

Middletown Volunteer Fire & Rescue Company, Inc.

Collection of Hours & Points

As of November 1, 2008, all hours must be turned into the Secretary via Activity Cover Sheet, with the exception of:

- Fire & EMS responses which are recorded in the Company's incident reporting system (Fire House),
- Outside training hours, and
- Fundraisers (bingo, suppers).

It is the responsibility of the member to be sure to sign in on any timesheets that are provided.

All information gathered will be turned in to the Secretary and kept on a spreadsheet.

Once all information is gathered, the criteria will be credited to the member on their Frederick County Fire & Rescue Volunteer Point Sheet provided at the October Company meeting. If the 50 points are met, the form will be submitted to the Frederick County Fire & Rescue Department to be credited toward the Volunteer Incentive Program, length of service program, and the Frederick County personal property tax exemption.

The totals will also be used towards the Company membership requirements.

Purpose of Hours Collection

On October 31 of each year, the Secretary will compile a report of all members' hours, in order to verify the member has enough hours to continue their membership with the Company. Each member must accumulate at least 24 hours each year to continue their membership with the Company.

At that time, the Secretary will also report each eligible member's activity on the point sheets provided to the membership and must forward all sheets to the Volunteer Coordinator to be recorded for the Length of Service Benefits Program, Personal Property Tax Exemption and the Volunteer Incentive Program. Each member must accumulate a minimum of 50 points each year to qualify for tax exempt status for Length of Service benefits and Volunteer Incentive Program.

The period covered is November 1 through October 31.

Reporting Hours—Cover Sheets

Activity Cover Sheets—**ALL** activities should be recorded on the Activity Cover Sheet located on the computer in the Communications Room and Company website. You may type them up and turn them in to the Secretary or fill one out by hand. The training officer, preceptor, committee chair or person holding the work detail shall be responsible for completing a cover sheet. Once the sheet is completed, it is to be turned in to the Secretary within one week of the activity.

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Category Information

1. Fundraising Hours—A sign-in sheet will be provided at each event for members to sign in and record their time-in & time-out. Upon completion of the fundraiser, the Secretary will tally up the hours of each member and keep a spreadsheet with the hours on it. These fundraisers include, but are not limited to: Bingo, Spring Turkey & Oyster Supper, Fall Turkey & Oyster Supper, and Auxiliary events. *If a sign-in sheet is not provided, it is up to the member to report their hours to the Secretary via email, station mailbox or phone.*
2. Committee Meeting Hours—The Committee Chair or assigned committee member should complete an Activity Cover Sheet following each committee meeting or committee function. It is up to each member to verify that a cover sheet has been turned in for their committee work.
3. Company Training Hours—The training hours that are from IN HOUSE drills will be taken by the Officer leading the drill and turned in to the Secretary after each training, on the Activity Cover Sheet. It is up to each member to verify that a cover sheet has been turned in for their training time.
4. Outside Training Hours—The OUTSIDE training hours will be reported with a certificate of completion from the agency holding the training. A copy of the certificate of completion shall be copied by the member and turned in to the Secretary within 30 days of completing the training. If the certificate does not provide the number of hours, another form of verification will be required. Continuing education reports are also acceptable.
5. Work Detail Hours— The leader or coordinator of any work detail shall be responsible for completing the Activity Cover Sheet and submitting it to the Secretary. Work details include clean ups, blood drives, Apple Blossom apparatus cleaning, etc. It is up to each member to verify that a cover sheet has been turned in for their time.
6. Business Meeting Attendance—This category contains hours for Company meetings, Officer's Meetings, and other business meetings such as: Auxiliary meetings, Association meetings, etc. The Secretary shall keep a record of the Company meeting and Officer's Meeting attendance. *It is up to the individual member to report any other meetings attended.*
7. Fire Incident & EMS Incident Response—The number of EMS & fire responses will be gathered from our incident reporting system (Fire House) by the Captains on November 1 of each year and reported to the Secretary.

If you have any questions, please feel free to contact the Secretary, Megan Bowers, at mvfd12@me.com.