





# NORTHERN WAKE FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURES

<b>TITLE:</b> Volunteer Applicants	<b>SECTION/TOPIC:</b> PERSONNEL
<b>NUMBER:</b> 200-18	<b>ISSUE DATE:</b> 7/1/17
<b>REVISION DATES:</b> 8/8/17 3/20/18 10/21/21	<b>APPROVED BY:</b>  Gary Vickerson  <hr/> <b>PRESIDENT – BOARD OF DIRECTORS</b>  Tim Pope  <hr/> <b>FIRE CHIEF</b>

### I. PURPOSE

- A. This Standard Operating Procedure defines the application requirements for volunteer membership.

### II. SCOPE

- A. This Standard Operating Procedure applies to all those who are applying for volunteer membership in the Northern Wake Fire Department.

### III. COMMITTEE

- A. On the first Thursday night in July of each year, Northern Wake Fire Department members will elect eight members to serve on the Volunteer Membership Committee.
  - 1. For FY18 and FY19, four committee members will be elected from the former Bay Leaf volunteer membership and four committee members will be elected from the former Stony Hill volunteer membership.
  - 2. Beginning in FY20, all eight committee members will be elected from the Northern Wake Fire Department membership as a whole.
- B. The Volunteer Membership Committee will elect a chairperson who will preside over the committee.
- C. The Volunteer Membership Committee will manage the volunteer membership application process.

### IV. APPLICATION PROCESS

- A. The Northern Wake Fire Department's website will contain a link for inquiries about becoming a volunteer member.

- B. Once an inquiry is submitted, it will be forwarded to a designated member of the Volunteer Membership Committee, who will be responsible for responding to all inquiries.
- C. Perspective volunteer members will be required to attend three meetings within six weeks of their on-line inquiry.
- D. When a prospective volunteer member attends his/her first meeting, a member of the Volunteer Membership Committee will provide a link to an on-line application along with an explanation of membership and probationary requirements.
  - 1. The volunteer applicant must be at least 18 years old.
  - 2. The volunteer applicant must have a minimum of a high school diploma, a GED or equivalent, or be enrolled and obtain either a high school diploma or GED or equivalent by the end of their probationary period.
  - 3. The volunteer applicant must have a valid North Carolina driver's license.
    - a) Valid driver's licenses from other states may be accepted on a case-by-case basis.
  - 4. The volunteer applicant must have a valid social security number.
  - 5. The volunteer applicant must provide a copy of their DD-214 for military service time periods.
  - 6. The volunteer applicant must present a signed statement from a licensed physician indicating that the applicant is physically fit to perform the duties of a firefighter.
  - 7. The Volunteer applicant must agree to a criminal background check, driving background check and a drug test.
- E. The volunteer applicant must turn in the completed application to a member of the Volunteer Membership Committee by the end of the third meeting that he/she attends.
  - 1. An assigned member of the Volunteer Membership Committee will contact the organization's Administrative Assistant and request the following at no cost to the volunteer applicant:
    - a) A 7-year minimum criminal background check
    - b) A 5-year minimum DMV driving background check
    - c) A drug test
- F. The Volunteer Membership Committee will review the application, background, and drug test results.

1. Based on the information received, the volunteer applicant may be disqualified for:
  - a) A felony or serious misdemeanor conviction
  - b) A significant driving infraction within the last 5-years
  - c) A failed drug test
- G. The Volunteer Membership Committee will schedule an interview with the volunteer applicant.
- H. The chairperson of the Volunteer Membership Committee will present to the organization's membership, the volunteer applicants that have met the membership requirements, at the next scheduled business meeting.
- I. Based upon the Volunteer Membership Committee's recommendation, a membership vote will occur.
  1. Two-thirds of the vote of members present will be required to accept or deny the Volunteer Membership Committee's recommendation.
- J. The volunteer applicant will be notified by the Chairman of the Volunteer Membership Committee on the membership's decision and the next steps of the process.

#### **V. NEXT STEPS**

- A. The volunteer applicant will contact the organization's Administrative Assistant and schedule a time to deliver a completed Volunteer Packet.
- B. Included in the Volunteer packet are personnel forms, benefit forms, procedural documents, and medical exam instructions.
- C. Once the Administrative Assistant receives medical clearance for the volunteer applicant to wear a respirator, a respirator fit test will be scheduled.
- D. Upon successful completion of all requirements, the Administrative Assistant will assign the volunteer applicant to the Probationary Team Captain.

#### **VI. LIVING REQUIREMENTS**

- A. "In-District" Volunteer Members
  1. Those volunteer members that live within 5-road miles of the Northern Wake Fire Department (5) fire stations.
- B. "Outside of the District" Volunteer Members
  1. Those volunteer members that live outside of 5-road miles, but within 20-road miles of the Northern Wake Fire Department (5) fire stations.

## **VI. REINSTATEMENT OF FORMER VOLUNTEER OR CAREER MEMBER**

- A. Within one year of leaving the organization under good standings, a former volunteer or career member may request reinstatement as a volunteer, by submitting a request in writing to the Fire Chief, the Volunteer Membership Committee Chairperson, or by completing an inquiry on the Department's website under the "Want to Volunteer Tab".
- B. The Volunteer Membership Committee Chairperson will bring the former member's request before the organization's membership at the next scheduled business meeting, along with a recommendation from the Volunteer Membership Committee.
- C. Based upon the Volunteer Membership Committee's recommendation, a membership vote will occur.
  - 1. Two-thirds of the vote of members present will be required to accept or deny the Volunteer Membership Committee's recommendation.
- D. The reinstated member cannot participate in any fire department activities until
  - 1. The reinstated member has contacted the organization's Administrative Assistant and updated all personnel forms, benefit forms, procedural documents, medical clearance forms, etc. This must be completed with 14-days of reinstatement.
  - 2. If the reinstated member requires a SiteMed exam and/or Respirator Fit-Test, these requirements must be completed within 60-days of reinstatement.
- E. Once the Administrative Assistant assures that the reinstated member has successfully completed all requirements, the Fire Chief will be notified and the reinstated member will be assigned to a Team Captain, who will coordinate the issuance of gear, equipment, and uniforms.
- F. The Team Captain will oversee plugging the reinstated member back into the volunteer duty crew program.
- G. Former members, who have been away from the organization for longer than one year, must go through the application process as outlined previously in this document.