, the Fire Chief or EMS Director will report to the Board of Directors and ask for approval for the firefighter or EMS member to be placed on the permanent roster.

Section 6. Termination of Members

- A. Termination proceedings against a member may be initiated with or without a number of reasons or causes including but not limited to non-participation in the department, disrespect for authority or the purpose for this organization, theft of department property or others, drug use, alcohol abuse, or felony conviction, utilizing the authority of a member of this organization for personal gain or engaging in conduct that would be unbecoming a member of this organization. If a current member's place of residence is no longer within the district, the member may be terminated based upon the recommendation of the appropriate department manager (Fire or EMS) and approved by the Board.
- B. Probationary members may be terminated at any time during the probationary period by the Fire Chief or EMS Director.
- C. Any member may be terminated from membership in this organization by a 2/3 vote of the Board of Directors at a regular Board of Directors meeting.

Section 7. Returning Members

- A. Any member who has left the District in good standing can apply to the Fire Chief or EMS Director for reinstatement of membership.
- B. The returning member must comply with the firefighter or EMT requirements and the procedures for membership.
- C. The Board of Directors may waive the probationary period at its discretion.
- D. Return from leave requires a majority vote of the Board.

Section 8. Disciplinary Action of Members

- A. Any permanent or probationary member of the Fire District may be temporarily suspended from duty on the department by the Fire Chief, EMS Director, or the Board of Directors, and required to tum in all gear. Suspended members will not be allowed to enter the firehouse, use La Veta Fire Protection District equipment or vehicles, or be involved on the scene of an incident. Any violation will result in termination.
- B. All suspensions will be temporary pending report to the Board of Directors by the respective officer. They will also recommend length of suspension or further action as necessary.

- C. Any member returning from suspension will be placed on six (6) months' probation. At the end of the probation period the member may be reinstated, with a majority vote of the Board of Directors, at the request of the Fire Chief or EMS Director.
- D. In lieu of suspension, members may be disciplined in the following ways:
 - 1. A "Documented Oral Notice of Action" warning will be given to the member in violation, by a superior officer or the Board of Directors. The following "Documented Oral Notice of Action" form will be used.
 - 2. A "Written Notice of Violation" warning will be given to the member in violation, by a superior officer or the Board of Directors. The following "Written Notice of Violation" form will be used for this action.
 - 3. The District Secretary will place the report in the member's personnel file stating the reason for either disciplinary action. The Fire Chief or EMS Director will notify the member of such action.
- E. Any member placed on suspension or subjected to disciplinary action has the right to appeal to the Board of Directors. The member must contact the District Secretary and indicate that they would like to be placed on the agenda for the next regular meeting of the Board of Directors.

LA VETA FIRE PROTECTION DISTRICT
DOCUMENTAED MEMORANDUM OF UNDERSTANDING OR ORAL NOTICE OF
ACTION

This notice document is an "Oral Notice of Action" warning for the following violation of Standard Operating Procedure:

(LVFPD Board of Directors, Fire Chief, or EMS Director please note time and date and details of violation)

This notice will be placed in your permanent personnel file and be presented immediately to the La Veta Fire Protection District Board of Directors for review. Signing this notice serves only as proof that you have been properly notified of the violation. You are entitled to a copy of this notice and by request, will be placed on the agenda of the next regular meeting of the La Veta Fire Protection District Board of Directors for discussion or appeal of this notice.

 Member signature

 Date

 Fire Chief or EMS Director signature

 Date

 Board Member signature

 Date

Section 9. Leave of Absence

- A. Any member may request a leave of absence for a period not to exceed 12 months. A written request for a leave of absence should be filed with the Fire Chief or EMS Director stating the pertinent facts and an approximate date of return. The request for a leave of absence will be reviewed by the respective officers. A request for a leave of absence by either the Fire Chief or EMS Director shall be submitted to the Board of Directors for approval.
- B. Any member granted a leave of absence shall turn in to the Fire Chief or EMS Director all department equipment before commencing the leave of absence. All attendance requirements and participation in department activities during the leave of absence shall be waived.
- C. Any member who is granted a leave of absence and fails to return for such leave at the stated time shall be terminated unless an extension is warranted and approved by the Respective Officer.
- D. Any member on leave of absence shall remain on the rolls of the department and counted as a member.
- E. The Fire Chief or EMS Director may place any member on Medical Leave if deemed necessary.
- F. Any adverse decisions regarding any leave of absence may be appealed to and reviewed by the Board of Directors.

Section 10. Incentive Rewards Policy

It is the policy of the La Veta Fire Protection District to issue incentive rewards to its members.

A. Procedures

Incentive rewards shall be determined on a pay per call basis extending from November 1 to October 31 of the following year. District personnel shall compile a list of each member's responses and submit it to the District Board of Directors at the November meeting. Disbursements will be made in December.

Each response is to be documented by report forms deemed appropriate by each department head. Call response forms, training attendance forms, trip expense forms, etc. will be certified by each department head. At no time shall a member receive an incentive reward for both departments for the same emergency response. In the event of excessive personnel response, it will be the Fire Chief's or EMS Director's duty to determine eligible member reward distribution.

B. Base Rewards

EMS personnel and Firefighter responding as a volunteer for the Fire Department:

\$30.00 per emergency or page out

\$20.00 per department meeting and training

Support Team members assisting EMS and Fire Department personnel:

\$ 30.00 per response

\$ 15.00 per department meeting and training

C. Ambulance Transports

EMS personnel, and Firefighter ambulance drivers, will be paid at a rate of \$75.00 for each transport to Spanish Peaks Regional Health Center. If multiple patients are transported on the same run, the stipend will be \$30.00 for each additional patient. The EMS personnel competing the patient care report in 48 hours (for all patient except trauma activations patients in 24 hours), will receive an extra \$25.00.

D. Ambulance Transfers

Transfers from one hospital facility to another hospital facility will be paid at a base rate of \$75.00 plus \$1.00 for every loaded patient mile for the driver and each attendant.

Section 1.1. Political Participation Policy

Board members and members of the District are encouraged to actively participate in community affairs, activities, and events including participation in the political process, partisan and/or non-partisan, on the local, state, or national level. The only condition placed upon political participation is that **NO** District images, good will, or tangible or intangible property or resources shall be used or displayed in any political process or activity including activities relating to the process of nominating candidates, campaigning for office, or activities involving governance activities of successful office holders. It is not a violation of the policy to reveal membership in the District. Use of District images, good will, or any resource of the District shall be the basis for removal from the roster and/or removal from the board.

