



# BEN LOMOND FIRE PROTECTION DISTRICT

## AGENDA of the BOARD OF DIRECTORS

Wednesday April 16, 2025 at 9:00 AM

Ben Lomond Firehouse, 9430 Hwy 9, Ben Lomond, California

Telephone: 831-336-5495 Fax: 831-336-0300

blfdchief@benlomondfd.com is inviting you to a Meeting

The Board meeting agenda and all supporting documents are available for public review at 9430 Hwy 9, Ben Lomond, CA, 72 hours in advance of a scheduled board meeting.

District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Assistant as soon as possible, but at least two days prior to the meeting.

### FLAG SALUTE/MOMENT OF SILENCE

#### ROLL CALL

President Director Lisa Hill, Director (Vice) Tom Maxson,  
Director Sean Castagna, Director Walker and Fire Chief Stacie Brownlee

#### REGULAR MEETING- Call TO ORDER

#### OPEN TIME FOR PUBLIC EXPRESSION

Please observe a three minute time limit

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Board deliberation will be considered for placement on the agenda for discussion at a future meeting. There will also be an opportunity to comment on action items, following Board discussion and before any action is taken. The Board asks anyone who speaks to state their name.

#### DIRECTOR MATTERS/AGENDA AMENDMENTS

Directors may report on their activities and meetings.

Any changes to the agenda may be made at this time.

#### CHIEF'S REPORT

The Fire Chief will report on the district's business activities and operations.

#### COMMUNICATIONS-

**BOARD CALENDER EVENTS-** 700 Form, Ethic Training

#### COMMITTEE REPORTS-

Directors may report on committee activities and meetings

#### CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approval of Minutes March 19, 2025
  - 1.1 Regular Meeting of April 16, 2025
2. Approval of Expenditures for April 16, 2025
  - 2.1 Paid bills in the amount of \$ 122,991.59
  - 2.2 Paid Payroll in the amount of \$ 31,313.88

## Old BUSINESS

1. Upstairs (Discussion/Action)  
**Key discussion points:** Bathroom is finished, floors started  
**Decision(s) made:**  
**Action items and assignee(s)**
2. SOP Review  
**Key discussion points:** SOP #2080 Critical Incident Stress Debriefing  
**Decision(s) made:**  
**Action items and assignee(s)**
3. Landscaping  
**Key discussion points:** Miller came and did the flag pole. The bell will be an add on  
**Decisions made:**  
**Action Items and assignees:**
4. Type 3  
**Key discussion points:** Starting the build  
**Decisions made:**  
**Action Items and assignees:**
5. Felton Fire  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
6. Appointment of Board member and Swearing in  
**Key discussion points:** Appoint Andrew Cope and swear in.  
**Decisions made:**  
**Action Items and assignees:**
7. Review Insurance policy  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**

## NEW BUSINESS

1. Henflings (Discussion/Action)  
**Key discussion points:** walk through  
**Decision(s) made:**  
**Action items and assignee(s)**
2. 911 Contract (Discussion/Action)  
**Key discussion points:** Sign contract  
**Decision(s) made:**  
**Action items and assignee(s)**
3. LAFCO RUN OFF(Discussion/Action)  
**Key discussion points:** vote  
**Decision(s) made:**  
**Action items and assignee(s)**

**CLOSED SESSION**

At any time during the regular meeting, the Board may adjourn to a closed session to consider land negotiations, litigation, and personnel matters or to discuss with legal counsel matter within the attorney-client privilege. Authority; Gov. Code Section Code §54956.8, 54956.9, and 54957.

**INFORMATION/FUTURE MEETINGS**

Items of a general nature that the staff wishes to bring to the attention of the Board, and any future agenda items.

Scheduling of future meetings

Regular Meeting –May 21, 2025

**ADJOURNMENT**



# BEN LOMOND FIRE PROTECTION DISTRICT

## Board Meeting Minutes

Regular Board Meeting

Wednesday March 19, 2025 at 9:00 AM

Ben Lomond Firehouse, 9430 Hwy 9, Ben Lomond, California

Telephone: 831-336-5495 Fax: 831-336-0300

### Roll Call

**Directors Present:** Chairperson Director Lisa Hill, Director Sean Castagna, Director Tom Maxson and Director Marty Walker

**Fire District Staff:** Chief Brownlee

**Absent:**

**Also Present:**

**FLAG SALUTE/MOMENT OF SILENCE**

**ROLL CALL**

**CALL TO ORDER BOARD REGULAR BOARD MEETING**

The meeting of the Board of Directors of the Ben Lomond Fire Protection District was held on Wednesday, March 19, 2025, Chairperson Hill called the meeting to order at 9:02 AM.

