



Riceville Volunteer Fire Department

2251 Riceville Rd. Asheville NC 28805

Phone: (828) 298-2456

Fax: (828) 298-7040

FROM: Riceville Volunteer Fire Department

TO: RVFD Firefighter / EMS Candidates / Auxiliary Member

SUBJECT: Membership Application Process

Attached to this letter you will find an application package for Riceville Volunteer Fire Department. Please follow all specified procedures to apply for a position within our department.

1. Read the introductory letter from the officers of the RVFD.
2. Read the overview of the RVFD.
3. Read the Member requirement overview **very** thoroughly. This serves as a guideline with some of the basic expectations for RVFD Members.
4. Review the initial probation requirements.
5. Contact any Officer of the fire department if you have any questions on the printed material. Also, feel free to stop by RVFD Monday through Friday 8am to 4pm to speak with the Chief or Monday evening @ 6:30 pm to obtain more information, meet our other members and/or the, or view our equipment or facilities.
6. If you wish to apply, complete all sections of the application form and the information authorization form and return both to:

Riceville Volunteer Fire Department
2251 Riceville Road
Asheville, NC 28805

NOTE: All those applying for fulltime or part time employment MUST submit a current job-related resume

7. Your application will be reviewed by our officers and you will be contacted in the very near future to be scheduled for an interview as openings become available. During the interview process you will be asked several basic questions regarding your background and your interest in the fire service. Paid Firefighters and EMS positions will require several pre-interview steps including a skill assessment for the position you are applying for. You will also be given the opportunity to ask any questions you may have concerning our application process or our department Mission, Vision, and daily operations.



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FROM: Chief Tom Kelly
Riceville Volunteer Fire Department

TO: The Potential Member Candidates of Riceville Volunteer Fire Department

The Riceville Volunteer Fire Department is a combination fire department. We feel that we are an elite organization with goals, policies, as well as exceptional performance and philosophy which ranks us as one of the best fire departments in our area. You must evaluate your commitment to this organization as being one of dedication and performance as acceptance into our organization is a serious fulfilling choice.

Are you joining just to be around your friends? Are you joining to just to respond to incidents? Are you joining because you just want to drive the big red trucks? There is much more to being a paid or volunteer member of the Riceville Volunteer Fire Department than just responding to incidents. We want everyone to have a sense of value with their skills with what they bring to the table.

This department has rules, regulations, policies and guidelines which you MUST follow. This is not a social club, even though we strive for a family feeling. When the alarm and pagers go off, you must be thoroughly committed to performing the tasks assigned throughout your time with us and required to return safely. You cannot perform properly if you have not attended training sessions where vital information is gathered and skills are improved upon. Firefighting is one of the most dangerous jobs in the world. It is not a game. It requires all the fire department members' total dedication to save lives and protect against the loss of property. Your presence in the community while representing Riceville Volunteer Fire Department will be in the emergency and non-emergency roles, as well as when we are called upon to assist with many types of community functions.

To be a member, we need you to follow the rules, attend meetings and training sessions, participate on special committees, participate in clean-ups and work details, work on special maintenance projects, attend and participate in any fund-raising activities as needed. As volunteer members, be available when you are in the district whenever possible in accordance to department policies, and most importantly, respond to all incidents you are called to in safe manner. As paid members, you may be subject to be re-called or stay over in the event of man-made or natural disasters.

If you are accepted, you must attend additional training sessions to get "up to speed." You will go through a one-year probationary period as a volunteer and 6 months for paid staff. During this period, your performance and attendance will be monitored by the department officers. If you do not meet the standard requirements, you may be placed on extended probation or may be asked to resign from the department. But we know that your commitment will be to excellence.

We wish for you to join the Riceville Volunteer Fire Department, but we require your dedication. Our members are very proud of our organization and we work very hard to improve and streamline all facets within as our needs change often. We guarantee that you will have a special feeling while working with this highly trained group of people to save people's lives and properties. We will provide you with training, motivation, protective gear, and friendship. You provide your personal commitment to excellence and your willingness to serve the Riceville community and all those passing through.



