

	<b>SERIES 2000</b> <b>POLICY #: 2006</b>
<b>TITLE:</b>  <p style="text-align: center;"><b>Volunteer Program</b></p>	<b>DATE:</b> <b>July 13, 2011</b>
	<b>REVIEW:</b> <b>2014</b>
	<b>OWNER:</b> <b>Fire Chief</b>

### **1.0 PURPOSE**

To support emergency and non-emergency services delivery through the establishment of a volunteer program and formalize applicable practices.

### **2.0 REVISION HISTORY**

Original Document

### **3.0 ATTACHMENTS**

### **4.0 PERSONS AFFECTED**

Volunteer Personnel

### **5.0 POLICY**

- 5.1 The District shall maintain a volunteer program that facilitates methods for citizens to provide meaningful emergency and non-emergency services to the community.
- 5.2 Volunteer relationships described in this policy are at-will positions that may be modified or terminated at the sole discretion of the District.
- 5.3 The Fire Chief is authorized to implement the number and classifications of volunteers based on service level objectives as established in policy.
- 5.4 The District shall participate in the Board for Volunteer Pension and Relief Fund to include disability and retirement for eligible volunteers. Those positions not eligible to participate in this program will be provided worker compensation protections as allowed by the Department of Labor of Industries.
- 5.5 Reimbursement for volunteers is necessary for compensation of out-of-pocket expenses for providing service to the community. Expenses include, but are not limited to, personal vehicle use; laundering of clothing used while providing the service; meals; and,

other out-of-pocket expenses. The Fire Chief shall maintain an incentive point program to enhance retaining volunteer personnel and encouraging their participation. Each point earned will be equal to \$3.00 of reimbursement. In addition to this amount, the Fire Chief may implement grant authorizations as approved by the Board of Fire Commissioners.

- 5.6 The Fire Chief shall report annually to the Board of Fire Commissioners the number of volunteers currently active and the contributions they have made to the community over the previous year.
- 5.7 The District shall not discriminate against any person regardless of age, gender, race, creed, national origin, sexual preference, marital status, or non job-related physical, sensory, or mental handicaps who may apply for a position as a Volunteer.
- 5.8 The District reserves the right to maintain a philosophy that places individual opportunity secondary to public and employee safety.
- 5.9 The District shall establish minimum qualification standards for volunteer membership. These minimum qualification standards, listed in the individual job descriptions, shall be provided to the applicant at the time of application.
- 5.10 The District shall establish minimum activity and training requirements for maintaining active membership status. Only personnel who maintain active status may be allowed to participate as emergency responders. The District's minimum activity requirements shall be provided to the applicant at the time of application.
- 5.11 The District will provide nominal life and disability insurance for all volunteers on active or inactive status through the end of the one-year enrollment period.
- 5.12 Individuals may apply for and upon approval, be assigned to an Administrative Volunteer program or projects. The District shall establish specific activity requirements for each program or individual project. Examples include: Chaplain, Photographer, Home Inspections, and so on.

## **6.0 DEFINITIONS**

- 6.1 **Administrative Volunteer** - A non-emergency response position that serves in a supportive or administrative capacity. These positions do not meet the requirements to participate in the Washington State Board of Volunteer Firefighters Pension and Relief Fund.
- 6.2 **Apparatus Operator**- An emergency responder who drives and operates fire apparatus and performs at an operational level to assist in fire control and support. They may only operate from defensive positions to contain and control fire spread, provide water supply, be a

command staff member, or participate in other non-IDLH fire ground functions.

- 6.3 Dedicated Shift Coverage-** A scheduled response coverage shift where the volunteer commits to being near at hand and ready to respond to emergency calls.
- 6.4 Firefighter-** A responder qualified to perform offensive operations at structure fires including entry into a hazardous environment for interior operations.
- 6.5 In-station Coverage-** A scheduled response coverage shift where a volunteer reports to a station and is assigned to an apparatus for at least a six-hour period.
- 6.6 Member .** A person who is officially affiliated with and who is involved in performing the duties and responsibilities of the Fire District. Members may occupy any position or rank within the fire department, and may or may not engage in emergency operations.
- 6.7 Volunteer Coordinator-** An individual assigned to administer the intake and coordinate the processing of volunteers.
- 6.8 Volunteer Emergency Responder.** A volunteer who has achieved a minimum level of training and is assigned to fill an EMS response or fire suppression role meeting the requirements for participation in the Volunteer Pension and Relief Fund.
- 6.9 Group Supervisor –** A position of responsibility that oversees an identified functional area, but does not have emergency scene authority associated with it.

