



## Training and Safety

### 318.10– Volunteer Application, Onboarding and Initial Training

**Purpose:** The purpose of the Volunteer Application, Onboarding, and Training procedure is to standardize the process for application thru initial training of Support and Logistics Volunteers

**Procedure Coverage:** This procedure is applicable to all Administrative staff, the Training and Safety Division, and all Volunteer members of East Fork Fire Protection District

**Adopted Date:** 12/8/2021

**Revised Date:**

**Procedure #:** 318.10

#### 1. Background:

A. The East Fork Fire Protection District Volunteer program is broken down into two classifications; Support and Logistics. Each classification requires:

- 1) Must be a resident of Douglas County
- 2) Must be 18 years or older
- 3) Must complete application and onboarding process
- 4) Must participate in District sponsored training

#### 2. Application Process:

A. Applications shall be available on-line thru the Districts website at [www.eastforkfire.org](http://www.eastforkfire.org)

B. Once application has been completed, prospective members shall be interviewed by the Station Manager or VFD Chief AND a member from the Volunteer Association

C. Once approved by the interview panel, prospective members may attend VFD meetings. Prospective members may not participate in training

D. Once it is determined by the Deputy Chief of Training and Safety Chief that a Volunteer Logistics/Support class is warranted, prospective members will be notified to attend the Volunteer Orientation Class

1. The Volunteer Orientation Course will consist of an overview of East Fork Fire Protection District, the volunteer program, training requirements, and general expectations including code of conduct.
2. Following the Volunteer Orientation Course, the prospective member shall sign a letter of commitment to participate as either a Logistics or Support Volunteer

- a. Logistical Volunteer opportunities include driving and operating water tenders, support major incidents by managing equipment needs and self-contained breathing apparatus bottle change out, and equally important, becoming a wildland firefighter to assist with mop up and patrol and secondary structure protection.
- b. Support Volunteers would maintain stations and keep apparatus clean and response ready. We need volunteers who can spread the word of all hazard prevention by teaching general fire safety classes and assess properties for defensible space, test and maintain our fire hydrants, help with fundraising, and even work in the area of Emergency Management.

### 3. Onboarding Process

- A. Once the prospective member has completed the Volunteer Orientation Class, they shall move forward with the onboarding process including fingerprinting, background check and physical (Logistics only)

### 4. Initial Training Process

- A. Once the member has completed the onboarding process, the initial training shall begin.
  1. Hazmat First Responder Awareness (All)
  2. CPR/First Aid (All)
  3. Basic driving (All)
    - a. Procedure
    - b. Light vehicle slow speed course
  4. Logistics Volunteer
  5. Water Tender Operations (Logistics)
    - a. Driving
    - b. Pumping
    - c. Task Book requiring signoff by the Training Division
  6. Wildland (Logistics) As needed
    - a. Red Card certification

Approved by: DocuSigned by:  
Tod Carlini  
B2FB56723851483..., District Fire Chief on 12/8/2021

RESPONSIBILITY FOR REVIEW: The District Fire Chief, and/or the Deputy Chief of Training and Safety, will review this policy every 3 years or sooner as necessary.