

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 5.3.08
2. SUBJECT: *Volunteer Performance and Probationary Standards*
3. POLICY: To establish minimum performance levels for new volunteer entrance and probation requirements. This policy does not alter at-will status or limit authority to terminate at any time.
4. SCOPE: This Policy and Procedure is applicable to all new volunteers of Grant County Fire District 3 and further may be applicable to any person making re-application after an absence of one year or greater.
5. RESPONSIBILITIES:
  - A. The District Fire Chief of Grant County Fire District is responsible for:
    1. Verification of applicants' eligibility.
    2. Presentation of prospective new volunteers to The Board of Commissioners.
  - B. The District Secretary is responsible for: enrolling new volunteers in the benefit programs.
  - C. The District Training Officer is responsible for:
    1. Compilation and certification of new training records.
    2. The coordination and delivery of recruit training.
6. PROCEDURE:
  - A. Eligibility: Prospective Volunteer personnel:
    1. Volunteer members shall reside within 15 miles of assigned station. The District Fire Chief may approve exceptions when doing so is in the best interest of the District, including scheduled staffing coverage, specialty services, or other operational needs.
    2. Must be 18 years of age by completion of probation.
    3. Complete volunteer application form.
    4. Complete an interview with the District Fire Chief or designee.
    5. Receive a satisfactory recommendation from the Senior Ranking Officer of the station to which the new person will be assigned.
    6. Satisfactorily complete a physical ability test.
    7. Satisfactorily complete a medical exam.
    8. Receive a satisfactory criminal history check.

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9. Must have a satisfactory personal reference review.
- B. Commissioner Approval:
1. All applicants shall be approved by the Board of Commissioners following verification of eligibility requirements.
  2. The Volunteer may be terminated by the Board of Commissioners without cause at any time.
- C. Volunteer Benefits Programs:
1. After applicants are approved by the Board of Commissioners, the District Secretary shall complete the enrollment process in the Washington State Volunteer Firefighters line of duty disability and death insurance plan prior to the performance of any duties or attendance at any activities for the District.
  2. The District Fire Chief shall approve personnel to receive reimbursement for training, responses and other activities. The District Fire Chief shall assign a personnel number to every new person to allow proper record keeping.
  3. Following successful completion of probation new volunteers will be offered the opportunity to enroll in The Firefighter Pension provisions provided by the State of Washington (RCW 41.24.020).
- D. Probationary Requirements:
1. The probationary period shall be six (6) months and shall start on the date the Board of Commissioners approve the applicant.
  2. New volunteers shall complete the following requirements to receive approval as regular volunteers by the Board of Commissioners:
    - a. Successfully complete the Firefighter Fundamentals curriculum.
    - b. Attend Search and Rescue I or Burn to Learn at the State Training Center.
    - c. Attend all drills during probationary period unless excused by the District Fire Chief.
    - d. At the completion of the probationary period the probationary firefighter shall be submitted to the Board of Commissioners for action/approval. The District Fire Chief may submit a recommendation at this time.
- E. Special Service Volunteers:
1. The Board of Commissioners may accept Special Service Volunteers and waive all or part of the eligibility and probationary requirements for a person who will provide a specialized service to the District.

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2. Special Service Volunteers shall be given the same benefits as other volunteers.
- F. Performance Management
1. Failure to meet expectations may result in coaching, reassignment, suspension, or termination.
  2. The District is not required to follow progressive discipline.