

<b>Subject:</b>	<b>VOLUNTEERS- MEMBERSHIP REQUIREMENTS</b>
<b>Section:</b>	<b>PPG# 2801</b>
<b>Chapter:</b>	<b>Personnel</b>
<b>Effective Date:</b>	<b>6/1/2012</b>

## **POLICY**

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### Volunteers- Membership Requirements

Any person who meets the minimum requirements listed below is encouraged to apply as a volunteer for McLane Black Lake Fire Department. McLane Black lake Fire Department is an equal opportunity Department and complies with RCW 49.46.180. The Department has three classifications of volunteer; Volunteer Firefighter, Emergency Medical Services (EMS) Only Volunteer, and Administrative Volunteer.

### Minimum Requirements

1. Be at least 18 years of age.
2. Possess a high school diploma or a certificate of education competence.
3. Possess a valid Washington State Drivers License.

### Selection Process – New Applicants

1. Submit an application form to Human Resources.
2. Pass a written examination.
  - EMS Only volunteers and Administrative volunteers are not required to pass a written examination.
3. Participate in an oral interview.
4. Pass a physical ability test.
  - Firefighter applicants must successfully pass the Candidate Physical Ability Test (CPAT) unless they possess a current CPAT certificate.
  - EMS Only applicants must pass the EMS Physical Ability Test.
  - Administrative volunteers are not required to pass a physical ability test for membership.
5. Pass a background check and driving record review.
6. Pass a medical examination, performed by a Department approved physician and paid for by the Department, prior to entering into any training or responding to a call for service.
  - Administrative volunteers are not required to pass a physical examination.

7. Provide documentation showing proof of current required immunizations.
8. EMS Only volunteer applicants must be National Registry certified Emergency Medical Technicians or certified as a Washington State Emergency Medical Technician to be considered for active membership with the department. EMS Only applicants must complete steps 1-6 above, as applicable.

After completion of a Selection Process requirements, the Chief or his/her designee will review all documentation for each candidate in the Selection Process. Notice of acceptance or rejection will be given the each applicant following this review.

### **Place of Residence**

There is no residency requirement for membership in the department.

### **Mandatory Training and Probation**

Upon acceptance, all volunteer firefighter applicants must successfully complete a Department approved Basic Training Course. The basic training course may be waived if the candidate has successfully completed a recognized fire service basic training academy AND is certified to IFSAC Firefighter I, as determined by the chief. The basic training course may be waived by the chief for Lateral Entry volunteers.

EMS only volunteers must comply with Thurston County Protocols within 60 days notice of acceptance as a volunteer.

A Firefighter or EMS Only Volunteer shall be accepted as a regular status volunteer after successful completion of a twelve-month probationary period.

### **Insurance**

The Washington State Board for Volunteer Firefighters and Reserve Officers insures volunteer firefighters and EMS only volunteers. Administrative volunteers are not insured by the Board for Volunteer Firefighters and Reserve Officers..

### **Maintaining Volunteer Status**

Firefighter and EMS Only volunteers must complete the mandatory training requirements set forth by the Department, as established by the Department, to determine their competency. Volunteers must also meet minimum shift and activity requirements as established by the Department.

### **Re-Admittance of Volunteers – Less Than Six Months of Absence**

1. Submit an application form to Human Resources. Applications are accepted in March, June, September, and December of each year.
2. Complete a driving record review, if not current. A “current driving record” is one that is current for the year in which the applicant is seeking reinstatement.

3. Successfully complete a training plan as determined by the Chief or his/her designee.
4. Be approved by the Chief.

#### **Re-Admittance of Volunteers – Over 6 Months but Less Than One Year of Absence**

1. Submit an application form to Human Resources. Applications are accepted in March, June, September, and December of each year.
2. Successfully complete a background and driving record check. May be waived by the Chief or his/her designee.
3. Successfully complete a training plan as determined by the Chief or his/her designee.
4. Be approved by the Chief.

#### **Re-Admittance of Volunteers – Over One Year of Absence**

1. Submit an application form to Human Resources. Applications are accepted in March, June, September, and December of each year.
2. Successfully complete a background and driving record check.
3. Firefighter returnees must successfully complete a physical ability test unless the applicant possesses a current CPAT certificate.
4. EMS Only returnees must successfully complete the EMEs Physical Ability Test.
5. Successfully complete a medical examination paid for by the Department.
6. Successfully complete a training plan as determined by the Chief or his/her designee.
7. Firefighter returnees must successfully complete the County Recruit Academy. Those applicants certified to IFSAC or Pro Board Firefighter I may have the Recruit Academy waived, subject to approval by the Chief.
8. EMS Only returnees and firefighter returnees who have completed their EMS training must submit their EMS certificate for approval.
9. Be approved by the Chief.

#### **Lateral Entry of Volunteers**

A “Lateral Entry Volunteer” is an experienced volunteer firefighter who is deemed a lateral Entry upon review of qualifications by the Chief or his/her designee. Lateral Entry Volunteers must complete the following steps to be accepted as a member of the Department:

1. Submit an application form to Human Resources. Applications are accepted in March, June, September and December of each year.
2. Firefighter volunteers must submit a Firefighter 1 certification from IFSAC or Pro Board for approval.
3. EMS only volunteers and Firefighter volunteers who have completed EMS training must submit their EMS certificate for approval.

4. Successfully complete a background and driving record check.
5. Firefighter returnees must successfully complete a physical ability test unless the applicant has proof of successful completion of a CPAT test within one year of date of acceptance.
6. EMS only volunteers must complete an EMS Physical Ability Test.
7. Provide documentation showing proof of current required immunizations.
8. Pass a medical examination, performed by a Department approved physician and paid for by the Department.
9. Submit a document detailing previous experience.
10. Successfully complete a training plan approved by the Chief.
11. Be approved by the Chief.

#### **Fire and Emergency Services Technology (FEST) Students**

FEST students who terminate their involvement in the program may change their status to a volunteer with the Department by doing the following:

1. Submit a Change of Status form to Human Resources within the same quarter the student terminates his/her involvement in the FEST program.
2. Complete a training program approved by the Chief.
3. Be approved by the Chief