Southern Webster County Fire Protection District

Attendance & Participation Requirements Policy

Policy No.: 2025-02

Effective Date: 01/01/2026

Issued By: Deputy Chief Justin Levy

Approved by: Board President _____

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1. Purpose

To ensure operational cohesion, readiness, and accountability, the Southern Webster County Fire Protection District (SWCFPD) establishes the following attendance and participation requirements for all operational personnel.

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2. Scope

This policy applies to all operational members of SWCFPD, including probationary and non-probationary members.

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3. Policy Statement

All members are expected to actively participate in scheduled trainings, truck checks, meetings, emergency incidents, and other assigned duties. Participation will be tracked through a point system to ensure fairness, accountability, and consistency.

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4. Qualifying Activities for Attendance Credit

Members will receive one (1) point for each of the following activities when attended and completed:

- Truck Checks
- District Meetings
- Company Training
- EMS Training
- Driver/Operator Training
- Officer Training
- Miscellaneous District Events

Members may also receive attendance credit for:

- Public relations events
- Station chores and cleaning
- Community education or prevention events

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5. Training & Meeting Schedule

- Week 1: Company Training
- Week 2: Driver/Operator Training
- Week 3: EMS Training
- Week 4: Officer Training
- Week 5 (if applicable): District Meeting

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6. Attendance Standards

6.1 Probationary Members (First Year of Membership)

Minimum annual requirements:

- 12 Truck Checks (assigned station)

- 12 Company Training events
- 12 EMS Training events
- 4 District Meetings
- Attendance at all mandatory meetings

Standard: Probationary members are required to maintain 100% overall attendance. Failure to meet this standard will result in formal review by Command Staff and potential dismissal from probationary status.

6.2 Active Non-Probationary Members

Minimum annual requirements:

- 6 Truck Checks (assigned station)
- 6 Company Training events
- 6 EMS Training events
- 4 District Meetings
- Attendance at all mandatory meetings

Standard: Members who fail to meet 50% attendance for company training, EMS training, and truck checks will be placed on administrative probation.

6.3 Qualified Drivers

- Minimum of 6 Driver/Operator Trainings annually in addition to the requirements above.

6.4 Officers

- Minimum of 9 Officer Trainings/Meetings annually in addition to the requirements above.

7. Administrative Probation

- Members must attend 100% of scheduled trainings and truck checks for 90 days.
- Attendance will be reviewed at the end of probation.
- Failure to meet requirements will result in the member being moved to inactive status, with all district-issued equipment returned.
- Reinstatement from inactive status will require Command Staff approval.

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8. Attendance Exceptions

Special circumstances such as shift work, military service, family emergencies, injury, or illness will be evaluated on a case-by-case basis by the Command Staff.

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9. Make-Up Requirements

Members unable to attend a required training or truck check must notify their direct supervisor. A make-up assignment will be scheduled, such as:

- Online or alternate training session
- Additional truck check or station duty

Failure to complete make-up assignments within 30 days will result in loss of credit.

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10. Enforcement & Accountability

- The Deputy Chief (or designee) will review attendance records quarterly.
- Members not meeting minimum requirements will receive written notice.
- Repeated violations may result in disciplinary action, including removal from the active roster.