

Word	Definition	Handbook Referenced
Accident Identification (STD-269)	The STD-269 is to record basic information before leaving the scene of the accident. The STD-269 will be kept in the maintenance packet of each authorized vehicle.	1700
Adverse Employment Action	Per the SPB, in general, an adverse employment action is an action that negatively affects the terms and conditions of a complainant's employment. Examples of improper adverse employment actions based on whistleblowing activities may include, but are not limited to, disciplinary actions, involuntary transfers, refusals to promote, denials of merit salary increases, suspensions, and terminations.	2000
Agency Radios (Aviation)	Radios used in aircraft to provide command and control communications to other resources. These are distinct and different from the radios which are inherent to the operation of the aircraft itself, commonly called "avionics."	8000
Annual Vehicle Accident Statistics (CAL FIRE-60)	The CAL FIRE-60 is a detailed summary of vehicle accidents that occurred during the calendar year.	1700
AOE/COE	Any injury/illness sustained by a CAL FIRE employee arising out of and occurring in the course of employment; i.e., an industrial injury/illness.	1900
Approved Radios	Those radios specifically listed in this section and/or on the most current version of the FC100R Form.	8000
Archival Records	Records(s) worthy of permanent preservation as determined by a California State Archives appraisal.	2100
Automatic Vehicle Location (AVL)	The transmission of vehicle position and associated data to the Computer Aided Dispatch system of record.	7700
Avionics	Radios inherent to the operation of an aircraft including the NAVBCOM radios, AM Radios, VOR receivers, transponders, DME, etc. These are the sole responsibility of the Aviation Management Unit	8000
CalPERS Special Death Benefit	Dependents of a qualified public safety officer who dies from a work-related injury/illness may be entitled to a CalPERS Special Death Benefit in lieu of workers' compensation death benefits.	1900
Charter	The Office of Program Accountability's Charter is a formal document that defines, in part, the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the Department, including, but not limited to, reporting relationships, authorization (e.g., access to records, personnel, and physical properties relevant to the performance of engagements), and defines the scope of internal audit activities. Final approval of the internal audit charter resides with the CAL FIRE Director.	2000
Class A Foam	A product that relies primarily on the water it contains for firefighting. These products contain foaming agents which create air bubbles when aerated and wetting agents which	8400

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	allow the fluid that drains from foam bubbles to be easily absorbed by fuel, soil, and other materials.	
Closest Resource Concept	Regardless of controlling agency, the agency resource that has the shortest time frame to reach a predetermined incident location first.	8100
Code of Ethics	Per the IIA, the Code of Ethics states the principles and expectations governing the behavior of individuals and organizations in the conduct of internal auditing. It describes the minimum requirements for conduct, and behavioral expectations rather than specific activities.	2000
Computer Aided Dispatch (CAD)	Computer Aided Dispatch system of record	7700
Continuity of Operations Plan (COOP)	A written plan designed to ensure continuing critical functions of Command Center operations in the event of an emergency, disaster, or system failure, based on the “worst case scenario”.	8100
Core Principles	<p>Per the IIA, taken as a whole, these articulate internal audit effectiveness:</p> <ul style="list-style-type: none"> • Demonstrates integrity. • Demonstrates competence and due professional care. • Is objective and free from undue influence (independent). • Aligns with the strategies, objectives, and risks of the organization. • Is appropriately positioned and adequately resourced. • Demonstrates quality and continuous improvement. • Communicates effectively. • Provides risk-based assurance. • Is insightful, proactive, and future-focused. • Promotes organizational improvement. 	2000
Death Benefits	Benefits payable to a spouse, children, or other dependents if an employee dies from a work-related injury/illness. The amount of this benefit depends on the number of total and/or partial dependents so entitled.	1900
Departmental Form	Form(s) created and used specifically by an *agency to carry out the agency’s administrative functions.	0100
Designated Contact	Person(s) assigned by the handbook owner who has the responsibility of assisting the handbook owner for a particular handbook.	0100
Eligibility	For the purposes of workers’ compensation, any person working for CAL FIRE as an employee, Volunteer in Prevention (VIP), Emergency Worker (FC-42) may be eligible for workers’ compensation benefits through CAL FIRE. Also,	1900

