



**HORRY COUNTY  
FIRE/RESCUE DEPARTMENT**  
PROUD \* PREPARED \* PROFESSIONAL



**STANDARD OPERATING PROCEDURE**

---

**APPROVED BY Garry Alderman, FIRE CHIEF:**

**DATE:**

---

**SOP 207**

**VOLUNTEER PAY-PER-CALL POLICY**

**PURPOSE OF THIS STANDARD**

The Volunteer Firefighter Pay-Per-Call Program has been established to help reimburse volunteer firefighters for expenses incurred while responding to and participating in Fire Department emergency calls. These guidelines are provided in order to insure proper administration of this program.

**SECTION 1 - ELIGIBILITY AND CONDITIONS**

1. Volunteer firefighting personnel who are active members of the Horry County Fire/Rescue Department are the only persons eligible to participate in this program.
2. In order for a volunteer firefighter to be eligible for payment, the following conditions must be met:
  - A. **Respond to a call to which their assigned station has been dispatched, or with his/her District Chief's prior knowledge be doing ride-a-long time at another station.**
  - B. Arrive at the scene, their respective station, or other designated location determined by the incident commander. This includes personnel who are standing by at the station to man apparatus not dispatched to the call in order to have another unit manned and in service in the area
3. If a response is cancelled (equipment and/or personnel only), then those units/personnel not on

the scene are to stop their response at that time and return to the station. After returning to the station, member must remain there until released by an officer or other person completing the incident report. Payment will not be approved if these procedures are not followed.

4. If personnel from a Horry County Fire/Rescue station that was not dispatched on a particular call responds and arrives on the scene before cancellation, they are eligible for payment if they are needed and they are used during the incident. Simply showing up will not make them eligible for payment.
5. Personnel must have in their possession all issued Personal Protective Equipment and wearing such equipment in accordance with the Horry County Fire/Rescue Department's Policy entitled, "Safety Policy." Personnel must also be in compliance with all applicable requirements mandated by the Occupational Health and Safety Administration (OSHA). **This includes but is not limited to, respirator fit testing, annual physicals, annual bloodborne pathogens training and tuberculosis testing.**
6. Personnel must have their Personal Accountability System Tag in their possession and submit the tag to the appropriate location in accordance with the Horry County Fire/Rescue Department's Policy entitled, "Personal Accountability System Policy."

## **SECTION 2 - ADMINISTRATION**

1. The Volunteer Pay-Per-Call Report form will be used to record and report activity for the Pay-Per-Call Program, **to include properly documented ride-a-long calls.**
2. The report form will be turned in no later than the first Wednesday of each month along with all other regular paperwork.
3. Instructions for filling out the report form are as follows:
  - A. Only personnel that are assigned to a particular station are to be reported on that station's form. For example, if a firefighter from a station other than the one assigned to a given response assists on that response, and qualifies for payment, then that will have to be recorded on the monthly report from the station to which that firefighter is assigned.
  - B. Enter the station name and number at the top of the form in the locations indicated. Also put the appropriate month in the space provided.
  - C. When recording who is to be paid for a particular call, begin by placing the date of the incident and the appropriate incident number in the spaces provided at the top of the vertical columns. Place an "X" in the box below the incident number and beside the name of those who qualify for payment.
  - D. At the end of the month fill in the totals on the left side of the form.

- E. Have each person who is to receive any payment sign in the space directly below his/her name. No signature means, no pay for that month.
- F. The District Chief or ranking volunteer officer is then to review the form and sign the qualifying statement at the bottom of the page.

### **SECTION 3 - PAYMENT**

Payments will be made monthly and mailed directly to the volunteer member. It is the responsibility of each volunteer member of Horry County Fire Rescue to supply administration with each change of your address. Payments will be made to the address most current address on file.