

SUBJECT: Selection	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 has the final authority to determine who shall become volunteer members for the fire district.

2 DEFINITIONS

- 2.1 **Appeal:** To call upon another for corroboration, vindication, or decision on a matter.
- 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 **Selection:** The process, action, or fact of choosing someone or something from a group.
- 2.5 **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 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.

- 4.2 All applicants for support or operations roles 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 in serving the public.
- 4.3 Based upon the results of the entire application process, recommendations from the District Secretary, VPC, designated officers, or any combination thereof, the Fire Chief shall determine an applicant’s selection for membership.
- 4.4 An applicant who has not been selected for membership by the Fire Chief can appeal the decision to the Board of Fire Commissioners. The Board should review the application process and the Fire Chief’s decision to determine if a further consideration by the Fire Chief is warranted or the determination should stand.
- 4.5 Selected applicants should receive prompt notification from the District and attend an initial orientation appropriate to their selected role (i.e., operations or support) at which time their membership will be official.
- 4.6 Eligible operations members should be enrolled in the Washington State Board for Volunteer Firefighters and Reserve Officers (BVFF&RO) Relief and Pension plans and begin their probation period.

5 APPLICABILITY

- 5.1 This policy, its guidelines, and related procedures apply to applicants, persons selected for membership, and members 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 2.4.3 Application Process