

# **Jackson County Fire District No. 5**

## **THE VOLUNTEER ASSOCIATION**

Individuals voted into the Association will automatically become members of JCFD#5. Each member is given voting rights in association business. The association is affiliated with the Oregon Volunteer Firefighters Association (OVFA), an organization that represents Volunteer Firefighters in legislative process. A copy of the association by-laws is included in the by-laws section of this binder. All new members are on probationary period for one calendar year from vote in date.

## **THE VOLUNTEER ASSOCIATION EXECUTIVE BOARD**

The Executive Board is an advisory board over the Volunteer Association. It is comprised of a President, Vice President, and Secretary/Treasurer. They are team leaders responsible for maintaining the association's finances, conducting monthly business meetings, overseeing orientation, recommending discipline and termination of volunteers, and act as a liaison between the Volunteers and the Chiefs. Any requests for special training, leave of absence, equipment needs, or concerns should be first directed to the individual's team leader. Each board member has a mailbox in the Volunteers office at Station 1. Any correspondences may be placed in any one of their boxes.

## **EXPECTATIONS**

Firefighting is a demanding profession. Fires do not discriminate between Volunteer and Career Firefighters, and neither does the public. As a member of Jackson County Fire District 5 you are expected to perform as a professional whenever you represent the department: in classes, during alarms and drills, whenever in uniform or wearing clothing that displays the Fire District name or logo.

All Volunteers must attend 50% of all drills and 10% of all alarms each quarter in order to receive a points check. If you are currently enrolled in a class that meets on Tuesday evenings, you may be excused from making the drill minimums, but you will still be required to attend 10% of the alarms.

If you attend 50% of the drills but fail to make 10% of the alarms, you may do 10 sleepers or 10 day shifts in the quarter to make up for the minimum alarm requirements.

Volunteers failing to meet the above minimum attendance requirements during the quarter will not be eligible to receive a points check. Exceptions to these requirements may be made only at management's discretion.

Each quarter a member of the E-Board will tabulate all activity levels of the volunteers and advise the Division Chief of their status. If activity levels are below the requirements the volunteer will be sent an activity letter reminding the individual of the minimum response criteria. If no significant improvement has been made by the end of the next quarter, the individual will be sent a second letter restating the policy and seeking to identify any problems that may be hampering the Volunteer's ability to respond. They will then be given 30 days to improve response or their membership with the organization will be subject to a vote of the Association.

There are times that a Volunteer may not be able to make the minimum requirements for different reasons. If a Volunteer is aware of this ahead of time, they are required to notify an Executive Board member & Division Chief of their inability to do so. Volunteers may take a leave of absence for an extended time. The Volunteer must indicate in writing the request, reason(s) for the leave, and the length of time requested. The Volunteer may be asked to return firefighting gear and their pager if the leave of absence is two months or more, depending on past response levels and equipment needs.

All Volunteers must be certified to drive any apparatus at the department. The Driver Training Program instructs Volunteers on how to drive and pump each apparatus. Volunteers must also know the locations of firefighting equipment on each vehicle. Once certified, Volunteers must drive monthly to maintain their certification.

Each year during the months of April and May the department conducts an annual fitness test. The tasks are timed and completed sequentially. All tasks are completed with full turnouts and self-contained breathing apparatus. The tasks are completed in no more than 7 minutes. For more information on the annual fitness test please refer to \_\_\_\_\_ of this binder.

## **RECRUIT FIREFIGHTING ACADEMY**

The Recruit Firefighting Academy is an 80-hour program designed to train all new Volunteer Firefighters in Jackson and Josephine County to the NFPA FFI level. Topics include fire ground safety, fire behavior, hose streams, SCBAs, hydrants, search and rescue, hose lays, fire extinguishers, ventilation, forcible entry, knots, and salvage. Each topic presented involves a lecture and also a practical session. Upon completion of the course, the Volunteer will receive a certificate of attendance.

