

Pre-Membership Application



Founded in 1823, Westminster Fire Engine and Hose Co. No. 1, Inc. is a combination department utilizing both volunteer and career staffing to provide professional service to our community, protecting life, property, and the environment. Individuals with our Organization come from many walks of life. We foster a "family" environment where you can build new skills, meet new people, and become a member of a tight-knit public safety community.

After completing all the necessary paperwork, please return this application packet to the membership mailbox at the station. Please feel free to email our Recruitment and Retention Coordinator: wvfd3rr@westminstervfd.org

You can access a fillable application at <http://www.westminstervfd.org/fire-department-volunteers/>

The applicant should have completed this form with their signature (if under 18, a parent/guardian must sign in addition to the applicant's signature) along with the \$25 fee before the first-person interview. Applications cannot proceed until the Organization receives these items. Failure to submit these items will delay your in-person interview and the processing of your membership application.

AN EQUAL OPPORTUNITY EMPLOYER

Westminster Fire Engine & Hose Co. No. 1, Inc. provides equal employment opportunities to all volunteers, employees, and applicants for membership or employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Thank you for your interest in the Westminster Volunteer Fire Department (WFD). The firefighting tradition at WFD has been a long and proud one. Below is some information concerning our Department, which may answer some of your questions concerning our Organization.

Most members agree that our membership's intangible benefits are the real rewards of how you'll feel about yourself and the giving back to your community. Volunteer membership with WFD brings many benefits, including a healthy state income tax deduction, a LOSAP (Length of Service Award Program) with retirement benefits, scholarship opportunities, professional development and leadership training, and much more. Volunteering in emergency services is one of the most important decisions you may make. We hope that you give this decision the time and serious consideration it deserves to join our ranks.

Types of Membership include:

➤ **Fire/E.M.S. Response Membership**

For those who desire to respond to emergencies

➤ **Administrative Membership**

Provides administrative support as well as staffing for fundraisers, meetings, fire prevention, and canteen

➤ **Fire Police Membership**

Provides support for those who wish to assist this Company in Fire Police Activities

➤ **Junior Membership**

It is an introduction to the fire service for future First Responders (a separate application process)

General Membership Requirements

Eligibility

Applicants sixteen (16) years and enrolled in high school courses. Should the applicant be **under age 16**, the applicant may apply for membership to the **Junior Firefighter Program** under a separate application process. Please contact the Department's Retention and Recruitment Coordinator for more information. (410-848-1800 ext. 381 or email wvfd3rr@westminstervfd.org)

Time and Commitment

Members who accept membership should be aware of the time and commitment involved with volunteering. Administrative Volunteers must commit to a minimum of one hundred (100) hours of service per year. Members participating in the capacity of Operations, with less than ten (10) years of active service to the Company shall complete ten (10) hours of stand-by-duty and/or ten (10) incident responses or a combination of both per month at the department. Members must attend a minimum of four (4) meetings or have credit for at least one hundred (100) calls each calendar year. All Probationary members are highly encouraged to participate in fundraising events especially bingo.

Background Check

The Department of Fire and EMS will conduct a criminal background check on applicants sixteen (16) years or older after the first in-person interview. Prospective volunteers must submit a background check online (a link will be sent after the interview).

Timeline

- The WFD Membership Chair will acknowledge receipt of the application and screen it for completeness.
- The Membership Chair may request additional information and clarification from the applicant, including an updated form;

Timeline continued:

- The Membership Chair will typically review the application within two (2) weeks for quality and appropriateness of responses to the criteria for membership and schedule an in-person interview with the Membership Committee;
- The Department of Fire and EMS will request the *background report* after the first in-person interview with the Committee;
- After the interview, the Committee will consider the applicant based on assessed skills, interests; demonstration of commitment, and their availability to volunteer, and their background results;
- The Committee will forward the applications with a recommendation to the Company;
- All membership decisions shall occur at the following Company's monthly meeting except for December's meeting;
- A decision to grant conditional membership shall require a two-thirds favorable vote of the ballots cast;
- Applicants shall be notified in writing of the Company's decision no later than two weeks following the meeting;
- All offers of membership are conditional:
 - ✓ Upon the satisfactory completion of a background check;
 - ✓ Pre-membership drug test;
 - ✓ County FF physical if applicable;
 - ✓ Successful completion of the orientation and onboarding process regardless of what type of membership you have made
- If the candidate fails to satisfactorily complete the new member process within sixty (60) days of the new member candidate's start date, the Company will rescind the conditional membership offer.

Application Process

The selection of competent and responsible personnel for Membership in the Fire Department is essential in our mission to provide safety, protection, and service to the public. Applicants should be patient with the membership process to allow sufficient time for the review of each applicant. Our goal is to complete the application process for each applicant from start to finish within 30 days of the in-person interview. All information on the forms listed as it applies to the applicant's membership category must be complete.

