



**CITY OF LUCAS FIRE-RESCUE
VOLUNTEER EMERGENCY RESPONDER
OPPORTUNITY**



Lucas Fire-Rescue is excited to announce that we are currently accepting applications for Volunteer Emergency Responders.

With Collin College opening their new campus in McKinney this Fall, this is a great opportunity for individuals enrolled in an approved interior structural firefighting program or EMT-Basic or Paramedic school to gain valuable experience in their chosen field.

Only those individuals with the following credentials may apply to be a part of this dynamic department:

- Hold a TCFP or SFFMA interior structural firefighting certificate; and/or
- be an EMT-Basic or be an EMT-Paramedic; or
- be enrolled in an accredited interior structural firefighting program or an approved EMT-Basic or Paramedic school.

If interested, please complete the City of Lucas Fire-Rescue Volunteer Emergency Responder Application. You must also review the City of Lucas Fire-Rescue Volunteer Emergency Responder Expectation document and submit an executed copy of this document with your application. The completed forms along with copies of any relevant certifications may be emailed, faxed, mailed, or hand-delivered to the City of Lucas Fire-Rescue administration office using the information below.

City of Lucas Fire-Rescue
165 Country Club Road
Lucas, Texas 75002
Phone: 972-727-1242
Fax: 972-727-8317
email: dstevens@lucastexas.us

The deadline for submitting your application and supporting documentation is 5:00 pm on Thursday, February 28, 2019.

If you have any questions about the department or the application process, please feel free to contact the City of Lucas Fire-Rescue or visit the City of Lucas website www.lucastexas.us.



City of Lucas Fire-Rescue
VOLUNTEER EMERGENCY RESPONDER
 Application



Instructions:

Complete the application and do not leave any questions blank. If questions are not applicable, enter "NA". If space is not sufficient attachments are acceptable. Sign completed form and return via email to dstevens@lucastexas.us.

Name: (Last)	(First)	(Middle)
Address: (Street/City/State/Zip)		
Email Address:		
Home Phone:	Cell:	Work:
Driver's License Number/State Issued:		
Date of Birth: (Must be 18 years of age)		

Select the shifts you are available to volunteer:			
	Yes	No	Comments
7 am – 7 pm			
7 pm – 7 am			
Weekday			
Weekend			
Other:			

Emergency Contact Information		
Name:	Relationship:	
Address: (Street/City/State/Zip)		
Home Phone:	Cell:	Work:

Employment History	
Current Employer:	
Address: (Street/City/State/Zip)	
Phone Number:	Start Date:
Previous Employer: (If current employer less than two years)	
Address: (Street/City/State/Zip)	
Phone Number:	Start Date:

Education	
Name:	
Type of School:	
Address: (Street/City/State/Zip)	
Dates of Attendance – From:	To:
Diploma/Degree/Certificate/License:	

Certification				
	Yes	No	Date Expires	Level/Comments
DSHS				
TCFP				
SFFMA				
CPR				
Other				
Other				

Experience (List any previous Fire Service or EMS experience)		
Location/Entity	Date From	Date To

Skills/Qualifications
(List any skills you have that might benefit the City of Lucas Fire-Rescue. (i.e., auto mechanic, computer, construction trades, foreign language skills))

Have you ever been convicted, currently charged, awaiting trial, or on probation for any criminal offense?
<input type="checkbox"/> No <input type="checkbox"/> Yes (If you answered yes, please explain below:

References		
(Please provide three references)		
Name: (Last)	(First)	(Middle)
Address: (Street/City/State/Zip)		
Email Address:		
Home Phone:	Cell:	Work:
Name: (Last)	(First)	(Middle)
Address: (Street/City/State/Zip)		
Email Address:		
Home Phone:	Cell:	Work:
Name: (Last)	(First)	(Middle)
Address: (Street/City/State/Zip)		
Email Address:		
Home Phone:	Cell:	Work:

Attachments:

Attach photocopies of any training records that may relate to emergency services, state license to practice emergency medical care, firefighter certification, or any other licenses and certifications.

Signing below indicates your understanding and acceptance of the following statements:

1. I certify that all the information provided by me in connection with this application is true and complete, and that I understand that any misstatement, falsification, or omission of information may be grounds for rejection of the applicant.
2. I understand that the City of Lucas Fire-Rescue or their agents will check with the Texas Department of Public Safety or other law enforcement agencies to verify driving or other records in accordance with applicable statutes.
3. I authorize any persons or organizations referenced in this application to give the City of Lucas all information concerning my previous or current employment, education, or other information. I release all such parties from all liability of any damages that may result from furnishing such information to the City of Lucas.

Signature	
Name:	Date:



CITY OF LUCAS FIRE-RESCUE VOLUNTEER EMERGENCY RESPONDER EXPECTATIONS



These are the expectations of all volunteer emergency responders for the City of Lucas Fire-Rescue.

