

**PENNINGTON COUNTY FIRE SERVICE BOARD (FSB)
BEST OPERATIONAL PRACTICES (BOPs)**

ADMINISTRATIVE RULES	Date	BOP#
VOLUNTEER FIREFIGHTER WORKERS' COMPENSATION COVERAGE	Addition: 1/1/2024 Revision:	FSB06

PREMISE:	Pennington County fire chiefs have a responsibility to the people they serve, themselves and fellow firefighters to ensure their members are eligible for workers' compensation coverage.
PURPOSE:	The purpose of this BOP is to establish necessary guidelines to ensure that all prospective firefighters in Pennington County are eligible in accordance with SDCL 62-1-5.2.
SCOPE:	The BOP shall apply to all people who desire to become volunteer firefighters in Pennington County and who expect to be insured under Pennington County's workers' compensation insurance coverage.

OPERATING PRACTICE:

- 1) All Pennington County fire chiefs who wish their firefighters to be insured by Pennington County's workers' compensation shall submit the following information to the Pennington County Fire Administration office (Administrator), upon acceptance of the firefighter membership in their fire department:
 - a) Full name,
 - b) Mailing address,
 - c) Date of birth,
 - d) Email address,
 - e) Phone number.

- 2) All Pennington County fire chiefs shall submit monthly roster updates by the end of the first week of each month to the Administrator for submission to the County Commission office.