The Membership application packet contains the following forms:

- ___ Volunteer Pre-Application Form
- ___ Authority to Release Information Form (Applicants Under Eighteen (18) Years of Age must have Parental Consent)
- ___ Contract of Understanding and Parental Consent for Minor Membership

Prospective members should follow the instructions provided below for new members' consideration.

1. Pre-membership application with appropriate signatures
2. Your application should include only the following requested attachments:
 - a. Fire/EMS Response Members
 - i. If you state that you have a special license or certification, please attach a copy of the Individual Licenses or EMS Certification
 - ii. If you have been an active Fire/EMS Responder, please attach if applicable:
 - ✓ Current MFRI transcript
 - ✓ Current ICS Certificates
 - ✓ Current Pro-Board transcript
 - ✓ Copy of EMT and American Heart Association certifications

Note the legal name of Company, Westminster Fire Engine, and Hose Co. No. 1, Inc. may be referred to as Westminster Fire Department, Westminster Volunteer Fire Department, or WFD within this application. It is understood that any of these references are the same.

Certain positions within the Westminster Fire Department require physical lifting, manual labor, and ambulation requirements that preclude applicants with handicapped conditions. Satisfactory fitness to perform the position's essential duties is a condition of membership if the applicant has applied for ***Fire/EMS Response Membership***.

- ✓ All offers of membership are conditional upon a satisfactory drug test, County FF medical examination, occupational evaluation, membership dues payment, and completion of the Organization's New Member Orientation
- ✓ The Organization requires a drug test regardless of the applicant's membership type.
- ✓ Any applicant who fails to complete any portion of the membership process will be automatically rejected for membership.

New Member Candidates must complete a probationary period of six (6) months to have full membership privileges.

Applicants between 16 to 18 years of age are required to submit parental/guardian permission to join, parental / guardian Contract of Understanding and a parent/guardian must be present during the in-person interview process.

Westminster Fire Engine and Hose Co. No.1, Inc.

Volunteer Pre-Membership Application

PLEASE PRINT LEGIBLE OR COMPLETE THE FILLABLE APPLICATION AT
<http://www.westminstervfd.org/fire-department-volunteers>

If unable to complete this form digitally, please print and fill out by hand using blue or black ink.

Please complete using block letters.

Check Membership Type <input type="checkbox"/> Fire/E.M.S. Response <input type="checkbox"/> Administrative <input type="checkbox"/> Fire Police			Date of Application
Last Name		First Name	Middle Name
Current Address		City	State Zip Code
Mailing Address (if different)			
Cell Number		Email	

EDUCATION BACKGROUND

Type of School	Institution	Graduated	Type Degree	Field of Study
High School/G.E.D.		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College, Tech or Business School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No		

FIRE/EMERGENCY MEDICAL SERVICE DEGREE

School Name/Location	Field of Study	Number of Matriculated Credits	Associates Degree	Bachelor's Degree	Master's Degree

1. How were you referred to the Westminster Fire Department?
 CCVESA R & R Coordinator Social Media Signage MSFA Other
 If other is checked please explain: _____

2. If referred for Membership by a specific person, please indicate the name of the person(s) who referred you _____
Question 3 is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, special accommodation, or whether accommodation is necessary.

3. Are you able to perform the "essential functions" of the membership type you selected (with or without accommodation)? Yes No
 I need more information about the "essential functions" to respond.

4. Have you previously worked or volunteered at Westminster Fire Department? Yes No

Dates of Service

Start	End	Position	Reason for Leaving

5. Are you related to any members or employees at WFD? Yes No

If yes, state who and your relationship:

Name	Relationship

6. Have you ever volunteered or worked for another Fire Emergency Service agency? Yes No

If yes, list dates of service and agency:

Dates of Service

(Attach additional paper if additional space is needed)

Start	End	Agency

7. Please give a brief statement as to why you would like to volunteer at Westminster Fire Department.

8. What skills and qualities do you feel you have to contribute to WFD?

9. What attracted you to this volunteer program, and is there an aspect within the program that motivates you to be a part of this program?

10. Do you have experience in Fire-EMS Response? Yes No

If yes, please go to page 8 or if you answered no, go to page 9

If you have applied for administrative membership we request, you provide your resume with your application.