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	dependent on the activity performed at the time of injury/illness, an inmate or ward may be eligible.	
Employee	Any person authorized by the department to drive a vehicle on state business.	1700
Employee	An individual appointed by the Governor, or employed or holding office in a State agency as defined by GC § 11000 , including, for purposes of GC §§ 8547.3-8547.7 , inclusive, an employee of the California State University, or an individual appointed by the Legislature to a State board or commission and who is not a member or employee of the Legislature. In addition, employee means a person employed by the Supreme Court, a court of appeal, a superior court, or the Administrative Office of the Courts for the purposes of GC §§ 8547.3-8547.7, inclusive, and GC § 8547.13 , except for those provisions of GC § 8547.4 concerning notice of adverse action and the SPB. Employee includes a former employee who met the criteria of this subdivision during his or her employment.	2000
Enhanced Industrial Disability Leave (EIDL)	An augmentation to the IDL benefit that provides “full net pay” for an eligible employee, as determined medically necessary. EIDL may be received for one year or longer, depending on specific provisions in each MOU and date of injury.	1900
Errata	A list of revisions to published Handbooks and Forms that are posted on the CAL FIRE intranet.	0100
Essential Functions	The fundamental job duties which form the basis for the existence of the employment position or which are so highly specialized that the individual was hired for his or her expertise or ability to perform them. Also, functions may be deemed essential when there are a limited number of employees to perform them.	1900
Form	Any document, preprinted or electronic, containing fixed messages or requests which are used repeatedly that may or may not include variable data or fill-in spaces for the insertion of data by hand or computer. Examples may include but are not limited to letters, tags, labels, continuous forms, tab cards, and envelopes.	0100
Form Owner	A program manager or higher who has ultimate responsibility for a particular form.	0100
Handbook Owner	A program manager or higher who has ultimate responsibility for a particular handbook.	0100
Handbook Owner List	A list of handbook owners and the designated contacts posted on the CAL FIRE intranet that specifies the responsibility of each handbook section.	0100
Historical Records	Record(s) useful for research concerning the agency’s origin or for information about persons, places, events, or things.	2100

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Improper Governmental Activity	<p>: An activity by a State agency or by an employee that is undertaken in the performance of the employee's duties, undertaken inside a State office, or, if undertaken outside a State office by the employee, directly relates to State government, whether or not that activity is within the scope of his or her employment, and that:</p> <ol style="list-style-type: none"> (1) is in violation of any State or Federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, (2) is in violation of an Executive Order of the Governor, a California Rule of Court, or any policy or procedure mandated by the State Administrative Manual or State Contracting Manual, or (3) is economically wasteful, involves gross misconduct, incompetency, or inefficiency. For purposes of GC §§ 8547.4, 8547.5, 8547.7, 8547.10, and 8547.11, improper governmental activity includes any activity by the University of California or by an employee, including an officer or faculty member, who otherwise meets the criteria of this subdivision. For purposes of GC §§ 8547.4, 8547.5, and 8547.13, improper governmental activity includes any activity by the Supreme Court, a court of appeal, a superior court, or the Administrative Office of the Courts, or by an employee thereof, who otherwise meets the criteria of this subdivision. 	2000
Industrial Disability Leave (IDL)	Benefit available to State of California employees who become injured or ill AOE/COE and are members of the Public Employees' Retirement System (PERS). IDL is paid in lieu of workers' compensation temporary disability benefits.	1900
Initial Attack	A fire that can be contained by the resources first dispatched, without substantial augmentation, within 2 hours of the report time.	8100
Injury Assessment & Prevention System (IAPS)	A software tool utilized to document and manage work-related injuries, illnesses, and hazardous exposures to CAL FIRE employees and other workers under CAL FIRE supervision.	1900
Internal Audit	Per the IIA, internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.	2000

