

**West Barnstable Fire Department  
Volunteer Firefighter/EMT  
Selected Hiring Policies and Procedures**

The purpose of this document is to provide applicants for volunteer (aka call) positions with the West Barnstable Fire Department (WBFD) with information about the procedures used in hiring volunteer firefighters and EMTs.

1. There are eight classifications of volunteer members as follows:
  - a. Volunteer Firefighter
  - b. Volunteer EMT
  - c. Volunteer Firefighter/EMT (a combination of both above)
  - d. Volunteer Firefighter – Seasonal
  - e. Volunteer EMT – Seasonal
  - f. Volunteer Firefighter/EMT – Seasonal
  - g. Auxiliary
  - h. Reserve

EMT is used as shorthand to represent any of the then current levels of EMS licensure available in Massachusetts (e.g. paramedic, intermediate, advanced EMT, EMT).

2. Persons classified as Seasonal are identical to non-seasonal staff except that they are only available at certain times of the year, usually as a result of employment or school. Persons classified as Seasonal should be available for significant periods of time between their absences in order for them to stay current with training and experience.
3. Auxiliary Members are those persons who provide special or limited services in accordance with a written position description or written agreement with the department. For instance, the Chaplain and Photographer are Auxiliary Members of the WBFD, as might be a firefighter who is only available for daytime calls but can't participate in nighttime coverage.
4. Reserve members are those who have failed to meet the department's minimum participation standard (currently 8% of calls) and are in a probationary status to try and meet the standard. This is expected to be a temporary status.
5. All applicants must fill out and submit an official WBFD application and Commitment Agreement.
6. All applicants, If hired must agree to submit to a background check, including but not limited to a CORI check (criminal records).
7. Applicants will be added to the department's waiting list until such time as the next hiring process is started. At that time, applicants will be contacted to determine if they are still ready and willing to join the WBFD. The Hiring Committee, based upon its review of applications and supporting material, will schedule interviews with candidates. Those not chosen for interviews at this time may apply for the next round of hiring at a later date.

8. Interviews or preference for hiring is not based upon how many times someone has applied. Other factors, such as how close they live to the fire station or prior fire/EMS experience, are more important to the decision regarding who to interview or hire.
9. The Fire Chief makes the final hiring decision after consulting with the Hiring Committee.
10. Applicants will be notified in writing if they are hired or if they are not hired.
11. Those hired must agree to abide by all Department Rules & Regulations and to follow the department's Standard Operational Guidelines.
12. Those hired will serve as "Probationary Trainees" for at least their first year with the Wbfd. This designation is dropped after one year of service and the successful completion of required training (Firefighter I/II if a firefighter, EMT if applicable, CPR/First Responder per state law and ICS 100 & 700 per state and federal law, etc.)
13. Volunteer members are at-will employees.

Thank you for your commitment to the West Barnstable Fire Department.