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|  | Grays Harbor Fire District 1 Policies, Procedures, and Guidelines |
| Policy Number: 1.2003 | Policy Name: Application For Membership |
| Date of Issue: 06/14/2021 | Date of Revision: |
| Responsible Officer/Person: Fire Chief | Approved By: Board of Commissioners |

1.0 PURPOSE

1.1 To provide a uniform and standard method of making application to the Fire District.

2.0 SCOPE

2.1 Applicable to all whom apply for membership to Grays Harbor Fire District 1.

3.0 POLICY

- 3.1 The applicant shall fill out an application for membership form, a request for information form (criminal history), and abstract of driving record form.
- 3.2 The application will be reviewed by the Chief or designee for completeness followed by an interview. Upon successful completion of the interview the request for information form will be processed through Law Enforcement (Watch program WSP) and the AODR will be requested. A background check will be conducted from references listed on the application and others familiar with the applicant. The Chief or designee will notify the applicant whether they shall be recommended to the Board of Fire Commissioners for recruit training or rejected.
- 3.3 Eligible candidates shall be extended a conditional offer of membership and complete the required forms for their health file. Applicants for combat firefighting positions and EMS positions may be required to participate in a department funded physical (medical) examination. Prior to participating in any department activities, they will be added to the BOVFF insurance roles. Provisional candidates will attend the next available District approved recruit-training course. At or prior to the recruit class the probationary member will be issued turn out gear with an orange (training) helmet. The orange helmet identifies recruits on emergency scenes and training sites as a member in training. Limitations concerning participation in emergency responses will be identified. Those unable to attend required recruit training must be excused and may not participate in responses until the minimum level of recruit training has been successfully completed. Personnel must never participate in high-risk activities that they have not been trained for. Failure to successfully complete recruit training within twelve months of initiating training may result in rejection of the candidate's application.
- 3.4 Following successful completion of recruit training the Chief or designee shall make recommendation to the Fire Chief the name of eligible candidates for full membership. Acceptance of candidates by the board admits the candidates to the department as a full member on probationary status for one calendar year from the time of appointment, unless waived by the Fire Chief. Rejection by the Fire Chief removes the candidate from consideration.

3.5 Upon acceptance into the Fire Department the probationary member will begin the ongoing process of training on all assigned apparatus, related equipment and becoming familiar with all procedures of the Fire Department. During initial training, trainees may respond to emergency and EMS calls, however trainees must not engage in emergency activities prior to proper training in such activity.

3.6 The probationary period shall last 12 months during which time the member will be provided the opportunity to meet all applicable requirements as set forth by Grays Harbor Fire District 1. The member must recognize that their role and commitment to complete the requirements is the single most significant factor in the process. Upon satisfactory completion of the modular training program the probationary firefighter may then be given final acceptance or remain on probationary status for the balance of the calendar year that began on the first day of probationary status.

3.7 If the Chief determines that the recruit or probationary member has not met all applicable requirements, acceptance will be denied, and all gear and equipment issued will be collected from the individual immediately.

3.8 At the end of the recruit training and or probationary period acceptance or rejection will be influenced by, but not limited to, the following factors:

- A. The number of training meetings attended. The Standard Operating Guidelines state that each firefighter must attend and satisfactorily complete a minimum number of training activities annually.
- B. Under certain circumstances, exceptions or alternatives can be made by special permission from the Professional Standards Section Officer.
- C. Number of emergency responses, types of alarms, time of day, and any other circumstance that influenced the new members ability to respond will be taken under consideration.
- D. The quality of the members working relationship with other firefighters, and the level of interest in learning.
- E. Satisfactory attendance in the recruit member requirements.

3.9 Applicants who are, or have been, members in good standing with another fire department, who have sufficient verifiable firefighter training, if accepted into Grays Harbor Fire District 1, may be issued turnouts and pager, and begin indoctrination and training into Grays Harbor Fire District 1 as soon as practical. This would constitute a lateral transfer. Under a lateral transfer the new member may be restricted from participation in emergency calls while undergoing his/her familiarization and indoctrination into our Department.

3.10 An applicant who is returning from a prior granted leave of absence wishing to be re-activated within the Department will be required to appear at a meeting with the Chief or Designee for an interview to update their information. If the applicant is re-instated, depending on the amount of time away from the department, their verifiable training from other sources, and other factors will dictate to what level "Orientation" type of training will be required prior to full reinstatement.

4.0 VOLUNTEER FIREFIGHTER POLICY

4.1 It is the policy of the Board of Commissioners of Grays Harbor Fire District 1 to accept the services of the residents of the area as volunteer firefighters. Such services shall be accepted under the following terms and conditions:

Volunteer. The volunteer firefighters shall not be paid for the services rendered or considered to be paid or part paid employees of the District.

Selection and Termination. The individuals selected to serve as firefighters shall be selected by the policies of the District. The qualifications and method of selection as well as termination procedures shall be established by the Board of Commissioners and administered by the Chief of the District. The Board of Commissioners of the District shall determine the maximum number of firefighters to be retained by the department.

Equipment and Training Furnished by District. The department shall provide all protective clothing for the firefighters and shall provide the fire prevention and firefighting equipment and facilities necessary for the volunteer firefighter to render services for the District. The department shall provide such training as may be necessary and available to enable the firefighters to perform the assigned duties.

Materials Provided by Volunteer. The volunteer firefighter shall furnish, at no expense to the District, all clothing not supplied by the District and all private transportation required by the firefighter to attend training sessions and to respond to emergencies.

Insurance. For the protection of the volunteer firefighters and their families, the District agrees to provide insurance coverage, including coverage obtainable through the Volunteer Firefighters' Relief and Pension Act, as the Board of Commissioners, in its sole discretion, may determine to be appropriate.

Reimbursement of Expenses. The District agrees to reimburse volunteer firefighters for the expenses they incur in providing service to the department in accordance with Policy.

Response. While the District encourages all volunteer firefighters to respond to all emergency calls, the final determination of whether to respond to an emergency shall be made by the volunteer firefighter in the firefighter's sole discretion.

Time of Service. Volunteer firefighters shall be subject to call twenty-four (24) hours per day, seven (7) days per week.

Age Restriction. An individual must have attained the age of eighteen (18) years to be eligible to become a full-service volunteer firefighter. An individual may join the department at age 16, however will have limitations in their firefighter role.