ARTICLE VI. Duties, Rules, Responsibilities, and Conduct

Section I. Duties of Members:

- A. It shall be the duty of all members to obey all reasonable commands of their respective officers.
- B. It is expected that all members respond to emergency calls in their district and to other areas.
- C. No member shall leave the scene of a call unless excused by the officer in charge.
- D. It shall be the duty of all members to return to their local station to assist in clean up after a call.
- E. It shall be the duty of all members to know and comply with all department policies and procedures, equipment operation procedures, station rules, training procedures and other such directives and procedures as may be issued by the District.
- F. It is the responsibility of the member to notify appropriate personnel when they are unavailable.
- G. All members will be given a copy of the S.O.P.s and will be responsible for knowing the content of the S.O.P.s.

Section 2. Conduct of Members

- A. No District member shall lend their station key, keypad combination, or ID card to someone who is not a member.
- B. No District member shall respond to or attend any activity of the District in a state of drug or alcohol impairment.
- C. Personal dislikes shall not interfere with the performance of any member and will not disrupt the overall harmony among the members. Insubordination will be grounds for disciplinary action which may include immediate termination.
- D. Boisterous conduct, fighting, or negligent damage of department equipment while engaging in any department activity shall be considered improper conduct. Any damage to department property as a result of such conduct shall be the financial responsibility of the parties involved and repair or replacement of the damaged property is required.
- E. The unauthorized release of any confidential information concerning the activities of the department or any of its members is prohibited.
- F. Any member guilty of converting property belonging to the department or others, to his own or others' use, shall be subject to dismissal, suspension, and other disciplinary action or legal action as deemed necessary.
- G. No member shall receive, without special permission of the Board, any monetary award or fee for services as a firefighter or EMT performed through this department.
- H. No member of the department shall, directly or indirectly, (except by permission of the Board) use the name of the District to solicit money, circulate subscriptions or sell tickets in conjunction with similar fund raising projects.
- I. No member shall engage in political affairs in such a way as to imply or suggest, directly or indirectly, the endorsement by the District of any political party, candidate or point of view.
- J. No member shall be compelled to contribute money to any political party, club or association using the name of this La Veta Fire Protection District.

- K. No member shall make a false report or cause a false report to be made in any journal ledger, or formal record of the District.
- L. Any member who violates any of the responsibilities, duties, or conduct requirements may be suspended or terminated by a 2/3 vote of the Board of Directors.
- N. Members will conduct themselves in a professional manner on all calls, public events, parades, or any activity related to the District.

Section 3. Mutual Aid Outside of the District

If mutual aid is requested by any agency outside of the boundaries of this District, and appropriately dispatched, all District S.O.P.s are to be followed and carried out to the fullest extent possible per situation.

Section 4. Workplace/Member Volunteer Ethics Statement

Members of the District are expected to embrace and follow the following statements of workplace ethics as a condition of membership and/or employment. Directors and members shall strive to create and maintain a safe and productive work environment for fellow members, District residents, and visitors to LVFPD facilities. Officers and members shall devote their service time to the effective, efficient, and timely delivery of district related services and products for the benefit of the authority and its clients including the protection and preservation of life, property and other resources within district boundaries. Members shall not use District time, resources, equipment, or facilities for personal benefit or gain. Members shall comply with all applicable federal, state, and local laws as well as complying with District rules, regulations, policies, procedures, and oral and written directives.

Section 5 La Veta Fire Protection District Code of Conduct

Preamble: It is the responsibility of every member of the District to strive to establish and maintain the public trust and respect of the community, and to ensure all operations of the District are carried out efficiently and ethically. Each member is expected to comply with these standards and conduct themselves appropriately in the spirit for which these standards are intended.

Article I: As a member of a professional Emergency Services Organization, I will make a commitment to the District, the public I serve, and to my fellow members to familiarize myself with the rules, regulations, policies, and standard operating procedures of this department. I will maintain knowledge of the geographical area served by the department, including conditions, routes of travel and locations of suitable water supplies. I will respond in a timely manner to fires, medical services, and other emergencies to which this department is called, while at all times obeying the law with due regard to the safety of others.

Article II: I will attend training drills, meetings, and other events where directed, and befitting my position in this organization, I will present myself in appropriate attire. I will earnestly learn and practice the skills required to do my part in making this department an efficient emergency response organization. I will also do my share of any maintenance work that is required to be performed on apparatus, equipment and department facilities.

Article III: Once committed to an emergency, I will perform all duties assigned to me to the best of my ability and training. I will not leave my assigned duty without the permission of the officer in charge while at emergency scenes or training, and will assist in returning all apparatus and equipment to a state of readiness after each emergency call, training session, and when otherwise requested.

Article IV: I will conduct myself at all times in a manner that is in keeping with the good reputation, order, and discipline of the District, to treat my fellow firefighters and emergency medical personnel with respect and professionalism, and strive to maintain a harmonious work environment that is free

of negativity, bias, and profane language while working at emergencies, while in and around the fire stations, and at training sessions. I will also remain respectful of the emotions and sensitivities of the victims, families, and associates of the incidents to which we respond, and will not supply information relative to the District or its operations thereof unless authorized by a Chief Officer of this department. I shall refer all requests for information to the Fire Chief, EMS Director, or their Designated Information Officer.

Article V: I recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of District owned resources, including uniforms, facilities, vehicles, and equipment. I understand that all items of issue are the exclusive property of this District and shall be returned as directed by the Fire Chief or EMS Director. While in my possession I will properly maintain all equipment and department properties issued or assigned to me, familiarize myself with their use, and will be responsible for any loss or damage due to negligence on my part. I will, if injured or involved in an accident while responding to, at, or returning from a department function, immediately report the incident to the Fire Chief or EMS Director or their authorized representative.

Article VI: I accept responsibility for my actions and for the consequences of my actions. To be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the District. I will conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization. I will exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve. I will never engage in activities involving alcohol or other substance use or abuse that can impair my mental state while performing my duties and compromise safety.

If at any time I feel I cannot comply with the rules and regulations of the District, I shall voluntarily resign.

Section 6. Non-Discrimination

The District's Directors and members shall not engage in nor tolerate discrimination in this workplace against any member of the public, district resident, or member/volunteer because of race, creed, color, gender, mental or physical disability, national origin, familial status, sexual preference, political affiliation or age. All persons shall receive the full protection of this provision in the workplace and/or any activity related to membership (the approval of membership, promotion, training, shift scheduling, evaluation, discipline, etc.) or delivery of fire protection and/or emergency medical services. Failure by any member of the District staff to adhere to this principle shall be subject to corrective/disciplinary action up to and including termination of membership. Failure by any officer of the District to monitor and implement these provisions may be considered as the basis for corrective/disciplinary action.

The District further states its intention to promote diversity in its membership at all levels which, as closely as possible, reflects the diversity of the community and the available and qualified individuals applying for membership.

Section 7. Harassment Policy.

The District is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All members, including supervisors and other management personnel, are expected, and required to abide by this policy. No member will be adversely affected in membership with the District as a result of bringing complaints of unlawful harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's membership; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of membership; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with a member's work performance.