## **TRAINING**

All new Volunteers must complete a minimum of:

- 1) An eighty-hour NFPA FFI Course
- 2) Hazardous Materials Awareness
- 3) First Aid / CPR
- 4) Infection Control Training
- 5) Wildland S130-190 Training

Weekly training drills are held each Tuesday with business meetings held on the first Tuesday of the month. Any association business and training announcements are posted in the Volunteer office at Station 1. Special training drills are announced at business meetings and will be posted as well. No drills are conducted on legal holidays. All drills begin at 1900 hours and last approximately two hours. Basic firefighting, hose evolutions, EMS, hazardous materials response, and hands-on training are examples of common topics discussed and practiced.

## **ISSUANCE OF GEAR**

Training turnout gear will be issued prior to attending the Recruit Firefighter Academy. Upon successful completion, the Firefighter will receive a set of OSHA-approved structural firefighting

turnouts to replace training gear. A pager and uniform badge will also be issued. All supplies are located at Station 1. Periodically, volunteers will be surveyed on turnout/grass gear needs.

## **PERSONNEL FILES**

All Volunteers at JCFD#5 will have a personnel file. This will contain their initial application, orientation checklist, certificates, First Aid and CPR cards must be kept current in an EMS Training Officer's file. All fire training records will be updated quarterly. The Firefighter is personally responsible for maintaining all EMT re-certification records and updating CPR / First Aid / Pathogens class completions. A separate confidential medical file will be maintained by the district and will consist of any and all personal medical information. Our EMS Training Officer will maintain all EMS continuing education records.

## **CHAIN OF COMMAND**

The fire district operates as a semi-military operation. Ideally, all orders and commands should be issued by an individual's immediate supervisor through a well-defined chain of command. It is the policy of the fire district that all employees are to appropriately respond to any request, order or command when properly issued or requested by a superior or person with delegated authority.

- 1) Volunteer to E-Board member / Career Firefighter
- 2) E-Board member to Division Chief
- 3) Career Firefighter to Engineer
- 4) Engineer to Captain
- 5) Captain to Division Chief / Chief

## **FUND RAISING**

It is the policy of JCFD#5 that when the Volunteer Firefighter Association wishes to sponsor or participate in events such as breakfast fundraisers and other voluntary activities, participation of the volunteers with which the district is associated shall be voluntary, after the activity has been approved by the board.

Before undertaking fundraising, social or other activities including athletic events that are subject to this policy, approval by the Board of Directors (based on recommendation of the Fire Chief) must be obtained.

Participation in such voluntary events, sponsored by the Volunteer Firefighter Association, is in each case, a decision that the District shall leave to the sponsor and the Volunteer. This decision is one over which the District retains no control, influence or sponsorship and shall not be involved in. Such activities are neither encouraged nor discouraged by the District and are voluntary with each individual, but involvement is highly encouraged.

The JCFD#5 Board of Directors is ultimately responsible for approval of voluntary fundraising events and activities, including athletic events.

The Fire Chief is responsible for implementing and enforcing this policy and is responsible for making recommendations to the Board of Directors on individual requests for activity sponsorship.

All personnel are responsible for knowing, understanding and complying with the policy and for refraining from activity that is not approved in accordance with this policy.

A written request must be submitted to the Division Chief at least 30 days prior to the activity, outlining who, what, where, when and why.

If the Fire Chief reviews and approves of the activity and recommends approval to the JCFD#5 Board of Directors, the Board must approve the activity before the activity may take place with the participation of Volunteers.

## **PHYSICAL FITNESS STANDARDS**

### **I. Purpose**

Firefighting is dangerous, stressful and physically demanding work. Firefighters are expected to perform a variety of strenuous tasks in harsh environments. Many of these require maximum physical effort and must be completed swiftly.

This procedure is intended to establish a minimum standard of physical fitness for members of the district and is designed to assist personnel in improving or maintaining their personal level of physical fitness. A physically fit firefighter is more likely to be healthy, operate safely and perform effectively.

