



Rosman Fire Rescue Inc.

624 Pickens Hwy
PO Box 188
Rosman, NC 28772
(828) 862-4000 (ph)
(828) 862-8131 (fx)
www.rosmanfirerescue.com



Application Instructions

- 1) Complete and sign APPLICATION (page 1 – 4)

- 2) Complete and sign CONSENT / RELEASE FORM (page 5)

- 3) If you answer yes to any health question on page 3,
you must have your Doctor complete the Health Certificate (page 6)

- 4) Read and sign Constitution and by-laws



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APPLICATION FOR MEMBERSHIP

Date: ____/____/____

Name: _____
Last First Middle

Address: _____
Street

City State Zip

Home Telephone No: _____ Cell No: _____

Type of Membership: Active ____ Associate ____ Honorary ____ Junior ____

Highest Grade Level Completed: 7 8 9 10 11 12 Diploma or GED: Yes ____ No ____

College: 1 2 3 4 5 6 Degree: Yes ____ No ____

Social Security Number: _____ Date of Birth: _____ Age: _____

Drivers License No: _____ State: _____ Class: _____

Expiration Date: ____/____/____ License Restrictions: _____

Occupation: _____

Name of Employer: _____

Employer Address: _____

Employer Telephone No: _____

Exact Location of Residence: _____

Distance from Firehouse: _____

Person to notify in case of an Emergency

Name: _____ Telephone No: _____

Address: _____

_____ Relation: _____

References

Please list 3 references, not related to you by blood, adoption, or marriage that you have known for at least one year. References should not be members of Rosman Fire Rescue, Inc.

Name: _____ Address: _____

Home Phone: _____

Name: _____ Address: _____

Home Phone: _____

Name: _____ Address: _____

Home Phone: _____

Previous Experience

Do you have any firefighting experience? If so, please provide any previous fire departments or rescue squads that you have been affiliated with and provide copies of training records.

Department Name: _____ Phone No: _____

Address: _____ Officer: _____

Department Name: _____ Phone No: _____

Address: _____ Officer: _____

Have you ever been convicted of ANY offense other than a minor traffic violation?

Yes _____ No _____

If yes explain: _____

List all Traffic Tickets in the last 5 years.

Health Information

The primary duty of A volunteer Firefighter is to protect life, property and the environment from fire and to render emergency medical care. These activities are often performed in an environment that is physically demanding and mentally stressful. Members are often required to make critical decisions, perform heavy lifting and drive emergency vehicles.

- Yes_____ No_____ 1. Do you have any known physical or mental disabilities, which might hinder your ability to
Take part in firefighting activities?
- Yes_____ No_____ 2. Have you ever had any injury that may interfere with Firefighter duties?
- Yes_____ No_____ 3. Do you take any regular medication that precludes taking part in any strenuous activity?
- Yes_____ No_____ 4. Do you have any defects or impairment that limit sight, hearing or use of limbs?
- Yes_____ No_____ 5. Do you have any condition (physical or mental) that requires medical supervision?

If answering YES to any of the above, please explain. (Must also have Health Certificate - "PAGE 6 " - completed by your Doctor)

Why do you want to join Rosman Fire Rescue, Inc?

CERTIFICATION

I CERTIFY THAT ALL THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ARE MADE IN GOOD FAITH. IF ACCEPTED FOR MEMBERSHIP I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF ROSMAN FIRE RESCUE, INC.

Final acceptance for membership is contingent on the completion of a criminal background check. All members are subject to random drug testing.

Signature: _____ Date: _____

If you are under 18 years of age, the signature of a parent or guardian is required.

Signature: _____ Date: _____

Relation: _____

FOR DEPARTMENT USE ONLY

Signature of Sponsor: _____

Signature of Officer: _____

Date Nominated: _____

Date Voted On: _____

Held For: _____

Accepted: _____ Denied: _____

ROSMAN FIRE RESCUE, INC.

Consent / Release Form

Applicant's Name (printed): _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Date of Birth: _____

Driver's License No: _____

Other States you have lived : _____

I, _____, authorize and give consent for Rosman Fire Rescue, Inc. to obtain information regarding myself.

This includes the following;

- Criminal Background Records / Information
- Sex Offender Registry Checks
- Addresses

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Rosman Fire Rescue, Inc., any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance.

Print Name: _____

Date: ____/____/____

Signature: _____



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Health Certificate

_____ has applied for membership to Rosman Fire Rescue, Inc. The primary duty of this individual is to protect life, property and the environment from fire and at times render emergency medical care. These activities are often performed in an environment that is physically demanding and mentally stressful. Members are often required to make critical decisions, perform heavy lifting and drive emergency vehicles. Your evaluation on this individual will assist Rosman Fire Rescue, Inc, in providing the citizens with the best service possible providing maximum safety to all parties involved.

