

Canby Fire District #62  
STANDARD OPERATING GUIDELINES  
NUMBER 8.9

ORIGINATED AND APPROVED: 05/28/2015  
LAST REVISED: 09/25/2025

**SUBJECT:** VOLUNTEER PROGRAM

**PURPOSE:** To establish minimum requirements for volunteer response and training. This program was established to ensure that each active volunteer meets the requirements for bi-annual recertification as set by the State of Oregon's Department of Public Safety Standards and Training (DPSST). Additionally, this program provides consistent governance to ensure active volunteers are maintaining competency and participation for the necessary levels of service.

**POLICY:** All volunteer personnel as listed in this SOG.

**AUTHORITY AND RESPONSIBILITY:** All Company Officers and Chiefs are responsible for ensuring compliance with this SOG. The Volunteer Coordinator / Volunteer Chief is the main point of authority.

**PROCEDURE:**

I. ORGANIZATION

A. The various roles within the volunteer program, as well as proposed staffing levels, are outlined below:

1. Fire Chief (or designee): All volunteer programs will be approved by the Fire Chief.
2. Volunteer Coordinator / Volunteer Chief: Assigned by the Fire Chief (or designee). Ensures all volunteers meet requirements, manages the volunteer program, leads volunteer recruitment and the selection process, manages retention of personnel, and performs related administrative duties.
3. Fire Ground Leaders (FGL): Responsible for their assigned shift, including the coordination of training, meetings, and scheduling.
4. In District Combat Volunteer: A volunteer that lives within the Canby Fire District. Staffing level of ten (10).
5. Out of District Combat Volunteer: A volunteer that lives outside the Canby Fire District. Staffing level as needed.
6. Support Volunteers:

- a. Rehab: Non-combat volunteers that respond to emergencies where food, water, and health checks are to be performed on responding Firefighters. Supervised by Chiefs. Staffing level of eight (8).
- b. Chaplains: Non-combat volunteers who are dispatched to various calls to aid in the support of the family and Firefighters affected by the incident. Supervised by Chiefs. Staffing level of five (5).
- c. Emergency Radio Operators Group: Non-combat volunteers trained to communicate through radio channels during emergency situations, or as needed. Supervised by Chiefs. Staffing level as needed.
- d. Water Tender Operators: Non-combat volunteers that respond and operate water tenders. Supervised by Company Officers. Staffing level of eight (8).

## II. ELIGIBILITY:

A. Candidates must meet the following criteria in order to participate in the District's volunteer recruitment and selection process:

1. Must be eighteen (18) years of age and have a High School Diploma or equivalent. The Fire Chief may grant special permission for academy recruits to be enrolled prior to eighteen (18) years old as long as they have the High School Diploma or equivalent at graduation.
2. Must successfully pass a comprehensive background investigation.
3. Must hold a valid Oregon driver's license and be insurable by the District.
4. Combat volunteers must successfully pass the NFPA 1582 physical exam.
5. Combat volunteers must be eligible to become certified through DPSST and the Oregon Health Authority (OHA) and maintain those certifications once earned.

## III. GENERAL RULES

- A. All volunteers, if when arriving at their assigned Station find all apparatus have responded, shall remain at the Station until released by a Fire Ground Leader or Officer.
- B. All Volunteers must be in good standing with Canby Volunteer Firefighters Association by-laws.

## IV. TRAINING AND RESPONSE REQUIREMENTS:

A. All volunteers are responsible for the following:

1. Maintaining training levels as assigned and must complete all mandatory annual compliance training.
  2. Shall check Target Solution every two (2) weeks at a minimum and have all late assignments completed within one (1) month.
  3. Shall document responses, duty shifts, training, and public events on the participation form that can be found printed at the alarm desk.
  4. All scheduled stand-by time shall be documented in advance on CrewSense. Prior to scheduling, contact the Shift Officer. The Shift Officer is to be notified immediately if previously scheduled time is altered.
  5. Ensuring training is accurately recorded in Target Solutions upon completion.
- B. All non-support volunteers are responsible for the following:
1. Shall attend six (6) out of twelve (12) drills each quarter.
    - a. Four (4) of those drills must be Thursday night drills.
    - b. Volunteers cannot miss two (2) consecutive Thursday night drills per quarter unless excused in advance. Any excused absences must be authorized by the assigned FGL, or Chief Officer in the FGL's absence, who will mark the volunteer as excused on the drill roster.
    - c. Approval by the Volunteer Chief, Company Officer, or FGL must be granted in order to miss three (3) or more drills in a quarter.
- C. Student Intern requirements can be found in SOG 5.6: *Firefighter Intern Program*.
- D. All Combat Volunteers are responsible for the following:
1. Shall attend at least one (1) live fire training exercise per year (as training opportunities are offered).
  2. Are required to respond when off duty if dispatched or notified for manpower tones, task force, or full boxes as available.
  3. A crew of up to four (4) qualified volunteers may sign up in advance to staff assigned apparatus from 6p-10p on Thursday evenings while attending drill and respond to all alarms. All four (4) hours will count toward the required standby time.
  4. In District Combat Volunteers are responsible for the following:
    - a. Shall complete a minimum of sixteen (16) hours per month, in four (4) hour blocks (minimum) at Station 361.

