

VOLUNTEER MEMBER INCENTIVE PROGRAM

Purpose:

To establish a policy to provide for the management of an incentive program to encourage the District's volunteer members to actively participate with the organization and provide meaningful volunteer time.

Scope:

This program is available to volunteer members only.

Administration:

The Chief shall oversee the program. The District will handle all issues of taxability of the incentive point distributions upon the most recent advice of the District's accountant and will act accordingly.

Reimbursement Guidelines:

The program period will run from July 1st to June 30th in accordance with the District's fiscal year; however payments will be made on a quarterly basis.

Reimbursement Rates:

- A. In Station/On-Duty:
 - a. Two points shall be awarded to each:
 - i. Volunteer member serving on-duty in the station on a per hour basis.
 - ii. Volunteer member serving on-duty in the station for each incident they may respond to while on-duty.
 - b. No volunteer member shall be permitted to spend more than 48 hours at one time in the station without a 12 hour break in between tours.
- B. Out of Station/Off-Duty:
 - a. One point shall be awarded to each:
 - i. Volunteer member who responds to the station, but the call is cancelled prior to the unit leaving.
 - ii. Volunteer member who responds to the station, but does not respond on the apparatus and stands by as per part (c) below.
 - iii. Volunteer member who responds on an apparatus to an incident.

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- b. Volunteer members must respond immediately and arrive at the station within 10 minutes of dispatch of the incident to be eligible for an incentive point.
 - c. Volunteer members are required to remain at the station until all units are available, in quarters and all equipment is cleaned and properly put away unless released by the Incident Commander or the highest ranking member at the station.
 - d. Members responding on EMS incidents POV will not receive any points unless additional personnel are requested after the dispatched fire units have responded.
- C. Fire and/or EMS Training:
- a. One point shall be give to each:
 - i. Volunteer member attending training while serving on-duty in the station.
 - ii. Volunteer member attending training while off-duty.
 - iii. Volunteer member attending off site training, no matter how many hours are received. An approved state form or official certification for verification of the class must be recorded in the training book.
- D. Meetings:
- a. One point shall be given to each:
 - i. Volunteer member for meetings attended.
 - ii. Volunteer member attending meetings while serving on-duty in the station.
 - b. The volunteer member must have attended at least half of the meeting to get credit.
- E. Work Details:
- a. One point shall be given to each:
 - i. Volunteer member attending work details. The detail must be defined in the sign-in book
 - ii. Volunteer member attending work details while serving on-duty in the station.
 - iii.

Incentive Point Redemption and Distribution:

- A. Each year during the budget process the Chief shall include an amount of money based on available funds in “Category 6102 – Volunteer Incentive Program” within the District budget to fund this program. Once approved the budgeted amount will be divided by four (4) and this will serve as the amount of available money for a given quarter.
- B. The value of each incentive point shall be determined by taking the total accumulated points for the quarter from eligible members and dividing that total by the amount available for the given quarter. The maximum

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- C. amount of money any single member is eligible to receive in a given quarter is \$1,000.00.
- D. Volunteer members who do not meet the minimum eligibility requirements during a given quarter as outlined in Policy #500.1 – Membership Eligibility will not receive an incentive check that quarter.
- E. Incentive checks for the program will be distributed by the 15th of the next month following the end of the quarter.

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