





# NORTHERN WAKE FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURES

<b>TITLE:</b> Volunteer Membership Requirements	<b>SECTION/TOPIC:</b> PERSONNEL
<b>NUMBER:</b> 200-20	<b>ISSUE DATE:</b> 8/7/17
<b>REVISION DATES:</b> 6/5/18 7/1/18 8/24/18 10/1/18 1/26/19 2/18/18 4/18/19 1/23/20	<b>APPROVED BY:</b>  Gary Vickerson <hr/> <b>PRESIDENT – BOARD OF DIRECTORS</b>  Tim Pope <hr/> <b>FIRE CHIEF</b>

### I. PURPOSE

- A. This Standard Operating Procedure defines the requirements for volunteer membership.

### II. SCOPE

- A. This Standard Operating Procedure applies to all volunteer members of the Northern Wake Fire Department.

### III. PROCEDURE

#### A. Participation Credit

1. Volunteer members are required to meet a rolling 3-month average participation rate of 55 Credits per month.
2. The average participation rate will include:
  - a) Duty Crew Shifts (6-hour minimum)
  - b) Special Assignments
  - c) On-Call Battalion Chief (6-hour minimum)
  - d) Training Hours
  - e) Fire Incidents
  - f) Risk Reduction
  - g) Business Meetings
3. Duty Crew Shifts will be credited at a rate of 1-Credit per hour
4. Special Assignments will be credited at 1-Credit per hour of the assignment
5. On-Call Battalion Chief will be credited at 5-Credits per 12-hour shift

6. Training Hours will be credited at a rate of 1-Credit per hour
7. Fire Incidents will be credited at a rate of 1-Credit per incident
8. Risk Reduction will be credited at a rate of 1-Credit per hour
9. Business Meetings will be credited at a rate of 1-Credit per meeting
10. Individual and Departmental reports will be available in RMS under Reports.
11. Volunteer members who fail to meet the participation credit requirement will be subject Section D of this procedure.
12. Probationary members must meet the participation credit requirement before being promoted to full membership.
13. Due to their assigned responsibilities within the organization, the Fire Chief may exempt certain volunteer members from the participation credit requirement.
  - a) The Fire Chief will notify the Volunteer Membership Committee of any volunteer members that are being exempted.
14. Volunteer members, with a combination of age and years of fire department service in Wake County (with a minimum of 5 years of service as a full member of Northern Wake, Bay Leaf or Stony Hill Fire Department) that equals 75, may submit a written or email request to have their membership status changed to Support.
  - a) The request must be submitted to the Volunteer Membership Committee Chairperson.
  - b) The Volunteer Membership Committee will present the member's request at the next scheduled business meeting along with a committee recommendation.
  - c) A membership vote will occur on whether to approve or reject the request.
  - d) Support members must meet all organizational requirements for the support position in which they are assigned, however they will be exempt from participation requirements.

**B. Training Hours**

1. All rostered, active volunteer members must meet the 36-hours per calendar year training requirements, as set forth by the State of North Carolina, in order to be certified by the Fire Chief on the State roster.
2. Annual training requirements for each membership classification are defined in **SOP 200-22 Membership Training Requirements**.

3. With proper supporting documentation, volunteer members may transfer no more than 96-hours of training per calendar year from their full-time organization as defined in **SOP 200-22 Membership Training Requirements**.
  - a. Only 96 transferable hours may be applied toward the participation credit requirements of 55 Credits per month.
  - b. Any exceptions to the maximum of 96 transferable hours, must be approved by the Training Chief along with proper supporting documentation.
4. Any rostered, active volunteer member, not meeting the 36-hour per calendar year training requirement will be subject Section D of this procedure.

**C. Residency**

1. Volunteer members must maintain their residency within 20-road miles from a Northern Wake Fire Station.
2. If a Volunteer member has a change in address, fire department administration must be notified in writing within 14 business days.

**D. Disciplinary Actions**

1. Volunteer members, not meeting membership requirements, will be subject to the disciplinary procedures as outlined in **SOP 200-19 Disciplinary Actions**.