



- SUBJECT: VOLUNTEER MEMBERS**
- GOAL:** Define and set expectations for the Volunteer Program.
- PURPOSE:** Establish procedures and expectations for volunteer members.
- DEFINITION:** Volunteers are members who receive no compensation from the District. They may receive reimbursement or a stipend.
- SCOPE:** All volunteer members.
- PROCEDURE:** Membership - New Volunteer Firefighters
- The District will accept applications at any time.
 - The applicant must meet the job application requirements on the firefighter job description.
 - Approximately two months prior to the next volunteer firefighter academy, members meeting requirements will participate in a written exam, a physical agility, and an interview process. Only members meeting the requirements of each phase of the selection process will move to the next phase.
 - Selected applicants will participate in a Human Resources process that will include a District physical, background checks, criminal checks, and other similar items.
 - Persons who pass all the above, will be issued the appropriate District gear and will enter the next volunteer academy.
 - A new volunteer must successfully complete, as defined by the training division, the academy.
 - To continue as a volunteer the new member must meet the requirements and timelines identified in the volunteer job description.
- Membership - Cadet Firefighters
- The District will accept applications from cadet firefighters during the month of June.
 - Applicants must have completed at least 1 year of the cadet program
 - The applicant must be a successful graduate of the cadet program and be recommended by the lead instructor of the respective site.
 - The applicant shall interview with the Volunteer coordinator.
 - Selected applicants will participate in a Human Resources process that will include a District physical, background checks, criminal checks, and other similar items.
 - Persons who pass all the above, will be issued the appropriate District gear.

- To continue as a volunteer the new member must meet the requirements and timelines identified in the volunteer job description.

Membership - Intern Firefighters

- The District will accept applications from CCFR intern firefighters at any time
- Applicants must have successfully completed at least 3 terms in a one year period of the intern program.
- The applicant must have a recommendation from their captain.
- The applicant must meet training qualifications as determined by the Training Division.
- The applicant shall interview with the Volunteer coordinator.
- Selected applicants will participate in a Human Resources process that will include a District physical, background checks, criminal checks, and other similar items.
- Persons who pass all the above, will be issued the appropriate District gear.
- To continue as a volunteer the new member must meet the requirements and timelines identified in the volunteer job description.

Membership - Lateral Firefighters

The District will accept applications for lateral entry at any time. For the District to proceed with a lateral application the applicant must:

- Meet one of the following:
 1. Have at least one year fire fighting experience within the last three years.
 2. Have been an active firefighter within the last year
 3. Pass a accredited academy as determined by our training division
- Provide a letter of recommendation from their previous department.
- Meet minimum training requirements as determined by the District's Training Division.
- Pass the District physical agility evaluation.
- When the District has sufficient applications and a need, a lateral selection board will interview the candidate(s).
- Candidates who successfully pass all the above will participate in the Human Resources process identified above.
- To continue as a volunteer the new member must meet the requirements and timelines identified in the volunteer job description.

Resident Volunteer Firefighters

- The District has a limited number of resident rooms at most stations.
- The District will fill open resident rooms per the resident firefighter program
- Resident volunteers must meet the requirements of the resident program in addition to any additional volunteer requirements.
- Resident Volunteers are provided a stipend and are not eligible for volunteer reimbursement as defined below.

Support Volunteer Firefighters

The District will accept applications from current firefighters to move into our support division. These Volunteers must:

- Be current on training.
- Be accepted into the Division by the Volunteer coordinator.
- To continue as a volunteer the support member must meet the requirements of the job description.

Volunteer Non Firefighters

From time to time the District has the need for volunteers who participate outside the emergency response functions of the District. These volunteers:

- May include educators, prevention persons, and other special project persons
- Will not include all members of the Firefighter Association.
- Will serve as volunteers under programs designed by the District.
- Will remain volunteers so long as the District has a need for a specific program and the volunteer meets the District's needs within this program.

Shifts

To meet shift requirements and allow the District to best meet the needs of the District, volunteer firefighters may schedule shifts in the following ways:

- Before the following monthly schedule is posted, fill out a shift request form identifying the shift(s) they desire. The scheduler will attempt to place them on the day and at the station they desire.
- If the member desires a shift at any station, they will contact the Captain on that shift. The Captain will usually place them where the District has the greatest need.
- The District contacts a member requesting the member work a shift.
- Shifts are assigned on a first submitted basis not on seniority.

- To be sure you receive credit for working a shift, be sure a captain enters your name onto the monthly schedule and fills out a shift activity in FH.
- Resident volunteers will be assigned a shift per the resident agreement.

NOTE: Members who work shifts without the knowledge and approval of the Captain may not receive credit or reimbursement for the shift.

Training

To meet training requirements, volunteers have the following options:

- Train while working a shift.
- Participate in weekend, evening, or other scheduled drills.
- Attend authorized classes outside CCFR.
- Schedule special drills through (and at the convenience of) training.
- Only District authorized drills will count toward the above requirement.
- **NOTE:** Be sure a drill roster is filled out or the training is entered into Fire House.

Reimbursement

The District will reimburse members for time volunteered to the District. The District will use an average reimbursement. The District understands that at times this will not fully cover all costs incurred by the member. The reimbursement:

- Will be paid quarterly, normally in January, April, July, October to volunteers who are current and in good standing.
- May count as income to you (check with the IRS).
- Does not apply to resident volunteers.
- For line Firefighters, will be reimbursed for shifts accumulated by the volunteer in the previous quarter
- The value of reimbursements will be established using an average cost of fuel, food, vehicle depreciation and similar expenses a volunteer would incur while volunteering for the District.
- Reimbursements for line members who have completed:
 1. Volunteer academy--\$25 per 24-hour shift
 2. EMT and FF1-\$40 per 24-hour shift
 3. CCF&R A/O-\$50 per 24-hour shift
 4. Lead FF-\$60 per 24-hour shift
 5. Two 12-hour shifts will count as one 24-hour shift.

- Support members will receive \$25 reimbursement per month.
- Other periods of time spent will not qualify for reimbursement
- May be held by the District until all District gear and uniforms are turned in if the volunteer resigns.

Volunteer Firefighter Compliance

In order to stay competent as a responder, volunteer firefighters must meet the requirements and participation listed in the job description. The District will monitor compliance by:

- Quarterly reviewing shift and training records. **NOTE:** If there is a reason a volunteer firefighter will not be able to meet compliance (injury, valid leave of absence, etc), the volunteer firefighter **must** notify the volunteer program manager as soon as the injury happens or the member starts the leave. Failure to do so may cause the member to be dropped from the department due to lack of compliance.
- Advise members not meeting compliance by letter, stating the number of hours and shifts they must make up by the end of the quarter following the quarter in which they did not meet compliance.
- If a member is not meeting compliance for two quarters, the member will normally be dropped from the program.
- Compliance for line firefighters shall be 18 hours of drill and three 24-hour shifts per quarter.

Program Requirements

A member may be dropped from the program for the following reasons:

- Failure to meet shift or training requirements.
- Excessive moving violations.
- Convictions of criminal activities.
- Below average employee evaluations.
- Failure to meet the requirements of the resident program.
- When, after consulting with other District officers, the volunteer program coordinator determines the volunteer no longer meets the purpose and intent of the volunteer program.