**7.0 PROCEDURE**

**7.1. Position Classification Titles Available for Service as a Volunteer Include:**

7.1.1	EMS	Volunteer Emergency Responder
7.1.2	Apparatus Operator	Volunteer Emergency Responder
7.1.3	Rehab	Volunteer Emergency Responder
7.1.4	Firefighter	Volunteer Emergency Responder
7.1.5	Lieutenant	Volunteer Emergency Responder
7.1.6	Captain	Volunteer Emergency Responder
7.1.7	Battalion Chief	Volunteer Emergency Responder
7.1.8	Group Supervisors	Volunteer Emergency Responder
7.1.9	Volunteer Coordinator	Volunteer Emergency Responder or Administrative Volunteer
7.1.10	Chaplain	Administrative Volunteer
7.1.11	Fire Prevention	Administrative Volunteer
7.1.12	Administrative	Administrative Volunteer

7.1.12.1 Volunteer candidates, except Administrative Volunteers, must begin their participation by applying for either the EMS or Apparatus Operator classifications. After passing probation, the other options for service may be available for

them to pursue. Exceptions to this requirement may be extended by the Fire Chief to implement special circumstances or grant opportunities.

## **7.2 Status of Membership for Volunteers.**

7.2.1 The status of membership of every volunteer shall be maintained by Human Resources (HR). This status shall be evaluated quarterly by HR, the Volunteer Battalion Chief (VBC) and the Volunteer Coordinator (VC). Determination of status will be made based upon each volunteer meeting the training and minimum activity requirements outlined within this procedure.

7.2.2 All volunteers will be categorized into one the following groups:

7.2.2.1 **Probation Status** . Personnel who are initially authorized within the program. Considered part of the selection process. Probation is for a one-year period.

7.2.2.2 **Active Status** . Personnel who meet minimum compliance standards for training, safety, activity, and membership requirements.

7.2.2.3 **Inactive Status** . Personnel who are on an authorized leave of absence or are out of compliance with minimum training, safety, activity, or membership requirements. Personnel who are placed on inactive status shall not be allowed to serve as responders or receive the benefits of the volunteer incentive or volunteer pension and relief fund until they have been returned to active status.

## **7.3 Recruitment, Selection, and Initial Assignment of Volunteers.**

7.3.1 **Participation Limitation** . Applicants shall not be allowed to participate in any physical activities associated with the District where they may be subject to potential injury until they have been enrolled with the Volunteer Pension and Relief Program or Labor and Industries as appropriate.

7.3.2 **Initial Contact** - When an individual shows interest in the volunteer program, the office staff shall provide: a Volunteer Brochure and a Prospective Volunteer Contact Information Form. The interested individual will be instructed to review the brochure and if still interested, fill out the Prospective Volunteer Contact Form and return it to the business office. The office staff shall place the completed form in the Volunteer Coordinator's mailbox.

7.3.3 **Orientation Meeting**- The VC shall schedule and notify the interested parties of the orientation meeting and ask them to RSVP. At the meeting the VC will provide an overview of the District and volunteer program which will include minimum qualifications and expectations.

7.3.3.1 Applicants still interested must complete a volunteer application FORM and sign up for an interview.

**7.3.4 Minimum Qualifications** . All volunteer applications will be reviewed by the Volunteer Coordinator to ensure that the applicant meets minimum qualifications which include:

- Have legal authority to work in the US;
- Live within 10 minutes of the boundaries of District #18 and NKFR or, if beyond these boundaries, with permission of the Fire Chief;
- Be a minimum of 18-years-old at the time of appointment;
- Possess a high school diploma or GED;
- Have a level of physical ability commensurate to applicable job-related duties;
- Possess a valid driver license (photocopy required).

7.3.4.1 At the discretion of the Fire Chief, exceptions to minimum qualifications may be made for specified Support Service Programs or for individual projects on a case-by-case basis.

7.3.4.2 Administrative Volunteers may have additional requirements as outlined in their position description or program.

**7.3.5 Written Examination:** The VC shall deliver and coordinate a general knowledge written examination. All candidates must pass with a score of at least 70% to continue.

7.3.5.1 Administrative Volunteers may skip this section at the discretion of HR and the program manager.

**7.3.6 Interview Panel:** An oral interview will be conducted for each candidate. A career officer, volunteers, and other career members may participate as scheduled by the VC.

7.3.6.1 Each candidate is interviewed following preselected questions supplied by Human Resources. The candidates will be evaluated on a pass/fail basis as well as a ranked order by a consensus of the panel according to suitability, skills, and the District's current needs.

7.3.6.2 Administrative volunteers are interviewed by a group selected by HR and the program manager to ensure suitability and skill sets.

7.3.6.3 A preliminary accepted list is developed by the VC and given to HR.

**7.3.7 Final Recommendation From Stakeholders:**

The Volunteer BC, HR, Training, and VC shall finalize and agree to recommend investment in the individual(s) to the Fire Chief or designee. For administrative volunteers and chaplains, the program manager and HR shall finalize and agree to recommend investment in the individual(s) to the Fire Chief or designee. The Fire Chief or designee shall consider the recommendation and, if in

his/her judgment deems it necessary, interview for a final determination. The Fire Chief shall have the final and sole discretion to select which candidate(s) will continue in the selection process based upon the business needs of the District.

**7.3.8 Background Check:** Applicants that are selected to continue, including administrative volunteers and chaplains, with the induction process will be required to complete a background check with a notarized signature approving the release of information on.

