

## **Town of Wright Fire District Policies**

Policy Name: **4.0 Membership Policy**

Date Adopted: 6/11/12

Effective: 6/12/12

Revised: 10/8/12, 11/10/14, 10/10/16

Reviewed: *Annually*

All applicants for membership must be at least 16 years of age, a resident of the Town of Wright for at least 30 days and/or hold employment in the Town. All applicants under the age of 18 must have their application signed by a parent or legal guardian.

Applications and a completed arson form shall be submitted to the Department by an active firefighter who will serve as sponsor. The name of the applicant shall be read and discussed. The application shall then be tabled until the next regular meeting. At the next regular meeting, the name of the applicant shall be voted upon. All members present shall vote by paper ballot. When an application for new membership comes before the Department at least  $\frac{3}{4}$ 's of the members present at the meeting must vote in favor of accepting the applicant in order for them to become a member. The paper ballot may be waived by a show of hands, if members present unanimously approve of such a method of vote. If the proposed applicant is voted upon favorably, their application shall be submitted for background checks and to the Board of Fire Commissioners for final approval.

Members of another Fire Department that move to the District and are in good standing in their previous Fire Department may get a letter of transfer from their former Fire Department and be accepted in our Fire Department, pending approval by the membership and The Board of Fire Commissioners.

New or transferring applicants must agree to and be submitted for background checks for both arson and any crime which requires offender to register as a sex offender under Article Six-C of the Correction Law. Any false statements on the application or Arson conviction will result in immediate rejection of the applicant. Registered sex offenders will be referred to the District Board and determination of eligibility will be based on date of crime, nature of crime, age of individual when crime was conducted, and the nature of duties within the Department. The Board may reject applicant or impose strict limitations on their duties.

All new applicants shall receive and read the Department By-Laws and Standard Operating Procedures before submitting an application.

### **DUTIES OF ACTIVE FIRE FIGHTERS, FIRE POLICE AND EMS**

The members, shall on the signal of a call, proceed with due caution and within the legal limits to the Fire House, find out the location and nature of the call and proceed with the appropriate apparatus if it has not already left. If the apparatus has already left, the member will proceed to

the location with due caution and with all their appropriate gear. Upon arrival to the scene they will report to the incident commander to get their orders, and will remain there until they are released by the incident commander. Upon returning to the station they will assist all other members making all equipment and apparatus ready for the next call.

## **MEMBERSHIP CRITERIA**

All members will fall under one of more of the following criteria's.

### **All ACTIVE members must:**

1. Attend any three (3) regular meetings
2. Attend the Annual Meeting in January or provide a letter of excuse from the Annual Meeting for work or medical reasons.
3. All members, including the Rehab Team, must attend an annual **eight (8)** hour OSHA, Policies, and Scene Safety training class a year.
4. Member must **PARTICIPATE** in at least one (1) committee.
5. Reside in the District, or provide **WRITTEN** documentation to the Chief and Board as to their ability to actively participate in emergency and non-emergency activities. Such special status will be evaluated as to its merits and voted upon by the majority present by the Department as well as the District. Approval of both shall be required. Members who are solely members of the Auxiliary/Rehab team are exempt from this requirement

In addition:

### **Firefighters**

- Member must have Firefighter One or a minimum of Scene Support within one year of joining the department, if the course is given within twenty miles of the Gallupville Firehouse.
- Member must attend **25%** of scheduled drills for the year.
- Member must hold a valid and up to date Department Physical card.
- Complete Hazmat awareness training within 18 months

### **EMS ONLY**

- Member must have minimally a valid and up to date CPR/AED card.
- Member must attend at least three (3) outside EMS trainings; i.e. County CME.
- Complete Hazmat awareness training within 18 months

### **FIRE POLICE ONLY**

- Member must attend 50% of scheduled Fire Police Drills.
- Member must attend 50% of Department meetings.
- Member must be a NYS sworn in Fire Police Officer.
- Complete Hazmat awareness training within 18 months

## **LINE OFFICER QUALIFICATIONS**

- Officer must attend 75% of scheduled drills
- Officer must attend 75% of regular Department monthly meetings.
- Officer must hold a valid and up to date Department Physical card.
- Officer's physical card must be a class B medical certification or higher.
- Officer must participate in a least one (1) committee.
- Officer must have had at least twenty (20) hours of participation in non-firematic events.
- Officer must attend at least 50% of officers meetings.

## **EMS OFFICER QUALIFICATIONS**

- Officer must attend 75% of EMS drills and also attend 50% of Fire drills.
- Officer must hold a valid NYS EMT-D card.
- Officer must attend 85% of SCARSA and QI meetings.

## **FIRE POLICE OFFICERS**

- Officer must attend 75% of Fire Police drills.
- Officer physical card must be a class C medical certification or higher.

