

ORGANIZATIONAL MANUAL

Section C
GENERAL ADMINISTRATION
Directive C-1

VOLUNTEER PARTICIPATION AND INCENTIVE

I. PURPOSE:

To establish consistent guidelines for volunteer participation at Philomath Fire & Rescue. This guideline also establishes the definition of “Good Standing” with Philomath Fire & Rescue. Philomath Fire & Rescue has established a point program for use in establishing a minimum acceptable level of volunteer activity and in recognition of volunteers’ response to emergency calls and attendance at training. These points will be used to calculate annual contributions on behalf of the individual volunteers to the District-designated Length of Service Award Program (LOSAP).

II. SUMMARY:

- A. Volunteers are expected to maintain good standing with the Department by maintaining a minimum number of points every two months (rolling) in active participation as well as keeping their level of training current by participating in a minimum number of drills.
- B. It shall be the responsibility of the individual to enter and maintain documentation regarding their participation.
- C. It shall be the responsibility of the Station Officer (or designee) to log drill attendance.
- D. It shall be the responsibility of the Officer assigned to the individual Volunteer to ensure that their participation and attendance meets this guideline through regular evaluation, no less than twice per year.

III. OBJECTIVE:

- A. To maintain a reliable cadre of volunteers as resources for response and development.
- B. To create a combination of points and drill participation minimum requirements that constitutes active participation as a volunteer to maintain good standing with the Department.

IV. RESIDENCY REQUIREMENTS:

- A. District Volunteers are those that live within the boundaries of the District.
- B. Community Volunteers are those that live outside the boundaries of the District, but within 30 road miles of Station 201. The District will not accept applications from those who live outside of that boundary.

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V. POINT SYSTEM:

- A. A point system shall be established to award participation:
 - a) Training – Volunteer personnel will receive one (1) point for each hour of Philomath Fire drill/training attended. (Examples: 1 hour of assigned Target Solutions training logged will equal one point. Tuesday night drill from 1900 - 2100 hrs. [2 hours] will equal two points. Live fire training from 0800-1200 hrs. [4 hours] will equal four points.)
 - b) Emergency Response – Volunteer personnel will receive two (2) points when responding to a call (to the incident or standby at a Station) plus one (1) point for every hour after the first hour.
 - c) Community Activities – Volunteer personnel will receive one (1) point per hour at any community event attended as a representative of Philomath Fire & Rescue. (Examples: Pack Test at Philomath High School from 0700-0800 hrs. (1 hour) will earn one point. Philomath Frolic Rodeo from 1900-2100 hrs. (2 hours) will earn two points.) Business meetings are considered Community Activities.
 - d) Duty Shift – Any volunteer who participates in a shift at a Station will receive one (1) point per hour of time plus one (1) point for every hour when responding to a call.
 - e) 220 and Duty Officers will receive four (4) points per shift plus one (1) point for every hour when responding to a call.

V. MINIMUM REQUIREMENTS (POINTS/DRILL ATTENDANCE):

- A. All Fire and EMS Volunteers are expected to earn 16 points per rolling two-month period for participation. Support Volunteers are expected to earn four points per two-month period for participation.
- B. In addition to (A), above, Volunteers are expected to attend $\frac{3}{4}$ of the scheduled EMS and Fire Drills over a rolling calendar year. Volunteers deployed to conflagration, outside training, or approved leave are exempt from attending the scheduled drill(s) during their absence. Support personnel have no requirements to attend drills except in support capacity, where points will be earned and logged as Community Activities (e.g., business meetings) and Emergency Response as applicable.

VI. MAINTAINING GOOD STANDING

- A. Volunteers must maintain their points and/or drill participation throughout the year.
- B. Failure to maintain minimum participation or drills for greater than two months shall result in evaluation by their assigned officer, subject to the Disciplinary Policy. This may include verbal or written warnings.
- C. Failure to maintain minimum participation or drills more than twice in a one calendar year period will result in a conversation with the Assistance Fire Chief regarding further participation in the Department. Failure of participation may be grounds for termination of Volunteer status.

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VII. LOSAP

- A. Volunteers in good standing accrue \$100 per calendar year into their LOSAP account (prorated for partial year participation).
- B. Further contributions to LOSAP are based on points earned for each calendar year. The point value is determined by total points earned by all volunteers in the year divided into the contribution amount from the District.
- c. Enrollment into the program is available after the volunteer has been associated with the Department for one (1) year. Vesting in the LOSAP program is five (5) years. Volunteers who leave the Department prior to vesting will have their contributions redistributed equally to all registered LOSAP participants.