If a member feels that he or she has been harassed on the basis of his or her sex, race national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the member feels it would be unproductive to inform that person, the member should immediately contact that supervisor's superior. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any member to seek a remedy under available state or federal law by immediately reporting the matter to appropriate state or federal agency.

Any member engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of membership.

Section 8. Prohibition Against Workplace Violence

The Board of Directors declares that there shall be zero tolerance for any form of workplace violence, or any action or words that can reasonably be perceived as workplace violence or a threat of workplace violence toward its members, clients, vendors, stakeholders, or facility visitors. For purposes of this guiding principle, the definition of workplace includes District facilities as well as any location where a member represents or is identified as a member of the District. Any member of the District found to be engaging in workplace violence shall be subject to corrective/disciplinary action up to and including termination. Failure by any officer of the LVFPD to monitor and implement these provisions may be considered as the basis for corrective/disciplinary action.

Section 9. La Veta Fire Protection District Policy for Drug and Alcohol Use at District Functions

It is the policy of the La Veta Fire Protection District that there will be no use of drugs at any District function. Alcohol is allowed at district functions, but not at any of the stations. Violation of the policy will be brought before the Board of Directors and will be considered grounds for suspension or termination.

ARTICLE VII. Departmental Meetings

Section 1. Meeting Dates, Training Dates & Requirements:

- A. Fire department training meetings are held once a month at the discretion of the Fire Chief. All firefighter members are required to attend fire training for a minimum of 36 hours per year. Training outside the LVFPD may count toward the 36 hours if the appropriate certificates are provided and accepted by the Fire Chief.
- B. EMS Departmental training meetings are held monthly at the discretion of the EMS Director.
- C. EMS personnel must have 15 responses in the past twelve months to receive funds for additional training including re-certification classes necessary to maintain current EMS certification with the State of Colorado, unless waived by the Board of Directors.

ARTICLE VIII Communications:

- A. Plain English will be used in all radio communications per Huerfano County Communications (dispatch) protocol.
- B. Language will be appropriate for public radio facilities, obscene or profane language will not be tolerated. No unnecessary talking will be allowed, and effective radio communications will be clear, concise, and informative.
- C. Non-Status radio traffic will be moved to a secondary channel as soon as possible.

ARTICLE IX Safety Procedure-Driver Safety

It is the responsibility of the driver of each District vehicle to drive safely and prudently at all times. Drivers must have five years of driving experience to drive any District apparatus. Vehicles shall be operated in compliance with the Colorado Motor Vehicle Statutes. The statutes provide specific legal exceptions to regular traffic regulation which apply to emergency vehicles only when responding to an emergency incident. Emergency response does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its operation at all times. Under no circumstances will any member of the District drive any District vehicle while under the influence of alcoholic beverages or mind altering drugs, prescription or otherwise. At the discretion of the Incident Commander or the senior officer any accident occurring while driving a District vehicle **will** require a mandatory drug and alcohol screen of the driver. Accidents occurring while driving a District vehicle will require a mandatory drug and alcohol screen of the driver. Any positive results will be grounds for immediate dismissal from the department.

ARTICLE X Junior Firefighters

- 1. Will be those persons between the ages of 16 (sixteen) and 18 (eighteen).
- 2. Will be limited to back up positions and at no time allowed to drive the La Veta Fire Protection District vehicles, operate a nozzle, or wear SCBA's on a live fire.
- 3. The same rules will apply to Junior Firefighters that apply to all other firefighters.
- 4. Junior Firefighters shall receive stipend payment at the rate equivalent to one-half a member stipend rate.

ARTICLE XI Reimbursement of Authorized Mileage Expenses

A member of the District who is required and specifically authorized to operate his/her personally owned vehicle in conduct of District business or training shall be paid mileage allowance equal to the I.R.S. standard for use of an automobile in rendering gratuitous services to a charitable organization under§ 170. See section 5 of Rev. Proc. 2010-51. (Currently, fourteen cents per mile) or the cost of actual fuel used for the District activity. Reimbursement requests for authorized mileage shall be presented to the Board of Directors by expense voucher. Appropriate department head must sign and present all vouchers to the Board of Directors at the regular scheduled meeting following incurring of expenses. The Board highly encourages any member traveling to training or conducting District business to use District vehicles.

Mileage authorized may be for continuing education or training. All mileage reimbursement is paid at discretion of the Board of Directors.

A member who is required and authorized by the Board of Directors to travel to classes required to maintain their current license or certification, may request mileage reimbursement.

A member who is NOT required but IS authorized by the Board of Directors to travel to training NOT required to maintain license or certification may request mileage reimbursement.

ARTICLE XII EMS Patient Transportation Protocol

Section 1. General Transportation Protocol

The La Veta Fire Protection District (LVFPD) offers Emergency Medical Services and operates a ground ambulance service. District protocol dictates all trauma patients will be transported to the nearest facility with a trauma designation. It is the District protocol that all patients transported by ambulance will be transported to the nearest medical facility. Refusals must be signed by any person refusing transport to the nearest facility regardless of the circumstances.

Section 2. La Veta Fire Protection District Policy regarding Out-of-County Ambulance Transport

Recognizing the needs of the residents of the District and the activities therein, ambulance transfers out of Huerfano County, shall be allowed only when ALL the following criteria are met:

1. Approval by EMS Director or the assigned designee.
2. Adequate EMS providers of equal or higher certification remain available in District.
3. Adequate ambulance vehicles remain in District.
4. All rescue equipment, i.e., hydraulic bolt cutters, rescue jacks, chains, etc. remain in the District

Section 3. Rates and Fees Out-of-County Transport

Currently rates charged per loaded patient mile are approximately \$35.00 per mile.

Recommended transport pay schedule for District members working extended transports out of Huerfano County:

For each attendant and driver:
\$75.00 base transport pay, + \$1.00 for every mile.

ARTICLE XIII Drug Free Workplace

The LVFPD Board recognizes the importance of protecting the health, safety and well-being of all its members and its clients in effective and safe delivery of LVFPD services to our clients and stakeholders. The Board states its desire to do all it can to provide a safe workplace free of risks created by drug and alcohol abuse. Hence, the Board declares its intent to implement a program of drug and alcohol testing for members as described in the following procedure.

ARTICLE XIV Procedures for Criminal Background Checks, Motor Vehicle Records, Drug and Alcohol Testing

A. Drug, Tobacco, and Alcohol Use Policy

It is the policy of the La Veta Fire Protection District that there will be no use of drugs, including tobacco products, or alcohol within District facilities, operating District equipment, and/or at any training sessions or District functions. Violation of the policy will be brought before the Board of Directors and will be considered grounds for suspension or termination.

