

BURLINGTON TWP. FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE #17

SERVICE HOURS

Purpose: To establish training, meeting, and emergency response requirements for members of the Burlington Twp. Fire Department to guarantee a well informed and trained department. This will ensure the highest quality service is provided to the residents and visitors of Burlington Township.

Scope: For the purpose of this policy, requirements are for all members of the department who provide a response to calls for service. This written policy establishes the minimum service hour requirements for members to remain in good standing.

Service Hour Requirements:

1. Members shall, at a minimum, attain 50 service hours each calendar year.
2. Service hours are attained at one half-hour per half-hour attended.
3. If a new member joins the department hours are pro-rated based on full months remaining within the calendar year, rounded to the nearest hour.
4. Emergency Response Requirements: Members shall, at a minimum, attain 12 service hours for emergency response each calendar year. Emergency response hours are attained based on the following:
 - a. Fire Run or Medical Run
5. Training Requirements: Members shall, at a minimum, attain 24 service hours for training each calendar year. A maximum of 6 hours may be obtained from online training. Training hours are attained based on the following:
 - a. Online Training
 - b. BTFD Cadet Training
 - c. Driver/Operator Certification Training
 - d. Firefighter Certification
 - e. Medical First Responder Certification
 - f. Fire Officer Certification
 - g. Fire and Emergency Services Instructor Certification
 - h. Monthly Department Training
 - i. LCFA/TCFA Training
 - j. In State Training
 - k. Out of State Training
6. Meeting Requirements: Members shall, at a minimum, attain 10 service hours for meetings each calendar year. At least 4 hours must be obtained from Department Business Meetings. Meeting hours are attained based on the following:
 - a. Monthly Department Business Meeting
 - b. LCFA/TCFA Association Meeting
 - c. LCFA/TCFA Chiefs Meeting
 - d. Burlington Township Board Meeting

Enacted: 12/20/24

Revision:

7. Special Event Requirements: Members shall, at a minimum, attain 4 service hours for special events each calendar year. Special event hours are attained based on the following:
 - a. Station Detail
 - b. Fire Prevention Event

Documentation:

1. A Bureau of Fire Services Continuing Education Training Roster (BFS-200) shall be completed and serve as documentation for any training attended by a member of the Burlington Twp. Fire Department.
2. Certification of Attendance.
3. The monthly participation log shall serve as documentation for all other requirements.

Non-Compliance with Requirements:

1. A review of each member's service hours shall be conducted by the Burlington Twp. Fire Department Fire Officers at the conclusion of each calendar year.
2. Any member who has failed to attain the minimum number of service hours, in any category, shall be scheduled to meet with the Fire Officers to explain extenuating circumstances which may have prevented the member from attaining the minimum hours.
3. The Fire Officers shall review the provided information and make a determination of the circumstances and formulate a recommended course of action.
4. The Fire Chief may take any of the following actions based on a failure to meet the requirements. Progressive corrective action should be considered but is not required.
 - a. No Action: If extenuating circumstances was a proximate factor in the failure to meet the requirements no action shall be taken.
 - b. Probation: A member may be placed on a six-month probationary period after which a review of updated service hours will be conducted. If the member is still unable to meet the minimum requirements further corrective action may be taken.
 - c. Demotion: A member holding the rank of Sergeant or above may be demoted by the Fire Chief, to any rank. A Fire Prevention Officer or Training Officer may also be demoted to any rank.
 - d. Suspension: A suspension may be imposed for a length determined by the Fire Chief.
 - e. Termination: The member may be terminated for unsatisfactory participation.

Enacted: 12/20/24

Revision: