

SUBJECT:	Membership Requirements
SECTION:	2 Personnel
SUB-SECTION:	2.4 Membership
EFFECTIVE:	2023-09-14

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Fire Chief:	Mark Gregory

1 POLICY

- 1.1 The Fire Chief shall establish participation requirements for all members that are consistent with the District's mission.

2 DEFINITIONS

- 2.1 **Member:** A person involved in performing the duties and responsibilities of the Fire District under the auspices of the organization.
- 2.2 **Operations members:** Persons authorized/assigned to train for and perform (i.e., take action) Fire District operations (e.g., fire suppression, emergency medical services, rescue).
- 2.3 **Support member:** Members who provide non-emergency assistance to the Fire District.

3 RESPONSIBILITIES

- 3.1 The Fire Chief shall implement membership participation requirements that are consistent with federal, state, and local employment laws and which are consistent with the District's mission.
- 3.2 The Fire Chief has the responsibility for the training and supervision of all paid and volunteer personnel and has the authority to discipline all personnel to include the authority to reprimand, suspend, or terminate both paid and volunteer personnel.
- 3.3 The Fire Chief shall ensure an accurate reporting of service is made for all eligible operations members enrolled in the Washington State Board for Volunteer Firefighters and Reserve Officers (BVFF&RO) Relief and Pension plans.

4 GUIDELINES

- 4.1 Minimum participation levels should be identified by the Fire Chief for a variety of roles, functions, and classifications for members, which are in alignment with the District's mission and the obligations of its members.
- 4.2 Where members are unable to meet the defined participation requirements of certain roles, the Fire Chief may evaluate the circumstances and determine the best course of action for the District and its mission.

- 4.3 Available options could include but are not limited to; a temporary or permanent waiver of specific requirements, re-assignment to a role in which the member would be able to meet established requirements, recommendation for a leave of absence, disciplinary action, loss of benefits and/or privileges, temporary suspension of membership, and termination.

SUPPORT

- 4.4 Support members provide essential non-emergency assistance to the Fire District in a variety of ways to support our mission based on their skills, availability, and desires to serve. Opportunities for support roles in broad categories should be identified (see Appendix A to this policy) and those roles will have inherent participation requirements based on their responsibilities.
- 4.5 In general, participation by support members should be frequent enough to accomplish their responsibilities and remain familiar with program objectives. A minimum of 12 service hours per quarter is recommended (see future Appendix B to this policy).

PROBATION

- 4.6 Probation is designed as an initial 90-day period of mutual assessment between the new operations member and the District and requires the member to demonstrate the general capacity to meet participation requirements and basic competencies to progress to the next level of membership, which is that of Trainee. This may be accomplished through assessments of training, knowledge, skills, health, behavior, communication, and performance during the probation period.
- 4.7 Probationary members are required to participate in 24 hours of In-Station or In-District Shifts and attend a minimum of two regular Tuesday night training sessions each month. They are also required to participate in their assigned Duty Section events consistently for three consecutive months.
- 4.8 Meeting or exceeding the participation requirements, completing their assigned training, and a recommendation from their lieutenant is required to transition from Probationary to Trainee status.

OPERATIONS

- 4.9 Volunteer operations members are required to participate in 24 hours of Shifts and attend a minimum of two regular Tuesday night training sessions each month. They are also required to participate in at least 75% of their assigned Duty Section events.
- 4.10 Operations members are expected to remain current in their training and skills by completing all required training as identified by the Training Officer and/or EMSO and approved by the Fire Chief. Operations members are encouraged to continuously improve their level of skills, qualifications, certifications, and capabilities in support of our mission.

4.11 Individuals who are non-compliant during two of the previous six months, unless authorized in advance, should receive written performance counseling. Individuals who are non-compliant for two consecutive months or four months of the calendar year or where a disregard for these requirements is demonstrated, will forfeit that year’s remaining service credit towards the Board of Volunteer Fire Fighters and Reserve Officers (BVFF) pension plan.

5 APPLICABILITY

5.1 This policy, its guidelines, and related procedures apply to volunteer members engaged in Fire District activities, regardless of rank, unless specifically stated otherwise.

6 DISCUSSION

- 6.1 It is the policy of Bald Hills Fire Protection District to utilize volunteers to enhance emergency response capabilities, public education opportunities, and in any other capacity that is intended to support service to the community.
- 6.2 All operations members are expected to make a strong commitment to engage in District training and operational activities. The District will strive to provide sufficient opportunities for all personnel to participate.
- 6.3 The District must receive a record of a member’s activities. Therefore, it is important to ensure your name appears on class rosters, duty rosters, incident reports, and other records of the activities you attend. When performing special projects or other activities that do not typically involve a written record, members should inform the Fire Chief of their involvement.

7 REFERENCES

RCW 41	Public Employment, Civil Service, and Pensions
RCW 49	Labor Regulations
WAC 491	Volunteer Firefighters and Reserve Officers, State Board for
Policies	Section 2 Personnel
Appendix A	Support Roles Letter (2023)
Appendix B	Support Program (TBD)