

401 Volunteer Activity Standards and Reimbursement

1. **Activity Reimbursement** - The District recognizes that the volunteer will incur expenses while rendering services. The following are examples of the major expense. Not all are identified.
 - **Transportation** - Personal vehicle expenses incurred while traveling to and from emergency responses, training sessions, meetings, seminars, station duty, and stand-by duty. The actual expenses include vehicle depreciation, fuel, oil, lubrication, licensing fees, insurance premiums, miscellaneous maintenance, tires and traction devises.
 - **Clothing Expenses** - The District does provide protective clothing and some uniform clothing, however it does not provide all clothing that are used while attending and performing during emergency responses, training sessions, meetings, seminars, station duty, and stand-by duty. The clothing provided by the volunteer is subject to wear and tear, damage, fire, staining, and soiling while used by the volunteer to perform duties for the District and community.
 - **Food** - The District does not routinely provide food while the volunteer is performing duties during routine emergency responses, local training sessions, meetings, station duty, and stand-by duty. The volunteer provides his/her own food during routine volunteer duty. It is recognized that purchasing food as needed or preparing food for consumption away from home incurs additional cost to the individual.
 - **Other Expense** - Examples include childcare, loss of job pay, home utility costs, and duplication of personal hygiene supply. Again, these are not all inclusive.

It would difficult if not impossible to accurately document all of these expenses. The intent and purpose of the Activity Credit is to create a practical method of reimbursing expenses without creating an impractical records system.

The conversion of a unit of training, response, or duty to an Activity Credit is calculated in order to reimburse the volunteer for out of pocket expense (see above examples), while rendering volunteer service. RCW 49.46.010 provides in part that such nominal reimbursement is allowed without the employer-employee relationship existing for the purposes of minimum wage law.

This reimbursement will take the form of a dollar amount per Activity Credit. All activity must be documented on an Activity Record in order to be considered reimbursable. Duty shifts will be documented and tracked using the Fire Manager software. Reimbursements will occur quarterly. Each volunteer will be required to sign a Volunteer Agreement Form indicating their intention to volunteer services.

2. DEFINITIONS -

- **Activity** - Any Station Duty, Response, Training, or other District-related activity that is properly documented.
- **Activity Credit** - A unit of measure of activity as outlined in Section 3 of this document.
- **Activity Record**- Formally known as “Training Roster”.
- **Approved Leave of Absence** - Extended absence approved per District policy.
- **Activity Credit Reimbursement** - reimbursement to volunteers for expenses incurred while rendering volunteer services.
- **Response** - Responding in a Fire District apparatus. Responding to the scene of a Fire District emergency. Responding to standby at a fire station or apparatus while a Fire District apparatus is at the scene of an emergency or public assist.
- **Shift or Duty Shift** - A full day or full evening spent - on duty - at a District fire station.
- **Station Duty** - Any Station Maintenance, Apparatus and Equipment, Projects, Station Work, Report Writing, or Special Assignment that is approved by a Chief Officer.
- **Tender Driver**- A currently approved ECFR apparatus operator with a minimum of 10 years of service to the district who has been authorized by the Chief as a tender driver.
- **Training** - Any training that is properly documented and approved by a Chief Officer.

- 3. Activity Reimbursement** - All approved District-related volunteer activity will be recognized and reimbursable including, duty shifts, emergency response, station duty/standby, additional off-duty training, committee work, work parties, etc. Exception: Response, training, etc.

while on duty shift will not generate additional credits over and above shift credits (no double-dipping).

- Credits shall be determined according to type and duration of the activity:
 - Task (1 Cr).** Individual tasks or assignments of limited nature.
Examples: A rig check, standing by at the station for a short time period.
 - Duty sessions (2 Cr).** Multiple or involved tasks either alike or differing.
Examples: A routine incident, multiple rig checks, a routine drill.
NOTE: One additional credit will be allowed for response to incidents tapped out between 11:00 PM and 6:00 AM.
 - Extensive duty sessions (4 Cr).** Duty sessions that are complex or involved beyond that of a routine duty session. Examples: Extended incidents, station duty or standby that would require providing for a meal or break period.
 - Duty Shift (10 Cr).** Station duty or standby that involves being part of the daily routine and may require multiple meals or break periods.
Examples: Staying all day or all night at a station, performing routine duties throughout a normal work period.
- All activity must be recorded on an Activity Record.
- An activity record will not be required for incident response except for extended incidents.
- All activity must be verified by a Shift Leader.
- The Shift Leader may use his discretion when determining credits allowed for an activity.
- All activity records must be turned in to the Operations Chief within 30 days to be considered for reimbursement. Reimbursement will be made within 30 days after the end of the quarter.
- All activity will be confirmed via the Fire Manager software, duty log and incident reports.

