

Townsend Area Volunteer Fire Department
Prospective Member Packet

I. Introduction:

On behalf of the Townsend Area Volunteer Fire Department (TAVFD), we would like to thank you for your interest in becoming a member of the Fire Department. Since the TAVFD was established in 1979, we have been composed entirely of volunteers that have given up countless hours of their time to lend a helping hand to those in need.

This packet has been designed to inform you on how to become a member and what is expected of you after membership. If you have any questions or do not fully understand something, please do not hesitate to ask questions.

II. Organization

The TAVFD is a 501c3 not for profit organization that is managed by a board of directors. We are not affiliated with any governmental organization. The TAVFD is recognized by the State of Tennessee as being the authority having jurisdiction for fire, rescue and emergency medical services (EMS) in the 15th judicial district of Blount County. The majority of this service area is not located in the City of Townsend but in the unincorporated areas of Blount County.

A. Board of Directors

The board is responsible for the oversight of the Fire Department. The Board sets policy, approves expenditures, and appoints the Chief. The Chief serves at the discretion of the Board. Below is a list of the current Board members;

1. Don Stallions
2. Stan Totten
3. Stephanie Steeves – Treasurer
4. Terry Bryant
5. William Brickey
6. Rob Webb
7. Lee Headrick

B. Officers

Day to day operations including on scene incidents are managed by the Officers of the department who are led by the Chief. By State law the Chief is responsible for all actions of Department members while on scene whether or not the Chief is present. Department officers are appointed by the Chief and serve at his discretion. Below is a list of the current officer staff;

1. Don Stallions (Chief)

2. Stan Totten (Assistant Chief)
3. Keith Shepard (Assistant Chief)
4. DL Martin (Captain)
5. Shae Kinser (Captain)
6. Chris Scarbrough (Captain)

C. Funding

Funding for operations is provided mainly in two ways. The City of Townsend contracts with the Department for our services, and citizens outside of the city donate yearly membership dues. We also oversee the parking for the main festivals at the Visitor's Center.

III. Expectation of the new member

Although no previous experience or training is required, you need more than just a desire to help people. You also need courage, dedication, and a willingness to learn new skills and face new challenges. Our service is one that calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments. TAVFD volunteers need to be team players, respecting each other's role and contributions. You need to be able to work on-call and to deal with occasional interruptions to your lifestyle, dropping what you're doing at the 'sound of the bell' to respond to the emergency needs of your fellow citizen. It is understood that you cannot respond to all calls, however it is expected that you respond when available.

A. Service Opportunities

There are many opportunities to serve your community in our Department. Front line duties include structure firefighting, wildland firefighting, emergency medical services, and rescue. There are also many opportunities to serve off the front lines such as fire prevention education, fund raising events, and support services for firefighters.

B. Monthly Meetings

It is extremely important that you attend the monthly business meetings. This is the main way that we communicate with our members. Members who miss these meetings often feel left out and unaware of department events and training opportunities.

C. Training

In order for you to best serve your community and to ensure your safety, all TAVFD volunteers are expected to make a minimum of two training

days per year (8 hour days a piece), as well as complete required monthly online training.

D. Call Response

Until you are approved and voted as a member of the department you are **discouraged** from responding to emergency calls. You are however **encouraged** to attend all meetings, training and PR events. Unlike a career fire department, we have no scheduled duty shifts. To accommodate our member's busy and varying lifestyles, our volunteers are on-call at all times – 24 hours a day, 7 days a week. Volunteers respond only when they are available.

E. Uniforms

Although the TAVFD does provide its members with T-shirts, we do not supply full uniforms. If you wish to purchase anything in addition to the T-shirts, you must order it through the Training Officer. You may NOT have your own apparel made for the use in fire department events/calls. Only approved TAVFD shirts/jackets are allowed on scene.

IV. The new member process

A. Step One

Attend a monthly meeting of the Department and complete the online application. At any time during the orientation process, you may be requested to take a drug test and or submit to a criminal background check.

B. Step Two

Successfully complete the new member orientation class. These classes will be scheduled at night and on weekends in order to best fit into your schedule. The training schedule is flexible and we can accommodate those whose work schedules that conflict with the training schedule. You will receive an Orientation Packet at the start of class that will help you keep track of your progress. Initially the time requirements for this initial training may seem intensive, but it is required by the State of Tennessee to run emergency calls. You will receive a certification by the State of Tennessee.

The orientation class will consist of;

- Introduction to Fire and Emergency Services (16 hours)
 - This consists of short online learning modules, and four in person classes.

- CPR (3 hours)
- Vanessa K Free Driver Training (Online)
- Blood Borne Pathogen (Online)
- FEMA ICS 700 and 800 (Online)

C. Step Three

Once you have successfully completed the required course work and have provided all the necessary documentation, the Chief will then recommend you to be voted for membership in the Department.

D. Step Four

Once the membership has voted you into the department you will receive the following;

- Radio
- 2 Townsend Fire/Rescue T-shirts
- Appropriate gear
- Response number

The application can be filled out at:

[Townsend Area Volunteer Fire Department - Application](#)

Any questions or concerns do not hesitate to ask. You can call/text the Training Officer at (865) 414-9707 or message us on Facebook.

Www.Facebook.com/TAVFD