

FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT STANDARD OPERATING GUIDELINE

Section 100.7

Reserve/Volunteer Firefighter Program

Purpose: This guideline shall be utilized to define the roles and responsibilities of all Frederick-Firestone Fire Protection District (FFFPD) reserve personnel.

Scope: This guideline applies to all FFFPD reserve and volunteer members.

Definitions:

New Member Firefighter Academy - A training program that follows the most current and accepted curriculum for Colorado State Firefighter I.

Orientation Program – A specific program to introduce the new Reserve Firefighter with the entry-level certifications to overall operations of the FFFPD. The Orientation Program will also be used to assess basic skill levels for both Firefighter and EMS certifications.

1. Organizational Structure:

- A. The Reserve/Volunteer Firefighter Program organizational structure shall be designed to be fully integrated into the overall organizational structure.
- B. The Reserve/Volunteer Program will be under the direct supervision of the assigned coordinator.
- C. The Reserve/Volunteer Firefighters will provide feedback directly to their assigned Shift Officer regarding reserve/volunteer issues.

2. Entry Level Requirements

- A. All applicants must be a minimum of 18-years of age.
- B. Posses a high school diploma or an equivalent standard of education (GED).
- C. The FFFPD reserves the right to limit applicants to those individuals with specific qualifications, including but not limited to:
 - State of Colorado – Firefighter I.
 - State of Colorado – HazMat Operations
 - State of Colorado –Emergency Medical Technician/Basic.
 - Professional Rescuer CPR card.

D. Each applicant will be subject to the following, including but not limited to:

1. Applicants must submit an application for volunteer service through the Fire District's administrative office.
2. Submit to a driver's license/driving records and criminal background check.
3. Participate in an oral interview process.
4. Successfully completed the FFFPD job specific performance assessment.
5. Participate in a 12-hour ride-along activity.
6. Upon conditional acceptance into the Reserve/Volunteer Firefighter Program, each applicant will be required to pass a medical examination provided by the FFFPD designated medical provider.
7. Applicants not meeting the minimum entry level requirements may be allowed to apply for the position of Auxiliary Member at the discretion of the Fire Chief depending on the specific noncompliance.

4. Maintaining Status

- A. Each Reserve/Volunteer Firefighter will be subject to all position requirements, including but not limited to, training, duty assignments, conduct, and work schedules. These duties shall be explained to each applicant before he/she is accepted into the Reserve/Volunteer Firefighter Program.
- B. New Reserve Firefighters will be required to successfully complete an orientation period, task book(s), and performance review within their first year of entry into the Program in order to remain a Reserve Firefighter with the District.
- C. New members will not be permitted to engage in outside training activities requiring District financial commitment, unless authorized in advance by the Fire Chief.
- D. Reserve Firefighters must meet all shift and training requirements in order to be eligible for their quarterly stipend for shift hours worked. Reserve Firefighters are not eligible to participate in the District's Volunteer Firefighter Pension Fund.
- E. Volunteer Firefighters are eligible to participate in the District's Volunteer Firefighter Pension Fund, but are not eligible for the quarterly stipend for shift work.

- F. All Reserve Firefighters must pass an annual job specific performance assessment and physical fitness assessment. All Reserve Firefighters must maintain an “average” rating as described in the FFFPD’s Physical Fitness Standards Program.
- G. Former Reserve/Volunteer Firefighters may apply for reinstatement. If the former Reserve/Volunteer Firefighters re-enters the Program he/she must meet all the entry level requirements.
- H. The FFFPD reserves the right to deny reinstatement of any applicant at the sole discretion of the Fire Chief.

5. Training

- A. Reserve/Volunteer Firefighters must maintain their required certifications and Job Performances Requirements (JPR’s) for their level of certification. Required minimum certifications are:
 - State of Colorado – Firefighter I.
 - State of Colorado – HazMat Operations
 - State of Colorado –Emergency Medical Technician/Basic.
 - Professional Rescuer CPR.
- B. Mandated re-certification is required by the Colorado Department of Health and the Colorado Division of Fire Safety. The required time period for re-certification for Firefighter, Hazmat Operations, and EMT certifications is every three years, after the initial training and certifications. Professional Rescuer CPR re-certification is every two years.
- C. Reserve/Volunteer Firefighters are to attend their continuing education trainings for their level of medical certification. This would include the EMT-P, EMT-I, EMT-B, Professional Rescuer CPR and the annual practical assessment provided by the FFFPD physician adviser.
- D. Reserve/Volunteer Firefighters are eligible for training and tuition reimbursement for a Colorado State Firefighter I (FFI) Academy. Off site Academy hours count towards a Reserve/Volunteer Firefighter's monthly hours. For every \$1000 reimbursed by FFFPD, the Reserve/Volunteer Firefighter will be required to make a 1 year commitment to the District.
- E. Career personnel and Reserve /Volunteer Firefighters with more than 1 year with the District will assist Reserve /Volunteer Firefighters in maintaining their training requirements.

