



# Jackson Hole Fire/EMS

## Operations Manual

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### PURPOSE

The purpose of this policy is to establish requirements and expectations for emergency response members of Jackson Hole Fire/EMS (JHFEMS).

All JHFEMS members are expected to adhere to the following:

- All applicable local, state and federal laws.
- Department mission and values statements, policies, standard operating guidelines, procedures, protocols, position descriptions and Teton County Policy Manual.

### SECTION I- MEMBERSHIP LEVELS

JHFEMS recognizes the following membership levels:

- Probationary Member
- Active Volunteer Member
  - EMS Driver
  - EMT
  - Firefighter
  - All-hazards
- Inactive Volunteer Member (non-operational)
- Full-Time Staff Member
- Retired/Foundation Volunteer (non-operational)

### SECTION II- VOLUNTEER ENTRY REQUIREMENTS AND ONBOARDING PROCESS

#### Recruitment and Application Process – *All of the following apply to Applicants*

- Recruitment for volunteer members recurs annually or as directed by the Chief for targeted recruitment
- Applicants must be 18 years or older
- Must be a resident of Teton County – Exceptions on a case-by-case basis
- Possess a valid driver's license
- Completion of a volunteer membership application
- Authorize a background investigation
- A letter is sent to each applicant acknowledging receipt of their application

Candidate Selection Process -*Applications accepted all year, with the selection process normally starting annually on November 1. Each step is a decision point for moving a candidate forward.*

- Applications will be provided to Station assigned based on address

- Station Leadership will screen applications based upon qualifications and Station needs
- An interview with Station Leadership
- Station Leadership will provide a recommendation to Fire Administration to either accept or decline the applicant.
- Fire Administration will advise the candidate of the Station decision with accepted applicants moving forward and declined applicants receiving a letter with their application kept on file
- An interview with Fire Chief or designee
- Pass a medical physical per the Medical Physical Policy
- Complete the JHFEMS physical agility test per 5-11 Work Capacity Testing Policy
- Attend mandatory Orientation and complete necessary forms
- A mentor will be assigned to each Probationary Member

### **SECTION III- PROBATIONARY MEMBER**

All JHFEMS volunteer members will be on a 1 Year (12 month) probationary period that starts at the mandatory Orientation date. Probationary Members will have orange crescents affixed to their helmets and adhere to the JHFEMS Uniform Policy. Probationary members are required to complete the following during the 1 Year probationary period.

- JHFEMS Probationary Task Book
- BLS for Healthcare Providers or equivalent
- IS 700
- ICS 100
- Emergency Vehicle Operations Course as designated by the department or equivalent
- \*Complete an equivalent of 1-12 hour shift per month. Daytime shifts of 6/12-hours with sign-ups in the JHFEMS scheduling software. 24-hour shifts will not be allowed until completion of probationary period or with written authorization from mentor and assigned Station Captain.
- \*\*Attend Station meetings/trainings and callouts.
- Choose a membership pathway to EMS Driver, EMT, Firefighter or All-Hazards

Probationary Members will receive the following benefits:

- Uniform package
- Personal Protective Equipment (PPE)
- Public Safety Officer Benefits
- Wyoming Volunteer Firefighter Retirement contributions will be paid by JHFEMS once either firefighter certification or EMT licensure is gained.
- \$100,000 additional life insurance policy
- Worker's Compensation coverage
- Supplemental Insurance
- Training

Probationary Members will complete the necessary training based on the chosen membership pathway. Necessary training may not be offered in the 1-year probationary period. The expectation is to complete the necessary training as it is provided by JHFEMS. Probationary Members do NOT need to complete all required training for a membership pathway to complete the probationary period.

At the end of the 1-year probationary period, station leadership will evaluate Probationary Member performance. Station Leadership can advise that a Probationary Member can move forward to Active Member with satisfactory performance in the following:

- Probationary Task book completion
- Shift requirement met (12, 12-hour shifts in 1-year)
- Completion of offered training
- Involved in Station meetings, trainings and calls

- Maintains a positive attitude
- Department fit

Probationary Members not meeting expectations at any point during the probationary period can be terminated. If Station Leadership expresses the need for additional time to complete requirements, the probationary period may be extended for up to 6 months.

#### Certification Reciprocity Process

- JHFEMS will review all prior Fire and/or EMS training and the level of certification
- The Training Division will assist probationary members with Wyoming and ProBoard Firefighter Reciprocity through the State of Wyoming Fire Marshal's Office
  - In addition to WY fire certifications, the Training Division can review a member's ProBoard, IFSAC and National Park Service Certifications that can also meet JHFEMS certification requirements.
  - Fire certifications must show an NFPA edition corresponding to the appropriate training standard. If fire certifications are greater than 5-years old, the member must show they remained active in the fire service since initial certification and provide documentation of continued training in relevant topics.
- The Training Division will assist probationary members with Wyoming EMS Reciprocity through the State of Wyoming EMS Office

\* Probationary members with an EMT will be required to complete an equivalent of 2-12 hour shifts per month.

