

VOLUNTEER DUTY STAFFING WITH ON-DUTY CREWS

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Purpose: *Volunteer members of the fire district can enhance their experience as firefighters by spending a tour of duty with the on-duty career firefighter crews. This Procedure will outline the means to accomplish this in a coordinated effort.*

Procedure:

1. This is a voluntary program, and it is entirely the volunteer member's choice to participate. Volunteer members shall not receive any remuneration, other than for expense reimbursement described below.
2. Volunteer members wishing to participate in this program shall have completed recruit training and have been released to ride apparatus in a firefighting status.
3. Volunteer shifts cannot be counted in conjunction with long-term incidents, weather stand-by, resident firefighter program or long term training. A volunteer shift is a "stand-alone" experience.
4. A volunteer shift shall be counted in eight (8) hour blocks of time. The minimum amount of time necessary to earn credit for participation is eight (8) hours. A volunteer may spend more than eight (8) hours if he or she wishes, and each eight (8) hour block of time shall be counted as one shift. For example a volunteer spending sixteen (16) hours with an on-duty crew shall be credited with having two (2) shifts, twenty-four (24) hours would count as three (3) shifts.
5. Volunteer members wishing to participate in one or more shifts shall contact the scheduling officer at least one (1) week prior to the desired shift. While a volunteer can request a specific station assignment, the actual assignment shall be based on the number of career firefighters that will be present for duty at the station on the desired date.
6. The scheduling officer shall determine the most appropriate station assignment and shall notify both the shift chief and the station supervisor who will be on duty the day the volunteer has requested. The general preference would be have the volunteer members ride with the busier stations. The scheduling officer will make a tentative station assignment, however the shift chief on duty for the day has the prerogative of final assignment.
7. A volunteer member certified as an Emergency Medical Technician may be assigned to Rescue 8081, otherwise the member shall be assigned to an engine or truck company.
8. A volunteer member shall be permitted to eat with the on-duty crew. If the cost of the volunteer member's meal is paid out of the crew's meal stipend, then the fire district will reimburse the given crew's meal stipend accordingly. It shall be the responsibility of the shift supervisor to notify the fire department secretary so that the reimbursement can be made.
9. If a volunteer shift includes the time the crew is permitted to sleep, the volunteer member shall provide his or her own bedding material such as a sleeping bag or sheets, blanket and pillow.
10. During a volunteer shift, volunteer members shall wear the uniform prescribed for the on-duty crew (work uniform or summer uniform).

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

