



# Indian Hills Fire/Rescue Probationary Member: Steps to Full Membership

## **Application**

A prospective member will be given an application packet, which will contain the following forms:

1. Becoming an Indian Hills Fire/Rescue volunteer Firefighter/EMT
2. Membership application and release of records
3. Probationary member steps to full membership
4. Probationary member checklist
5. FPPA pension form
6. Insurance beneficiary form
7. Medical requirements and medical procedures forms
8. Designated medical provider form
9. Current roster

The completed packet should be returned to the Chief. The Chief Officers will review the application packet, motor vehicle record, and Colorado Bureau of Investigation background check. Within thirty days, an interview will be scheduled with the potential member and members of the officer staff. Within three days of the interview, the Chief will inform the prospective member of the decision to accept or decline the application.

## **Administrative**

1. Prior to being issued any gear or participating in any training, the probationary member must complete a physical, lab tests, and immunizations as required in the application packet. There are no waivers for the physical or lab tests, but the member may sign a waiver in lieu of the immunizations. The District will pay the cost of this health clearance, if necessary.
2. The probationary member must attend one regularly scheduled District Board meeting.
3. The probationary member will be issued an employee handbook.

## **Initial Training**

The following steps may be taken simultaneously with the steps of the administrative phase.

1. The new member will attend a “Probationary Saturday.” This day-long training is offered three times a year and covers basic introductory topics, safety, communications, and Hazardous Materials Awareness. Upon completing this training, the new member becomes a probationary member and will be issued a pager. Upon completion of a CPR course, the probationary member may begin responding on calls in the presence of other members.
2. The probationary member will enroll in and successfully complete a First Responder course with American Heart Association Healthcare Provider CPR/AED (or equivalent) certification, unless currently certified as a First Responder, EMT, or higher. IHFR will cover the cost of this training.
3. The probationary member will enroll in and successfully complete a Wildland Firefighter II (FF2) certification, unless currently certified as a Wildland FF2 or higher. The classroom portion of this course may be completed online. A field day and successful completion of an initial pack test is required for certification. IHFR will cover any associated costs of this training and issue any required equipment.
4. The probationary member will successfully complete Incident Command System classes IS-100, IS-200, IS-700, and IS-800. These courses may be completed in a classroom or online.
5. The probationary member will get checked off on units 358, 383, and 385, as well as the compartments on units 341 and 349.
6. Upon completion of the above steps, the probationary member will be issued a radio and will assume the responsibilities of a responding member.
7. Probationary members are expected to meet the training and call requirements of regular members as defined in the Employee Handbook.

### **Specialized Training**

The probationary member may decide which discipline within IHFR to pursue initially. Through the course of their careers, members may choose to train in both disciplines, but as a probationary member, only one path should be selected (and will be reimbursed). IHFR will not send a probationary member to EMT school or the fire academy until they have completed one year of service with the department. However, probationary members may attend one of these courses prior to that time at their own expense. Upon successful completion probation, IHFR will reimburse the cost of this training. The following steps may not be undertaken until successful completion of the initial training outlined above.

1. Firefighter: The probationary member will enroll in and successfully complete a state recognized Firefighter I (FF1) training academy, resulting in a State of Colorado FF1

certification. IHFR will assist with registration, if necessary, and will provide the necessary equipment for this training.

2. Emergency Medical Technician (EMT): The probationary member will successfully complete an EMT course resulting in state and National Registry certifications. IHFR will assist with registration, if necessary, and will provide the necessary equipment for this training.

3. First Responder: The probationary member may elect to remain a First Responder. In this role, members are limited to driving an ambulance, traffic control, and assisting with equipment on emergency scenes. First Responders also do not qualify for a pension until they hold an EMT or FF1 certification. Members wishing to remain a First Responder are required to maintain a current wildland certification and red card.

### **Regular Membership**

To achieve regular membership in IHFR, the probationary member will complete the following steps:

1. Successfully complete the steps outlined in the Application, Administrative, and Initial Training sections above.

2. Complete a probationary period of a minimum of one year and a maximum of two years. Probationary members who have not completed the requirements of regular membership at the end of two years of membership will be allowed to continue their probation at the discretion of the officer staff.

3. Meet the minimum meeting/training requirements and call percentage as they become applicable during the probationary period.

4. Upon completion of the above requirements, the officer staff will review the probationary member's status. Disciplinary issues, attitude, and the member's overall contribution to IHFR may be taken into consideration in this decision. The officers will make a recommendation to the Chief to accept the probationary member as a regular member or to continue the probationary period with specific goals.

5. The Chief will announce the acceptance of the probationary member as a regular member at the next business meeting. The member will be issued all remaining equipment, including badge, full uniform, bumper sticker, photo ID, and any additional gear.