## **INACTIVE MEMBERS**

A member may be placed on inactive status under two provisions.

- After five years of service in the Department, any person may apply for inactive status in person at any meeting or by letter to the Secretary.
- A member who does not attend any meetings or drills for a full calendar year will be automatically placed on inactive status.

An in-active member:

- a. May attend meetings and express their opinion, but may NOT vote
- b. May attend all social functions of the Department at their own expense
- c. Shall not be required to pay dues or fines
- d. May not attend calls, training, or operate any equipment
- e. Must turn in any and all Department or District owned gear and equipment
- f. May reapply for active status at any time, in person at any meeting or by letter to the Secretary

Inactive status may be granted for up to five years. After 5 years the individual may reapply for active status, become an Associate Member, or be removed from the roles if the member does not apply for Active or Associate status.

To be accepted back into Active membership, the following conditions must be met:

1. Member must submit request to return to active service in writing to the Chief or Secretary
2. Member agrees to meet with the Chief and/or designee's to review status and reinstatement stipulations
3. Member must agree to participate in all training required for active duty. This may include truck and pump operations, drills, OSHA, First Aid, and other applicable training.
4. The Department must approve the application of the member to return to active service by a vote of > 50% of the membership present at the regular monthly meeting.
5. Following approval by the Department, the application shall be forwarded to the District for approval. Both the Department and District must approve active membership.
6. The Department or the District shall retain the right to add stipulations (ex. specific training) as a condition to the member returning to active duty.

### **HONORARY MEMBER**

An active member of the Department may submit for honorary status, the name of any person that member feels has contributed above and beyond the call of duty to the Fire Department or Fire District. The person submitted should be someone who has in some way benefited and improved the Fire Department or Fire District. The candidate may be submitted in person at any fire meeting or by a letter to the Secretary. Honorary members do not require approval of the District

Honorary status will be granted by majority vote of the members present at any fire meeting. Upon acceptance, the secretary will notify the honorary member by certificate.

Honorary membership is a symbol of recognition by the Fire Department, and does not convey any special privileges. Current members of the Department given honorary status maintain the privileges of their other status. Non-members may attend any fire meeting for observation only, and may attend any Fire Department social function at their own expense.

### **ASSOCIATE MEMBER**

Any person may apply for Associate member status as long as they meet and follow the list of criteria.

- Must fill out a regular application and arson check form
- Application will be tabled for one month, to be voted on the following month at the regular meeting
- Applicant must pay dues
- Applicant must be at least 18 years of age.
- Associate members must be a resident of the Town of Wright (Associate Members who are solely members of the Auxiliary/Rehab team are exempt from this requirement)
- Member must attend the Annual Meeting and three (3) other monthly meetings. (Associate Members who are solely members of the Auxiliary/Rehab team are exempt from having to attend annual meeting although they still must attend 3 regular meetings)
- Member will be allowed to vote on all Department issues and on any Officers position, but may not hold any Line Officers position.

- Member will be expected to PARTICIPATE on at least one (1) committee and will be allowed to be the chairperson
- Member will be allowed to attend non-emergency functions with the same privileges as active members
- Member will be allowed to upgrade their membership status at any time in person or by letter at any monthly meeting, with a majority vote for such request
- Member will not be allowed on any fire/emergency scene
- Associate members do not require approval of the District

### **LIFETIME MEMBER**

Any member that meets the following requirements may apply for Lifetime Membership status. Requirements are as follows:

- Member must have 20 combined years of active service
- Member must be in good standing at time of request
- Request must be made at a general monthly meeting in person or by letter by said member or may be nominated by another member in good standing
- Member upon receiving Lifetime Member Status is exempt from paying dues
- Member will have same privileges as all other firematic members in good standing.
- Lifetime Membership Status is a permanent reward

### **PROBATIONARY FIREFIGHTERS**

All new members shall be on probation for a period of one year. During this probationary time period all new members shall complete all of the following tasks, to the satisfaction of the membership:

1. Attend orientation training
2. Familiarize themselves with all the equipment aboard 8063, its name, use and location on the truck. Learn to wear and work in full turnout gear, how to care for turnout gear after it has become wet and where and how to stow it.
3. Familiarize themselves with the location of various equipment on the other fire apparatus, such as pike poles, ladders, gas cans, suction hose, nozzles, adapters, Indian tanks, “donut rolls” of hose, etc;
4. Learn location of portable pumps and generators. Learn how to hook up suction lines and hose lines to portable pumps, check oil and gas, start, prime and regulate speed of these pumps.
5. Attend 50% of scheduled fire drills, training sessions and meetings.
6. Attend Firefighter One Training course if available within 20 miles of the Gallupville Firehouse. Members joining as Driver/Pump Operators only will be required to take an EVOC in lieu of Firefighter One.
7. Members joining as Fire Police only are exempt from completing 1 – 4 above. They are, however, strongly urged to familiarize themselves with the names, locations, and uses for the different types of equipment used by the Department. Fire Police only members will

be required to take the State Fire Police course for certification before they can become active Fire Police members.

