

**VOLUNTEER MEMBERSHIP, ELIGIBILITY & REQUIREMENTS**

**Purpose:**

The purpose of this administrative regulation is to provide basic information about the District's overall approach to volunteer membership, eligibility and requirements set forth to maintain active membership with the District and the procedures that will be taken should a member fail to meet the participation requirements.

**Scope:**

This regulation applies to volunteer applicants and each volunteer member of the District.

**Definitions:**

- A. EMT – an individual who has met the following training requirements of the District:
  - a. Commonwealth of Kentucky EMT course
  - b. CPR
- B. Firefighter 1 – an individual who has met the following training requirements of the District:
  - a. IFSAC Level 1 or 150-hour volunteer certification.
  - b. IS 100 & 700
  - c. Haz-Mat Operations Level
  - d. Wildland Firefighting
  - e. Firefighter Safety and Survival
- C. Firefighter 2 – an individual who has met the following training requirements of the District:
  - a. IFSAC Level 2 or 400-hour career certification.
  - b. IS 200 & 800
- D. Recruit – an individual who has applied for membership that has not completed their probationary period as outlined in the regulation.

**Criteria for Membership:**

- A. Be a legal citizen of the United States of America.
- B. Be able to pass a complete health screening process including a drug test given by the applicants' medical doctor, at their expense, when provided with the appropriate position description.
- C. Be able to speak, read and write the English language.
- D. Be at least 18 years of age.

- E. Be of good moral character with acceptable personal and/or work references.
- F. Live in the District or within a reasonable distance of the station and not already belong to 2 other fire departments. Preference will be given to applicants that live within the District when filling available positions.
- G. Must have an acceptable driving record and acceptable criminal background (Background investigation criteria for rejection: Any felony conviction, any current or recent suspension or restriction of driver's license which is the result of legal action be it a court or administrative agency, or any recent criminal activity that is determined by the Chief to be undesirable).
- H. Possess a High School Diploma or GED.
- I. Possess a valid Commonwealth of Kentucky driver's license showing the current address of the applicant.
- J. Provide proof of insurance for your vehicle(s) with a minimum coverage of liability insurance.

**Application Process:**

- A. Complete and/or submit the following:
  - a. Any previous training certifications and/or training.
  - b. Copy of Commonwealth of Kentucky driver's license.
  - c. Copy of current insurance card.
  - d. Copy of Driving History Report and Criminal Background Record (paperwork provided by the District).
  - e. Copy of High School Diploma or GED.
  - f. Copy of Social Security Card.
  - g. Volunteer Membership Application.
  - h. Volunteer Membership Requirement Acknowledgement Form.
- B. Review:
  - a. Once the application is completed the Administrative Assistant will verify that all of the requested documents are present, contact references listed on the application and employers to verify the information provided.
  - b. The application will then be reviewed by the Assistant Chiefs for a recommendation of approval or denial to the Chief.
  - c. After the recommendation is received by the Assistant Chiefs, the Chief will review the application and present it to the District Board of Trustees at the next regular meeting for immediate approval, denial or approval with a wait list assignment pending an available position.
- C. Approval:
  - a. Once the applicant has been approved for assignment they will have thirty (30) days from receipt of their approval letter to set-up a face-to-face meeting with the appropriate Assistant Chief and to start attending the Monday evening training sessions.

- b. Applicants with prior training in either fire or EMS shall complete the appropriate recruit passport within three (3) months of acceptance and complete a SCBA fit test and/or HEPA filter test.
  - i. Fire personnel having a minimum certification of IFSAC Firefighter Level 1 or the Commonwealth of Kentucky 150-hour Volunteer Certification shall be considered as having prior experience, any applicant that does not have this level of certification must attend the Northern Kentucky Recruit Academy.
  - ii. EMS personnel having a minimum certification of Commonwealth of Kentucky EMT or National Registry EMT with the intent on challenging the Commonwealth of Kentucky shall be considered as having prior experience.
- c. It is the responsibility of the applicant to “know” their mentor, once assigned and the Chain of Command.

**Initial Training:**

- A. Applicants interested in the fire service, with no prior training, shall have six (6) months to complete an application, enter into the Northern Kentucky Fire Recruit Academy and complete the required SCBA fit test as mandated by the OSHA.
- B. Applicants interested in the EMS service, with no prior training, shall have six (6) months to complete an application, enter into a Commonwealth of Kentucky approved EMT class and complete the required HEPA filter test as mandated by OSHA.
- C. Applicants will have six (6) months to successfully complete a CPR course and NIMS 100 & 700, both of which are available on-line through the National Fire Academy website.
- D. Once the applicant has successfully completed the appropriate class for which they applied they will have 3 months to complete their appropriate recruit passport to begin making emergency responses.
- E. The Hepatitis Vaccine Series must be initiated before a member may participate in patient care activities that require patient contact. A specific waiver must be signed by those that do not want the vaccine and witnessed by the Assistant Chief of Paramedicine.
- F. Recruits may ride fire and/or EMS units as an observer, and may assist personnel ONLY if proper supervision is provided by the Company Officer and/or Paramedic.
  - a. The recruit does NOT qualify as minimum staffing and should not be counted as such.
  - b. If a member wishes to ride that has full training under the provisions of this regulation, they may “bump” the recruit from riding.

**Probationary Period:**

- A. Applicants approved for membership shall serve a one (1) year probationary period pursuant to the policies and guidelines of the District.
- B. Applicants that are not accepted for membership or applicants that do not successfully complete the probationary period cannot re-apply for a period of two (2) years after dismissal.