### **II. Annual Fitness Testing**

Each year JCFD#5 conducts an annual fitness test. The tasks are timed and completed sequentially. All tasks are completed with full turnouts and SCBA's.

Task 1: Utilizing department S.O.P.'s, don a self-contained breathing apparatus.  
(Recommended time – 1 minute)

Task 2: Extend a 150' 1 ¾" attack line. (Recommended time – 1 minute)

Task 3: Raise a 14' roof ladder (1 person), ascend the ladder, lock-in at upper Third of ladder, descend and place back on engine. (Recommended time – 1 minute, 30 seconds)

Task 4: Using a shot mallet strike the sled 10 times with force.  
(Recommended time – 45 seconds)

Task 5: Drag "Rescue Randy" a distance of 45 feet. (Recommended time – 45 Seconds.

An acceptable time for the above tasks is seven (7) minutes. The Fitness Task Force (FTF) and the Fire Chief shall meet from time to time to evaluate the Mandatory Physical fitness standards as they relate to conditions existing within the District. To the extent that equipment and conditions may vary in the District from the ideal presupposed by these Standards, the FTF shall make appropriate adjustments to accommodate for such variances as approved by the Fire Chief. The District shall provide such equipment to train for the fitness tasks as directed by the FTF and the Fire Chief.

## **REIMBURSEMENT/ POINTS**

Volunteer Firefighters who respond to alarms, attend drills or other department training, perform sleeper shifts, perform day shifts, and do special assignments as requested by the duty crew, are eligible for points. Points are accumulated on a quarterly basis and dispersed the payday following their submission. Points are accumulated in the following manner:

- A. One (1) point will be assigned for each call or alarm (i.e. first alarm, 1 point; second alarm, 2 points).
- B. One (1) point will be assigned per drill/ meeting.
- C. One (1) point will be assigned for each sleeper shift up to a maximum of ten (10) per month. Sleepers will also be awarded alarm points for alarms occurring during their sleeper shift.
- D. Points may also be issued for additional special activities and follow standard guidelines for disbursement.

The value of each point is determined by the district's annual budget and may vary in accordance with budget needs.

Volunteers failing to meet the above minimum attendance requirements during the quarter will not be eligible to receive a points check.

Exceptions to these requirements may be made only by Division Chief.

# JACKSON COUNTY FIRE DISTRICT NO. 5

## VOLUNTEER ASSOCIATION BY-LAWS

### ARTICLE 1.

This organization shall be called the Jackson County Fire District No. 5 Volunteer Firefighters Association.

### ARTICLE 2.

#### SECTION 1. MEMBERSHIP

- a. Membership shall be limited to 30 active members.
- b. A Student Category shall be made up of those volunteers that meet the eligibility requirements. Students will enter into a contract agreement with the district and will be assigned to a shift.
- c. The district will make an Intern Category available for those volunteers in good standing who wish to acquire credits through Rogue Community College. And have a portion of tuition paid if funding is available.

#### SECTION 2. QUALIFICATIONS OF MEMBERSHIP

- a. Membership shall be limited to those persons of sound health who live within a reasonable response area of the district.
- b. Each prospective member shall file with the Executive Board or Division Chief a signed application for membership. Each new applicant must make four consecutive drills to be eligible to be voted into membership. The Executive Board may recommend the waiver of a four week training period (depending upon the applicant) in which case volunteers must then approve by a quorum vote (51% of eligible volunteers must be present for a vote) the applicant's membership status.
- c. A volunteer Recruit Class will be offered to prospective new members at the discretion of the Division Chief.
- d. Applicants should be in good health and physical condition to obtain volunteer status. An annual fitness test will be provided to all volunteers.
- e. Membership shall be forfeited if the individual no longer meets the provisions of the preceding sentences.
- f. Leave of absence may be granted upon admission of a written letter stating reason to the Executive Board, and at the Discretion of the Division Chief.
  - 1. Leaves of absence are granted for 3 months and may extend for up to one year.
  - 2. A volunteer on leave forfeits his/her rights to all other volunteer privileges (i.e. voting rights, points, etc.)
  - 3. A volunteer on Leave of Absence may be required to turn in their gear while on leave. This will be at the discretion of the Executive Board and Chiefs.
- g. All new members are placed on a one-year probationary period.

