



Flint Hill Fire Department

**Volunteer Firefighter
Information /Application
Packet**

Flint Hill Fire Department Volunteer Firefighter Information

The Flint Hill Fire Department (FHFD) appreciates your interest in becoming a volunteer firefighter with our department.

The FHFD is a combination department with full time paid, part time paid and volunteer firefighters. All our firefighters receive the same training and are held to the same standards no matter what their compensation status is.

Becoming a volunteer firefighter for the FHFD will require a significant amount of your time and effort but you will be rewarded with experiences you will never forget. Being a member of the fire service is an exciting and rewarding commitment to helping others while gaining skills and knowledge you would not otherwise have an opportunity to develop.

Firefighting requires strenuous physical exertion as well as acute cognitive abilities to recognize unsafe situations and avoid them. Many people are not well suited to participate in the inherently dangerous work a firefighter does. For this reason the screening process for potential members of our department is rigorous.

This information packet will provide a high level overview of the requirements and process to become a volunteer with FHFD. Potential members are strongly encouraged to review the department Operations Manual which is available on the department website (www.flinthillfire.org) for more details.

Flint Hill Fire Department Volunteer Firefighter Information

Requirements

Regular Member Applicant

- Minimum 18 Years of Age
- High School Diploma or GED
- Valid Driver's License (SC or NC)
- Criminal Background Check acceptable to the department officers

Junior Member Applicant

- 16 or 17 Years of Age
- Valid Driver's License or Photo ID (SC or NC)
- Parent or Guardian Permission
- Current High School Student
- High School GPA of 2.0 or better

All Applicants

- Reside within Flint Hill Fire District or close proximity
- 10 Year Driving Record acceptable to the department officers
- Ability to successfully complete the department PAT

Flint Hill Fire Department Volunteer Firefighter Information

Application Process Overview

- A prospective member contacts the department indicating an interest in joining.
- The prospect receives this information packet.
- The prospect returns the application with required attachments.
- When openings become available the application will be reviewed by the department officers. Reviews generally occur on the first Tuesday of each month.
- If accepted by the officers the candidate for membership will attend 4 Tuesday evening meetings/drills.
- During this time the candidate will review the department policies and sign an acknowledgement they understand and agree to abide by the department policies.
- The candidate will be voted on for probationary membership by the current members of the department at the first business meeting after the 4 meeting requirement is met.
- If accepted the probationary member will be issued equipment and participate in mandatory training prior to responding to incidents.
- The probationary member responds to incidents and participates in meetings and training during a 6 month (minimum) probationary period. The probationary member is assigned a mentor to guide them through the probationary period.
- At the end of the probationary period the member is voted on for full membership.

Training Requirements

New members are required to complete some initial training prior to responding to emergency incidents. Most of it is required by various state and federal laws. This training totals a few hours and is very basic in nature.

New members who are not already certified firefighters are required to attend a significant amount of formal training prior to operating in the hazard zone on emergency scenes. FHFDD requires a minimum of FF I certification and NIMS training to operate in a hazard zone. The training is broken down into several courses which are offered at various locations throughout the area. York County operates a training center in Rock Hill where many of the classes are taught.

A mentor will be assigned to help you in your journey toward becoming a full member. Among other things, the mentor will assist you with scheduling the required training.

Training is offered at no cost to the student as long as the student follows proper procedures and the requirements of the SCFA, York County and FHFDD. Students are generally responsible for their own transportation to training classes.

Flint Hill Fire Department

Volunteer Firefighter Information

Member Responsibilities

As a public service organization professionalism and customer service are core values of the FHFD. Members are expected to conduct themselves in a proper manner at all times, whether on duty or not. Members must familiarize themselves with the policies contained in the FHFD Operations Manual and abide by them. Volunteer members who violate department policies are subject to disciplinary action as described in the operations manual.

Volunteer members are expected to put forth a reasonable effort in contributing to the department's mission and goals. Volunteer members are subject to a semiannual performance review to determine if their efforts are consistent with current department expectations.

All emergency responders in the department must complete annual training requirements. The specific training required depends on the member's level of certification that year. The training is delivered in house by department instructors.

Upon acceptance as a member an emergency responder must have a Hepatitis B vaccination or sign a refusal form.

