

**LAKWOOD FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 500.02	RULE & REGULATION
DATE IMPLEMENTED: NOVEMBER 13, 2018 DATE REVISED: DECEMBER 11, 2018 DATE REVISED: JANUARY 1, 2024	TITLE: CALCULATION OF PARTICIPATION REQUIREMENTS

**PURPOSE:**

This guideline was promulgated to standardize the calculating of the annual participation requirements among all volunteer fire companies.

**SCOPE:**

All members of the Lakewood Volunteer Fire Department

**GENERAL:**

A point system that reflects the range of volunteer services that may be provided to the Board of Fire Commissioners by the Volunteer Fire Companies will be used to calculate participation requirements. Periodically the Board may make minor amendments, modifications, or other adjustments in the point system to accommodate the district's needs. Any change in the point system will only occur upon notice to the Volunteer Membership and will only take effect on January 1 of the subsequent year.

**REPORTING:**

The Fire Company Captain or Highest-Ranking Officer / Team Leader shall submit the completed monthly participation sheet for the members under their command to the Chief assigned to the Volunteer Division, or his/her designee, no later than the 15<sup>th</sup> of the following month. Ex: June's percentage report is due to the Chief no later than July 15<sup>th</sup>. The completed monthly participation sheet will be reviewed by the Chief and submitted to the Board Office by the Chief, no later than the 30<sup>th</sup> of the following month. Ex: June's percentage report is due to the Board Office no later than July 30<sup>th</sup>.

## POINT SCHEDULE

### **TRAINING COURSES:**

One (1) point applied for each verified two (2) hours of instruction /training.

### **DRILLS:**

One (1) point per drill attended. A drill must be scheduled, announced and open to the membership to qualify.

### **MEETINGS:**

One (1) point per Fire Company, Department, or Special meeting attended. A meeting must be scheduled (or announced in the case of a Special Meeting) and open to the entire membership to qualify.

### **FIRE CALLS:**

The following formula will be used to determine point total.

1. Fire percentage multiplied by 0.2 equals total points for the year.

### **ELECTED/APPOINTED POSITIONS:**

Completion of a one (1) year term in an Elected or Appointed Position.

1. Administrative Officers;
2. Line Officers;
3. Other Officers, as defined herein.

### **MISCELLANEOUS ACTIVITIES:**

- A. Other activities and events not otherwise listed, including Administrative Drills, Company/Department Fund Raisers, Parades, Fire Prevention Activities (2 hour minimum) and Funeral Details. Only those events or activities that are open to and announced to all members will qualify.

## **TRAINING REQUIREMENT**

For every two (2) hours of instruction/training attended, the Volunteer Member will receive one (1) point.

Points accumulated for Instruction/Training will be given in the same year as the Instruction/Training occurred and no other year.

If the Instruction/Training class had a pass/fail test, you must receive a passing grade or have acquired a certificate of completion to receive points.

The date on any certificate is the year in which credit will be given.

Training will only be approved that directly relates to the fire department functions.

Training shall include but not be limited to:

- a. Officer training mandated by the Fire Chief;
- b. Special training (Fire Department related);
- c. Group training;
- d. Advanced training; and
- e. Training required by regulatory agencies (e.g., PEOSHA, OSHA, etc.) such as Bloodborne Pathogen and Right-to-Know training.

Not included as training are Fire Company Drills.

Training shall be provided at Local/Regional/National Fire Academies, Training Centers, Approved Training Vendors, or in-house, by qualified persons.

### **DEFINITIONS:**

#### **"Qualified Person"**

A person who by possession of a recognized degree, certificate, professional standing, or skill, and who by knowledge, training, and experience, has demonstrated the ability to deal with problems associated with the subject matter, the work, or the project. This person shall be approved by or acceptable to the authority having jurisdiction.

## **DRILL REQUIREMENT**

The actual practice of Fire Department Operations or other specialized units such as Technical Rescue, Vehicle Extrication, Support Services, etc.

Members who engage in emergency operations shall be trained to commensurate with their duties and responsibilities. Training shall be as frequent as necessary to ensure that members can perform their assigned duties in a safe and competent manner.

One (1) point will be acquired for every Drill attended.

**Any person who does not have at least eight (8) points acquired for Drills for a given year will be deemed to have NOT MET the minimum requirements, regardless of point total.**

Drills must be scheduled, announced and open to the membership to qualify.

The Volunteer Member must be in attendance for the total duration of the Drill, or until release by the commanding officer, and faithfully performing the required task(s) at hand to receive credit.

The Volunteer Member must be ready, willing, and able to perform.

Drills start at the stated time and are not complete until the apparatus is put back together and ready for emergency service.

### **DEFINITIONS:**

#### **"Drill"**

The process of continued repetition of a fire department or related exercise; to instill ideas, facts, procedures, etc. by repeated exercises.

## **MEETINGS REQUIREMENT**

Attendance at regular Fire Company Meetings, Department Meetings, Line Officer Meetings, and Special Meetings.

One (1) point will be acquired for every meeting attended up to a maximum of twelve (12) points for the year.