7.3.8.1 Human Resources shall coordinate the background check which shall include, but is not limited to: employment verification, educational verification, criminal history, driving record, and professional reference interviews.

7.3.8.2 Human Resources and designated personnel shall review the background check report and at the sole discretion of the District determine if the volunteer applicant should be removed from the process.

7.3.8.3 Volunteer Applicants with a history of violence, any felony, employment termination for dishonesty, and/or major traffic violations or multiple minor traffic violations within five years of application may not be considered for acceptance at the sole discretion of the District.

**7.3.9 Wellness/Medical Examination:**

7.3.9.1 Volunteer applicants will be required to complete a psychological and medical exam to determine their ability to perform the duties commensurate with the position for which they are applying.

7.3.9.2 The medical exam will be coordinated by the District's Health and Safety Officer.

7.3.9.4 The psychological exam will be coordinated by the District's Health and Safety Officer.

7.3.9.4 Volunteer applicants will be offered a Department directed medical evaluation or a DOT equivalent medical evaluation.

7.3.9.5 Volunteer applicants who successfully pass the medical evaluation will be allowed to progress into structural and wild-land firefighting activities. Volunteer applicants who pass only the DOT equivalent medical evaluation will be limited to EMS Only, Driver/Operator, chaplain, and administrative volunteer roles.

**7.3.10 Final Acceptance:** The Fire Chief or his/her designee will review the information from the volunteer selection process to make a final determination of acceptance into the District notifying the VBC, VC, and HR of same.

7.3.10.1 Upon determination of acceptance, the volunteer will be issued a letter of acceptance from the VC, indicating the

date of acceptance, their supervisor's name, and the position description under which they will be operating.

**7.3.11 Probationary Member:** Once a member has passed all of the previous steps, the individual is accepted as a probationary member and placed on the probationary volunteer roster by HR.

**7.3.12 Wellness and CDC Vaccinations:** Accepted members are provided all wellness and CDC recommended vaccinations for emergency responders coordinated by the District Health and Safety Officer.

**7.3.13 Human Resources Meeting:** The VC, prior to any actual volunteer activity, shall coordinate a meeting with each member and HR to:

7.3.13.1 Coordinate membership in the Board of Volunteer Firefighters Pension and Relief Fund or arrange for L&I coverage as appropriate; create Personnel and Health files; sign up for all other benefits; coordinate issuance of a District identification badge.

7.3.14.2 HR shall provide a personnel policy packet that includes all critical personnel policies. The new member shall read and sign the form identified in policy 1001 outlining the requirement to read and adhere to the same policies.

#### **7.4 Assignment to Position and Organization:**

7.4.1 The VC shall introduce and transfer Volunteer Emergency Responders to their operations mentor and assigned officer.

7.4.1.1 Administrative Volunteers and Chaplains are assigned to their program manager.

7.4.2 Each member shall be placed in a classification for initial training and probation limited to Apparatus Operator, EMS, Chaplain or Administrative Volunteer.

#### **7.5 Probationary Requirements:**

7.5.1 The member must meet probationary requirements assigned by Training within their probationary task-books for the classification assigned.

7.5.1.1 If assigned as an administrative volunteer, the program manager shall provide clear objectives and monitor the administrative volunteer closely.

7.5.2 Once the member has completed the assigned probationary task book and is qualified to function in a classification, the member becomes eligible for the volunteer incentive program. Their assigned mentor or officer shall coordinate with HR to ensure the Federal I9 and W4 forms are completed. Eligibility for the incentive program includes the completion of this step.

7.5.3 After completion of the probation task book and one year, the assigned mentor shall perform a final evaluation and make a recommendation regarding whether the member will become a regular volunteer.

7.5.3.1 This recommendation shall be in writing through the Chain of Command to the Volunteer BC who shall make the final decision. If affirmative, the Volunteer BC shall notify the member and HR in writing.

7.5.3.2 HR shall place the individual on the active status roster. If the Volunteer BC decides not to recommend active status, the Fire Chief shall be notified the reasons discussed for final disposition.

7.5.3.2.1 If the recommendation stands, the Volunteer BC shall notify the member.

## **7.6 Active Status Volunteers:**

### **7.6.1 Minimum Training and Activity Requirements**

In an attempt to ensure that volunteer personnel maintain competent skills, remain proficient with fire department operations, and to ensure meaningful service is being provided to citizens for their investment in the volunteer, the District establishes minimum activity and training levels.

7.6.2 Once in an active status, each volunteer shall meet the training requirements of their annual training task books and the activity requirements outlined below:

7.6.2.1 Training Requirements: Volunteer Emergency Responder.

7.6.2.1.1 Attend 75% of the first Tuesday drills.

7.6.2.1.2 EMS: 100% required quarterly training.

7.6.2.1.3 Non-EMS: 100% of their ~~%e~~required+quarterly training must be completed.

7.6.2.1.3.1 A minimum of 75% of their ~~%a~~sassigned+ training task books must be completed per quarter and 100% must be completed by the end of the year.

