



# Lauderdale-By-The-Sea Volunteer Fire Department

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Dear Volunteer Applicant,

Thank you for your interest in becoming a member with Lauderdale-By-The-Sea Volunteer Fire Department. We would like to ensure that you understand the responsibilities of becoming a member in this department; it is not something to enter into lightly.

Being a volunteer firefighter can be a rewarding experience, as well as a time consuming responsibility; it involves a lot of training and a lot of time away from home. It is something that each applicant should give a lot of thought to, before making the decision to become a volunteer.

Presently, we have 2 types of membership: regular and associate. Our regular members reside within 3 miles from the fire station. Associate members have to perform a minimum of 48 hours of station watch duties each month.

We suggest that you thoroughly discuss the possibilities and the commitment to the Fire Department with the significant people in your life and weigh all of your other personal and professional obligations before making a decision to become a member. If, after careful consideration you are still committed to becoming a volunteer, we welcome and encourage you in this endeavor.

Listed below are the criteria for membership, as well as a step-by-step explanation to assist you as you go through the application process. If at any time you have questions, please contact us at [contact@lbtsfire.com](mailto:contact@lbtsfire.com)



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## Criteria for Membership

All applicants must meet the following criteria in order to be considered for membership:

- Must be at least 18 years of age
- Must be a U.S. citizen or be eligible to work in the United States
- Must be a high school graduate (or equivalent)
- Must possess a valid driver's license
- Must not have pled guilty to, entered a plea of no contest, or have been convicted of any misdemeanor within the past three years
- Must **never** have pled guilty to, entered a plea of no contest, or have been convicted of any felony, **regardless of time span**
- Must not have had a suspension or revocation of driving privileges or have lost more than eight points within the preceding three years

## Additional requirements for regular Membership

- Must live within a 3 mile radius of Lauderdale-By-The-Sea Fire Station
- Must possess a County wide Physical Abilities Test from Broward Fire Academy (BFA) , Coral Springs Fire Academy (CSFA)

## Additional requirement for Associate Membership

- Must be certified firefighter (I or II) by the State of Florida.
- Must possess a County wide Physical Abilities Test from Broward Fire Academy (BFA) , Coral Springs Fire Academy (CSFA)

However, non firefighter certified applicants will be put on a waiting list until openings are available to attend our next firefighter class. *(Only available for regular members, if class available)*



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## The Application Process

1. Fill out the application completely and include all the attachments listed in the Sign off Sheet, make sure that all items are attached. The application must be delivered in person to the LBTS Volunteer Fire Department Administration office; located at 4513 N. Ocean Blvd. 2<sup>nd</sup> Floor. Lauderdale-by-the-Sea, FL 33308. Mailed, emailed or faxed applications will **NOT** be accepted or processed; incomplete applications will not be processed. An application will be considered incomplete when: the sign off sheet is not included, all the items in the signoff sheet are not attached, and certifications are expired or will expire within 3 months of the date of the application, non-Florida Certifications.

2. Upon receipt of a complete application and supporting documentation, the applicant will be interviewed by the membership committee in a panel style interview.

3. The membership committee will present their recommendation at the next general meeting (usually held the second Monday of each month) when the applicant's application will be accepted, denied or postponed by a vote of the members.

4. The applicant will then have to pass a drug test and a background check (paid for by the fire department) and a medical examination (paid by the applicant).

To check on the status of your application please request information via email at [contact@lbtsfire.com](mailto:contact@lbtsfire.com). Information about application status will NOT be provided over the phone. In addition, if you wish to update your application with current certifications and/or new certifications, please scan documents and email them to contact at [contact@lbtsfire.com](mailto:contact@lbtsfire.com). Faxed or mailed documents will not be accepted.

5. Drug screening and background screening will be performed, pending on the results. all candidates will then be scheduled for a 40 hour orientation.

All new members (Associate and Regular) will have to complete within 30 days the following courses:

- Incident Command System (IS 100, IS 200, IS 700, IS 800).
- Sexual harassment awareness



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- HIPPA
- NFPA 1500 – Driving Safety
- EMS Blood borne Pathogens

In addition, all firefighters will have to be signed off on specific basic skills before being allowed to respond to calls and ride on the apparatus. This Include but are not limited to:

- Firefighter Orientation
- Hydrants
- SCBA
- Equipment
- SOP/SOG
- Radio Communications
- On-Line Training

## **6. Minimum requirement to keep an active status**

To keep their active status, all members should:

- Attend a minimum of two drills a month.
- Complete the monthly assigned self-study training
- Regular members must respond to a minimum of 20% of all fire calls.
- Associate members must complete a minimum of 48 station watch hours

## **Probationary Period**

New member will be put on probation for a minimum of six months. During that time, the performances and behavior of the probationary member will be closely monitored. The Fire Chief can terminate a probationary member for no cause at any time. At the end of the probation time the voting members will decide to extend, terminate or remove off probation.



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## Application Check Off List

- \_\_\_\_\_ Signed original Application (do not e-mail or Fax)
- \_\_\_\_\_ Physical Exam Form with EKG
- \_\_\_\_\_ County Wide PAT certification and Hold Harmless Agreement (Must be notarized)
- \_\_\_\_\_ Consent for Urinalysis
- \_\_\_\_\_ Copy of Firefighter I and II State Certification
- \_\_\_\_\_ Copy of EVOC Certification
- \_\_\_\_\_ Copy of CPR card for Health care provider (AHA)
- \_\_\_\_\_ Copy of All certificates deemed relevant to this position (Paramedic, EMT, Driver Engineer...etc)
- \_\_\_\_\_ Copy of Florida driver's license
- \_\_\_\_\_ Copy of social security card
- \_\_\_\_\_ Copy of high school diploma or G.E.D. (authenticity will be verified with the institution).

**Notice: Missing attachments and unfilled check off list will constitute an incomplete application. Incomplete applications will NOT be processed.**

### **For department use only**

- \_\_\_\_\_ Drug test
- \_\_\_\_\_ Background
- \_\_\_\_\_ FEMA - 100 \_\_\_\_\_ 200 \_\_\_\_\_ 700 \_\_\_\_\_ 800 \_\_\_\_\_
- \_\_\_\_\_ Target Safety - BP \_\_\_\_\_ SH \_\_\_\_\_ NFPA1500 \_\_\_\_\_ HIPPA \_\_\_\_\_
- \_\_\_\_\_ Orientation - Admin \_\_\_\_\_ Pract. \_\_\_\_\_

**Notice to applicants:** Applications will be kept for a period of Six (6) Months, after this time please consider submitting another application.

To request status on application please email [contact@lbtsfire.com](mailto:contact@lbtsfire.com), information will not be provided by telephone.