



DEPARTMENTAL POLICY WHISPERING PINES FIRE RESCUE



D. P. Number: 1-2	Origination Date: July 24, 2012	Revised Date: February 27, 2017
SECTION: Organization & Administration		Page 1 of 3 (11 Attachments)
SUBJECT: Recruitment & Employment		
By Order of Fire Rescue Chief Richard M. Lambdin <i>Richard M. Lambdin</i>		

I. PURPOSE

The Whispering Pines Fire Rescue Department (WPFRD) relies upon full-time, part-time, and pay-per-call employees to provide fire, rescue, and emergency medical services (EMS) to the Village of Whispering Pines (VWP) and surrounding communities. To fulfill this endeavor, the WPFRD is always seeking additional personnel that are physically able and willing to complete the minimum training requirements.

The purpose of this policy is to outline the responsibilities of existing WPFRD employees with the recruitment of prospective applicants, as well as the process that prospective new applicants are required to complete to become an employee of the WPFRD.

II. RECRUITMENT

- A. The recruitment of prospective applicants is the responsibility of all existing employees. When fulfilling this responsibility, employees should inform prospective applicants of the rewards and benefits of serving their community; but, more importantly, the time commitment necessary to obtain the minimum training required and fulfill the responsibilities of being an employee.
- B. Existing employees are responsible for providing an Employment Application packet to prospective applicants. The Employment Application packet will be kept in the Front Office in the bottom left hand drawer labeled Forms.
- C. Individuals that are unable or not interested in participating in the actual delivery of fire, rescue, and/or EMS; but, are interested in supporting the WPFRD in some other capacity, should be encouraged to join the Whispering Pines Fire Rescue Association (referred to as "Association").

III. EMPLOYMENT

- A. Minimum Qualifications – To be considered, prospective employees must meet the following minimum qualifications.
 - 1. Eighteen (18) years of age.

2. A valid Class C North Carolina driver's license. Military personnel are not required to obtain a North Carolina driver's license; but, must have a valid license that allows them to operate a passenger vehicle.
3. No criminal history as defined in North Carolina Code §114-19.12.
4. Physically able to perform the duties required of a firefighter, emergency medical technician (EMT), emergency vehicle driver/pump operator, or technical rescuer.
5. Willing to abide by all WPFRD departmental policies, procedures, and requirements, as well as the employee requirements outlined in the Village of Whispering Pines Employee Manual.

B. Application Process

1. Obtain a WPFRD Employment Application packet from the Clerk at Village Hall, online at www.whisperingpinesnc.net, or the WPFRD station. The application packet will include the following:
 - a. WPFRD Employment Application (Attachment A)
 - b. Notification System Driver's Disclosure Form (Attachment B)
 - c. Authority for Release of Information (Attachment C)
2. Within seven (7) work days, the applicant will receive email notification from the Fire Rescue Chief acknowledging receipt of their application.
3. The background investigation process will be completed by the Whispering Pines Police Department and will normally be completed within three (3) weeks. The background investigation process requires that applicants be fingerprinted.
4. A completed Medical Clearance Form (MCF) is required. The MCF must be completed and signed by a licensed physician and the cost of obtaining physician approval will be the applicants' responsibility.
5. The applicant will submit the following forms within thirty (30) days of beginning their probationary employment.
 - a. Village of Whispering Pines Employee Information (Attachment E)
 - b. Firemen's & Rescue Squad Workers Pension Fund (Attachment F)
 - c. Beneficiary Designation for Accident/Sickness Policy (Attachment G)
 - d. Direct Deposit Authorization Form (Attachment H)
 - e. Form I-9, Employment Eligibility Verification (Attachment I)

- f. Form W-4, Employee Withholding Allowance (Attachment J)
- g. NC-4, Employee Withholding Allowance (Attachment K)

- 6. Any applicant that is rejected for employment for any reason will be notified in writing via U.S. mail.

C. Probationary Employment

- 1. The term for the probationary period will be a minimum of six (6) months. During the probationary period, probationary employees are encouraged to attend all meetings, drills, and functions conducted by the WPFRD, while complying with all WPFRD policies and completing the minimum training requirements.
- 2. To successfully complete the probationary period, probationary employees must successfully complete the following minimum training requirements:
 - a. Cardio-pulmonary resuscitation (CPR); and
 - b. NIMS – IS-100.b Introduction to Incident Command System; and
 - c. NIMS – IS-700.a NIMS, An Introduction; and
 - d. Fire Fighter I certification (National or State); or
 - e. North Carolina Emergency Medical Technician (EMT); or
 - f. Emergency Vehicle Driver & Driver Operator/Pumps certification; or
 - g. Technical Rescuer – Vehicle certification.
- 3. Upon completion of the probationary period and the minimum training requirements, the FRC will present a non-binding recommendation to the Association membership on the status of the employee within the Association.
- 4. Probationary employment can be terminated at any time for violating VWP or WPFRD policies and/or for not making progress towards fulfilling the minimum training requirements.
- 5. Prospective applicants and probationary employees that are rejected or terminated are precluded from re-applying for employment with the WPFRD for a minimum of one (1) year.
- 6. Probationary employees will be categorized as pay-per-call or part-time employees, or both, which will be at the discretion of the FRC. The employees pay rate(s) will be determined in accordance with Departmental Policy 1-5, Pay Scales, which will factor in any training and/or certifications the employee may already possess.