- I. Exclusion hours will be during hours of required training such as volunteer drills, except when signed up in advance to staff assigned apparatus from 6p-10p on Thursday.
  - b. Volunteers that respond to the station for calls when not on duty will receive bonus LOSAP per each call responded to when not on duty including resident interns. See section VIII. H. below.
  - c. A binder will be kept at Station 361 with individualized tracking sheets for each volunteer; one to record responses, one to record station time.
5. Out of District Combat Volunteers are responsible for the following:
  - a. Shall complete a minimum of twenty-four (24) hours per month, in twenty-four (24), twelve (12), or four (4) hour blocks as stand-by at Station 361, or as part of a qualified crew at Station 365.
    - I. Exclusion hours will be during hours of required training such as volunteer drills, except when signed up in advance to staff assigned apparatus from 6p-10p on Thursday.
6. Rehab and Chaplains are responsible for the following:
  1. Must meet one-time a month as scheduled by the team leader and meet the mandatory training requirements.
2. Tender Operators are Responsible for the following:
  1. Completion of NFPA Apparatus Equipped with Fire Pump and NFPA Apparatus Driver during probationary period and maintain certifications after earned.
  2. Completion of Canby Fire District taskbook for all tenders as assigned.
  3. Responsible for completing all annual mandatory trainings as assigned.
  4. Shall complete six (6) out of twelve (12) drills each quarter.
    - a. Approval by the Volunteer Chief must be granted in order to miss three (3) or more drills in a quarter.
  3. Respond when available if dispatched for response on all hazard responses, including all fires requiring a tender response.

4. Shall check Target Solution every two (2) weeks at a minimum. All assignments shall be completed in one (1) month unless the assignment is a full curriculum that would take an extended timeline to complete.

V. CARRY OVER HOURS AND CALLS

- A. Volunteers can carry over from one quarter to the very next quarter hours and/or responses in excess of the required hours and/or responses for that current quarter. The volunteer that is requesting to carry over hours will submit the request to the Volunteer Chief/Coordinator at least one (1) week before the end of the current quarter. This is to allow the volunteer to take off time for personal leave if they know they will have difficulty meeting the requirements the next quarter.

VI. ABSENCES

- A. Volunteers may be granted up to thirty (30) days a year of excused absences (family vacations, work commitments, family illnesses, etc.). All excused absences must be approved by the Volunteer Chief. Exceptions beyond thirty (30) days may be granted for special circumstances on a case-by-case basis by the Volunteer Chief.
- B. Excessive absences, excused or unexcused, will be reported to the Volunteer Chief for evaluation of SOG compliance.
- C. Volunteers may request a temporary leave of absence from the program. See VI. A. below.

VII. NON-COMPLIANCE

- A. Any volunteers found to be out of compliance with attendance and response will be subject to Standard Operating Guideline 8.4: *Performance Improvement Plans*. If for any reason the Volunteer knows they will miss time that will not allow them to meet the required training or participation, they are allowed one (1) leave of absence in a two (2) year period. All leaves shall be approved by the Volunteer Chief.
- B. Non-compliance with Training / Drills Per Fiscal Year:
  1. Two (2) unexcused missed drills in a year = Oral reprimand to personnel file
  2. Three (3) unexcused missed drills in a year = Written reprimand to personnel file
  3. Four (4) unexcused missed drills in a year = Possible termination
- C. Non-compliance with hours and/or responses per quarter:
  1. Failure to meet hours and/or responses during a quarter result in the following:
    - a. First Notice: Oral warning and forfeit of one (1) quarter LOSAP credits.

- b. Second Notice: Written reprimand with forfeit of one (1) quarter LOSAP credits.
- c. Third Notice: Possible termination from the volunteer program and forfeit of one (1) quarter LOSAP credits.

## VIII. VOLUNTEER BENEFITS

- A. Service-related benefits are items issued by the District for the purposes of service delivery. These items are non-taxable items and are owned by the Canby Fire District. These items include personal protective equipment (PPE) and uniforms. The District provides all standard issue uniforms and PPE required for all volunteers and career staff as described in the District Uniform Policy. These uniform items are District property and must be returned to the District upon separation.
- B. Worker's Compensation Insurance is provided to each volunteer for service-related injuries and illnesses. Worker's Compensation will be provided only to volunteers who are active.
- C. A Statutory Life Insurance Policy in the amount of \$10,000 is provided for each active Canby Fire District Volunteer.
- D. The Canby Fire District Volunteer Association provides FireMed coverage for all active volunteers in compliance at the beginning of every calendar year and LifeFlight coverage at time of active standing with Canby Fire. Note: This is approved by the Canby Fire District Volunteer Association annually and is therefore subject to change.
- E. Active volunteers in compliance who meet the requirements for response may be eligible to respond to State Mobilizations and be reimbursed at the State of Oregon Fire Service Mobilization Plan rate.
- F. Active volunteers in compliance may be eligible for temporary employment for District business when deemed necessary by the District. Reimbursement shall meet all State, Federal, and PERS requirements.
- G. LOSAP
  - 1. Length of Service Award Program (LOSAP) contributions will be deposited following the end of each calendar year. The LOSAP budget will be determined annually through the budgeting process and is subject to change.
  - 2. Eligible volunteers include the Volunteer Chief, Fire Ground Leaders, In District Combat Volunteers, Out of District Combat Volunteers, Rehab, Chaplains, and Water Tender Operators.

3. In order to qualify for LOSAP contributions, personnel must be in compliance with this SOG and have been affiliated with the District a minimum of three (3) months.
4. Contributions will be determined as follows:
  - a. For every quarter you are in compliance with this SOG within the calendar year, your LOSAP account will be credited \$200.00 per quarter as one lump sum at the beginning of each calendar year.
  - b. For each additional call responded to outside of the required minimums, your LOSAP account will be credited at a rate of \$25 per call.

APPROVED:

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Matt Dale  
FIRE CHIEF