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Long Term Fire Retardant	In general, reduce the flammability of materials by either blocking the fire physically or by initiating a chemical reaction that inhibits sustained combustion.	8400
Major Life Activities	The physical, mental, and social activities of daily life, including, but not limited to: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, sitting, standing, lifting, learning, and working.	1900
Medical Care	Medical treatment reasonably required to cure or relieve from the effect of an industrial injury.	1900
Medical Predesignation	An employee's written notification to the employer designating a personal medical provider to treat the employee in the event of a workers' compensation injury/illness prior to the employee incurring such an injury/illness <u>and</u> countersigned by the medical provider accepting such duty.	1900
Medical Provider Network (MPN)	A group of California Board Certified physicians, pharmacies, and other medical service providers identified and approved by State Fund for having agreed to treat injured workers and fulfill the reporting requirements specified by the California Labor Code.	1900
Memorandum	A formal message from a person or program, to other person(s) or program(s) within the Department. Memos provide clarification or guidance, designate something to be done or remembered, or provide a record or written statement.	0100
Military/Uniformed Services	consists of the following: Army and Army Reserve, Navy and Naval Reserve, Marine Corps and Marine Corps Reserve, Air Force and Air Force Reserve, Coast Guard and Coast Guard Reserve; Army National Guard and Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; intermittent employees of the National Disaster Medical System (NDMS) when federally activated or attending authorized training in support of their federal mission; Commissioned Corps of the Public Health Service; and any other category of persons designated by the President in time of war or national emergency.	1400
Mobile Data Terminal (MDT)	A user interface installed in the cab of a mobile equipment asset that allows for direct communication with the Computer Aided Dispatch system of record.	7700
Mobile Equipment Accident/Incident Report (AO-80)	The AO-80 is a transmittal sheet for accident reports being sent to the Department Safety Officer.	1700
Mutual Aid	A reciprocal agreement between two or more fire agencies wherein each agrees to assist the other under certain conditions. Providing mutual aid is permissible on the part of the responding agency, based on its ability at the time the aid is requested. Responding mutual aid forces become subject	8500

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	to the direction of the chief of the requesting agency or the incident commander, if assigned directly to an incident.	
Nepotism	<p>The practice of an employee using his/her influence or power to aid or hinder another in the employment setting or situation because of a personal relationship. Under circumstances where work, safety, morale, or impartial supervision is demonstrably and adversely impacted by a personal relationship, the affected employees may be accommodated by the mandated reassignment of one or the other to the next available vacancy in his/her classification within reasonable commute distance.</p> <p>An employment setting or situation referenced is one of the following:</p> <ul style="list-style-type: none"> · Working in close quarters and in association with one another; or, · Working for the same immediate supervisor; or, · Having a direct or indirect supervisor/subordinate relationship. 	1000
No Carbon Required (NCR) Form	Form(s) made of a type of coated paper designed to transfer information handwritten (or by way of impact-printing machines) on the front page to the sheets beneath it creating multiple copies simultaneously.	0100
No Divert	A request by an Incident Commander for a specific number of aircraft to remain committed to an incident without the ability to be diverted to a different incident, due to the direct and immediate threat to life of a firefighter or civilian	8100
Non-Reportable (Record Only) Incidents	Any injury/illness which does not result in lost time from work or require medical services or treatment beyond first aid.	1900
Off-Brand Radio	A radio that is not approved for use on an incident by CAL FIRE Telecommunications and Public Safety Communication Special Projects Unit.	8000
Oversight Workgroup	A group of subject matter experts working with the Handbook Owner on a particular handbook.	0100
Permanent and Stationary (P&S)/Maximum Medical Improvement (MMI)	The point at which a condition has stabilized and is unlikely to change (improve or worsen) substantially in the next year, with or without treatment.	1900
Permanent Disability (PD)	Any lasting effect of an industrial injury/illness affecting an injured employee's ability to earn a living, as determined by a designated medical expert. PD benefits are limited by California Labor Code and may not cover all income lost as a result of an industrial injury/illness.	1900

