



# *City of Victor, Colorado*

## **Volunteer Firefighter Policy**

**Adopted: May 24, 2012**

**Revised:**

# **Volunteer Firefighter Policy**

## **SECTION I - PURPOSE**

In order to ensure adequate firefighting capability for extraordinary events, the City of Victor continues to support a volunteer firefighting force dedicated to the protection of the community. This document is intended to guide the use of these firefighters.

The Fire Chief shall be responsible for implementing these guidelines. It shall be the Chief's responsibility to recruit qualified personnel to be available on an on-call basis to respond to incidents.

## **SECTION II – SCOPE**

These guidelines govern all firefighters who enter into an agreement with the City of Victor to respond to calls for firefighting assistance. This assistance shall be temporary and sporadic in nature and performed as a volunteer to the City of Victor.

## **SECTION III – MEMBERSHIP REQUIREMENTS**

In order to be included on the City's roster of volunteer firefighters and serve in that capacity, a firefighter shall undertake the following:

1. Enter into an Agreement to Provide Firefighting Services to the City of Victor.
2. Volunteer Firefighters must comply with the City's Drug and Alcohol Policy. All members shall submit to and pass a pre-employment drug test before entering into the Agreement to Provide Firefighting Services.
3. Must be 18 years old to join the department and operate any department vehicles.
4. Must maintain a valid Colorado driver's license. Loss of driver's license shall result in termination from the volunteer firefighting roster.
5. Participate in the safety training required by Occupational Safety and Health Administration (OSHA). At a minimum this training shall include the following but not limited to:
  - a. Accident & Injury reporting Procedures
  - b. Blood borne Pathogens Training Hazard Communication
  - c. Respiratory Protection
  - d. Personal Protective Equipment
  - e. Emergency Action Plans
6. Firefighters will comply with the Department's Operational Guidelines and Policies and Procedures as they may be amended from time to time.

The Fire Chief may create a Volunteer Fire Auxiliary Unit to assist with events, cleaning and maintenance and general support of the volunteer fire department. Auxiliary members will not receive benefits detailed in Section V of this policy.

## **SECTION IV – GENERAL RULES AND PROCEDURES**

1. Volunteer firefighters:
  - shall not violate any traffic laws,
  - Shall report to the incident commander on any call (the incident commander reserves the right to dismiss any member for whatever reason).
2. Inclusion on the roster for volunteer firefighters shall be at the sole discretion of the Fire Chief. Disciplinary action, including demotion and dismissal, may be taken at any time. Being on the roster

shall not give rise to any employment rights, nor shall deletion give rise to any claim of cause of action against the City. The Chief may set forth rank structure in the Volunteer program.

3. The City Administrator or Mayor shall have authority to add or delete any or all provisions that violate City policy or standards.

## **SECTION V – BENEFITS**

Volunteer firefighters shall be offered the following benefits for their services:

1. The City Council-appointed Fire Chief shall act as the administrative officer of the department and receive a \$600 per month reimbursement for those services. The Fire Chief is not considered an employee and is qualified to receive an annual merit award as a volunteer firefighter in accordance with Section V (2) of this policy.
2. Volunteer firefighters may be given an annual merit award to reimburse expenses and honor meritorious service based on the following criteria:
  - Attendance at fire department meetings. At least 50% attendance is required of all scheduled personnel meetings throughout the year. These meetings will be announced and posted in the fire station in designated locations for members to plan accordingly for attendance.
  - The number of responses to fire and other emergency calls and the rendering of firefighting services, as required, in a competent, professional manner.
  - Completion of training hours. A minimum of 36 hours of training each year is required by the department, in accordance with the requirements of the Fire and Police Pension Fund.
3. The Fire Chief and City Administrator shall evaluate the volunteer merit award annually. Recommendations will be submitted to City Council for approval in the ensuing year's budget.
4. If the firefighter elects not to receive these awards for their services, they shall be required to sign a waiver and it shall be updated on an annual basis.
5. Volunteer firefighters will be covered under the City's Worker's Compensation coverage for injuries sustained in the line of duty for the City under these guidelines. The City's insurance carrier will make all determinations of compensability of each claim.
6. All volunteer firefighters are eligible to receive a \$25,000 Accidental Death and Disability Policy through the State of Colorado. This Policy covers each volunteer who is on duty while at a fire, traveling to or returning from a fire, at a fire drill, at a parade or at a test or trial of any firefighting Apparatus; or on an emergency call, going to or returning from an emergency call; at a drill, parade, or test or trial of any emergency Apparatus; participating in, or attending as a volunteer member of the Organization (but not as a paid driver or employee) any other regularly approved, supervised activity of the Organization; or riding on Organization Apparatus (including a private passenger automobile furnished by the Organization for the transportation of the Fire Chief or other official of the Organization) while traveling to or returning from a fire drill, a parade, or a test or trial of any firefighting Apparatus.
7. At such time City Council decides to create and budget for a fire pension fund, each *qualified volunteer* will be eligible for this benefit.
8. Volunteer firefighters are not classified as an employee of the City of Victor; therefore, they do not qualify for benefits, salaries or other compensation traditional to regular employees.

