

# **GLASSY MOUNTAIN FIRE DEPARTMENT**

## **STANDARD OPERATING PROCEDURE**

TITLE  
**GENERAL**

SUBJECT  
**VOLUNTEER RECRUITMENT and  
RETENTION**

POLICY #  
**105**

### **PURPOSE**

To establish guidelines pertaining to bonus compensation for members of the GMFD who recruit and retain additional volunteers.

### **RESPONSIBILITY**

It shall be the responsibility of all fire department personnel to be familiar with this policy.

### **BACKGROUND**

The GMFSA Board of Commissioners and Fire Chief developed a program to attract and retain additional volunteers.

The GMFSA Board of Commissioners budget a category for this program and provide full authority and discretion to the Fire Chief or his designee to utilize the budgeted funds to attract and retain volunteers.

The total number of volunteer firefighters necessary for efficient operations is 45 persons, 15 per shift/battalion. The number of non-firefighting volunteer personnel (Support) ideally is a minimum of 9 persons but can be more as the need arises and volunteers are available. The ideal number of Cadet volunteers is 10.

The total remuneration available to both the department recruiter and the individual recruited is \$750.00 (\$375.00 each).

### **POLICY**

- A.** The Fire Chief has the authority to amend or terminate this program based on the total number of volunteers in the department or needed in the department to fill the goal of 45 volunteer firefighters, 9 support personnel, and 10 cadets.
- B.** Eligibility in this program is based on the member achieving the following milestones:
  - 1.** Members that successfully complete the following will be eligible for a \$25.00 stipend:
    - a. Interview
    - b. Background check
    - c. Attendance of at least 3 monthly meeting/trainings in the first 4 months after acceptance.

- d. Completion of the following online courses
  - i. Incident Command System - IS 100, IS 200, IS 700, and IS 800
  - ii. 1205 - Personally Operated Vehicle (POV) Emergency Awareness
2. Members that successfully complete Emergency Medical Responder and Healthcare Provider CPR training with at least 6 months of service will be eligible for a \$50.00 stipend.
3. Members that obtain medical clearance, with at least 6 months of service and completion of the following will be eligible for a \$150.00 stipend:
  - a. 1152 – Fundamentals of Firefighting
  - b. 2727 – Hazardous Materials Awareness
  - c. 1428 or 2728 – Hazardous Materials Operations
  - d. 1153 – Firefighter 1
  - e. At least 6 months of service and 50% attendance of monthly meeting/trainings.
4. Members that complete a minimum of 12 months of service and completion of the following will be eligible for a \$100.00 stipend:
  - a. 3330 – Basic Auto Extrication
  - b. 1154 – Firefighter 2
5. Members that have met the requirements in numbers 1 and 2 and complete the following will be eligible for a \$25.00 stipend:
  - a. 1210 – Emergency Vehicle Driver Training (or approved equivalent)
  - b. Clearance to drive small apparatus (Rescue, Brush, or Support vehicles)
6. Members that have met the requirements in numbers 1, 2 and 5 and complete the following will be eligible for a \$25.00 stipend:
  - a. 1220 – Pump Operations
  - b. Clearance to drive large apparatus (Tenders and Engines)
- C. Station Standby – New members will be required to provide station standby coverage at either Headquarters or Beaver Dam of at least 12 hours per month or equivalent to equal a minimum of 72 hours every 6 months to remain eligible for reimbursement.
- D. Payment of the above stipends will be issued in June and December of each year based upon the individuals's participation the preceding 6 months (December-May and June-November).
- E. Career personnel are limited to a maximum of \$3,000.00 annually in recruitment and retention bonuses.
- F. Each individual will be responsible for any taxes owed on bonuses received as part of this program.

- G.** Members who resign or are otherwise separated from the department, or fail to meet the requirements of the program forfeit their bonuses.
- H.** Candidates and the recruiter are eligible only once for the Recruitment and Retention incentive. (I.e. if a member leaves the department and returns, there is no second payment for recruitment or retention of that member.)

## **REFERENCES**

Bill Eckman, Consultant Report  
South Carolina Budget and Control Board guidance