Meetings must be regularly scheduled company meetings, department meetings or announced special meetings and must be open to the membership or officers to qualify.

The Volunteer Member must be in attendance for the total duration of the meeting.

Meetings start at a stated time and will commence with the call to order and not be concluded until adjournment.

## FIRE CALLS REQUIREMENT

Fire Percentage submitted may contain extra credits (officer credit, duty crew credit, other types of extra credit or make-up credit as determined by the captain/highest ranking officer/team leader) *in reasonable and rational amounts in relation to the Volunteer Member's actual performance and attendance* at Fire Calls or Emergency Service Operations. Actual attendance shall be the **primary** component of Fire Percentage and earned extra credits shall be a **secondary** component of Fire Percentage.

The following formula will be used to determine the yearly point total:

Fire Percentage multiplied by 0.2 equals total points for the year.

### EXAMPLE

47% Fire Percentage  
 $47 \times 0.2 = 9.4$  POINTS, rounded to 9 POINTS

Fire Chiefs will be calculated at a percentage of 100 calls per year.

Rounding to the nearest whole number will follow the standard of half or more up, less than half down.

Fire Calls will be based on the calendar year, from January 1 through December 31, of any given year.

The maximum points that may be acquired for Fire Calls is twenty (20) points (100%).

**Any person who does not have at least six (6) points acquired for Fire Calls for a given year will be deemed to have NOT MET the minimum requirements, regardless of point total.**

The Volunteer Member must be in physical attendance, and faithfully performing volunteer emergency services (or authorized extra credit) to receive credit.

The Volunteer Member must be ready, willing, and able to perform volunteer emergency services.

## **ELECTED/APPOINTED POSITIONS REQUIREMENT**

One (1) point will be acquired for the year in any of the following positions with a two (2) point maximum.

Credit will be granted at the completion of a one (1) year term in that capacity for the year the point is applied.

### **ADMINISTRATIVE OFFICERS:**

(Must be an Active Volunteer Member to receive points)

1. President;
2. Vice President;
3. Secretary;
4. Treasurer;
5. Trustees;
6. Relief Association Representative.

### **LINE OFFICERS:**

1. Chief;
2. Captain;
3. Lieutenant;
4. Team Leader.

## **MISCELLANEOUS ACTIVITIES REQUIREMENT**

Other Fire Company Activities not otherwise listed. Examples include:

- Administrative Drills
- Company/Department Fund Raisers
- Parade Duty
- Fire Prevention Duty (2 hour minimum)
- Funeral Duty
- Chiefs Election

One (1) point will be acquired for participation in a Miscellaneous Activity up to a maximum of ten (10) points for the year.

Activity must be open to and announced to all members to qualify.

The Volunteer Member must be in physical attendance, and faithfully performing the required task(s) at hand to receive credit.

## SPECIAL SITUATIONS

### **PERSONAL LEAVE OF ABSENCE:**

No points will be awarded during the members leave.

### **MEDICAL LEAVE OF ABSENCE:**

No points will be awarded during the members leave. However, the annual minimum points requirement will be recalculated on a prorated schedule on a full month basis.

### **FEDERAL FAMILY AND MEDICAL LEAVE ACT:**

No points will be awarded during the members leave. However, the annual minimum points requirement will be recalculated on a prorated schedule on a full month basis.

### **STATE FAMILY LEAVE ACT:**

No points will be awarded during the members leave. However, the annual minimum points requirement will be recalculated on a prorated schedule on a full month basis.

### **EXTENDED MILITARY LEAVE OF ABSENCE:**

Any member called to Military Duty will receive full credit for all activities during the time they are under Military Orders. A copy of the orders, with a written request for credit, shall be presented to the Fire Company Captain or highest-ranking officer prior to the end of each month the member is seeking credit.

### **BEREAVEMENT TIME:**

In the event that a Volunteer Member misses any activity listed on the Point Schedule due to a death in the immediate family, they shall notify their company officer/team leader prior to the end of the month in which the leave was taken.

A Volunteer Member will be allowed a maximum of seven (7) days for which they will receive points for activities missed for the following:

Death of a father, mother, spouse, child, stepchild, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, or sister-in-law.

**EMERGENCY SERVICE INJURY**  
(Fire Department/Fire District Related Injury)

An injury from Fire Service shall be handled as follows:

No Volunteer Member will ever be penalized for an injury while in the performance of duties.

Immediately following any incident, the Volunteer Member is required to report this injury to the Fire District Administrator.

Should immediate attention be warranted, the Volunteer Member will be seen by the Hospital Emergency Room.

Should the Emergency Room Doctor give the Volunteer Member a Prescription/Disability Certificate (No Work) due to the injury, he/she shall receive full credit for activities during the absence or injury.

Should an injury from the Fire Department turn into a Workers' Compensation claim against the Board of Fire Commissioners of Fire District No. 1 in the Township of Lakewood at a later date, the Volunteer Member will be given credit for activities during the absence or injury, back to the date of the injury.

In both cases above they will terminate upon the Volunteer Member being released to return to full active duty at the Fire Department.