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Permanent Records	Record(s) considered to be so valuable or unique that it is to be permanently preserved.	2100
Personal Relationship	Personal relationships include, but are not limited to, associations by blood, adoption, marriage and/or cohabitation (e.g., husband, wife, father, mother, son, daughter, brother, sister, grandparent, grandchild, uncle, aunt, first cousin, nephew, niece, in-laws, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and two people living together outside of marriage).	1000
Policy	Policies are the guiding principles of the Department. Policies express the Department's mission, institutional culture, goals, and philosophy. Policies promote consistency, operational efficiency, the Department's Strategic Plan and compliance with Governmental mandates. Policies are the guidelines under which Procedures are developed. Policies guide decision making and set parameters or choices. Policies may require executive level approval.	0100
Presumptive Injuries	Certain disabling conditions identified by the California Legislature and codified in Labor Code (§§ 3212-3213.2) as being presumed work-related for safety personnel, absent definitive evidence to the contrary.	1900
Preventable Accident	<p>A vehicle accident that could have been averted by applying defensive driving principles.</p> <p>A police report citing another driver or indicating the other driver to be at fault does not necessarily demonstrate that the accident was not preventable.</p> <p>An accident may be preventable if it occurs at any time other than when the driver has legally and properly parked the vehicle. Another exception may occur when a vehicle is hit from the rear during a situation in which the driver could not move out of the way and neither stopped suddenly, nor took another action that contributed to the accident.</p>	1700
Prioritization Matrix	A matrix used to identify the most urgent sections of a handbook to update based on the severity of risk to personnel or the department and the likelihood of occurrence.	0100
Privately-Owned Vehicle (POV):	Any vehicle that is owned by an employee or private citizen.	1700
Procedure	The specific instructions necessary to perform the tasks required to support and carry out Departmental policies. They take the form of a work instruction, a desk procedure, a quick reference guide, or a more detailed procedure necessary for accomplishing controls. Procedures are structured by subject. This enables procedural components to be compiled into special procedural manuals for specific audiences, end users,	100

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	and purposes. Procedures ensure a consistent and repetitive approach to accomplish controlled tasks. Procedures must reflect the principles contained in the Policies.	
Public Records	Record(s) that contain public information.	2100
Public Safety Officer's Benefit (PSOB)	Dependents of a qualified public safety officer who dies as the "direct" and proximate result of injury sustained in the line of duty may be entitled to the federal PSOB in addition to workers' compensation death benefits.	1900
Qualified Individual with a Disability	Any individual possessing the knowledge, skills, and abilities to perform the essential functions of a position, who has a physical or mental disability which limits (i.e. makes achievement difficult) one or more of that individual's major life activities.	1900
Reasonable Accommodation	Any reasonable adjustment made to a job, work environment, application process or test/interview setting to adapt to the known physical or mental limitations of a qualified individual with a disability thus enabling that individual to perform the essential functions of the job or compete for a desired position.	1900
Records	Document(s) (permanent, temporary, public, vital, historical, archival) regardless of physical form or characteristic, generated or received by a State agency, containing information necessary for or in accordance with the operation of official State business.	2100
Records Management	The systematic control of records from creation/receipt to archival and/or disposal.	2100
Records Management Coordinator (RMC)	Individual responsible for administering the Business Services Office, Records Management Program, conducts research on records retention requirements, and acts as a liaison between CAL FIRE and Secretary of State (SOS), Office of Records and Information Management (CalRIM); Secretary of State (SOS), State Records Appraisal Program (SRAP); and Department of General Services (DGS), State Records Center (SRC).	2100
Records Retention Schedule (RRS)	A schedule that details the records generated or maintained by the agency, the specific period of storage for records, and how the agency will legally disposal of nonpermanent records	2100
Rental Vehicle	Any vehicle rented from a vehicle rental or leasing vendor.	1700
Report of Traffic Accident Occurring in California (SR-1)	Department of Motor Vehicles (DMV) traffic accident reporting form.	1700
Reportable Injuries/Illnesses	Any injury/illness requiring medical attention from a medical provider beyond first aid and/or resulting in time lost from work beyond the day of injury/illness.	1900