4. **Minimum Activity Requirements** - The following is a description of the minimum volunteer activity requirements.

- Resident Volunteer 350 credits per quarter (per resident program req.)
- Intern Volunteer (Requirements are outlined in Intern Program)
- Tender Driver Tender drivers will respond to at least 50% of confirmed structure fires and attend two public education functions requiring apparatus.
- All Others 90 credits of scheduled station duty/quarter

6. **Minimum Training Requirements** - All Personnel shall meet the minimum training requirements as outlined in the training program and maintain their respective EMS certifications.

Tender Driver -

- Operators must complete the EVIP road course annually
 - Attendance at a minimum of two evolution/pumping drills annually
 - Maintenance of EMS certification
 - 90 hours of annual training (including OTEP)
 - Quarterly tender drives, including drive time on each tender (WT91, WT94, WT93, and WT95).
 - Annual road course evaluation completed by a line captain or chief officer.
7. **Accountability** - Personnel who do not meet the minimum activity requirements in a given quarter, without an approved leave of absence, will be given notice and placed on probation for six months. Probation will be lifted after six months (two quarters) of satisfactory activity. Failure to meet minimums while on probation will result in termination.
 8. **Documentation** - All personnel are responsible for ensuring that their activity is documented and turned in to the shift leader for verification. All activity must be submitted on an Activity Roster with a short description of what happened.
 9. **Reimbursement Schedule** -
 - A. Activity Credits
 - \$3.75 per activity credit
 - 10 credits per shift
 - 2 credits per off-duty response
 - All other activity will be assessed per Section 3 of this document.
 - B. Training Activity Credit
 - A 20% reimbursement bonus will be added to the year-end payment for those volunteers that complete all training requirements for the year.

There is a maximum \$900.00 reimbursement per quarter for Interns and Residents; \$750.00 for all other others.

Additional reimbursements will be allotted to qualified individuals each month:

Chief Officers 55 credits

Additional annual reimbursements will be allotted to qualified individuals at year's end:

Years of Service 2 credits per year

3rd Class Firefighter 3% bonus

2nd Class Firefighter 6% bonus

1st Class Firefighter 10% bonus

10. Responsibilities -

Volunteer - Comply with minimum requirements as defined above. Document the activity in which you participate on an Activity Record form. Report your response or stand by status to the Incident Commander or the Duty Officer of each emergency response or public assist in which you participate.

Tender Driver - Comply with minimum requirements as defined above. Document the activity in which you participate on an Activity Record or mileage log. Report your response or stand by status to the incident commander or the Duty Officer for each response or public education function you assist with.

Incident Commander - Document on the Incident Report the proper status of all personnel responding, in reserve, or standing by.

Shift Leaders- Support the Chief Officers in enforcing the standards set forth in this document. Coach, mentor, and assist assigned personnel with attaining compliance as necessary. Enter all training into Emergency Reporting.

Duty or Chief Officer - Confirm the accuracy of the Incident Report and the documentation of personnel responding, in reserve, and standing by. Monitor activity progress of assigned personnel. Make contacts as necessary. Verify activity participation upon request.

Training Chief - Post Monthly Training Schedule. Enforce the minimum training requirements. Maintain and post documentation of personnel training requirement compliance. Track individuals' training progress and deficiencies. Coordinate with Shift Leaders to ensure that each member is meeting minimum training and certification requirements.

Advise the Operations Chief of any serious individual training or certification deficiency.

Operations Chief - Review monthly activity records. Enforce the minimum activity requirements. Track members' progress and deficiencies in meeting minimum activity requirements. Advise the Fire Chief and the Training Chief of any serious individual activity deficiency.

Administrative Support Personnel - Enter documentation into computer records.

Fire Chief - Enforce the fire district, state, and federal minimum certification requirements.