



East Olympia
Fire District #6



Become a member of our very proud volunteer team!

Volunteer Duty Response Program



Training to last a lifetime...

March 2011

Dear Prospective District #6 Volunteer Firefighter:

Thank you for your interest in wanting to serve your fellow citizens as a volunteer of our Fire District. As you consider this important decision, you may want to know a little more about our services and the time commitment you will be making.

District #6 serves approximately 13,500 people in the 30-square-mile area between Tumwater-Olympia-Lacey and Rainier-Tenino-Littlerock. Also covered are several industrial complexes, two (2) elementary schools, and several small and large businesses.

We respond to approximately 950 calls per year. About two-thirds of these calls are for medical assistance such as minor injuries, auto accidents, and severe medical emergencies. The fire calls number about 260 and include grass/brush fires, chimney fires, building fires, vehicle fires, etc.

Our services are provided by approximately 35 volunteers, four volunteer resident firefighters housed at Station 64, eight full-time and six part-time firefighter/EMTs. We operate 17 vehicles ranging from tenders, aid/rescue units, brush units, and engines from five fire stations.

As a volunteer with District #6 you will be expected to stay physically fit in order to perform demanding tasks. We also require that our volunteers have and maintain a good driving record as well as a valid Washington State driver's license.

Being a volunteer requires a commitment of your time to train and to serve on emergencies. During the first six months you will be expected to complete approximately 180 hours of training in basic firefighting and first aid. Beyond that time, we require attendance at one 3-hour drill per month (first Monday night).

Please return by mail (East Olympia Fire District #6, P.O. Box 578, East Olympia, WA 98540) or hand deliver the completed signed Application for Membership form and the notarized Waiver and Authorization to Release Information form to the fire station at 8047 Normandy Street, SE.

We invite you to apply for a position with our District #6 fire service team. If you have any questions, please feel free to call me during regular business hours at 491-5533.

Melvin D. Low, Fire Chief

PURPOSE

To appropriately align volunteers into duty response assignments that provides continuity for the volunteer, their family, and the District.

HISTORICAL BASIS

In reference to the U.S. Fire Administration: What makes your members leave your organization? No time to volunteer: 92.3%. This was the number one reason identified by U.S. Fire Administration. With personal, family demands, and the training and response requirements of the district, this reason is easily understood.

OVERVIEW

The Volunteer Duty Program is designed to give volunteers a choice in how and where they serve with the district, thus allowing for cohesion of volunteer time and family responsibilities. The district will offer several opportunities for volunteers wishing to serve the district to include a three-tier shift volunteer responder option, EMS Only responder, Tender Operator responder, and Support Services.



MISSION

The mission of East Olympia Fire District 6 is to preserve life and property, promote public safety, and foster good public relations by providing professional fire and emergency medical services to the citizens of our community. We accomplish this mission through visionary leadership, quality training, public education, and our actions as we serve the public.

VISION

Continue to be recognized as a professional fire department by our peers and by those we serve. Continue to be a leader by enhancing our response and community service capabilities, through quality training for both our responders and citizens. To explore, with our neighboring fire agencies, options for joint operations, mergers, consolidations, and annexations as we evolve to meet the needs of our ever-changing community.

CORE VALUES

Honor: Be honest with oneself, and be truthful and sincere in all our actions. Honor means sacrifice and protection for those weak, injured, or sick.

Duty: Perform your work not just to the minimum standard, but to the very best of your ability at all times. Commit to excellence in all aspects of your professional responsibility.

Integrity: Moral soundness; honesty; freedom from corrupting influence or motive; especially in the discharge of our duties. As firefighters we must possess high personal moral standards and be honest in word and job.

Pride: Pride in family, not only our family away from work, but the brotherhood we immerse ourselves in. The family is the reflection of the person's life. A family where the relations between the members are positive, a family that leads to the person's self-perfection is a true subject of being proud.

GUIDING PRINCIPLES

We are committed to the protection of life, property, and the environment.

We believe that the community is the reason for our presence.

We will foster and sustain the trust of the community, and will protect that confidence through our attitude, conduct, and actions.

We believe that all members of the community are entitled to our best efforts.

We will strive for excellence in everything we do.

