

# Citizens Fire Company

## Membership Application



Please return application(s) in person at:

Citizens Fire Company  
245 Citizens Way  
Charles Town, WV 25414  
(304) 725-2814

Please contact the President or the Fire Chief to schedule a time to return your completed packet

Applicants Name \_\_\_\_\_

Phone Number \_\_\_\_\_

### **To become a firefighter...**

To become a member at Citizens Fire Company no experience is required. You must be 18 years and older to become an Operational or Support Member and have the desire to fulfill all requirements for membership. If you are age 16 to 18, you are eligible to become a Junior Member. Becoming a firefighter or medical services provider requires the commitment to serve as a volunteer and the desire to help others. The process of becoming a volunteer should not be taken lightly. It is a time intensive commitment that requires successful completion of a probationary period, an annual physical and many hours of training to ensure that you are able to competently serve in potentially hazardous situations. Remember, the fire service is a highly demanding profession which is dangerous and involves the risk of serious injury or death.

### **Your decision to volunteer should not be taken lightly**

Emergency Services is a rewarding, satisfying and exciting experience. As a member of Citizens Fire Company, you may fight fires, extricate trapped patients from a vehicle, assist with water rescues along the Shenandoah and Potomac Rivers, provide medical assistance and ensure the safety of property and life. During the performance of these duties, you will also encounter situations requiring camaraderie, teamwork and communication. If you are interested in becoming a member of Citizens Fire Company, the following pages of this application packet will provide you with the information necessary to help your decision making process. After acquiring a better understanding of what is involved and realizing the many benefits of becoming a volunteer, we hope you will find that you are able to make the commitment we need. By volunteering, you will directly contribute to the safety of your community and its citizens. As a member of Citizens Fire Company, you will develop great personal pride by challenging yourself both mentally and physically, all while developing lasting friendships and unforgettable experiences

### **History of Citizens Fire Company**

Citizens Fire Company was formed on July 18th, 1884. Our company was formed due to disagreements that arose with Independent Fire Company, during its formation. That same night, in 1884, Citizens Fire Company was also formed. Citizens Fire Company began under the leadership of Captain J.W. Russell and President John Colston. The current Fire Chief is Larry Herbst and the President is Ronald Fletcher. Currently, we have 60 active members, who are made up of operational, support and junior members, both male and female. We house (1) Ladder Truck, (2) Engines, (1) Brush Truck, (2) Ambulances (1) Duty Vehicle and (1) Utility Vehicle and average approximately 1,700 calls for service a year.

For 117 years the Citizens Fire Company, Inc. was located at the corner of West Washington Street and North West Street in Charles Town, WV. During that time, there were two stations in the same spot. The first station was used from 1884 to 1958 and the second station was used from 1958 to 2001. The first station was taken down by hand by all the members so that the second station could be built. The second station is still being used today as a vehicle repair garage. There is a firefighter statue in front to recognize that it was a former fire station. In 2001, Citizens Fire Company left its longtime home and moved to a new facility on Citizens Way in Charles Town, WV. Since our organization in 1884, we have continued to be an all-volunteer firefighting company. Through the hard work and dedication of our members, we have built one of the best and most respected volunteer fire stations in the state of West Virginia.

## **What to expect as a member of Citizens Fire Company?**

### **Mission:**

It shall be the mission of Citizens Fire Company to provide the residents of the cities of Charles Town and Ranson, as well as the residents of Jefferson County and outlying communities, with exceedingly professional fire and rescue services at any time of need. Established in 1884, Citizens Fire Company provides our community with committed firefighters, who are highly motivated and exceptionally trained. The members of Citizens Fire Company strive to afford the citizens of our community with the best possible services available.

### **Vision:**

“To Create an Excellent Outcome for all that we serve”

### **Company Meetings**

The membership meetings of Citizens Fire Company are held on the first and third Thursdays of each month at 7:30pm. During the months of June, July and August, the company only meets on the first Thursday at 7:30pm. As a member of our department, you will be expected to attend these meetings and stay apprised on new information, as well as upcoming training, events, etc.

### **Rules and Regulations**

Once accepted as a Probationary member of the company, you will be given a copy of our rules and regulations, commonly referred to as our Constitution and Bylaws. In addition to these documents, you will also be given a set of Standard Operating Guidelines that are specific to your type of membership. As such, you will be expected to abide by these rules at all times.

### **Prospective Applicants**

Membership at Citizens Fire Company is both a valuable and rewarding experience. In addition to the satisfaction gained from helping members of your community in a time of need, the teamwork and camaraderie that develops between members through training, emergency response and social interaction is indescribable. The fire department provides many other tangible benefits, including:

*Free training* – members are encouraged to take advantage of the numerous training opportunities available at no cost (pending successful completion). Courses in firefighting, emergency medical services, technical rescue, etc. are available, many of which can lead to National Certification.

*Department Incentive Program* – designed to provide incentive for members who actively participate, to purchase equipment, etc. as detailed in the program

*Worker's Compensation and Injury/Death Benefits*

## **Types of Membership**

There are several categories of membership available to persons interested in serving their community. These categories are described below.