\*\*Probationary Members are encouraged to attend all station trainings and callouts. Facilitators of trainings will incorporate the probationary member as appropriate for level of training with safety as the number one priority. Probationary Members will be supervised at all times on a callout by either a station officer or assigned mentor. If either a station officer or an assigned mentor is not available to supervise the probationary member or an Active Volunteer Member is more suited to take the seat on the apparatus, the probationary member will be asked to stay at the station.

## **SECTION IV- ACTIVE VOLUNTEER MEMBER**

An Active Volunteer Member is required to:

- Complete the annual JHFEMS training. A corresponding Training Division document will define minimum training requirements.
  - Requirements will be based upon membership designation as an EMS Driver, EMT, Firefighter or All-Hazards member
- Members are required to maintain minimum certifications/licensure based upon membership designation
- Members must meet department medical physical requirements and complete the annual JHFEMS physical agility test
- Additional requirements for each membership designation will be outlined in the sections EMS Driver Requirements, EMT Requirements, Firefighter or All-Hazards member.

EMS Driver Requirements:

- Members at the EMS Driver level must maintain BLS for Healthcare Providers and EVOC
- Members at the EMS Driver level are required to complete 1-12 hour shift per month
- Encouraged to attend all station meetings and crew checks, but must attend a minimum of 1 scheduled Wednesday night training per month
- Attend emergency response callouts for assigned station, if available

#### EMT Requirements:

- Members at the EMT Level must maintain EMT, EMT-I or Paramedic Licensure through the Wyoming Office of EMS
- EMT's must complete a minimum of 2-12 hour \*shifts per month
  - Requirement decreases to 1-12 hour shift per month after 5 Years of Service
- IEMT's and Paramedics must complete a minimum of 3-12 hour shifts per month
  - Requirement decreases to 2-12 hour shifts per month after 5 Years of Service.
  - If the provider is employed with SJH where they utilize ALS skills, the shift requirement will be 1-12 hour shift per month.
- Encouraged to attend all station meetings and crew checks, but must attend a minimum of 1 scheduled Wednesday night training per month
- Attend emergency response callouts for assigned station, if available

\*\*Shift" is defined as one 12-hour shift, or two 6-hour shifts. A Special Event or Out of Town Transfer will count towards the shift requirement as a 12-hour shift.

\*\*Volunteer EMT members may supplement ambulance shifts with Grand Teton National Park EMS for the required JHFEMS shifts. A minimum of one shift in a six month period will be completed at either Station 1 or 6. The member will be responsible for providing documentation of the shifts to the EMS Battalion Chief.

#### Firefighter Requirements:

- Firefighters must maintain a minimum of Firefighter 1 certification (ProBoard, IFSAC, National Park Service and/or Wyoming) and NWCG Firefighter Type 2 qualification on an annual Red Card
- Encouraged to attend all station meetings and crew checks, but must attend a minimum of 1 scheduled Wednesday night training per month
- Must respond to station callouts. Members designated as Firefighters are required to have responded to a minimum of 50% of their station's member average response rate to the total monthly station calls. (Example – Station 3 members responded to an average 20 calls during the time of January-June. 50% of the station average would be 10 calls set as the minimum response number January-June for Station 3 members.) Responses can be supplemented through completing shifts, special events and out of town transfers.

#### All-Hazards Requirements:

- All-Hazards must maintain a minimum of Firefighter 1 certification (ProBoard, IFSAC, National Park Service and/or Wyoming), NWCG Firefighter Type 2 qualification on an annual Red Card, EMT/IEMT/Paramedic licensure through the Wyoming Office of EMS
- Shift requirements are based on level of EMS licensure.
  - EMT's must complete a minimum of 2-12 hour shifts per month
    - Requirement decreases to 1-12 hour shift per month after 5 Years of Service and to 0 shifts after 10 Years of Service
  - IEMT's and Paramedics must complete a minimum of 3-12 hour shifts per month
    - Requirement decreases to 2-12 hour shifts per month after 5 years of service and to 1-12 hour shift per month after 10 years of service.
    - If the provider is employed with SJH where they utilize ALS skills, the shift requirement will be 1-12 hour shift per month.
- Encouraged to attend all station meetings and crew checks, but must attend a minimum of 1 scheduled Wednesday night training per month
- Must respond to station callouts. Members designated as All-Hazards are required to have

responded to a minimum of 50% of their station's member average response rate to the total monthly station calls. (Example – Station 3 members responded to an average 20 calls during the time of January-June. 50% of the station average would be 10 calls set as the minimum response number January-June for Station 3 members.) Responses can be supplemented through completing shifts, special events and out of town transfers.

See the JH Fire/EMS Leave of Absence Policy for details on Medical and Personal leaves of Absence.