7.6.2.1.3.2 Exceptions to this must have prior approval from the Volunteer Battalion Chief.

7.6.2.2 Training Requirements-Administrative Volunteers/Chaplains:  
As assigned by program manager.

7.6.2.3 Activity Requirements-Volunteer Emergency Responder:

7.6.2.3.1 Provide four (4) 6-hour ~~%a~~n-station+shifts per month  
OR

7.6.2.3.2 Provide six (6) 12-hour shifts dedicated response coverage from home of Volunteer Emergency Responder classifications plus one (1) in-station 6-



hour shift, prior approval is required by Volunteer BC on case by case basis.

7.6.2.3.3 The **intent of these shifts is to open a station** that would otherwise be closed or to staff an apparatus under the direction of the Shift B/C. Ride-a-longs as extra staffing on an apparatus, for the members training benefit, should be limited to 50% of the month's total shifts and only that will be allowed in incentive accrual.

7.6.2.4 Activity Requirements-Administrative Volunteers: Specific activity requirements shall be established on a program or individual basis depending upon the operational needs of the program or project. The respective Program Manager shall monitor compliance.

7.6.2.5 Activity Requirements-Volunteer Officers: As leaders of the personnel assigned to them it is required that they attend 75% of the monthly drills.

7.6.2.5.1 Exceptions to this must have written/email prior approval from the Volunteer Battalion Chief. Exceptions will normally be allowed for only one month during a quarter not to exceed twice during the calendar year as approved by the Volunteer BC.

7.6.3 Once on active status, a member may request additional classifications of work. If the additional classification is to Firefighter, the following must occur before attending or participating in any enhanced activity:

7.6.3.1 Complete a Respirator Medical Evaluation Questionnaire FORM, a Spirometry Pulmonary Function exam, a wellness/medical physical, and a fitness exam in order to be satisfactorily cleared for duty by the District's physician prior to participating in any District-related physical activity.

7.6.3.2 Physical Ability Exam CPAT . All IDLH firefighter classification applicants must demonstrate a minimum level of physical ability by satisfactorily completing a physical ability exam. The exam process assesses the minimum ability to perform the physical requirements of probationary training and assigned duties.

7.6.3.3 Once the additional requirements have been met, Training will provide the firefighter recruit an academy that meets the requirements of Washington State Law and an additional probationary task book to be completed once they have completed the academy.

7.6.3.4 All classifications shall have a probationary period as outlined above. Personnel holding multiple classifications must meet the training and activity requirements for each classification separately. If not able to achieve this goal, they will be placed on inactive status for that classification.

7.6.4 Excused Absences . Excused absences may be authorized on a case-by-case basis. An excused absence shall be for a period of one to three months and shall not exceed a total of three months per calendar year. Members with an excused absence may continue as responders. Excused absences can include the following examples: attending an approved course, a temporary change in work schedule, extended vacation, and so on. Personnel applying for an excused absence shall do so by submitting a written request through their normal chain of command. The Volunteer BC shall review the request and determine the final outcome. Additional training may be required prior to returning to active status.

7.6.5 Leave of Absence . Leave of absences may be authorized on a case-by-case basis. A leave of absence shall be for a minimum period of three and a maximum period of six months. The combined total of excused absences and leave of absence shall not exceed a total of nine months in a 12-month period. No further leaves are authorized for a 24-month period after returning to duty. Leave of absences can include the following examples: a work commitment that takes the individual out of the area; changes in work schedules; personal issues impacting the individual's available time; and so on. Members requesting a leave of absence shall submit a written or email request through their normal chain of command.

7.6.5.1 The Volunteer BC shall review the request and determine the final outcome. Prior to authorizing all leaves of absence, the Volunteer BC shall review the current requirements of the Washington State Board of Volunteer Firefighters Pension and Relief Fund and ensure compliance with same.

7.6.5.2 Leaves of absence for medical reasons shall follow the requirements outlined by the Washington State Board of Volunteer Firefighters Pension and Relief Fund.

7.6.5.3 All authorized leaves of absence shall be documented by a letter or email from the Volunteer Battalion Chief and distributed to the member's chain of command, HR and placed in the member's personnel file.

7.6.5.3.1 HR will change the member's status to inactive.

7.6.6 Limitations of Absences . During an approved leave of absence, members shall:

- Remain eligible for any minimum benefits for which they qualify;
- Not participate in any emergency response activities;

