

	CITY OF BELEN FIRE DEPARTMENT OPERATIONS MANUAL		
	VOLUNTEER PERSONNEL MANAGEMENT	SOG #:	711
		Effective Date:	July 1, 2018

711.01 PREFACE

This document has been established to institute requirements for volunteer fire fighters and emergency medical technicians serving with the Belen Fire Department. This policy, with respect to NFPA Standards and ISO requirements, is to govern rules for the volunteer fire fighter division, commitments and required minimum and continuing training, participation and attendance rules.

711.02 PURPOSE

This document is intended to provide for the safe operation and administration of the volunteer fire fighter division with the Belen Fire Department. It is meant to provide the framework necessary for volunteer personnel to have a benchmark for performance, requisite training and continuing education, professional development and to respect the strengths, constraints, commitments and abilities that each member is able to provide the department in service to the community.

711.03 SCOPE

- a. The operational success of the Belen Fire Department depends heavily on the service of those who are willing to volunteer time, energy and much needed resources to their community to support our mission of the department. In consideration of the willingness of the volunteer members to provide such service, the department organizational structure is based on professional, democratic principles and shall take into consideration the concern, ideas, and needs of all our members.
- b. Each member is treated to their level of training and certifications. There is no separation between a career and volunteer member; a fire fighter is a fire fighter, and treated in that professional manner. However, such consideration shall not be given in lieu of the legal obligation of the fire chief to operate the department in accordance with applicable local, state and federal laws, and to do so with the purpose of providing a necessary public service to the residents and visitors of Belen, New Mexico.

711.04 MEMBER CLASSIFICATION, APPLICATION PROCESS & COMPETENCY

Successful organizations must have minimum performance measures and training standards. Without these standards, the Belen Fire Department would not be able to accomplish its mission in serving the public. It is crucial that volunteer members maintain a **minimum level** of proficiency in order to conduct safe fire/rescue operations while operating at a fire ground or medical scene.

a. Application Process

The membership application can be obtained at the office of the fire chief. Membership application and status with the Belen Fire Department shall be determined by the applicant's ability and willingness to provide useful service to the community, the applicants volunteer and/or employment history, and a criminal background and driving history review conducted by the city and its affiliated agencies.

Consideration for membership shall be given to all applicants without regard to race, color, religion, national origin, ancestry, gender, age, sexual orientation, sexual identity, mental or physical disability, or medical condition, unless based on a bona-fide occupational qualification. However,

physical limitation will be used as a factor in determining the applicant's ability to function as a fire fighter or EMT.

Applicants for membership are required to complete a Belen Fire Department service affiliation application, provide copies of training pertinent to the position, and provide a copy of a current New Mexico Driver's License. The complete application and copies of required documents must be provided with original signature and notary to the fire chief for review and processing. Once the application has been received, it will be date stamped and screened to ensure the applicant has completed all required information and has attached copies of required documents.

Those applicants physically living in the municipal limits of Belen or Valencia County will have preference of those that do not live within our established fire district.

b. Member Classifications

1. Probationary Member (Cadet)

The probationary period is designed to help a new member become familiar with department operations and equipment. A probationary member is one who is undergoing orientation and receiving requisite training. Probationary members may be provided personal protective equipment necessary for training purposes to ensure their safety during training evolutions and some fireground operations. A non-complying operational member may also be demoted to this status secondary to any disciplinary process defined herein.

All probationary members shall meet the minimum training requirements set for in the "*New Hire/Volunteer Orientation Task Book*" before they are authorized to respond to any fire or medical calls. A cadet is required to work on-duty/on-call shifts providing a minimum of 48 service hours per month. A cadet can only be allowed to provide service with a career member of the department at all times until they are duly authorized by the fire chief as an operational member. A cadet must also have BLS Healthcare Provider CPR before being allowed on a fire department apparatus or medical rescue unit.