Active Volunteer Members will receive the following Benefits:

- All benefits provided to Probationary Members
- JH Fire/EMS Badge
- Stipend for approved trainings and response to incidents
- Stipend for approved special events
- Stipend for ambulance transfers
- Stipend per shift

See the JHFEMS Volunteer Incentive Policy for additional information.

## **SECTION V- FULL TIME EMPLOYEE MEMBER**

In addition to normal activities and responsibilities defined in a member's job description, full-time employees:

- Complete the annual JHFEMS training. A corresponding Training Division document will define minimum training requirements.
- Encouraged to attend emergency response callouts for assigned station as available
- Encouraged to attend station trainings
- Complete annual JHFEMS physical agility test
- Complete a medical physical as designated by JHFEMS

Benefits are described in the Teton County Policies Manual.

## **SECTION VI- INACTIVE VOLUNTEER MEMBER**

Failure to complete a departmental requirement will result in a member being placed into Inactive Member status.

- The following applies to all inactive members.
  - Inactive members do not receive stipends for responses or trainings
  - See Volunteer Incentive Policy for additional details.
- Training Deficiencies
  - An inactive member must rectify all training deficiencies within three months (90 days).
  - If after a three-month period (90 days) a member's training records remain incomplete, station leadership will immediately make an informed recommendation for a member's termination or extension.
  - This recommendation will move to the Chief for a final decision.
- JHFEMS physical agility deficiency
  - Members who are unable to complete the physical agility test in the allotted time will be referred to the JHFEMS Medical Director. The member and the Medical Director will initiate a compliance plan.
  - A physical agility test will be re-scheduled within 6 months

- If a member still is unable to complete the physical agility test per the JHFEMS Work Capacity Testing policy, the Health and Safety Committee will immediately make an informed recommendation for a member's termination or extension.
- This recommendation will move to the Chief for a final decision.

Station leadership will remain apprised of every member's current status and should be proactive in all status retention requirements.

The goal of inactive member status is to assist in reinstatement to active status and increase the member's overall performance and safety.

## **SECTION VII – RETIRED/FOUNDATION VOLUNTEER**

Retired members or community members interested in serving in a non-operational capacity are encouraged to participate with the Jackson Hole Fire/EMS Foundation and with station associations. This would include the participation in fundraising events, public education and inclusion as instructors during JHFEMS courses/exercises.

Retired JHFEMS member is defined with benefits described in the 5-4 Volunteer Incentive Policy.

JHFEMS will encourage both the JHFEMS Foundation and the station associations to include retired/Foundation volunteers in sponsored events.

JHFEMS can remain the sponsoring agency for a retired JHFEMS member to facilitate wildland fire deployments. It will be up to the retired JHFEMS member to maintain qualifications per Wyoming State Forestry. See JHFEMS 4-3 Wildland Deployment for additional information.

## **SECTION VIII- UNIFORM/EQUIPMENT STANDARD**

Members will adhere to the JHFEMS Uniform Policy, in regard to wearing and maintaining uniforms.

Equipment and uniforms issued by JHFEMS will be recorded on an Issued Equipment List. All JHFEMS issued uniforms and equipment will be turned in to the Administration Office upon replacement of the equipment or upon the member's resignation. The cost of the equipment not returned to the Administration Office within two weeks of resignation will be charged to the resigned member.

## **SECTION IX- DISCIPLINARY PROCEDURES**

JHFEMS members are required to conduct themselves in a highly self-disciplined manner. The principal objective of disciplinary action is to improve or correct performance, efficiency and morale of the member receiving discipline as well as that of the department.

All JHFEMS members are expected to adhere to the following:

- All applicable local, state and federal laws.
- Department mission and values statements, policies, standard operating guidelines, procedures, protocols, position descriptions and Teton County Policy Manual.

JHFEMS officers and/or supervisors will administer discipline in a progressive and lawful manner in conjunction with the Teton County Policies Manual. Discipline should include at a minimum the next higher person in the chain of command.

#### Progressive Discipline:

- Progressive discipline proceeds with written reprimand(s), suspension and/or demotion, and dismissal JHFEMS.
  - The level of discipline will be commensurate with the degree and number of offenses.
  - The Chief will be consulted in all disciplinary action which includes suspension, demotion, administrative leave and termination.
  - Documentation of the infraction(s) and the corresponding discipline will be required and included in the Teton County Personnel file.

All formal disciplinary procedures will be reviewed by superiors. Member grievances shall follow the Teton County Policies Manual.

#### **SECTION X- SPECIAL PROVISIONS**

The Chief reserves the right to amend and/or change the JHFEMS Membership Policy.

- Chiefs and station leadership will be consulted and briefed in accordance to the degree and severity of changes.
- Before any changes are adopted all members will be informed.

Other, special circumstances that pertain to membership may be addressed on a case-by-case basis and will involve the Chief.