- Return all items issued by the District to the Volunteer BC or designee;
  - Additional training will be required prior to returning to active status.
- 7.6.7 Enforcement . The District shall enforce its minimum training, activity as well as health and safety program requirements in accordance with the following guidelines:
- 7.6.7.1 The Volunteer Battalion Chief shall be responsible for providing the Training Division and VC with drill attendance and health and safety compliance reports on a quarterly basis. Reports shall be reviewed and corrective measures initiated as needed.
- 7.6.7.2 Members assigned Inactive Status for not meeting activity and training requirements will have a written corrective action plan developed with their officer and approved by the Volunteer Battalion Chief.
- 7.6.7.3 **First Notice** . The Company Officer will be tasked with contacting their member informing them of the necessary compliance. The officer is to counsel the individual regarding their compliance, the corrective actions immediately needed and report back to the Volunteer Battalion Chief in writing. The individual's compliance will be reviewed again the next quarter. Over the year, members must maintain compliance with the training and activity requirements for three (3) of the four (4) quarters.
- 7.6.7.4 **Second Notice** . If the member has not reached compliance during the quarter following the first notice, or when a relapse occurs within one year, a written warning letter will be initiated by the Volunteer Battalion Chief. The written warning letter must include specific corrective actions that must occur. This will serve to place the individual on a 90-day probationary period (for compliance only). The member's compliance will be reviewed again the next quarter.
- 7.6.7.5 **Final Notice** . If the member's compliance still has not been resolved during the quarter following the second notice they will automatically be placed on inactive status or terminated by the Volunteer BC.
- 7.6.7.5.1 The Volunteer BC will notify HR in writing of this action for processing into inactive status or termination.
- 7.6.7.6 **Returning to Active Status** . Members transferring into the District from other fire districts, returning from an excused absence or a leave of absence may be subject to completing minimum training and Health & Safety Program requirements prior to being re-classified to active status. The District's Training/Safety Division shall be responsible for evaluating the

members' individual situation and prescribing any necessary training and/or health and safety compliance requirements. All prescribed requirements must be satisfied prior to being re-classified to active status.

**7.6.7.7 Termination or Retirement from Membership** . Members who wish to terminate or retire their membership with the District shall return all District-issued equipment upon termination to the Volunteer BC or designee. The Volunteer BC or designee shall notify HR of the change in status.

7.6.7.6.1 HR shall remove the individual from the rosters of the District and terminate all pension and benefits.

7.6.7.8 All status and roster changes shall be formally documented by a letter from the Volunteer Battalion Chief and distributed through the members' chain of command and HR. HR will be responsible for appropriate changes to be made as well as placement of the letter in the members' personnel file.

## **7.7 Scheduling, Communicating, and Minimum Staffing Requirements for "In-Station" or "Dedicated" Shifts.**

7.7.1 All in-station and dedicated shift activities must be coordinated through the Outlook Volunteer Sign Up and Drill Calendar and/or ERS events calendar.

7.7.1.1 The calendar is located at the District's e-mail server, all calendars, near the bottom of the list is the noted calendar.

7.7.1.2 Sign up for either activity type during the date/time you will be available to provide the coverage utilizing the initial of your first name and full last.

7.7.1.3 ERS is the web based reporting system. Shifts will be entered as events on the calendar for station 73 (the Volunteer default).

7.7.2 If scheduling a coverage activity, the following requirements must be met:

7.7.2.1 If staffing an EMS unit, two individuals are required. Both must have been qualified to function as an EMT and one of the two qualified as an EMS driver.

7.7.2.2 If staffing an Engine, two individuals must be qualified to function as firefighters and one must be qualified as an apparatus operator.

7.7.2.3 If staffing a Tender, one individual must be qualified as an apparatus operator.

7.7.2.4 If providing additional staffing to a career staffed unit, the member must have met the training requirements for the position.

7.7.2.5 On the day of the scheduled shift, those participating in the activity must contact the Duty Chief and notify him/her of the coverage. If providing an ~~on~~-station+shift, the Duty Chief may relocate the staffing to accommodate the needs of the District.

7.7.2.6 Coverage Shifts are defined as concurrent six-hour coverage periods.

## **7.8 Documentation of Activity and Training Requirements**

7.8.1 All activities and training must be recorded in ERS and be validated by an officer before being accepted and eligible for the reimbursement and auditing requirements . This reporting is beyond any additional training reporting requirements.

## **7.9 Reporting and Auditing Training and Activity Requirements.**

7.9.1 Monthly, the Volunteer Battalion Chief shall provide a report to payroll outlining all activity and training requirements that are authorized for incentive points as noted below.

7.9.1.1 A report by each individual shall be created monthly and reviewed by the individual affected and their supervisor. Once validated, both parties shall sign the report as to its accuracy.

7.9.2 Monthly, the Volunteer Battalion Chief shall provide the Fire Chief with a summary report of the total activities and training for the entire volunteer program.

7.9.3 Every quarter, the Volunteer Battalion Chief shall audit training and activity requirements to assure members have attained the required functions to maintain active status. If they have not, he/she shall institute the procedures noted above to attain compliance.

7.9.4 Annually, the Volunteer Battalion Chief shall audit training and activity requirements to assure members have attained the required functions to maintain active status and for those applicable; continued membership in the Board of Volunteer Firefighter Pension and Relief Fund; and are on active status for the maintenance of the life and disability insurance programs.

7.9.4.1 By mid January of each year, a report shall be delivered to HR reflecting the status of all members for same.

7.9.4.2 If a member is on inactive status during the renewal phase for the life and disability insurance, the renewal of the policies shall be terminated until active status is attained.

