

**FIRE DEPARTMENT POLICY # 44-12**  
**regarding**  
**PERFORMANCE STANDARDS FOR ACTIVE VOLUNTEER FIREFIGHTERS**

It shall be the policy of the Washington Township Board of Fire Commissioners that a performance standard be maintained to be considered an active firefighter in the Washington Township Fire Department. This policy shall take precedence over any other standard regarding performance standards that may previously existed from within any component of the Washington Township Fire Department. For the purposes of this policy, the term “active firefighter” shall include all volunteer components of the fire department that are authorized to wear turn out gear, ride fire apparatus, and respond to emergencies.

**A. RULES AND REGULATIONS PERTAINING TO A PERFORMANCE STANDARD FOR VOLUNTEER FIREFIGHTERS TO REMAIN IN AN “ACTIVE” STATUS**

**1. Medical Physical**

Active firefighters must complete and be considered medically cleared for firefighting duty by the department’s medical examination provider and in accordance with FD Policy #29-03.

**2. Training Requirement**

Active firefighters must complete all mandatory training as assigned by the Training Division in accordance with FD Policy #1 and SOP Section III by June 30<sup>th</sup> of each calendar year.

Active firefighters must earn at least 3 points (6 hours) in training each quarter (January 1 to March 31, April 1 to June 30, July 1 to September 30, and October 1 to December 31). One (1) point will be earned for every two (2) hours of training. Training hours can be earned in; District/Battalion drills, Duty Crew Training, and/or Driver Training.

**3. Operational Requirement**

Active firefighters must earn “points” in each quarter (January 1 to March 31, April 1 to June 30, July 1 to September 30, and October 1 to December 31) in fire calls, in-house duty crews, at home duty crews, or any combination of the aforementioned.

The number of points required will be calculated by **35%** of the number of fire calls to which the company is responsible and the firefighter is assigned. Per quarter, a firefighter must earn at least 30 total points or **35%** of the total number of fire calls responsible, whichever is less. There is no maximum number of points a firefighter may earn, however a firefighter cannot “bank” points to carry over into another quarter.

#### Point System Calculation

1 Call = 1 Point

2 Hours In-House Duty Crew (Monday – Thursday 6am – 11pm) = 1 Point

2 Hours In-House Duty Crew (Monday – Thursday 11pm – 6am) = 1.5 Points

2 Hours In-House Duty Crew (Friday, Saturday, Sunday) = 1.5 Points

16 Hours At Home Duty Crew (All Times) = 1 Point (Maximum of 6 points per quarter can be earned with this type of duty)

#### 4. **Authorized Leave**

Members on authorized leave for longer than 7 days shall have their points prorated based on the number of calls excluding their period of leave. Authorized leave includes vacation, medical leave, temporary military leave, or other such authorized leave as approved by the ranking chief officer of the company. For purposes of this policy, any leave exceeding one year or more shall constitute status other than an Active Firefighter. Firefighters returning from authorized medical leave shall be cleared for duty in accordance with FD Policy #29-03.

#### 5. **Monitoring/Documentation/Review**

Points will be monitored by the individual’s immediate supervisor on a monthly basis and will be reviewed quarterly by the Battalion Chief and the immediate supervisor to determine if any firefighters have not met the requirements for the quarter. The Battalion Chief and the immediate supervisor shall meet with any firefighter not meeting this standard for 1 quarter and document corrective actions taken. Any firefighter not meeting this standard for 2 consecutive quarters or for 2 quarters in any 12 month period shall have their performance reviewed by the command staff of the district. The command staff review shall be done by no less than 4 chief officers of the district including the district fire chief. The command staff shall determine the root cause of non compliance if possible, determine if there are alternatives for the member to comply, and/or determine if the member should resign, become a retired firefighter, or become an inactive life member depending upon the member’s eligibility. If necessary, the command staff shall

have the authority to initiate the disciplinary process if other alternatives do not resolve the lack of compliance. All performance reviews by company staff or the district command staff shall be documented and kept on file.

This policy shall become effective July 1, 2012 having been adopted at a regularly scheduled meeting of the Board of Fire Commissioners held on April 5, 2012.

**The above policy was amended at a meeting of the Washington Township Board of Fire Commissioners held on December 3, 2015 and shall become effective January 1, 2016.**

BY:

Attest:

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Sam Micklus, Chairman

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Frank Stella, Secretary