### **✓ Operational**

An Operational Member is an individual that performs the functions of emergency incident response and are required to maintain specialized training in fire suppression, rescue or emergency medical services. An Operational Member can serve in the following roles: firefighter, Emergency Medical Technician (EMT/EMT-Paramedic), Ambulance Driver, Ambulance Assistant (Third Person Attendant) Training requirements vary and are mandated by Federal, State and local regulations.

- Incident response includes fires, motor vehicle accidents, technical rescues, sick and injured persons, EMS assists, etc.

### **✓ Support**

A Support Member is an individual that provides administrative and logistical support of the day to day operations of the department. Support members assist with fundraising, business administration, public education and under no circumstances shall perform emergency incident response service. Training requirements are mandated by Citizens Fire Company and include training such as basic first aid and CPR.

### **✓ Junior**

A Junior Member is an individual between the ages of 16 and 18 that is interested in learning more about firefighting or emergency medical services or both. Junior members are permitted to respond on apparatus with specific restrictions and are limited to non-hazardous work assignments. Junior member will also participate in fundraising, public education, parades and certain emergency fire and/or EMS training. Junior Members are required to follow all Federal, State and Local laws regarding employment and volunteering.

## **Application Process**

Once submitted, the application will be turned over to the Investigating Committee for review. A representative from the Investigating Committee will then contact you and set up an interview. Please be prepared to discuss your application, intent for membership, and the reasons for wanting to become a member of Citizens Fire Company. After a favorable interview, you will be subject to a Criminal Background check. Under West Virginia State Law,

§15-5-15a, Emergency service personnel, no person may be employed or associated in any capacity in homeland security or any emergency service organization established under this article who has been convicted of a felony or who advocates or has advocated a change by force or violence in the constitutional form of the government of the United States or this state or the overthrow of any government in the United States by force or violence or who has been convicted of or is under indictment or information charging any subversive act against the United States.

Finally, once the Criminal Background check is complete, you will be required to complete and obtain compliant Physical Certification (not applicable for Support or Junior membership) and pass a Urine Drug Screen. If you are denied membership to Citizens Fire Company for any reason, you may re-apply for membership no sooner than one year after the date of notification.

Physical Certification may be obtained from Dr. Jones, in Charles Town for no fee. If you elect to utilize your own physician, Citizens Fire Company will reimburse you for the cost of completing the compliant Physical Certification, not to exceed the fees charged by our company physician.

# Membership Application

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Applying for: \_\_\_ Operations Member (circle one) Fire | Fire/EMS | EMS Only \_\_\_ Support Member

## Personal Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ S.S.N: \_\_\_\_\_

Driver's License Number, State and Expiration: \_\_\_\_\_

*\*Attach a copy of your current driver's license to this completed application.*

Name of Current Employer or School: \_\_\_\_\_

Phone number: \_\_\_\_\_

## Emergency Contact Information

Name #1: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name #2: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Education

High School/Tech School: \_\_\_\_\_

College/Vocational School: \_\_\_\_\_

Military Experience: \_\_\_\_\_

## Previous Experience (Fire/EMS)

Fire Company/ESO: \_\_\_\_\_ Date/Rank: \_\_\_\_\_

Fire Chief's/Administrator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fire Company/ESO: \_\_\_\_\_ Date/Rank: \_\_\_\_\_

Fire Chief's/Administrator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Years Prior Service: \_\_\_\_\_

*\*Attach a copy of all certifications to this completed application.*

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**Health Information**

Is there any reason that your present health condition would restrict your activities as a firefighter/emergency service provider? Yes \_\_\_\_\_ No \_\_\_\_\_ [If yes, please explain.]

Do you suffer from any fears/phobias that would restrict your activities as a firefighter/emergency service provider? Yes \_\_\_\_\_ No \_\_\_\_\_ [If yes, please explain.]

**Background Investigation**

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ [If yes, please explain]

Have you ever been convicted of a Felony? Yes \_\_\_\_\_ No \_\_\_\_\_ [If yes, please explain]

List (3) personal references: [Name, Address, Phone (No former employers or relatives)]

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

By signing below, I hereby certify that the above information is true and accurate. I authorize Citizens Fire Company, Inc. to conduct an investigation into my background through the local Police Department, State Police, FBI, or any other recognized law enforcement agency. All information will be held in confidence by Citizens Fire Company, Inc. I understand that all information and references provided on this application may be verified by the Fire Chief and/or President of the organization and that Federal Laws prohibit age discrimination. Furthermore, I understand that all applicants are subject to a drug test during the required physical. This test is paid for by Citizens Fire Company, Inc. and if for any reason I do not pass said drug test or the background check, I am obligated to reimburse Citizens Fire Company, Inc for all costs incurred.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

West Virginia Department of Transportation  
**Division of Motor Vehicles**  
**Driving Record Release Authorization**



