

SUBJECT: Application Process	Version: Revision 1
SECTION: 2 Personnel	Chair: Harry Miller
SUB-SECTION: 2.4 Membership	Fire Chief: Mark Gregory
EFFECTIVE: 2022-11-10	

1 POLICY

- 1.1 The Fire Chief shall implement a well-defined and timely process for interested persons to apply for and receive notice of eligibility status for membership in District related activities.

2 DEFINITIONS

- 2.1 **Assessment:** The evaluation or estimation of the nature, quality, or ability of someone or something.
- 2.2 **Member:** A person involved in performing the duties and responsibilities of the Fire District under the auspices of the organization.
- 2.3 **Operations members:** Persons authorized/assigned to train for and perform (i.e., take action) Fire District operations (e.g., fire suppression, emergency medical services, rescue, etc.).
- 2.4 **Physical Activity Risk Factor Questionnaire (PARFQ):** The self-screening tool required for all Fire District applicants and members prior to participating in the Physical Fitness Assessment (PFA). The PARFQ assists the District and medical personnel in identifying risk factors or changes in a person's health status since the completion of their last Physical Health Assessment (PHA).
- 2.5 **Physical Fitness Assessment (PFA):** A series of simulated tasks administered in compliance with District policy and procedures, designed to test physical strength and endurance which are necessary for the essential functions of operations roles.
- 2.6 **Screening:** The evaluation or investigation of something as part of a methodical survey, to assess suitability for a role or purpose.
- 2.7 **Support member:** Members who provide non-emergency assistance to the Fire District.

3 RESPONSIBILITIES

- 3.1 The Fire Chief shall implement policies, guidelines, and procedures for the recruitment, screening, testing, selection, appointment, assignment, training, promotion, recognition, and discipline of all members, consistent with federal, state, and local employment laws.
- 3.2 The Fire Chief has the authority and responsibility to determine who shall become members for the fire district, as well as appoint and promote all officers.

- 3.3 The District shall evaluate applicants and members based upon their knowledge, skills, experience, education, and potential, consistent with the needs of our mission.

4 GUIDELINES

- 4.1 Applicants must demonstrate the general capacity necessary to gain the requisite knowledge and skills to perform the essential functions of the position to which they are applying. This should be accomplished through assessments of training, knowledge, skills, health, behavior, and performance.
- 4.2 The District shall develop a standard application process for membership for which all applicants, regardless of desired role or previous experience, must complete. To be eligible applicants must meet the minimum age of 18 years at the time of application and possessing a high school diploma or equivalent (GED). Submitted applications shall be reviewed for completeness and must include:
- Completed and signed application forms
 - Signed authorization to release personal information
 - Current three-year driver's license record abstract
 - Photocopy of the applicant's proof of U.S. citizenship or proof of legal residence with work authorization
- 4.3 All applications shall be reviewed for completeness, accuracy, and indicators of favorable history in accordance with the position(s) applied for. At the discretion of the Fire Chief, this review can be performed by the District Secretary, Volunteer Program Coordinator (VPC), designated officers, or a combination thereof. Only completed applications will be accepted for further consideration.
- 4.4 The VPC shall coordinate a date, time, and place for a written general knowledge exam, physical fitness assessment, and oral interview.
- **Written general knowledge exam:** Every applicant shall complete an adopted written exam covering the subjects of spelling, reading, mathematics and basic mechanical concepts. The exam shall be proctored and have a reasonable time limit. The applicant must pass with a score of 70% or better for a support role and 80% or better for an operations role.
 - **Physical Fitness Assessment:** Applicants seeking to fill an operations role will complete a PARFQ and PFA to assess their current ability to perform duties based upon the essential functions of the role/position for which they are applying. Applicants must pass with a score of 70% or better for an operations role. Support role applicants are not required to complete the PFA and are exempt from this requirement.
 - **Oral interview:** All applicants will interview with the Fire Chief regarding expectations, availability, character, and judgement. A primary qualification for participation in the application process and selection for membership should be an interest in, and an ability to assist the District with its mission. The Fire Chief will recommend or deny the applicant proceed with the application process.

- 4.5 Applicants must complete a Physical Activity Risk Factor Questionnaire (PARFQ) prior to participating in the Physical Fitness Assessment (PFA).
- 4.6 The District will make an accommodation for the known disability of a qualified applicant or member if it would not impose an "undue hardship" on the operation of the District.
- 4.7 Physical Fitness Assessments typically ask individuals to perform job-related tasks requiring manual labor or physical skill. These tasks measure physical abilities such as strength, muscular flexibility, and stamina. Examples of physical fitness assessments include:
- Muscular Tension Tests – Tasks requiring pushing, pulling, and/or lifting
 - Muscular Power Tests – Tasks requiring the individual to overcome some initial resistance (e.g., rescue manakin drag)
 - Muscular Endurance Tests – Tasks involving repetitions of tool use (e.g., sledgehammer use)
 - Cardiovascular Endurance Tests – Tasks assessing aerobic capacity (e.g., climbing stairs)
 - Flexibility Tests – Tasks where bending, twisting, stretching, or reaching of a body segment occurs (e.g., obstacle courses, breaching/clearing ceiling, checking for extension)
 - Balance Tests – Tasks in which stability of body position is difficult to maintain (e.g., standing on rungs of a ladder, horizontal beam walk)
- 4.8 In addition to those general qualifications defined in policy, the applicant's background investigation results shall be considered:
- No record of convictions for felony domestic violence or unlawful sexual misconduct
 - No record of convictions for any adult felonies within the previous ten (10) years
 - Record of adult misdemeanor and juvenile felony convictions will be reviewed on a case-by-case basis
 - No record of employment or military service terminations of a dishonorable or criminal purpose
 - Record of illegal drug use, in any form, will be reviewed on a case-by-case basis
- 4.9 The District must ensure that members are physically capable of performing duties that may be assigned to them and must not permit members with known physical limitations reasonably identifiable to the District, (e.g., heart disease or seizure disorder) to participate in physically demanding activities unless the member has been released to participate in such activities by a physician or other licensed health care professional qualified to evaluate firefighters. Therefore, all applicants for operations roles who have successfully completed the previous steps above, shall be required to complete a medical physical examination for membership at the expense of the District

5 APPLICABILITY

- 5.1 This policy and its related procedures, apply to applicants without regard to an individual's age, race, gender, color, religion, national origin, marital status, sexual orientation, pregnancy, disability, or any other status protected by federal or state law, or perception

of any of the above, unless specifically stated otherwise.

6 DISCUSSION

6.1 Volunteers remain a critical factor for the success of our organization. Our long-term goal is to improve our organization by strengthening our volunteer program. Increasing the number of volunteers, their levels of certification, their amount of participation, and their overall satisfaction, is crucial for the success of our mission.

7 REFERENCES

- Policy 2.4 Membership
- Policy 2.4.1 Equal Employment Opportunity
- Policy 6.17.1 Physical Fitness Assessment