



From: Volunteer Battalion Chief W. F. Richardson

14 April, 2009

To: All Volunteer Personnel

Subj: MONTHLY MEETING ATTENDANCE

In June of this year we will be graduating another class of approximately 21 Support Technicians. These individuals will need your help and guidance to complete the requirements necessary to achieve certification in the areas of Equipment Use, Driving, and Crew Leader responsibilities. My hope is that many of you will have already achieved these certifications, and as many of you as possible will have moved up the chain to an “Enhanced” Support Technician status, or at least be on your way to that point.

In light of the necessity to ensure our members, who are performing daily during fire ground operations, are certified and remain qualified, it becomes necessary to formalize a continuing education program that documents our training received. As it is already a requirement for volunteer members to attend a monthly meeting for the dissemination of information, and exchanging of ideas, the decision has been made to include a brief training session on pertinent material at the end of each meeting. This session may be verbalized, or practical, depending on the subject at hand, and should generally last no more than 30 minutes.

With the restructuring of the Volunteer Monthly Meeting coinciding with the graduation of a new class of technicians, it seems like a good time to re-enforce the policy that we all came into this system under that states: “All volunteers shall perform a minimum of 36 hours standby per month, and attend all mandated volunteer training sessions.” The combining of the monthly meeting with the soon to be scheduled monthly training sessions, precludes the necessity of having to attend 2 separate venues in any given month, and satisfies the continuing education requirement previously mentioned. Accordingly ... effective with the JULY 2009 Volunteer Monthly Meeting, the Administrative Assistant will take attendance at each meeting, noting those that are present, excused, or absent. In order to be “excused” from a meeting/drill, an individual must either have a letter on-file stating his/her reason for being unable to attend (work, school, etc) and the time frame encompassed (Aug – Dec, etc.), or notify a member of the Battalion Staff (B30, Unit 31, or Unit 33) prior to the time of the meeting stating the reason for being unable to attend on any given date. Volunteers missing 3 unexcused meetings/drills will be contacted to ascertain their ability to remain in the system as an active volunteer member. The Virginia Beach Fire Department prides itself on presenting an extremely professional and fine tuned appearance, so necessary to the trust and support of the citizens we serve. A well informed and trained volunteer contingent is paramount to that effort. Thanks.

**Wayne**

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