**USE THIS FORM IF YOU ARE REQUESTING FOR DMV TO RELEASE YOUR DRIVING RECORD TO ANYONE OTHER THAN YOURSELF. YOU MAY FAX OR EMAIL YOUR REQUEST, BUT YOU MUST MAKE A FOLLOW-UP CALL PRIOR TO 4 PM TO MAKE YOUR PAYMENT. THIS REQUEST CANNOT BE PROCESSED IN ANY DMV REGIONAL OFFICE. THIS FORM MUST BE EMAILED, FAXED, OR MAILED TO THE DMV INSURANCE/DRIVING RECORDS SECTION TO BE PROCESSED.**

I, \_\_\_\_\_  
PLEASE PRINT YOUR NAME

**(X)** \_\_\_\_\_  
PLEASE SIGN YOUR NAME

hereby authorize the West Virginia Division of Motor Vehicles to release any of my information found within the Division's records to:

\_\_\_\_\_  
INDIVIDUAL NAME AND/OR COMPANY NAME IF APPLICABLE

All requestors for information must complete the **request for driving records form** (DMV-101-PS1) and **this form** (DMV-101-PS2) or the request will not be processed. The individual released to receive information must include a copy of their federal or state government issued ID or driver's license.

**PLEASE CHECK THE APPROPRIATE FEES**

- \$1.00 per page** - Additional Cost for certification of document
- \$5.00** - Driving record with driver's license number
- \$6.00** - Driving record without driver's license number
- \$5.00** - Message forwarding service
- \$.25 per page** - Copy of suspension/revocation/disqualification file

**PLEASE CHECK THE APPROPRIATE ADMINISTRATIVE HEARING DOCUMENT FEES**

- \$30.00** - Copy of recorded testimony in CD format
- \$1.50 per page** - Copy of transcript of hearing
- \$1.00 per page** - Additional cost for certification of document
- \$.25 per page** - Copy of suspension/revocation/disqualification file

\_\_\_\_\_



# Junior Member Application

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Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

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

Current School \_\_\_\_\_ Current GPA \_\_\_\_\_

Do you have your parents' permission to apply to be a Junior Firefighter? Yes No

Parent/Guardian Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

## Medical Information

Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Medical Condition \_\_\_\_\_

Allergies \_\_\_\_\_

Do you take any medication? Yes No

If yes, list the medication and what condition it is for: \_\_\_\_\_

## Background Information (use another sheet of paper if more space needed)

Have you ever been arrested, ticketed, fined, etc? (Felonies, Traffic Tickets, Misdemeanors, etc)

Yes No

If Yes, Please list the date(s) and what the charge(s) were/was:

\_\_\_\_\_  
\_\_\_\_\_

## Additional Information (use another sheet of paper if more space needed)

What interests you the most about becoming involved with the Citizens Fire Company?

\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature and Date

Parent Signature and Date

CFC Use:

Fire Chief Approval \_\_\_\_\_

## Parental Consent

(Junior Member)

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My son/daughter, \_\_\_\_\_, has my permission to be a Junior Firefighter with Citizens Fire Company. I give my consent to allow \_\_\_\_\_ to be a Junior Member and do not hold Citizens Fire Company responsible for any actions caused by my son/daughter that is not under the direction of an Officer.

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Junior Firefighter Signature and Date

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Parent/Guardian Signature and Date

## Contract of Understanding

I and my son/daughter have read ALL of the Junior Member Guidelines and understand the guidelines set up to outline the purpose of the Junior Member. I and my son/daughter understand that Junior Members serve as supporters of the Citizens Fire Company (CFC) Firefighters to learn the basics of Firefighting and to prepare to become a full member at the age of 18. I and my son/daughter understand that Junior Firefighters are to follow all instructions from members of the CFC and that the general standard of conduct is to act in the manner of a professional. I and my son/daughter understand that he/she is expected to be courteous and respectful of other members (Junior and Regular) and to all citizens as they are representing Citizens Fire Company. I and my son/daughter understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my son/daughter understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal. I and my son/daughter understand that any acts that violate the guidelines and that are illegal by state law will be referred to the local law enforcement agency having jurisdiction.

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Junior Firefighter Signature and Date

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Parent/Guardian Signature and Date

## Acknowledge Receipt of Guidelines

*(to be signed ONLY after meeting with Fire Chief or his/her designee)*

I acknowledge that I and my son/daughter have received a copy of the Citizens Fire Company Junior Member Program Guidelines and have reviewed them prior to signing these documents.

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Junior Firefighter Signature and Date

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Parent/Guardian Signature and Date

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Fire Chief Signature and Date

**Application checklist:**

- Completed Application
- Signed criminal background check release (*\*not required for Junior Members*)
- Signed Motor Vehicle Records check release
- Copy of State or Federal Photo ID
- Schedule a physical (Operational Members) with Dr. Jones (304) 728-5051 (*\*not required for Junior Members*)

**Additional records that may be required:**

- Firefighter I/Firefighter II Certifications (if applicable)
- NIMS 100, 200, 700, 800
- Bloodborne Pathogens
- CPR (w/ AED, Healthcare Provider)
- 1st Aid Certification
- EMT or EMT-Paramedic Certification (if applicable)
- EVOC (Emergency Vehicle Operator Course) (if applicable)
- DPO/DAO (Driver Pumper Operator/Driver Aerial Operator) (if applicable)