



## **Purpose**

This document defines the process in which applicants can become members of Seymour Volunteer Fire Department. This goal of this process is to assist applicants in becoming members as quickly as possible, but also stresses to the applicants that membership is a privilege and they must be patient during the process.

*“The brick walls are there for a reason. The brick walls are not there to keep us out. The brick walls are there to give us a chance to show how badly we want something. Because the brick walls are there to stop the people who don’t want it badly enough. They’re there to stop the other people.” Randy Pausch*

Prior to attendance of any SVFD function, an applicant must perform the following:

- Minimum of 18 years of age
- Class II Membership Application Packet
- Perform a 3<sup>rd</sup> party drug screen administered by SVFD personnel
- Complete a Tennessee Bureau of Investigation (TBI) background check
- Be photographed, receive an Orange ID badge
- Be assigned a 59XX-series applicant ID number
- Provide any certifications or documented training information
- Provide a copy of driver’s license and auto insurance
- Be interviewed by the Fire Chief or his designee and be assigned a mentor

Most of these functions can be performed at one time with the Departmental Executive Administrator.

## **Process for Application**

In addition to the training requirements detailed in the Class II Membership Application Packet, an applicant must also fill out the “40-hour Training Requirements” paperwork included in this Standard Operating Guideline.

Applicants to Seymour Volunteer Fire Department can be categorized into two distinct groups.



- 1) Those with prior emergency services background
- 2) Those without prior emergency services background.

Per State Law, TCA 14-24-112, applicants who cannot show their continuous involvement in emergency services since the date July 1, 2004 must enroll and pass the course titled, "Introduction to Emergency Services". While waiting for this course to be offered at Seymour Volunteer Fire Department or a local emergency services organization, the applicant will follow the "40-hour Training Requirements" as detailed in the application packet.

If an applicant can produce a certificate from "Introduction to Emergency Services" or can demonstrate continuous involvement in an emergency services organization since July 1, 2004, the 40-hour Training Requirements document shall be modified as detailed in the "Fast Track".

### **Timeframe**

Once an application has been started, the applicant has 365 days to complete the process of becoming a member. After 365 days with little or no progress, an application will be discarded.

The delivery of a "fast track" is in no way meant to eliminate the process of attending Seymour VFD training. Whatever the timeframe for becoming a member, the entire process of becoming a member is designed to integrate an applicant into SVFD. The process should include, but is not limited to an applicant learning other member's names/unit IDs, learning equipment locations, understanding radio traffic, and reading departmental Standard Operating Guidelines (SOGs). The "fast track" is specifically meant to give credit for experience and training already received in addition to receiving at least 16 hours of in-house training.

### **Applicant Training Elements**

Applicants must adhere to the following:

- 1) Applicants must contact their assigned mentors, it is the applicant's responsibility to do so.
- 2) Applicants cannot be inside any station alone.



- 3) Applicants cannot respond to emergency or non-emergency calls unless they have filed appropriate paperwork for the ride-along waiver program. Applicants cannot perform any type of driver training.
- 4) Applicants cannot ride in vehicles unless they have filed appropriate paperwork for the ride-along waiver program.
- 5) Applicants are encouraged to complete their training through activities at stations, cleaning apparatus, online education, responding to stations during incidents and vehicle check-offs.
- 6) Applicants are not permitted to spend the night at stations and must leave all stations by 10 pm unless given authorization from an Officer.
- 7) If an applicant is given SVFD attire (T-shirt, hats, etc.), they are to be worn ONLY when involved with a department function. Any applicant wearing SVFD attire outside a department function will be subject to dismissal.
- 8) Applicants will be given a list of check sheets for apparatus in the stations. Before an applicant can move to provisional status, they must complete the packet and present it at an Officer meeting.

### **Process Completion**

After an applicant attends their 4<sup>th</sup> business meeting AND they have completed 40 hours of initial training, the applicant must appear before the Officers during an applicant committee meeting. This applicant interview will review their status, training and overall performance. Upon an affirmative recommendation from the Officers, the applicant will be moved to Provisional status during a business meeting.

Applicants may or may not be recommended to Provisional Status immediately, depending on performance during training and departmental need for additional members.

