

# Union Center Fire Company, Inc.

## New Member Checklist

New Member: \_\_\_\_\_

Date Voted In: \_\_\_\_\_

### Membership Committee (initial each item when complete)

- \_\_\_ Check references and document results on the questionnaire.  
Note: If the references do not check out, there may not be any need to continue with the interview and background checks, below.
- \_\_\_ Interview prospective member (2 Membership Committee members) and get arson check and criminal background check forms filled out.  
Note: The Social Security Number shouldn't be entered on either form unless the form is returned due to a common name.
- \_\_\_ At the next monthly meeting, the Membership Committee will summarize the findings from the application, references, interview, arson check, and criminal background check, and make a recommendation for or against the grant of Probationary Membership.
- \_\_\_ If the vote passes, give the new member the names, e-mail addresses, and cell phone numbers of the Membership Committee members, as they will be contacting the new member to complete the following items.

Note: If there is a monthly meeting after the references are checked, but before the results of the arson check and criminal background check are obtained, the Membership Committee may make a recommendation for or against the grant of Probationary Membership at that meeting, pending results of the arson check and criminal background check. If the vote passes, however, no further action is taken (e.g., prospective member is not notified, no Web site access, no key fob issued) until the arson check and criminal background check are performed, and the results are favorable.

### After Background Checks

- \_\_\_ Tell when and where training and monthly meetings are held
- \_\_\_ Issue key fob
- \_\_\_ Take picture of new member and post it
- \_\_\_ Give copy of driver license to Secretary
- \_\_\_ Give driver license number to Chris Hoyt for LENS program
- \_\_\_ Add new member to ImageTrend
- \_\_\_ Introduce new member to Bob or Wes, to be added to IamResponding  
They will also set up text messages for calls, and enter Emergency Contacts
- \_\_\_ Show how to use PCR system (EMS only)
- \_\_\_ Ask new member to send password for Web site Member Area access to Mark Belensky or Wes Miga

# Union Center Fire Company, Inc.

## New Member Checklist

- \_\_\_ Point out the following items in the Member Area under <http://www.unioncenterfire.com/>
  - \_\_\_ Officers page
    - Note: Briefly describe the pertinent duties of the officers (training, maintenance and equipment) and the Board (building, business)
  - \_\_\_ Company Calendar
  - \_\_\_ New Members category and the Orientation Packet
  - \_\_\_ Education Requirements section of the Bylaws
- \_\_\_ Get a physical (all new members must get a physical with our provider)
- \_\_\_ After the results of the physical are received, introduce new member to Equipment Officer to get turnout gear and pager
- \_\_\_ Arrange for new member's name to be put on rack in station (Fire only)
- \_\_\_ Member Health History Questionnaire to EMS Captain
- \_\_\_ Give information about getting fit test (interior or exterior firefighters only, and with officer recommendation)
- \_\_\_ Read the Code of Ethics
- \_\_\_ Take the NIMS classes (ICS 100, IS 700)
  - Note: The NIMS classes must be completed before the end of probation

### After Probation

- \_\_\_ Get ID cards
  - Note: The ID badge appointments are made by contacting Deputy Fire Coordinator Tom Vroman at (607) 778-1887 at the Public Safety Facility 153 Lt. VanWinkle Dr. Binghamton
- \_\_\_ Tell Wes to add new member to training sheet, hours spreadsheet
- \_\_\_ Order name for bunker coat
- \_\_\_ Order job shirt
- \_\_\_ Tell member that items with the UCFC name may now be purchased
- \_\_\_ Tell member about the blue light card, if applicable
- \_\_\_ Tell about FASNY tuition reimbursement offering
  - <http://www.fasny.com/index.php/membership/benefits/fasny-help/>

### Notes:

- The application, reference results, and background check forms will become a part of the person's permanent file, regardless of whether the applicant becomes a member.
- The Membership Committee should stick to the facts obtained through the procedure documented above, and avoid hearsay or unofficial background information.

### Follow-up:

- After 3 months of the Probationary Membership period, the Membership Committee will provide a status update on the new member at the monthly meeting.
- After five months, the Membership Committee will send a reminder to the officers that there will be a vote on the member at the next monthly meeting.