Evaluation:

- Yes_____No_____ 1. Has any known physical or mental disabilities, which might hinder his/her ability to Take part in firefighting activities?
- Yes_____ No_____ 2. Has had any injury that may interfere with duties.
- Yes_____ No_____ 3. Takes any regular medication that precludes taking part in any strenuous activity
- Yes_____ No_____ 4. Has any defects or impairment that limit sight, hearing or use of limbs.
- Yes_____ No_____ 5. Has any condition (physical or mental) that requires medical supervision.

If answering YES to any of the above, please explain: _____

Limitations: _____

I have examined _____ on the undersigned date, reviewed his/her history and find this individual physically and mentally able to perform the duties of this organization. Any limitations, medications or concerns have been noted above.

Physician signature: _____ Date: _____

As a volunteer, charitable organization, we would appreciate any professional courtesy that could be extended regarding the completion of this certificate.

CONSTITUTION AND BY-LAWS OF THE ROSMAN FIRE RESCUE, INC.
REVISED 24TH DAY OF FEBRUARY 2007

ARTICLE 1

SECTION 1: Name

The name of this organization shall be the Rosman Fire Rescue, Inc.

ARTICLE 2

SECTION 1: Purpose of the Rosman Fire Rescue, Inc.

- (a) To furnish fire protection, life saving & rescue services to the citizens of the Town of Rosman and surrounding communities.
- (b) To train and keep personnel in the most approved and modern method of fire prevention, control, and extinction.
- (c) To train individual members in life saving and rescue methods.
- (d) To assist in any way within their power to assure the safety of life and property of the citizens of Rosman and surrounding communities.
- (e) To encourage social relations between members of the department.

ARTICLE 3

SECTION 1: Definition

- (a) ACTIVE-Active members shall include any members elected to the department and actively working in the organization.
- (b) ASSOCIATE-Associate members shall include any person actively attending meetings and training sessions of the department, but who might not qualify by law, health or otherwise for active status.
- (c) HONORARY-Honorary members shall include any person who by majority vote of members at any regular meeting shall be named honorary member and shall serve by name only. Honorary members shall have no voting status in the organization nor shall they be subject to fines, fees, dues or assessments.
- (d) LIFETIME-Lifetime members shall include persons having a minimum of 20 years of service and maintaining a minimum of training hours defined by the Office of the State Fire Marshall.

ARTICLE 4

SECTION 1: Membership

- (a) Any member of Transylvania County over (18) eighteen years of age at the discretion of the department that submits an application and signs a waiver whose character and capabilities would seem to fit him/her for membership on the department may be named to the department by the vote of the members. Each applicant must be presented and submit an application for membership (2) two weeks prior to said vote and be recommended to the department by an appointed Chief Officer and (2) two other members as to his/her character and

standing in the community. No prospective member receiving (5) five or more no votes will be named to the department.

- (b) To be reinstated to the department a person must:
 - (1) Have resigned in good standing due to health or personal reasons.
 - (2) Be reinstated only after a calendar year has elapsed or at the discretion of the membership.
- (c) Junior members shall include those being at least (16) sixteen years of age with the approval from their parents and the principal of their school. Junior members can include persons age 14-16 only if they have a parent that is an active member of the department. Junior members must maintain a C average in school and must turn a copy of their report card in to the 2nd Asst. Chief. Junior members can ONLY run routine traffic on calls, NO red lights or flashers. Junior members will be limited to (7) members regardless of age.

ARTICLE 5

SECTION 1: Meetings

- (a) Meetings shall be held each Thursday night at 7:30 P.M. in the Rosman Fire Rescue, Inc. building.
- (b) A quorum shall consist of 51% of members present at any regular meeting.
- (c) No special business of the department shall be considered unless at least a quorum of the membership is present and voting.
- (d) Each member shall be required to attend all emergency calls and all regular meetings except when attendance would cause an undue hardship.
- (e) All members are required to attend a minimum of (75%) seventy-five percent of all meetings. Any member not doing so will lose all voting rights until meetings are made up. Meetings can be made up by contacting a training officer of the department for available training. Any member who is working, sick or has sickness in his/her family will be counted as being present provided said member notifies an officer of the department on or before the next regular meeting and the time for the meeting is made up.
- (f) All members shall be required to answer 10% of calls based upon the current officers elected year.
- (g) Members out of work from an injury or on a workman's comp leave must take a leave from the Fire Department until released from a doctor (note must be presented to put in file) member will be allowed to attend meetings and training classes to keep there voting rights if desired.
- (h) Members having any hardship can request a leave of absence in writing from the department. Leave of absences will be granted on an individual basis with a limit of (90) ninety days. Members taking a leave of absence must turn in all equipment while on leave. Members taking a leave of absence are required to maintain the training hours that are defined by the Office of the State Fire Marshall.

