Volunteer Firefighter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_VFC\_\_\_\_\_\_\_\_\_ Termination Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below is a checklist for all volunteer firefighters to demobilize from the Butte Unit’s volunteer program. All volunteer firefighters leaving the volunteer program must complete the demobilization process so all issued items are accounted for and all required tasks are completed prior to departure from the unit. VFF’s will be held personally and financially responsible for all issued items until you have completed this process.

The career company officer or VFC captain will need to collect all issued items and make phone calls to applicable stations/bureaus to determine all issued items have been accounted for. The career company officer will also need to send an email to the CALFIRE BTU Volunteer Assignments email account to notify the group that the demobilization process has been completed.

**Items to be accounted for and checked off Signature of Recipient**

* Station 73 (all issued PPE, returned cleaned and serviceable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Station 45 (MSA mask, bag, HUD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* County Finance notified (remove from insurance, checks) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Volunteer Training Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ID card, mirror hanger, badge, uniforms/boots)

* Volunteer Company Captain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company loaned items, keys, close out items)

* Separation Questionnaire (SOP 10.18) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Current mailing address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Training file archived, remove from spreadsheet, pull program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Volunteer resigned / terminated in good standing YES\_\_\_\_\_ NO\_\_\_\_\_