



York Fire Department Standard Operating Guidelines

**ADMINISTRATIVE GUIDELINE:
1.15 – Requirements for Volunteers**

Rev.: 02/22/2022

Requirements to be a volunteer member are based on the South Carolina State Fire Volunteer Incentive Program criteria. A minimum of 70 points is required to maintain an active volunteer status.

There are 5 areas of evaluation:

1. Training: A maximum of 30 points can be earned in this area. Review the classes and their points on the VIP Worksheet
2. Station Training/Meetings Attendance Percentage: A maximum of 25 points can be earned in this area.
 - a. Each meeting that is attended is recorded on the attendance roster. Each training that is attended is recorded on the training form.
 - b. The number of attended meetings plus the number of attended trainings is divided by the number of events held each year then multiplied by 100 to get a percentage. A maximum of 25 points can be earned in this area.
 - 20 % = 5 points
 - 30 % = 10 points
 - 40 % = 15 points
 - 50 % = 20 points
 - 75 % = 25 points
3. Call Volume – Volunteer Response Attendance: The percentage of required call types that volunteers respond to.
 - a. The following incident types will be used to calculate the attendance percentage:
 - i. 100 series: Fire
 - ii. 300 series: Rescue & EMS Incidents, only those listed below:
 1. 322: MVA with injuries
 2. 323: MVA vs. Pedestrian
 3. 324: MVA with no injuries
 4. 340 – 381: All types of rescues
 - iii. 400 series: Hazardous Conditions
 - iv. 800 series: Severe Weather & Natural Disaster
 - b. The total number of these calls ran per year will be divided by the number of calls ran by each volunteer we be used to obtain a percentage of attendance. A maximum of 40 points can be earned in this area.
 - i. 20 % = 10 points
 - ii. 30 % = 20 points
 - iii. 40 % = 30 points
 - iv. 50 % = 40 points
 - c. The NFIRS code book is available for review from any paid staff member.

4. Service to Department: This is to include staffing the station at any time of day, work around the station, fire ground support, public education events, leading training exercises and equipment maintenance. A maximum of 60 points can be earned in this area.
 - a. 2.5 points will be awarded for every 10 hours of service.
 - b. Each volunteer will be responsible to complete a staffing sheet to record their time and type of service performed. The Lieutenant or higher ranking staff personnel must sign off on the record.
 - c. The volunteer is required to work with the shift to complete any duties as assigned. Any training that is done by the shift personnel is also required of the volunteer (within their scope) while at the station.
5. Bonus Points: Awarded by the Fire Chief only
 - a. 2 points are awarded for every 16 hours of approved training.
 - b. A maximum of 20 points can be given in this category
 - c. The certificate of completion must be signed off on by the Fire Chief and given to the Admin for the points to be awarded.

All points will be tallied quarterly so each volunteer can be aware of their standing. Any volunteer who does not meet the 70 points at the end of the year will be removed from the roster.

The VIP Worksheet is included in Appendix E.