



Section: Administration

Page: 1 of 6

Section No: 1.0

Date: April 30, 2019

Title: System Volunteer Program

Authorized By:

I. Policy

It is the policy of Prince George Fire and EMS (PGFEMS) to maintain a coordinated, combination Fire and EMS system. This policy provides guidance on allowing volunteers opportunities to contribute to the coordinated Fire and EMS system.

II. Purpose

The PGFEMS system volunteer program will build the foundation of knowledge required to respond upon request, to provide fire protection; to provide emergency medical services, to provide rescue, to provide hazardous materials protection and to provide other emergency services to protect life and property of the citizens of Prince George County. This program allows opportunities for qualified individuals to volunteer their time, serving in various capacities and/or positions as deemed necessary by the Director of Fire and EMS. Members of the program shall adhere to all rules, regulations, policies, and procedures applicable to the safe, effective operations of the coordinated Fire and EMS system.

III. Application Process

An applicant must be at least eighteen (18) years of age at the time of application to be eligible for Probationary and/or Active status. Applicants for the junior program are required to be sixteen (16) years of age at the time of application. To be considered for admission into the PGFEMS system volunteer program, individuals shall complete a PGFEMS application and forms that authorize PGFEMS to conduct a background investigation. After receiving satisfactory reports from the background investigation and references the Director of Fire and EMS and/or his designee(s) shall interview the applicant. Upon completion of the application process the applicant may be eligible to start the probationary orientation.



Section: Administration

Page: 2 of 6

Section No: 1.0

Date: April 30, 2019

Title: System Volunteer Program

Authorized By:

IV. Membership Classifications and Requirements

The following classifications of members shall be permitted in the PGFEMS system volunteer program:

A. Probationary Membership - PGFEMS system volunteers shall complete a minimum six (6) and a maximum of twenty four (24) months of probation after admission as a volunteer member.

1. Admission to Probationary Membership requires successful completion of a background check, physical examination, and approval by the Director of Fire and EMS or his/her designee.
2. Personnel entering or transferring to Operations shall be required to successfully complete the PGFEMS physical agility testing process.
3. Personnel who meet training qualifications for an active member shall be evaluated at six month intervals.
4. Once the probationary member has satisfied all requirements, their Officer shall forward a recommendation to the Director of Fire and EMS for a change in status.
5. Probationary members who have not satisfied their requirements may be subject to disciplinary actions up to and including termination.

B. Active Membership - Shall meet all training requirements outlined for the position being held. Training and certification standards must be maintained while occupying the assigned position. Active Membership shall be divided into the following categories and sub categories:

1. **Operations** –are members whose primary responsibility is to staff apparatus, stations, and respond to emergency calls for service. Active members shall participate in all training and department related activities required of their



Section: Administration

Page: 3 of 6

Section No: 1.0

Date: April 30, 2019

Title: System Volunteer Program

Authorized By: 

position. Active Operations members shall commit to a minimum of 24 hour per month of scheduled duty and 50% of scheduled SVP meetings per calendar year. There are no maximum hours per month of duty or max number of meetings that a member may attend. However, Active Members assigned to the Operations Division shall not complete more than 48 consecutive hours of duty without a 48 hour break (unless waved by the director). The following sub categories apply to active Operations Members:

- (a) Medics** – Active personnel assigned to Operations who meet the minimum training requirements outlined in article II section 7 of *Training 6.0 - Active Member Minimum Training Standards*. This includes Personnel certified as EMT-B, EMT-A, EMT-I, EMT-P but have no fire training and certifications. Medics shall be assigned to various stations, positions and EMS apparatus during their assigned duty.

- (b) Firefighter/Medics** - Active personnel assigned to Operations who meet the minimum training requirements outlined in article II, section 6 and section 7 of *Training 6.0 - Active Member Minimum Training Standards*. Firefighter Medics may be assigned to various stations, positions and apparatus during their assigned duty. The first 12 hour of duty per month must be on a medic unit, or cross staffed engine as assigned by the company officer. Position assignment for additional duty hours will be determined by the on-duty shift supervisor for the day.

- (c) Firefighters** - Active personnel assigned to Operations who meet the minimum training requirements outlined in article II, section 6 of *Training 6.0 - Active Member Minimum Training Standards*. Firefighters shall be assigned to various stations, positions and fire suppression apparatus during their assigned duty.

- (d) Officers** - Active personnel assigned to Operations who meet the minimum training requirements outlined in article II, section 6 and section 7 of *Training 6.0 - Active Member Minimum Training Standards* as well as additional training and certifications outlined by the Director of



Section: Administration

Page: 4 of 6

Section No: 1.0

Date: April 30, 2019

Title: System Volunteer Program

Authorized By: 

Fire and EMS for the position held. Officers may be assigned to various stations, positions and apparatus during their assigned duty. The first 12 hours of duty per month must be assigned on a medic unit, or cross staffed engine as assigned by the company officer. Position assignment for additional duty hours will be determined by the on-duty shift supervisor for the day.

(e) Junior Member – members who are 16 and 17 years old who must comply with Article V of the Prince George Fire and EMS Rules and Regulations.

2. Administration – Active Members assigned to the Administration Division are members whose primary responsibility is to provide support services to the Operations Division and Department. The Administration Division is comprised of uniform and civilian members. Uniformed members must meet the training standards and qualifications appropriate for their level as identified in in article II, section 6 and section 7 of *Training 6.0 - Active Member Minimum Training Standards*. Active Administrative members shall participate in all activities required of their position. Active Administrative members shall commit to a minimum of 32 hour per month of scheduled activities and or assignments. The following sub categories apply to active Operations Members:

- (a)** Community Outreach and Risk Reduction
- (b)** Logistics
- (c)** Training
- (d)** Special Operations

3. Honorary – Honorary membership is a non-active status given to individual(s) who exemplify extraordinary contributions to Fire, EMS, and Emergency Management or unique, special circumstances identified by the Director of Fire and EMS.

V. Orientation Process



Section: Administration

Page: 5 of 6

Section No: 1.0

Date: April 30, 2019

Title: System Volunteer Program

Authorized By: 

- A. PGFEMS system volunteers will be assigned an officer to assist them throughout the probationary period. This officer is to be used for administrative purposes, guidance and advice.
- B. During operational duty hours, the PGFEMS system volunteer shall report to the Company Officer at the station for the shift they are covering. The system volunteer shall follow the established chain of command of the PGFEMS.
- C. PGFEMS system volunteers must adhere to all PGFEMS Rules, Regulations, SOP's and SOG's at all times.

VI. Performance Appraisal

Following the successful completion of the probationary period, all active PGFEMS system volunteers shall receive an annual performance evaluation. This evaluation will help the PGFEMS system volunteers gauge where they are compared to their peers in the program and give them guidance to better build their skills moving forward.

VII. Promotion

The Director of Fire and EMS shall implement, at his/her discretion a promotional process for all active PGFEMS system volunteers to advance their membership. Officer positions shall be established as needed, in accordance with County Ordinance 42-1 *Prince George Fire and EMS Coordinate System*.

VIII. Benefits

- A. **Leave Time** - PGFEMS system volunteers shall be granted in two categories to allow active members the opportunity to remain a member in good standing while situations in their personal life arise. Such leave shall be viewed as hours committed to the mission and is subject to approval by the Director of Fire and EMS or designee. The Director of Fire and EMS shall be notified of any circumstances in which abuse of leave is suspected and may impose further monitoring.



Section: Administration

Page: 6 of 6

Section No: 1.0

Date: April 30, 2019

Title: System Volunteer Program

Authorized By: 

- 1. Medical** –All active PGFEMS system volunteers shall be granted up to 12 hours per calendar year of medical leave for bona fide medical emergencies involving them or immediate family members. Long-term medical leave may be granted for up to six months per request.
 - 2. Annual Leave** – All active PGFEMS system volunteers shall be granted 24 hours of annual leave. Annual leave must be scheduled at least one month in advance. PGFEMS system volunteers using annual leave shall be credited for meeting their requirements for the 24 hours on leave.
- B. Workers Compensation** – Prince George County will maintain a primary accident and sickness program to ensure any volunteer that is injured during a covered shift will receive compensation for loss hours at their primary employment. Additionally, all medical expenses from an injury during a covered shift will be covered by the County.
- C. Personal Property Tax Relief** – Following the successful completion of the probationary period, all active PGFEMS system volunteers that have met the annual requirements shall be offered a reduction of personal property on the primary vehicle used to respond to emergency incidents, station assignments, and/or department approved activities.
- D. Retirement** –All active PGFEMS system volunteers shall be vested and eligible to participate in the County’s Length of Service Award Program (LOSAP) after 5 years of continued service with any volunteer fire and/or EMS organization recognized under *ARTICLE I, Sec. 42-1.1.* of the Prince George County Coordinate Fire and EMS System Ordinance.
- E. Uniform Allowance** - Following the successful completion of the probationary period, all active PGFEMS system volunteers that have met the annual requirements shall be eligible to participate in the PGFEMS Uniform Program.