B. Procedures for Background Checks and Motor Vehicle Checks

It is the policy of District to conduct background checks on applicants prior to the time that they are hired or accepted for a position or if reasonable suspicion exists thereafter to believe that the member has engaged in criminal conduct which would impact his/her ability or integrity to serve as a member.

1. Background checks will be performed on all potential members.
2. The cost for performing background checks will be borne by the La Veta Fire Protection District.
3. The District may conduct a department of motor vehicle check on any member at any time.
4. Members whose driving records are returned with negative information may be denied the opportunity to maintain employment or member status or may be denied the opportunity to operate a La Veta Fire Protection District vehicle for an identified period of time.
5. If the District has reason to believe that a member has engaged in criminal conduct such that his/her member activities with the La Veta Fire Protection District are being impacted, further background checks may be conducted.
6. Potential or current members whose background checks reflect driving problems, insurability problems or criminal activities that could impact his/her member activities with the District, may be denied membership opportunities.

C. Drug and Alcohol Checks for Cause

It is the policy of the District to perform drug and alcohol testing on its members when there is reasonable suspicion to believe that he/she is in a state of drug or alcohol impairment that interferes with the member's ability to perform his/her duties for the District.

1. All members may be subjected to a drug and alcohol investigation prior to employment.
2. All members may be subjected to a drug and alcohol investigation prior to reinstatement.
3. All members may be subject to drug testing should there be reasonable suspicion to believe that a member is in a state of impairment from the use or abuse of a controlled substance (prescription or otherwise) or alcohol.
4. Any member operating District equipment involved in an accident will be subject to drug and alcohol testing.
5. The cost for performing drug and alcohol testing will be borne by the La Veta Fire Protection District.
6. Members who are taking prescription medications under a doctor's care and in accordance with the doctor's orders are not subject to this policy unless the medication prescribed has the effect of adversely impacting the employee or member's ability to perform his/her job or member activities.
7. Refusal to be drug or alcohol tested by the LVFPD when reasonable suspicion exists to perform such testing will be considered a positive drug or alcohol test.

D. Procedures

1. Background Checks

- a. All applicants for a member position with the District will be required to sign an authorization allowing the La Veta Fire Protection District to conduct a background check on the applicant. No applicants will be accepted for a member position until a satisfactory background check has been returned to the District.
- b. A background check shall be determined to be satisfactory if the check shows no felony convictions within the last ten (10) years, no misdemeanor convictions within the last five (5) years and no convictions of crimes that involve physical harm to others or crimes involving theft (or related actions) at any time. A background check which shows any violations as a part of the motor vehicle record within the last five (5) years,

except parking tickets and/or speeding less than 10 miles per hour over the speed limit shall not be a satisfactory background check. Any driving record which shows more than one alcohol related offense, no matter when charged, shall not be satisfactory.

- c. The background check shall be coordinated by the District secretary. The District's secretary shall be responsible for requesting the background check and receiving information in response. Access to the background check information shall be limited to the District secretary and Board chair unless the Board needs to consider the applicant further because of unsatisfactory information.
 - d. If the background check is satisfactory and the Board has accepted the applicant pending the results of the background check, the District's secretary may notify the Fire Chief and/or EMS Director and the applicant may be issued equipment and begin service for the District.
 - e. If the background check is unsatisfactory, the Board shall consider the background check in executive session at its next regularly scheduled Board meeting. The Board shall determine whether the information contained in the background check would preclude the applicant from employment or member service with the District. The applicant shall have a right to be present and explain any information contained in the background check during the executive session with the Board while the Board is discussing the applicant. Any vote to accept or reject an applicant must be done in open session. The decision of the Board shall be final.
2. Drug and Alcohol Tests
- a. The highest-ranking officer or official of the District at any District activity (department calls, meetings, training, etc.) shall have the authority, upon reasonable suspicion, to require a drug or alcohol test of any member participating in the activity
 - b. The drug or alcohol testing shall be conducted by an appropriate authority or laboratory to confirm the presence of drugs or alcohol in a member's system. For alcohol testing, such may be done at an appropriate medical facility or with an appropriate law enforcement agency with equipment sufficient to measure blood alcohol levels. For drug testing, such may be done at an appropriate medical facility or laboratory.
 - c. Any member who has been required to submit for drug or alcohol testing shall be suspended from duty pending the results of the test.
 - d. The results of the drug or alcohol test shall be submitted directly to the District secretary and chairman. If the results of the drug or alcohol test are negative, the District secretary will inform the Fire Chief and/or EMS Director that the member may return to duty. If the results of the drug or alcohol test are positive, the matter shall be submitted to the Board for consideration in executive session at its next regularly scheduled meeting. The member may not return to duty until authorized to do so by the Board.
 - e. The Board shall consider all positive drug or alcohol test results in executive session. The member shall have the right to be present during the executive session when his/her test is being discussed to provide explanation or response to the drug test. The Board shall make a determination as to whether the member may return to duty and any limitations which will be placed on the member if returned to duty. Any vote of the Board shall be done in open session. The decision of the Board is final.

ARTICLE XV La Veta Fire Protection District Grant Writing Policy:

It may become necessary, advantageous and/or opportune, from time to time, for the LVFPD to apply for grant funds to finance specific needs identified by the Board of Directors, its agents or assigns. The purpose of this policy is to describe a process for the generation, evaluation and tracking of grant requests/awards made and/or received by the district. The Board will collaborate with the party who identified the need.

- A. Requests to the Board, to seek grant funds for a specific need, should be presented in writing and must contain the following information;
 - 1. Overview of the grant program to which application will be made, including any unique conditions or provisions pertinent to the request
 - 2. Justification of need for the equipment or program requested and goal to be achieved should grant be awarded
 - a. Is the product/program requested a new procurement, a replacement or upgrade. If replacement or upgrade, list current inventory amount and/or status
 - 3. Cost to the district, both immediate and long term, and plan to cover those costs
 - 4. Time line for grant application submittal and/or award
 - B. Should the Board agree to apply for any grant, completed applications must be available for Board review a minimum of two weeks before submittal date.
 - C. Board will be provided with a progress report on each grant at each monthly meeting until grant disposition is completed
 - D. Board should review all requests not awarded at next regular meeting after notification of any unsuccessful application.
- The Board of Directors reserves full control of the submittal and commitments of all grants.

ARTICLE XVI La Veta Fire Protection District Social Media Policy

The District acknowledges that use of technology by emergency service organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes. As such, the District embraces the usage of instant technology to that end.

This policy establishes the District's social media and instant technology use procedures and protocols which are intended to mitigate associated risks from the use of this technology where possible.

This policy applies to all members of the District, consultants and contractors performing business on behalf of the District, and the Board of Directors.

For the purposes of this policy, the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, Myspace, LinkedIn, Twitter, YouTube and any other information sharing services, websites and/or blogs.