## **SECTION 3. DUTIES OF MEMBERS**

- a. All members and officers of the organization shall perform any duties assigned to them by Chief, Division Chief, President, Officers or Team Leaders in charge at any drill or alarm.
- b. All members, including elected officers, shall miss no more than two regularly-scheduled meetings or drills during one calendar month without good cause, approved by a majority of the elected officers. The training missed beyond the minimum number of absences must be made up in some manner approved by a majority of the elected officers.
- c. All members are required to make 10% of all alarms and 50% of all drills each month to maintain membership.
- d. Members not meeting the minimum standards will be notified in the following manner:
  1. At quarter end, the Division Chief will be given a quarterly activity report by the Executive Board.
  2. Those not meeting the membership requirements shall be sent a letter reminding them of the minimums and encouraging them to increase their activity in the next quarter.
  3. If, after the second quarter activity has not improved, a second letter will be sent reinforcing the policy and placing the volunteer on a 30-day probationary period. If activity does not improve in the 30-day period, the volunteer's membership status shall be voted on at the next regularly scheduled business meeting.
- e. A member who knows he/she will miss a business meeting at which voting will be conducted will be permitted to vote by registering their signed ballot with an Executive Board member in a sealed envelope.
- f. A member that has been voted out of the Association will be required to wait one calendar year before re-application will be considered. Any member voted out of the Association may no longer be a member of the department.
- g. At time of separation members must return all district property.

## **ARTICLE 3**

### **SECTION 1. ELECTED OFFICERS**

The elected officers of Jackson County Fire District No. 5 Volunteer Firefighters and the method of their selection shall be as follows:

- a. The offices of President, Vice President and Secretary/Treasurer are to be elected for a term of one year by majority of the membership at the June business meeting. Their term of office shall be July 1- June 30.

### **SECTION 2. DUTIES OF OFFICERS**

- a. President: see attached #1
- b. Vice President: see attached #2
- c. Secretary/Treasurer: see attached #3
- d. Team Leaders will be in charge of his/her Company on drills and fire grounds.
- e. No officer shall hold more than one office at a time, with the exception of Team Leaders.
- f. Checks require signature of two officers.

- g. Any purchase over \$100.00 by the Executive Board must be voted on by a quorum of Association members either at a regular business meeting or an emergency quorum vote as the situation dictates.

## **ARTICLE 4.**

### **SECTION 1. MEETINGS**

- a. Drills shall be held every Tuesday night at 1900 hours unless otherwise specified.
- b. Drills will not be held on legal holidays.
- c. Business meetings shall be held on the first Tuesday of the month, or as needed to conduct department business. Volunteer reimbursement checks will be distributed at this meeting.
- d. Drills may be held after business meeting at the discretion of the elected officers.
- e. Team Leaders will meet with Training Officers prior to drill to coordinate training and records.

### **SECTION 2. SPECIAL DRILLS**

- a. Special drills may be held at the option of the elected officers. No business shall be transacted at special drills.

### **SECTION 3. VOTING BUSINESS**

- a. All voting business shall be conducted at regular business meetings and shall require a quorum vote of eligible volunteers unless otherwise specified in these articles.
- b. Notification of all business requiring a vote shall be made one week in advance at a regular meeting or be posted.

