

# BARNARDSVILLE FIRE DEPARTMENT

## *Application for Junior Firefighter Membership*

**This application may be returned to:**

Barnardsville Fire Department  
100 Dillingham Road  
Barnardsville, NC 28709

or  
mail  
to

Barnardsville Fire Department  
PO Box 126  
Barnardsville, NC 28709

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Social Security # \_\_\_\_\_ DOB \_\_\_\_\_

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_ If not, do you have a permit which allows you  
to work in the U.S.? Yes \_\_\_ No \_\_\_ Do you smoke? Yes \_\_\_ No \_\_\_ Do you have a  
valid N.C. driver's license? Yes \_\_\_ No \_\_\_ D.L. Number \_\_\_\_\_

Do you have a valid N.C. Commercial driver's license (CDL) Yes \_\_\_ No \_\_\_?

Have you ever been convicted as an adult for a traffic law violation? Yes \_\_\_ No \_\_\_

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Schools Attended- Name & Address (High School and Colleges)**

\_\_\_\_\_ Date Completed \_\_\_\_\_ Major Study \_\_\_\_\_ Degree \_\_\_\_\_

\_\_\_\_\_ Date Completed \_\_\_\_\_ Major Study \_\_\_\_\_ Degree \_\_\_\_\_

\_\_\_\_\_ Date Completed \_\_\_\_\_ Major Study \_\_\_\_\_ Degree \_\_\_\_\_

**Describe any education or training you have had which is not covered above, such as vocational school, service schools or in-service training, which you feel may be relevant to the position you are applying for include any licenses or certifications you have which may be helpful or required by this position. Include the name of the course or training, the name of the institution, length of the course and the date completed.**

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**List any special skills or qualifications you have which may be helpful in this job.**

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**1. List your present employer.**

Employer \_\_\_\_\_ Position/ Title \_\_\_\_\_

Employer Address \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Employer Phone # \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Describe your work \_\_\_\_\_

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**2. List your past employer.**

Past Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Employer Phone # \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe your work \_\_\_\_\_

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**3. List any other Emergency Services Affiliations you may have been a member of and list their phone numbers and contact person.**

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**References:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

I hereby certify that all information in this application and attachments is true. I authorize the Barnardsville Volunteer Fire Department to obtain medical, education, employment and conviction records related to my job application and I understand that all information provided here is subject of verification. I agree as a condition of continued employment/membership, to authorize a criminal records check during the course of my employment/membership, if requested. I acknowledge that any falsification on this application is grounds for immediate disqualification.

I understand that I may be required to pass various job-related examinations in order to be considered for employment/membership and that I must complete a physical examination prior to my employment/membership. I also understand that I am required to serve a probationary period during which time my performance will be evaluated and I may be terminated if my conduct or performance is not fully satisfactory. I further understand that I am subject to termination for program revision or budgetary reasons at any time.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY: MEMBERSHIP COMMITTEE**

Interview Date \_\_\_\_\_ Accepted Date \_\_\_\_\_

**BARNARDSVILLE FIRE DEPARTMENT**  
**\*\*\*\*\*PHYSICAL RECORD\*\*\*\*\***

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Type \_\_\_\_\_ Race \_\_\_\_\_ Age \_\_\_\_\_

DOB \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Other \_\_\_\_\_

distinguishing features (scars, tattoos, etc.) \_\_\_\_\_

Corrective lenses: ( ) Contacts ( ) Glasses ( ) NA

**MEDICAL HISTORY-CHECK APPROPRIATE COLUMN**

<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
( )	( ) <b>Hypertension</b>	( )	( ) <b>Hearing Difficulty</b>
( )	( ) <b>Heart Disease</b>	( )	( ) <b>Respiratory Problems</b>
( )	( ) <b>Glaucoma</b>	( )	( ) <b>Mental Illness</b>
( )	( ) <b>Inner Ear Problems</b>	( )	( ) <b>Alcohol/Drug Abuse</b>
( )	( ) <b>Diabetes</b>	( )	( ) <b>Allergy Problems</b>
( )	( ) <b>Epilepsy</b>	( )	( ) <b>Sight Limitations</b>
( )	( ) <b>Other</b>		

**If yes is checked in any of the above boxes, please explain. Describe control procedures** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you seen a physician within the last year? ( ) Yes ( ) No.

**WHOM TO CONTACT IN CASE OF AN EMERGENCY**

Name \_\_\_\_\_ Phone # Day \_\_\_\_\_ Night \_\_\_\_\_

Name \_\_\_\_\_ Phone # Day \_\_\_\_\_ Night \_\_\_\_\_

Name \_\_\_\_\_ Phone # Day \_\_\_\_\_ Night \_\_\_\_\_

# **BARNARDSVILLE FIRE DEPARTMENT**

100 Dillingham Road  
PO Box 126  
Barnardsville, NC 28709

Emergency: 911 Fax: (828) 626-4444 Business: (828) 626-2222

## **DRUG TESTING POLICY**

This policy has been developed by the Board of Directors for the Barnardsville Fire Department to insure the safety of life and property of the citizens in the Barnardsville fire district.