All District social media pages shall be approved by the Board or their designees. All social media content shall adhere to all applicable laws, regulations and policies including the records management and retention requirements set by law and regulation.

The Internet and other information sharing devices are global entities with no control of users or content. Therefore, available resources may contain material of a controversial nature. The District is not responsible for information found on these sources.

The District understands the value of such technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner (intentional or unintentional). Therefore, no information, videos or pictures gathered while on District business (this includes emergency calls, meetings, drills, details, trainings or anything obtained on organization property or at organization functions) may be shared or posted in any format without the approval and written consent of the Board.

Under this restriction, members and employees are prohibited from disseminating or transmitting in any fashion photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate Colorado State Laws and/or the **HIPPA** privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against members and employees violating this provision of the policy.

This policy is not intended to limit one's right to freedom of speech or expression; but as we are a public entity, it has been put in place to protect the rights of this organization, its members and the public we are

sworn to protect. Members are advised that their speech directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the District, undermines discipline and harmony among co-workers or negatively affects the public perception of the District may be sanctioned.

A public employee may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter of public concern.

In that regard, members and employees must follow the following guidelines when discussing the District on Social media Websites:

- o Do not make any disparaging or false statements or use profane language.
- o Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.
- o Make clear that you are expressing your personal opinion and not that of the District.
- o Do not share confidential or proprietary information.
- o Do not violate District policies including the Code of Conduct.
- o Do not display District logos, uniforms or similar identifying items without prior written permission.
- o Do not post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer or employee of the District without prior written permission.
- o Do not no publish any materials that could reasonably be considered to represent the views or positions of the District without authorization.

The District owns the right to all data and files in any owned computer, network, cell phone or other information system. The District also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Members must be aware that the electronic messages sent and received using the District's equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by the Board of Directors at all times. The District has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

Inappropriate use of the Internet and instant technology while on District business may result in disciplinary actions, up to and including termination as a member of the District.

District computer equipment is to be used for fire district business and purposes in a professional and businesslike manner.

ARTICLE XVII La Veta Fire Protection District Computer Policy

The Board of Directors of the District has multiple computers for the purpose of record keeping, training, Fire District information, access to continuing education credits etc. Only Board Directors and members will be allowed to use the computer. Under no circumstances will the internet be used for accessing pornographic sites or any other questionable sites.

There will be no games, music or other non-District related information downloaded onto the District computers.

All downloads for District use will be first approved by the respective Department head.

Only members listed on the District roster will be allowed access to the computers.

ARTICLE XVIII La Veta Fire Protection District Policy for Earmarked Donations

It is the policy of the Board that all donations will be considered made to the general fund unless otherwise designated. If a donation is earmarked for a specific purpose or project, the District must receive a written statement, or notation on the check, from the donor stating their desires and dedicating the donated funds to that purchase or project.

ARTICLE XIX La Veta Fire Protection District Controlled Substance Guidelines

The purpose of this policy is to establish the policy and procedures for the administration, security, storage, documentation and accountability of controlled substances.

Controlled substances will be administered in accordance with Pueblo County protocols, in coordination with federal and state guidelines. These procedures have been approved by the agencies Medical Director and are as follows:

Administration:

- Only authorized personnel may administer and handle controlled medications.
- The 6 Rs of drug administration must be followed:
 - Right Drug
 - Right Patient
 - Right Route
 - Right Dose
 - Right Time
 - Right documentation
- The medication's expiration date must be checked prior to administration.
- Once the controlled medications have been obtained, they must remain in the possession of the person who obtained them.

Documentation:

- The medication administered, dosage, time and route must be documented on the Patient Contact Report (PCR).
- Therapeutic effects of the medication must be documented on the PCR.
- Wasted medication should be witnessed by an RN at the receiving facility and documented on a use log.

Recordkeeping:

- All unit logs, 222 order forms and invoices will be kept in a central location and available for review by the medical director, his/her designee or State and federal agencies upon request. Failure to keep adequate records will result in DEA fines and loss of your DEA license to carry controlled substances.
- The medical director or their designee will perform random audits to assure compliance with the company policies and procedures and to assure state and federal guidelines are being met.
- Controlled substances will be inventoried and documented weekly on the "weekly log". Controlled substances container will be accessed monthly, inventory documented, and a new monthly log assigned. A re-inventory will occur if the medication is accessed for use; damaged or out of date.
- Waste will be documented on a use log anytime a medication is administered to a patient.

Inventory-Storage:

- All controlled substances on ambulance units will be kept secured in a see through box with a numbered seal tag attached securing the box. The narcotics will then be secured in a locked cabinet inside the vehicle. Keys to access the cabinet should be limited to persons authorized by the EMS Director to give the medication.
- A central inventory for restocking of units will be maintained at a central station by the services designee. It is recommended the access to the central location be limited. This cabinet must be a dual lock cabinet secured to the floor or wall.
- Incoming inventory will be added to the stock count on the bulk inventory log to reflect the new inventory if applicable; otherwise, incoming inventory will be added directly to the vehicle stock and noted on the appropriate log.
- The central inventory will have a bulk controlled substance log with the current inventory of the cabinet. As controlled substances are dispensed the type of medication, amount, unit receiving the medication and the signatures of the dispensing and receiving personnel. Inventory on the units will be checked weekly or when med use occurs. The weekly log will contain the current stock of controlled medications verified by visually inspecting the medications.
- It is not allowed to leave controlled substances in out of service units; narcotics should be brought to the central office and secured in the bulk cabinet with their respective log. The count will be verified by the EMS Director securing the narcotics in the central lock up and an ALS provider.
- Logs are to be filed monthly per unit.

Restock:

- Units will restock their medications when they are used, broken or expired.
- Under no circumstances will any narcotic be restocked without proper documentation.

Discrepancies:

In the event there is a discrepancy in the inventory, tampering or diversion of narcotics is suspected, the following procedure will be followed:

- The EMS Director will be contacted immediately. The member discovering the discrepancy will document in writing the incident. Medical director will be contacted by EMS Director.
- The medical director will be contacted ASAP if any narcotics are missing.
- Law enforcement will be contacted at the discretion of the administrator if diversion, theft, loss, signs of tampering is suspected. Be cautious not to disrupt a crime scene if you suspect narcotics have been taken.
- If the missing narcotics cannot be accounted for or you suspect tampering or diversion, all involved crew members with access to the narcotics will be required to submit a drug screening immediately. Policy and procedures for drug screening will be determined by the Board.
- Members will not be allowed to work until negative drug screen results are determined.
- Proper documentation must be completed and forwarded to the medical director for review. Forms will be forwarded to the DEA by the medical director for review.

