

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2017-006
	Shift Coverage for Sam Porter by External Volunteers	Effective: 8/1/2017
		Expires: 8/1/2018
		From: BC Poole

In order to provide additional opportunities to extend Sam Porter’s paid leave from MFR, the department will be instituting a program by which firefighters from other departments will be permitted to donate their time to cover a shift for Sam. In order to facilitate this program, the following parameters are being set.

- Volunteering firefighters must be at least TCFP Basic Firefighters and EMT-Basic.
- Volunteering firefighters will typically ride in one of the firefighter positions on the apparatus
- Volunteering firefighters will need to be able to utilize their home department’s PPE. MFR will not be able to provide PPE to volunteering firefighters.
- A MFR member will drive, no outside volunteers will be allowed to drive MFR apparatus
- If the volunteering member is an officer in an auto aid department, they may be allowed to ride in the officer seat, depending on available staffing that day. Typically, if a MFR officer is on duty, that officer will remain in charge, unless the MFR officer is the only available driver for the apparatus.
- Volunteering firefighters that are not COG cleared as first responders in the ATCEMS system may assist on medical calls under the direction of a system-cleared member, but they cannot take a lead position in medical care.
- Only one outside volunteering member is permitted on duty at a time
- We will accept offers of full and partial shifts

There will be a binder available in the watch office with some paperwork for the volunteering member to fill out before they start their shift. The completed paperwork needs to be handed in to Jennifer or slid under the door to her office if she is not available.

Persons wishing to volunteer should be directed to Lt. Padalecki for scheduling. He will be overseeing the scheduling of outside personnel.