

Travis County Emergency Services District No. 9
Westlake Fire Department

Standard Operating Guideline

Subject: Active Membership and Associate Membership

Effective Date: August 4, 1998

Authorized By: Chief Paul Barker Revised Date: Jan. 11, 2005

I. Purpose

To establish the criteria, procedure, and participation for volunteer membership in order to remain with the Department.

II. Policy

Voluntary membership with the Department shall be open to all individuals who desire to serve, have a reasonable potential to serve, are physically capable of performing the firefighting and EMS services we provide, and have a clear criminal history. Members who do not remain active in the judgement of the Chief Officers shall be terminated and required to return all issued equipment.

III. Types of Membership and Requirements

A. Firefighter/EMT

1. Must be 18 years or older.
2. Complete training as defined by the Board of Officers.
3. Complete course requirements by the Texas Department of Health for the level of certification desired.
4. Complete the testing procedure required by the office of the Travis County Medical Director.
5. Provide medical care according to the Clinical Operational Guidelines (COG's) or any requirements set forth by the Travis County Medical Director.
6. Wear or display the Austin / Travis County badge for the level of certification being practiced.
7. Perform "on the job training" with Company Officers who will witness patient care and ensure the FF/EMT is competent for the level of certification.

B. High School Students:

1. High School Students between the ages of 16 and 18 are welcome to join the Department.
2. High School Students will be considered Cadets until they are 18 years old. (At age

18 or, upon graduation from high school, and upon satisfactory performance, full FF/EMT status can be requested.)

3. Parental/guardian approval (documented with a signed release) is required for a High School Student to join the Department. The parent/guardian will be required to attend the initial application interview so that Department Officers and the Chief can clearly communicate the risk involved in Fire and EMS activities. During the interview, the parent/guardian is to be informed of the part the High School Student may play in the Department.
4. The High School Students must maintain a "C" average in school with no failing grades in "solid" core courses ("no pass, no play" - for the next grading period). The High School Student's approval for membership will be coordinated with school counselors whose input will be closely followed.
5. The Chief retains full authority to allow membership of High School Firefighters.

C. Active Member Requirements

1. The Chief Officers retain full authority to allow membership of all Members including, but not limited to, Active and High School Members.
2. All Members must spend a minimum of 24 hours per month at a stations, or provide response / service equal to 24 hours per month.
3. The time spent at the station can be in any combination of hours, but must be documented by the Shift Commander in the Daily Log. The time spent sleeping at the station shall be credited as productive hours. During the evening hours, time spent relaxing, playing video games, watching TV, etc.—but immediately available for call response, shall also be counted as productive hours.
4. Hours spent in training shall be given double credit for hours spent at the station. The shift log shall reflect the hours spent at the station (reminder: you must sign in) and the Training Officer shall report the hours spent in training as additional station hours.
5. All volunteers must notify their company officers if they will be unavailable to respond to calls and meet their volunteer commitment for an extended period of time.

III. Procedure

To become a member of the Department, applicants must follow the procedure:

- A. Complete an application that is approved by the Board of Officers and the Chief. The application must be turned in to the Assistant Chief.
- B. Complete an interview process that includes, but is not limited, to a physical agility test, a thorough background check and an oral interview by Officers.
- C. Complete a Cadet Class (criteria determined by the Board of Officers) or be certified by the Texas State Firemen's and Fire Marshal's Association or Texas State Commission on Fire Protection.
- D. Complete a Field Training Officer (FTO) Manual with an assigned FTO.

- E. Applicants will be provided a copy of or access to the Member Policy Manual of the District, must sign a statement that he or she has read such rules and policies, and must agree to abide by the rules and policies stated in the manual.
- F. Complete a six-month probationary period during which the individual's performance and retention with the Department will be evaluated by his/her Officers.
- G. During the probationary period, the member will be provided an alphanumeric pager, Cadet or other appropriate uniforms and Personal Protective Clothing (PPE) as necessary to complete their training.
- H. After completion of the six-month probationary period, the member will be reviewed by his/her Lieutenant and Captain and the Chief for active membership status.
- I. Personnel who are on probation are considered Cadets and not members of the Department. They will be listed on the Department Roster as Cadets regardless of their company assignments.