



Volunteer Member Program

Millions of children dream of becoming a firefighter when they grow up. However, not as many actually do. If you still have dreams of fighting fires and protecting your community, becoming a Volunteer Firefighter with the Cortez Fire Protection District might be the right path for you.



THIS PAGE INTENTIONALLY LEFT BLANK

Table of Contents

Volunteer Purpose.....	4
Goals	4
Typical Duties of a Volunteer.....	4
Qualifications	5
Membership Requirements (Based on the FIRE/EMS Volunteer).....	5
Station Assignments.....	5
Shift Assignments	5
Volunteer Classifications:.....	6
Fire/EMS Member:	6
Junior Member:.....	6
Administrative Member:	6
Tasks:	7
Training:.....	7
Community Outreach Programs:	7
Ride Time:	8
Reimbursement	8
Certified Volunteer	8
Activity	8
Non-Certified Volunteer	8
Activity	8
Quarterly Stipend Incentive Pay	9
Quarterly Stipend Incentive Eligibility.....	9
Compensation	9
Benefits	9
Volunteer Pension.....	10
Employee Assistance Program	10
Insurance Coverage.....	10
Volunteer Coordinator	10
Selection Process	10
Probation.....	10
Uniforms	11
Dismissal.....	11

THIS PAGE INTENTIONALLY LEFT BLANK

Volunteer Purpose

Becoming a volunteer firefighter requires extensive training, hard work and dedication to the community. Smaller communities, towns and cities rely on volunteer firefighters to respond quickly to emergencies, to perform firefighting duties and to provide assistance and support to career firefighters. And although volunteer firefighters receive little to no monetary compensation for their efforts, the chance to aid and serve the community is an extremely rewarding experience.

Volunteer Firefighters respond to a variety of emergency calls within the community. Therefore it is imperative that every volunteer receive the appropriate training designed to protect the lives of the people they encounter on emergency scenes, their fellow members and their own.

Volunteer members are vital to the success of the Cortez Fire Protection District. Through dedicated response, volunteer members are integrated into the organization for the purpose of protecting life and property to the community. This is accomplished through fire and life safety education/prevention programs and emergency scene mitigation with professionally trained personnel.

Goals

The goal of the Volunteer Firefighter Program is to offer a reasonably safe work environment for the volunteer member through training and structured oversight. To allow members of the community to provide quality cost effective emergency services to their fellow community members, to continue to move in a positive direction providing the best possible service to the community, to support the Mission, Goals and Objectives of the Cortez Fire Protection District.

It is the goal of the Cortez Fire Protection District to meet the need of the community through the combined use of paid and volunteer members.

Typical Duties of a Volunteer

Although the Volunteer member does not live and work in the fire station like paid members, they are expected to carry out the same kind of emergency response duties and non-emergency response tasks. The emergency response duties can be challenging both physically and mentally. All emergency members shall be expected to extinguish and prevent fires and/or provide emergency medical services to patients in need. Additional duties include but are not limited to; rescue of victims of vehicle accidents, building collapse, carrying and deployment of fire hose up and down stairs or ladders, forcible entry, fire response in the wildland area, and response to hazardous materials incidents. All of these tasks will be performed while wearing the appropriate personal protective clothing which in some cases can be heavy and bulky while in dangerous, smoky and either hot or cold environments.

Not all time will be spent under highly dangerous situations. Non-emergency tasks include performing or assisting in routine tasks in and around the fire stations. Tasks such as maintaining the stations and grounds, minor preventative and/or corrective vehicle maintenance and public education events are conducted on a regular basis.

Qualifications

Any resident of the community may apply to the volunteer member program. This does not mean every applicant will be accepted. To be accepted the applicants must complete and pass a minimum qualification exam that will include a written and physical performance exam (dependent upon classification of Volunteer), oral interview and background check. Applicants must be a minimum of eighteen (18) years of age, unless applying for Junior Member Program, and capable of performing rigorous physical tasks. Once accepted all members must become CPR/First Aid certified (if not already) and maintain their certification.