8. Members joining as First Responder only members are exempt from completing 1-4 above. They are, however, strongly urged to familiarize themselves with the names, locations, and uses for the different types of equipment used by the Department.
9. Follow prescribed procedure, and show ability to carry out orders or instructions from officers. This includes all membership types.

The probationary period shall start on the date of the first scheduled fire meeting after the applicant has been notified of their acceptance by the Fire Commissioners as a probationary member. The probationary period shall end at the end of the regularly scheduled meeting of the same month of the following year, as the month in which the member started their probationary year.

At the end of the one year probation period, any probationary member who has failed to meet responsibilities outlined above, shall constitute grounds for dismissal from the Fire Department, unless excused for good reason, by a majority vote of the members present at any fire meeting. The Chief may agree to extend the probationary period.

Upon satisfactorily completing the above relevant tasks (even if completed in a shorter time period than the probationary year), the member shall be taken off probation and accepted as a full-fledged member of the Fire Department upon approval of the Chief.

Approval of member as a full-fledged member, extension of their probationary period or dismissal shall be done in writing by the Chief with a copy of such notice provided to the District and a copy going into said individual's personnel file.

Probationary members shall have the same privileges as all other active Fire Department members, including voting privileges at all fire meetings.

Probationary members shall NOT be allowed to perform interior fire fighting duties at any time.

### **JUNIOR MEMBERSHIP**

Any member under the age of 18 shall be considered a Junior Member.

Junior Members:

- A. Members under the age of 18 shall NOT be permitted to perform interior fire fighting duties.
- B. Members between the ages of 18 and 21 may only perform interior fire-fighting duties following successful completion of all required training AND upon written approval of the Chief.
- C. Shall not be issued blue light cards nor be authorized to display or utilize blue lights when responding to calls.
- D. Shall not be in the fire house after 10pm unless on official business
- E. Shall not have non-member guests in the fire house without another active senior member present.

- F. The Chief may request their grade report and if the average is not at least 65, the Chief may suspend their activities until their grades improve.
- G. Junior Members are NOT to respond to MV accidents with personal injury unless approved by the Chief.
- H. Junior Members shall be assigned a Department mentor who will provide accurate information, guidance and instruction to the Junior Member passing their experience to the next generation.
- I. The Chief, mentor and Training Officer should provide significant feedback to the Junior Member to assist them in their growth in the Department.

### **Membership in Outside Emergency Services**

- A. Active Firefighters or EMS personnel may not be a member of an outside emergency services agency or department unless it meets the following criteria:
  - 1. It is part of their regular (paid) employment
  - 2. It is disclosed to the Chief in writing specifically outlining the duties and how it may affect response and liability within our own District.
  - 3. The Chief will present the case to the Board to determine eligibility. The member may be present and make their case if they so wish.
  - 4. Generally, the Board discourages any member from joining other Departments due to the issues of liability for the member and reliance on a key member who may or may not be serving as a Gallupville Fire Department member during an emergency event.
  - 5. If approved, any change in status or roles must be disclosed to the Chief.
  - 6. Wright Fire District nor the Gallupville Fire Department shall have any liability for a member training with, responding to or serving at a call for another Department or emergency services agency
  - 7. Junior members may not be members in multiple departments.
  - 8. As it serves within the District as a sister agency, Scho-Wright Ambulance volunteers are exempt from this policy.

### **Resignation**

Resignations from any member must be sent in writing to the Department Secretary or President. All District or Department equipment must be returned to any Department officer within 30 days of resignation, or legal action will be taken. The Chief shall inform the District of any resignations within 30 days of receipt of notice.

### **Reporting**

The Chief shall submit a roster of all active members and their approved roles to the District on an annual basis. Said roster is to be provided no later than the regularly scheduled March District meeting

### **Acceptance and Removal**

A person or member of the Department shall be ineligible for membership in the Department for any of the following:

- Any person who has been convicted of arson in any degree
- Felony conviction
- Any violation that requires registration under the Sex Offender Registration Act as established by Article Six-C of the Correction Law.
- Gross disregard for safety which places themselves, other firefighters or citizens at risk
- Failure to follow Department or District guidelines including drinking, drugs, harassment, violence, etc.
- Insubordination
- Making statements or writings that claim to represent the District or Department without the express approval of the Chief, President, and/or District.
- Theft or vandalism of Department or District Property

Any of these allegations against a current member will result in an administrative review by the Chief and Department as well as the District with removal if warranted.