**OPEN TIME FOR PUBLIC EXPRESSION**

Please observe a three-minute time limit

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board deliberation will be considered for placement on the agenda for discussion at a future meeting. There will also be an opportunity to comment on action items, following Board discussion and before any action is taken. The Board asks anyone who speaks to state their name.

**PUBLIC EXPRESSION-** None

**DIRECTOR MATTERS/AGENDA AMENDMENTS-** 2204, Oath of Office, wrong SOP

**CHIEF'S REPORT**

The Fire Chief will report on the district's business activities and operations. Chief administered the Oath of Office to Marty Walker

**COMMUNICATIONS** – None

**BOARD CALENDER EVENTS-** None

**COMMITTEE REPORTS-** None

Directors may report on committee activities and meetings

**CONSENT CALENDAR ITEMS**

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approval of Minutes February 19,2025
  - 1.1 Regular Meeting of March 19, 2025
2. Approval of Expenditures for March 19, 2025
  - 2.1 Paid bills in the amount of \$ 30,621.76
  - 2.2 Paid Payroll in the amount of \$ 31,886.88

## Approval of Consent Calendar Items

Motion was made by Director Maxson seconded by Director Castagna to approve all Consent Calendar items

Ayes: Chairperson Hill Director, Director Maxson, Director Castagna, Director Walker

Noes: None

Abstain: None

Absent: None

## Old BUSINESS

### 1. Upstairs (Discussion/Action)

**Key discussion points:** Installing shower door and floor

**Decision(s) made:**

**Action items and assignee(s)**

### 2. SOP Review

**Key discussion points:** SOP #2070 Return to work

**Decision(s) made:** No changes

**Action items and assignee(s)**

### 3. Landscaping

**Key discussion points:** Board accepted the bid for the flag pole from Miller

**Decisions made:**

**Action Items and assignees:** Motion was made by Director Maxson seconded by Director

Castagna to approve the bid from Miller for the flag pole in the amount of \$4,652.

Ayes: Chairperson Director Hill, Director Maxson, Director Castagna, Director Walker

Noes: None

Abstain: None

Absent: None

### 4. Type 3

**Key discussion points:** Chassis in Q and build starting

**Decisions made:**

**Action Items and assignees:**

### 5. Felton Fire

**Key discussion points:** Chief advised the Board that we have a few more volunteers

**Decisions made:**

**Action Items and assignees:**

### 6. Appoint New Board Member

**Key discussion points:** Board appointed Andy Cope

**Decisions made:**

**Action Items and assignees:**

Motion was made by Director Maxson seconded by Director Castagna to appoint Andy Cope to fill the board vacancy.

Ayes: Chairperson Director Hill, Director Maxson, Director Castagna, Director Walker

Noes: None

Abstain: None

Absent: None

7. LAFCO

**Key discussion points:** gave their presentation at February meeting

**Decisions made:** Board will vote at the March meeting

**Action Items and assignees:** Motion was made by Director Maxson seconded by Director Castagna to vote for Iwalani Faulkner.

Ayes: Chairperson Director Hill, Director Maxson, Director Castagna, Director Walker

Noes: None

Abstain: None

Absent: None

8. Review Insurance Policy

**Key discussion points:** Board will look at the policy in more depth

**Decisions made:** Look at Board coverage and Henflings

**Action Items and assignees:**

9. 2204

**Key discussion points:**

**Decisions made:** Board approved the cost to finish the build on 2204 in.

**Action Items and assignees:**

Motion was made by Director Castagna seconded by Director Hill to approve the cost to finish the build on 2204 in the amount of \$33,329

Ayes: Chairperson Director Hill, Director Maxson, Director Castagna, Director Walker

Noes: None

Abstain: None

Absent: None

**NEW BUSINESS**

**CLOSED SESSION-**

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**INFORMATION/FUTURE MEETINGS**

Items of a general nature that the staff wishes to bring to the attention of the Board, and any future agenda items.

