

LAKWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 500.02	RECRUITMENT
DATE IMPLEMENTED: NOVEMBER 13, 2018 DATE REVISED: DECEMBER 11, 2018	TITLE: CALCULATION OF PARTICIPATION PERCENTAGES

PURPOSE:

This guideline was promulgated to standardize the calculating of monthly and yearly participation percentages among all fire companies.

SCOPE:

All members of the Lakewood Volunteer Fire Department

General:

Monthly and yearly participation percentages will be calculated using the standardized spreadsheet as issued and installed on the Fire Companies District supplied computer that is located in each fire station. Participation percentage categories are defined as noted below:

- **Company Call Outs** - Any tone on the pager and/or Active911 that comes from dispatch for a requested response. This includes General Alarms, CO Alarms, Motor Vehicle Accidents, Fire Alarms, etc. (60%)
- **Drills** - Company drills, Department drills, and President's drills. All drills must be available to all members of the Company in order to receive credit. Drills should be pre-planned and shall be communicated to all members of the respective Company. (25%)
- **Meetings** - Company Meetings, Department Meetings, and Special Department Meetings called for by the Chief, or his/her designee. (15%)
- **Extra Credit** - all other details and functions which do not qualify for the first 3 categories. Examples include, but are not limited to, Truck Checks, BlueClaws Fire Works Detail, Cemetery Duty, Fire Prevention Details (Non-Duty Crew), Wakes, Funerals, Outside of Lakewood Training and Meetings, Community Outreach details, or as otherwise pre-approved by the Fire Chief of the Department, or his/her designee. (7.5% added to a member's total percentage)

Category Values:

Each of the 3 categories is assigned a percentage value. The total of all 3 values is equal to 100%. Extra Credit will add 7.5% to the member's total percentage. The values are as follows:

Company Call Outs	60%
Drills	25%
<u>Meetings</u>	<u>15%</u>
TOTAL	100%

Extra Credit 7.5% (added to a member's total percentage)

Reporting:

The completed monthly percentages sheet must be submitted to the Board Office by no later than the 15th of the following month. Ex: June's percentage report is due to the Board Office no later than July 15th.