We will serve the community with honesty, fairness, and integrity.

We will pursue safe, effective, timely, and economical solutions.

We will provide professional, skilled, and courteous customer service at all times.

We will be sensitive to the diverse and changing needs of the community.

GENERAL INFORMATION

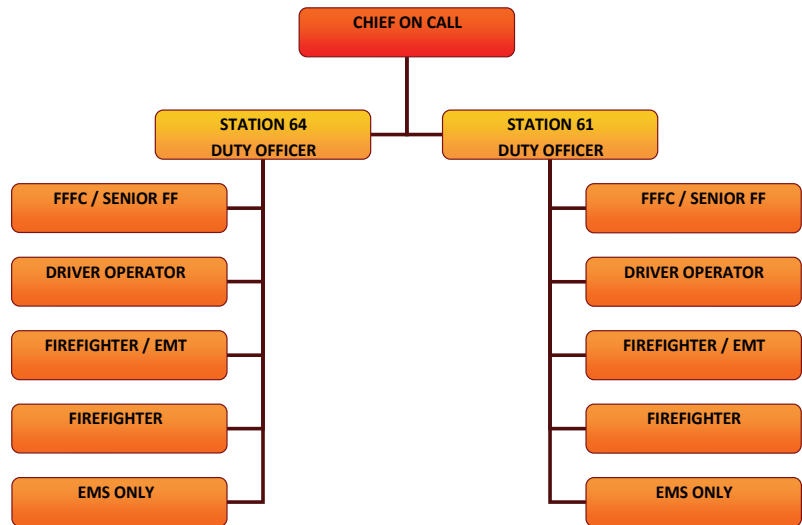
Chain of Command

The Fire District operates as a paramilitary organization. Ideally, all orders and commands should be issued by an individual's immediate supervisor. All personnel will show proper respect and promptly obey the chain of command during emergency incidents, department activities, and with regard to administrative duties.

Respect for the ranks of officers is essential for both administrative and operational efficiency. All firefighters and officers are required to be familiar with the Operational Chain of Command. In the event that no ranking officer is available, the Fire Fighter First Class (FFFC) will be the next person in command, followed by a senior firefighter if no FFFC is available.

All firefighting personnel will be assigned a Company Officer. This shall be the first link in the chain of command, followed by the Battalion Chief, Assistant Chief and lastly, the Chief.

East Olympia Fire District 6 Operational Chain of Command



Overview of Essential District Policies and Guidelines

Guideline # A-03 Volunteer Responder Reimbursement (Full version available upon request)

DISTRICT REIMBURSEMENT TO VOLUNTEER RESPONDERS

Through the regular tax levy process the district is able to budget funds for the purpose of reimbursing volunteer responders for their expenses. The district has created a system of awarding points to active volunteer responders for their individual participation in training, responses, and incentive duty programs.

POINT VALUES AND DISTRIBUTION

Volunteer responder points are awarded for two specific categories

- a. Training and Response
- b. Incentive

Training and response points are valued at \$6.00 per point, and incentive points are valued at \$5.00 per point, which is considered a nominal fee paid to volunteers as reimbursement for expenses.

Responders will receive reimbursement on a monthly basis. Training points are awarded and reimbursed quarterly.

POINTS MENU

The following are examples of the points awarded per type of activity:

Training (required): Example: 3 1/2 hours of required training = 3.5 points

Response: Example: A fire call service including station and equipment cleanup (2 hours and 50 minutes) = 3.0 points

Shift Incentive:

Example #1: Daytime shift	0800 – 1700 hours	10 points
Example #2: Night shift	1700 – 0800 hours	10 points
Example #3: Twenty-four shift	0800 – 0800 hours	20 points

Guideline # T-2
Minimum Drill Requirements
(Full version available upon request)

DRILL REQUIREMENTS AND PROVISIONS

To remain as an active member with District 6, all officers and firefighters are required to attend and participate in a set number of district Monday night drills per year. Responders attending other district-approved fire or EMS training, which prevents the responder from attending district ("Monday night") drills, will be excused, and will not be required to make up those missed drills. The Board of Officers will conduct quarterly and annual drill reviews.