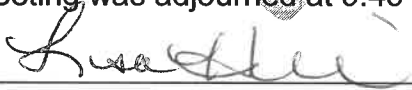
**FUTURE MEETINGS**

Regular Board Meeting – April 16, 2025

**ADJOURNMENT**

The meeting was adjourned at 9:45 AM

ATTEST:

  
Chairperson Lisa Hill

  
Stacie Brownlee, Secretary



## **Ben Lomond Fire Protection District**

**Post Office Box 27, Ben Lomond, California 95005**

**Telephone: 831-336-5495 Fax: 831-336-0300**

<b>TO:</b>	<b>Board of Directors</b>	<b>FROM:</b>	<b>Stacie Brownlee Fire Chief</b>
<b>SUBJECT:</b>	<b>Chief's Report</b>	<b>DATE:</b>	<b>04/16/2025</b>
	<b>Approved</b>	<b>Date</b>	

### **Correspondence**

#### **Administration**

#### **Operations**

BLFD responded to calls in 57 Mar/Apr

- Structure (1)
- EMS (24)
- Haz Mat (1)
- Vehicle Acc. (2)
- Public Service (25)
- Smoke Checks (3)
- Other, wires (1)
- Mutual Aide calls (2) Boulder, (5) Felton, Santa Cruz(1)
- Wildland (0)

#### **Training**

- Wildland

#### **Logistic**

#### **Fire Prevention/Ed**

**BEN LOMOND FIRE PROTECTION DISTRICT  
OF SANTA CRUZ COUNTY**

**Date: April 16, 2025**

**To: County Auditor, Controller**

**From: Laurie Dennis (831) 336-5495**

**Subject: Approved Bills for Payment Transmittal**

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Vendor bills have been approved for payment out of district funds totaling an amount of  
\$ 122,991.59 .

These payments were approved by the Board of Directors during their meeting on  
April 16, 2025 .

Signed 

Signed 

Signed 

Signed 

Signed 

# CLAIMS BY VENDOR

03/19/2025

Filter: (Open Claims Only) (Pre-Approved Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
GRAPHICS ON THE EDGE	//	61721	2204- striping red reflective w/black outlines/ gold leaf lettering/ roof lettering	\$2,135.25	<input type="checkbox"/>
GRAPHICS ON THE EDGE	//	61720	Chevy truck- red reflective striping- installation labor	\$600.00	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	Wildland gloves- 13 pair asstd sizes	\$640.58	<input type="checkbox"/>
MONTEREY BAY SYSTEMS	//	61725	Contract base rate for 03/20-06/19/25 and contract overage for 12/20/24-03/19/25	\$147.78	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 01/31/25	\$300.00	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61215	BK repairs- cleaned radio, reseated board to system	\$605.02	<input type="checkbox"/>
SUSINETTI, JACOB	//	61110	Reimbursement- allowance for boots	\$300.00	<input type="checkbox"/>
<b>Total</b>				<b>\$4,728.63</b>	

# CLAIMS BY VENDOR

03/26/2025

Filter: (Open Claims Only) (Pre-Approved Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
COMMUNITY FIRST NATIONAL BANK	//	74420	Interest due on lease payment for 2025	\$8,865.98	<input type="checkbox"/>
COMMUNITY FIRST NATIONAL BANK	//	74230	Principal amount on lease payment 2025	\$74,604.63	<input type="checkbox"/>
L.N. CURTIS & SONS	//	62715	B2204- 2.5 gal. water fire extinguisher, bracket	\$251.20	<input type="checkbox"/>
L.N. CURTIS & SONS	//	62715	B2204- tools( roof hook, pro-bar, flathead axe)	\$830.37	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62826	BFFA training supplies- reimb. from TOs	\$554.71	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maintenance supplies	\$20.32	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	Vehicle maint. supplies	\$220.74	<input type="checkbox"/>
SCM PERFORMANCE	//	62715	B2204- Ipad moutn/charger, lights, RAM mount, asstd. parts	\$1,950.00	<input type="checkbox"/>
SCM PERFORMANCE	//	86209	B2204- labor to build	\$13,000.00	<input type="checkbox"/>
TARGETSOLUTIONS LEARNING, LLC	//	62826	Target Solutions online training platform renewal	\$2,800.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe and back up softwares	\$55.02	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62020	Main account bill- annual Amazon Prime renewal	\$152.21	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Arden PG&E and SLV Water billings	\$98.52	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62715	Main account bill- B2204 parts/ accessories ( seat covers, DeWalt tools, power steps, cordless tools, etc)	\$4,924.33	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Comcast and Verizon billings	\$926.20	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- Flares for vehicles, Fit Test warranty repair/ship	\$513.40	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- repair part 2266	\$8.75	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- station PG&E and SLV Water billings	\$1,609.20	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- suction, suction charging cable	\$451.73	<input type="checkbox"/>
<b>Total</b>				<b>\$111,837.31</b>	

