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|  | **FLINT HILL FIRE DEPARTMENT**  GENERAL POLICY |

**Policy Number:** 100.02

**Policy Title:** Member Classification

**Adopted:** 02/12/2024

**Rescinds:** 06/07/2022

**Approved By: (Chief)**

1. **PURPOSE:**

This policy defines the Flint Hill Fire Department (FHFD) member classifications.

1. **DISCUSSION:**

Individuals on the FHFD roster are classified by member type and status. The member types are separated into four groups – Emergency Response, Administrative, Board, and Affiliated.

Members in the Emergency Response, Administrative, and Board groups are active members and are included in the South Carolina State Firefighters Association roster. As such, they receive the benefits associated with membership in the association, including participation in the FHFD One Percent Program (See POLICY 230.06 ONE PERCENT PROGRAM). Active members also have the right to vote for recipients of nominated awards (See POLICY 111.04 NOMINATED AWARD VOTING).

Members in the Affiliated group are not included in the South Carolina State Firefighters Association roster, nor do they have nominated award voting privileges.

The Fire Chief determines the member’s status in the Emergency Response and Administrative groups. The chair of each board in the Board group determines the member’s status. Member status does not apply to the Affiliated group because they are not active department members.

1. **POLICY:**

## Member Type

## Emergency Response

1. **Certified Firefighter**– A member who meets the requirements for their assigned position as defined in the 122 series of the FHFD Operations Manual and the requirements of a Certified Firefighter as defined in POLICY 211.02 ANNUAL REQUIREMENTS.
   1. The annual requirements for this type of firefighter depend on their fire department relationships.

**Career** - Career firefighters in FHFD or another fire department.

Part-Time - Part-time firefighters who are not career firefighters in FHFD or another fire department. There is a limit of 2 members of this type on the department roster.

1. **Command Firefighter** – A member who meets the requirements for their assigned position as defined in the 122 series of the FHFD Operations Manual and the requirements of a Command Firefighter as defined in POLICY 211.02 ANNUAL REQUIREMENTS.
   1. These members cannot perform fire suppression tasks. They are limited to ICS command staff roles such as command, logistics, finance, planning, public information, safety, or support roles such as accountability or technical advisor.
   2. There is a limit of 3 members of this type on the department roster.
2. **Support Driver/Operator** - A member who meets the requirements in POLICY 122.012 SUPPORT DRIVER-OPERATOR POSITION DESCRIPTION and the requirements of a Support Driver/Operator as defined in POLICY 211.02 ANNUAL REQUIREMENTS.
   1. These members are limited to the support functions outside of hot zones as defined in their position description.
   2. There is a limit of 3 Support Driver/Operators on the department roster ~~at any given time~~.

## Administrative

1. **Administrative Assistant** – A member who provides administrative support to the department and meets the requirements set forth in POLICY 122.010 ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION and POLICY 211.02 ANNUAL REQUIREMENTS.

1. **Administrative Support** – A member who provides administrative support to the department and meets the requirements set forth in POLICY 122.013 ADMINISTRATIVE SUPPORT POSITION DESCRIPTION and POLICY 211.02 ANNUAL REQUIREMENTS.

Board

1. **Volunteer Board** – A volunteer member who serves on the 9-member Volunteer Board of Directors. See POLICY 101.2 VOLUNTEER BOARD OF DIRECTORS for details.
2. **Tax Board** – A volunteer member who serves on the 5-member Tax District Board. See POLICY 101.01 FIRE DISTRICT BOARD for details.

## Affiliated

1. **Honorary** – Any person the members of FHFD determine should be recognized for service to the fire department. See SOP 100.04 HONORARY MEMBERSHIP for details.
2. **Life** – A past active member who has devoted a lifetime of dedicated service to the FHFD, exemplifying the department’s values and standards. See SOP 100.03 LIFETIME MEMBERSHIP for details.

**Member Status**

1. **Member in Good Standing** - A member not on a leave of absence or suspended.
2. **Leave of Absence** - A member who has been granted a leave of absence. See SOP 801.03 LEAVE OF ABSENCE PROCESS for details.
3. **Suspended** – A member who has been temporarily removed from active service by the Fire Chief. Members may be suspended for not meeting annual department requirements as set forth in POLICY 211.02 ANNUAL REQUIREMENTS or for disciplinary reasons such as those set forth in SOP 802.05 DISCIPLINARY PROCESS. Suspended members may or may not receive compensation during their suspension period at the discretion of the Fire Chief.