



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 1000d

Volunteer Participation Requirements

SECTION 1.0 PURPOSE

The purpose of this guideline is to establish minimum standards for volunteer EJFR members.

SECTION 2.0 SCOPE

These guidelines apply to East Jefferson Fire Rescue (EJFR) volunteer members only – Excluding Volunteer Resident Firefighters and Cadets assigned to a job training program duty shift.

SECTION 3.0 ATTENDANCE/TRAINING

3.1 Volunteers shall attend at least five(5) of the scheduled eight(8) Saturday training drills, and shall document within the agency training record management system completion of competency based skill-set training, i.e. FF/EMT, EMT, Driver /Operator/Coxswain, etc

3.2 Volunteers, when notified of a Call for Service (CFS toned alarm) by the agency notification system(s) shall document 10% participation of CFSs requiring volunteer support.

Documentation shall include the following:

- a. Sign in roster for call for service
- b. ICS accountability at incidents
- c. notification of availability via agency radio system
- d. Electronic reply to call for service notification, including unavailable notification

3.3 Volunteers shall participate in station coverage assignments totaling a minimum of ten (10) hours per calendar month. The goal of the station coverage assignment is to provide staffed apparatus with qualified volunteers at times of critical need along with peak response periods. Scheduling of station coverage assignments is preferred prior to shift tour participation, allowing for optimum utilization of the volunteers' time and company assignments. Scheduling shall be accomplished by contacting the Shift Officer (155) with availability and establishing mutual scheduling agreements. Adjustment of the ten (10) hour assignments to smaller five (5) hour blocks are acceptable.

- a. Volunteers, at the discretion of the Shift Officer, can be assigned to specialty assignments for the duration of the station coverage assignment. This includes marine service, fire prevention, Wildland interface fire patrol, medical stand-by, community medical support, communications support, public education, and training to name a few examples.

3.4 Volunteer members who are employed outside of the EJFR response area for extended periods shall be required to notify via email the Volunteer Coordinator (volcoord@ejfr.org) of their departure and expected return dates. Upon their return, those individuals shall be required to

provide documented proof of the competency-based skill-set training, respond to 10% of the CFS incidents they are notified to and resume attendance of scheduled Saturday training drills. Members who are employed outside of the response area for extended periods must attend at least 60% of drills scheduled while they are in the response area.

- 3.5** Administrative Volunteers participation requirements shall be defined by the Fire Chief. Administrative volunteers are not exempt from required training mandated by State and Federal guidelines and shall attend State, and Federal required training. Attendance can be in-person, on-line including video conferencing, or telecommuting as determined by the Fire Chief or Training Division.

EFFECTIVE DATE:	REPLACES:	Combines parts of Policy 100 and 114
FIRE CHIEF:		SOG A02-02