

HR LF	HR HF	<b>Massachusetts</b> <b>Fire District - 14</b> <b>Membership and Attendance</b> <b>COM 3200-21-001</b>	<b>Effective Date</b> <b>03/01/2021</b>
LR LF	LR HF		

**I) PURPOSE/SCOPE/APPLICATION**

- A) To establish minimum guidelines and regulations required for an individual to be considered an active member. These shall include but are not limited to training requirements and team participation.
- B) This SOG will identify Membership, Workshops, Attendance Policy, and Probationary Period.
- C) This SOG shall apply for all Communications Team Members.

**II) REFERENCE DOCUMENTS**

- A) N/A

**III) DEFINITIONS**

- A) Communications Team Leadership Group (CTLG): a body made up of D14 Chair, Communications Committee members, Communications Team Leader, and Assistant Communications team leader.

**IV) SPECIALIZED ROLES AND RESPONSIBILITIES**

- A) All members shall be responsible for enforcing this SOG

**V) SAFETY**

- A) N/A

**VI) ENFORCEMENT**

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and or the District 14 Chair.

HR LF	HR HF	<b>Massachusetts Fire District - 14 Membership and Attendance COM 3200-21-001</b>	Effective Date 03/01/2021
LR LF	LR HF		

C) This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

**VII) STANDARD OPERATING GUIDELINE**

A) General

- 1) Membership should be opened under the discretion of the District 14 Chiefs to willing and active individuals of Massachusetts Fire District 14. Providing that they can fulfill membership requirements as set forth in the SOGs, Policy and Procedures, and Regulations of the Team. The team should be limited to 25 members.
- 2) Any person desiring membership should complete the application form prescribed by the Executive Committee and should return said application to the District Coordinator for record processing.
- 3) The hiring process shall conform to the District Specialty Team Application Flowchart.
- 4) Minimum Qualifications
  - (a) NIMS 700, 800, 100, 200
  - (b) COML or COMT preferred
  - (c) Valid Driver’s License

B) Active Membership

HR LF	HR HF	<b>Massachusetts</b> <b>Fire District - 14</b> <b>Membership and Attendance</b> <b>COM 3200-21-001</b>	<b>Effective Date</b> <b>03/01/2021</b>
LR LF	LR HF		

- 1) Members should maintain active status with the team through the fulfillment of all team duties and attendance of 2 mandatory Workshops and 1 Drills or Exercise.
- 2) There is an expectation that members, when available, will respond to team activations.
- 3) Members active status should be reviewed each year by team leadership.
- 4) The team leader will monitor the members activity through IAR response reports as well as training rosters

C) Inactive Membership

- 1) If a member cannot fulfil the requirements for active membership, the Team Leader may immediately make the members status Inactive.
- 2) Upon reviewing the reason for inactive status team leadership will make a determination of the members status moving forward.
- 3) While in Inactive status the member cannot deploy to response or exercise.
- 4) Inactive status caused by temporary medical conditions, if the inactive status was less than one year, and a doctor medical release is submitted.
- 5) Inactive status caused by USSERRA leave shall not require a makeup of any kind. The member will be made Active 8 hours after conclusion of USSERRA leave.

D) Probationary Period

- 1) A new member will be considered probationary for a period on one year.
- 2) Items reviewed will include member participation, member capability, and attendance at workshops and drills.

HR LF	HR HF	<b>Massachusetts Fire District - 14 Membership and Attendance COM 3200-21-001</b>	<b>Effective Date 03/01/2021</b>
LR LF	LR HF		

3) The CTLG will make a review of the progress of the member and may extend the probationary period or grant full Active Membership.

E) Workshops

- 1) The team will sponsor 4 quarterly workshops each year.
- 2) Each member will be required to attend 2.
- 3) If the member is unable to participate, they must discuss with the team leader the reason for they are unable to attend.

F) Drills and Exercises

- 1) Members are required to attend 2 drills or exercises each year.
- 2) Probationary members will submit a log of activities and a ICS205 form each drill or exercise attended to the CTL.
- 3) Members may be challenged to reach other objectives for training purposes, as long as they don't interfere with the overall drill or exercise objectives.
- 4) If the member is unable to participate, they must discuss with the team leader the reason for they are unable to attend.

**VIII) RECORDS, REPORTS, CHARTS, FORMS**

A) IAR Response Report

Sog Review Dates: