

## FIRE RUN ATTENDANCE CALCULATION

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**Purpose:** *Okolona Fire District By-laws require members to attend 50% of fire runs for which they are available, over a twelve (12) month period. The procedure will describe how this calculation will be done, to ensure a reasonable and fair application of requirements to all members.*

**Procedure:**

1. A twelve (12) hour window of availability shall be assigned to each volunteer firefighter. The hours *outside* of this window should include the member's regular job work hours plus 2 hours at the beginning and plus 2 hours at the end. This window of opportunity shall be based upon the member's work hours, and NOT chosen based upon when fire runs are likely to occur. The member's honesty will have to be depended upon when such hours are assigned.
2. The window of availability will also be applicable to weekends, holidays and vacations from the member's regular place of employment.
3. In the event a member's regular job involves a significant amount of overtime, the affected member may request the officer's board to approve a smaller window of availability. It should be noted that there are 84 hours each week that are outside of the member's window of availability. Accordingly, a member should be working at least 60 hours per week at their regular job before consideration for a smaller window is given.
4. Those members of the fire department who are not regularly employed, full or part time, or full time students, shall have an eighteen (18) hour window of availability.
5. It is each member's responsibility to keep the fire department secretary informed of his or her hours of availability. Attendance reports, which are to be regularly posted, will note a member's hours of availability for fire runs. Attendance percentages will not be re-calculated if a member has failed to make changes in his or her hours of availability.
6. Members are allowed to be on leave of absence for a cumulative total of 90 days during each year running from December 1 to November 30. This is not applicable to medical leave pursuant to a health care professional's statement. If a member is in need of additional days of leave of absence, he or she may request the board of trustees to grant an additional number of days of leave.
7. Weekly attendance reports are to be posted at each station. Members are requested to examine these reports. If any discrepancies are noted, the member must bring this to the attention of his or her officer. Any discrepancies that are not reported in this time frame shall NOT be corrected.

*Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.*