

POLSON City/Rural FIRE DEPARTMENT Operating Guidelines

Issued By: Chief John Ed Fairchild
July 1, 2008

100.14 Attendance and Training

Page 01 of 03

PURPOSE:

The purpose of this Guideline is to clarify the expectations and requirements for a fire fighter/member of the Polson Volunteer Fire Dept, in regards to acceptance and attending both business and training meetings and responding to incidents.

THE GOAL:

Is to ensure all members are treated equally and to improve the service to the community. To reward those members who try to make a difference.

Adequate participation in department sponsored or outside training will allow a better response to incidents.

Inadequate participation in these trainings or failure to attend regularly scheduled department meetings will cause the member to not have the current information to complete the assigned task.

As costs increase, we need to monitor equipment that the department owns. (PPE, Radios, Pagers and anything else assigned to the member/fire fighter) These items need to be given to those members that are able to respond to the call for service.

COMMITMENT:

As a member of the Polson Volunteer Fire Department, you will be asked to commit to a certain amount of departmental meetings and trainings. When you applied for this position it was explained to you at that time what is required of you and that demands that will be placed on you if you are made a member to this department.

Due to the hazards of the profession, should there be an occasion for a husband/wife, Siblings or co-habitants to be on the department at the same time, they can not be on the same team during any training or incident.

For retirement purposes, the state of Montana requires 30 hours of documented training. Due to our changing environment, world and technology, we must train to protect ourselves and the community we provide service to.

The Polson Volunteer Fire Department requires 45 hours per year of departmentally-scheduled and outside training to receive credit as an active member. In order to gain a relationship with other members both on scene and during training, this will be considered as the minimum.

New Members:

During the months of **June, July and August**, this department will not accept any new members unless they have 1-2 years of documented current **Structure** or **Wildland** training.

The reason for this is there is not enough time to train the new member to a safe level for this time of year. This department will resume taking applications in **September** and will cease acceptance on **May 31**.

During the first 90 days of becoming a new member with the department, it will be required to attend all meetings and trainings unless prior arrangements have been made with the Chief. Failure to do so will be grounds to be dismissed with out notice.

POLICY:

It will be the policy of the Polson Volunteer Fire Department for the following required areas:

MEETINGS: There are **12** regular departmentally-scheduled meetings per year. As a member you will be required to attend **8** of those per year. Should a member miss a meeting, it will be up to that member to talk with other members or the officers to find out any changes in polices or procedures.

TRAININGS: There are **24** regular departmentally-scheduled training meetings per year. Members will be required to attend **18** of those per year. Should a member miss training, there are several ways to make up the training. A member can make up the training via audio, video or manuals or can schedule with an officer to prove your competency in that training. Or you can ask to be sent to the class at another time. The member will be required to get informed of any new training procedure that was missed. There can and will be training scheduled at anytime that may require attendance by all members besides the regularly scheduled trainings.

INCIDENTS-RUNS: The department will request that all members make 25% of all dispatched/paged incidents-runs per year.

Probation Period: For any new member there will be a probation period of 6 (six) months where the member will have completed the task book assigned. There will be a interview with the member at 6 months or there about, with a Capt., Asst Chief and Chief to review areas of concern and any other questions that the member might have at this time. The Chief or secretary of the department will keep track of this date. The meeting will include the some of the following:

- If they are off probation.
- If they can get the department coat and where and who will pay for the coat.
- Red light card assigned.

- Name Patch on back of Turn-out coat if applicable.
- Fire dept. card. Where to get it and when.

EXCEPTIONS:

As this is a volunteer department and understanding that all the members have paid jobs, and are face with life style changes, exceptions can be made by talking with the chief.

EXCUSED ABSENCES:

Members may be excused by contacting either by phone or in person an officer, Asst Chief or Chief at least 8 hours prior to the meeting.

Members can be excused for a variety of reasons:

- Being sick or other medical reasons.
- Out of town working or unable to get off work.
- Family functions such as anniversaries, weddings, birthdays, sports events or funerals etc.
- The member has already completed and satisfactorily passed this segment of training.
- The Fire Chief agrees there is a valid reason to be excused.

APPEALS:

See the Polson Volunteer Fire Department By-Laws for appeals procedures. In addition, a letter of explanation will be submitted to the Fire Chief. The Chief will convene a board of active members to review the letter and meet with the member. A decision from the board will be made in no less than 48 hours.

INACTIVE MEMBER STATUS:

A member will be designated as an inactive member if any of the previously-mentioned requirements are not met.

Every 6 months a review of the inactive members will be completed for the following: Incidents-runs, Meetings, and Trainings.

Should a member be notified that there is a problem, the following will take place:

- A meeting with the member will be held and they will be advised of the problem areas and potential solutions.
- Should the inactive member wish to return to active status, every effort will be made by other department members to assist in this goal?

If by the second notice, (6 months apart) there has not been a change in status, said member will be asked to turn in all issued equipment, ID card, Red light card and may reapply for membership in 6 months.