Monitoring:

- Weekly controlled substance logs will be reviewed by the EMS Director often and all logs will be reviewed monthly to verify compliance with company regulations.
- Monthly use summary reports will be prepared and reviewed by the EMS Director to look for trends by members administering medications. These reports will detail the type of narcotics administered by members and the total administered over the monthly period. These reports will be forwarded to the medical director on a monthly basis.
- The medical director will be notified of any trends of narcotic administration by members.

ARTICLE XX La Veta Fire Protection District Ambulance Billing Policy

TRANSPORT
Policy & Procedure

Subject: Ambulance Billing and Collection

Effective: 12 FEB 2024

1. PURPOSE

- 1.1. To establish policy regarding the billing and collection procedure to include transport fee schedule and charity policies for customers and patients of the La Veta Fire Protection District Emergency Medical Services (EMS).

2. PERSONNEL AFFECTED

- 2.1. Administrative, operations and billing teams

3. POLICY

- 3.1. It is the policy of the La Veta Fire Protection District (LVFPD) that no patient will be denied transport from within the District to the Spanish Peaks Regional Health Center or to an advanced care facility in Colorado if so advised by the on-call SPRHC ER doctor, due to the patient's or the patient's family's inability to pay for service.
- 3.2. It is the policy of LVFPD EMS to pursue payment for ambulance and transport services provided according to the fee schedule approved by the LVFPD Board of Directors. Claims for service will be processed for payment using a scheduling system based on insurance coverage and the patient's ability to pay. The patient is ultimately responsible for the total balance due for services rendered. Billing practice will be in compliance with State and Federal laws, specifically Medicare, Medicaid and HIPAA guidelines.

4. DEFINITIONS

- 4.1. LVFPD EMS is the La Veta Fire Protection District's Emergency Medical Services department.
- 4.2. ImageTrend is the tool used by the LVFPD to capture all information related to an EMS call and which is used to generate a Patient Care Report for each patient to which LVFPD EMS has provide pre-hospital Emergency Medical care.
- 4.3. Spanish Peaks Regional Health Center (SPRHC) is the default Emergency Department for all EMS transport calls within the District.
- 4.4. Billing services company is the entity with which LVFPD EMS contracts for providing medical and medical transportation service billing.

5. RESPONSIBILITY

- 5.1. It is the responsibility of the lead medic on each call for EMS service who is directly responsible for patient care to properly complete and submit his/her Patient Care Report to include all patient identification and, if possible, insurance information. It is then the responsibility of the LVFPD EMS Director to insure that all information has been properly reported and submitted to the department's assigned billing services company.

6. PROCEDURE

6.1. Billing

- 6.1.1. LVFPD EMS director will ensure all medical treatment and insurance information is available in ImageTrend for each patient and can be accessed by the billing services company.
- 6.1.2. Overpaid accounts will be identified by the billing services company and referred to the LVFPD EMS Director for review. All approved refunds will be paid and forwarded to these accounts. Checks for overpaid amounts will be issued by the LVFPD's Administrative Assistant.
- 6.1.3. All billing will be in accordance with the following medical service and transport fee schedule that has been approved by the LVFPD Board of Directors.
 - 6.1.3.1. ALS: \$1,750.00
 - 6.1.3.2. ALS mileage: \$35.00 per loaded mile
 - 6.1.3.3. BLS: \$1,300.00
 - 6.1.3.4. BLS mileage: \$35.00 per loaded mile

6.2. Collections

- 6.2.1. Given that the District receives mill levy funds from the District's residents, the District shall accept payments from insurance companies and private-pay individuals living within the LVFPD district boundary. None of the District resident's unpaid bills will be sent to collections.
- 6.2.2. The District shall accept payments from insurance companies and private-pay individuals living outside of the District. Unpaid bills of Patients who are non-residents of the District will be sent to collections.
- 6.2.3. All patients, regardless of District residency, receiving insurance refunds directly and not forwarding to the District or to the billing agency will be sent to collections.
- 6.2.4. The District retains full discretion to review and make determinations on all cases concerning billing and collections.

ARTICLE XXI La Veta Fire Protection District Policy for the Release of Medical Records

Requesting Records in Person

Any patient can request copies of their EMS medical records in person. It is suggested that the patient contacts the EMS Director or District Secretary. Please give the District at least 5 business days of notice. The patient can then pick up a copy of the EMS medical records, during normal business hours, at: 100 Birch Street, La Veta, Colorado. The patient must have a picture ID and \$5.00 for each run report requested in order to pick up the records. The patient will be required to sign for the records.

Requesting Records by Mail

To request a copy of the EMS medical records by mail, the request must be made in writing by the patient. The patient must include their name, date of birth, address and phone number, the date they received ambulance service, the address where they would like the records sent, and their signature. In order for this form to be accepted, it must be notarized as to the signature and accuracy of the statement. The request must al

Requesting Records by Phone

No medical information will be discussed with anyone, even the patient, over the phone. Requests for information must be made in person or in writing.

Release to Law Enforcement or Other Non-Medical Person

The patient's medical record cannot be released to law enforcement or other non-medical personnel without a subpoena, POA or Authorization to Release Medical Records signed by the patient. This includes Attorneys of Fact.

Patient is deceased

If the patient is deceased, the release of the EMS medical records is done in accordance with the State of Colorado Estate Laws. This means that only the Personal Representative (PR) of the estate can obtain copies of the EMS medical records. If there is no PR then authority for the release of the medical records are as following (in this order):

1. Surviving spouse
2. Divorced Spouse
3. Parents

A Power of Attorney (POA) executed prior to the expiration of the patient is no longer valid once the patient expires. If there are no parents, then release of the EMS medical records rests with the Probate Courts and a Court Appointed PR.

Incapacitated Patient

A patient who is determined, by their attending physician, to be incapacitated and unable to give authorization for the release of the EMS medical records may have the EMS medical records released to the guardian, POA, or Next-of-Kin in the following order:

1. Guardian/POA
2. Non-Divorced Spouse
3. Children (in order of age)
4. Parent

ARTICLE V
Section 12:

The HIPAA Security Rule

Set of regulations under the Health Insurance Portability and Accountability Act that establishes national standards to protect an individual's electronic protected health information (ePHI) by requiring covered entities to implement administrative, physical and technical safeguards to ensure the confidentiality, integrity, and availability of this data.

What information is protected by HIPAA's protected security rule?

Under the HIPAA security rule, protected information revolves around **electronic protected health information (ePHI)**.

