

PURPOSE

The purpose of these policies and procedures is to provide guidelines in order to establish and maintain a citizen volunteer component of the Sisters-Camp Sherman Fire District, and to provide a scope of duties and limitations for the Fire Corps program.

DISCUSSION

Fire Corps members are not intended as substitutes for fire and emergency service personnel. Members will be utilized to support department functions, and will receive training appropriate to the duties that they may be called upon to perform.

RESPONSIBILITIES

It is the policy of the Sisters-Camp Sherman Fire District to assign Fire Corps members to duties as may be determined appropriate and necessary. The members will be utilized to assist emergency management and other related community service functions in non-operational roles as needed and determined by the Fire Chief or his/her designee. Fire Corps members must also comply with applicable District policies and procedures.

FIRE DISTRICT ROLES

1. The Fire Corps program will be under the administrative supervision of the District's Community Risk and Fire Safety Manager who will coordinate and/or maintain all aspects of the Fire Corps program.
2. The Community Risk and Fire Safety Manager may appoint individuals to the position of Fire Corps Chairperson(s) when deemed necessary.
3. Fire Corps members will not be compensated for any time worked under this program, but will be reimbursed for pre-approved expenses.
4. All members of the department are encouraged to actively participate in the recruitment and training of qualified Fire Corps members.
5. The department will make Fire Corps applications available to the public.
6. Applications shall be forwarded to the Community Risk and Fire Safety Manager, Fire Corps Program Chairperson(s) and the Administrative Assistant.
 - a. The Community Risk and Fire Safety Manager will ensure applications are acknowledged within fifteen working days.

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- b. Applications should not be rejected because of an omission or error that can be corrected.
 7. The Community Risk and Fire Safety Manager and/or Fire Corps Program Chairperson(s) shall:
 - a. Review applications;
 - b. Request the Administrative Assistant to conduct drug screen, background, criminal history, and driver's license checks; and
 - c. Ensure that the admission or rejection of applicants is based on careful, sound, and rational judgment.
 8. The District will provide all Fire Corps members with the necessary training and the materials in which they will need to perform Fire Corps functions.

QUALIFICATIONS

1. Fire Corps applicants must be 18 years of age or older.
2. Fire Corps applicants must have on file a completed, processed and approved application with a valid state driver's license or other approved form of identification.
3. Fire Corps applicants must have the mental and physical capacities to perform the functional requirements of assigned duties as determined by the Fire Chief or his/her designee.
4. Applicants must successfully pass a background check and drug screen when required.

FIRE CORP MEMBER ROLES

1. Fire Corp members must comply with the District's Drug and Alcohol policy while performing duties for the District.
2. Fire Corps members represent the District while acting in the capacity of a volunteer in the Fire Corps program. As representatives, Fire Corps members must conduct themselves in such manner as to demonstrate the highest standards of professionalism so as to earn the public trust.

3. Fire Corps members will be polite and courteous to the general public, members of the District, and other agency personnel at all times.
4. If a uniform and department-issued identification card has been provided to Fire Corps members, Fire Corps members should be in uniform and plainly display their department-issued identification card while on duty. When acting as Fire Corps member, identification should be displayed while volunteers are representing the District.
5. At no time will a Fire Corps member display their District issued identification card to secure special privileges or personal gain. It shall not be used for general identification purposes such as check cashing or to gain favorable treatment or gratuities. Violation of this directive may result in immediate release from the Fire Corps program.
6. Fire Corps members' assignments within the department may provide them access to confidential or sensitive information. Any information gained in this manner shall not be divulged.
7. If a Fire Corps member cannot fulfill a scheduled assignment, the member will notify the team leader or the program Chair(s) as early as possible.
8. All Fire Corps members should participate, on a regular basis, in meetings or training exercises. Failure to be accountable and to maintain acceptable attendance may result in release from the Fire Corps program.

FIRE CORPS PROGRAM ASSIGNMENTS

1. The Community Risk and Fire Safety Manager or Program Chair(s) will coordinate the allocation and assignment of Fire Corps members. Assignments may include but are not limited to:
 - a. Administrative functions:
 - i. Clerical
 - ii. Data entry
 - iii. Office work
 - iv. Other duties as needed
 - b. Life Safety Education:
 - i. CPR training
 1. Community
 2. Business
 3. Agency
 4. Schools
 - ii. First Aid
 - c. Blood Pressure Assessment

- i. Business
 - ii. Community
 - d. Address Signs
 - i. Residential
 - ii. Business
 - e. Rehabilitation
 - i. Water, ice, refreshments, food distribution at emergency scenes
 - ii. Public and fire/EMS department assistance
 - iii. Sandbags
 - f. Community Risk
 - i. Smoke alarm program
 - ii. Fire prevention/safety education
 - iii. Home fire safety consultations
 - g. Fire Hydrant
 - i. Testing
 - ii. Maintenance
 - h. Performing duties in other support functions will be based on training, skills and other interests of the individual member and determined by the Sisters-Camp Sherman Fire District.
- 2. Fire Corps members will be assigned to positions that augment the department's ability to provide services.
- 3. Fire Corps members may also receive training in traffic control and fire code enforcement as part of their ongoing training.
- 4. Considerations when creating assignments for Fire Corps members include:
 - a. Citizen Advocates who want to be involved in worthwhile and challenging assignments.
 - b. Ensure that the assignment will use the individual's skills and abilities.
 - c. Evaluate whether the assignment will require learning new skills.
 - d. Ensure the annual budget is available to fund the assignment or program.
 - e. The program can be maintained for the length of time needed to execute the assignment.
- 5. Fire Corps members are expected to assist when called upon.
- 6. A Fire Corps member may be assigned to assist in performing duties in other support functions, including those outside of the Sisters-Camp Sherman Fire District, based on his/her skills, interests, and specific training.
- 7. Fire Corps volunteers will be covered by the District's Worker's Compensation Insurance.