

RIVERSIDE COUNTY FIRE DEPARTMENT
Volunteer Services Program
Forms List and Contact Information

Form	Form Name	Deadline	Distribution
Change Notice <i>The Change Notice form should be completed by the VFC President or assigned Supervisor, and/or Volunteer Member. It is the assigned or acting supervisor's responsibility to see that the form is completed correctly. Use this document to record a change of address / name / telephone number, add a new volunteer member, transfers, change of rank, leave of absence, separation, etc.</i>	Change Notice	As needed	Station file / Volunteer Services Program
Monthly & Daily Participation Report (MPR & DPR) <i>This form is the Volunteer Firefighter Daily Participation Record (DPR) and Monthly Participation Report (MPR). Each time that a volunteer participates in any VFC or RCOFD function, duties, coverage or responses, he/she is to document his/her hour(s) of participation for that given day on the DPR form on a monthly basis. All information that is placed into the DPR sections will automatically transfer to the MPR sheet.</i>	RCO51.8 Monthly (Annual) Participation Report-Rev04-09	<u>15th of each month</u> for the previous month activity	Station file / Volunteer Services Program Submit by <u>ELECTRONIC MAIL</u> to rvc.volunteers@fire.ca.gov.
Worker's Compensation Roster <i>This form is the Volunteer Firefighter Worker's Compensation & Rank Roster. All active volunteers (including LOA) should be recorded on this roster on a monthly basis.</i>	Worker's Comp Roster-RCO36.16	<u>5th of each month</u> for the previous month activity	Volunteer Services Program Submit by <u>ELECTRONIC MAIL</u> to rvc.volunteers@fire.ca.gov.
Volunteer Training / Drill Report <i>This is the 48.10 form. Should be filled out for all training to the VFC.</i>	Volunteer Training-Drill Report-RCO48.10	15th of each month for the previous month activity	Training Bureau - CTC
Volunteer Training Request Sheet <i>This 48.14V form should be filled out for all CTC/COD training.</i>	RCO 48.14V-Volunteer Training Request Route Sheet	As needed	Volunteer Station Liaison / Training Bureau - CTC
Board Member Update <i>The purpose of this form is to have the VSP office and respective Executive Staff of updated VFC Officer information.</i>	VFC Semi-Annual Board Member Update	February 1st or as needed	Volunteer Services Program
Certificate of Organization & Qualification (COQ) <i>This form shall be filed with the County's Fire and Rescue Operational Area Coordinator for the eligibility of the Volunteer Fire Company to receive donations.</i>	Certificate of Organization & Qualification-RCO51.2	February 1st	Volunteer Services Program Submit 2 (two) <u>ORIGINAL SIGNED FORMS ONLY</u>.
OSHA Respiratory Medical Evaluation Questionnaire <i>Volunteers are required to complete a fit test. Completion of an OSHA II form is required before the use any type of respirator.</i>	Medical Evaluation Questionnaire - Rev0410	New volunteers; Annually (1 year from last fit test)	Volunteer Services Program <u>Sealed Envelope</u> ~ Attn: Denise Sandoval
Volunteer Emergency Contact Information <i>Form CF31 must be completed by ALL volunteers. The purpose of this form is to have readily available Emergency Contact Information in the event of an emergency.</i>	CF31 Form	New volunteers; as needed; and/or as requested by VSP	Station file / Volunteer Services Program
FC 42 <i>The FC-42 is the base document for recording emergency worker time on an incident. The FC-42 results in a fire time check being issued to the worker in payment of his/her time. Every emergency worker must have an order and request number which is entered on the FC-42.</i>	FC-42	Per individual basis	VSPM for approval <i>* Payment will not be made from an FC-42, unless it contains valid signatures, incident numbers, personal data (i.e. SS#), etc. Pay period requirements must be met when processing FC-42's.</i>
FC 33	FC 33 Form Rev 05-08	Per individual basis	
Boot Vouchers <i>The Riverside County Fire Department shall provide an allowance for wildland fire fighting boots not to exceed \$250.00 for each active/responding volunteer firefighter, upon his/her second (2nd) anniversary of his/her start date and every two years of consecutive, active responses thereafter. The VFC will determine the eligibility of the volunteer. If the volunteer meets the criteria as stated in Policy Letter No. 5-07, the VFC will provide the Boot Purchase Authorization Form 25.3a (Rev 03/07) to the volunteer.</i>	Volunteer Boots Purchase Authorization	Per individual basis	Station Liaison / VSPM for approval / County Purchasing - Melissa Etter

RIVERSIDE COUNTY FIRE DEPARTMENT

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Contact Information	Address Information	Links and Forms
<p>Jeff La Russo Volunteer Services Program Manager (VSPM) Ph: (951) 486-7612 Email: Jeff.LaRusso@fire.ca.gov</p> <p>Office Assistant III - VSP > VSS / ID Cards / Other Administrative duties Ph: (951) 486-7613 Fx: (951) 486-7610 Email: RVC.Volunteers@fire.ca.gov</p> <hr/> <p>Angel Sanchez, Jr. Chairman, Volunteer Firefighters Association Email: Angel@volunteerfire.net</p> <p>Jerry Hagen Vice-Chairman, Volunteer Firefighter Association Email: Jerry@volunteerfire.net</p> <p><i>** Visit the VFA website for a listing of more Board Members</i></p> <hr/>	<p>Riverside County Fire Department Volunteer Services Program 16902 Bundy Avenue, Suite 213-C Riverside, CA 92518</p> <p>Office Hours: Monday to Thursday - 8:00 a.m. to 5:00 p.m.</p> <p>Volunteer ID Cards: Wednesday (Walk-Ins) 9:00 a.m. to 4:00 p.m. <i>* Other days available by appointment only.</i></p> <hr/> <p>Riverside County Volunteer Firefighter Association P.O. Box 8282 Moreno Valley, CA 92552</p> <hr/>	<p>Forms:</p> <ul style="list-style-type: none">> Outlook Public Folders> RVC Volunteer Folder (Intranet): http://rruintranet/internallinks/Volunteers.asp> RCVFA Website: www.volunteerfire.net <p>Links:</p> <ul style="list-style-type: none">> RVC Training Calendar (Intranet): http://rruintranet/Apps/TrainingCalendar> Target Safety: www.targetsafety.com/rvcfire> VSS: www.rvcvss.com> RCOFD: www.rvcfire.org> CAL FIRE: www.fire.ca.gov> FEMA: http://training.fema.gov/IS/crslist.asp> Fire Explorer Program: http://www.rvcfire.org/opencms/functions/FireExplorers/index.htm> NWCg: http://training.nwcg.gov/online.htm> RCOTA: http://rctoa.org> State Personnel Board: http://www.spb.ca.gov/index.htm> County of Riverside HR: www.rc-hr.com> Riverside County EMS Agency: www.rivcoems.org> RCVFA Website: www.volunteerfire.net
<p>Linda Jayne Records Manager/Target Safety - Training Bureau > Target Safety / TS assignments / copy of records / etc. Ph: (951) 486-4946 Fx: (951) 486-5039 Email: Linda.Jayne@fire.ca.gov</p> <p>Amanda James Office Assistant - Training Bureau > Class enrollment / cancellation / inquiries / etc. Ph: (951) 486-4860 OR (951) 486-5097 Fx: (951) 486-5039 Email: RRU.TrainingReceptionist@fire.ca.gov</p> <hr/>	<p>Riverside County Fire Department Training Bureau 16902 Bundy Avenue Riverside, CA 92518</p> <hr/> <p>Riverside County Fire Department Health & Safety Bureau 16902 Bundy Avenue Riverside, CA 92518</p> <hr/>	
<p>Sherre Nissley Office Technician - H&S > Fit Test general inquiries Ph: (951) 486-5231 Fx: (951) 486-5311 Email: Sherre.Nissley@fire.ca.gov</p> <p>Denise Sandoval Registered Nurse ~ H&S > Medical Evaluations Ph: (951) 486-5129 Fx: (951) 486-5311 Email: Denise.Sandoval@fire.ca.gov</p> <hr/>		
<p>Service Center - Perris HQ > PPE - Station Liaison to contact VSPM to sch. gear appt. Ph: (951) 940-6934</p> <p>Linda Hogue Perris HQ ~ Finance > W-2's / FC 42 payments Ph: (951) 940-6757</p>	<p>Riverside County Fire Department Perris Headquarters 210 W. San Jacinto Avenue Perris, CA 92570</p>	