Welcome to Riceville Volunteer Fire Department

In 1964 the Riceville Men's Club, which consisted of members from the surrounding churches within the Riceville community realized a need for fire protection service in the small Buncombe County, North Carolina area. The only way to afford such service was to ask for volunteers from the community, consequently, The Riceville Volunteer Fire Department was born. We have come a long way through the many years. A one engine, one station company has developed into a company with three engines, one tanker, wildland fire (Brush) truck Apparatus, two ambulances and four support apparatus, with 50+ active members. We are proud that so many men and women of the Riceville community volunteer their time to provide protection of property and safeguarding of life for the residents and visitors that vacation every year.

Over the years the Riceville Volunteer Fire Department has maintained and expanded its commitment to family tradition. Not long ago a young man could not wait until he reached the age of 16 so he could join the Cadet Program and start their training to one day join their fathers and mothers in the ranks of Firefighting. In recent years we have grown to include sons, daughters, husbands, wives, brothers and sisters. When you look at the big picture, the Riceville Volunteer Fire Department is one big family.

The Riceville Volunteer Fire Department has evolved from its original purpose of fighting fires to its current task of providing a much broader level of emergency services to the public. Over the years, this expanded role along with a variety of community risk reduction activities and initiatives, has allowed the department to demonstrate exceptional community value.

The Fire Department serves a resident population of over 6,000 people covering 10 square miles. The Riceville Volunteer Fire Department serves the Riceville Community and Blue Ridge Parkway as its first due area. Our mutual aid and dual response agreements include east Asheville, Swannanoa, Reynolds, Fairview, Garren Creek, and Black Mountain.

The Riceville Volunteer Fire Department is one of five Paramedic level fire departments that transports via 911 in Buncombe County out of 20 Departments. Many of our department personnel hold specialized certifications in Hazmat, confined space, high angle, trench, structural collapse, electric vehicle response, child passenger safety and swift water rescue, wildland fire suppression, agricultural rescue, land search, natural hazard mitigation, and a variety of national and international certification.

The Riceville Volunteer Fire Department is proud to serve, and our greatest concern and commitment is for the safety and well-being of the residents, businesses and visitors of the Riceville Community. Never hesitate to call or visit. Our doors are always open to the community 24/7. Remember to also connect to any of our social media outlets for events and special information.



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Volunteer Firefighter Requirements Overview

- Members shall meet all the application requirements of the RVFD as outlined in the Constitution and Bylaws.
 - Residency in the Riceville Volunteer Fire Department (exceptions as approved by BOD)
 - 18 years of age.
 - Work may require constant travel outside the district limits in accordance to local Emergency Management automatic aid and mutual aid agreements.
 - Maintain a North Carolina class C (for Volunteers) and class B (for Staff) driver's licenses in good standing. Any infraction must be reported as stated in the Policy manual.
- Members shall become proficient in: use of all emergency equipment of the department; operating pumps and portable equipment and driving all department vehicles as task book is completed.
 - Training in these areas will be provided by the department.
 - Standard operating guidelines on driving, equipment use, and department operations will be given to you upon completing basic firefighter probation.
- Members shall have a working knowledge of AHA basic first aid and CPR with a current BLS provider card or higher.
 - Training in this area will be provided by the department as classes are permitted.
 - Emergency medical care at incident scenes is the responsibility of RVFD at the NCOEMS EMT-Basic (minimum), Advanced EMT, and EMT-Paramedic level of care.
- Members shall attend training sessions to learn proper techniques for all emergency operations, i.e. medical care, rescue (basic and technical), vehicle extrication, fire attack, etc.
 - The department will provide training in all areas of fire department operations.
 - All firefighters are expected to attend a minimum of 12 training sessions per year equaling 36 hours or more to maintain active status on the NC Firefighter Association roster in accordance to their current by-laws.
 - Training sessions are offered on Monday evenings starting at 7:00 pm at lasting approximately 3 hours. These sessions will be posted due to potential of being scheduled off site.
 - The more training you attend the more comfortable you will feel with department operations, as well provide confidence in your skills to the Senior members of RVFD.
 - The department uses many outside agencies to provide training. This includes the AB Tech, the NC State Fire Marshal IFSAC Certification Programs, NC Emergency Management Agency, North Carolina Office of Emergency Medical Services, etc.
 - Obtaining certifications is considered advantageous for firefighters as each level of certification builds upon other skilled courses.
- Members shall respond to all alarms as expediently as safety allows. Firefighters are expected to respond to all alarms that they are available to respond to based on family commitments and work-related situations.
- Members shall adhere to RVFD Standard Operating Procedure, Guidelines, Policies, Constitution and Bylaws. A copy of the constitutions, bylaws and standard operating procedures are available at the station and can be forwarded to you via email upon acceptance into the department.
- Members are expected assist in work details, fund raisers, and upkeep and maintenance whenever possible, as