The HIPAA security rule is designed to establish a comprehensive framework for the protection of ePHI. The security rule upholds the confidentiality and availability of electronic health information, ensuring that patients' sensitive data **remains protected from unauthorized access, use, or disclosure.**

Under the Security Rule, Healthcare providers must:

- o Ensure confidentiality, integrity, and availability of ePHI.
- Identify and protect against reasonably anticipated threats
- o **Protect against reasonably anticipated impermissible uses or disclosures**
- **Ensure employee compliance**

The rule further specifies that reasonable and appropriate administrative, physical and technical safeguards are necessary for compliance:

1. **Administrative**- Policies and procedures - Security management processes - Access management - Contingency plans -Employee Training
2. **Physical**: building/ storage access controls - Workstation/ computer use- Device and media controls - Storage back up location/access, removal, and disposal
3. **Technical**: Login and password controls - Audit controls- Encryption - storage controls

The La Veta Fire Protection District is committed to comply with and uphold the Rules and Regulations as listed above to ensure the privacy of all patients that LVFPD provides care for.

This policy is adopted and enacted on 02-13-2025 _____

Mickey Schmidt

Signed-Mickey Schmidt, Chairman of the Board

(Original Signed copy in the 2/13/2025 meeting file)

La Veta Fire Protection District

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT Policy HIPAA

RELATED TO EMERGENCY MEDICAL SERVICES

HIPAA applies to EMTs when they work for a covered entity, which is typically an agency that provides healthcare services (including ambulance services and EMS agencies) that bill for those services. LaVeta Fire Protection District is considered a covered entity. If you are employed or volunteer for such an agency, you are considered part of a HIPAA covered entity, and therefore, you **must** comply with HIPAA regulation and your agency's specific HIPAA Policies.

HIPAA applies to EMS practitioners **both on and off duty** when handling PHI obtained while providing healthcare services. This means that even when off duty, if you are part of a covered entity and dealing with PHI, you **must still adhere to HIPAA guidelines and restrictions.**

PHI can be used or disclosed during treatment, payment, and operations activities. This requires that all personnel, Directors, Employees and members always adhere to "the minimum necessary rule". This means disclosing only the **minimum amount of PHI required for the task**. Furthermore, they cannot release PHI to the news media without written patient authorization. Media requests should be referred to the agency's spokesperson.

Patient-related information should never be shared on social media, even if it seems non-identifying. Lastly the EMT cannot share PHI under any circumstance not provided for within HIPAA requirements.

Sharing PHI with law enforcement as an EMT

EMS workers may be required by state law to release PHI to law enforcement in specific situations, such as:

1. **Locating suspects, fugitives, missing persons, or witnesses:** EMS practitioners may share limited, necessary PHI with law enforcement when trying to locate or identify suspects, fugitives, missing persons, or witnesses related to a case.
2. **Crime occurs during response:** If a crime occurs during the EMS response, such as an assault on a crewmember, EMS practitioners can share necessary PHI with law enforcement to aid in the investigation.
3. **Treating a crime victim:** When treating a patient who is a victim of a crime, EMS Practitioners can share PHI with law enforcement if the information will not be used against the patient, and sharing is in the best interest of patient care.
4. **Preventing imminent harm:** If sharing PHI with law enforcement is necessary to prevent serious and imminent harm to someone, EMS practitioners can disclose the information.
5. **Sharing patient destination:** EMS practitioners can share information about the patient's destination with law enforcement, which can be necessary for coordination and follow-up.

This Standard Operating Procedure Manual may be changed from time to time as deemed necessary by the Board of Directors.

All approved amendments shall be entered in the minutes of the department business meetings and shall be incorporated into this document as amendments.

LVFPD Standard Operating Procedures: Revised and Adopted March 2023, Effective April 1, 2023. Amended and Effective August 17, 2023
Revised and Adopted April 11, 2024 Amended Article V, Section 4 A & D. Also Amended Article XX.
Article XV Revised and Adopted May 10, 2024
Article V Section 12 added February 13, 2025
Article V Section 13 added January 8, 2026

Signed: 

Mickey Schmidt, LVFPD Board President

Minimum Equipment Requirements Policy

1.0 PURPOSE

This document shall provide a high-level overview and ensure compliance with the rules set in 6 CCR 1015-3, Chapter Four, Sections 3 - Department Issuance of Licenses and Ambulance Permits and Section 13 - Minimum Equipment Requirements.

2.0 RESPONSIBILITY

The **La Veta Fire Protection District Board of Directors, EMS Director** and Medical Director shall oversee this document and ensure it's up to date; implementation of guidelines shall fall to the District and command officers. This Equipment list has been approved by the medical director and reflects the most current **La Veta Fire Protection District Medical Protocols established by the Southern Colorado RETAC (Regional Trauma Advisory Council and the Colorado EMPAC (Emergency Medical Physician Advisory Council).**

2.1 Minimum Medical Equipment Requirements for Ambulances

Medical protocols approved by the Medical Director: The **La Veta Fire Protection District** will utilize the **Southern Colorado RETAC** Protocols which are published at <https://southerncoloradoretac.org>

2.2 Minimum Vehicle and Personal Safety Equipment for Ambulances

2.2.1 Communications (effective July 1, 2026)

- Two-way voice radio communications with Public Safety Answering Points (PSAP) in good working order that will enable clear voice communications between ambulance personnel and Huerfano County Emergency Dispatch, medical control facility or physician, receiving facilities, and mutual aid agencies.

2.2.2 Vehicle Safety, PPE, Personal Restraint Equipment

- Traffic safety devices, including but not limited to vests and warning triangles.
- Daytime and nighttime operations, including but not limited to an operating flashlight and incident and scene lighting.
- Fire hazard abatement, to include, at minimum, fire extinguishers.
- Sharps containers and receptacles for the appropriate disposal and storage of medical waste and biohazards.
- A child protective restraint system that accommodates a weight range between five (5) and ninety-nine (99) Pounds
- Appropriate protective restraints for patients, crew, accompanying family members, and other vehicle occupants.
- Infection control equipment and supplies.

- Mechanisms to secure equipment stored in the ambulance's patient compartment appropriately-sized personal protective equipment for all on-duty personnel, conforming to national standards such as the CDC and OSHA.

2.3 Minimum Medical Equipment for Ambulances

- Pediatric length, age, or weight-based system for determining drug dosage calculations and sizing equipment.
- Ventilation and airway equipment.
- Splinting or other appropriate devices for treating orthopedic and spinal injuries.
- Dressings and other appropriate materials to address bleeding and burns.
- Obstetrical supplies for field deliveries.
- Pharmacological agents.
- Hemorrhage control equipment, including a commercially manufactured hemorrhage control tourniquet.
- Means of defibrillation capable of delivering electrical countershock.

2.4 Minimum ALS Medical Equipment for Ambulances

In addition to the equipment above ALS needs to have the following equipment subject to medical protocols.

- End-tidal CO2 monitor or detection device.
- Portable, battery-operated cardiac monitor-defibrillator.
- Advanced airway equipment.
- Fluid maintenance solutions per medical protocol.
- Medication administration equipment per medical protocol.

