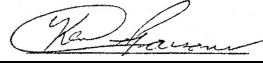




# Thurston County Fire Protection District 8

## DISTRICT POLICY MANUAL

POLICY TITLE:	Dual Fire Department Membership
POLICY NUMBER:	3-10-PO-00
REVISION:	1
DATE ISSUED/REVISED:	1 May 2001
BOARD APPROVAL SIGNATURE:	

Volunteers with the District may, on a case by case basis, have membership in more than one fire department. The Personnel Review Board will review dual membership applications and provide a recommendation to the Fire Chief.

**I. Existing Volunteers:** Any member of the District that wishes to volunteer with another fire department (concurrently) must first obtain permission of the Fire Chief. To do so, they will request a review of the request by the Personnel Review Board by notifying the Assistant Chief for Volunteer Services (AC-VS). The AC-VS will schedule a Personnel Review Board who will consider the request and provide a recommendation to the Fire Chief. The Personnel Review Board will consider:

- a) The current status of the District member (recent participation in training & drills);
- b) Member's commitment to continued District activity (during dual membership); and
- c) Comments & recommendations of the member's supervisor.

If the Fire Chief approves the recommendation, they will submit a letter of approval to the fire chief of the other fire department. The letter shall outline:

- a) Clarification of the member's use of District equipment (PPE, uniform, communications equipment, EMS equipment), if any, for functions at the other fire department;
- b) Clarification of which department shall be responsible for payments of volunteer stipends, reimbursement, retirement & pension funding and training materials costs; and
- c) Expectations of member's continued involvement in District activities (e.g. shift commitments, training commitments, etc.);

**II. New Volunteers (Candidates):** Any new candidate that is currently a member of another fire department may be considered for membership with the District in due course of the review by the Personnel Review Board as identified in *P&P 3-01 "Appointment of Personnel--Emergency Responder"*. The Personnel Review Board may recommend waiving the six-month probationary period if the candidate's credentials & experience would indicate the ability to assume the role of emergency responder in a short term manner.

The candidate must provide a letter of approval of dual membership from the fire chief of the other fire department. This letter shall include:

- a) Clarification of the new candidate's availability to their department's issued PPE, uniform, communications equipment, EMS equipment or other assigned assets;
- b) Clarification of which department shall be responsible for payments of volunteer stipends, reimbursements, retirement & pension funding and training material costs; and
- c) Specific character recommendations of the new candidate including a copy of their last performance evaluation by their supervisor (if any). This document will be reviewed by the

Personnel Review Board and included in the new candidate's application package and subsequent personal file.

The Personnel Review Board shall also consider:

- a) The residency of the new candidate (where they will be located in order to respond to District calls);
- b) When & how often the new candidate will be available to train and respond with the District;
- c) The certifications & skills the new candidate has (e.g. EMT, pumper operations, fire investigation, etc.) as well as the any requirements for orientation and preparation for District service; and
- d) The recommendations and comments of the new candidate's assigned District supervisor.

The Personnel Review Board will forward their recommendation to the Fire Chief, who shall accept or reject the application. If accepted, the new candidate will be given their new District assignment and terms for orientation/preparation/probation as defined by the Personnel Review Board.