

**Policy and Procedure Committee**  
**Summary of 2024 Accomplishments**

**District Manual**

**Digitization of Manual**

The committee successfully digitized our District Manual, cleaning it up in the process. The Manual now lives on the District's Intranet site for easy access by all District Members.

Cleaned up and digitized our District Manual

Removed old, outdated policies

Digitized District Manual

Posted Manual to our newly created Intranet, providing easy accessibility for District Members.

**Board Directive to the Policy and Procedure Committee**

The Board sent a number of items to the Committee for review, discussion and update as needed.

The Board sent a request for a Stipend in Lieu of Benefits policy. However, the Budget Committee determined offering a Stipend in Lieu of Benefits was not feasible for the District. As such, the Policy and Procedures Committee did not need to develop a policy.

The Board requested a review of Chapter 2.16 Purchasing. This work has begun but will be finished in 2025.

**Policies Reviewed**

The Committee reviewed a number of policies, and determined whether changes were necessary. If changes were necessary, it updated them.

Reviewed and updated Employee Death (2.03.134) policy.

Reviewed Equal Employment Opportunity (2.02.010) policy. Determined no changes were needed.

Reviewed and updated Deferred Compensation(2.03.080) policy to align with existing vendor (Nationwide).

Reviewed District Credit Card policy (2.16.101) and increased credit card limits for District members.

Reviewed Acceptable Use (2.15.080) policy and determined no changes were needed.

Reviewed Records Retention (2.01.140) policy and made necessary changes to comply with recent legal changes.

Reviewed and updated Conflict of Interest (1.04.090) policy based on suggested revisions from Tuolumne County legal. The County's Board of Supervisors approved the changes.

Reviewed position description for Engineers (5.01.018), per Chief Klyn request. No changes were made.

The committee is currently reviewing Purchasing policy (2.16) for update.

**Incorporated New Employment Laws into Existing Policies**

The Committee reviewed new employment laws and updated existing policies as needed.

Incorporated Sick Leave law changes into our Sick Leave Benefits (2.03.120) policy

Reviewed and updated our Approved Travel Reimbursement Rates (2.15.180) policy with current travel reimbursement rates

Reviewed California's Cannabis Use laws (AB 2188 and SB700) in relation to our drug-related policies (2.08.040, 2.09.040, 2.09.040, and 2.11.060) and determined our existing policies do not violate either law.

Considered a variety of laws and determined they were not applicable to District based on Legal input, including Home Office Reimbursement and Rebuttal Presumption of Retaliation

### **New Policies**

Due to new employment laws, the Committee drafted a number of new policies to address those laws.

Added Crime Victim Leave Policy (2.10.225).

Developed Workplace Violence Prevention (2.08.030) policy and trained District Members on new policy

The committee discussed whether a COVID policy was needed in the Manual and ultimately made the decision no policy was needed.

### **New SOGs**

The Committee created one new SOG as well as a template for all future SOGs.

Working on conjunction with Mi Wuk Mutual, the District agreed to test fire hydrants throughout Mi Wuk Village neighborhood. The Committee created a Fire Hydrant Inspection SOG for fire personnel to test fire hydrants.

Created a template for all future SOGs so we have consistency in approach and formatting.

Committee is currently working with Dale on SOG for engine checks.

Committee is currently working with Dale on SOG for inventory.

### **Modifications to Existing SOGs**

The Committee reviewed one SOG and updated it. The committee modified our SOG for tire chain installation and operation (4.06.001).

### **Job Aids**

The Committee developed new job aids to assist with their work as well as the work of the Board.

The committee developed a job aid for all Committee Chairs to utilize. The job aid will go to the Board in 2025.

Committee developed a job aid for how to write a policy. The intended audience is the Policy and Procedure Committee. The job aid still needs to be tested to ensure it's complete. Testing planned for 2025.

### **Illness, Injury and Prevention Program**

The committee is currently reviewing an update and revisions to our Illness, Injury and Prevention Program. While the work has started, it won't be done until 2025.

### **Volunteer Manual**

The committee is currently working on a Volunteer Manual; however, this has lower priority for now. Expect to have done in 2025.