All applicants must meet the following:

- Reside within 15 minutes of a Cortez Fire District Station
- Possess a High School Diploma or GED
- Possess a valid Colorado Driver's License
- Pass a background check
 - No criminal convictions
 - No DMV limitations
- Pass Drug/Alcohol screening
 - The Cortez Fire Protection District receives Federal Funding and therefore adheres to Federal Drug and Alcohol guidelines

The following are additional certifications required for Fire/EMS Volunteers:

- Emergency Medical Responder
- EMT-B (preferred)
- Firefighter I (not required for EMS Volunteers)
- S130/S190 Basic Wildland Firefighter

Membership Requirements (Based on the FIRE/EMS Volunteer)

- Attend a minimum of 18 hours of bi-annual department training (36 hours minimum annually)
- Attend a minimum of 2 Membership meetings annually (held quarterly)
- Respond to a minimum of 20% of **ALL B-Tone** emergencies (estimated 50 calls per year)
- Complete 24 hours of in house ride time monthly between 0800hrs – 2200hrs (288 hours annually)
- Maintain all minimum Certifications

Station Assignments

Based on agency need and/or a member's place of residence, volunteer members may be assigned to a specific station and will be expected to respond to and from their assigned station in the event of an emergency.

Shift Assignments

All new Volunteers will be assigned to a primary shift. This will allow the member to focus when their efforts toward developing their skills while building a team atmosphere. The shift assignment will allow the member to have consistency in training and emergency scene

operation. This by no means is intended to limit the Volunteer to respond and/or ride only with their assigned shift. In fact the Volunteer is encouraged to spend time responding and riding with other shifts.

The Cortez Fire Protection District operates on a three platoon system consisting of a 48/96 schedule. This means shifts will be on duty for 48 hours then have 96 hours off. The Volunteer member assigned to the shift should make reasonable efforts to be available when their assigned shift is on duty. The Volunteer member is by no means expected to respond to every call or be available the entire 48 hours. This shift assignment is intended to allow the member to schedule their time in order to meet their requirements.

Volunteer Classifications:

The following is a brief description of the different types of Volunteers utilized by the Cortez Fire Protection District.

Fire/EMS Member:

Individuals in this classification are subject to Immediate Danger or Life Hazards (IDLH) atmospheres such as those found on fire and medical scenes. Individuals in this classification are expected to perform at the appropriate level for the classification to include but not limited to those duties as career and/or reserve staff. Fire/EMS Volunteers may choose to be both a firefighter and EMS provider or serve as only a firefighter or EMT. These members must be at least 18 years of age and be dedicated to the necessary training to be firefighters and/or EMT's. Personnel must meet minimum participation standards each year.

The EMS only Volunteer will not be expected to fight fires, but will be expected to respond to fire scenes and aid in the rehabilitation process for those combating the fire. Additionally EMS Volunteers will be expected to staff booths and/or units at community events. EMS Volunteers will be expected to obtain their EMT certification within 1 year of appointment and to maintain that certification during their membership.

Junior Member:

Junior members are those individuals that are between 15 and 18 years of age and have provided notarized parental approval. Members in this classification may attend firefighter and/or EMS training and participate in *EXTERIOR* firefighting activities, but are prohibited from participating in any interior or other IDLH (Immediate Death or Life Hazards) duties. Junior members *must* maintain good grades in school (3.0) in order to participate in fire department activities.

Junior members must meet the same participation and training requirements as Fire/EMS members and are therefore eligible for the same reimbursements, but are not eligible for the pension benefit until they reach age 18.

Administrative Member:

Members within this classification are those that do not wish to fight fires or respond to medical based emergencies, but can still contribute needed skills and services that will benefit both the community and the organization. Administrative members will be required to maintain a minimum of participation standards each year and will be utilized in one or more of the following areas:

- Data entry
- Mapping
- Fundraising
- Public Education/Fire Prevention
- Building and/or grounds maintenance

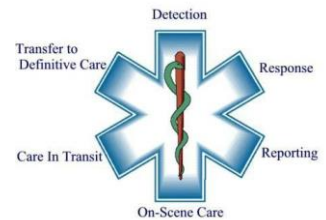
Administrative members will be subject to a complete background check just as any other active member of the organization.

Administrative members are not eligible for the State Volunteer Firefighter Pension and are non-compensated members.

Tasks:

The Fire/EMS Volunteer will assist and support the career and reserve staff while either on an emergency scene or back at the station by performing the following tasks:

- Exterior firefighting (as outlined)
- Interior firefighting (if Firefighter I & II certified)
- Wildland firefighting (if S130/S190 certified)
- SCBA cylinder replacement/refilling
- Hose pulling and placement
- Setting up Lighting
- Setting up Ladders
- Equipment gathering
- Pumping of fire apparatus (as outlined)
- Mop-Up activities (as outlined)
- Restocking of units
- Driving (as outlined)
- Emergency Scene Rehab
- Patient care
- Community Outreach Programs
- Station and grounds maintenance
- Other duties as appropriate



Training:

To remain affiliated with the Cortez Fire Protection District Volunteer Program each member must complete a minimum of thirty-six (36) hours of training each year. A minimum of twenty-six (26) hours must be completed with the Cortez Fire Protection District. To accomplish this, the member can either attend scheduled volunteer training, reserve training or career training sessions (if applicable to the field of fire science or EMS). The member may also attend recognized outside training sessions, such as; CFFA, CSEC, Colorado Wildfire Academy, etc.

