Volunteer Membership Process Explanation

The following information is intended to guide prospective volunteer applicants through the District's membership process from the time you submit an application to the time you are assigned to a station as a responder. Please read this carefully as it answers many of the most commonly asked questions.

Orientation Meeting: All prospective applicants are invited to attend an orientation meeting where we will discuss the Fire District in terms of the coverage area and the services we provide; the range of volunteer program options, how they function, what they require, and how to participate; the District's expectations of its members; what the District provides and offers it members; and what to expect while advancing through the membership selection process.

> *The Orientation is intended to give applicants a clear understanding of the expectations placed on a volunteer firefighter. This is the prospective applicant's opportunity to carefully evaluate their commitment.*

Application Form: Individuals, who choose to proceed, are asked to complete an application packet and an abstract driving record, returning them to the District's administrative office during regular business hours. Documentation of relevant fire service training or previous experience may also be submitted along with the application. Applications are screened to verify that candidates meet the minimum eligibility requirements.

As a minimum, applicants must:
- Be a U.S. citizen, or be lawfully admitted to the US for permanent residency;
- Live within the Fire District, or be able to otherwise meet specified minimum activity levels;
- Be a minimum of 18 years old at the time of appointment;
- Possess a high school diploma or GED (photocopy required);
- Have a level of physical ability commensurate to applicable job related duties;
- Possess a valid driver license (photocopy required);
- Be able to comply with the District's Drug Free Workplace policy and procedures;
- Not be a current user nor become a user of tobacco products;
- Not have any felony convictions;
- Comply with facial hair and body art policies

Physical Ability Exam: Candidates will be notified of the time, date, and location of the physical ability exams. The physical ability exam consists of a series of consecutive events designed to simulate job-related activities. A copy of the physical ability exam is enclosed. Applicants who are not able to successfully complete the physical ability exam are disqualified from advancing, but are encouraged to retake the exam at the next available opportunity.

Oral Interview: Candidates who successfully complete the physical ability exam are then scheduled for an oral interview. The interview will allow panelists to meet the candidates and get to know them through a series of questions for the purpose of selecting the candidates eligible for acceptance. Upon completion, the interview panel will report their recommendations to the Assistant Chief.

> *The physical ability exam and oral interviews are used to assist in validating the candidate's fundamental ability to perform the academic and physical duties of a firefighter.*

Medical Examination: Selected applicants will be scheduled for a medical physical examination. The physical exam will be at the District's expense if performed by the physical District's designated Physician. This exam is used to evaluate a candidate's medical status in relation to their ability to perform their expected duties safely. The exam is based on the job-related industry standard NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. The medical exam may disclose medical conditions that would disqualify an applicant from membership or identify restrictions to which duties they may be expected to perform. Not all disabilities or restrictions can be accommodated. **Results of this exam will be kept in the applicant's confidential personnel file.**

> *The medical exam is used to assure to the extent possible, that participation as an emergency responder does not pose an increased health risk to either the candidate or to those with whom they would be operating with.*

Background Investigation: Selected applicants will be requested to authorize the District to conduct a background investigation that includes a criminal history check. References indicated on the application may be contacted as well as referrals from references. **All information disclosed by the investigation would be kept confidential**.

> *The background investigation and reference checks are used to assist in validating the candidate's general suitability for the position for which they are applying.*

Recruit Training: Once selected, new members will be registered to attend the next available Recruit Academy and will be assigned to the District's Training Division. Recruits will be provided with a Recruit Academy Schedule prior to the Academy. It's imperative to be in the right place at the right time and to understand that make-up classes are extremely difficult to provide, which makes it essential that Academy attendance is 100%. At the District Training Chief's discretion, previous training (Lateral Entry) may be substituted if adequately documented. In order to receive Lateral Entry status, candidates may be asked to complete written knowledge and or practical skills evaluations.

Recruits who are unable to perform the minimum competencies established by the Recruit Training Program will be disqualified.

> *Recruit Training satisfies State and Federally mandated training requirements and establishes a minimum level of competency for fundamental qualification as an emergency responder.*

Upon Completion of Recruit Training: Upon successful completion of the Recruit Training, recruits will be given a station assignment with the accompanying station orientation. At this point the recruit will be assigned to their respective Station Officer and will:
1. Be required to complete any post academy requirements;
2. Begin attending weekly training;
3. Be issued a pager;
4. Begin responding to alarms.