well assist the duty crew while standing by at the station.

- Members are expected to attend all meetings, drills and trainings whenever possible.
 - Monthly General Business meetings held on the first Monday night of the month unless otherwise advised due to Holiday or another event. These meetings are important so that the Firefighters and EMS Staff receive business information regarding any and all changes as they occur.
 - Special committee meetings you may volunteer for or you may be asked to serve.
 - Board of Directors Meeting – Third Monday of the month - not mandatory for firefighters but encouraged to support the Chief. This allows you as the firefighter to remain informed as the Mission of the BOD is to remain transparent on the business operations of RVFD with the exception of personnel matters and the occasional sensitive discussions of the organization.
- Members shall follow the direction of Senior Firefighters or Officers. A standard chain of command has been established within our department. You are expected to follow this chain of command.
- Members shall maintain conduct and appearance so as to reflect on the department in a manner promoting good relations with all concerned including automatic aid and mutual aid organizations. Any foul conduct will be dealt with as a severe infringement of departmental regulations. Probation, suspension, and/or termination may be imposed depending on the severity of the problem.
- Members shall relay any information which affects their firefighting duties to an officer. This includes such information as health problems, residency, employment status, any infraction that involves any level of Law Enforcement (including motor vehicle citations), etc.
- Members will maintain all equipment assigned to them in a ready state.
 - Firefighters will receive a complete set of bunker gear (as available), RVFD T- shirts, and pager (as available) upon the completion of your initial probation.
 - Firefighters are expected to maintain the equipment and report any damaged or lost equipment immediately to a Chief Officer.
 - Upon termination or resignation from department, all equipment must be returned within 72 hours. Any equipment not returned will be billed to the individual at full replacement value.
- All members will receive standard benefits. These benefits will include the following:
 - Workman's Compensation Insurance
 - Family events
 - Years of service award program and membership Peer Recognition
 - NC State Firefighter Association Educational Scholarship opportunity
 - NC State Firefighter Association membership benefits
 - NC EMS & Rescue Association membership benefits



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Application for Employment / Membership

Name (First, Middle Initial, Last):	
Home Address:	
Position applying for (circle all that may apply): Volunteer Fulltime Part-time Auxiliary / Support	Driving record: Clean Some Points Suspended / Revoked Current total points: _____ State: _____
Driver's License Number _____ Stated issued: _____ Class: _____ Endorsements: _____	Over 18? _____ SSN(last 4): _____ Current email: _____ Home phone: _____ Cell phone: _____
Previous address: _____ Dates: _____ to _____ Previous address: _____ Dates: _____ to _____	Military Service: Branch _____ Dates _____ to _____ Discharge type: _____ Rank: _____ Special training: _____
Present Employer: Employer Address:	
Job Title:	
Occupation:	Immediate Supervisor:
Work Phone:	Typical Work Shift:
Have you ever been convicted of arson or any other crime? If yes, attach explanation with dates on separate sheet in typed format and sign (ALL)	Yes No
If you work in the RVFD area, will be able to respond during work? (Vol)	Yes No
Will your working shifts hinder you from attending evening trainings sessions when necessary? (Paid staff only)	Yes No
Education (Circle highest grade completed) 9 10 11 12 Some College Associates Degree or higher	
High School Attended:	
College/Technical School Attended (most recent)	
College Degree/Major:	

Firefighters Only:

Current Medical and Physical Condition in accordance to NFPA 1583: Excellent Good Fair Poor
List any medical conditions which may lead to an emergency situation while performing task associated with
Emergency Response Operations: (examples: high blood pressure, diabetes, allergies, asthma, etc.)