### **Provisional Members**

After a member has been presented to the membership for Provisional status, the member will receive a White ID badge and a 56XX-series provisional ID number. At this time, a member will receive an educational documentation book and equipment as available. Provisional members are allowed the provisional training elements listed below.

Members who are enrolled in the SVFD student program may be advanced to the level of provisional membership upon completion of the minimum



requirements listed above. All provisional members who are accelerated into the student program are still required to perform the 40-hour training requirements included in this SOG and are immediately allowed the provisional training elements listed below.

### **Provisional Training Elements**

- 1) Provisional members can start driver training, but they do not need to be pushed into driving immediately.
- 2) Provisional members can go on emergency and non-emergency calls. Members in possession of medical/fire training will take priority when being assigned to apparatus for response.
- 3) Provisional members will receive an access FOB to all stations.
- 4) Provisional members will receive a departmental T-shirt; however, as stated in Applicant Training information, shirts are to be worn only in departmental functions.
- 5) Provisional members must report to a station during an emergency call. If apparatus/personnel have already left the station, they should contact Incident Command who will determine if they are to respond. Provisional members should never be the first on scene. Reporting to a station limits traffic congestion and allows for coverage of stations during multiple calls.
- 6) Provisional members are allowed to stay overnight at stations; however, it is recommended that they contact an Officer and make arrangements per the Staffing policy male/female ratio.



## 40-hour Training Requirements

(For applicants who have never worked in Emergency Services)

Departmental Information (2 hours)		
History of Seymour Volunteer Fire Department		<input type="checkbox"/>
Statistics and Characteristics		<input type="checkbox"/>
Phone/Fax numbers		<input type="checkbox"/>
Station 1 Tour		<input type="checkbox"/>
Introduction to Emergency Services Course (16 hours)		<input type="checkbox"/>
Departmental SOGs (4 hours)		
Applicant-specific information		<input type="checkbox"/>
Uniform Guidelines		<input type="checkbox"/>
Response policy		<input type="checkbox"/>
Education Expectations		<input type="checkbox"/>
Radio Communications including Frequencies		<input type="checkbox"/>
CPR Certification (4 hours)		<input type="checkbox"/>
Incident Command (8 hours)		
	ICS100	<input type="checkbox"/>
	ICS200	<input type="checkbox"/>
	ICS700	<input type="checkbox"/>
	ICS800	<input type="checkbox"/>
Department Orientation (4 hours)		
	Individual or Bus Tour	<input type="checkbox"/>
	3-county map/area overview with GPS training	<input type="checkbox"/>
	Apparatus Tour in all stations	<input type="checkbox"/>
Other training received and documented on the Training record found in the Class II Membership Application packet		<input type="checkbox"/>



# 40-hour Training Requirements – FAST TRACK

(for applicants who HAVE worked in Emergency Services)

Departmental Information (3 hours)	
History of Seymour Volunteer Fire Department	<input type="checkbox"/>
Statistics and Characteristics	<input type="checkbox"/>
Phone/Fax numbers including etiquette	<input type="checkbox"/>
Station 1 Tour including day staffing procedures	<input type="checkbox"/>
Departmental SOGs (4 hours)	
Applicant-specific information	<input type="checkbox"/>
Uniform Guidelines	<input type="checkbox"/>
Response policy	<input type="checkbox"/>
Education Expectations	<input type="checkbox"/>
Radio Communications including Frequencies	<input type="checkbox"/>
Staffing Orientation	<input type="checkbox"/>
PASS Tag/Photo ID	<input type="checkbox"/>
Certifications (8 hours)	
ICS100/200/700/800	<input type="checkbox"/>
Introduction to Emergency Services or equivalent	<input type="checkbox"/>
CPR/Medical Certification	<input type="checkbox"/>
Additional certifications	<input type="checkbox"/>
Vanessa K. Free	<input type="checkbox"/>
Department Orientation (9 hours)	
Individual or Bus Tour	<input type="checkbox"/>
3-county map/area overview with GPS training	<input type="checkbox"/>
Apparatus Tour in all stations	<input type="checkbox"/>
Day staffing application if applicable	<input type="checkbox"/>
Other training received and documented on the Training record found in the Class II Membership Application packet (minimum 16 hours)	<input type="checkbox"/>