

## **Lewis County Fire District #2 Standard Operating Guideline**

### **Volunteer Member Participation Policy**

#### **Part I. Purpose**

#### **2.1 PURPOSE**

2.1.1 This policy shall be supplemental to requirements set forth by Lewis County Fire District 2.

2.1.2 This policy further defines Active, Inactive, Honorary, and Support members as defined.

#### **2.2 MEMBERSHIP TYPES – DEFINED**

2.2.1 NEW MEMBERS – Firefighters, EMTs, and Junior Members who have completed the application and interview process and have been approved by the Board of Commissioners as recorded in meeting minutes. New Member shall fulfill a minimum of a six month probationary period to be monitored by the District Chief. New member shall be eligible for member benefits upon membership approval. New members shall complete all required/requested documentation and required/requested testing within sixty (60) days of application approval for their status to remain as an Active Member with the department. New members must meet the criteria as set forth in this policy.

2.2.2 ACTIVE MEMBERS – Firefighters, EMTs, including Junior Members. To remain an active member, volunteers must participate in a minimum of eighteen (18) Fire District 2 trainings annually, year being from January to December.

Volunteers that respond to both Fire and EMS incidents shall attend and participate in eighteen (18) District 2 trainings annually. Personnel that respond to EMS incidents only are required to attend and participate in twelve (12) District 2 trainings and complete/pass six (6) online (OTEP) trainings annually.

Active Members shall respond to a minimum of five percent (5%) of the total annual call volume. Junior Members shall respond in accordance to the Junior Member Policy without percentage requirements.

Active Members must maintain a current First Aid CPR card. These classes shall be provided in-house by Fire District 2. Fire District 2 will not reimburse volunteers for outside class registration fees without prior approval. New members are required to obtain a First Aid CPR card within three months ninety (90) days of application acceptance.

Active Members must remain current with requirements of the Occupational Health Program Policy. Active Members shall be allowed sixty (60) days, from in-house testing date, to become compliant with Occupational Health testing in the event they are not present when testing is

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offered in-house or wish to have testing completed by personal physician. Documentation of completed testing must be submitted to the District Chief within the sixty (60) day period.

**2.2.3 PROBATIONARY IMPROVEMENT PERIOD MEMBERS** – Are defined as previously-active members who have not met the minimum participation standards as outlined herein. Inactive members are further defined in 2.5.2. Inactive member shall be placed on Probationary Improvement Period status. Such members shall be covered by insurance and shall be issued equipment and uniforms.

**2.2.4 SUPPORT MEMBERS** – Non-firefighting members. These members assist with fundraising and other non-firefighting, non-emergency, non-incident activities and meet guidelines set for in SOG's. Such members shall be covered by insurance and shall be issued designated equipment or uniforms.

**2.2.5 HONORARY MEMBERS** – Members who, are not active members, and are therefore not required to meet minimum participation standards as may be outlined herein, i.e.; past members, retired members, selected citizens, etc. Such members shall not be covered by insurance and shall not be issued equipment or uniforms.

**2.2.6 BENEFITED MEMBERS**– Members who meet the annual training requirements of Lewis Fire 2 and respond to a minimum of ten percent (10%) of the total annual call volume of Lewis Fire 2 shall receive a paid pension benefit through the Washington State Board of Volunteer Firefighters. The minimum requirement for qualifying to draw a pension payment, at retirement age, under the Volunteer Firefighters' Pension Plan is ten years of service. The amount of the pension vested increases for each five years of service beyond the minimum ten years. Pension payments are paid by Lewis Fire 2.

All volunteers are covered under the line of duty disability and death insurance coverage through Washington State Board of Volunteer Firefighters.

## **2.3 DEPARTMENT ACTIVITIES**

**2.3.1** The following activities shall be considered when evaluating a member's participation level:

- 1) Emergency calls / non-emergency calls for service
- 2) Monthly and special meetings
- 3) Scheduled departmental training drills
- 4) Department fundraisers
- 5) Scheduled work details

## **2.4 MEMBERSHIP REVIEW**

**2.4.1** Member participation shall be reviewed and posted quarterly.

**2.4.2** Members whose participation level is below five percent (5%) of the call column, for a period of six months or longer, shall meet with the District Chief to review participation, a follow up evaluation shall be scheduled at the completion of an additional three months. If the member's participation is still below 5%, the member shall be placed on PIP for a 6 month period, and shall be considered Inactive as defined in 2.5.2.

