

**NEW MANCHESTER VOLUNTEER FIRE DEPARTMENT
STATION POLICIES AND PROCEDURES**

2.0 MEMBERSHIP PARTICIPATION

2.1 PURPOSE

- 2.1.1 This policy shall be supplemental to requirements set forth in West Virginia State Fire Commission Administrative Policy Title 87, Series 8, Section 4.02.
- 2.1.2 No part of this policy shall be less restrictive than those set forth in Title 87, Series 8.
- 2.1.3 This policy further defines Active, Inactive, Honorary, and Support (Associate) members as defined in Title 87, Series 8.

2.2 MEMBERSHIP TYPES - DEFINED

- 2.2.1 **ACTIVE MEMBERS** – Firefighters, including junior firefighters. To remain active, a member must participate in twenty-five percent (25%) of department activities during any given twelve (12) month period.
- 2.2.2 **INACTIVE MEMBERS** – Previously-active members who have not met the minimum participation standards as outlined herein. Inactive members are further defined in 2.5.2.
- 2.2.3 **LIFE MEMBERS** – Members who have met requirements set for in Article V, Section 9 of Department Bylaws and have been granted life membership as required therein. Life members may remain active or retire.
- 2.2.4 **HONORARY MEMBERS** – Members who, in accordance with Article V, Section 9 of Department Bylaws, are not active members, and are therefore not required to meet any minimum participation standards as may be outlined herein.
- 2.2.5 **ASSOCIATE MEMBERS** – Non-firefighting members. These members assist with fundraising and other non-firefighting, non-emergency, non-incident activities and meet guidelines set for in Article V, Section 16 of Department Bylaws. Minimum participation standards for Associate Members are defined in 2.7.

2.3 DEPARTMENT ACTIVITIES

- 2.3.1 The following activities shall be considered when evaluating a member's participation level:
 - a) Emergency calls / non-emergency calls for service
 - b) Monthly and special meetings
 - c) Monthly and scheduled departmental training drills
 - d) Department fundraisers
 - e) Scheduled work details

2.4 MEMBERSHIP REVIEW

- 2.4.1 Member participation shall be reviewed biannually at the regular monthly meetings in April and October of each year.
- 2.4.2 Members whose participation level is below twenty-five percent (25%) but at least ten percent (10%) shall be placed on a Probationary Improvement Period (PIP) and shall be considered Inactive as defined in 2.5.2.
- 2.4.3 Members whose participation level is below ten percent (10%) shall be automatically terminated and notice of termination shall be given in writing. Terminated member shall have the right to appeal his termination to the Trustees in writing. Such appeal must be received by the Trustees within thirty (30) days of receipt of written notice of termination.

2.5 PROBATIONARY IMPROVEMENT PERIOD – PIP

- 2.5.1 The PIP shall last for a period of six (6) months.
 - 2.5.1.1 A review of the member's status shall be conducted at three (3) months into the PIP, and if, at that review, the member's participation is at or above 25%, the membership may vote to waive the remaining 3 months of the PIP. If the member's participation is still below 25%, the member shall remain on PIP for the remainder of the original 6 month period.
 - 2.5.1.2 If the member's participation is at or above 25% at the end of the six (6) month PIP, the member shall be returned to active status at that month's regular meeting.

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- 2.5.1.3 If, at the end of the six (6) month PIP, the member's participation is still below 25%, the membership shall determine whether to terminate the member or place the member on second 6-month PIP, during which time the same rules would apply.
- 2.5.2 Any member on a PIP shall effectively become inactive in regards to the business operations of the fire department. Said member may still respond to calls and events, however member shall lose privileges including, but not limited to:
 - a) Right to vote
 - b) Right to make or second a motion
 - c) Privilege of use of hall, department facilities, and department equipment
- 2.5.3 No member shall be placed on more than two (2) consecutive PIPs.
- 2.5.4 No member shall, during their membership, be placed on more than four (4) PIPs.

2.6 EXCEPTIONS AND EXEMPTIONS

- 2.6.1 Life members shall be exempt from minimum participation standards.
- 2.6.2 Members on an approved leave-of-absence during a review period shall be exempt from minimum participation standards.
- 2.6.3 At the discretion of the membership, members who are out of the area for extended periods of time (including for purposes of employment, education, and military) may be exempt from minimum membership standards. Leaves of absence should be requested when applicable; however it may be practical that a member remains active (without taking leave) if they return to the area periodically during the time they are normally away. Each case for exception shall be handled individually, and an exception period shall only last during the six months between biannual reviews (such that the membership would need to renew the exception every six months, as applicable).
- 2.6.4 In addition to the exceptions noted above, members with a qualifying event under the federal Family Medical Leave Act (FMLA) shall be exempt from minimum participation standards. FMLA provides for up to twelve (12) weeks of leave during any 12-month period for any of the following reasons:
 - a) Birth and care of the newborn child of the employee
 - b) Placement with the employee of a son or daughter for adoption or foster care
 - c) To care for an immediate family member (spouse, child, or parent) with a serious health condition
 - d) To take medical leave when the employee is unable to work because of a serious health condition

Documentation must be provided by the member indicating a qualifying event and that shall be made a matter of record during the review period during which the member is exempt.

2.7 ASSOCIATE MEMBERS

- 2.7.1 As of 14 September 2010 no minimum participation standards have been defined for associate members.

2.8 APPLICABILITY TO OFFICERS

- 2.8.1 Officers (both line and company) shall adhere to the same minimum participation standards as regular members.
- 2.8.2 Any officer who is placed on a PIP shall temporarily lose his officer position or rank until such time as his participation meets the minimum standard and his reinstatement has been made official at a regular monthly meeting.
- 2.8.3 Although an officer shall be reinstated to his officer position at any regular monthly meeting during the PIP that his participation reaches the minimum standard, he shall remain on the PIP as outlined in 2.5.1.
- 2.8.4 The office of any officer (both line and company) whose participation is not at or above minimum participation standards at the end of one PIP shall be considered vacated. Company officers vacated shall be dealt with according to Article I, Section 9 of Department Bylaws. Appointed line officer vacancies shall be filled according to Article III, Section 9 of Department Bylaws.

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2.9 GENERAL PROVISIONS

2.9.1 The only time a member may be placed on a PIP, taken off a PIP, forfeit or be reinstated to an officer's position is at a regular monthly meeting.

DOCUMENT HISTORY

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