Member Benefits

Volunteer members of the FHFD are covered by Workers Compensation insurance managed by York County. Members are covered during department sanctioned activities and while driving to/from those activities.

FHFD provides a supplemental AD & D insurance to its members. This insurance is secondary and covers the gap between a member's primary insurance and their employment income up to a maximum of \$400/week.

The South Carolina Firefighters Association has a comprehensive benefit program including Line of Duty Death benefits, insurance, discounts and more. See www.scfirefighters.org for more details.

Members are allowed personal use of certain department equipment and facilities as defined in the FHFD Operations Manual.

FHFD pays the monthly membership fees at the Fort Mill branch of Planet Fitness for department members.

Members are issued clothing (e.g., t shirts, work uniforms, dress uniforms, work boots, jackets, caps, etc.) at no cost to the member.

Flint Hill Fire Department Volunteer Firefighter Information

Application Instructions

If you are interested in applying to become a volunteer firefighter with the FHFHD follow the instruction below.

- 1) Complete the attached Application For Volunteer Membership.
- 2) Return the completed application to the Fire Chief along with the following:
 - a) 10 year driving record (obtained from DMV).
 - b) Copies of any firefighting certifications attained.
- 3) Wait to hear back from the Fire Chief.
 - a) Applications are typically reviewed on a monthly basis but due to a variety of factors you may not hear back from the Fire Chief within a month. Please be patient.
- 4) If notified by the Fire Chief you are a candidate for membership:
 - a) Begin to attend Tuesday evening meetings (they start at 7 PM).
 - b) Complete and return to the Fire Chief the Volunteer Candidate Conduct Policy Agreement. Your application will not be considered by the membership without this form on file.
 - c) Attend 4 Tuesday night meetings. Have the Volunteer Candidate Meeting Requirement Verification form signed for each meeting you attend. Submit the form to the Fire Chief when complete.
- 5) Attend the next business meeting on or after completing the 4 meeting requirement (1st Tuesday of each month except for November which is the 2nd Tuesday). The members will vote on your probationary membership at this time.
- 6) If you are accepted by the membership you will receive turnout gear and other items and begin to respond to incidents.

FLINT HILL FIRE DEPARTMENT

Application for Volunteer Membership

Personal Information:

Name: (Last) _____, (First) _____, (MI) _____

Street: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home: _____-_____-_____- Cell: _____-_____-_____-

Work: _____-_____-_____- Extension: _____

Email Address: _____

Social Security Number: _____-_____-_____- Date of Birth: ____/____/____-

Drivers License (Current copy of 10 yr driving record must be submitted with application):

State: _____ Number: _____ Class: _____

Restrictions: _____ Expiration Date: ____/____/____-

Emergency Contacts (Please list two):

Name: _____ Relationship: _____

Address: _____

_____, _____ (ZIP) _____-____-

Phone: Home: _____-_____-_____- Cell: _____-_____-_____-

Work: _____-_____-_____- Extension: _____

Name: _____ Relationship: _____

Address: _____

_____, _____ (ZIP) _____-____-

Phone: Home: _____-_____-_____- Cell: _____-_____-_____-

Work: _____-_____-_____- Extension: _____

References (Please provide 3 references over 18 yrs old who are not relatives and do not live with you):

Name: _____ Relationship: _____

Phone Number: ____ - ____ - ____ Best time to contact: _____

Name: _____ Relationship: _____

Phone Number: ____ - ____ - ____ Best time to contact: _____

Name: _____ Relationship: _____

Phone number: ____ - ____ - ____ Best time to contact: _____

Education & Employment:

Last year of school completed: _____ Do you have a college degree? Yes ___ No ___

If yes: Highest Degree Earned _____ School: _____

Current Employer: _____ Phone: ____ - ____ - ____

Position/Title: _____ Time Employed: Years: ____ Months: ____

If less than 2 years with current employer provide the following for the past 5 years:

Employer: _____ Dates Employed (From/To): _____

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Employer: _____ Dates Employed (From/To): _____

May we contact any of these employers? Yes ___ No ___

Background:

Do you have any previous firefighting experience? Yes ___ No ___ If yes:

Provide the department name, location, chief's name and phone number for each department:

**FLINT HILL FIRE DEPARTMENT
APPLICATION FOR VOLUNTEER MEMBERSHIP**

List firefighting certifications attained (submit certificates with this application): _____