The Board of Directors grants the following rights to the Fire Chief:

1. To deny participation in any departmental activity by a member suspected of being under the influence of alcohol or drugs.
2. To suspend any member suspected of drug or alcohol use, without having to justify his/her actions.
3. To test any member suspected of using drugs or alcohol while engaged in volunteer duties.
4. To require a random or specific test of any member.
5. To suspend any member who refuses to submit to an alcohol or drug testing.
6. To contract with a reputable laboratory in Buncombe County to perform alcohol and drug tests.
7. Under no circumstances shall test results be made public.

***I HAVE READ AND UNDERSTAND THE ABOVE DRUG TESTING POLICY:***

\_\_\_\_\_  
Firefighter ***DATE*** \_\_\_\_\_

\_\_\_\_\_  
W. DuWaine Maney, Chairman  
Board of Directors

\_\_\_\_\_  
Chief Kevin Mundy  
Barnardsville Fire Department

# **BARNARDSVILLE FIRE DEPARTMENT**

## ***JUNIOR FIREFIGHTER PROGRAM***

### ***Purpose and Objectives***

To promote interest in firefighting and emergency medical services

To train and educate members in firefighting and emergency medical services

To assist firefighters in the performance of their duties

To build character and discipline

### ***Definition of terms***

Junior firefighter: firefighter trainee between 16 and 18 years old

Firefighter: member of Barnardsville Fire Department over age 18

Junior Firefighter Adviser: a firefighter over age 21 who is responsible for training and guidance of Jr. Firefighters. Advisers are to be appointed by the Chief and must be a limited number of persons who regularly work with the Junior Firefighter program.

Officer: an officer of the Barnardsville Fire Department

Chief: the Chief of the Barnardsville Fire Department

Suspension: active suspension from all department activities, no meetings, training or responding to any department calls, must turn in all department gear and equipment.

### ***Membership***

Must be a resident of the Barnardsville Fire District and be able to show proof of residency.

Must be between the ages of 16 and 18. Proof of age must be submitted at time of application.

Applicant must submit application signed by parents or guardians, physical form from applicant's physician and all other forms required by the Chief.

New members will be accepted twice a year, January and July.

Each candidate for the Junior Firefighter program must complete an interview with the Advisor and the Chief, Candidate will be notified by phone or by letter to let the candidate know whether they are accepted or not accepted.

If candidate is accepted, then they must attend a mandatory orientation day. If candidate does not attend the orientation, they will not be accepted.

If accepted, the member will begin a 6 month probationary period. After the 6 month probationary period, the member will be interviewed by the Advisor, two of the paid employees and the Chief to discuss the members probation period.

The candidate must attempt to attend all meetings during the probationary period.

Must be a student in high school or an equivalent state approved education program (if in a private school or home schooled, proof of accreditation must be provided).

Education is more important than fire training. All members must maintain a (70) average, in each subject. The advisor is to check report cards after each grading period. Home or private schooled members must present comparable proof of academic performance.

All members must attempt to maintain a near perfect attendance at school.

Any member not meeting the academic requirements will have until the next grade reporting period to get that grade up to a (70). If a member fails to have a (70) average the last grading period of the school year, the suspension will take place during the first grading period of the next school year.

Any member that has been suspended more than twice during the same school year for not maintaining a (70) average in each class, will be terminated.

Any member who quits school will be terminated from the Junior Firefighter Program and must wait one year before becoming eligible to reapply to the Barnardsville Fire Department.

Members must agree to abide by department rules and regulations.

Members will conduct themselves in an orderly and professional manner when at the fire station, on all calls and whenever they represent the Barnardsville Fire Department.

When a member turns 18 years old, they will be interviewed by the Barnardsville Fire Department's membership committee and will be voted on by the Firefighter's of the department before becoming an active Firefighter.

After the members 18<sup>th</sup> birthday, they must attend the next “Night of Discerning Practice.” Failure to attend on this night will result in the member being dismissed from the Barnardsville Fire Department and the member will have to wait one year before reapplying to the department as a new member.

### ***Rules and Regulations***

No Junior Firefighter may drive or move any fire department vehicle at any time under any circumstance. **NO EXCEPTIONS.** Violators will be suspended permanently, (They may reapply for membership after they turn 18 years of age.)

Junior Firefighters will not ride in department apparatus on Emergency Calls.

Junior Firefighters may ride in apparatus on routine calls if space is available. The Junior Firefighter **must be SEAT BELTED IN A SEAT.** Firefighters have first priority.

Junior Firefighters will not have any emergency lighting in their vehicles. Violators will receive a three month suspension.

Junior Firefighters will not speed while responding on any calls. Violators will be terminated.

Junior Firefighters are not to leave school to respond to any call.

Upon arrival at any scene, the Junior Firefighter will report to the Accountability Officer or to the Staging Officer, to wait on an assignment by an Officer of the Barnardsville Fire Department.

Junior Firefighters are not allowed to be in any Hazardous Situations.