EMERGENCY MEDICAL TECHNICIAN CERTIFICATION

<input type="checkbox"/> None	<input type="checkbox"/> EMT/Basic	<input type="checkbox"/> EMT/Intermediate	<input type="checkbox"/> EMT/Paramedic
State EMS ID# _____		EMT Lic. Expiration: _____	
Number of Years Certified _____		Present Employer or Volunteer of Practice _____	

FIREFIGHTING TRAINING

NFPA 1001 Firefighter Training: <input type="checkbox"/> None <input type="checkbox"/> Firefighter I <input type="checkbox"/> Firefighter II
MFRI Emergency Vehicle Operator: <input type="checkbox"/> No <input type="checkbox"/> Yes Certification date: _____
National Incident Management System (NIMS) certification level: <input type="checkbox"/> None
<input type="checkbox"/> NIMS-ICS 100 <input type="checkbox"/> NIMS-ICS 200 <input type="checkbox"/> NIMS-ICS 700 <input type="checkbox"/> NIMS-ICS 800
NFPA 472 Hazardous Materials Certification: <input type="checkbox"/> None
<input type="checkbox"/> Awareness <input type="checkbox"/> Operations <input type="checkbox"/> Technician
NFPA 1006 Technical Rescue Certification: <input type="checkbox"/> None
<input type="checkbox"/> Rope Rescue <input type="checkbox"/> Operational Level-I <input type="checkbox"/> Technician Level-II
<input type="checkbox"/> Confined Space Rescue <input type="checkbox"/> Awareness Level-I <input type="checkbox"/> Technician Level-II
<input type="checkbox"/> Trench Rescue <input type="checkbox"/> Awareness Level-I <input type="checkbox"/> Technician Level-II
<input type="checkbox"/> Structural Collapse <input type="checkbox"/> Awareness Level-I <input type="checkbox"/> Technician Level-II
<input type="checkbox"/> Water Rescue <input type="checkbox"/> Awareness Level-I <input type="checkbox"/> Technician Level-II
<input type="checkbox"/> Surface Ice Rescue
NFPA 1041 Fire Service Instructor Level: <input type="checkbox"/> None <input type="checkbox"/> Fire Instructor I <input type="checkbox"/> Fire Instructor II
NFPA 1021 Fire Officer Level: <input type="checkbox"/> None
<input type="checkbox"/> Fire Officer I <input type="checkbox"/> Fire Officer II <input type="checkbox"/> Fire Officer III <input type="checkbox"/> Fire Officer IV
List any additional Credentials Beyond Fire/EMS Training: _____ _____ _____ _____

EMPLOYMENT HISTORY

List all other employment during the past five years. Include periods of unemployment and volunteer work. Use additional paper as required.

Current Work Experience

Company: _____

Supervisor: _____ Phone: _____

Job Title: _____ Years of Service: _____

May we contact your supervisor for a reference: Yes No

Responsibilities: _____

Previous Work Experience

Company: _____

Supervisor: _____ Phone: _____

Job Title: _____ From: _____ To: _____

May we contact your supervisor for a reference: Yes No

Responsibilities: _____

Company: _____

Supervisor: _____ Phone: _____

Job Title: _____ From: _____ To: _____

May we contact your supervisor for a reference: Yes No

Responsibilities: _____

Volunteer History

Company: _____

Supervisor: _____ Phone: _____

Rank/Title: _____ From: _____ To: _____

May we contact your supervisor for a reference: Yes No

Reason for Leaving: _____

Responsibilities: _____

Company: _____

Supervisor: _____ Phone: _____

Job Title: _____ From: _____ To: _____

May we contact your supervisor for a reference: Yes No

Reason for Leaving: _____

Responsibilities: _____

PROFESSIONAL REFERENCES

May we contact these references? Yes No

Please list three professional references which we may contact. (Not relatives.)

Full name:	Relationship:
Company:	Phone:
Address:	
Full name:	Relationship:
Company:	Phone:
Address:	
Full name:	Relationship:
Company:	Phone:
Address:	

MILITARY SERVICE

Military Service Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, explain:		

List any special training relating to Fire/EMS Service:

Are you aware that as a member of the Westminster Fire Department, you will be required to give your time freely to attend Fire/ EMS responses, provide stand-by hours, attend drills, meetings, participate in fundraising events? Yes No

Please complete this section if you are 16 to 18 years old:

Are you an applicant under 18 years? Yes No

Do you have permission from your parent(s) or guardian to apply for membership? Yes No

Are you currently enrolled as a student in high school? Yes No If yes, what grade are you in? _____

If you are currently a Junior in High School, are you interested in the EMERGENCY SERVICES (EST) program offered by the Carroll County Volunteer Emergency Services Association? Yes No

Parent / Guardian Information:

Full Name:		
Address:		
City:	State:	Zip Code:
Daytime Phone Number	Evening Phone Number:	
Email:		

All offers of membership are conditional upon:

- Positive certification of the Carroll County Firefighter's Medical Examination and an occupational evaluation. Certain positions within the Westminster Fire Department require physical lifting, manual labor, and ambulation requirements that preclude applicants with handicapped conditions. Satisfactory fitness to perform the essential duties of the position is a condition of specific types of membership.
- The satisfactory completion of a drug test. Completion of a required drug or alcohol test is a membership condition outlined in the Drug and Alcohol Testing Policy of the Westminster Fire Department.