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## **2.5 PROBATIONARY IMPROVEMENT PERIOD – PIP**

2.5.1 The PIP shall last for a period of six (6) months.

2.5.2 A review of the member's status shall be conducted at three (3) months into the PIP, and if, at that review, the member's participation is at or above 5%, the Board of Officers may vote to waive the remaining 3 months of the PIP. If the member's participation is still below 5%, the member shall remain on PIP for the remainder of the original 6 month period.

2.5.3 If the member's participation is at or above 5% at the end of the six (6) month PIP, the member shall be returned to active status following Board of Officers review.

2.5.4 If, at the end of the six (6) month PIP, the member's participation is still below 5%, the Chief and Officers shall determine whether to terminate the member or place the member on second 6-month PIP, during which time the same rules would apply.

2.5.5 Any member on a PIP shall effectively become inactive in regards to the business operations of the fire department. Said member may still respond to calls and events, however member shall lose privileges including, but not limited to:

- 1) Right to vote
- 2) Right to make or second a motion
- 3) Officer Status
- 4) Privilege of use of hall, department facilities, and department equipment

2.5.6 No member shall be placed on more than two (2) consecutive PIPs and remain an active member with the department.

2.5.7 No member shall, during their membership, be placed on more than four (4) PIPs and remain an active member with the department.

## **2.6 EXCEPTIONS AND EXEMPTIONS**

2.6.1 Members on an approved leave-of-absence during a review period shall be exempt from minimum participation standards.

2.6.2 At the discretion of the Chief and Officers, members who are out of the response area of Lewis Fire 2 for extended period of time (including for purposes of employment, education, vacation, and military) MAY be exempt from minimum membership standards. Leaves of absence should be requested when applicable; however it may be permissible that a member remains active without taking leave, (1) if they return to the area periodically, (2) Every effort is made to keep certifications current. Arrangements can be made through the Fire Chief for trainings during the week days. Member is required to keep the Fire Chief updated on their circumstances. Each case for exemption shall be handled on an individual basis; exception period shall not exceed six months.

## **2.7 APPLICABILITY TO OFFICERS**

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2.7.1 Officers shall adhere to the same minimum participation standards as regular members.

2.7.2 Any officer who is placed on a PIP shall temporarily lose their officer position or rank until such time as their participation meets the minimum standard and his reinstatement has been made official at a regular monthly Commissioners meeting.

2.7.3 Although an officer shall be reinstated to their officer position at any regular monthly meeting during the PIP that their participation reaches the minimum standard, they shall remain on the PIP as outlined in 2.5.1.

2.7.4 The office of any officer whose participation is not at or above minimum participation standards at the end of one PIP shall be considered vacated.

## **2.8 START OF STIPEND PAYMENTS**

2.8.1 Active member who have met the requirements of the Occupational Health Program shall receive a reimbursement stipend for training and call response in the amount approved by the Board of Commissioners.

2.8.2 Junior Members shall receive a reimbursement stipend for call responses which fall within the guidelines of the Junior Firefighter Policy while classified as a junior member. The department will not reimburse Junior Members for training drills while classified as a junior member.

## **2.9 UNIFORMS**

2.9.1 All uniforms shall be worn in an appropriate manner, in accordance with Lewis Fire 2 department guidelines.

2.9.2 Department issued uniforms are not to be altered in anyway.

2.9.3 Department issued attire is to be worn on all EMS responses. Department issued boots are to be worn on call response only.

2.9.4 No Lewis Fire 2 apparel, of any kind, is to be worn to establishments in question (i.e.: bars, nightclubs, adult entertainment facilities, etc.)

## **2.10 CONDUCT**

2.10.1 Volunteers shall be courteous and self-controlled. Proper behavior and speech shall be observed at all times toward fellow volunteers, employees, and Commissioners.

## **2.11 SMOKING**

2.11.1 Smoking and the use of smokeless tobacco is prohibited within twenty-five feet of an entry into a Lewis Fire 2 facility.

