



VBFD/OVFD VOLUNTEER MEETING POLICY STATEMENT

From: Volunteer Battalion Chief W. F. Richardson
To: All Volunteer Personnel
Subj: MONTHLY MEETING ATTENDANCE

01 JUN 2019

VBFD POLICY: "All volunteers shall perform a minimum of 36 hours standby per month, and attend all mandated volunteer meetings and training sessions." The combining of the monthly meetings with the scheduled monthly training sessions, precludes the necessity of having to attend 2 separate venues in any given month, and satisfies the VBFD continuing education requirement. Accordingly, the OVFD Secretary will take the 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 member. The Virginia Beach and Oceana Volunteer Fire Departments pride themselves on presenting an extremely professional and finely 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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