


Use of Board Members as Volunteer Staff Policy	
Nederland Fire Protection District Standard Operating Procedures and Guidelines	
	
Title: Board members as Volunteer Staff	Section/Topic: Personnel
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These SOPs/SOGs are based on FEMA guidelines FA-197	

1.0 Policy Reference

Nederland Fire Personnel Policy Manual, Section 2(M)

2.0 Purpose

This policy provides a modification to the referred Policy Manual section.

3.0 Scope

This policy covers the activities of board members acting in the role of a reserve member in situations other than emergency conditions as defined in the personnel manual. This policy covers activities such as participation in active incidents or training or any other activity where usually the individual would be considered to be a firefighter or EMT within the department.

4.0 Definitions

Reserve member – Member in good standing with appropriate certifications and training attendance who may return to active service as required by the department to provide service.

Board Member – Individual elected to and actively serving on the board of the Nederland Fire Protection District.

5.0 Procedures/Guidelines & Information

As a volunteer department it is imperative that the department makes use of all available resources. It is not unusual for board members to be either active career firefighters or other qualified individuals that may provide service to the department outside of their board activities.

Although the incompatibility of offices doctrine applies the needs of the district should be considered when applying. Like all volunteer agencies recruiting and retaining qualified staff is a well-known problem.

This policy relies on the good judgement of the individual and requires good faith execution by both sides.

In order for a board member to provide an active role on an incident

- The individual will hold relevant, current certifications for the type of incident
- The individual must meet minimum training standards
- The individual holds no rank other than firefighter unless specifically instructed to take another role by the Chief
- The individual must follow the chain of command from the position they are assigned (Firefighter/EMT unless otherwise instructed)
- In the event of any dispute the individual must use the chain of command to report the incident
- In the event of any dispute between the individual and the Fire Chief or officer the individual must cease incident activities and the dispute dealt with after the incident using the normal dispute or discipline procedures
- Should any dispute involving the individual reach a level where the board is required to take action the individual shall recuse themselves from any discussion, investigation or resolution except where the individual is requested to provide relevant information.
- At the discretion of the Fire Chief the individual may provide training within their certification and experience
- The individual, if enrolled in any pension scheme, shall not be eligible for pension credits whilst serving as a board member even where training requirements are met
- The individual may not engage in discussions with any other members present on scene any information that may be used in a board meeting session. Any conversations that appear to include information that is unrelated to the incident itself or an AAR should be ignored by the individual or mentioned a conflict of interest in any subsequent board meetings.
- The individual may not reference in a way that may influence the board any information that is heard or seen at the incident in subsequent board meetings
- This policy may be revoked at any time by a majority board vote where;
 - The Fire Chief requests that it be terminated, no cause required
 - The active membership by a vote among themselves decide by majority that they no longer wish for the policy to be implemented
 - The individual fails to follow the policy in good faith