

ADOPTED: December 12, 2020

REVISED:

PURPOSE:

To provide a formal process for tracking changes in a member's status with Jefferson Fire District. This Operational Guideline only applies to the operations of the Fire District not the Jefferson Volunteer Firefighter Association.

PROCEDURES:

- A. Form 100.32F shall be completed by the Fire Chief anytime a member's service status changes for any of the following reasons.
1. A new volunteer firefighter, or support member applicant has completed the application process.
 2. A new part-time medic or paramedic applicant has completed the application process.
 3. A person has been hired for a full-time position.
 4. A member wants to change their method of service to the Fire District.
 5. A promotion or demotion of a member.
 6. Change in EMS provider level.
 7. Granting of a leave of absence request.
 8. Reinstatement of a member from a leave of absence.
 9. Separation of service from the Fire District.
 10. Any change to a pay rate or job specific stipend.
 11. Changes to the volunteer point system or bonus stipend do not need a 100.31F completed and signed.
- B. Form 100.32F shall be signed by the Fire Chief and Administrative Assistant before it is official. The Administrative Assistant shall retain a copy for payroll records. A copy shall be given to the member's officer and the original copy shall be given to the member.
- C. The Fire Chief will be responsible for maintaining a roster showing what service levels a member may participate in.