

# Middletown Volunteer Fire & Rescue Company, Inc.

## Membership Requirements & Hours Collection

### Types of Membership, Descriptions, & Requirements

*Rev. November 9, 2009*

The Company shall be composed of five (5) classes of members as defined in the following sections:

- **Regular Members:** A Regular member shall be anyone who is held in good standing within the company at the adoption of these By-Laws, and any person who shall be promoted from Probationary Membership on the recommendation of the Company Officers and by two-thirds (2/3) affirmative vote of members present and voting. They shall be eighteen (18) years of age or over to become a regular member, and shall perform such duties as stated in the Company Standard Operating Procedures or as directed by the officer in charge.
  - All regular, junior, and probationary members in the Company shall be required to have a minimum of twenty-four (24) total hours of service to the Company a year (November 1—October 31). This includes attendance at meetings, committee work, fundraising, time on fire and/or EMS incidents, and any other Company function. Each Company meeting and committee meeting is equal to one hour. Any member, who does not meet the required hours, will be notified by the Secretary when the dues letters are mailed out in November. If the member does not meet the required number of hours for the year, the member will be dropped from the membership roster and will be notified via certified mail by the Secretary.
  - Any member, who goes on active duty in the military or has other mitigating circumstances, may submit a “Leave of Absence Form” to the Secretary. Once the form is submitted, the form will be reviewed and approved or denied by the officers. If approved, the member will go on a leave of absence for the time period stated by the member on the form and will remain on the roster. Upon return, the member may request to be reinstated to active status. They will then be responsible for maintaining their regular membership status.
- **Probationary Members:** All perspective members, 18 years of age and older, will be voted on by ballot, by the membership at a regular company meeting. Upon a two-thirds (2/3) affirmative vote of the regular and life members present and voting, the applicant will become a Probationary Member for a period of six (6) months. Probationary Members shall not have a vote at Company meetings. At the end of the probationary period, the Company officers shall report to the membership on the progress of the Probationary Member. The membership has four (4) options at this time, by a two-thirds (2/3) vote: (a) vote the Probationary Member into regular membership, or (b) extend the

probationary period another six (6) months, or (c) extend the probationary period for a period of thirty (30) days in order to obtain additional information on the probationer's status, or (d) dismiss the Probationary Member from the Company.

- Life Members: Life Members shall be those who have been regular members, as defined by the Company SOP's, for twenty-five (25) years or more. Life members are exempt from the twenty-four (24) hour membership requirements and any incentives that may be put into effect. They shall enjoy all the rights and privileges of the Company except they shall no longer be assessed annual dues.
  
- Junior Members:
  - Junior Members must be at least sixteen (16) years of age and present their most recent report card, which must meet the requirement of at least a "C" average, with no failing grade (F) in any class, in order to apply for Company membership.
  - A Junior Member shall not be a member of any other company.
  - Parental permission is required of applicants for Junior Membership, and such membership shall be probationary for its duration.
  - Junior Members must maintain at least a "C" average, with no failing grade (F) in any class, during the school year. A copy of their report card must be presented to the Junior Advisor within one (1) week of receipt. If average goes below a "C" or presents a failing grade of "F", the member shall be suspended until the next progress report or report card is presented to the Junior Advisor with a "C" average or above, with no failing grade (F) in any class, with the exception of the final report card of the grading period. If the final report card is below a "C" average or contains a failing grade (F) in any class, the Junior member shall remain in good standings with the assumption that they present a report card with a "C" average or above with no failing grade (F) in any class, after the first nine (9) weeks of the next school year.
  - A grade of "F" in any subject will result in an automatic suspension.
  - After six (6) months of junior member probation, upon recommendation of the Junior Advisor to the Membership Committee, a junior member may be presented to the Company to continue the probationary period or to be dismissed from the Company. They will be voted on by ballot by the membership at the regular Company meeting.
  - The Junior Member is encouraged to attend training and shall at all times, work under the supervision of an assigned regular or life member or officer.
  - Junior Members shall not have a vote at Company meetings.
  - Upon reaching eighteen (18) years of age and having served a minimum of six (6) months probation, the Junior Member shall be presented to the Company for regular membership. If the Junior Member has not met the six (6) months minimum probationary period when they meet the age of eighteen (18), they will be changed to a Probationary Member status until they meet the six (6) months requirement, then be presented to the Company for regular membership.
  - Upon receiving a two-thirds (2/3) affirmative vote of the regular and life members present and voting, the Junior Member shall be elected to regular membership in the Company.

- Less than a two-thirds (2/3) affirmative vote of the regular members present and voting shall result in dismissal from the Company.
- Honorary Members: Honorary Members are those persons not members of the Company, who maybe be elected by two-thirds (2/3) vote of regular and life members present and voting, to that status, in recognition of extraordinary service to the Company. Honorary Membership is a non-voting membership within the Company.
- Any member that responds to an emergency incident must be certified in ICS 100, 200, and 700, as well as any other required state or federal certification.

### 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 (via copy of certificate-with hours-turned in to the Secretary), and
- Fundraisers (bingo, suppers via sign in sheet).

***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.

### 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 the member to report their hours to the Secretary via a Company Activity Cover Sheet.*
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 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](mailto:mvfd12@me.com).