

# **SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT**

## **TITLE: Membership**

**REVISED: 08/18/2016**

**APPLIES TO: District Members**

**POLICY: # 200**

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It is the policy of the Southern Stone County Fire Protection District to maintain a group of quality trained and dedicated volunteer firefighters that will help to carry out the mission of the District. Volunteer firefighters will be selected and receive initial training in accordance with this policy.

### **Membership – Paid per call member**

- The membership shall consist of Trainees, Firefighters, EMS Responders and Officers.
- Applicants for membership must meet the following minimum requirements:
  - 18 years of age
  - Resident of Stone County or immediate area surrounding the Fire District
  - Must have a valid Missouri driver's license with good driving record (will be checked on annual basis or as needed)
  - Applicants born after June 1, 1972 must possess a high school diploma or a G.E.D. certificate.
  - Must have a dependable vehicle with proof of vehicle insurance (minimum required by State law)
- Applicants must fill out a standard application for membership and submit the application to the District Headquarters. No applicant shall be denied membership because of race, sex, national origin, or religious affiliation.
- The application and selection process will be as follows:
  - Submit application and drivers' license check.
  - Application will be reviewed for accuracy of content.
  - The Chief of Training or designee will interview applicant.
  - Applicant to submit criminal background check. All cost associated with driver license and background check shall be paid by District.
    - Any prior convictions will be reviewed by the Fire Chief and Board of Directors to determine eligibility.
- Each member will be subject to a six-month probationary period; however, shall remain on probation until completion of the District's Trainee's Orientation Checklist.
- Each member will be required to complete and pass a Basic Firefighter class consisting of approximately 80 hours of training. With the exception of the core classes indicated with asterisks below, equivalent firefighter training will be considered on a case-by-case basis.



**Southern Stone County Fire Protection District  
Trainee Orientation Record**

Trainee's Name: \_\_\_\_\_ Radio #: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Employee ID: \_\_\_\_\_

<b><u>Category</u></b>	<b><u>Overseer</u></b>	<b><u>Completion</u></b> (Date/Initials)
Firefighter Orientation Class	DCT/BC	_____
Policies (Acceptance Form)*	DCT	_____
Standard Operating Guidelines*	SO	_____
Basic Firefighter (MO Div of Fire)	DCT	_____
Defensive Driving*	SO/BC	_____
First Responder	DCT	_____
HIPAA Compliance Form	DCT	_____
Basic Report Writing*	DCT	_____
Fire House User Name	AC	_____
Sexual Harassment*	SO/BC	_____
SCBA*	SO	_____
Physical Ability Test	DCT	_____
NIMS 100 & 700	BC	_____
SSCFPD ID card	BC	_____
Communication overview	BC	_____

\*Core classes that will not be considered by equivalency

Legend; AC=Assistant Chief; DCT = Deputy Chief of Training; SO = Station Officer or lead fire fighter; BC = Battalion Chief.

## **Trainee Orientation Guidelines**

- This document is to be issued by the trainee's respective battalion chief.
- No attempt shall be made by the trainee to obtain any District issued equipment prior to the issuance of this document.
- The safekeeping and completion of this document is the trainee's responsibility.
- Trainee shall coordinate with the "overseer" to schedule specific activity.
- The trainee has six months from the date of issuance to complete all components. The completion of the Basic Fire Fighter and First Responder components may be extended by the Deputy Chief – Training based on course availability.
- The trainee's respective station officer or lead fire fighter will provide a status report as to the trainee's progress at the monthly officers' meeting scheduled for the first Monday of each month. It is the trainee's responsibility to ensure that a current copy of this document is provided monthly for this purpose.
- Upon completion, this document will be submitted to the Deputy Chief – Training for final approval.

# SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

## TITLE: Definition of Active Membership

REVISED: 08/18/16

APPLIES TO: District Members

POLICY: # 201

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It is the policy of the Southern Stone County Fire Protection District to maintain firefighters that are active and that attend training on a regular basis. The purpose of the member is to be able to respond to alarms and training as available. In order to meet and fulfill the mission of the District, firefighters must train and respond to alarms, one is no good without the other. It is understood that the member is not always available due to employment and family issues. However, as the nature of firefighting is generally dangerous, firefighters should be trained as well as possible and be up to date on all policies and procedures used. The only way to do that is to attend as many meetings and alarms as possible. In all fairness, volunteers should make an effort to share the load of responding to alarms as needed. A firefighter's active or non-active status will be in accordance with this policy and will reflect on the quarterly reimbursement.

