

STANDARD OPERATING GUIDELINES

**DELTA-CARDIFF
VOLUNTEER
FIRE COMPANY**

S.O.G. A57-05 Revision: 2

SUBJECT: Years of Service Awards

DIVISION: Administrative

INITIAL DATE: 25 February 2003

EFFECTIVE DATE: 04 April 2005

PURPOSE: To outline the means by which members receive years of service awards, as per company bylaws

APPLICABLE TO: All Members, All Divisions

AUTHORITY: DCVFC Board of Directors

I. Awards

1. Year pins shall be awarded for 5, 10, 15, 20, 30, and 35 years of service.
2. Life membership shall be awarded at 25 years of service per company bylaws.
3. At 40 and 50 years of active service, the member shall receive additional recognition as follows:
 - a. 40 years of service—a speaking trumpet
 - b. 50 years of service—an axe plaque
4. Until December 31, 2003, all active and contributing/social members shall be granted the appropriate service award (service pin or life membership card) as determined by the Years of Service committee based on available and verifiable records.
5. As of January 1, 2004, to receive credit for a year of service, an active fire, EMS, and/or fire police member shall have a minimum of 125 credits in a 12 month period, ending 60 days prior to the company election of officers. Twenty-five of the 125 required credits shall be from the fund raising and training categories. The credits shall be issued as follows:
 - a. One credit per call response

- b. One credit per each ambulance duty tour
 - c. One credit for each training hour
 - d. One credit for each hour of fund raising
 - e. One credit for each hour of administrative work (applies to any member who is not an elected officer)
 - f. 25 credits for each elected office held
 - g. One credit for each meeting attended
 - h. One credit for each detail attended.
6. As of January 1, 2004, to receive credit for a year of service, a contributing member shall have a minimum of 40 credits in a calendar year, issued as follows:
- a. One credit for each hour of administrative work (applies to any member who is not an elected officer)
 - b. 25 credits for each elected office held
 - c. One credit for each meeting attended
 - d. One credit for each hour of fund raising
7. Military personnel shall receive 1 year of service for each year of active military service up to 4 years maximum.
8. The years of service awards shall be presented at the annual banquet.

II. Years of Service Committee

1. A committee that is appointed annually shall manage the years of service awards.
2. The committee shall include the assistant secretary, chairman of the board of directors, a fire line officer, an EMS line officer, a Fire Police line officer, and two members at large.
3. Fire, Fire Police, and EMS officers shall track credits that pertain to responses, duty tours, training and details.
4. The secretary shall track credits for officer and administrative credits.
5. The assistant secretary shall track meeting and fund raising credits.
6. The committee shall develop credit-reporting forms as needed.
7. Credit reports are due to the committee no less than 30 days prior to the company election of officers in order that they may be compiled and reported to the Board of Directors before the elections.
8. The committee shall maintain the life membership plaque.

9. The committee may assist the sick and welfare committee with maintenance of the deceased member plaque as needed.
10. The committee shall review and update this policy yearly.

Approved: /s/ William Griffith
Title: President