

**KIOWA FIRE PROTECTION DISTRICT
MEMBERS POLICY ADVISEMENT MANUAL**

SECTION ONE

FIRE CHIEF

To assist the Fire Department in accomplishing goals, the Board of Directors shall appoint/hire a fire chief to serve for such terms and upon such conditions as the Board may establish. The fire chief shall have general supervision over the administration of the affairs, volunteers and business of the District and shall be charged with the management and care of all District properties. In the extended absence of the fire chief and/or the assistant fire chief, the fire chief of the Department shall designate an acting supervisor to act on his/her behalf until his/her return. The volunteers shall act in cooperation and under the direction of the Chief of Department or his/her designee while carrying out their duties and functions. All personnel of the Fire Department shall function under the direct authority of the fire chief

No firefighter is to establish direct contact with the Board of Directors to establish policies or register complaints. Such matters are to be directed to the fire chief or the assistant fire chief who will advise the Board of Directors of the nature of the complaint.

SECTION TWO

EMS COORDINATOR

The EMS Coordinator works under the direct supervision of the Department's Chief and the Board of Directors. The EMS Coordinator is an administrative position responsible for the administration, management and supervision of all aspects of the Department's Emergency Medical Services system. Essential duties include development, planning, and evaluation of the Department's EMS program. Serves as the Department's accountability authority/advisor for matters related to the delivery of emergency medical services and assigned Department personnel providing those services. The EMS Coordinator integrates the EMS activities with other divisions of the Department. The EMS Coordinator serves as a liaison between the

Department's EMS personnel and the Physician Advisor. Serves as Program Director for state approved Continuing Medical Education Program for Emergency Medical Technicians (EMT) and Paramedics.

SECTION THREE

OPERATING PROCEDURES FOR VOLUNTEER PERSONNEL

- A. Fire Marshal: The fire marshal may be appointed by the Board of Directors.
- B. Approval of Volunteer Firefighters: Election for volunteer firefighters may be held at the monthly Member's Meeting. All completed applications for membership must be submitted at a Member's Meeting to the Fire Chief for investigation. Members will duly elect applicant for a one month consideration period. Names on the waiting list must be acted upon in the order in which they were received. Any person eighteen (18) years of age or over, in good health, shall be eligible for membership. Election of volunteer firefighters shall be by ballot. Any candidate who fails to receive a two-thirds (2/3) majority vote of the members present shall be declared defeated. Any defeated candidate may again apply for membership after six (6) months from date of rejection of application.
- C. Probationary Period: After a person has been duly elected a volunteer firefighter (member) of the Department, the member shall be placed on a six month probationary period. During this period the member will be required to attend twelve hours per quarter or twenty four (24) hours during the six month probationary period of the Department's scheduled meetings and trainings. The probationary firefighter will be allowed to respond to calls for service and participate as their training level allows and as dictated by scene command. If, during the probation period, the probationary member does not participate according to the requirements, that member may be rejected by the membership by a 2/3 majority of the members present.
- D. Full Membership Requirements: Members must attend twelve (12) hours of scheduled trainings and/or meetings per quarter for a total of

48 hours per year. Outside training, with prior approval by the Chief or EMS Coordinator, may count for not more than 25% of the annual requirement. Members who are attending an initial training program out of district may with prior approval be relieved of the department training requirement for the duration of the training or class.

Members are required to respond to a minimum 10% of calls. Each member's status will be reviewed quarterly and if the member is below the minimum response the member will be advised of status and be given the opportunity to make up the responses in the next quarter. After two quarters of below minimum response, a letter will be written to the member and a copy put in the member's file. If the status is not corrected by the end of the third quarter, the member will be advised of membership termination. Note: if member is aware of circumstances that will make it difficult for him/her to respond to calls, it is highly advisable to request a leave of absence for the duration of the special circumstance.

