

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
VOLUNTEER MEMBERSHIP	105	December 22 nd , 2003	

PURPOSE

To provide procedures and guidelines for making an application for membership to the Los Pinos Fire Protection District (LPFPD) as a volunteer, completing a probationary period, maintaining active membership status, and benefits provided.

GENERAL

Any person eighteen (18) years of age or older, and who meets the requirements listed in this procedure, may apply for membership. It is the policy of the LPFPD to provide equal opportunity for membership to all persons and to prohibit discrimination based upon race, color, religion, age, sex, or national origin.

Applications for membership may be obtained from the district's administrative offices, located at 275 Browning Avenue, Ignacio, CO during normal business hours.

QUALIFICATIONS FOR MEMBERSHIP

- Be at least eighteen (18) years of age or older.
- Live or work in or within a five (5) mile radius of the district's boundaries.
- Hold a valid Colorado Drivers License.
- Have a background and reference check completed by the Deputy Chief.
- Successfully complete a ninety (90) day probationary period.

Persons making application for membership that reside outside the five mile district boundary radius will not automatically be disqualified. The Fire Chief will make the final determination in allowing the applicant to continue the process.

The number of active members required to provide services to the district is determined by the Fire Chief. A preference may be given to applicants who at the time of application hold Colorado certifications as a Firefighter 1, First Responder or EMT-Basic, Basic Wildland Firefighter (S130/S190), or have prior firefighting or emergency medical experience. If the district has no vacancies, an applicant may be placed on a waiting list and notified when a position becomes available.

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DISQUALIFICATION OF APPLICANTS

Applicants may be disqualified for consideration of membership when any of the following factors exist:

- The applicant does not possess the minimum qualifications for the job.
- The applicant is not physically or mentally fit to perform the duties of the job.
- The applicant has demonstrated an unsatisfactory employment record or personal record as evidenced by the results of a reference check.
- The applicant refuses to sign an affidavit allowing a warranted background investigation.
- The applicant has given false information in their application, practiced deception during the selection process, or does not complete the application.
- The applicant is suspended from employment, or is otherwise under disciplinary sanction by their current employer.
- Applicants who were LPFPD members terminated for cause.

PROBATIONARY MEMBERS

- The probationary period shall be considered a trial membership period in which the Fire Chief shall determine the applicant's suitability for membership in the fire district.
- All probationary members are subject to termination at any time during their probationary period, and do not have the same privileges or rights afforded active members. All probationary members serve at the will of the Fire Chief and may be terminated without cause.
- Be assisted by all active members in providing training and make available the opportunity to successfully complete the probationary period. Tasks that need to have been successfully completed at the end of the ninety (90) day period include the following:
 - Demonstration of proper donning techniques for wearing Personal Protective Equipment (PPE).
 - Demonstration of proper donning and doffing techniques for the use of Self Contained Breathing Apparatus (SCBA).
 - Identification of common firefighting tools, hoses, and appliances.
 - Demonstration of the ability to set up for a water supply operation from both a hydrant and a drop tank.
 - A basic understanding of the use of fans and salvage covers.
 - Demonstration of the ability to change out SCBA air bottles.

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- A basic knowledge of and a demonstration of the ability to assist in setting up Rescue Tools.
- A basic identification of Emergency Medical Service (EMS) components.
- A basic understanding of Brush Truck operations and wildland firefighting tool identification.
- A basic understanding of Incident Command System/Incident Management System concepts and radio communication procedures.
- Probationary members are required to attend all training meetings unless excused by the Fire Chief or Deputy Chief.
- Probationary members will obtain active member status at the discretion of the Fire Chief.
- A person's probationary period may be extended an additional ninety (90) day, if deemed necessary by the Fire Chief. The decision to grant or reject active membership will be made prior to the end of the additional probationary period. Only one additional probationary period will be granted.
- A probationary member who has not successfully completed the probationary period is not entitled to rights of grievance under the district's personnel policies.

IDENTIFICATION

Accountability Tags will be issued in accordance with LPFPD SOP #301 following the completion of a member's probationary period. Prior to the completion of the probationary period, blank accountability tags will be utilized to track that member at emergency incidents.

MAINTAINING ACTIVE MEMBER STATUS

An active member shall not miss more than three (3) consecutive training meetings without the approval of the Fire Chief or Deputy Chief. If an active member is absent for three (3) consecutive meetings (without notice), or shows a defined pattern of absence, they will be subject to disciplinary action up to and including termination.

Opportunities are provided for probationary and active members to obtain training at different time by contacting the Deputy Chief or joining the career staff in their scheduled shift training.

Training and educational opportunities are offered to all members on a regular basis and efforts should be made to attend. Training to maintain certifications (fire & medical) will be offered by the district. It is the responsibility of each member to maintain those certifications, and if attendance at certification related training is not possible, arrangements must be made by that member to receive that training elsewhere.

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As a minimum, active members shall participate in at least thirty-six (36) hours of fire training, and an additional twelve (12) hours of medical training within a twelve (12) month period.

Active members who are apparatus operators are also subject to a semi-annual skills evaluation.

The district will also offer the opportunity to attend training provided outside of that which the district provides. If tuition is required for an outside course, approval must be obtained from the Fire Chief prior to attendance. Tuition may be provided up front or reimbursed to the member at the discretion of the Fire Chief and proof of successful completion of the course.

Active members are also subject to the applicable provision of the district's personnel policies. Applicability is determined by the Fire Chief.

HONORARY MEMBERS

Honorary members will be appointed by the Fire Chief and the Board of Directors. Honorary members are welcome at all district functions, however, they do not have the same privileges or rights afforded active members.

CONFLICT OF INTEREST

No member or applicant shall hold membership in another public safety organization (Fire, EMS, or Law Enforcement) without permission of the Fire Chief.

LEAVE OF ABSENCE

The district requires that any active member seeking a leave of absence submit a letter to the Fire Chief specifying the reason, and amount of time requested. The Fire Chief may grant a leave of absence up to a six (6) month period. An additional letter must also be submitted to the Fire Chief at the end of the leave period, requesting reinstatement to active status. Failure to request reinstatement at the end of the leave period will be cause for termination of membership.

Any leave of absence taken during a member's probationary period will cause an extension of the member's probationary status proportionately.

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BENEFITS PROVIDED

The following benefits are provided by the District for active members:

- A \$25,000.00 Term Life Insurance Policy.
- A Length of Service Award Program (LOSAP) managed by the Volunteer Firemen's Insurance Services, Inc. (VFIS) with contributions from the Fire & Police Pension Association of Colorado (FPPA).
- A yearly Physical Examination (may include a Chest X-Ray, upon Physician determination) if requested.
- Coverage for work related injury or illness by the Colorado Worker's Compensation Act.

Larry Behrens

Larry Behrens, Fire Chief

December 22nd, 2003

Date