

Word	Definition	Handbook Referenced
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
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
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
Closest Resource Concept	Regardless of controlling agency, the agency resource that has the shortest time frame to reach a predetermined incident location first.	8100
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
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
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, dependent on the activity performed at the time of injury/illness, an inmate or ward may be eligible.	1900
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
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	1900

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	deemed essential when there are a limited number of employees to perform them.	
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
Historical Records	Record(s) useful for research concerning the agency's origin or for information about persons, places, events, or things.	2100
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
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 memorandum (memo) is 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

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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 to the direction of the chief of the requesting agency or the incident commander, if assigned directly to an incident.	8500
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"> <li>· Working in close quarters and in association with one another; or,</li> <li>· Working for the same immediate supervisor; or,</li> <li>· Having a direct or indirect supervisor/subordinate relationship.</li> </ul>	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
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	1900

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	California Labor Code and may not cover all income lost as a result of an industrial injury/illness.	
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
Procedure	Procedures are 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, and purposes. Procedures ensure a consistent and repetitive approach to accomplish controlled tasks. Procedures must reflect the principles contained in the Policies.	100
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	1900

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	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.	
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
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
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 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
Substantial Augmentation	The addition of multiple units of multiple types of suppression resources.	8100
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

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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.	100
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
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