

SUBLIMITY FIRE DISTRICT

Operational Guide

SUBJECT: Volunteer membership process	O.G. NUMBER:
PURPOSE: To describe the operations structure of the Fire District	Original Date: 10/03/03
	<u>Revision Date:</u>

Membership process

Interested party submits an “interest card” or “application”

Upon receipt of an “**interest card**” or “**application**”:

Administrative Clerk:

- Mails a letter of acknowledgment to the applicant that outlines the membership process and instructs them to call for an appointment with the Membership Interview Panel.
- Files the application for the Membership Interview Panel; forwards a copy to the Fire Chief and the Recruiting Officer.

Interviews are held the first Monday of each month--unless no applications are pending

Membership Interview Panel consists of the Volunteer Association President, Auxiliary President, Admin Clerk, one Resident Volunteer and one Volunteer Officer. The interviews are 15 - 20 minutes. The committee forwards the Application to the Fire chief with an indication of "recommended" or "Not recommended"

Not recommended--- Administrative Clerk mails a letter is indicating such and thanking them.

Recommended--- Administrative Clerk mails a letter indicating such and schedules a meeting with the recruiting officer and applicant. The Recruiting Officer meets with the applicant and gives them a very clear and honest description of the demands and commitment of being a volunteer along with the benefits.

The recruiter is expected to either affirm the applicant should continue, or suggest the recruit NOT continue to pursue membership depending on the responses and feeling the recruiting officer gets from the applicant about their ability to fulfill the commitment

--Continuing applicants will have a criminal background check and driving record check.

--Upon acceptable review of criminal and DMV records the applicant is invited to attend drills and meetings as a guest, but cannot participate (as they are not on the insurance roles yet).

--Approx. 30 days before the next recruit academy applicants are scheduled for a Doctor's physical and drug screening.

--Upon acceptable results of the Physical they are issued training PPE (Black stripes on the helmet indicating no response allowed) and must successfully complete a physical agility course.

-- Upon acceptable results of the physical agility course they may start the recruit academy

-- After part one of the recruit academy is completed the black helmet stripes will be exchanged for 3 Red stripes indicating they are entry level certified and can respond. They are to do interior suppression only with an experienced partner and an officer.

--Upon completion of the 2nd half of the academy they will be certified as NFPA FF I's, Oregon standard DRIVER, Haz MAT Operations, S130/190, along with receiving Bloodborne pathogens training and traffic control.

--Probation is a total of 12 months starting from issuance of PPE. Probationary members will receive their light blue uniform shirts and nomex blue slacks with recruit bars on the collar, no badge and a temporary ID card.

Monthly performance reviews from the Training Capt. and their assigned Captain and Lt. will be forwarded to the Fire chief and filed in their Personnel file.

At the end of the 12 months probation, the assigned Captain and Lt. will recommend to end or not to end probation.

Upon successful completion of probation, the new members will be sworn in at a business meeting. Family and Friends may be invited for the swearing in portion of the meeting. Badges, FD collar bars, dark blue nomex shirt, new turnouts, wildland gear, and a Regular annual ID card will be issued. If the new member has a spouse the district will present the spouse with a Sweatshirt and each child of a new member will receive a T-shirt.

Associated OG's
Recruiting Officer
Membership Interview Committee