## **7.10 Volunteer Incentive Program:**

7.10.1 It has been determined that reimbursement for volunteers is necessary for compensation of out-of-pocket expenses providing service to the community for costs including but not

limited to personal vehicle use, launderings of clothing used while providing the service, meals, and other out of pocket expenses. Accordingly the District will provide an incentive and reimbursement program to active status volunteers as outlined below or as approved by other grants.

7.10.1.1 Incentive points are assigned to each activity to encourage participation and reimburse expense.

7.10.1.1.1 In-Station Shifts: 6 points per shift (6 hour minimum).

7.10.1.1.2 Dedicated Shifts: 2 points per shift (6 hour minimum).

7.10.1.1.3 EMS transports: 6 points per transport.

7.10.1.1.4 Fire Call Response: 2 points per response.

7.10.1.1.5 EMS Call Response: 2 points per response.

7.10.1.1.6 Calls requiring more than 2 hours of service: 3 points.

7.10.1.2 Incentive points are provided through accumulated hours of service as noted below:

7.10.1.2.1 10-20 hours of service: 10 points Administrative only

7.10.1.2.2 21-30 hours of service: 20 points

7.10.1.2.3 31 to 40 hours of service: 40 points

7.10.1.2.4 41 to 50 hours of service: 60 points

7.10.1.2.5 51 hours plus: 80 points

7.10.1.3 Incentive points are provided monthly to officers as noted below:

7.10.1.3.1 Battalion Chief: 60 points

7.10.1.3.2 Captain: 50 points

7.10.1.3.3 All Company Officers: 40 points

7.10.1.3.4 Group Supervisors: 30 points

7.10.1.4 Incentive points are provided to encourage a healthier responder: (This is to re-instate previous health incentives)

7.10.1.4.1 Using the CDC's model calculator:

[://www.cdc.gov/healthyweight/assessing/bmi/adult\\_bmi/english\\_bmi\\_calculator/bmi\\_calculator.html](http://www.cdc.gov/healthyweight/assessing/bmi/adult_bmi/english_bmi_calculator/bmi_calculator.html)

7.10.1.4.2 Ten Incentive points for each whole number reduction in the BMI down to the CDC normal range, but not lower than 22 BMI.

Example : Individual starting at 30 BMI will get 10 points going to 29 BMI.

7.10.1.4.3 Individuals will only be credited for initial BMI reduction. If individual regains BMI mass then incentive will not occur until reaching previous low and then exceeding by 1 whole BMI.

Example : Individual starting at 30 BMI goes to 28 BMI. Individual gains and returns to 30 BMI, when individual gets to 27 BMI they will accrue 10 incentive points. No incentive for 29 or 28 BMI.

7.10.1.4.4 The intention of this is to increase longevity of the volunteer workforce and reduce injuries to provide better service to our customers.



Jeffery Griffin, Fire Chief, Kitsap County Fire District 18

## Prospective Volunteer Contact Information

<b>Today's Date</b>	
<b>Last Name</b>	
<b>First Name</b>	
<b>Mailing Address</b>	
<b>City, State, Zip</b>	
<p><b>Please note: You must live within the boundaries of Poulsbo or North Kitsap Fire and Rescue Fire Districts. We do not accept out of district applicants. If you have a question about the Fire District boundary please ask.</b></p>	
<b>Home Phone</b>	
<b>Cell Phone</b>	
<b>Work Phone</b>	
<b>E-Mail Address</b>	
<p><b>Additional information such as prior Fire Department experience, qualifications, etc.</b></p>	

Please print legibly

**FORM (2004-7.3.5.-01)**





**VOLUNTEER APPLICATION**

PLEASE PRINT CLEARLY

Name (*first, middle, last*) \_\_\_\_\_

Home address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived in Washington State? Years \_\_\_\_\_ Months \_\_\_\_\_

Previous Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone # (\_\_\_\_) \_\_\_\_\_

Work Telephone # (\_\_\_\_) \_\_\_\_\_

Cell Telephone # (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Do you have a valid Driver's License? No Yes State: \_\_\_\_\_

License No: \_\_\_\_\_ Expires \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you ever been convicted of any criminal felony; or of a misdemeanor involving domestic violence; or of any motor vehicle moving violation in the last seven years?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all motor vehicle moving violations in the last seven years: \_\_\_\_\_

High School Diploma.GED? Yes No Location & Date:\_\_\_\_\_

Circle your highest education level:

High School Diploma GED Assoc. Degree Bachelor Degree Graduate Degree PhD

College/University: \_\_\_\_\_

Diploma? Yes No Date:\_\_\_\_\_

Do you have any physical limitations, restrictions or disabilities that may affect your ability to perform duties as needed at an emergency scene? Yes No

If yes, explain\_\_\_\_\_

Give two personal references (not family members):

1. Name:\_\_\_\_\_ Years Known\_\_\_\_\_

Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Phone\_\_\_\_\_ Occupation\_\_\_\_\_

2. Name:\_\_\_\_\_ Years Known\_\_\_\_\_

Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Phone\_\_\_\_\_ Occupation\_\_\_\_\_

Medical Training: Circle any current certifications (Attach copy of card)