MONDAY NIGHT DRILL REWARDS PROGRAM

Overall drill attendance by duty shift (A, B, and C) is reviewed annually. The shift with the best overall Monday night drill attendance by year is rewarded with a "virtual token of pride" award to display at their respective station. The formula is calculated annually and monitored monthly.

Policy #P-19
Substance Abuse
(Full version available on request)

It is the policy of the district to maintain a drug- and alcohol-free work environment and assist in establishing safe, healthy, and productive working conditions for the protection of our personnel and the district as a whole. To ensure this environment, the district will maintain a drug and alcohol testing program. Any employee/member failing to meet the provisions of this policy will be subject to discipline, up to and including termination. The district will stress education, prevention, intervention, and rehabilitation as it relates to drug and alcohol use or abuse.

**Policy #P-08
Harassment and Inappropriate Behavior
(Full version available on request)**

It is the district's policy to prevent harassment, inappropriate sexual behavior, or sexual harassment as all are considered misconduct that has a negative and disruptive effect on a member's job performance, motivation, and morale. Such behavior can result in increased absenteeism, turnover, inefficiency, and lost productivity, and are unfair to the member who is subjected to them. Such behavior is prohibited by the district.

All members of the district are responsible for creating and maintaining a work environment, free from harassment, inappropriate sexual behavior, and sexual harassment.

**Policy #P-20
Volunteer Fit for Duty
(Full version available on request)**

Volunteer Physicals

Prior to beginning initial training, the candidate must pass a Volunteer Fit for Duty Checklist which is completed by their personal physician and paid for by the volunteer.

At or near the completion of Recruit Academy a Volunteer physical examination will be administered by a physician selected by the district. Any candidate who fails the Volunteer physical will not be considered for membership. Volunteer physicals are paid for by the district.

Physical Fitness

Research has shown the need for high levels of aerobic fitness, muscular endurance, and muscular strength to perform safely and effectively in the fire service. Physical fitness is critical to maintaining the wellness of our members. Fitness must be incorporated into the overall fire service philosophy.

Volunteer Benefits Paid by the District

Employee Assistance Program (EAP)

Everyone has personal problems from time to time. Our EAP offers professional, confidential counseling and consultation that can help you resolve these issues. Services are available at no cost to you and are strictly confidential.

Washington State Board for Volunteer Firefighters Disability:

1. Payment of medical bills for in-the-line-of-duty injuries.
2. Hospital fees plus x-rays, lab work, and physical therapy.
3. Disability compensation for first six (6) months if unable to work at regular job, up to \$2,250/month plus COLA.
4. Long-term Disability compensation if fully disabled, up to \$1,275/month plus COLA.
5. \$152,000 Death Benefit plus \$2,000 funeral benefit.
6. Survivor Pension for surviving spouse and/or child(ren) of \$1,275/month plus COLA.

Washington State Board for Volunteer Firefighters Pension:

1. Minimum to vest: 10 years of service and one (1) payment.
2. Fully vested after 25 years and 25 payments.
3. Joint survivor option available.

Standard and Provident Group Life and Accident Insurance:

1. \$50,000 Impairment Benefits
2. \$50,000 Medical Expense Benefit
3. \$10,000 to beneficiary
4. \$50,000 Line of Duty Death

POSITION DESCRIPTIONS

FIREFIGHTER/EMT

This position performs firefighting and emergency medical care, and fire prevention duties. Included within these duties are the following: preventing, combating, and extinguishing fires; saving life and property; assisting the public as directed; station and equipment maintenance, and related activities as required; and performs other duties as assigned.

EMS ONLY

This position is an active member of the response team who performs emergency medical care and related activities as required, and performs other duties as assigned. These responders do not participate in fire suppression tasks, but do participate in various support roles at a fire scene such as Rehab, and resource management. EMS Only responders are only approved for driving and operation of aid units, command units, and administrative vehicles.

TENDER OPERATOR

This position provides support services as a Tender Driver/Operator only during training events and emergency responses.

This position will not participate in interior structural firefighting. The Tender Driver/Operator's primary function is to serve as a qualified driver/operator of tenders only. Tender Driver/Operators do not drive or operate engines. Qualified driver/operators must be proficient in the district's hose lays, guidelines, and may serve in the capacity of a Division Supervisor's assignment of Water Officer.

