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| Subject: | VOLUNTEERS – PARTICIPATION AND TRAINING REQUIREMENTS - CORRECTIVE ACTIONS |
| Section: | PPG # 2811 |
| Chapter: | Personnel |
| Effective Date: | 7/1/98 |

POLICY

Volunteer Training and Participation

Firefighter and EMS Only volunteers must complete the mandatory training requirements, as established by the Department, to determine their competency and to comply with state law and local regulations. Volunteers must also meet minimum shift and activity requirements as established by the Department. Failure to meet any of these requirements may subject the volunteer to the corrective action process described below.

Participation Requirements

The Department strives to maintain participation requirements that are both reasonable and obtainable for our volunteer firefighters.

Volunteer firefighters shall perform 36 hours of activity per month. Twenty-four (24) of those hours must be duty shifts. The additional 12 hours can include participation in duty shifts beyond the minimum, drill (when not on duty), public education events, and other Department sponsored events.

In determining compliance with participation requirements, the Department may consider the totality of the situation for those individuals that routinely exceed monthly participation requirements. Such determinations shall be made by the Chief or his/her designee.

Request for Waiver of Participation Requirements

The Department recognizes the nature of our Volunteer Program and that volunteers have many other commitments that may sometimes preclude their ability to comply with participation requirements.

Volunteers may request a waiver from the participation requirements, on a case-by-case basis. Volunteers may be granted a Waiver of Participation Requirements for up to two

calendar (2) months in a calendar year. A request for a waiver of participation requirements may not be made for a period longer than two consecutive calendar months. If the volunteer requires more than two consecutive calendar months, he/she must submit a Leave of Absence request.

Such request shall be in writing on a Participation_Amendment Request Form and specify the reason for the waiver, the time frame for the waiver, and how the volunteer will complete required training to maintain response capability. The request will be submitted to the Volunteer Coordinator. The Volunteer Coordinator will make his/her recommendation for approval or denial of the request and forward to the Chief. The Chief or his/her designee will approve or deny the request.

Following action by the Chief, or his/her designee, the application shall be forwarded to Human Resources.

An emergency waiver of participation requirements may be submitted directly to the volunteers shift captain on a Participation_Amendment Request Form. The shift captain shall immediately forward the request to the Fire Chief for action. An emergency waiver request should only be utilized for an unforeseen circumstance that requires the volunteer's attention and the time required for the volunteer to address the circumstance would not allow the volunteer to complete his/her participation requirement for the month in which the waiver is being requested.

Excused Participation

In the event of an unusual incident that was unpredicted and unforeseen and would reasonably interfere with the volunteers ability to attend shift, the Volunteer Coordinator, or other authorized Administrator, Chief, Assistant Chief or HR Director, may excuse participation for a single shift. Requests for excused participation will be reviewed and considered on a case-by-case basis and will be granted or denied at the discretion of the authorized authority as described above. In the event of approval, the volunteer member shall not be penalized for failure to comply with mandatory participation hours; to the extent completion of those hours was impacted by the event.

Reduction of Required Participation Hours

A volunteer may request a reduction in his/her minimum participation hours. Such request shall only be granted to volunteers who have demonstrated a history of maintaining training hours and a history of consistently recording monthly participation hours approaching, meeting, or exceeding the 36 hours of participation currently required. Only the Chief may approve a request for reduction in minimum participation hours.

A volunteer must submit a written request on a Participation_Amendment Request Form for reduction in participation hours to the Volunteer Coordinator. The request shall include a detailed explanation of the reason(s) for the reduction, the dates for which the volunteer requests the reduction, and how many hours of shift work and other participation the volunteer can be expected to provide to the Department each month.

The volunteer may request a reduction for up to one calendar year. All requests that have not expired must be renewed by the volunteer by December 31 of each year using the application process described above in this section.

Corrective Action Process for Participation Deficiencies

First Offense: Verbal or e-mail notification, by the Volunteer Coordinator, of the volunteer's deficiencies and explaining the consequences of not complying with the participation requirements. An e-mail confirmation of verbal notification, or a copy of e-mail notification will be sent to the volunteer with copies to the Assistant Chief in charge of volunteers, Department Administrative Assistant, and Human Resources. The volunteer is placed on probation for six (6) months.

Second Offense: If a second offense occurs during the volunteers probation for a first offense, written notification, by the Volunteer Coordinator, to the volunteer of the volunteer's deficiencies and reiterating the consequences of not complying with the participation requirements. Copies forwarded to the Assistant Chief in charge of volunteers, the volunteer's shift captain, Department Administrative Assistant, and Human Resources. The volunteer is placed on probation for six (6) months.

Third Offense: If a third offense occurs during the volunteers probation for a second offense, written notification by the Chief, or his/her designee, to the volunteer revoking the volunteer's membership status and requesting all Department property and equipment be returned. Copies forwarded to the Assistant Chief in charge of volunteers, the volunteer's shift captain, and Human Resources.

Training Requirements

In order to serve as a volunteer firefighter or EMT, responders must remain current with required training. This training is based upon statutory requirements of WAC 296-305 "Safety Standards for Firefighters" and the requirements of Thurston County Medic One.

Firefighter training is broken into quarterly requirements to maintain consistency in training and aid in the scheduling of training sessions. Personnel who do not complete required training within the established time frames greatly complicate the department's ability to provide training opportunities. Where applicable, training is provided online and self paced, providing maximum flexibility to out volunteer members.

Personnel must complete required training on a quarterly basis. Personnel are not eligible to stand duty, respond to calls, or receive shift compensation until all required training is current.

EMS Only Volunteers

EMS only volunteers must remain certified as Thurston County qualified Emergency Medical Technicians. In addition, EMS only volunteers must remain current on non-fire related annual training requirements as established by the Department.

Corrective Action Process for Training Deficiencies

When a volunteer is found to be out of compliance with mandatory training requirements, the Volunteer Coordinator will notify the volunteer verbally or by e-mail of the training deficiency and notify the volunteer that he/she **is not eligible to stand duty, respond to calls, or receive shift compensation until all required training is current.**

Verbal notification will be confirmed by e-mail. A copy of e-mail confirmations and e-mail notifications will be forwarded to the Assistant Chief in charge of training, the volunteer's shift captain, the Department Administrative Assistant, and Human Resources.

REFERENCES
