

BODEGA BAY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINES	Article: 1	SOG # 1-13
	References: APM	
	Subject: Volunteer Shifts	

The Fire District has approved a fourth person volunteer shift program.

Any qualified volunteer may participate in the volunteer shift program.

- Shifts may be from 12 to 24 hours
- Shifts must fall into the following time frames
 - 0800-2000
 - 2000-0800
 - 0800-0800
- Only one person may work and be reimbursed as the fourth person
- Exceptions may be made for more than one person for special events or extra staffing assignments and must be pre-approved by the Fire Chief
- Reimbursement rates: \$50/12 hours, \$100/24 hours
- The Company Officer is responsible for assigning the fourth person based on the volunteer's qualifications.

Shift Sign-up procedure

- An online shift calendar will be established, and web address given to those that qualify.
- On the first of the month volunteers will bid on shifts (via the web calendar) for the following month with a maximum of 96 hours' worth of shifts (12 or 24 hours)
- Volunteers will place their name on the days they want to work.
- If more than one volunteer bids on the same day, the volunteer with seniority will be awarded the shift.
- On the fifteenth of the month the schedule is finalized, posted in the office, and transferred to www.iamresponding.com

Current seniority list (1-1-18):

1. Lesik
2. Hill
3. Herzberg
4. Buck
5. Porter
6. Scott

Date: January 1, 2018	Approved: Chief: Board:	Page 1 of 1
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