EXHIBIT A



***City of Victor***  
**Agreement to Provide Volunteer Firefighting Services**

This agreement entered into the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the City of Victor, hereinafter referred to as "City" and \_\_\_\_\_, hereinafter referred to as "firefighter".

The City desires to establish a roster of volunteer firefighters to assist in protecting the citizens of Victor. The firefighter desires to serve as a volunteer firefighter under the conditions specified in this Agreement.

The City and the firefighter (the parties) agree as follows:

1. Firefighter will respond to calls for firefighting services from the department on a priority basis. For purposes of this Agreement, the phrase priority basis means that a firefighter shall present for duty as instructed unless other employment prevents responding.
2. Firefighter will comply with all training requirements of City as may be amended from time to time.
3. Firefighter will attend at least 50% of personnel meetings of the department on a priority basis.
4. Firefighter will, while serving under the terms of this Agreement, conduct himself in a competent, professional manner and will comply with the rules and operational requirements of the Department as they may be amended from time to time.
5. Firefighter will be entitled to benefits in accordance with the following schedule:
  - The City Council-appointed Fire Chief shall act as the administrative officer of the department and receive a \$600 per month reimbursement for those services. The Fire Chief is not considered an employee and is qualified to receive an annual merit award as a volunteer firefighter in accordance with Section V (2) of the Volunteer Firefighter Policy.
  - Volunteer firefighters may be given an annual merit award to reimburse expenses and honor meritorious service based on the following criteria:
    - Attendance at fire department meetings. At least 50% attendance is required of all scheduled personnel meetings throughout the year. These meetings will be announced and posted in the fire station in designated locations for members to plan accordingly for attendance.
    - The number of responses to fire and other emergency calls and the rendering of firefighting services, as required, in a competent, professional manner.
    - Completion of training hours. A minimum of 36 hours of training each year is required by the department, in accordance with the requirements of the Fire and Police Pension Fund.

- *The Fire Chief and City Administrator shall evaluate the volunteer merit award annually. Recommendations will be submitted to City Council for approval in the ensuing year's budget.*
- *If the firefighter elects not to receive these awards for their services, they shall be required to sign a waiver and it shall be updated on an annual basis.*
- *Volunteer firefighters will be covered under the City's Worker's Compensation coverage for injuries sustained in the line of duty for the City under these guidelines. The City's insurance carrier will make all determinations of compensability of each claim.*
- *All volunteer firefighters are eligible to receive a \$25,000 Accidental Death and Disability Policy through the State of Colorado. This Policy covers each volunteer who is on duty while at a fire, traveling to or returning from a fire, at a fire drill, at a parade or at a test or trial of any firefighting Apparatus; or on an emergency call, going to or returning from an emergency call; at a drill, parade, or test or trial of any emergency Apparatus; participating in, or attending as a volunteer member of the Organization (but not as a paid driver or employee) any other regularly approved, supervised activity of the Organization; or riding on Organization Apparatus (including a private passenger automobile furnished by the Organization for the transportation of the Fire Chief or other official of the Organization) while traveling to or returning from a fire drill, a parade, or a test or trial of any firefighting Apparatus.*
- *At such time City Council decides to create and budget for a fire pension fund, each qualified volunteer will be eligible for this benefit.*
- *Volunteer firefighters are not classified as an employee of the City of Victor; therefore, they do not qualify for benefits, salaries or other compensation traditional to regular employees.*
- *Inclusion on the roster for volunteer firefighters shall be at the sole discretion of the Fire Chief.*
- *Disciplinary action, including demotion and dismissal, may be taken at any time by the Fire Chief or City Administrator.*

*Executed on the day and date above written.*

**ACKNOWLEDGEMENT:**

*I have read, understand and agree to comply with the statements contained within this agreement. I agree that being on the roster shall not give rise to any employment rights, nor shall deletion give rise to any claim of cause of action against the City.*

\_\_\_\_\_  
*Volunteer's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chief's Signature*

\_\_\_\_\_  
*Date*