



## Volunteer Incentive Program (VIP) Instructions

### Online Submission (Preferred)

When certifying personnel in the Volunteer Incentive Program (VIP), **Individual Certification** forms should be completed via the [Fire Portal](#) by the chief/ director.

Due January 31  
of each year

After logging into the Fire Portal:

- Click on the VIP logo (or go to **Tasks>Administration>VIP Reporting**).
- Select volunteer name from drop-down menu and click "Add."
- Select one: "Firefighter," "Rescue Squad Member," or "HazMat Team Member."
- Complete the form.
- Click "Next" and on the next page
- Click "Submit."

**Edit:** If you need to edit a submission, only a Fire Chief (or SC State Fire personnel) may do so. Visit the main VIP page (see list of names) and click "Edit" beside the appropriate name.

**Auto-Email:** Once you complete the form, if the volunteer has a Fire Portal account, an email is automatically sent to that volunteer indicating their VIP form has been submitted. The volunteer, at this point, has access to the form.

**Download:** If you wish to download and print all of the completed forms, you may select that option on the main VIP page.

### Online Advantages

There are several advantages to submitting VIP reports online. These include:

- Making available to the volunteer (at any time) their completed Individual Certification form.
- Automatically transferring any Training Points from the previous year.
- Automatically compiling your "**Team Report**," which
- Eliminates the need to submit a separate Team Report (list of names/ points).

### Paper Submission

Questions about submitting Individual Certification points via the Fire Portal?

- Contact SC State Fire at 803-896-9800, or
- Email [contact.fireonline@llr.sc.gov](mailto:contact.fireonline@llr.sc.gov).

Once received, State Fire will securely file with the SC Department of Revenue a statewide listing of volunteer personnel who are qualified to receive the tax deduction.



### Instructions:

The VIP benefit rewards South Carolina volunteer personnel for services rendered to their community.

The chief/ director is the sole authority for certification of volunteer personnel. The chief/director is responsible for:

- Verifying those individuals meeting the standard receive the benefit.
- Collecting data and maintaining appropriate records.
- Making sure the individual has, in fact, received training.
- Submitting the points (minimum 70).
- Certifying the document [via the Fire Portal](#) by **January 31**.

**Due January 31  
of each year**

### Explanation of Key Topics

State Fire, in conjunction with the S.C. State Firefighters' Association, formulated the point system.

#### Training Section

There are 23 courses listed assigned specific points. Additional training, not included, qualifies under the "Bonus Point" section.

#### Auto-Carry Forward

Once a volunteer receives EMT, paramedic, or first responder training, they automatically receive those points each following year.

#### Self-Contained Breathing Apparatus (10 points)

This includes any course deemed appropriate by the chief/director specifically addressing the *maintenance* and *use* of the breathing apparatus.

#### Station Training/Meetings

These points are accumulated by the individual's attendance at meetings and training sessions they are eligible to attend.

*Example: In a combination department, paid personnel might be required to train every day on duty. However, a volunteer member may be required to train only once a month. The percentage of attendance would be determined by the monthly training session in which the volunteer is required to attend. The same holds true for station meetings.*

#### Call Volume - Volunteer Response

The participation percentage for calls is computed from those calls in which the volunteer rescue personnel is expected and required to attend. Two examples include:

- In a combination department, paid personnel may handle routine calls and a volunteer member might only be called for a major incident. The participation percentage for the volunteer would not be based on ALL calls answered by the squad, but only those calls where the volunteers were alerted.*
- For squads with volunteers assigned specific days to be on call, the individual volunteer's participation percentage is based only on those calls on the days they are on standby.*

### **Service to Department/Rescue Squad/HazMat Team**

This category is for volunteers who are unable to actively participate in rescue/team operations, but continue to provide significant service to the squad/team and community by performing other rescue/HazMat duties.

The chief/ director has sole authority in granting these points and services, which include (but are not be limited to) dispatch, maintenance, computer entry, crowd control at scene, etc.

### **Bonus Points**

These points are awarded for any training, other than those identified under the Training Section. Training must be beneficial to the operation of the department/squad and the citizens it serves and approved by the chief/director.

*\*If using paper version, the chief/director must:*

- Provide form to individual volunteer for their records when claiming the \$3,000 tax deduction on their state income tax.*
- Complete and file a Team Report. It must be completed by a chief/director and sent to SC State Fire postmarked **no later than Jan. 31.***