# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

| 10.02.17 POINTS SYSTEM AND VOLUNTEER REIMBURSEMENT SCHEDULE | | Adopted: 12/01/17<br>Reviewed: 03/21/18<br>Revised: 03/21/18<br><br>Approved: |
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**Purpose:** To establish a volunteer points system and a reimbursement schedule for the reimbursement of expenses of volunteer personnel for training and alarm activity, and any activity that the District may require under the direction of the Fire Chief.

**References:** P10.02.16.

**Definition**: Volunteer personnel include traditional Volunteers, Volunteers on Duty (VOD) and Resident Volunteers.

**Procedure:**
1. Allocation.
   a) The Fire Chief shall establish the allocation of the points system annually.
   b) The amount allocated shall be included in the annual expense plan.

2. Points Factors.
   a) Volunteer personnel compensation will be calculated using the Volunteer Points Classification schedule in this procedure according to rank and position with the District.
   b) All aspects of the points system, and Policies and Procedures of the District, are intended to comply with the requirements of the Fair Labor Standards Act (FLSA) for retention of volunteer status of personnel.

3. Points Eligibility.
   a) The points system may provide for eligibility requirements based on criteria intended to assure personnel incentive, activity, and effectiveness.
   b) Criteria may include, but are not limited to:
      i. Successful completion of minimum training activity.
      ii. Certification requirements.

4. Points Record.
   a) It is desirable that all volunteers turn in their Volunteer Points Reimbursement Forms to administration on the last day of every month.
   b) The annual volunteer points calculation period is November 1 – October 31.
   c) Volunteer personnel shall record all qualifying activity on a Volunteer Points Reimbursement Form (Blue Sheet).
   d) Incomplete or unsigned forms may not be tabulated.
   e) Volunteer Points Reimbursement Forms shall be signed and **submitted to Payroll monthly, and no later than November 15th.**

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5. Distribution.
   a) Points shall be credited for:
      i. Alarm response.
      ii. Training activity as assigned and in accordance with an approved schedule.
      iii. Performance of any activity that the District may require under the direction of the Fire Chief.

6. The District utilizes a computer-based training program to aid in the training of its members. Volunteer members will be tasked with assignments requiring completion using a computer. It is the desire/priority, that these assignments be successfully completed on a District computer during normal training sessions, ride-along shifts, or VOD shifts. However, there may be times when a volunteer member may need to access the District's computer-based training program from his/her home computer.
   a) The District shall authorize one (1) point for successful completion of six (6) computer-based training program assignments. When filling out a points reimbursement form, the member must list the title of all six (6) computer-based training program assignments per point on the point's reimbursement form.

7. Volunteer point's reimbursement will be issued on the first pay period in December.

8. Volunteer personnel are classified in consideration of the following factors:
   a) Availability
   b) Reliability
   c) Responsibility
   d) Specialized knowledge and skills
   e) Experience

9. Effective March 1, 2014 point classification, description and value are as follows:
   a) Class B     Volunteer Captain          $12.00 per point

   b) Class C     Volunteer Lieutenant       $11.40 per point
                  Fire Investigator          $11.40 per point

   c) Class D     EMT/IV                     $11.10 per point

   d) Class E     Volunteer FF/EMT           $10.80 per point

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<table>
<tr><td><strong>10.02.17</strong><br>POINTS SYSTEM AND<br>VOLUNTEER<br>REIMBURSEMENT<br>SCHEDULE</td><td></td><td>Adopted:<br>Reviewed:<br>Revised:<br><br>Approved:</td><td>12/01/17<br>03/21/18<br>03/21/18</td></tr>
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| | | | |
|---|---|---|---|
| e) | Class F | EMT | $10.45 per point |
| f) | Class G | Volunteer FF<br>Volunteer FF/EMR/FA | $10.15 per point<br>$10.15 per point |
| g) | Class H | Support Service Vol. | $9.25 per point |
| h) | Class I | Volunteer on duty (VOD)<br>(<1 year of service) | $35.00 per shift |
| | | Volunteer on duty (VOD)<br>(1+ years of service) | $50.00 per shift |

- Six (6) to twenty (20) hours is = one shift
- Twenty (20) to twenty four (24) hours is = two shifts

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**SPOKANE COUNTY FIRE DISTRICT 8**

**VOLUNTEER POINTS REIMBURSEMENT FORM**

*Remember to complete and sign for every training and activity that you attend*

Name: _____ PIN: _____ Month/Yr: _____

| Date | Hours | Incident Number | Description/Comments |
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*I do hereby attest that the above documentation is a true and correct reflection of all activities that I responded to for District 8.*

Volunteer Signature: _____ Total Activity: _____

Date Submitted: ____/____/____          Entered: ____/____/____          By: _____