

<b>Campbell County Fire Department Policy</b>		
General/Administration	<i>Membership Committee</i>	<i>100.81</i>

**I. PURPOSE:**

The purpose of this policy is to define the structure and roles of the Campbell County Fire Department (CCFD) Membership Committee.

**II. SCOPE:**

This policy shall apply to all members of the CCFD Membership Committee.

**III. PROCEDURE:**

## 1. Membership Committee Structure

1.1. The Committee will consist of six members: One representative from each of the four battalions, an appointed Chief Officer, and a Probationary Volunteer Firefighter chosen as an at-large member. The Division Chief of Volunteers will serve as an Ex-Officio member.

1.2. The volunteer membership of each Battalion will select their representative during their January meeting in conjunction with officer and bench officer selections.

1.3. The volunteer chief officers will appoint the Probationary Firefighter at-large member.

1.4. All appointments will be for a two-year time period with the exception of the probationary member, which shall be eighteen (18) months.

1.5. The Membership Committee will be chaired by the appointed Chief Officer. The Chairperson will have the right to vote on any and all issues.

## 2. Role of the Membership Committee

2.1. The committee will select new and specialized members for the CCFD following the guidelines in Policy 100.83 Probationary Membership Criteria & Process.

2.2. They will ensure the prospective member understands and can meet the extensive requirements of time, training, and response commitments expected by the department.

2.3. The committee will review and evaluate the probationary member on three, six, and nine-month intervals to ensure positive progress. The committee will meet with the probationary member's Station Captain if there are concerns. Additional meetings are at the discretion of the committee. The committee is obligated to solicit feedback on the performance of the Probationary Members. At the end of the probationary period, the committee will meet with

Initial Approval: June 2009 Revision Date:	Page 1 of 2	Sam Saunders, Chairman  ORIGINAL SIGNED
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the probationary member and then make a recommendation to their assigned battalion to vote the probationary member in as a full member.

- 2.4. The Membership Committee is charged with dismissing inactive Probationary Members. The committee may terminate membership of a probationary member for lack of participation, or failure to comply with specified training standards. Probationary members who are dismissed may ask for reconsideration and review by the Department Chief Officers.
  
- 2.5. The Membership Committee will only oversee applicants and probationary members. Once a probationary member has successfully completed probation, their membership supervision will be passed to Department officers. The Station Captain and Battalion Chief for a specified Battalion are charged with removing an inactive member once they have completed the probationary period and are full members of CCFD.

Initial Approval: June 2009 Revision Date:	Page 2 of 2	Sam Saunders, Chairman  ORIGINAL SIGNED
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