



## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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### RESOLUTION 1-25

#### A RESOLUTION OF THE LAKE SHASTINA BOARD OF DIRECTORS REGARDING THE ALLOCATION AND SPENDING OF FEMA GRANT FUNDS

The Board of Directors of the Lake Shastina Community Services District hereby finds and declares the following:

**WHEREAS**, the Lake Shastina Fire Department has received grant funds to enhance its operational capacity and community engagement;

**WHEREAS**, it is essential to establish clear guidelines and processes for the spending of these grant funds;

**NOW, THEREFORE, BE IT THEREFORE RESOLVED** by the Lake Shastina Board of Directors as follows:

1. **Purpose:** This resolution aims to provide clear guidelines and processes for the allocation and spending of grant funds within the Lake Shastina Fire Department.
2. **Allocation of Funds:** The grant funds shall be allocated to the following needs:
  - Recruitment and Retention Coordinator
  - Structural firefighting gear
  - Wildland firefighting gear
  - Marketing efforts to enhance the department's operational capacity and community engagement
3. **Compliance:** All spending shall comply with the National Fire Protection Association (NFPA) standards 1851 and 1977.
4. **Implementation:** The Fire Chief is hereby authorized and directed to implement this resolution and ensure that all expenditures are made in accordance with the established guidelines and processes described in Exhibit A of this Resolution.
5. **Effective Date:** This resolution shall take effect immediately upon its adoption.


Attachment: Exhibit A

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I hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 1-25 duly passed and approved by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 19<sup>th</sup> day of February 2025, by the following vote:

AYES: Dir. Cupp, Chandler, MacIntosh, Mitchell, Uttech  
NOES: None  
ABSENT: None

  
\_\_\_\_\_  
Paula Mitchell, President

ATTEST:   
\_\_\_\_\_  
Rick Thompson, Secretary



## Lake Shastina Fire Department

16309 Everhart Drive  
Weed CA 96094

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### Lake Shastina Fire Department SOP: FEMA AFG Safer Recruitment & Retention Grant Funding

#### 1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide clear guidelines and processes for the spending of grant funds within the Lake Shastina Fire Department. The funds will be allocated to various needs, including a Recruitment and Retention Coordinator, structural firefighting gear, wildland firefighting gear, and marketing efforts to enhance the department's operational capacity, retention of volunteers, meeting NFPA standards 1851 and 1977, as well as community engagement.

#### 2. Scope

This SOP applies to all personnel involved in the allocation and use of FEMA Safer grant funds at the Lake Shastina Fire Department. It also outlines the responsibilities for the position of Recruitment and Retention Coordinator and sets forth minimal qualifications for this role.

#### 3. Grant Fund Allocation Process

##### 3.1. Structural and Wildland Firefighting Gear

Grant funds will be used to purchase and maintain necessary firefighting gear and equipment for new personnel. This includes:

- **Personal Protective Equipment (PPE):** Gear such as turnout gear, helmets, gloves, boots, and gloves.

##### Process:

- New recruits must pass a physical health examination up to NFPA 1582 standards. This exam will be addressed annually throughout the recruits tenure with the department.
- New recruits must achieve CPR/First Aid before onboarding with Lake Shastina Fire Department
- New recruits must enroll or be enrolled into a FF1 and FF2 academy before any FEMA Safer gear is ordered.

## Exhibit A

- New recruits must verbally agree to a minimum of a 2 year commitment to the fire department as a volunteer.
- Gear will be ordered per the specs of the volunteer to ensure the best fit possible.
- Purchased gear will be tracked, and all usage and maintenance will be documented.
- Recruit understands all gear is the property of Lake Shastina Fire Department.
- If the recruit resigns before the 2 year commitment mark or does not complete their FF1 and FF2 academy all issued gear will be turned in to the Lake Shastina Fire Department within 7 days to be put back into service with a new recruit in the future.

### 3.3. Marketing and Community Outreach

Funds will be allocated to increase public awareness of the department's services, as well as recruit and retain volunteers. This includes:

- **Website Development:** For updating online information, volunteer recruitment, and emergency response alerts.
- **Print Materials:** Flyers, brochures, and posters for community outreach events and educational campaigns.
- **Advertising:** Social media ads, local newspaper ads, or radio spots for recruitment, fundraising, building signage, and public service announcements.

#### Process:

- The Marketing Committee, led by the Recruitment and Retention Coordinator, will plan and manage the use of funds for marketing efforts.
- A budget will be established annually for these activities and adjusted as needed.
- The Fire Chief must approve all marketing expenditures.

## 4. Recruitment and Retention Coordinator

The Recruitment and Retention Coordinator is a critical position within the department, responsible for developing and implementing strategies to recruit new personnel and retain current members. This position ensures the department has the necessary staff to meet the community's emergency service needs.

### 4.1. Responsibilities

- **Recruitment:** Develop and execute strategies to recruit qualified personnel, focusing on diverse outreach methods and community partnerships.
- **Retention:** Design programs to retain personnel, including recognition programs, training opportunities, and support for career advancement.
- **Community Outreach:** Work closely with local organizations, schools, and other community groups to promote firefighting careers and volunteerism.
- **Onboarding:** Oversee the onboarding process for new recruits, ensuring a smooth transition and adequate training.

- **Data Management:** Track recruitment and retention metrics, providing regular reports to the Fire Chief and the General Manager.

