



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
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Standard Operating Guidelines

SOG NO.: KP-1-0038
SOG TITLE: MENTOR PROGRAM
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PURPOSE: The purpose of the King of Prussia Volunteer Fire Company Mentoring Program is to provide members with the appropriate support needed to become productive volunteers.

Objectives:

- Increase the participation rate of prospective members
- Strengthen the Departments ability to proactively retain the interested members
- Increase the participation of current members
- Create a positive environment for all members

Procedure:

The Application Process

1. Once the application has been completed, submitted and approved by the Fire Chief, the application will be forwarded to the Deputy Chief and to the Gear Coordinator. The Deputy Chief will serve as the Mentor Program coordinator.

2. The Deputy Chief will assign a Lieutenant as a Mentor to the new recruit. He/she may include firefighters to help him/her to support the new recruits needs to become productive volunteers.
3. Since the intent is to keep, the new recruit involved and motivated and to instill in the new recruit a positive attitude to become the very best volunteer. A Lieutenant will serve as the Mentor and will periodically follow-up with prospective members throughout a 12-month mentoring period.

The Mentoring Program

1. The Deputy Chief will contact the new recruit and Lieutenant assigned within two weeks of receiving a copy of the application to schedule an interview meeting. This meeting will give the recruit and his/her Mentor a time to meet and get to know one another. This meeting will review the fire company's history, where we are today, and what is in the future. A fire company key fob will be assigned to the new recruit.

In addition, the Gear Coordinator will be forwarded a copy of the new recruit application. Within three weeks, the Gear Coordinator shall assign a set of personal protective clothing to the new recruit to be used for training.

2. After the interview meeting, the Mentor(s) will meet with the new recruit on a weekly basis. The Mentor should assist the new recruit with explaining the fire company's structure, equipment, procedures and chain of command.
3. The Mentor(s) will be responsible to keep up on his/her recruits status thru out the County Fire Academy, assisting them with any questions they may have.
4. Following completion of Probationary Membership Checklist and required County Fire Academy training, the Mentor(s) responsibility is to partner up with his/her recruit for fire company meetings and trainings, day to day operations and anything else that may arise.

5. During monthly fire officer meetings, the Mentors will discuss and inform the Fire Officers of their recruits progress. During these progress reports, the Mentor(s) may request that the new recruit be given permission to respond on the apparatus for emergency dispatches. The change in response status will be given by the Fire Chief after comments or concerns heard from the Fire Officers. If approval is granted a alerting device (ex. Pager) will be assigned to the new member.
6. Other incentive such as License plates, station shirts, etc. may be given to the new recruits during the 12-month mentoring period at the discretion of the Deputy Chief and Fire Chief.

The goal at the end of the program is to have new recruits that have the WILL and the WANT to become great volunteers and to have made a new friendship that will last a long time with the King of Prussia Volunteer Fire Company.