# CLAIMS BY VENDOR

04/09/2025

Filter: (Open Claims Only) (Pre-Approved Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
CALIFORNIA DEPT OF TAX & FEE ADMIN	//	62888	Use Tax - for Jan-Dec 2024-tax due per return	\$6.00	<input type="checkbox"/>
CHUCK WISE EMERGENCY VEHICLE SERVICE	//	61721	lport lpad charger and case	\$750.00	<input type="checkbox"/>
DOCTORS ON DUTY MEDICAL GROUP INC	//	62367	New hire physicals- J Reed, M Kornher	\$1,383.00	<input type="checkbox"/>
ERNIES SERVICE CENTER (JERP Inc)	//	61720	U2290 (2006 Ford F250) - smog inspection 02/13/25	\$49.75	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle for 03/01-03/31/25	\$150.06	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for April 2025	\$72.50	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61110	Structure boots (Burgess), 3@ yellow helmets	\$840.80	<input type="checkbox"/>
PALACE ART & OFFICE SUPPLY	//	62223	Case of copy paper	\$61.32	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- March 2025	\$29.00	<input type="checkbox"/>
SCM PERFORMANCE	//	86110	Labor to install shower door and finish bathroom trim (16 hrs)	\$1,920.00	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel purchases March 2025	\$1,163.22	<input type="checkbox"/>
<b>Total</b>				<b>\$6,425.65</b>	

**Board Mtg. - Vendor Totals  
April 16, 2025**

<b>Vendor Claim Sheets</b>	<b>\$ Amount</b>	<b>Date</b>
Page 1 total	\$4,728.63	19-Mar-25
Page 2 total	\$111,837.31	26-Jun-25
Page 3 total	\$6,425.65	9-Apr-25
<b>Grand Total Vendor Claims</b>	<b>\$122,991.59</b>	

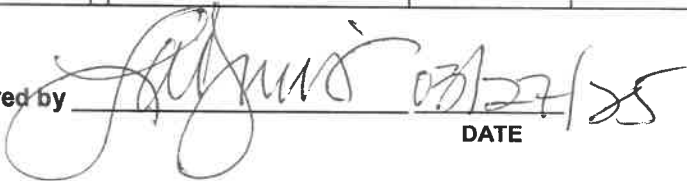
TOTALS

PAYROLL SD 02  
 PAY PERIOD #07  
 GL KEY# 680600

Beg Date: 03/15/25

ATTN: Auditor-Controller  
 End Date: 03/28/25

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	\$46.70	SALARY	888	0.00	\$3,736.00
			Health Benefit Stipend	ILB	0.00	\$461.54
			VACATION	011	0.00	\$0.00
			SICK	022	0.00	\$0.00
803033	Laurie Dennis	\$37.00	REGULAR HOURS	888	32.00	\$1,184.00
			SICK	022	0.00	\$0.00
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800494	Mike Ayers	\$75.00	PER SHIFT	888	5.00	\$375.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	7.00	\$525.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	2.00	\$150.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
800494	Mike Ayers	\$75.00	PER SHIFT	888	5.00	\$375.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	7.00	\$525.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	2.00	\$150.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	32.00	\$800.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
804095	Audrey Dawson	\$36.88	HOURLY	888	80.00	\$2,950.40
803842	Garrett Fisher	\$25.00	HOURLY/ FELTON-10 hrs	888	40.00	\$1,000.00
803879	Kevin Giannini	\$25.00	HOURLY/ FELTON-10 hrs	888	60.00	\$1,500.00
804074	Jonathan Sheets	\$25.00	HOURLY/ FELTON-10 hrs	888	40.00	\$1,000.00
804089	Jordan Velasco	\$25.00	HOURLY/ FELTON-10 hrs	888	40.00	\$1,000.00
		\$25.00	HOURLY/ FELTON-10 hrs	888	0.00	\$0.00
		\$20.00	HOURLY/ FELTON-10 hrs	888	0.00	\$0.00