Note the legal name of Company, Westminster Fire Engine and Hose Co. No. 1, Inc. may be referred to as Westminster Fire Department, WFD, Company or Department; within this application, it is understood that any of these references are the same.

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- I understand that acceptance of this application by the Westminster Fire Department does not imply that I will be offered membership with the Organization.
- The information that I have provided is accurate and complete. I understand that misrepresentation or omission of any fact in my application, resume, or any other materials, or as provided during interviews, can justify the refusal of membership or justify termination of the conditional offer or membership.
- I understand that any offer of membership that I receive from the Westminster Fire Department is contingent upon my successful completion of the membership screening process, including but not limited to WFD receiving satisfactory references, criminal history, and Criminal Offense Record Inquiry if required, verification of driver's license or certifications where needed, and satisfactory completion of any required post-offer drug test or physical examination.
- I understand I have a period of sixty (60) days to complete the required new member orientation process, paperwork, credentialing, physical examinations and annual dues payment.
- I understand the Board of Directors may rescind my conditional offer if I do not complete these requirements within (60) days of the conditional offer.
- In processing my application for membership, WFD may verify all the information provided by me concerning, among other things, my prior employment or military record, volunteer memberships with other organizations, education, character, general reputation, and personal characteristics.
- I authorize WFD to take whatever steps deemed necessary to obtain information regarding my qualifications, including contacting my present and former employers and volunteer memberships, contacting individuals listed as a business, educational or personal references, and contacting other individuals to provide or further clarify information about me. I agree to release my present and former employers, and all individuals contacted for factual information about me from all liability for damages arising from furnishing the requested information.
- If offered a membership by WFD, I understand that as a condition of membership, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, and/or an occupational evaluation, that I may be subject to drug and/or alcohol testing, that WFD may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for membership at any time during my membership.

My signature certifies that I have read and agree with the above statement and all the information in this application.

Applicant Printed Name	Applicant's Signature	Date
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I understand that I will be required to attend the in-person interview and new member orientation with my son or daughter. I attest that all information provided in this application is accurate and complete.

Parent/Guardian Printed Name	Parent/Guardian Signature	Date
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Contract of Understanding for Minor Membership

My daughter/son and I understand that they may have no or limited training and will serve as supporters of the Westminster Fire Engine and Hose Co. No. 1, Inc. (WFD) to learn the basics of firefighting and/or Emergency Medical Service to prepare to become a full member.

My daughter/son and I understand that he/she follows all instructions from members of the WFD and that the general standard of conduct is to act in the manner of a professional.

My daughter/son and I understand that he/she will be courteous and respectful of other members, paid personnel, and all citizens as they represent the Westminster Fire Department.

My daughter/son and I understand that there is a "zero tolerance" policy regarding any form of harassment to include but not limited to various forms of physical, verbal, emotional intimidation, racial, sexual, and cyberbullying.

My daughter/son and I understand that there is a "zero tolerance" policy regarding drug and alcohol use.

My daughter/son and I understand that any acts that violate the Bylaws, Policies, and Standard Operating Guidelines of the Company or any violation of the guidelines is grounds for immediate dismissal by signing this Contract of Understanding.

Parental/Guardian Consent:

I, _____, acknowledge and agree in writing that I give my consent to allow my daughter/son _____ to participate in a structured program as an unpaid volunteer with the Westminster Fire Engine and Hose Co. No.1, Inc. under the supervision of an Officer or program leader. Additionally, I understand the conditions of membership, activities are limited to times outside the school day, and never while school is in session. The exception will be if the member participates as a student in the Emergency Services Training (E.S.T) offered by the Carroll County Volunteer Emergency Services Association as a high school senior and is a requirement of their course study.

All members under 18 years of age will participate in a structured program operated by the Department to ensure the member is not involved with activities that give exposure to any hazardous conditions or situations according to the Child Labor Law of the State of Maryland. I understand that there are certain risks involved in participating in the activities of the WFD. On behalf of my minor child identified above, I hereby release, discharge, and agree to hold harmless the Westminster Fire Engine and Hose Co. No.1, Inc., its officers, agents, volunteers, assistants, and employees, from any and every claim, demand or action of any kind arising due to bodily injury, illness, death and/or property damage resulting from any incident which may occur to my minor child as a result of my minor child's participating in the Company's activities. This release, liability waiver, and hold harmless statement does not apply if such injury, death, or damages that are caused by the willful, reckless, or gross negligence of the Westminster Fire Engine and Hose Co. No.1, Inc., its officers, agents, volunteers, assistants, and employees.

Parent/Guardian Signature Required for Applicants Under the Age of 18

Signature of Applicant's Parent/Guardian

Date signed (month/date/year)

Print Name

Relationship to applicant