



## WELCOME LETTER

Hello,

Thank you for your interest in joining the Potosi Volunteer Fire Department. Below is a short list of important facts you need to know about becoming a member of the department. We have listed these in Bullet format for your convenience in no particular order.

- You must be 18 years of age and live within 10 miles of the fire station to be a member.
- After attending three meetings, you will be eligible for being voted onto the department. Voting occurs on business meeting nights, the first Tuesday of the month.
- Your initial membership dues are \$35.00 and must be paid before you will be voted on to the department. These \$35.00 dues are paid annually, and are used for membership in the State Fireman's and Fire Marshall's Association.
- You will be required to complete the following NIMS training online in this order:
  - IS-700a <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>
  - IS-100.B <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>
  - IS-200.B <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b>
  - IS-800.B <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.b>
- You will be given a probationary packet upon being voted onto the department. It will encompass your first six months of in house training with the organization. If you wish, you may receive this packet early.
- To maintain an active status on the department, one must meet a minimum of one meeting a month and six hours of training a quarter. We are flexible, and may work with you on a case by case basis. You must notify leadership in the event you are unable to attend meetings for any reason.
- See attached Probation Policy

\*Note: When attending Potosi VFD Meetings and Training days dress accordingly. Be prepared to work. No open toed shoes, no shorts and no offensive material. We want to portray a professional image to the community.

For Further info contact: Lieutenant Andrew Dennison: (c) 214-725-1303

Potosi Volunteer Fire Department, Inc  
Statement of Annual Dues  
for new members

From the PVFD By-Laws:

*Membership dues shall be no more than \$35.00 per membership per year. Dues are payable in advance on or before the first day of January of each year. There is no annual charge for auxiliary or honorary membership. No member may vote whose dues are not paid for the current year. During the month of January, the Treasurer shall send to each member a statement of his dues for the current year, if dues are determined to be necessary to meet PVFD's operating expenses. If a member's dues are not paid by February 28th of each year, the membership shall lapse pursuant to Section 2.06(b).*

Those who are voted on to the department after the deadline of February 28, are still subject to annual dues. Until dues are paid, the new member will not be able to receive membership with State Firemen's and Fire Marshall's Association. Without SFFMA membership, training cannot be logged with the State of Texas. Also, you will be ineligible for state benefits, such as accidental death and dismemberment policies.

# Potosi Volunteer Fire Department

## 4. Firefighter Probation Guidelines

The purpose of this guideline is to develop PVFD personnel into firefighters with a good general knowledge of PVFD apparatus, equipment, personal protection equipment (PPE), and firefighter safety.

The initial probationary period of a new member or probationary firefighter (PF), of PVFD will be three months minimum and not more than six months. Probationary firefighters are required to complete the probation module packet, including verbal evaluations, prior to being released off probation.

If a probationary firefighter has not completed their probation within six months they will be suspended from all emergency operations of the PVFD.

A PVFD firefighter on probation will adhere to the following guidelines:

### 4.1 General Guidelines

- a. PFs are only permitted to operate PVFD apparatus under two circumstances:
  - i. One: The PF is accompanied by a PVFD Officer.
  - ii. Two: The officer in charge during a PVFD incident authorizes the PF to operate the apparatus
- b. PFs are not permitted to install or operate emergency warning equipment on their personal vehicle including any flashing warning lights (hazard flashers included), or any audible warning systems.
- c. PFs are to respond to the fire station unless directed otherwise by the officer in charge and are to adhere to PVFD response procedures at all times.
- d. PFs are to adhere to all radio polices and procedures while transmitting as a PVFD firefighter.
- e. At all times, PFs are representing the PVFD and are to maintain the highest standards of conduct on or off scene.
- f. At all times, PFs are to follow all other SOGs of PVFD
- g. At all times, PFs must follow the directions / orders of an officer and refusal to do so is grounds for immediate suspension.

### 4.2 Probation Procedures

- a. A probationary packet will be provided to the PF upon being voted to the department
- b. All PFs are required to pass all modules in the provided Probationary Packet
- c. Evaluations and Modules will be tested under the supervision of an operations officer or a member appointed to that task by an operations officer.
- d. All PFs, regardless of previous fire training, are required to pass all objectives in this packet before being released from probation.

# Potosi Volunteer Fire Department

## 4.3 Additional Requirements

- a. PFs over the age of 21 will be required to receive their Class B driver license
- b. This is required to be released from probation
- c. The only exception to this Class B driver license is an individual not 21, therefore not old enough to drive a PVFD vehicle.
  - i. Those not at a minimum 21 years of age during probation period will be released from probation given all other non-driving objectives have been completed.
  - ii. Member will be granted two months upon twenty-first birthday to receive their Class B license or face suspension until license is obtained.

# Potosi Volunteer Fire Department, Inc. Firefighter Application

Date accepted for membership \_\_\_\_\_

Potosi unit # \_\_\_\_\_

Print name \_\_\_\_\_

Race \_\_\_\_\_

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address (city, st, zip) \_\_\_\_\_

Date of birth \_\_\_\_\_

Cell Phone Carrier \_\_\_\_\_

Driver's license # \_\_\_\_\_

DL Class \_\_\_\_\_

SSN \_\_\_\_\_

DL EXP \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

In case of emergency contact: Name \_\_\_\_\_

Relationship to emergency contact: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Have you ever been under indictment for or convicted of a felony?

No \_\_\_\_\_ Yes \_\_\_\_\_

Have you ever been charged with or convicted of a misdemeanor?

No \_\_\_\_\_ Yes \_\_\_\_\_

If you answered yes to either question above describe the circumstances below.

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**Have you ever been a firefighter?** No \_\_\_\_\_ Yes \_\_\_\_\_

**If so, name of department** \_\_\_\_\_

**Rank** \_\_\_\_\_ **Years of service** \_\_\_\_\_

**Contact person** \_\_\_\_\_ **Daytime phone** \_\_\_\_\_

**Have you ever been terminated from a fire department?**

No \_\_\_\_\_ Yes \_\_\_\_\_ (If so list circumstances below)

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**List any relevant training or certifications held:**

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### **Read and sign this agreement before submitting application**

As part of our membership procedure, a routine inquiry may be made which will provide applicable information concerning character, general reputation and personal characteristics. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.

I authorize investigation of all statements contained in this application and any other required documents. Failure to comply will be considered sufficient cause for denial of membership or discharge. Further, I understand and agree that my membership is for no definite period of time and may be terminated at any time, with or without cause, by two-thirds vote by ballot at any meeting of the Board of Directors.

I understand that an inquiry may be made into my criminal background. I also understand that any felony conviction may make me ineligible for membership with the Potosi Volunteer Fire Department, Inc. I also understand that omitting any prior convictions on this application will make me ineligible for membership in the Potosi Volunteer Fire Department, Inc.

I understand that an inquiry may be made of my driving record with the appropriate law enforcement agencies as required by Texas law. I understand that if I become uninsurable due to traffic violations received on or off the job during the term of membership, regardless of fault, I will be restricted from driving fire department vehicles, or terminated. I understand that any violations on my record prior to membership in the Potosi Volunteer Fire Department, Inc. will be considered in the insurability review and, in conjunction with post membership violations, may result in uninsurability and my termination.

By signing below, I certify that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_