Have you ever been a member of a fire department, rescue squad or similar organization? Yes No

Name of Organization, address, and phone number:

Date of Service: Last Position / Rank Held:

Immediate supervisor Are you a **current** NC MR EMT-B AEMT EMT-P
NCOEMS P# _____

Reason for leaving: Do you have a **current** AHA CPR card? Yes No

Most memorable event there:

Are you eligible to return? Yes No If no, please explain:

List any emergency response related training you have completed and date:

List any current RVFD personnel who you are related to or acquainted with:

References (List 3 references who are familiar with your education and / or work experience)

Name, address, and phone number	Email

Comments and / or information which you feel is pertinent to your application process:

Riceville Volunteer Fire Department is an equal opportunity department. As such, we provide all opportunities without regards to race, color, religion, national origin, age, disability, veteran status, or characteristics protected by law.

I certify that the information provided on this application form along with all other information I have provided to the department, is accurate and complete. I understand that any misrepresentation or omissions will be cause for not being considered for membership or for terminating my membership once accepted.

I understand the department will undertake, and I authorize the department to undertake, any investigation it deems necessary in considering me for membership. I expressly authorize any present or former employer, school, college, or university; utility company, credit or finance bureau; personal reference; chief law enforcement officer; any member of any local, state, or federal law enforcement agency; or any other person to give the department any information (written or oral) or records concerning me or my qualifications, employment (including but not limited to the reasons for termination), credit, reputation, mode of living, education, or criminal record. I unconditionally release the department and its representatives and agents and all persons from whom they request information from any and all liability relating to such request for information or any information provided.

I understand that this application will be for volunteer membership and/or employment only and only during the period the department is seeking to fill the current opening (s), and that membership and/or employment may be conditional upon a medical examination, drug testing, and a National criminal background check.

I understand that, if accepted, my membership and/or employment will be strictly at-will. That means that my volunteer membership and/or employment can be terminated by the department or I may terminate the membership and/or employment at any time, for any or no reason, with or without notice or intermediate steps. I further understand that no verbal statements or statements in any department policy or procedure manual, handbook, or other document shall be construed to have altered the at-will nature of my volunteer membership or employment.

The administration of RVFD wants you to understand that providing fire protection and being a firefighter is a very dangerous job. The fire/rescue service losses approximately 100 fire/rescue members per year protecting the citizens of the United States.

Initials: _____

Applicant Signature and date:		Print Name and date:
Date Application Received:		Application received by (print):
1st Interviewer and date	2nd Interviewer and Date	Acceptance Letter sent by or phone call made by and Date: _____ _____

DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION

MSFES- RICEVILLE VFD ("Employer") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Background Investigation Bureau, LLC, ("BIB") who may be reached at 9710 Northcross Center Court, Huntersville, NC 28078, or by phone at (877) 439-3900 or by another outside organization. Other types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate records searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by BIB from public record sources and will not be used to discriminate against you in violation of any law. The scope of this Disclosure and Authorization is all-encompassing, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. The BIB privacy policy may be found at www.BIB.com.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by directly contacting the consumer reporting agency identified above.

AUTHORIZATION AND ACKNOWLEDGMENT

I acknowledge receipt of the above DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION and "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT" (see provided link below), and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, school or university (public or private), information service bureau, past or present employer or supervisor, private business, insurance company or personal reference, and/or other persons to furnish any and all background information requested by BIB, additional third-party organizations acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Signature

Name Printed

Date

Report processed by:
BACKGROUND INVESTIGATION
BUREAU, LLC
9710 NORTHCROSS CENTER
COURT
HUNTERSVILLE, NORTH
CAROLINA 28078
TOLL FREE: (877) 439-3900

Report processed for:
MSFES- RICEVILLE VFD
7211 WEST PINE STREET
LOWGAP, NC 27024