

# How to Join

**1. Decide which station is the best fit for you.** We encourage all volunteers to join the volunteer fire and rescue station located closest to their home. This allows for prompt response time even when members are away from the station. We do recognize there may be instances where some would like to volunteer at stations outside of their “first due” because of work location, membership of friends, or the opportunities offered. We are happy to work with you to determine which station is best for everyone.

**2. Contact a Station to Receive an Application.** Visit the station you have decided to join and request a tour. Ask questions, and receive an application.

**3. Submit your Application and Schedule an Appointment for Fingerprinting.** After completing your application, return it to the station. Make sure all information necessary is complete. Then visit the Va. Department of Health website at <http://www.vdh.virginia.gov/emergency-medical-services/regulations-compliance/fingerprinting/> to schedule free fingerprinting. Choose the teal blue button if you have a current EMS license. Choose the red button if you are a firefighter, driver or other operational volunteer. The next page will contain the link to set up an account and make an appointment. Be sure to copy the special code listed in item #4 before going to the next screen. You will also need our agency code, which is 943. Ask questions when returning your application to be clear about the process for gaining membership. Typically, applications are read and voted on at the monthly membership meetings.

**4. While you are waiting...**Active/Responding members are encouraged to visit the FEMA website to access some basic courses for emergency response. You are required to complete the following National Incident

Management Systems training courses. Please complete the following in the order listed.

- **NIMS ICS 700** <http://emilms.fema.gov/IS700aNEW/index.htm>
- **NIMS ICS 800** <http://emilms.fema.gov/IS800B/index.htm>
- **NIMS ICS 100** <http://emilms.fema.gov/IS100b/index.htm>
- **NIMS ICS 200** <http://emilms.fema.gov/IS200b/index.htm>
- **WCFR PHI/HIPAA** [Click here](#)

Once completed, please file a copy of your certification with your station.

**5. Attend New Volunteer Orientation.** This required course is held on the first Tuesday of every month from 6:30 p.m. - 8:00 p.m. Prospective members will learn about what to expect as a volunteer, training requirements, and benefits. This course may be taken before you have applied for membership, or even decided on a station, and should be completed before becoming a member. To register for an upcoming Orientation, go to the [Events](#) page.

**6. Vote from Membership.** After your background check and fingerprint results have returned to the department, your application will be shared with the membership of the station for a vote. If the vote is in favor, you are now a Probationary Member. The requirements for Probationary Membership vary by station; make sure you are aware of the specific requirements during this time.

**7. Congratulations!** Upon acceptance by your volunteer station, you are now a member of Warren County Department of Fire and Rescue. You will receive member benefits and training. Members are required to complete Healthcare Provider CPR prior to responding to calls, in addition to your station requirements. New members are encouraged to participate in our Emergency Medical Technician Academy and/or

Firefighter Academy as it becomes available. Welcome to the Brotherhood/Sisterhood of Fire and Rescue!