



Clarke County Fire and Rescue

Standard Operating Guideline

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

Subject: Membership Types	SOG: 300.03	Page 1 of 2
Category: Personnel - Membership Types		Sub Category: Membership Types
Approved by: Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		Effective Date: July 1, 2017

Purpose

To provide guidelines in the different types/category of membership of each department, to include what Clarke County Government constitutes as different membership types. This SOG is not intended to change any department bylaws. This SOG outlines the different types of membership defined by the Clarke County Government to include Clarke County Department of Fire, EMS and Emergency Management. This SOG is in conjunction with the definitions outlined in 44 CFR 152.2. Furthermore, this SOG does not outline the minimum certification requirements for each membership type/category. Departmental requirements may be more restrictive.

Definitions

It is the responsibility (as desired) of each department to further define each membership type/category listed. However, these are the basic established membership types/categories.

The following definitions have been adopted for use;

- Active Operational Member – A Clarke County Fire-Rescue Volunteer who has participated in a minimum of **SIX** emergency incidents in a calendar year. Participation is a crew member on a unit during an emergency response.
- Non-Active Member – A Clarke County Fire-Rescue Volunteer who has not participated in a minimum of six emergency incidents in a calendar year and not provided any assistance as an Associate Member (defined), and is still included on departmental rosters.
- Associate Member – A Clarke County Fire-Rescue Volunteer who assists at a minimum of one fundraising event in a calendar year.
- Clarke County Fire-Rescue Volunteer – Any person(s) defined on Department roster from Blue Ridge Volunteer Fire Company, Boyce Volunteer Fire Company or John H. Enders Fire and Rescue Company.
- Class A member – An active operational member
- Class B member – An active associate member
- Class C member – A non-active member

Procedure

Membership Rosters

1. Each Company/Department of the Clarke County Fire-Rescue Volunteers will provide no later than January 31st of each year a roster of current members as defined in the three categories (Class A, B and C members) to Clarke County Department of Fire EMS and Emergency Management.
2. Known changes to membership rosters should be given to Clarke County Department of Fire EMS and Emergency Management with 30 days of known changes (ex-death, termination of membership, ect).
3. Membership Rosters will include the following information
 - a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Last 4 of SSN
 - e. Address
 - f. Membership Type/Category
 - g. Membership effective date
4. Any validation of membership types/categories will be done through the Clarke County Department of Fire EMS and Emergency Management.

Use of Membership Rosters

1. Membership Rosters will be used for official County business only to include but not limited to;
 - a. Insurance validation
 - b. Clerk of the Court Register
 - c. Training/Certification records
2. Any further use of Membership Rosters shall have the approval of the Fire-Rescue Association.