



# Monroe Fire Department

## Standard Operating Guidelines Minimum Participation Policy

**Purpose:** The department recognizes the need for an active and effective firefighting force. The City also makes a significant investment in training and equipping each individual firefighter and therefor has certain expectations of performance in exchange for that investment.

**Level of Performance:** Members are expected and encouraged to actively participate in department responses, training and work details. A minimum combined calendar year participation total of 30% at first alarm or greater fire calls (*not including first response calls*) and 30% of regular monthly department training (*the second and fourth Tuesdays of each month, January through November unless modified by the department*) is required for continued membership.

### Calculation of Participation Levels

One point will be issued for each qualified incident response and one point will be awarded each regular training attended. Training absences, whether excused or unexcused, will not be counted in calculating the required attendance.

One additional point will be awarded if a member attends at least 30% of the drivers trainings held (*the first and third Tuesdays of each month, January through November unless modified by the department*). This applies to all members, not only drivers.

Two additional points will be awarded if the member attends at least 30% (*normally 16 of 52*) clean-up activities (*Thursday evening clean-up or when rescheduled due to holiday or other activities*).

\*These additional points will be added at the end of each calendar year and will be added after all other calculations are completed and will not affect overall incident/activity points available.

All points awarded will be combined to determine if the 30% minimum participation level has been achieved.

Member participation will be determined using the following formula:

Member Points/Total Possible Points + Additional Points awarded for drivers training and weekly clean-up = Total.

*Example; in 2013 there were 117 creditable calls and 21 regular trainings for a total of 138 creditable events. If a member attended 25 calls and 16 trainings, the calculation would be as follows:*

$$25 \text{ calls} + 16 \text{ regular trainings} = 41/138 = 30\%.$$

If the member attended the minimum number of drivers' trainings and at least 30% of weekly Thursday night clean-ups they would gain 3 additional percentage points for a total of 32%

$$25 \text{ calls} + 16 \text{ regular trainings} = 41/138 = 30\% + 1 \text{ additional point for drivers training} + 2 \text{ additional points for clean-up} = 33\%$$

### **Members Not Meeting Minimum Participation Levels**

Members not meeting minimum participation levels during the first half of each calendar year will be notified in writing by regular USPS mail in July of each calendar year.

Members not meeting minimum participation requirements during the previous calendar year will be issued a notice of non-compliance before February 1<sup>st</sup> of the following year and will be monitored throughout the first 6-months of the following year. If the non-compliance continues the following year, a second notice of non-compliance will be issued before August 1<sup>st</sup>. Names of members failing achieve minimum participation levels for two consecutive calendar years will be forwarded to the Monroe Police & Fire Commission for along with a recommendation of dismissal from the department under Wisconsin Administrative code 62.13.

**Implementation:** This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

**Effective Date:** December 2, 2014