New members of this program will be required to attend and pass the district's Driver/Operator Program, which includes successful completion of the Driver/Operator task book. Completed task books will be presented to the Board of Officers for approval.

SUPPORT SERVICES (REHAB)

The Support Services volunteer responds to and renders support (rehab functions such as food prep) at an emergency scene. This position also provides additional support within the department including rehab, filling SCBA bottles, equipment cleaning and maintenance, clerical duties, and other duties as assigned by the Company Officer.



RESPONSE PROGRAM TIER OPTIONS
(Select one tier choice)

Name: _____ Signature: _____ Date _____

TIER ONE

Required Performance:

- Responds to assigned station during active calls and call backs
- Attends nine (9) Monday night drills per year
- Becomes a Driver/Operator (D/O) within 12 months
- Pulls one (1) 24 hour shift per month with skills enhanced training on assigned shift

Shift Options: One of the three options below will satisfy the 24-hour shift requirement.

- One Weekend Shift: 0800-0800
- Three Weekday Shifts: 0800-1700
- Two Weeknight Shifts: 1700-0700

TIER TWO

Required Performance:

- Pulls a minimum of six (6) shifts per month
- Attends nine (9) Monday night drills per year
- Pulls two (2) 24-hour weekend shifts per month

Shift Options: In addition to the two required 24-hour weekend shifts a month, any weekday or weeknight shift option counts as a single shift.

- Weekend Shift: 0800-0800
- Weekday Shift: 0800-0800
- Weekday Shift: 0800-1700
- Weeknight Shift: 1700-0700

TIER THREE

Required Performance:

- Pulls a minimum of 10 shifts per month
- Matches assigned Lieutenant shift
- Attends nine (9) Monday night drills per year
- Pulls a minimum of two (2) 24-hour weekend shifts per month

Shift Options: In addition to the two required 24-hour weekend shifts a month, any weekday or weeknight option counts as a single shift.

- Weekend Shift: 0800-0800
- Weekday Shift: 0800-0800
- Weekday Shift: 0800-1700
- Weeknight Shift: 1700-0700

Activity Levels

Once a member has chosen a tier to volunteer, they are responsible for maintaining the minimum requirements for that tier. A member cannot change tiers without prior written request, including a statement of reason. The request then will be approved by the Operations Chief and reviewed at the district's Board of Officers' meeting.

In the event that activity levels fall below minimum, the volunteer will receive a written and verbal communication from their assigned Lieutenant of the minimum performance criteria. If no improvement is made within the following quarter, the volunteer will receive a written disciplinary action from the Battalion Chief with a 30-day period to meet the minimum requirements. Any member unable to meet the minimum requirements after two counseling sessions will be recommended for realignment of tier or position realignment. If realignment is not an option, or the member is unable to meet the minimum requirements of that tier or position, that member will receive a letter from the Fire Chief dismissing them from the program.





Shift Request

Each member will complete a Schedule Request form and return it to their assigned Lieutenant by the 15 day of the prior month. Once tier shift allowances are met, responders cannot pull additional shifts.

(Example: FF Doe is a Tier 2 volunteer; the FF has signed up for eight shifts with their assigned shift, at that time the FF is not eligible to pull additional shifts on another shift. If the FF wishes to pull a shift for another Lieutenant, it must be done under a shift trade or part of the eight maximum shifts.)

In the event that a shift is left understaffed, or in need of staffing for events, this guideline may be altered.

SCHEDULE REQUEST

All requests must be completed by the 15 of the month and returned to assigned Lieutenant

NAME: _____ **SHIFT:** _____

DATE: _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____

Date: _____ **Time In:** _____ **Time Out:** _____



Training that lasts a lifetime.....

East Olympia Fire District 6

Headquarters Station 61

8047 Normandy Street, SE

P.O. Box 578

East Olympia, WA 98540

(360) 491-5533

(360) 459-3873 FAX

www.eofd.org

Office Hours:

Monday-Friday

8:00 a.m. to Noon and from 1:00 p.m. to 4:30 p.m.

Excluding Legal Holidays