6. Work Assignments:

- A. Reserve/Volunteer Firefighters are required to work 36-hours per month. This requirement can be completed in 8, 12 or 24-hour increments.
- B. The reserve/volunteer coordinator may approve alternative shift hours based on scheduling conflicts when applicable.
- C. Shift hours will be evaluated on both a monthly and quarterly basis by the assigned coordinator.
- D. Reserve/Volunteer Firefighters shall schedule their shifts through the shift officer as far in advance as possible.
- E. Station shift assignments shall be at the discretion of the on duty Shift Officer.
- F. Reserve/Volunteer Firefighters will familiarize themselves with all apparatus they are assigned to when they arrive at their assigned station.
- G. At the conclusion of each shift worked, the Reserve/Volunteer Firefighter will complete documentation describing the duties, training, and activities performed and have it signed by the shift officer.
- H. Reserve/Volunteer Firefighters are responsible for the scheduling of all shifts. In the event a scheduled shift cannot be served, it is the responsibility of the Reserve/Volunteer Firefighter to notify the on duty officer as soon as possible.

7. Responding to Emergencies

- A. In the event personnel are called back to duty, Reserve/Volunteer Firefighters are to report to Station 1 unless otherwise specified by a Chief Officer.
- B. Reserve/Volunteer Firefighters are encouraged to sign up for cell phone notification of emergency call-back and report to Station 1 for additional responses.
- C. At no time will Reserve/Volunteer Firefighters respond to an incident in their personal vehicle, nor shall a Reserve/Volunteer Firefighter disobey any traffic device or law when reporting to the station. Emergency devices (i.e. sirens, emergency lights, etc.) shall not be used in any private vehicle.
- D. Only pre-approved crews shall be used to form a company response in reserve apparatus. Any on duty Shift Officer may authorize the use of a Reserve crew to be placed in service.

8. Other Responsibilities

- A. The FFFPD will provide uniforms and personal protective equipment and clothing necessary for this position. Upon termination all personal protective equipment and clothing shall be returned to the FFFPD. Failure to return the issued personal protective equipment and clothing may result in legal action.
- B. Shift Officers will assume the primary management role for personnel on their shift. This responsibility shall include but is not limited to tracking of schedules, training, and job performance and areas of concern.
- C. Shift Officers will also be responsible for disseminating information to their assigned personnel as necessary.
- D. Reserve/Volunteer Firefighters are subject to the established FFFPD Standard Operating Guidelines, Member Handbook, and Code of Conduct.
- E. Reserve/Volunteer Firefighters are responsible for meeting their shift assignments and training assignments.
- F. Reserve/Volunteer Firefighters are responsible for ensuring all correspondence and required documentation is completed in a timely and professional manner.
- G. Reserve/Volunteer Firefighters who have served with the District for more than 1 year are eligible for an approved leave of absence not to exceed 6 months, during which time they must surrender all District property until their return to duty. Reserve/Volunteer Firefighter leaves of absence will only be granted by the Fire Chief and only after the Reserve/Volunteer Firefighter applies with the Fire Chief. If a Reserve/Volunteer Firefighter needs to take a leave of absence for longer than 6 months, he/she must resign their position and re-apply at a later date. It is the Reserve/Volunteer Firefighter's responsibility to ensure all required certifications are maintained and current during his/her leave of absence.
- H. To be eligible for upgrade to full member status, probationary Reserve Firefighters must complete the following requirements:
 - a) Reserve Firefighters must have at least one full, continuous year of service as measured from their anniversary date or the start of their New Member Academy or Orientation Program.
 - b) Reserve Firefighters must be current on all Fire District training, prorated to the month being measured.
 - c) Any Reserve/Volunteer Firefighter that allows his/her required certifications to lapse while active with the FFFPD will be placed on

administrative leave until the certification is re-instated. None of the time while on leave will count towards required shifts.

- I. The Fire Chief reserves the right to change or alter this guideline at anytime.

Member Date

Fire Chief Date