

# *Grant County Fire Protection District 3*

## *POLICY AND PROCEDURE*

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1. NUMBER: 5.3.09
2. SUBJECT: *Participation Standards*
3. POLICY: Participation standards are essential to the effective and efficient management of the District business. This Policy and Procedure establishes minimum acceptable Participation Standards that outline Grant County Fire District 3's expectations of all of its personnel.
4. SCOPE: This Policy and Procedure is applicable to all volunteer personnel of the District.
5. RESPONSIBILITIES:
  - A. The District Fire Chief of the District is responsible for:
    1. Verification of personnel participation.
    2. Presentation of necessary reports to the Board of Commissioners.
  - B. Assistant Chief is responsible for:
    1. Compilation and certification of individual participation records.
    2. The coordination and delivery of reports to the District Fire Chief on participation.
6. PROCEDURE:
  - A. To provide quality time for all personnel attending Fire District functions, these functions shall start and finish on schedule. Functions shall be preplanned and organized prior to the arrival of District personnel.
  - B. A radio announcement may be made (provided Dispatch is not busy) stating the time and type of drill or meeting. This should be done 60 minutes prior to the meeting.
  - C. Sign-In attendance sheets shall be circulated at the beginning of each training, maintenance, staff, officer and special called meetings. It is the responsibility of each individual to sign in at each of the training, maintenance, staff, officer or special called meetings.

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- D. To remain a member in good standing, personnel must meet all training requirements as outlined in Letter H of this section, and meet one (1) of the following participation standards per quarter:
- Respond to the minimum percentage of emergencies at their assigned station, as defined in their job classification:
    - Firefighters: 10%
    - Lieutenants: 15%
    - Captains: 20%
    - Station Chiefs: 25%
  - Work a minimum of four (4) 12-hour per diem shifts per quarter

Failure to meet the above standards in any given quarter will result in notification from the Participation Committee. Upon notification, the member will be considered not in good standing until a subsequent quarterly participation review confirms compliance with the required standards.

- E. Attendance records shall be posted on a quarterly basis. Personnel not meeting established requirements shall be notified by mail of their status of not being in good standing.
- F. Personnel not meeting established attendance requirements by the end of March, June, September or December for the year in question shall be subject to disciplinary action or termination.
1. If a volunteer is terminated, she/he will not be eligible to return for one year.
  2. As an alternative to termination the volunteer will review Policy and Procedure 5.3.09 and 9.2.01. After review of the policies, she/he may sign a letter requesting permission to continue as a volunteer. (See attached letters).
  3. If the volunteer resigns, she/he will not be eligible to return for one year. If the resignation is due to work, moving, education, illness or family circumstances beyond their control it may be at the discretion of the Commissioners to allow them to return at an earlier time.
- G. Evening sessions normally begin at 1900 hours. Personnel must attend a minimum of 6 hours of regularly scheduled training each quarter to remain in good standing.
- H. Personnel should attend a minimum of 4 hours of District training per month. Two (2) hours of which must be regularly scheduled district training. Two (2) hours may come from approved other station drills, OTEP drills, private drill, or other outside training.

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- I. Personnel unable to attend the minimum required training shall notify the Main Station prior to the scheduled training. A determination if the excuse is acceptable shall state this information at the time of the notification.
  
- J. Acceptable excuses for not attending regularly scheduled training are as listed:
  - 1. Working, normal schedule or overtime
  - 2. Injured or illness
  - 3. Out of town
  - 4. Attendance at a school function (personal or family)
  - 5. Attending approved training
  - 6. Death in family
  - 7. Other, based on District Fire Chief's discretion
  
- K. Personnel should attend all meetings and training.
  
- L. All Fire District Officers/Instructors shall attend Officers/ Instructors meetings. If unable to attend must notify Main Station. (See 6 H. & I. above)
  
- M. During the year the Fire District will respond to an unknown number of incidents. The response of District personnel to all incidents when available is imperative. From time to time personnel either are unavailable or unable to respond and this is understood by the Fire District. District personnel shall respond to all incidents within the Fire District to which their station has been dispatched except:
  - 1. When working out of the Fire District.
  - 2. When injured or ill.
  - 3. When on leave of absence from the District.
  - 4. When your response from a location out of the District to the incident would not be in the best interest of the Fire District.
  - 5. While under the influence of intoxicants.
  - 6. When placed out of service by the District Fire Chief due to extended service of prior incidents.
  - 7. If placed on leave or light duty from normal job.
  - 8. When unavailable due to job commitment.
  
- N. Minimum call response at assigned stations.
  - 1. Firefighter: 10% responses each quarter
  - 2. Lieutenant: 15% responses each quarter
  - 3. Captain: 20% responses each quarter
  - 4. Station Chief: 25% each quarter

See Appendix 05\_03\_09