Fatigue Management Policy

1.0 PURPOSE

This policy outlines the effects and risks of employee fatigue, emphasizes the shared responsibility for its appropriate management, and details preventative measures to minimize associated risks. It also establishes hours-of-service limitations for all **La Veta Fire Protection District** clinical personnel.

2.0 WORKPLACE RISK

The first step in mitigating fatigue is identifying contributing factors. These include:

- **Workplace Environment:** Factors such as noise levels, lighting, and temperature can contribute to fatigue.
- **Schedules:** Irregular or extended shifts, inadequate time off, and on-call demands can disrupt sleep patterns and lead to fatigue.
- **Staffing Levels:** Insufficient staffing can result in increased workloads and overtime, contributing to employee fatigue.
- **Individual Factors:** Lifestyle choices, sleep hygiene, and personal responsibilities outside of work also play a role in fatigue.

La Veta Fire Protection District is committed to ensuring adequate staffing levels to minimize excessive workloads and reduce the risk of fatigue. Employees are encouraged to prioritize rest, maintain a healthy lifestyle, and be mindful of their physical and mental state before and during work shifts.

3.0 EFFECTS OF FATIGUE

Fatigue is a state of prolonged mental and/or physical exhaustion that impairs an individual's ability to function. While it's natural to experience tiredness after exertion, fatigue is a more persistent condition that can accumulate over time because of various factors.

3.1 Signs and Symptoms

Recognizing the signs of fatigue is crucial for early intervention. These can include:

- **Physical indicators:** headaches, dizziness, difficulty staying awake, muscle weakness, and lack of energy.
- **Cognitive indicators:** Impaired decision-making, reduced concentration, slower reaction times, and memory problems.

3.2 Consequences of Fatigue

Fatigue poses significant risks both in the immediate and long term:

- **Short-term effects:** Increased errors, compromised decision-making (especially when driving or providing medical care), and slower reaction times.

- **Long-term effects:** Increased risk of chronic conditions like cardiovascular disease, mental health issues (e.g., depression, anxiety), and metabolic disorders (e.g., diabetes).

By understanding the causes, signs, and potential consequences of fatigue, employees and **La Veta Fire Protection District** can work together to implement effective preventative measures.

4.0 SHARED RESPONSIBILITY

La Veta Fire Protection District recognizes that managing fatigue is a shared responsibility between the organization and its employees. We are committed to providing a work environment that supports employee well-being and minimizes fatigue-related risks. Employees are equally responsible for taking proactive steps to manage their own fatigue levels and ensure their fitness for duty.

4.1 Agency Responsibilities

- **Promoting a Culture of Safety:** **La Veta Fire Protection District** fosters a culture where fatigue is recognized as a legitimate safety concern and open communication about fatigue-related issues is encouraged
- **Workload Management:** We strive to maintain adequate staffing levels, implement fair scheduling practices, and provide reasonable workloads to prevent excessive fatigue
- **Education and Training:** **La Veta Fire Protection District** provides comprehensive education and training programs on fatigue awareness, its effects, and strategies for mitigation
- **Shift Rotation Design:** Shift rotations are designed to balance operational demands with the need for adequate rest and recovery. This includes:
 - 12 or 24 hour 911 response shifts
 - **Currently LVFPD mandates one 12 hour shift a month for all volunteers, as well as two 12 hour shifts per month for new personnel for two years following their initial EMT certification funded either fully or partially by the LVFPD. If ongoing education is paid for by the LVFPD, in an effort to advance educational levels, additional shift obligations will be determined by the EMS Director and Board of Directors with mutual, signed agreements by participating members.**
 - **Being a volunteer department, LVFPD recognizes that members may have full time employment and obligations outside of the department, therefore it will be at the discretion of the employee if they have become fatigued to the point of possibly affecting their safe performance as an EMS provider, not to answer 911 calls for service unless they feel they can safely respond to 911 calls. Full time employment outside of the LVFPD, does not negate the shift obligations stated above.**
 - **If there has been any alcohol / mind altering drug consumption up to 8 hours prior to a 911 call for service, the employee/volunteer will not respond to a call for service.**
- **Monitoring and Support:** The management team actively monitors call volume, duty times, and employee feedback to identify potential fatigue-related concerns and provide appropriate support

5.0 EMPLOYEE RESPONSIBILITIES

- **Prioritizing Rest and Recovery:** Employees are responsible for obtaining sufficient restorative sleep before and after shifts. This includes practicing good sleep hygiene and managing personal schedules to allow for adequate rest.

- **Self-Monitoring and Reporting:** Employees must be aware of their own fatigue levels and any signs or symptoms they may experience. It is crucial to report any fatigue-related concerns to supervisors promptly.
- **Healthy Lifestyle Choices:** Employees are encouraged to maintain a healthy lifestyle that supports physical and mental well-being, including proper nutrition, regular exercise, and stress management techniques.
- **Adherence to Policies:** Employees must adhere to all **La Veta Fire Protection District** policies related to fatigue management, including hours-of-service limitations and reporting procedures.
- By working together and fulfilling these responsibilities, **La Veta Fire Protection District** and its employees / volunteers can create a safer and healthier work environment for everyone.

6.0 HOURS-OF-SERVICE LIMITATIONS

To prevent excessive fatigue and ensure employee / volunteer well-being La Veta Fire Protection District the following hours-of-service limitations:

- **Maximum Daily Hours:** Employees should not exceed 20 hours of work within a 24-hour period, including on-call time and any overtime.
- **Weekly Hours:** Employees should not work more than 140 hours in any 7-day period, averaged over a 28-day cycle.
- **Rest Periods:** Employees are entitled to a minimum of 8 consecutive hours off-duty between shifts.

These limitations are designed to promote adequate rest and recovery, minimize the risk of fatigue-related incidents, and ensure the safety of employees and the public.

7.0 REPORTING AND INCIDENT MANAGEMENT

La Veta Fire Protection District has a proactive approach to fatigue management. Employees are expected to self-monitor their fatigue levels and report any concerns promptly.

- **Reporting Procedures:**
 - Employees should report any fatigue-related concerns to their immediate supervisor. This includes feeling excessively tired, experiencing any signs or symptoms of fatigue, or having any concerns about their ability to perform their duties safely.
 - Supervisors are responsible for documenting and addressing reported concerns, taking appropriate action to mitigate risks, and escalating issues to higher management when necessary.
- **Incident Management:**
 - Any incident or near-miss that may be related to fatigue must be reported immediately through La Veta Fire Protection District's established incident reporting system.
 - A thorough investigation will be conducted to determine the root cause of the incident and identify any contributing factors, including fatigue.
 - **La Veta Fire Protection District** will take corrective action to prevent future incidents, which may include reviewing schedules, providing additional training, or adjusting operational procedures.

By promoting open communication and establishing clear reporting procedures, **La Veta Fire Protection District** aims to create a safe and supportive environment where fatigue-related risks are minimized.

