

# 2019 VIP Board of Trustees

**Doug Adams**  
**Chairman**

*(position expires 1/2020)*

**Volunteer Member at Large Representative**

*(term expires 6/2022)*

**Jeff Edwards**  
**Vice Chairman**

*(position expires 1/2020)*

**Fire Volunteer Representative**

*(term expires 6/2022)*

**Wayne Guffey**

**Rescue Chiefs Representative**

**Richard Oakes**

**Fire Chiefs Representative**

**Carl Kempa**

**Fire Volunteer Representative**

*(term expires 6/2020)*

**Tom Philpott**

**Rescue Volunteer Representative**

*(term expires 6/2020)*

**vacant**

**Roanoke County Representative**

**Laurie Gearheart**

**Finance Department Representative**

Updated 2//2019

R C F R D

VIP Board of Trustees  
Roanoke County Fire & Rescue Department  
5925 Cove Road  
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**ROANOKE COUNTY  
FIRE & RESCUE DEPARTMENT**

# Volunteer Incentive Program



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**V I P**

# VIP

## Rules & Regulations

- A. The VIP program is an incentive program that rewards Roanoke County volunteer firefighters and EMS providers with an annual bonus for meeting a minimum service requirement.
- B. The maximum benefit as of January 2006 is \$500.00 per volunteer annually to be paid in April of the following calendar year.
- C. The V.I.P Plan Year is January 1<sup>st</sup> – December 31<sup>st</sup> of each year with point records due by January 15<sup>th</sup> of the following calendar year and no exceptions. Incentive bonus checks are issued in April.
- D. ~~A volunteer member is required to answer 10% of the total calls dispatched to their station during volunteer hours as a pre-qualifier for the VIP program, unless they are a member of a "high call volume" station (defined by dispatched calls during volunteer hours totaling more than 1000 calls per calendar year). Volunteers who are members of "high call volume" stations are required to answer 3% of the total calls dispatched to their station during volunteer hours. Your station's total calls are figured based on calls dispatched to your station during volunteer hours, however you may count your calls answered during any time of the day. Additionally, the VIP board will look at any large variability in call volume from year to year, either in a positive or negative direction to see if the required percentages need to be adjusted. (10/11/2016 RoCo BoS amended VIP program and discontinue Rule D)~~
- E. You must earn a minimum of 80 points on the VIP point record during the calendar year to be eligible for this program.
- F. Refer to the Roanoke County Fire and Rescue VIP Point Record for criteria on how to earn points.
- G. To qualify for this program you must be a Roanoke County Fire and Rescue Department Volunteer and you must be at least 16 years of age; and an active member of a Roanoke County Fire and Rescue organization.
- H. To remain eligible for this program volunteers must be in good standing with Roanoke County as of the last day of the incentive year. Any disciplinary action involving a felony would result in the volunteer being disqualified and not eligible for the VIP

benefit.

- I. A VIP eligible member is defined as:
  - 1. A volunteer member who is at least 16 years of age and has been approved by the Roanoke County Fire and Rescue Department application process as a Firefighter/Rescuer;
  - 2. & been accepted by a Roanoke County Volunteer Fire/Rescue Organization as a Firefighter/Rescuer;
  - 3. & meet Firefighter/Rescuer SOP's, certifications, etc as indicated by Roanoke County Fire & Rescue Department and Fire/Rescue Organization;
  - 4. Firefighters/Rescuers must be certified at minimum level within 18 months of acceptance into organization. This means a Firefighter must have Firefighter I within 18 months of acceptance into organization; and Rescuers must have EMT-B within 18 months of acceptance into an organization. Prior to 18 months a volunteer may earn their 80 points and incentive if they are actively working toward becoming certified. **Additionally, a volunteer must remain certified at the minimum level to be eligible for the VIP program.**
  - 5. The Department Chaplain shall be a VIP eligible member subject to the following: The Chaplain is the designated department Chaplain as set forth in County Policy # A-01-004. The Chaplain shall record monthly points based on a point system constructed by the VIP Board specific to the Chaplain position. Points submitted shall be verified by the Chief of Fire/Rescue, or their designee in lieu of a volunteer Chief Signature.
- J. All policies, procedures and the point system of this program are to be interpreted as a whole, and individual statements shall not be construed so as to undermine the overall intent of the documents.
- K. The VIP Point Sheet should be filled out weekly or monthly in order to ensure its accuracy.
- L. If a volunteer is a member of multiple organizations, he/she must earn 80 points with one organization and is only eligible to receive one annual bonus per year.
- M. No points will be awarded for any activity performed for individual monetary compensation.
- N. It is the responsibility of the volunteer member to

maintain an accurate record of your points, which shall be verified by the leader of your organization and authorized by their signature at the end of the year.

- O. The principle reason for a member being at the station shall be used to determine in which category points will be awarded. (i.e. training, business meetings, station duty, running calls, etc.)
- P. The VIP Board of Trustees recommends that the leadership of each organization periodically review the point records to assure that each member is given due credit for active participation.
- Q. A current roster of active members (as defined above) must be maintained in the Fire/Rescue Office. It is the responsibility of the volunteer organization to update the county roster as changes in membership and/or activity status occurs.
- R. VIP Point Records are subject to random annual independent audits.
- S. The VIP Board of Trustees reserves the right to modify all policies, procedures and the point criteria, with adequate notice to the participants, in order to maintain an effective program.
- T. The VIP Board of Trustees shall be the ultimate authority on management, policy making decisions and eligibility in the program.
- U. All concerns with the program shall be handled through the VIP Board of Trustees. A volunteer must put their concern in writing and send it to the Official Board address listed on this master plan.
- V. If a VIP eligible volunteer is called to active military duty-their Chief may request to address the VIP Board of Trustees seeking authorization for that volunteer to receive the VIP benefit. (Approved at the 10-18-2007 VIP Board meeting.)

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