

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICT TITLE: Use of District Facilities and Equipment

POLICY NUMBER: 3050

3050.10

It shall be the policy of the El Dorado County Fire Protection District to make available to its members the use of District buildings, vehicles and other equipment, in so much as the request does not interfere with the primary functions of the District.

3050.20

“Members” shall be defined as Paid Personnel, Volunteer Firefighters, Volunteer Resident Firefighters, Seasonal Firefighters, and members of the Board of Directors.

3050.30

Procedure:

Request for use of a building, vehicles or other equipment shall be forwarded to the Administrative Service Manager, submitted on the appropriate form(s), attached hereto.

3050.31

Use of Buildings:

A written request must be submitted to the Administrative Service Manager within two weeks of the requested date.

3050.32

In the event that the Member will be selling or serving alcohol, the Member shall obtain a one-day event license from the Alcohol and Beverage Control and shall provide the Administrative Service Manager a copy of said license prior to the date of the event.

3050.33

The Member is responsible for clean up of the building.

3050.34

The Association is responsible for leaving the building in the same condition as it was upon entering.

3050.35

The District reserves the right to deny a request to use the facility based on facility availability and type of event being held at the facility.

3050.40

Use of Equipment:

3050.41

A written request must be submitted to the Administrative Services Manager within seventy-two hours of the requested date.

3050.42

Equipment that is part of an apparatus or vehicle cache shall not be removed from the apparatus or vehicle.

3050.43

Member shall have received training on use of equipment.

3050.44
At no time shall equipment be removed for a period longer than seventy-two hours. Exception must be approved by the Division Chief or the Fire Chief.

3050.45
At no time shall District equipment be loaned to or used by any person other than a Member.

3050.46
The Member shall be responsible to repair or replace lost or damaged equipment.

3050.47
The District reserves the right to refuse approval of request for use of equipment.

3050.50
Use of District Vehicles (Snow Plow Excepted)

3050.51
Request for use of any District-owned vehicle shall be submitted to the Administrative Services Manager on the appropriate form.

3050.52
Request will be considered on an "as needed" basis, dependent on District's needs.

3050.53
In the event of an accident while "borrowing" the snowplow or any District-owned vehicle, the driver-operator shall:
a. Turn a claim into their private auto policy, or
b. Pay for damages personally

3050.54
It is understood and agreed that the District is not liable or responsible for any damages caused by Member using the vehicle.

3050.55
Member shall be insured by a private auto insurance policy that provides insurance while operating vehicles not owned by Member.

3050.56
The District reserves the right to deny request to use a District-owned vehicle based on availability and accident history of member.

3050.57
Requests for use of snowplows shall be received in writing to the Administrative Office, no later than October 1st of the current year.

3050.58
Contact shall be made with the Captain at the station where the snowplow is housed as soon as possible.

3050.59

Requests will be determined on a first made basis, dependent on the needs of the District.

3050.60

A request form shall be completed prior to removing the vehicle from District property. A copy of the signed form shall be forwarded to the Administrative Office.

3050.61

Use of District-owned vehicles is not the regular practice of the El Dorado County Fire Protection District.