

1.15. Application Process

Purpose: To establish a procedure for recruitment and acceptance of new probationary members as volunteers of the Seeley Lake Rural Fire District. SLRFD does not discriminate in membership based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs.

Application: To be used in conjunction with Seeley Lake Rural Fire District Policy #110401

Scope: This procedure will apply to all new Seeley Lake Rural Fire District applicants and new recruits

Definitions:

Member Recruit Candidate: A member of the public that is interesting in applying for membership in the Seeley Lake Rural Fire District and has completed an application for membership.

Probationary Member: A member recruit candidate that has passed the initial background screening and has begun their probationary period and initial training.

Active member: member that has completed their probationary period and has been approved for full membership by the chief.

Qualification & Eligibility Requirements

Because the Seeley Lake Rural Fire District provides a critical service to the community, it must take every precaution to select the best possible candidates.

- Must be 18 years of age or older.
- Be a high school graduate or equivalent.
- Hold a valid driver's license and possess vehicle liability insurance to maintain active membership.
- Be able to carry out his/her responsibilities and provide good communications in a calm, positive and professional manner under emergency conditions.
- Must successfully pass a thorough Driver's License and background check prior to being accepted as a member Seeley Lake Rural Fire District.
- Must adhere to a strict no drugs/alcohol policy while on call.
- Must be available for training and meetings.

Application Process

To start the process and become a Fire Recruit candidate, the applicant will be given a Seeley Lake Rural Fire District New Member Application Package to complete. Once the application is received back at the Fire District by the Chief, the process will be as follows:

1. Review by Fire Chief and Selected Officers

The application will be reviewed by the Fire Chief, 1 other officer selected for such purpose and the elected member representative. The applicant will attend an interview with the Chief, officer and member representative to determine if the applicant is an appropriate candidate for the SLRFD. If the decision is favorable, the applicant will be given a conditional offer of membership and assigned a Mentor. The Chief retains final decisional authority on all offers of membership.

2. Conditional Position Offer and assignment of Officer/Mentor

The Recruit will be provided a copy of the Seeley Lake Rural Fire District Operations Manual and Probationary Firefighter Task Book. The Chief will assign each new Fire Recruit an officer/mentor to help guide the new recruit through the Task Book and the probationary period. Probationary members will be required to review and understand the Operations Manual by the end of their probationary period

3. Driver's License & Background Check

A Driver's License and Background check will be conducted by the Seeley Lake Rural Fire District Per Seeley Lake Rural Fire District Policy #110401.

4. Probation Period

Upon receipt of a conditional offer, the Fire Recruit will begin a six-month probationary period. During this period the recruit will work to complete the Probationary Firefighter Task Book and work to complete as much of the initial training (listed below) as possible. The assigned mentor will assist in this process. During this time probationary members will be provided equipment and gear.

5. Initial Training

To be able to operate safely on an emergency scene there is a fair amount of training during the year. Most training is conducted on evenings and weekend days. It is required that all firefighters complete the initial training by the end of their second year.

- Basic Structural Firefighter Course (50 hours)
- Individuals wishing to become Emergency Medical Technicians will also be required to complete an EMT course (120 hours)
- Basic Wildland Firefighter Course (16 hours)
- CPR (3 hours)
- Online ICS Classes (9 hours)
- Hazardous Materials (4 hours)

6. Acceptance as a Full Member

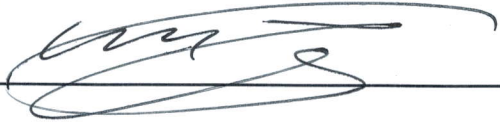
Upon successful completion of the required probation period, the Fire Recruit will be considered for full membership based on the following criteria:

- Percent of initial training completed and training hours completed to-date
- Call response participation
- Recommendation of Chief and assigned Officer/Mentor and other officers of the District as requested by the Chief

In the event that the member has not satisfactorily completed some of the evaluation criteria, an additional 6-month probationary period may be instated at the discretion of the Chief or Fire District Officers & Leadership.

Approval

Signed

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Date Effective

3/5/18