Emergency Medical Technician First Responder Advanced First Aid CPR

Issuing Authority\_\_\_\_\_ Date:\_\_\_\_\_

Are you now or have you ever been in the fire service? Yes No

Where:\_\_\_\_\_ Dates:\_\_\_\_\_

What was your function?\_\_\_\_\_

Supervisor:\_\_\_\_\_ Phone:\_\_\_\_\_

Current Employer:\_\_\_\_\_ How long?\_\_\_\_\_

Supervisor's Name:\_\_\_\_\_ Phone#:\_\_\_\_\_

Duties: \_\_\_\_\_

List last three employers:

1. \_\_\_\_\_ Dates: \_\_\_\_\_

2. \_\_\_\_\_ Dates: \_\_\_\_\_

3. \_\_\_\_\_ Dates: \_\_\_\_\_

Members are required to attend drill on Tuesday evenings at 6:45 pm. Are you able to do this? Yes No

Members are required to sign up for shifts of 8 . 12 hours at one of the Poulsbo Fire Stations. Are you able to do this? Yes No

How did you find out about us? What made you decide to join? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I hereby certify that there are no willful misrepresentations or falsifications of the above statements and answers to questions. I am aware that should an investigation disclose such misrepresentation and falsifications, my application will be rejected, and I will be disqualified for applying in the future for any position in the service of the Poulsbo Fire Department.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Attachments:

\_\_\_\_\_ Copy of Medical Certification Card(s)

\_\_\_\_\_ Copy of driver's License

FORM (2005-7.3.10-01)

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION FOR VOLUNTEER  
FIREFIGHTER APPLICATION

I, \_\_\_\_\_, authorize you to furnish the Poulsbo Fire Department with any and all information that you have concerning me, my work, my reputation, my medical records, my military service records, my financial status, and any personnel records (including any sealed records). Information of a confidential or privileged nature may be included. Your reply will be used to assist the Fire Department in determining my qualifications and fitness for the position I am seeking with the Poulsbo Fire Department.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, and I waive those rights with the understanding that information furnished will be used by the Poulsbo Fire Department only in conjunction with selection procedures.

I hereby release you, your organization and others from any liability or damage which may result from furnishing the information requested.

Applicants signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public residing at

\_\_\_\_\_, Washington

NOTE: A reproduction of this request shall be, for all intents and purpose, as valid as the original. You may retain this form for your files.

## Volunteer Intake Checklist

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

1. Initial contact by Volunteer Coordinator. Date \_\_\_\_\_  
    Falls within the requirements of residency Yes/No
2. Department Orientation Date \_\_\_\_\_
  - a. Question and answer session.
  - b. Station tour.
3. Given an application to be filled out. Date \_\_\_\_\_  
    Returned notarized application to the department. Date \_\_\_\_\_
4. Provide copy of:
  - a. Drivers License
  - b. Complete I9  
(Enter both in Personnel File and Notify HRO) \_\_\_\_\_
5. Provide current EMT or CPR cards, if applicable. (Training File) Yes / No
6. Complete Basic aptitude test required to pass with minimum of 70%. Yes / No
7. Interview date and time arranged. Date/time \_\_\_\_\_/\_\_\_\_\_
8. Interviews are completed, board ranking \_\_\_\_\_ of \_\_\_\_\_.
9. Chief Selection Yes / No
10. Training/Safety Officer.
  - a. Arrange for physical examination.
    - i. FF/EMT Yes / No
    - ii. EMT only (FF re-exam may be required) Yes / NoDate/time of exam \_\_\_\_\_/\_\_\_\_\_ Location \_\_\_\_\_
11. Meet with HR (HR Rep) \_\_\_\_\_ Date \_\_\_\_\_
  - a. Member BVFF initiated \_\_\_\_\_
    - i. Board for Volunteer Fire Fighters Retirement
    - ii. Board for Volunteer Fire Fighters Injury Coverage
    - iii. Location of forms in ERS and why.
  - b. Initiate paperwork for District Life Insurance  
(Held Until Notified by Vol B/C upon completion of FF or EMT quals)
  - c. Initiate a background check.
    - i. Date Initiated \_\_\_\_\_
    - ii. Completed background check satisfactorily. Yes / No
  - d. Information for ERS collected and entered \_\_\_\_\_
  - e. ERS Login and Password provided \_\_\_\_\_
  - f. Initiate E-Mail Account.  
    Login and Password: \_\_\_\_\_
  - g. Initiate start of annuity program:  
    Date for purchase of Annuity (After 3years) \_\_\_\_\_
12. Welcome Letter and Certificate signed by Fire Chief. Date \_\_\_\_\_  
    Info to HR and Copy into Personnel File
13. Welcome Letter and Certificate presentation to member. Date \_\_\_\_\_
14. Immunizations: (BVFF MUST be Completed Prior)
  - a. HAV/HPV Combination (Hepatitis A and B) (Decline/Accept)
  - b. DPT (Diphtheria/Pertussis/Tetanus) (Decline/Accept)
  - c. HBV Titer Test, Hepatitis C Antibody (Decline/Accept)

d. TB Skin Test. Appt. (Safety/Health Officer arranges) Date \_\_\_\_\_ Location \_\_\_\_\_

