

## West Side Rural Fire Protection District

### Application Process

#### Initial Volunteer Positions

- Probationary Regular Member (New)
- Probationary Regular Member (Lateral)
- Probationary Student Firefighter
- Probationary Support Member

Applications are available at the Business Office and online at [www.westsidedefire.com](http://www.westsidedefire.com) ,you can also follow us on Facebook and twitter to see what's going on around the District.

Completed applications can be hand delivered to the business office at 1185 Tucker Road Monday through Friday 9am-4pm call ahead to ensure we are in the office 541-386-1550. Once applications are delivered, we encourage you to swing by our Wednesday night training sessions at 4250 Barrett Drive 630pm-930pm. We have something going on every week.

Admin will review the application for completeness and conduct the background investigation. Typically, this process takes about 2-4 weeks. After the process is completed admin will forward the recommendation to the interview committee and they will schedule the interview. Plan to hear from the interview team around 3 weeks from the day you dropped off the application.

The Interview Committee is appointed by the Fire Chief and consists of Volunteers Association Officers, Administrative Officers and a member at large.

#### Probationary Period

- The first Six (6) months you will be on probation
- Completion of the Attendance tracking sheet to be returned at the end of probation.
- You will be assigned to a Fire Company and report to the Captain or his designee.
- Completion of all required documents.
- Forms and completion of Hep B and TB testing.
- Completion of all mandated OSHA / District and State Training. (See Attached Training Form)
- Equipment and gear will be kept at the Fire Station for the first six months.
- Interview will be conducted at the end of probation and status will be upgraded to regular member, probation may be extended, or the individual may be dismissed.
- New Member Notebook
  - Contains tracking sheet for sign-off at training, meetings and events.
  - Contains New Firefighter Task book to be completed during probation.
  - Lateral Firefighters can challenge the Skills and Knowledge testing.

#### After Probation / Appointment to Regular Member

- Member will receive additional equipment.
- Member will receive Badge and Collar insignia.

- Member will be permitted to take their PPE and equipment with them.

#### After the 1st year of Service

- Member can request personalized Shirts, Sweatshirts and Polo.
- Member can Request Nameplate for their Turnout Jacket.
- Tuition Reimbursement can be requested for EMT, EMT-A and EMT-I courses.
- Members are eligible to apply for the Leo Phillips Scholarship fund for college courses.

#### After 5 years of Service

- Member will receive first length of service pin for their uniform.
- Member is vested in the VALIC Retirement length of Service Program and will retain funds paid in. This fund starts accruing at day one and continues until you part service. Less than 5 years of service and the funds accrued will be returned to the District.

#### Member Departure from Service or Temporary Leave

- Family Medical Leave Act FMLA
  - Members are allowed up to 3 months leave of absence for FMLA reasons and will not suffer any consequences.
- Military Duty
  - Members who are active in the Military will be granted leave without any negative consequences.
- Leave of Absence
  - Members may take a 6 month leave of absence for personal reasons. This requires members to turn in all equipment and it will be saved and be reissued when you return.
- Resignation
  - Members can resign at any time; we ask that those who wish to depart service complete an exit interview to help us maintain transparency and see if we can gain valuable input from your service.
- Termination
  - The Fire District reserves the right to terminate the Volunteers Member at anytime for reasons listed within the District Policy Manual or actions deemed unfit for duty within our service and community.

#### General Information

- Fire Academy is held annually September through April.
  - Consists of 120+ hours of instruction
  - Fully funded by the Fire District.
  - Occurs Monday nights 630pm-930pm and one Saturday a month.
- EMT Class
  - Part 1 Semester 1 is usually two nights a week and some Saturdays.
  - Part 2 Semester 2 is usually two nights a week and some Saturdays.
  - Reimbursement eligible dependent on funds available.