No Junior Firefighter is to enter a Burning Structure.

No Junior Firefighter may take part in training conducted by any other fire department unless approved by and accompanied by the Advisors or an Officer of the Barnardsville Fire Department. Approval for their participation must also be received from the Chief of the other fire department.

No Junior Firefighter shall respond on a mutual aid call.

Junior Firefighters will obey the orders of any Senior Firefighter or Officers of the Barnardsville Fire Department on any call. Insubordinations will result in Immediate Suspension.

No Junior Firefighter is allowed on any forest fire line until after the fire has been declared contained. No Junior Firefighter is to be in the woods after dark. Brush Gear must be worn when on the fire lines.



No Junior Firefighter is to respond on any medical calls.

No information about any call is to be given out to anyone other than to an Officer of the Barnardsville Fire Department. Junior Firefighters must remember that they represent the Barnardsville Fire Department and must not make inappropriate comments about anyone or any action taken on any call. Any question asked of them should be referred to the Incident Commander or the Chief.

Junior Firefighters may not stay overnight at the fire station.

Junior Firefighters must be gone by 2200 on school nights

Junior Firefighters must be gone by 12 midnight on non-school nights

Junior Firefighters must be gone by 12 midnight on weekends

No Junior Firefighter is allowed on any known Hazardous Materials Incident. They are to be ordered off of any scene where a Haz-Mat risk exists.

No Junior Firefighter will be allowed at the fire station or any fire department function during school hours.

### ***Radios***

Radio frequencies licensed to the Barnardsville Fire Department are for fire and rescue related activities and official fire department business only. These activities include fires, rescue, fire and rescue training, and use whenever life or property is endangered. Unit identification numbers must be used. Radios are not to be used for personal reasons. No profane language, use of handles or CB slang will be allowed.

Junior Firefighters will not normally be issued radios by the fire department. If there are any surplus radios available, then they may be issued at the Chief's discretion. Any Junior Firefighter with a personal owned radio is to abide by fire department rules.

Junior Firefighters will not use the radio without permission from a firefighter except in Emergency Situations or true fire department business.

Junior Firefighters may be issued fire pagers if extra units are available. No new equipment will be purchased for Junior Firefighters.

Radios and pagers are allowed at school unless the school objects to them.

Any member who has radios may be asked to turn them back in if a firefighter is in need of equipment.

Any member who has been suspended or terminated must turn in all fire department radios and pagers.

### ***Turnout Gear and Equipment***

The Barnardsville Fire Department may issue turnout gear to Junior Firefighters when gear is available. New gear and equipment will rarely be purchased for Junior Firefighters.

Any member, who has quit the fire department or has been suspended or terminated, must turn in all turnout gear and equipment that has been issued.

### ***Training and Meetings***

Requirements for training and meeting attendance will be set by the Advisors and the Chief.

Junior Firefighters regular training schedule will be held from 1600-1800 on the scheduled day for the meeting.

Junior Firefighter must have 36 hours of training per year. This includes but not limited to: fire training, medical training, Blood Borne Pathogens and Hazardous Materials training.

Junior Firefighters must have current CPR training before turning age 18.

Junior Firefighters will be encouraged to work on their 1403 status upon turning age 18. These classes will be held at the Barnardsville Fire Department.

Any Junior Firefighter, who has not got their 36 hours of training at the end of the year, will be terminated.

### ***Discipline***

Failure to follow Junior Firefighter's polices, procedures and standard operating guidelines, will result in the following:

1<sup>st</sup> offense: Written warning

2<sup>nd</sup> offense: 60 day suspension

3<sup>rd</sup> offense: Termination from the Barnardsville Fire Department.

A suspension for grades will count as an offense but will have its own disciplinary action taken with the exception of the 3<sup>rd</sup> offense.

### ***S.O.G.'S***

The Advisors and Chief may develop guidelines for Junior Firefighters. Such guidelines must be in compliance with these regulations unless variance is granted by the Board of Directors.

S.O.G'S for Junior Firefighters developed by the Advisors may be adapted or modified by the Advisor and Chief at any time without Board approval. Any major changes need to be brought to the Board at the next meeting.

Good judgment is to be practiced by the Chief, Advisors and Officers concerning any activity in which the Junior Firefighters are involved. **SAFETY MUST ALWAYS COME FIRST.**

All Junior Firefighters will sign to and abide by the rules and regulations of the Barnardsville Fire Department and a signed copy must be kept on file at the fire department.

*I have read and understand the rules for the Barnardsville Junior Firefighter Program. As a Junior Firefighter, I agree to abide by these rules and I understand that I may be dismissed from the program if I am in violation of any of these rules.*

\_\_\_\_\_ (Junior Firefighter)

\_\_\_\_\_ (Date)

*As a parent/guardian of the Junior Firefighter, I understand the rules for the Barnardsville Junior Firefighter Program and I will help my son/daughter to abide by these rules.*

\_\_\_\_\_ (Parent/Guardian)

\_\_\_\_\_ (Date)