Cadet Training Requirements:

- AHA BLS Healthcare Provider CPR (unless a qualified medical provider)
- Successful completion of orientation task book and required skills sheets

Cadet members are able to perform fireground operations in the cold zone as follows:

- Pump operations
- Air support (SCBA exchange and re-fill)
- Water supply
- Fire Fighter rehab
- Traffic Control
- Re-stock and cleaning of apparatus, equipment and tools

2. Fire Operational Member

An operational member is one that has successfully completed and obtained IFSAC Fire Fighter I certification and has been duly authorized by the fire chief to operate as such. This member has successfully completed their orientation task book and has obtained the minimum level of training required by the department.

An operational member is allowed to work on-duty/on-call and respond to emergencies and operates in either cold, warm or hot zone of the incident depending on their level of training or certifications as listed below:

- AHA BLS Healthcare Provider CPR and First Aid (unless a qualified medical provider)

- IFSAC Hazardous Materials Awareness and Operations
- IFSAC Fire Fighter I or Fire Fighter II

3. EMS Operational Member

An EMS operational member is one that is more interested in emergency medical services and is a licensed medical provider. All EMS members must complete the Introduction to Fire Fighting course and abbreviated task book in addition to monthly fire drill and training. EMS members are required to become familiar with fire-ground operations and are required to attain 1500 points per rating cycle.

4. Junior Fire Fighter Member

A junior fire fighter member is one who has reached the minimum age of 16, but is less than 18 years of age. Junior Fire Fighters must complete an application with parent/guardian authorization and a waiver form allowing the junior member to participate in department functions and activities. The junior member must maintain medical insurance throughout the duration of their department affiliation. See Section 716, Junior Fire Fighter Program, of this manual for more information.

c. Membership Restrictions

No Belen Fire Department member is allowed to be a member of another fire district within Valencia County.

711.05 PRIVILEGES AND OBLIGATIONS OF VOLUNTEER MEMBERS

Each member is permitted to voice his or her opinion and to a fair and equitable treatment and consideration in the department. All members are treated to their level of training and certification.

- Every member is entitled to initial and continuing education.
- Every member shall be supplied necessary personal protective equipment to perform the essential functions of the position.
- Every member may enroll in the New Mexico Volunteer Fire Fighter Retirement program.
- Every member is eligible to earn a stipend. (See Section 712 of this manual)
- Every member has an obligation to attend meetings, trainings, respond to emergencies, provide shift hours (known as on-duty/on-call service hours), and attend various department functions, events or mandatory gatherings as required.

711.06 POINT SYSTEM

The intent of the Belen Fire Department is to recruit and maintain a roster of active, involved and interested individuals that are committed and dedicated to providing public service. This point system is established to provide a fair scoring system for all members based on their lone participation in department functions and operations.

The earned points will be scored on a semi-annual basis (January-June, July-December) of each calendar year at which time the member will receive their accumulative points score based on their performance for the scoring period.

When a member does not meet the minimum points required for the scoring cycle, the member will have the following 6-month cycle to attain the minimum required points and show continued interest and participation in the department or will be considered for termination.

Each member is required to attain a certain level of minimum points as listed below per scoring cycle:

<i>Classification</i>	<i>Points</i>
Cadet Member	1500
Fire Operational Member	3000
EMS Operational Member	1500
Junior Fire Fighter Member	1000

Points are earned as listed below:

<i>Function</i>	<i>Points</i>	
Fire Training	25	
Fire Response (general)	50	
Structure Fire Response	100	
EMS Training	15	
EMS Response	25	
Meeting Attendance	15	
Event Attendance	75	
Mandatory Function	100	
Station Duty/Shift	Up to 7 hours 25 points	8-9 hours 50 points
	10-11 hours 75 points	12 hours 100 points

711.07 UNIFORM & DRESS REQUIREMENTS

All members will receive department issued uniforms that are required to be worn while on official duty or representing the department in official capacity. All members are required to be present with a professional appearance while on duty. Please see Section 705 of this manual for uniform dress appearance regulations.

711.08 LEAVE OF ABSENCE

- a. Members may submit a written request to the fire chief for an official leave of absence when personal circumstances prevent the member from fulfilling the requirements of their membership status. If a leave request is for greater than a 30-day period, the member is required to return all issued equipment and upon reinstatement, equipment will be re-issued to the member.
- b. Should the member be absent without official notice for a period of 90 days (or 3 full calendar months), the member will be considered to have abandoned the position and will be considered for termination.