**Uniforms/PPE:**

- A. Pursuant to the policies and guidelines of the District the following items will be issued to each probationary member upon initial entrance into either Recruit Class or EMT class:
  - a. One pair of navy blue work trousers, straight leg or cargo
  - b. One grey t-shirt, short sleeve
  - c. One winter pullover
  - d. One black leather belt, Velcro or buckle
  - e. One identification badge
- B. Upon successful completion of the appropriate class the following will be issued:
  - a. One polo shirt
  - b. One light blue button down shirt, short sleeve
  - c. One badge
  - d. One nametag
- C. Applicants entering Recruit Class or applicants with prior fire training that have completed their recruit passport will be issued the following equipment:
  - a. Bunker coat and pants
  - b. Boots
  - c. Helmet-Recruit Type
  - d. Hood
  - e. Gloves
  - f. SCBA facemask
  - g. Two accountability tags
- D. The following equipment will be issued once the applicant has completed the probationary period outlined above:
  - a. Helmet-Traditional Type
  - b. Flashlight
  - c. Pager and Charger, assuming the applicant lives within the District.
- E. In the event the member is dismissed from the District, they will have one week to return all items issued in good condition. If the items are not returned or returned in poor condition, the member will be sent a bill for the replacement cost of each item.

**Certification Requirements:**

- A. EMS Only – Must have a minimum certification level of EMT within 2 years of membership. Certifications must be maintained to be considered an active member of the District.
- B. Fire Only – Must have a minimum certification level of Firefighter I within 2 years of membership. Certifications must be maintained to be considered an active member of the District.
- C. Fire/EMS Members – Must have a minimum certification level of Firefighter I and EMT certification within 2 years of membership. Certifications must be maintained to be considered an active member of the District.

**Participation Requirements – Fire Only & Fire/EMS:**

- A. Each member is required to attend at least 50% of the Monday evening training sessions conducted in a given month and at least 1 boosters meeting in a given quarter. Members working 2<sup>nd</sup> shift should contact the Assistant Chief of Operations to make notification and set-up an alternate way to make up training.
- B. Each member is required to participate in 2 extra events each quarter. These events may include things like: fair coverage, cross country meets, horse events, youth dances, open house, etc.
- C. Each member is required to participate in at least 2 live fire training burns per year.
- D. Each member is responsible for ensuring they are signed in on the incident response sheet, training sheet or meeting/event participation sheet.
- E. Each member must complete a minimum of 4 hours of training per month.
- F. Every effort should be made to make emergency responses when available while not on-duty, this includes building fire responses, extrications, during periods of high activity and when the primary units have responded out of the District providing mutual aid to another agency.
- G. Failure to meet the requirements in this policy shall be grounds for termination. These actions are not subject to appeal, unless the member disputes the level of participation credited to the member.
- H. Fire/EMS members are required to sign-up for a minimum of 10 hours of Squad 714 ride time per quarter. The following are exceptions to this rule:
  - a. Affiliations – If you are currently employed as an EMT at another agency and you already ride an ambulance more than 10 hours per quarter.
  - b. 20 Year Rule – If you have been in the fire service for 20 years or more, then you may opt out without penalty.

**Participation Requirements – EMS Only:**

- A. Each member is required to attend at least 2 Fire/EMS integrated training sessions conducted in a given quarter and attend at least 1 boosters meeting in a given quarter. Members working 2<sup>nd</sup> shift should contact the

- Assistant Chief of Paramedicine to make notification and set-up an alternate way to make up training.
- B. Each member is required to participate in 2 extra events each quarter. These events may include things like: fair coverage, cross country meets, horse events, youth dances, open house, etc.
  - C. Each member is required to participate in at least 2 live fire training burns per year.
  - D. Each member is responsible for ensuring they are signed in on the incident response sheet, training sheet or meeting/event participation sheet.
  - E. Failure to meet the requirements in this policy shall be grounds for termination. These actions are not subject to appeal, unless the member disputes the level of participation credited to the member.

**Participation Requirements – Shift Time – All Members:**

- A. Each member is responsible for signing up for a minimum of 16 hours of shift time each month.
- B. If a member is unable to provide coverage for the day and/or time signed up for the member should notify the Shift Officer as soon as possible prior to the shift.
- C. Members are expected to participate in all shift duties during their scheduled shift time.

**General:**

- A. A doctor's written release must be submitted to the Chief before returning to duty anytime an injury or illness occurs where you are required to do so for your job.
- B. At no time will a member work outside of the scope of their certification, training or status.
- C. Members who are temporarily unable to participate due to personal injury or illness shall immediately notify their mentor, who will then communicate that up the Chain of Command.
- D. When responding to emergency incidents and/or callbacks, each member will respond to the station, unless directed otherwise. Responding to an incident in a privately owned vehicle is not allowed unless the incident is directly on route to the station.

**Review Process:**

- A. At the end of each month a review of the each member's participation will be conducted by the Administrative Assistant to ensure that the member is meeting the minimum participation requirements set forth in this regulation. If during the review it is found that a member is not meeting the minimum requirements, a letter will be generated from the appropriate Assistant Chief informing them that they have one (1) month to improve

their participation level or face disciplinary action up to and including dismissal from the District. For the quarter requirements the Administrative Assistant will monitor participation from month to month and remind the member that they are falling short on meeting those requirements, as needed. However it is the member's responsibility to ensure they are meeting the minimum requirements set forth in this regulation, the review by the Administrative Assistant is merely a courtesy reminder and may be happen every quarter.

- B. If after being so noticed, with no improvement, the member continues to not meet the minimum participation requirements they will be turned over to the Chief where they will be brought before the District Board of Trustees for recommendation for dismissal from the District.