15. Interview with Volunteer Battalion Chief Date \_\_\_\_\_  
For assigning to EMT coordinator or Fire Officer.

16. Initial training a. CPR for HCP Date \_\_\_\_\_

b. **EMT Class** Dates \_\_\_\_\_ Location \_\_\_\_\_  
i. Assigned to EMT coordinator. \_\_\_\_\_  
ii. Mentor Assigned \_\_\_\_\_  
iii. Coveralls/Uniform \_\_\_\_\_  
iv. National EMT test \_\_\_\_\_  
v. Kitsap County Protocol test \_\_\_\_\_  
vi. Application to County Medical Office \_\_\_\_\_  
vii. Application to State \_\_\_\_\_  
viii. EMT card to member \_\_\_\_\_

c. **FF Academy** Date/Location Academy \_\_\_\_\_/\_\_\_\_\_  
i. Assigned to officer.  
a) Officer \_\_\_\_\_  
b) Division \_\_\_\_\_  
ii. CPAT Intro Date \_\_\_\_\_  
iii. CPAT Practice Dates \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
iv. CPAT Completion Date \_\_\_\_\_  
v. PPE Ordered \_\_\_\_\_  
vi. SCBA Mask assigned \_\_\_\_\_  
Fit Test Date/Evaluator \_\_\_\_\_/\_\_\_\_\_  
vii. Mentor Assigned \_\_\_\_\_  
viii. PPE Assigned \_\_\_\_\_  
ix. Grad date \_\_\_\_\_  
Informed: BC \_\_\_\_\_, Capt. \_\_\_\_\_ Lt. \_\_\_\_\_

17. Basic uniform allowance \_\_\_\_\_  
a. Coveralls  
b. Class 0B0 T-shirt  
c. Class 0B0 Shirt  
d. Class 0B0 Trousers  
e. Leather belt  
f. Station Shoes  
g. Ball cap  
h. Outerwear coat (DOT Compliant)

18. PPE for Firefighters Academy \_\_\_\_\_

- a. Helmet
- b. Hood
- c. Bunker top
- d. Bunker Bottom
- e. Suspenders
- f. Firefighter boots
- g. Utility strap
- h. Flashlight
- i. Folding hose wrench
- j. Door stops

19. Volunteer Incentive Program

Initiate Date \_\_\_\_\_ Who \_\_\_\_\_

W4 Date \_\_\_\_\_ (After qualified for incentive, LT. or EMS Divsup will provide to financial assistant)

20. Report all actions completed to Volunteer Battalion Chief and close out of checklist

Date \_\_\_\_\_

## Volunteer Departure Checklist

Name: \_\_\_\_\_ Officer \_\_\_\_\_

1. Initial contact by \_\_\_\_\_. Date: \_\_\_\_\_.
2. Letter of recommendation requested.  
Yes/No initiated: \_\_\_\_\_
3. Basic uniform Returned \_\_\_\_\_ Rcvd By \_\_\_\_\_
  - a. Class 0A0
  - b. Class 0B0
  - c. Coveralls
  - d. Badges
  - e. Leather belt
  - f. Station Shoes
  - g. Outerwear coat
4. PPE for Firefighters returned \_\_\_\_\_ Rcvd By \_\_\_\_\_
  - k. Helmet/Hood
  - l. SCBA mask
  - m. Bunker0s Coat/Pants Suspenders
  - n. Firefighter boots
  - o. Utility strap
  - p. Flashlight
  - q. Folding hose wrench
  - r. Door stops
5. Electronic Devices returned: Rcvd By \_\_\_\_\_
  - a. Minitor \_\_\_\_\_
  - b. Portable Radios \_\_\_\_\_
6. Volunteer Incentive Program closed out: Date \_\_\_\_\_
7. Meet with HR \_\_\_\_\_ (HR Rep)
  - a. Member BVFF closed out/retirement Date \_\_\_\_\_
  - b. Transfer Life Insurance \_\_\_\_\_
  - c. Close out/ Transfer annuity fund \_\_\_\_\_
  - d. Removed from ERS \_\_\_\_\_
  - e. E-mail Closed \_\_\_\_\_
  - f. Letter Of recommendation Provide if requested.
  - g. Exit Interview
8. Immunizations: Record released to member.
9. Meet with Training Officer if requested. Yes/No  
Removed from: \_\_\_\_\_
  1. Fire O/L Training
  2. EMS Online
10. Exit interview with Volunteer Battalion Chief arranged Date; \_\_\_\_\_.
  - a. Vol. BC \_\_\_\_\_
    - i. Reason For leaving
    - ii. Suggestions for department
11. Exit Interview with Fire Chief requested. Yes/No Date/time \_\_\_\_\_
12. Departure Letter signed by Fire Chief. Date \_\_\_\_\_
13. Departure Letter sent to member. Date \_\_\_\_\_