- E. Benefits of Full Membership: When the State requirements of 36 hours of annual training are met, members will be eligible for FPPA Volunteer Pension. After one year of membership, member will be eligible for consideration for out of district educational opportunities, including initial certification classes that are not offered on site. Member may be required to sign a service contract. All in house training is given to the member free of charge. Full protective gear and training on its use will be provided to the member. The member will be responsible for the maintenance of issued gear to include regular cleaning at the station. Any loss or damage must be reported immediately. Bi-annual fuel reimbursement monies will be issued to the member. The member will be reimbursed \$7.00 per call and an additional \$7.00 for transporting patients to the hospital.
- F. Duties of Full Membership:
 - 1. It shall be the duty of every member to attend Department meetings and trainings.
 - 2. It shall be the duty of every member to respond to the appropriate station for all tones.
 - 3. It shall be the duty of every member to obey all orders issued by the officer in command. While on scene or at the station, it is the member's duty to intelligently and safely obey all lawful orders. When on standby at a station, the member is not allowed to leave their post until stood down by the officer on scene.

4. Members must acquaint themselves thoroughly with the operation and handling of all Fire Department apparatus. Approval of the Fire Chief is required to operate any Fire Department vehicle. A CDL driver's license and approval of the Fire Chief is required to drive any apparatus over a GVW of 26,001 lbs. A current DOT physical is a requirement for a CDL driver's license.
5. Members shall at all times respect the property belonging to the Kiowa Fire Protection District and remove nothing without prior approval of the Fire Chief.
6. Members shall have the privilege of the Meeting Room and the Fire Stations. No boisterous conduct or indecent behavior or language shall be permitted. No member shall respond to a call or come to a training or meeting in a state of intoxication.
7. All members shall be governed by the rulings of the Fire Chief, with the privilege of an appeal to the Board of Directors. Department protocols, rules and regulations, as well as Standard Operating Guidelines shall govern the actions of all members.

- G. Auxiliary Membership: There are no attendance or training requirements for this level of membership. Application and acceptance process is the same. This level is for the person who does not wish to actively participate in responding to calls. Auxiliary members may participate in other supporting departmental functions, in public service, and other activities as talents and opportunities allow. With a valid Colorado driver's license on file, an auxiliary member may drive a passenger vehicle belonging to the department non-emergently. No auxiliary member may drive a department response vehicle.
- H. Benefits of Auxiliary Membership: Auxiliary members may attend any social function of the Department, for example, the annual Christmas party. They may also participate in the work of the Department outside of response to calls, to include helping with the 4th of July fireworks display and the Halloween party for the children of Kiowa. T-shirts and other apparel clearly identified as auxiliary may be worn by auxiliary members.
- I. Termination Policy: If the member is deficient in their duty as determined by the Fire Chief, that member may be expelled from the

Department. If the member does not meet the membership requirements pertaining to call response, the member may be terminated according to the policy outlined in Part D. above. Each member shall be reviewed annually in a performance evaluation by the administrative staff, to include the Fire Chief and EMS Coordinator.

- J. Meeting Policy: Meetings of the Department shall be held on a monthly basis. Special meetings may be called upon the written request of five (5) members. At all special meetings which may be called for “special business”, the roll shall be called, after which the special business only may be transacted. The membership shall have a duly elected Secretary-Treasurer who will keep minutes of each meeting. The Secretary-Treasurer will be elected annually.

- K. Honorary Membership: Any active member of the Department who shall resign, having been an active member for ten (10) years or longer, is eligible to be an Honorary Member. An active member who becomes physically disabled shall be eligible to be an Honorary Member. A two-thirds (2/3) majority vote of the members is required to designate an honorary member. Honorary members will not have voting privileges and may not hold office.

ACKNOWLEDGEMENT AND RECEIPT OF
POLICY ADVISEMENT MANUAL

I, _____, have received a copy of the Kiowa Fire Protection District's Volunteer Policy AdviseMENT Manual.

Signature: _____

ID # _____

Date: _____