**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).

11. Reimbursement: A volunteer member staffing a volunteer shift shall receive the reimbursement he or she would receive as if the member responded to one (1) incident, even if he or she staffs multiple 8 hour blocks of time. *(A fire run reimbursement is based upon a member’s travel from home to the fire station and return, therefore a volunteer cannot receive more than one incident reimburse since only one round trip is involved. Otherwise it may expose volunteers to having their reimbursements being counted as income.)*

12. Training Credit: A volunteer member shall receive training credit for any legitimate training that he or she receives while on a volunteer shift. The training shall be documented on fire department training records and shall have prior approval by the training bureau as a valid training session. A training session lasting at least three (3) hours may be counted as an “In-lieu-of” of a regular weekly training session however it is the volunteer member’s responsibility to ensure the training attendance sheet is noted appropriately. Up to five (5) such training sessions may be counted toward a volunteer member’s annual training requirement.

13. Fire Run attendance credit: All fire runs attended by the volunteer member while on a volunteer shift shall be credited towards the member. A volunteer member who has attended at least ~~forty~~ fifty percent ~~(40%)~~ (50%) of available fire runs shall be credited with one percent (1%) towards the member’s annual fire run attendance requirement for each volunteer shift. For example a volunteer member whose fire run attendance is 45% participates in five (5) volunteer shifts, his or her fire run attendance would be 50%. For ten (10) volunteer shifts (or 80 hours), his or her fire run attendance would be 55%.

14. County Employees Retirement System Credit: Each eight (8) hour volunteer shift shall be counted as one (1) four (4) hour work detail for County Employees Retirement Systems purposes.

15. The times and location where a volunteer member is staffing a company shall be included in the daily morning report for documentation purposes.