- All volunteer emergency responders must pass a background investigation and drug test.
- All volunteer emergency responders must be at least 18 years of age.
- All volunteer emergency responders must have a valid high school diploma or GED.
- All volunteer emergency responders must have the following credentials:
 - Hold a TCFP or SFFMA interior structural firefighting certificate; and/or
 - be an EMT-Basic or be an EMT-Paramedic; or
 - be enrolled in an accredited interior structural firefighting program or an approved EMT-Basic or Paramedic school.
- All volunteer emergency responders shall agree to successfully complete the following City of Lucas Fire-Rescue training:
 1. Emergency vehicles operator’s course;
 2. approval to operate Squads and Ambulances;
 3. medical skill assessment; and
 4. fire skills assessment
- All volunteer emergency responders shall agree to volunteer for at least 48 shift hours a month.
- All volunteer emergency responders shall agree to attend a minimum of 60 annual training hours through monthly department training, monthly emergency medical services continuing education training (EMS-CE) and complete the monthly computer-based training (CBT).”
- All volunteer emergency responders shall agree to attend at least one live fire training per year.
- All volunteer emergency responders should agree to attend at least 240 company training hours per year, which may include the 60 hours mentioned above.
- All volunteer emergency responders shall agree to sign up for 12 or 24 hour shifts on the department calendar. Once you sign up for a shift, it is your responsibility to be at that shift. If you are unable to be at that shift, it is your responsibility to find a replacement and notify the shift officer at least 24 hours in advance of that shift. If an emergency arises, notify the shift officer immediately.
- The City of Lucas Fire-Rescue name and logo shall not be displayed in any manner unbecoming of the department.
- All issued gear and uniforms are property of the City of Lucas Fire-Rescue. If you leave the department, you must return all gear and uniforms.
- All volunteer emergency responders are required to comply with the City of Lucas Employee Policies and Procedures Handbook. A copy of the City’s Handbook and the Lucas Fire-Rescue SOG Manual is available to all volunteer emergency responders is in the Fire-Rescue Ops/Watch room.
- Failure to meet the volunteer emergency responders’ expectations as stated above will result in the volunteer being placed on an ineligible list. By signing this, the Volunteer agrees with and understands the expectations listed above.

Date: _____

Volunteer’s Printed Name: _____

Volunteer’s Signature: _____



**CITY OF LUCAS FIRE-RESCUE
VOLUNTEER EMERGENCY RESPONDER
MEMORANDUM OF UNDERSTANDING**



General Requirements

This Memorandum of Understanding is made and entered into between the City of Lucas Fire-Rescue and _____ (print name of volunteer emergency responder) to establish general guidelines and expectations. All volunteer emergency responders must abide by the Standard Operating Procedures (SOP), Standard Operating Guidelines (SOG), and the EMS protocols of the City of Lucas Fire-Rescue. A copy of the SOP manual is available to all responders and is located at <https://policy.lexipol.com/agency/login>. A printed copy of the SOG manual is located in the Fire-Rescue Ops/Watch Room and on the department's computer shared drive (S:\SOP_SOG). All volunteer emergency responders must comply with workplace policies and administrative procedures established in the City of Lucas Employee Policies and Procedures Handbook. A copy of this handbook is available to all responders and is located in the Fire-Rescue Ops/Watch Room and on the department's computer shared drive (S:\Human Resources documents). In addition, all volunteer emergency responders shall agree to successfully complete the following City of Lucas Fire-Rescue training:

1. Emergency vehicles operator's course;
2. approval to operate Squads and Ambulances;
3. medical skill assessment; and
4. fire skills assessment.

To be in good standing, all volunteer emergency responders agree to complete these qualifying services:

- Participate in a minimum of 60 training hours annually.
- Participate in a minimum of 500 service hours annually.

Lucas Fire-Rescue has a two-tier system for volunteer emergency responders to encourage both certified volunteers to provide essential public service and those individuals in accredited programs to be able to gain valuable experience.

Tier One Volunteer Emergency Responders

To be classified as a tier one volunteer emergency responder, you must possess and maintain at least one fire certification, or one EMS certification as listed below with preference given to those with one fire and one EMS certification:

- SFFMA Intro (or higher) Firefighter
- TCFP – Basic (or higher) Firefighter
- EMT-B Basic
- EMT-P Paramedic

Tier one volunteer emergency responders in good standing are eligible to receive a stipend in accordance with program guidelines, participate in the Texas Emergency Services Retirement System (TESRS) and the Length of Service Award Program (LOSAP). One of the goals of the tier one volunteer emergency responder is to participate in the "City of Lucas Fire-Rescue Staffing Plan" in accordance with departmental strategies.

Tier Two Volunteer Emergency Responders

To be classified as a tier two volunteer emergency responder, you must be enrolled in an accredited interior structural firefighting program or an approved EMT-Basic or Paramedic school. You are required to be pursuing certification in one or more of the following:

- SFFMA Firefighter
- TCFP Firefighter
- EMT-Basic or above

Tier two volunteer emergency responders may not assist in ensuring adequate staffing and are not eligible to receive a stipend.

Stipend Program:

Only tier one volunteer emergency responders in good standing are eligible to receive stipends based on the following guidelines:

- Volunteer emergency responders with rank of Chief Engineer, Operations Chief or Night Incident Commander will receive a flat rate stipend of \$625 per month.
- Tier one volunteer emergency responder stipends are based on the following:
 - Day shift (7:00 am to 7:00 pm) = \$75
 - Night Shift (7:00 pm to 7:00 am for night shift) = \$45
- If a volunteer emergency responder is unable to volunteer for the activity/shift they signed up for, they shall attempt to find a replacement and notify the shift supervisor.
- Sign-ups will be completed in the “FD Shift Calendar” in Outlook.
- The maximum stipend an individual may receive annually is \$7,500. Emergency Volunteer Responders may sign-up for additional shifts, but stipends will not be paid over the \$7,500 maximum.
- Sign-ups will be completed by the 15th of the current month for the next month. There will be two months posted for sign-ups.

This memorandum of understanding is valid from the date signed by the volunteer emergency responder and accepted by the City of Lucas until dissolution by the volunteer emergency responder or the City of Lucas.

Date: _____

Volunteer Emergency Responder

Date: _____

Ted Stephens, Fire Chief

Original to Human Resources
Copy to Volunteer
Copy to Fire Admin