



# *Eddy County Fire & Rescue*

## *Support Member Statement of Duties*

Member Name: \_\_\_\_\_ District: \_\_\_\_\_

Support volunteer membership positions consist of five categories. Support volunteer members may qualify for multiple support positions however volunteer members must work within the scope of the duties outlined below and within the volunteer member's statement of duties signed by the Fire Chief, District Chief, and the support volunteer member.

Support volunteer members are required to have a completed Statement of Duties that clearly outline the minimum expectations for that volunteer member, approved by the Fire Chief or designee, and on file with Fire Administration.

Support volunteer members will have their Statement of Duties reviewed and updated on an annual basis and on file with Fire Administration.

Support volunteer members will serve a minimum of six (6) months' probation, must complete a drug screen and physical (if applicable), new member orientation and will be subject to attendance and/or performance reviews.

### PLEASE CHECK ALL THAT APPLY BELOW

#### SUPPORT VOLUNTEER DRIVER / OPERATOR:

- Must meet all requirements for Apparatus – Driver/Operator
- Must have a basic pump operations certification
- Must meet all requirements for Attendance/Retirement policy
- May be eligible for PERA retirement
- Must get checked off on ALL District apparatus within timeframe designated by the District Chief

#### Task:

#### Minimum expectation/attendance:

- Drive & pump apparatus 20% of district calls/month
  - Support for crew operation in the warm zone
  - Bring equipment to scene
  - Traffic Control
  - Assist with rehab
  - Duties as assigned by District Chief or designee
- Apparatus & Equipment Checks \_\_\_\_\_/week
- Business Meetings 50%/year
- District Training/Meetings 50%/year
- Station Detail \_\_\_\_\_/month
  - ⊗ No entering or getting near any IDLH (Immediate Danger Life Hazard) environment
  - ⊗ May not engage in direct interior fire suppression activities
  - ⊗ May not engage in patient care (unless CERTIFIED)
  - ⊗ May not engage in extrication (unless CERTIFIED)

**SUPPORT VOLUNTEER WILDLAND FIREFIGHTER:**

- Must meet all requirements for Wildland Firefighter
- Must have a minimum of S130/190 certification
- May engage in wildland fire suppression
- Requires annual work capacity test

**Task:**

Wildland Duties (as assigned by District Chief or designee)

Apparatus & Equipment Checks

Business Meetings

District Training/Meetings

Station Detail

- ⊗ May not engage in **direct** structural fire suppression activities
- ⊗ May not engage in patient care (unless CERTIFIED)
- ⊗ May not engage in extrication (unless CERTIFIED)
- ⊗ Not eligible for PERA retirement

**Minimum expectation/attendance:**

Response to district wildland fire calls to be based on actual fire season, as determined by District Chief or designee

\_\_\_\_\_/year

\_\_\_\_\_/year

\_\_\_\_\_/year

\_\_\_\_\_/year

**SUPPORT VOLUNTEER EMS PROVIDER:**

- Must meet all requirements for EMS Provider
- Must be current licensed provider
- Must maintain a minimum of EMR/First Responder license
- Must meet all requirements for Attendance/Retirement policy
- May be eligible for PERA retirement

**Task:**

- Respond to Medical calls
  - Support for crew operation in the warm zone
  - Provide rehab at fire scenes
  - Assist with medical trainings
  - Assist with rehab
  - Duties as assigned by District Chief or designee

Apparatus & Equipment Checks

• Business Meetings

• District Training/Meetings

Station Detail

- ⊗ No entering or getting near any IDLH (Immediate Danger Life Hazard) environment
- ⊗ May not engage in **direct** fire suppression activities
- ⊗ May not engage in extrication (unless CERTIFIED)

**Minimum expectation/attendance:**

20% of district calls/month

\_\_\_\_\_/week

50%/year

50%/year

\_\_\_\_\_/year

**SUPPORT VOLUNTEER ADMINISTRATIVE MEMBER:**

- Must meet all requirements for Administrative Member

**Task:**

Secretarial duties

- Attendance records
- Meeting minutes
- Filing
- Photography
- Paperwork (Fire Administration, District, copies, faxing, nominals, etc.)
- Social media

**Minimum expectation/attendance:**

\_\_\_\_\_/month

**(Continued) SUPPORT VOLUNTEER ADMINISTRATIVE MEMBER:**

- Special events
- ERS accountability & reporting
- Duties as assigned by District Chief or designee

Business Meetings \_\_\_\_\_/year

District Training/Meetings \_\_\_\_\_/year

Station Detail \_\_\_\_\_/year

- ⊗ No entering or getting near any IDLH (Immediate Danger Life Hazard) environment
- ⊗ May not engage in direct interior fire suppression activities
- ⊗ May not engage in patient care (unless CERTIFIED)
- ⊗ May not engage in extrication (unless CERTIFIED)
- ⊗ Not eligible for PERA retirement

**SUPPORT VOLUNTEER TECHNICAL SPECIALIST MEMBER:**

- Must meet all requirements for Technical Specialist Member
- Must be prequalified and required to maintain all training requirements in the specialty area assigned without assistance.
- Must attend team meetings and trainings

Business Meetings \_\_\_\_\_/year

District Training/Meetings \_\_\_\_\_/year

- ⊗ No entering or getting near any IDLH (Immediate Danger Life Hazard) environment
- ⊗ May not engage in direct fire suppression activities
- ⊗ May not engage in patient care (requires certification)
- ⊗ May not engage in extrication (requires certification)
- ⊗ Not eligible for PERA retirement

**Please list any additional, specific tasks including minimum expectation/attendance requirements:**

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**Review (required annually – January) & discussion/clarification completed:**

Volunteer Support Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

District Chief Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Chief Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_