Have you served in the US Armed Forces? Yes ___ No ___

If yes: Branch _____ Discharge Status: _____ Discharge Date: _____

Other than traffic violations have you ever had a criminal charge disposed of in a matter other than not guilty? Yes ___ No ___

If yes, explain: _____

Do you have any arrests pending trial? Yes ___ No ___

If yes, explain: _____

Have you ever had your driving privileges suspended? Yes ___ No ___

If yes, explain: _____

Do you have any physical or medical conditions that may restrict your performance of firefighting duties? Yes ___ No ___

If yes, explain: _____

Please tell us about any special skills or interests that would be beneficial to the department should you become a member: _____

I certify that my answers given herein are true and complete. I hereby grant Flint Hill Fire Department permission to request any school, past or present employer, government agency or law enforcement agency to release information contained in their records for use in conducting research specifically related to my suitability as a volunteer with Flint Hill Fire Department, except where my written statement upon this form specifically requests that no investigation be made. I understand this information is for use by Flint Hill Fire Department and will be safeguarded against unauthorized disclosure to any agency or individual not having a legitimate need for it and the authority for its release.

I understand that by submitting this application I consent to a criminal background check, the scope and content of which is at the discretion of the Flint Hill Fire Department and/or the governmental agencies regulating the department.

I understand that any misrepresentation in this application will be considered just cause for rejection of my application or dismissal from the department should I be accepted as a volunteer member at the discretion of Flint Hill Fire Department. In the event that I am allowed to volunteer, I understand that I am required to abide by the policies and procedures of Flint Hill Fire Department and York County.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

_____ Date: _____

Applicants under 18 years of age must have a parent/guardian sign below.

BY SIGNING BELOW, as a bona fide parent or guardian of the minor making this application I hereby grant permission for the applicant to pursue volunteer membership with the Flint Hill Fire Department under the terms and conditions of the foregoing statements.

_____ Date: _____

FLINT HILL FIRE DEPARTMENT

Volunteer Candidate Meeting Requirement Verification

DO NOT SUBMIT THIS FORM WITH YOUR APPLICATION.

Note: This form is completed during the candidate phase of the volunteer membership process. Submit this form to the Fire Chief or designate once the meeting requirement has been met.

Candidate Name: _____

As a candidate for volunteer membership with the Flint Hill Fire Department (FHFD) you are required to attend four department meetings prior to being voted upon for probationary membership. There are regularly scheduled meetings every Tuesday night though out the year. You will be notified of any postponed, rescheduled or additional meetings that may occur during your candidate period.

It is your responsibility to obtain the signature of the FHFD member in charge (or designate) of a meeting you attend to record your attendance at that meeting. You will not be considered for probationary membership until all four meetings have been signed off below.

Meeting Date

Signature of Meeting Leader or Designate

1. _____
2. _____
3. _____
4. _____

FLINT HILL FIRE DEPARTMENT

Volunteer Candidate Conduct Policy Agreement

DO NOT SUBMIT THIS FORM WITH YOUR APPLICATION.

Note: This form is completed during the candidate phase of the volunteer membership process. You will be notified when to complete this requirement and submit the form.

As a candidate for volunteer membership with the Flint Hill Fire Department (FHFHD) I understand I must abide by the policies and procedures of FHFHD and York County if I become a member. While I understand I am responsible for compliance with the entire FHFHD Operations Manual, I acknowledge that as a prospective volunteer member it is especially important for me to understand the responsibilities of being a member of the FHFHD. By signing this document I certify I have read, understood and agree to abide by the specific member conduct related policies of the FHFHD Operations Manual listed below.

I read these policies: (check all that apply) on the department website _____, from the printed manual _____, from printed copies provided to me _____.

Name (please print)

Signature

Date

- 201.01 Social Media and Networking
- 201.02 Computer Use
- 202.01 General Conduct
- 202.02 Personal Appearance
- 202.03 Sexual Harassment
- 202.04 Controlled Substances
- 202.05 Tobacco Products
- 202.06 Media Relations
- 202.08 Citizen Complaint
- 202.09 Overnight Rules
- 202.10 Public Interaction
- 203.01 Uniforms
- 203.02 Member Apparel
- 203.03 Personal Protective Equipment
- 204.01 Station and Equipment Use
- 204.02 Station Parking
- 204.03 Visitors at Stations