Prepared by  03/27/25  
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$16,470.40
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**

Employees 10  
 Line Entries 16  
 Total Reg. & Special Hours 32.0  
 Total Regular & Special Amounts \$16,931.94

<b>VOLUNTEER PAY</b>		\$0.00
<b>TOTAL</b>	<b>32.00</b>	<b>\$16,931.94</b>

51000 Regular Pay	\$16,470.40
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$16,931.94</b>

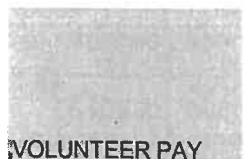
EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	\$46.70	SALARY	888	0.00	\$3,736.00
			Health Benefit Stipend	ILB	0.00	\$461.54
			VACATION	011	0.00	\$0.00
			SICK	022	0.00	\$0.00
803033	Laurie Dennis	\$37.00	REGULAR HOURS	888	32.00	\$1,184.00
			SICK	022	0.00	\$0.00
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800494	Mike Ayers	\$75.00	PER SHIFT	888	3.00	\$225.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	9.00	\$675.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	2.00	\$150.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
800494	Mike Ayers	\$75.00	PER SHIFT	888	3.00	\$225.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	9.00	\$675.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	2.00	\$150.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	24.00	\$600.00
804050	Connor Scarborough	\$25.00	HOURLY	888	8.00	\$200.00
		\$25.00	HOURLY	888	0.00	\$0.00
804095	Audrey Dawson	\$36.88	HOURLY	888	80.00	\$2,950.40
803842	Garrett Fisher	\$25.00	HOURLY/FELTON-10 hrs	888	40.00	\$1,000.00
803879	Kevin Giannini	\$25.00	HOURLY/FELTON-10 hrs	888	60.00	\$1,500.00
804089	Jordan Velasco	\$25.00	HOURLY/FELTON-10 hrs	888	20.00	\$500.00
		\$25.00	HOURLY/FELTON-10 hrs	888	0.00	\$0.00
		\$25.00	HOURLY/FELTON-10 hrs	888	0.00	\$0.00
		\$20.00	HOURLY/FELTON-10 hrs	888	0.00	\$0.00

Prepared by \_\_\_\_\_ DATE \_\_\_\_\_

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$13,920.40
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**


Employees 10  
 Line Entries 16  
 Total Reg. & Special Hours 32.0  
 Total Regular & Special Amounts \$14,381.94



VOLUNTEER PAY		\$0.00
<b>TOTAL</b>	<b>32.00</b>	<b>\$14,381.94</b>

0.00 \*  
 14,381.94 +  
 1,184.00 -  
 13,197.94 \*

51000 Regular Pay	\$13,920.40
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$14,381.94</b>

	<b>Ben Lomond Fire Protection District</b>	<b>Policy # 2080</b>  <b>Date 4/06</b>
	<b>SOP ADMINISTRATION PERSONNEL</b>	<b>TITLE: Critical Incident Stress Debriefing</b>  <b>Revision date 6/12</b>

**2080.1** The task of the Critical Incident Stress Debriefing (CISD) team is to provide an organized approach to the management of stress responses for fire fighters having been exposed to, or showing signs of, traumatic stress experienced in the line of duty. When an Incident is identified as a critical incident a request for debriefing consideration shall be made to the Fire Chief. The following are examples of incidents that may result in a need for CISD.

**2080.1.1** Major disaster/Mass casualties

**2080.1.2** Serious injury, death, or suicide of a firefighter

**2080.1.3** Death of a child

**2080.1.4** Incidents Involving profound emotional responses.

**2080.1.5** Any Incident that attracts unusually heavy media attention

**2080.1.6** Accumulating trauma syndromes from long periods of incidents

**2080.2** The Critical Incident Stress debriefing process consists of three basic phases.

**2080.2.1** The first phase of the CISD process consists of initial ventilation of feelings by those involved, and an assessment of the intensity of stress response.