## **ARTICLE 5.**

### **SECTION 1. RULES AND OPERATION PROCEDURES**

- a. Volunteer members of Jackson County Fire District No. 5 will be subject to and comply with the rules and regulations of the department where and as they are applicable.
- b. Volunteer firefighters of Jackson County Fire District No. 5 will be subject to and comply with the operating policies and procedures where and as they are applicable.

## **ARTICLE 6.**

### **SECTION 1. POINTS REIMBURSEMENT**

- a. One (1) point will be assigned for each call/ alarm (i.e. 1<sup>st</sup> alarm = 1 point; 2<sup>nd</sup> alarm = 2 points, etc.)
- b. One (1) point will be assigned per drill/ meeting.



# **VOLUNTEER ASSOCIATION PRESIDENT - ATTACHMENT #1**

## **GENERAL STATEMENT OF DUTIES:**

Provides guidance and direction for the Volunteer Association. Assists Division Chief / Training Officer with scheduling and instructing volunteer training drills, conducts business meetings, makes recommendations of the discipline and dismissal of Association members and performs the duties of a firefighter.

## **SUPERVISION RECEIVED:**

Works under the general supervision of the Fire Chief and Division Chief/ Training Officer for daily business; performs all assigned tasks under the supervision of the Career Captain or Company Officer during emergency scenes or on duty status; is accountable to the District's designated Physician Supervisor when performing the duties as an EMT.

## **SUPERVISION EXERCISED:**

Supervises up to 35 volunteers on all subjects relating to the initiation, training, financial business, discipline and termination.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The following list describes a majority of essential functions of this position. This list may be supplemented as necessary.

1. Conducts monthly business meetings of Volunteer Association.
2. Assists Division Chief/ Training Officer with quarterly training schedules for volunteers.
3. Supervises all Association business and operations: assists with training, initiation of new members, volunteer activity levels, discipline and dismissal of Association members.
4. Attends meetings with Fire Chief, Division Chief, and other Executive Board Members.

## **DESIRABLE QUALIFICATIONS:**

- Leadership and/ or teaching experience, Instructor I, NFPA FFI, S130/190, strong organizational skills, tact and maturity.
- Knowledge of district policies and procedures; principles and practices in firefighting and incident command, leadership and management techniques, instructional techniques.
- Ability to read and understand written material, follow oral and written instructions, function as a member of a team, deal effectively with people of different backgrounds and value systems, maintain morale and discipline, prepare reports and records.
- Skill in firefighting practices and incident management, leading and directing others.

## **MINIMUM QUALIFICATIONS:**

1. High School diploma or GED.
2. Member in good standing with Volunteer Association for one year prior to election.
3. One year service as a volunteer at Jackson County Fire District No. 5.

# **VOLUNTEER ASSOCIATION VICE- PRESIDENT - ATTACHMENT #2**

## **GENERAL STATEMENT OF DUTIES:**

Assists in the direction and guidance of the Volunteer Association; tracks activity levels and maintains training reports; conducts Association business in the absence of the President; makes recommendations of the discipline and dismissal of Association members; performs the duties of a firefighter.

## **SUPERVISION RECEIVED:**

Works under the general supervision of the Volunteer Association President and the Division Chief for daily business; performs all assigned tasks under the supervision of the Career Captain or Company Officer during emergency scenes or on duty status; is accountable to the District's designated Physician Supervisor when performing the duties as an EMT.

## **SUPERVISION EXERCISED:**

Supervises up to 35 volunteers on the training ground and during other department non-emergency activities. Recommends and administers disciplinary action.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The following list describes a majority of essential functions of this position. This list may be supplemented as necessary.

1. Conducts monthly business meetings of Volunteer Association in the absence of the President.
2. Assists with the coordination of quarterly drill schedules for the volunteers.
3. Attends meetings with Fire Chief, Division Chief, and other Executive Board Members.
4. Assists in maintenance of training records of all volunteers.
5. Tracks quarterly activity levels of all volunteers and notifies Division Chief of their status.
6. Assists with letters of discipline and termination for Association members.