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## 2.12 GROOMING AND APPEARANCE

2.12.1 Lewis County Fire District 2 reserves the right to determine volunteer grooming and appearance standards. Lewis County Fire District 2 services involve citizen/community interaction. If a volunteer's appearance poses a distraction or safety issue the individual shall be asked to ensure their grooming and appearance meets the standards of Lewis Fire 2. Failure to adhere to grooming and appearance standards shall result in counseling, possible probations, or separation from the Fire Department.

Volunteers are expected to project a professional image and shall adhere to standards of grooming and appearance appropriate for the environment.

Examples of appearance or attire that are prohibited for volunteers include but are not limited to:

- Visible tattoos on the neck, head or face. All Tattoos that are in visible areas shall not depict explicit sexual content, immoral, express radical social statements or other offensive implications, if a tattoo is consider so, it must be covered at all times while on duty or participating as a volunteer.
- Body Piercings through the nose, eyelids, tongue, lip, or other visible body part, other than ear lobes, are not acceptable.
- Intentional mutilation of any part of the body that is visible is prohibited. Mutilation is defined as the intentional, radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance. Examples include, but are not limited to:
  - Split, forked, or pierced tongue
  - Pieced nose, lip, eyebrow, or other areas of the face or body
  - Foreign objects inserted under the skin or intentional burns to create a design or pattern
  - Enlarged or stretched holes in ears (other than normal pierced earlobes)
  - Intentional scarring on neck, face, scalp, or anywhere on the body
  - Clothing or lack of clothing that is disruptive, provocative, revealing, indecent, vulgar, or obscene.
  - Revealing necklines, bare midriffs and excessively tight clothing;
  - Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols;
  - Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols;
  - Sandals, flip flops, or bedroom shoes/slippers while responding
  - Tank tops or spaghetti strap tops;
  - Undergarments worn as an outer garment or any see-through clothing that reveals an undergarment;
  - Wearing of shorts or sleeveless tops on EMS responses.
  - Hair coloring must look natural. Unnatural hair coloring, such as green, purple, blue, bright red, etc., are not permitted.
  - Hair must be clean, neat, and if colored, maintained in a natural tone. This means no colors such as green, purple, blue, pink, etc.
  - Facial hair beards, goatees and mustaches for volunteers are to be kept neatly trimmed. Facial hair may conflicts other department policy.
- It is to be noted that this policy does not constitute a contract of volunteerism. Nothing in this policy expressively or implicitly alters the at-will nature of all volunteer

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relationships. It should be remembered that volunteerism/employment is at the mutual consent of Lewis Fire 2 and volunteers. Accordingly, either the volunteer or the Fire District can separate the relationship at-will, at any time, with or without cause and with or without notice.

- The Fire Department reserves the right to remove volunteers from a call for poor hygiene. This includes strong body or breath odors, including tobacco, failure to shave, or unkempt hair.
- This policy does not cover all potential appearance and grooming issues. The Fire Chief or his/her designee will make the final determination on all appearance and grooming matters. Volunteers are encouraged to maintain the professional image of the Lewis Fire District 2.

## 2.13 TECHNOLOGY USE

2.13.1 Volunteer members need basic computer skills, or the willingness to learn, for use of online programs used within the department. Each volunteer shall maintain access to Emergency Reporting, online reporting system, for the purpose of incident report entry, accessing department information including but not limited to department SOG's (Standard Operating Guidelines).

2.13.2 EMS Volunteers, entering incident reports, shall follow 2016 Lewis County Protocols, page 18, Section Treatment and Protocols J.:

### **J. DOCUMENTATION**

1. *A Patient Care Record (PCR) will be completed for each incident/patient encounter, in accordance with current EMS Regulations. A patient is any individual that, upon contact with an EMS system, has any of the following:*

- a. *A complaint or mechanism suggestive of potential illness or injury*
- b. *Obvious evidence of illness or injury*
- c. *An individual or informed 2nd/3rd party caller requests evaluation for potential illness or injury*

2. *The S.O.A.P format will be used on **all** PCRs*

2.13.2 Volunteers shall develop skills in operation of radios, as needed within the department, for the purpose of incident response or acquiring department information.

Failure to comply with this policy may result in disciplinary action up to and including termination

In compliance with federal laws, Lewis County Fire District 2 allows volunteerism without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

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