### Definition of Active Membership

- **Trainee** - A trainee is an active member of the department who has not yet achieved the required core classes (Basic FF, First Responder, NIMS 100 & 700, SOG'S, Defensive Driving, Basic Report Writing, Sexual Harassment, and SCBA) and will be eligible for quarterly reimbursement for all non incident related activities however; is not eligible for compensation on emergency responses until they achieve the rank of Fire Fighter.
- **Firefighter** - A firefighter must attend 18 hours of training per quarter in order to be considered active under the guidelines of the pay per call program. Three (3) hours of training must be Battalion training and three (3) hrs must be organized district training. The remaining 12 hours of training can be obtained by the member by attending any district sanctioned or sponsored training in or outside of the district. If the firefighter is employed as a career firefighter they will be exempt from the remaining 12 hours of training. Documentation must be provided to the Deputy Chief of Training to support the training attended. Firefighters must also make an effort to respond to calls within their response area. Firefighters who do not make any calls will not be considered as making an effort. If a firefighter's review is not satisfactory, the firefighter will be counseled and their performance will be reviewed again in 30 days. Two consecutive unsatisfactory reviews will be cause for review of a person's status as a firefighter. Not meeting the active status for two (2) consecutive quarters would result in a review of the individual's membership with Southern Stone County Fire Protection District.
- **EMS Responder** - An Emergency Medical Responder must attend 9 hours of training quarterly and attain annual CPR/AED certification. Six (6) hours must be monthly EMS training and three (3) hours must be Battalion training. If the responder is actively employed as an EMS professional in the field they will be exempt from the Battalion training. Documentation must be provided to the Deputy Chief of Training to support the training attended. An EMS Responder also must be willing and make an effort to respond to as many EMS alarms within their response area as possible.











**SOUTEHRN STONE COUNTY FIRE PROTECTION DISTRICT**

**TITLE: Pay Per Call Program**

**REVISED: 08/18/2016**

**POLICY: # 204**

**APPLIES TO: District Members**

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The purpose of this policy is to provide a guideline to reimburse members for expenses incurred while responding to emergency and non-emergency alarms, station meetings, District training sessions, special activities, and training as approved.

Members may earn points, which are awarded for rank, level of training, membership on special teams, longevity, response to emergency and non-emergency alarms, scheduled and approved training, special projects and public education/fire prevention activities. Members may accrue points in accordance with the following schedule.

**Position Points**

These points are based on rank and advanced training the person is holding at the beginning of each fiscal year. Block unit points are awarded each quarter in addition to the points earned for alarm response, training, special projects, and public education/relations.

Battalion Chief	40 Points
Captain	25 Points
Lieutenant	20 Points
*Fire Fighter II	15 Points
*Fire Fighter I	10 Points
Basic Fire Fighter	5 Points
**Paramedics	30 Points
**EMT	20 Points
EMR	5 Points

**Special Teams**

Honor Guard	5 Points
Tech Rescue	5 Points
Recruitment & Retention	5 Points
Marine Division	5 Points
FFAM Team	5 Points

*\*Division of Fire Safety Certification*

*\*\*Points will be awarded in addition to rank points*

**Must be eligible per Policy 121 to receive Special Teams points**

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TITLE: Pay Per Call Program

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## Longevity

These points are based on service time within the District. Longevity points are awarded each quarter in addition to points earned for position points, alarm response, training, special projects and public education.

0 - 1 Years	1 Points
1 - 2 Years	2 Points
2 - 3 Years	3 Points
3 - 4 Years	4 Points
4 - 6 Years	5 Points
6 - 10 Years	10 Points
10 - 15 Years	15 Points
15 - 20 Years	20 Points
20 - 25 Years	25 Points
25 and up	30 Points

## Training

These points are based on attending scheduled District approved training.

### Regular scheduled training

\*1 point for each block of training.

### Outside training (approved)

2 points for each block of training.

### Instructors

3 points for each block of instruction.

*\*A block of training shall consist of 0-4 hours of training.*

## Alarm Responses

(Emergency and non-emergency) These points are based on responding to calls for service. The member must check in with the Officer in Charge or sign in at the station in order to receive credit for these responses.

### Paged responses (Between 2300 and 0800 hours)

15 points for still alarms and EMS calls (as defined in SOG's).

25 additional points for major alarms (as defined in SOG's).

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## **Paged responses (Between 0801 and 2300 hours)**

10 points for still alarms and EMS calls (as defined in SOG's).

15 additional points for major alarms (as defined in SOG's).

## **Special Projects**

- Special projects are approved by a Chief Officer and are awarded points as follows.
- Members shall earn two (2) points for the duration of the project.

## **Public Education/Relations**

- These units are based on time spent assisting the District during public education or public relation events. The member must check in with the event coordinator and be in uniform to receive credit for these hours.
- Members shall earn two (2) points for the duration of the event.

## **Method of Calculating Points**

- The last day of each quarter the total number of points awarded for the previous quarter shall be totaled. That amount of money set aside in the budget for the quarter in which the points were earned will be divided by the total number of points to arrive at a per point value. Per point value will be multiplied by the number of points earned by an individual. This will determine the dollar value for each member, which will be paid each quarter by the 3<sup>rd</sup> Friday of the first month of the new quarter. Money paid will be subject to appropriate income taxes and withholding.
- In order to be eligible for pay, each member must meet minimum qualifications for active status, for Trainees, Firefighters, EMS Responders and Officers as applicable. Personnel not meeting the minimum requirements for active duty, no longer with the District, or who have incomplete or missing Incident Reports as of the 5<sup>th</sup> of the month following the end of the quarter, will not be eligible for pay.
- An annual training schedule of dates and times, including make-up dates, will be issued during the first month of the year.