Community Outreach Programs:

The Community Outreach Programs will be organized and conducted under the direction of the Volunteer Firefighter Program. These programs originated through the volunteers and will remain the focus of the Volunteer Program. It will be the responsibility of all volunteers to strive to make these projects a success. A minimum of eight (8) hours of Public Education/Prevention participation is requested on an annual basis. These programs include but are not limited to:

- Smoke Detector Program

- Annual Food Drive
- Blood Drives
- Fire Prevention Activities

These programs will be supported by all members of the Department to include reserves, career and volunteer personnel under the direction of the Administration.

Ride Time:

Fire/EMS Volunteers will complete a minimum of twenty-four (24) hours of ride time on a monthly basis. Volunteers will have the option of when they want to sign up for ride time. Volunteers will be allowed to set their own time frame on each shift with a minimum of four (4) hours per shift.

Reimbursement

Reimbursements are paid out quarterly and based on the member’s participation. The reimbursement is provided to the volunteer member not as a means of compensation but rather to offset the; the cost of fuel, wear and tear on any personal items used, the cost of childcare, etc.

Certified Volunteer

These are members that have obtained and maintain their certification for Firefighter I, Hazardous Materials Operations, and Emergency Medical Responder as a minimum. NOTE: EMS Volunteers members will receive the same reimbursement as Fire Volunteers.

Activity

<i>Emergency Response (1 -3 hours)</i>	<i>\$15⁰⁰</i>
<i>Emergency Response (more than 3 hours less than 8 hours)</i>	<i>\$35⁰⁰</i>
<i>Emergency Response (more than 8 hours)</i>	<i>\$70⁰⁰</i>
<i>Scheduled Monthly Training</i>	<i>\$15⁰⁰</i>
<i>Special Activities¹ approved by the Fire Chief¹</i>	<i>\$10⁵⁰/hour</i>
<i>Instructing Public Education classes (CPR/First-Aid, etc.)</i>	<i>\$15⁰⁰/hour</i>
<i>Special Training Activities² (outside scheduled monthly training) up to 4 hours²</i>	<i>\$25⁰⁰</i>
<i>Special Training Activities² (outside scheduled monthly training) up to 8 hours</i>	<i>\$50⁰⁰</i>
<ul style="list-style-type: none"> • <i>Wildland Fire response will be paid at the current CRFF Agreement Rate for qualification</i> 	

Non-Certified Volunteer

These are members of the organization that have not received their Firefighter I, Hazardous Materials Operations and Emergency Medical Responder.

Activity

<i>Emergency Response (1 -3 hours)</i>	<i>\$10⁰⁰</i>
<i>Emergency Response (more than 3 hours less than 8 hours)</i>	<i>\$25⁰⁰</i>
<i>Emergency Response (more than 8 hours)</i>	<i>\$60⁰⁰</i>
<i>Scheduled Monthly Training</i>	<i>\$15⁰⁰</i>
<i>Special Activities¹ approved by the Fire Chief</i>	<i>\$10⁵⁰/hour</i>
<i>Special Training Activities (outside scheduled monthly training²) up to 4 hours</i>	<i>\$20⁰⁰</i>
<i>Special Training Activities (outside scheduled monthly training²) up to 8 hours</i>	<i>\$40⁰⁰</i>

¹ Includes activities such as; public education events, special standby assignments, etc.

² These trainings must have written approval and directly benefit the district.

Quarterly Stipend Incentive Pay

The purpose of the Quarterly Stipend Incentive pay is for the Recruitment and Retention of Volunteer members. Therefore based on qualifications obtained/maintained and longevity of the member additional financial compensation is provided.

Quarterly Stipend Incentive Eligibility

For members to be eligible for the quarterly stipend incentive, during the preceding quarter, the Volunteer member must have met all membership requirements. Stipends are not increased for those members that ride more than the required minimum.

To be eligible for the quarterly stipend the volunteer must complete a minimum of twenty-four (24) hours per month of documented in-house ride time and four (4) hours per month of in-house training. If a volunteer is unable to meet these requirements they will not be eligible for the incentive compensation. This does not affect the volunteers per call/activity pay.

