

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 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 (Charmain)
2. Stan Totten (Treasure)
3. Terry Bryant (Lifetime Member)
4. Harry Adams
5. Rob Webb

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. Will McCampbell (Captain-Fire)
5. DL Martin (Captain-EMS)
6. Shae Kinser (Lieutenant/Training Officer)
7. Lisa Shelton (Support Officer)

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 two main festivals in the spring and summer.

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 the monthly trainings. The yearly training schedule will be posted on the bulletin board at stations 1 and 3 and is available by email if requested.

D. Call Response

Until you are approved and voted as a member of the department you are **discouraged** from responding to emergency calls. You however are **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 to receive an application. Complete the application and return it to the Training Officer along with a copy of your driver's license and proof of automobile insurance. 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 be certified by the State and the American Heart Association.

The orientation class will consist of;

- Introduction to Fire and Emergency Services (16 hours)
- CPR (3 hours)
- Vanessa K Free Driver Training (2 hours)
- Blood Borne Pathogen (1 hour)

C. Step Three

You will also need to complete some training on your own. These are classes offered on line by FEMA and are at no cost. Once you have completed these courses you need to provide a copy of your completion certificate to the Training Officer. Below is the courses name and links;

- ICS 700:
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>
- ICS 800:
<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.b>

D. Step Four

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.

E. Step Five

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

If you have any questions or concerns do not hesitate to ask. You can call/text the Training Officer at (865) 414-9707, email trainingofficer@tavfd.org, or message us on Facebook: www.Facebook.com/TAVFD

Membership Application

Personal Information:

Name: _____ Age: _____ Birthdate: _____

Last 4 of social security number: _____ E-mail address: _____

Address: _____

City/State/Zip: _____

Home Phone: (____) _____ Cell: (____) _____

Are you willing to submit to a urine drug screen? YES NO

Are you willing to submit to a background check? YES NO

Have you ever been convicted of a crime? YES NO

If so, explain: _____

Do you have any physical or health limitations that could interfere with your performance in the job for which you are volunteering? YES NO

If yes, please explain: _____

Do you have a valid TN driver's license? YES NO

If so, driver's license #: _____

Auto insurance company: _____

Policy #: _____ Auto insurance expiration date: _____

Work Information:

Place of business: _____

Address: _____ City/State/Zip: _____

Title/responsibilities: _____ Phone: (____) _____

Emergency Contact:

Name: _____ Relationship: _____

Emergency contact phone: (____) _____

Emergency Contact 2:

Name: _____ Relationship: _____

Emergency contact phone: (____) _____

Qualification Information:

Position applied for, circle all that apply:

Firefighter EMS/First Responder Support Driver/Operator

Why do you wish to join the TAVFD? _____

Experience Information:

Have you ever been a member of a fire or other emergency response department? YES NO

If any, what professional certifications do you hold? _____

If yes:

Name of department: _____

Address: _____ Phone #: (____) _____

Position held/responsibilities: _____ Length of service: _____

Chief's name: _____ Phone #: (____) _____

Reason for leaving: _____

Sign:

The facts set forth above in my application are true and complete. I understand that false statements on this application shall be considered sufficient cause for denial or dismissal of membership.

Applicants Signature: _____ Date: _____