

# CURRENTLY SEEKING TCFP OR SFFMA CERTIFIED VOLUNTEERS



## Stipend Program:

Day Shift (7am-7pm) = \$75

Night Shift (7pm-7am) = \$45

One stipend spot guaranteed per shift

## Other Benefits Include:

Training Opportunities

Length of Service Award Program

Texas Emergency Services

Retirement System

To apply visit: [www.lucastexas.us/job-opportunities](http://www.lucastexas.us/job-opportunities)



For more information contact:

City of Lucas Fire-Rescue

972-727-1242/ [dstevens@lucastexas.us](mailto:dstevens@lucastexas.us)



# **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. However, if a Volunteer is dismissed from their duties for any reason, they shall have no right to an appeal. 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).

All volunteer emergency responders shall:

- pass a background investigation and drug test;
- be at least 18 years of age;
- have a valid high school diploma or GED;
- possess a valid Texas Driver's License;
- possess at least one fire certification (TCFP Basic or above or SFFMA Introductory or above);
- preference given to those with one EMS certification (DSHS EMT-Basic or above);
- understand the City of Lucas and the City of Lucas Fire-Rescue names and/or logos shall not be displayed in any manner unbecoming of the department; and
- understand gear and uniforms issued are property of the City of Lucas Fire-Rescue. If you leave the department, you must return all gear and uniforms.

In addition, all volunteer emergency responders shall agree to successfully complete the following City of Lucas Fire-Rescue training:

- emergency vehicles operator's course, which includes the department training to operate squads and ambulances;
- medical skills assessment, for those with an EMS Certification;
- fire skills assessment, which includes a live fire component;
- participate in a minimum of 60 training hours and 240 company training hours annually;
- document a minimum of 500 service hours annually;
- participate in a minimum of one live structural fire training annually;
- successfully complete the annual physical ability test;
- successfully complete the annual mask fit test; and
- all EMS certifications remain your responsibility to renew, including payment of certification and/or recertification fees.

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MEMORANDUM OF UNDERSTANDING  
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Failure to meet the volunteer emergency responders' expectations as stated above will result in the volunteer being placed on an ineligible list, which disqualifies you from the benefits outlined below. Disciplinary action that may include the volunteer emergency responder being placed on a performance improvement plan, and/or up to being released from the department.

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). The goal of the volunteer emergency responder is to participate in the "City of Lucas Fire-Rescue Staffing Plan" in accordance with departmental strategies.

**Stipend Program:**

Volunteer emergency responders in good standing are eligible to receive stipends based on the following guidelines:

- Volunteer emergency responders with rank of Chief Engineer, Deputy Chief, or Night Incident Commander will receive a flat rate stipend of \$625 per month.
- All volunteer emergency responders shall agree to volunteer for at least 48 shift hours a month
- 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) = \$45
- 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.
- Sign-ups will be completed in the "FD Shift Calendar" in Outlook.
- The maximum stipend an individual may receive annually is \$7,500. Volunteer Emergency 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, and supersedes any previous document 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



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 insufficient attachments are acceptable. Sign completed form and return via email to [dstevens@lucastexas.us](mailto: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	
<b>Current Employer:</b>	
Address: (Street/City/State/Zip)	
Phone Number:	Start Date:
<b>Previous Employer:</b> (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?**

☐ No    ☐ Yes (If you answered yes, please explain below:


**References**

(Please provide three references)

<b>Name: (Last)</b>	<b>(First)</b>	<b>(Middle)</b>
Address: (Street/City/State/Zip)		
Email Address:		
Home Phone:	Cell:	Work:
<b>Name: (Last)</b>	<b>(First)</b>	<b>(Middle)</b>
Address: (Street/City/State/Zip)		
Email Address:		
Home Phone:	Cell:	Work:
<b>Name: (Last)</b>	<b>(First)</b>	<b>(Middle)</b>
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: