

Mountain Fire Protection District (MFPD) FOB and Key Policy



Adopted February 2016

Standards

All outside locks to be keyed to one key.

Magnetic fob readers be attached to outside doors that need them.

FOB and Key Administration

At the discretion of the Board of Trustees of Mountain Fire Protection District, each authorized person will be given a fob and/or key. All fobs and keys are to be signed for and indicated as property of Mountain Fire Protection District, and if lost or stolen, a charge of \$ 15 (or the current amount, if it is higher than \$ 15) is to be charged to the individual who lost the item. This charge may be waived by the Board of Trustees if extenuating circumstances are involved. On the form, it will indicate that no additional keys are to be cut and under no circumstances are fobs to be given to another individual. The Fire Chief or delegate will determine when a Firefighter will be given a fob, key and security code.

If additional fobs or keys are required, they are to be issued by the Board of Trustees. Control of the list of who has what fobs is to be maintained by the Chair of the Board/Privacy Officer only. The Fire Chief will be issued a list “for His/Her Eyes Only.”

When someone leaves the fire department or board, it is the responsibility of the Fire Chief or the Board Chair to obtain the fob/fobs and key/keys from that individual within 10 days. New fobs and keys are to be issued only by the Board of Trustees, and must be signed for. The fob and security code of anyone leaving or dismissed from the East Wellington, Fire Department or Board of Trustees is to be cancelled within 24 hours.

Security Codes

Security Codes are controlled by the Board of Trustees or the Administrator as the Board’s Delegate. A list of 5 Temporary Codes will be given to the Fire Chief to be given at his discretion to Firefighters. The Fire Chief or his delegate must inform the Board or the Administrator of the name of the individual who has been given a Temporary Security Code within 24 hours of giving out the code. The

Fire Chief or delegate must request new codes as needed. The Board/Administrator must supply the codes within 24 hours. The name associated with the Temporary Code should be entered in to the security system within 2 weeks of the fob being issued.

Each Security Code is unique to each individual. Security Codes must not be shared with anyone else and should only be used by the person to whom the code was issued.

Maintenance

Every 5 years, locks should be changed and new keys issued. Fobs and security codes or keys should be changed every five years or as required if a security breach has been detected.