#### 4.2. Minimal Qualifications

To be considered for the position of Recruitment and Retention Coordinator, candidates must meet the following minimum qualifications:

- **Education:** A high school diploma or equivalent (Associate's or Bachelor's degree in Human Resources, Communications, or a related field is preferred).
- **Experience:**
  - Minimum of two years of experience in recruitment, human resources, or community outreach, preferably in a public service or emergency services environment.
  - Experience in event planning or marketing is highly desirable.
- **Skills:**
  - Strong communication skills, both written and verbal.
  - Ability to work with diverse populations and effectively promote volunteerism and career opportunities.
  - Proficient in social media platforms and online recruitment tools.
  - Organizational skills to manage multiple projects simultaneously.
- **Certifications:** CPR and First Aid certified (or the ability to obtain certification within 1 month of hiring).
- **Other:** A valid driver's license and background check clearance.

#### 5. Accountability and Reporting

The Fire Chief and Finance Committee will ensure that all grant funds are used in accordance with the guidelines outlined in this SOP. Quarterly reports will be generated to track expenditures for staffing, gear, and marketing activities. Any discrepancies or misuse of funds will be addressed immediately and may result in disciplinary action.

#### 6. Review and Updates

This SOP will be reviewed annually by the Fire Chief and Board of Directors to ensure its effectiveness and compliance with funding sources and community needs. Any changes or updates to this document will be approved by the Board and communicated to all department personnel.

**Approved By:** Steven Pappas

Date: 02/05/2025

**Lake Shastina Community Services District Policies**

Approved:

2/19/25

Res. 1-25

**POLICY TITLE: Lake Shastina Fire Department SOP: FEMA AFG Safer Recruitment & Retention Grant Funding**

**POLICY NUMBER: 3160**

3160.10 The purpose of this Standard Operating Procedure (SOP) is to provide clear guidelines and processes for the spending of grant funds within the Lake Shastina Fire Department. The funds will be allocated to various needs, including a Recruitment and Retention Coordinator, structural firefighting gear, wildland firefighting gear, and marketing efforts to enhance the department's operational capacity, retention of volunteers, meeting NFPA standards 1851 and 1977, as well as community engagement.

3160.20 Scope: This SOP applies to all personnel involved in the allocation and use of FEMA Safer grant funds at the Lake Shastina Fire Department. It also outlines the responsibilities for the position of Recruitment and Retention Coordinator and sets forth minimal qualifications for this role.

3160.30 Grant Fund Allocation Process:

Structural and Wildland Firefighting Gear

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Process:

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- New recruits must achieve CPR/First Aid before onboarding with Lake Shastina Fire Department
- New recruits must enroll or be enrolled into a FF1 and FF2 academy before any FEMA Safer gear is ordered.
- New recruits must verbally agree to a minimum of a 2-year commitment to the fire department as a volunteer.
- Gear will be ordered per the specs of the volunteer to ensure the best fit possible.
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- Recruit understands all gear is the property of Lake Shastina Fire Department.
- If the recruit resigns before the 2-year commitment mark or does not complete their FF1 and FF2 academy all issued gear will be turned in to the Lake Shastina Fire Department within 7 days to be put back into service with a new recruit in the future.

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Process:

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- A budget will be established annually for these activities and adjusted as needed.
- The Fire Chief must approve all marketing expenditures.

**3160.40 Recruitment and Retention Coordinator:** The Recruitment and Retention Coordinator is a critical position within the department, responsible for developing and implementing strategies to recruit new personnel and retaining current members. This position ensures the department has the necessary staff to meet the community's emergency service needs.

**3160.50 Responsibilities:**

- **Recruitment:** Develop and execute strategies to recruit qualified personnel, focusing on diverse outreach methods and community partnerships.
- **Retention:** Design programs to retain personnel, including recognition programs, training opportunities, and support for career advancement.
- **Community Outreach:** Work closely with local organizations, schools, and other community groups to promote firefighting careers and volunteerism.
- **Onboarding:** Oversee the onboarding process for new recruits, ensuring a smooth transition and adequate training.
- **Data Management:** Track recruitment and retention metrics, providing regular reports to the Fire Chief and the General Manager.

**3160.60 Minimum Qualifications:**

To be considered for the position of Recruitment and Retention Coordinator, candidates must meet the following minimum qualifications:

- **Education:** A high school diploma or equivalent (Associate's or Bachelor's degree in Human Resources, Communications, or a related field is preferred).
- **Experience:**
  - Minimum of two years of experience in recruitment, human resources, or community outreach, preferably in a public service or emergency services environment.
  - Experience in event planning or marketing is highly desirable.
- **Skills:**
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  - Ability to work with diverse populations and effectively promote volunteerism and career opportunities.
  - Proficient in social media platforms and online recruitment tools.
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3160.70 Accountability and Reporting: The Fire Chief and Finance Committee will ensure that all grant funds are used in accordance with the guidelines outlined in this SOP. Quarterly reports will be generated to track expenditures for staffing, gear, and marketing activities. Any discrepancies or misuse of funds will be addressed immediately and may result in disciplinary action.

3160.80 Reviews and Update: This SOP will be reviewed annually by the Fire Chief and Board of Directors to ensure its effectiveness and compliance with funding sources and community needs. Any changes or updates to this document will be approved by the Board and communicated to all department personnel.