711.09 VOLUNTARY OR INVOLUNTARY SEPARATION

Members who either voluntarily resign or have been released must immediately return all issued city and department property. All members are required to sign a written equipment inventory list. Failure to return any and all equipment will result in legal action taken against the member.

711.10 TRAINING REQUIREMENTS

- a. Each member will receive a department orientation task book that establishes benchmarks for performance and department orientation. Each member is responsible to attain the minimum training necessary within the first 12 months of service affiliation. The task book is designed to orient the new member according to NFPA and ISO guidelines and achieve required training hours.
- b. All fire operational members are required to attain the training/certifications listed below within the first 2 years of service affiliation. Failure to complete this requirement will result in automatic termination.
 - IFSAC Hazardous Materials Awareness and Operations
 - IFSAC Fire Fighter I
- c. All members (excluding non-fire force) are encouraged to complete 240 training hours per year, which is required by ISO standards. The department maintains a training calendar and monthly training materials that is available to all members to complete this critical element required of membership.
- d. Any member may submit a formal request to attend formal training at the New Mexico Firefighters Training Academy (NMFTA) in Socorro, New Mexico. The training request must be submitted at least 60 days prior to the scheduled date and must be approved by the fire chief. The fire department follows established per diem and travel policies by the city (Resolution 2010-21). Also reference guide #502 of this manual.
- e. Those members that are approved for service or have attained certifications required for the position are required to maintain those certifications during their service tenure with the department. Example, if a member approved for service is an EMT, he/she must maintain his/her license throughout their membership.

711.11 MINIMUM REQUIREMENTS

- a. Provide a minimum of 48 service hours per month.
- b. Attend assigned or scheduled events as required.
- c. Complete monthly drill and training materials.
- d. Complete fire or medical run reports as required.
- e. Operate as a functional member of the fire service team which may include daily, weekly, monthly checks of apparatus; stock and re-stock of bags and equipment; janitorial, facility and grounds maintenance tasks; duties as may be assigned by the shift lead or chief officer reasonable to the position.

711.12 MEMBER CONDUCT

The following shall be considered conduct detrimental to the welfare and operation of the department and shall be cause for disciplinary action up to and including suspension or termination. No officer or member of the department shall be exempt from these requirements. Each member shall be held accountable and responsible for his/her actions accordingly.

The following are examples of infractions requiring corrective action and shall warrant the initiation of a formal progressive discipline process. This list is not considered all-inclusive but rather defines examples of actions considered detrimental to the operation of the department. A written reprimand may include a suspension or termination from the department.

- Insubordination. (Failure to follow reasonable direct order of an officer or senior member)
- Failure to perform his/her duty or negligence of duty.
- Failure to follow established city or department standards, policies, procedures, guidelines or directives.
- Failure to report to on-duty/on-call as scheduled.
- Being under the influence of alcohol or other controlled substances (legal or illegal) that could cause physical or cognitive impairment while wearing a department uniform, while taking part in formal department functions, responding to calls for service, or any official representation of the department in any capacity.
- Negligence.
- Conduct unbecoming a member of the department.
- Sexual harassment or misconduct while on duty or representing the department in any capacity.
- Harassment or hazing of another member which includes, but not limited to, horseplay, inappropriate or unwanted physical contact, sexual harassment, or any behaviors that are unwelcome and could create an intimidating, hostile, or unacceptable environment.
- Actions that unnecessarily endanger the member, other members or the public.
- Misuse or abuse of department insignia, identification or privilege.
- Interference with duties of a law enforcement officer.
- Any misrepresentation of authority and/or act that implies an inappropriate level of authority and/or intimidates a member of the public.
- Misuse or abuse of communication equipment.
- Failure to report injury or damage to a city or department facility, equipment, vehicle or apparatus.
- Theft of, unapproved appropriation of, or modification to, department equipment, vehicles, stations, records or supplies.
- Failure to follow the requirements of a previous disciplinary, corrective action or counseling.

711.13 DISCIPLINE AND REMOVAL OF MEMBERS

All volunteer members are appointed by the fire chief and serve at an at-will basis. Any member having to be counseled or disciplined will be in accordance with policies established by the department or the City of Belen.