**2080.2.2** The second phase of the process consists of a more detailed discussion of the signs and symptoms of stress response, and provides for education, support, and reassurance.

**2080.2.3** The final or closure phase of CISD is where Information is provided and, if necessary, a plan of further action or referral may be necessary.

**2080.3** The Critical Incident Stress Debriefing Plan

**2080.3.1** Critical Incident Stress Debriefing must begin with the On-Scene Management. Minimizing personnel exposure to stressful incidents results in fewer stress - related problems. Incident Commanders should reduce this exposure by rotating personnel and by removing initial respondents from the scene as soon as possible.

- 2080.3.1.1** When appropriate, personnel should be sensitized to an incident. This means they should be told what they will encounter. Rotation into an area should start with an assignment of lesser impact, then into the main area. Rotation away from an Incident should be from the main area to an assignment of lesser impact, then to the rest area.
- 2080.3.1.2** On-site evaluation and counseling by a CISD team member should be considered for some critical Incidents when time and circumstances permit. In such situations, the debriefing team can observe, watch for acute reactions, provide support, encouragement, consultation, and be available to help resting personnel deal with stress reactions. Team members should be considered as a resource available to command.
- 2080.3.2** An initial diffusing may take place shortly after the incident and will be facilitated by the Fire Chief or his/her representative and a licensed counselor. This is an informal process, encouraging an open, free expression of feeling without a critique of the Incident or of the individual's responses. This shall provide educational information regarding normal responses to abnormal events.
- 2080.3.3** Formal Critical Incident Stress Debriefing. This debriefing shall be led by a licensed counselor and held after the conclusion of the incident. The debriefing shall follow this general format.
- 2080.3.3.1** **Introductory phase.** The Fire Chief or his/her representative shall introduce all persons present, describe the rules of the debriefing, and emphasize the need for confidentiality.
- 2080.3.3.2** **Fact phase.** The counselor will ask participants to describe facts about themselves and their activities during the incident, as well as facts about the Incident.
- 2080.3.3.3** **Feeling phase.** When enough information has been provided to make the Incident vividly clear, the counselor will encourage a sharing of feeling by participants. The counselor should emphasize that all feelings, positive or negative, important or unimportant, should be expressed and listened to.
- 2080.3.3.4** **Symptom phase.** Each participant is encouraged to describe their own experience with the Stress Response Syndrome.
- 2080.3.3.5** **Teaching phase.** The counselor provides the participants with an education about Stress Response Syndromes, with emphasis on how normal and natural such responses are for emergency service workers.
- 2080.3.3.6** **Re-entry phase.** This phase seeks to wrap the debriefing up, answer outstanding questions, and establish a plan of further actions. Summary comments are offered by the counselor, advising personnel on how to seek further help if they need it.

## **2080.4 ACTIVATION/NOTIFICATION**

**2080.4.1** Fire District Officers are responsible for identifying/recognizing significant Incidents that may qualify for debriefing. When an incident is identified as a critical incident, a request for debriefing consideration should be made as soon as possible.

***Activation may be accomplished in one of the following ways:***

**2080.4.1.1** Any Fire Officer may initiate the debriefing process.

**2080.4.1.2** Any fire fighter who feels a need for confidential debriefing shall contact any Fire Officer for proper assistance or referral.

**2080.4.2** When activated, the Incident will be evaluated for the amount of debriefing required. The specific debriefing services utilized will depend greatly upon how early the process is activated, and the nature of the Incident.

## **2080.5 RULES DURING DEBRIEFING**

**2080.5.1** All statements, facts, opinions, and discussions made during the diffusing or debriefing process shall be "strictly confidential".

**2080.5.2** Attendance to a debriefing shall be mandatory for all personnel who were directly exposed to the traumatic aspects of an incident.

**2080.5.3** No one should be criticized for how they feel. Instead, they should be allowed free expression of feeling with acceptance, support, and understanding from each other.

**2080.5.4** No recordings, video tapes, or notes are allowed.

**2080.5.5** Personnel shall not leave the debriefing once in progress.

**2080.5.6** Critical incident debriefing is not a critique of Fire District operations at the incident.

**2080.5.7** No media coverage

**2080.5.8** Debriefing will be held at the fire station. The room used shall be kept private; Debriefing shall not take place at the scene of the incident. **RESOURCES AVAILABLE:**