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Retaliation	Intimidation, the denial of appointment or promotion, a threat of adverse action, a poor performance evaluation, involuntary transfer, or any form of disciplinary action.	2000
Serious State Vehicle Accident	An accident that results in a death, serious injury or \$3,000 or more in vehicle damages.	1700
Service	Includes the performance of duties on a voluntary or involuntary basis, including: active duty and active duty for training; initial active duty for training; inactive duty training; full-time National Guard duty; absence from work for an examination to determine a person's fitness for any of the former types of duty; funeral honors duty performed by National Guard or Reserve members; duty performed by intermittent employees of the NDMS when activated for a public health emergency, and approved training to prepare for such service.	1400
Standards	Per the IIA, Standards are principle-focused and provide a framework for performing and promoting internal auditing. The Standards are mandatory requirements consisting of: <ul style="list-style-type: none"> • Statements of basic requirements for the professional practice of internal auditing and for evaluating the effectiveness of its performance. The requirements are internationally applicable at organizational and individual levels. • Interpretations, which clarify terms or concepts within the statements. • Glossary terms. 	2000
State Compensation Insurance Fund (State Fund)	The agency charged with administering workers' compensation claims and benefits, pursuant to the Master Agreement as negotiated by and through The Department of Human Resources (CalHR).	1900
State Driver Accident Review (STD-274)	The STD-274 provides supplemental information from the supervisor of the state employee involved in the vehicle accident.	1700
State Standard (STD) Form	Form(s) developed for use by all agencies to carry out common statewide administrative functions and are never to be revised without the approval of the Department of General Services.	0100
State Vehicle	Any vehicle or mobile equipment unit authorized to be used on state business. This includes a vehicle that may not be self-propelled, such as a trailer.	1700
State Vehicle Accident	Any occurrence directly or indirectly involving a state vehicle where there is personal injury or property damage. This definition applies to an accident that results in any damage to the vehicle or property of another, even though the damage to the employee-operated vehicle may be minor. An accident may occur due to the position of the employee-operated	1700

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	<p>vehicle, even though the vehicle made no physical contact with the person injured or the property damaged.</p> <p>An accident that results in damage to an employee-operated vehicle and was due to lack of driver skill, judgment, or negligence, should be reported as a state vehicle accident.</p>	
Substantial Augmentation	The addition of multiple units of multiple types of suppression resources.	8100
Summary Report of State Driver Accidents (INS-68):	The INS-68 is a summary of vehicle accident types and miles driven during the calendar year.	1700
Supplemental Job Displacement Benefit (SJDB)	An employee who suffers AOE/COE injury on or after January 1, 2004 resulting in partial PD may also qualify for SJDB. The benefit comes in the form of a non-transferable voucher that may be used for educational retraining, skill enhancement, or both, at State-approved or State-accredited schools.	1900
Telecommunications Equipment	Portable radios, mobile radios, scanners, repeaters (portable and fixed), HT caches, Fire Station radio kits, AVL modems, and/or cellular devices paid for with state funds.	8000
Temporary Directive (TD)	A provisional policy or procedure document issued when a Department policy or procedure is needed within a time period too short to be completed within the normal approval process.	0100
Temporary Disability (TD)	A partial wage replacement benefit which may be payable once IDL or EIDL ends, if the employee remains medically temporarily disabled. TD is based on two-thirds of the employee's average weekly wage and is subject to minimum and maximum rates periodically adjusted by the Legislature.	1900
Temporary Records	Record(s) that are valueless after a stated period of time; disposable.	2100
Vehicle Accident Report (STD-270)	The STD-270 is a detailed accident report from the state employee involved in the vehicle accident. The state employee driver uses the information on the STD-269 to complete the STD-270.	1700
Vital Records	Record(s) containing information necessary to the operations of government in an emergency created by disaster, and records to protect the rights and interests of individuals and/or that establish and affirm the powers of government in the resumption of operation after a disaster.	2100
Water Enhancer	A product that relies primarily on the water it contains for firefighting. These products contain polymers or other thickeners.	8400
Waterway	Any body of water including lakes, rivers, streams and ponds regardless of aquatic life.	8400
Whistleblowing Activities	The act of disclosing wrongdoing with the intention of remedying an improper governmental activity. Per the SPB, a	2000

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	<p>disclosure is “protected” if it is a good faith communication, including a communication based on, or when carrying out, job duties, that discloses or demonstrates an intent to disclose information that may evidence either:</p> <ul style="list-style-type: none"> (1) an improper governmental activity, or (2) a condition that may significantly threaten the health or safety of employees or the public if the disclosure or intention to disclose was made for the purpose of remedying that condition. In addition, the CWPA protects an employee from retaliation for refusing to obey an illegal order. 	
<p>Wildland Fire Chemical Systems (WFCS)</p>	<p>Under the United States Forest Service (USFS) Missoula Technology and Development Center (MDTC), this program is staffed to provide National Resource Agencies with detailed information promoting safe and effective Fire Suppression Chemicals and Aerial Delivery Systems.</p>	<p>8400</p>