



Thurston County Fire Protection District 8

DISTRICT POLICY MANUAL

POLICY TITLE:	Appointment of Incident Readiness and Response Members
POLICY NUMBER:	3-01
REVISION:	9
DATE ISSUED/REVISED:	DRAFT
BOARD APPROVAL SIGNATURE:	

It shall be the policy of the District to appoint qualified persons to fill volunteer and career Incident Readiness & Response (IR&R) emergency responder positions within the organization. Appointment shall be based upon defined qualifications for the position, and shall be conducted in a fair and open manner. The District is an equal opportunity employer, and it is the intent of this Policy that it shall not discriminate during the selection process.

The Policy shall authorize the Fire Chief to develop procedures for the recruitment, screening, testing, selection and appointment of personnel into the volunteer emergency IR&R responder and officer ranks. Any process for recruiting, screening, promoting, testing, selection and appointment of career IR&R employees of the District shall be separately and specifically approved by the Board based upon the requirements of the position being filled consistent with the provisions of the current District-IAFF 2903 Collective Bargaining Agreement (CBA).

I. General Requirements: All applicants must be a minimum of eighteen (18) years of age, possess a high school diploma or equivalent and provide documentation that they are a citizen of the United States or a registered permanent alien with authorization to work in this country. The candidate must also demonstrate the educational and physical skills necessary to perform the essential functions of the position to which they are applying (refer also to *Policy 3-15 "Emergency Responder Fit for Duty Status"*) and the current Position Description for that position).

II. Application & Testing for Membership: Applications may be accepted for volunteer membership vacant or pending IR&R vacancies throughout the year. Applications for career IR&R positions will be accepted in a process set forth by the Fire Chief. Applications must be reviewed by the Fire Chief's designee and approved by the Fire Chief. The District may coordinate the processing of applications with the testing & selection functions to best accommodate scheduling, efficient business practices, and availability of resources. Applicants shall generally be subject to testing levels adequate to reasonably predict their future job performance in the position for which they are applying.

III. Probationary Status: All members selected or promoted to the position for which they applied shall be subject to a six-month probationary period as established by the Fire Chief that will commence after successfully completing their initial training and/or the provisions of the current CBA for career IR&R personnel. Lateral entry volunteers will

~~begin their probation when assigned to their first shift.~~ The probationary period for a probationary member may be extended by the Fire Chief if deemed necessary or desirable.

~~“Initial training” shall be defined as primary training for new members in either basic firefighting (conforming to NFPA Firefighter I standards) or emergency medical service response (under the Thurston County Medic One program based on Washington State Department of Health Emergency Medical Technician standards). New members that hold current certification in either program will need to be verified to conform to local requirements.~~

~~The probationary member shall be enrolled in the relief program through the Washington State Volunteer Pension & Relief Act prior to engaging in any initial training.~~

IV. Appointment: The Fire Chief shall approve all appointments for ~~volunteer emergency responders~~IR&R members. Upon appointment, the volunteer emergency responder shall be eligible for all other benefits as provided for in Policy 3-13 “Volunteer Benefits Programs”.