## **DESIRABLE QUALIFICATIONS:**

- Leadership and/ or teaching experience, strong organizational skills, tact and maturity.
- Knowledge of district policies and procedures; principles and practices in firefighting and incident command, leadership and management techniques, instructional techniques.
- Ability to read and understand written material, follow oral and written instructions, function as a member of a team, deal effectively with people of different backgrounds and value systems, maintain morale and discipline, prepare reports and records.
- Skill in firefighting practices and incident management, leading and directing others.

## **MINIMUM QUALIFICATIONS:**

1. High School diploma or GED.
2. Member in good standing with Volunteer Association for one year prior to election.
3. One year service as a volunteer at Jackson County Fire District No. 5.

# **VOLUNTEER ASSOCIATION SECRETARY/TREASURER**

## **ATTACHMENT # 3**

### **GENERAL STATEMENT OF DUTIES:**

Assists in the direction and guidance of the Volunteer Association; maintains all financial records of the Association; records the minutes of monthly business meetings; maintains accurate and current equipment inventories of all Association members; Assists in fundraising activities of the Association; performs the duties of a firefighter.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Volunteer Association President and the Division Chief for daily business; performs all assigned tasks under the supervision of the Career Captain or Company Officer during emergency scenes or on duty status; is accountable to the District's designated Physician Supervisor when performing the duties as an EMT.

### **SUPERVISION EXERCISED:**

Supervises up to 35 volunteers on the training ground and during other department non- emergency activities. Recommends and administers disciplinary action.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The following list describes a majority of essential functions of this position. This list may be supplemented as necessary.

1. Records and posts the minutes of the monthly business meetings.
2. Attends meetings with Fire Chief, Division Chief, and other Executive Board Members.
3. Maintains current records of equipment inventories of all Association members.
4. Issues firefighting gear and checks in all returned gear of the Association member.
5. Maintains accurate financial records of the Volunteer Association.
6. Maintains current address and phone lists of all Association members.

### **DESIRABLE QUALIFICATIONS:**

- Leadership and/ or teaching experience, strong organizational skills, tact and maturity.
- Knowledge of district policies and procedures; principles and practices in firefighting and incident command, leadership and management techniques, instructional techniques.
- Ability to read and understand written material, follow oral and written instructions, function as a member of a team, deal effectively with people of different backgrounds and value systems, maintain morale and discipline, prepare reports and records.
- Skill in firefighting practices and incident management, leading and directing others.

### **MINIMUM QUALIFICATIONS:**

1. High School diploma or GED.
2. Member in good standing with Volunteer Association for one year prior to election.
3. One year service as a volunteer at Jackson County Fire District No. 5.

# JCFD#5 VOLUNTEER PROGRAM GOAL

## Provide an Effective Volunteer Firefighter Program

### Objectives:

- To recruit, train and maintain an active volunteer firefighting force that assists the career firefighters in all phases of fire district operations.
- To provide a systematic training program for all volunteer firefighters that will allow them to attain state and national certifications (i.e. DPSST, NFPA, etc.)
- To provide supervision and leadership for volunteer program and members.
- To maintain positive relations between career and volunteer personnel.
- To provide length of service incentive plans in order to motivate volunteers to remain active with the fire district.
- To utilize the volunteer firefighter program in order to recruit student firefighters and summer firefighters.
- To provide annual performance evaluations that coincide with state certification requirements.
- To provide all OSHA- mandated training (i.e. Haz Mat, Infection Control, ICS, Basic FF.)
- To provide minimum requirements for attendance to drills, alarms and related activities.
- To provide uniforms, turnouts and radio communications for all volunteer firefighters.
- To support and encourage professional and ethical behavior of all volunteer firefighters.
- To support and encourage physical fitness for all volunteer firefighters.
- To provide a safe and healthy environment for all volunteer firefighters.
- To support, encourage and provide training opportunities to maintain volunteer firefighters' professional development.