Certification Level	Amount
Colorado Firefighter I with EMR & S130/S190	\$50 ⁰⁰
Colorado or NREMT EMT	Add \$10 ⁰⁰
Colorado Firefighter II	Add \$10 ⁰⁰
Colorado EMT-Intermediate	Add \$10 ⁰⁰
Colorado or NREMT Paramedic	Add \$10 ⁰⁰
Colorado Hazardous Materials Technician	Add \$10 ⁰⁰
Maximum Quarterly Stipend	\$100⁰⁰

Years of Service	Amount
0-1 Years	\$ 0 ⁰⁰
1-3 Years	\$ 10 ⁰⁰
3-5 Years	\$ 20 ⁰⁰
5-10 Years	\$ 35 ⁰⁰
10-15 Years	\$ 50 ⁰⁰
15-20 Years	\$ 75 ⁰⁰
Over 20 Years	\$100 ⁰⁰

The maximum quarterly stipend that would be paid per volunteer member would be \$200.00.

Compensation

Compensation can be provided to volunteer members provided it is not for the same duties they are performing as a Volunteer Fire/EMS provider. Due to special needs of the organization and the community volunteer members that teach classes such as CPR will be compensated at an hourly rate and paid separately from their Volunteer Reimbursement. Additionally volunteer members may be compensated for additional services and/or assistance provided outside of emergency response.

Benefits

As a Volunteer member you will be eligible for the following benefits provided you remain in good standing with the organization and continue to meet the minimum requirements on an annual basis.

Volunteer Pension

In accordance with Colorado State Statutes the Cortez Fire Protection District participates in a Volunteer Pension program. This is intended solely for those members that are Fire Volunteers. Cortez Fire Protection District offers both a ten (10) year and twenty (20) year retirement. To be eligible you must continue to meet the minimum requirements on an annual basis. Once a member reaches either ten or twenty years of service *and* age fifty they are eligible to collect a monthly pension

Employee Assistance Program

The Employee Assistance Program (EAP) is for all members of the Cortez Fire Protection District regardless of title or classification and provides each member and in some cases the member's family a variety of benefits to include but not limited to:

- Family counseling
- Drug and alcohol counseling
- Financial counseling

Insurance Coverage

As a member of the Cortez Fire Protection District we realize that there is an inherent danger in the services we provide. We have taken steps to help provide for the member in the event of an injury and or death during any activity associated with Fire District business above and beyond what Workman's Compensation would cover.

Volunteer Coordinator

Volunteer members may be assigned to a Volunteer Coordinator for tracking of performance and meeting their requirements. The Volunteer Coordinator is a typically a front line supervisor position that will serve as a liaison between the Volunteers and the Administration, but the Volunteer should feel free to communicate any concerns they have with any Chief Officer.

Selection Process

The selection process begins with a formal application to the Cortez Fire Protection District. After receiving a sufficient number of applications all candidates will be required to attend an orientation process. This is followed by a structured testing process consisting of three phases which must be passed consecutively:

- A written examination.
- A physical ability test
- A oral interview

Probation

All new members will be placed on probation for a period of no less than twelve (12) months. During this time the probationary member will be issued a probationary manual and be evaluated on a quarterly basis on their progress and proficiency. Prior to being released from probation, the member will be given both a written and practical probationary exam. The written exam will cover items they have learned in a classroom or other training session concerning the various aspects of the Fire Service. The practical will be a simulation of an emergency scene in which

the probationary member will be assigned a variety of tasks to perform as they would on a real emergency scene. There will be a minimum of ten (10) skills evaluated by your peers.

Uniforms

The Volunteer will receive at a minimum two (2) charcoal gray CADET tee-shirt with Cortez Fire Protection District identification (Junior Members will receive Forest Green tee-shirts). Probationary members will be required to wear this shirt during trainings, public education events and ride time. Upon successful completion of the probationary period the Volunteer will receive their Fire District uniforms consisting of:

- Two (2) Navy Blue Tee-shirts
- One (1) Navy Polo
- 2 Navy Duty/EMS pants
- 1 pair duty boots
- 1 duty belt
- 1 Class B Uniform shirt*
- 1 District Badge*
 - (*Both the Class B uniform shirt and District Badge will be issued at either a Member Meeting or Annual Banquet upon completion of probationary period)
- 1 District winter coat

Dismissal

Any member of the organization may be dismissed from service by the Fire Chief at any time for a variety of reasons such as; failure to meet annual minimum requirements, conduct unbecoming a firefighter, dishonesty, theft. causing unnecessary conflict within the organization, etc.