ARTICLE 6

SECTION 1: Duties of Members at their level of training

- (a) It shall be the duty of any active member of the department to answer all alarms of which he has knowledge, true or false calls, and carry out to the fullest of his duties while in active service in the Rosman Fire Rescue, Inc.
- (b) It shall be the duty of all active members to answer such alarms in a safe and sane manner abiding with the traffic rules of the state of North Carolina, the Town of Rosman and surrounding communities.
- (c) It shall be the duty of all active members to attend all regular meetings and training classes of the department in so far as their business and other activities of life will allow.
- (d) It shall be the duty of all active members to obey immediately any order given to him/her on any call by the Incident Commander in charge of said call.
- (e) It shall be the duty of all active members to see that all equipment is clean and ready for use after each call or training session.
- (f) It shall be the duty of each member to maintain all equipment belonging to Rosman Fire Rescue, Inc. in a clean and working condition and return all equipment upon departure from the Department.
- (g) It shall be the duty of all members to maintain the minimum of training hours required and defined by the Office of the State Fire Marshall.
- (h) Each member shall be required to attend a minimum of 12 hours of training at Rosman Fire Rescue Inc.

ARTICLE 7

SECTION 1: Suspensions and expulsion of members

- (a) Any member will be subject to suspension or expulsion for the following Reasons:
 - (1) Failure to obey superior officers.
 - (2) Any member will be expelled immediately with no chance for readmission to the department for consuming and/or the noticeable affects of any alcoholic beverages or impairing drugs at any meeting, alarm or training exercise being done through the department. Any conduct that is unbecoming of a public volunteer that represents the department will be subject to discipline and/or expulsion at the discretion of the officers of the department.
 - (3) Any member willfully abusing or destroying property of the department will be subject to suspension or expulsion upon proof of such act, and any member proven to have abused his/her equipment will be required to return said equipment to the department and will be subject to be charged with the replacement and/or repair cost.
 - (4) Any member not having required training hours within a fiscal year will be subject to suspension/expulsion/or membership classification changed to Honorary Member
- (b) Any member who misses (4) four meetings in succession without a bona fide excuse will be subject to suspension or expulsion by the majority vote of the members present at any regular meeting.

SECTION 2: Driving

- (a) All members responding to calls inside or outside our district are to follow NC driving laws. If Rosman Fire Rescue, Inc. receives written or verbal complaint against a member they will be subject to disciplinary action by the officers of the department.

SECTION 3: Disciplinary Action

- (a) First Offence: Verbal Warning
- (b) Second Offence: Written Warning and probation of 60 days
- (c) Third Offence: Suspension of 90 days with all equipment returned. Member can only attend training and meetings.
- (d) Fourth Offence: Expulsion

Disciplinary Action will cover all offences by the member in question within a 3 year period, be at the discretion of the officers, and discussion with both parties.

ARTICLE 8

SECTION 1: Officers of this department shall be:

- (a) Chief (1)-Elected by the members of the department.
- (b) Deputy Chief (1)-Elected by the members of the department and subject to approval by the Chief.
- (c) Assistant Chiefs (2)-Elected by the members of the department.
- (d) Captains (3)-Elected by the members of the department.
- (e) Lieutenants (2)-Elected by the members of the department.
- (f) Truck Drivers-Appointed by the Chief Officers of the department.
- (g) Treasurer-The Deputy Chief of the department shall serve as treasurer.
- (h) Secretary-Elected by the members of the department.
- (i) Chaplain-Appointed by the Chief of the department.

ARTICLE 9

SECTION 1: Election of officers:

- (a) All elective officers of the department shall be named by election the last meeting night in July each year and new officers are to take office the first day of August to serve for a period of (1) one year.
- (b) No voting for any elective office shall take place unless a minimum of (2) two candidates have been nominated for said office unless no other member will accept nomination for said office.
- (c) Nominations for candidates will come from the floor and must be seconded before said candidate may be voted on.
- (d) Elections will be by secret ballot only.
- (e) Candidates for office shall have the right to ask for a recount of ballots if he/she is in doubt of the first count.

- (f) Duties of each office will be explained before nominations for said office is held and no member with the interest of the department at heart will nominate a candidate he/she knows is not capable of holding said office.
- (g) No member will be brought up for office that is not present at said election unless written acceptance by said member is received prior to election.
- (h) No member shall be nominated for any office until serving at least (1) year with the department.
- (i) No member will be available to vote unless active, meaning 75% attendance for the year was met and training hour for the state have been met.

ARTICLE 10

SECTION 1: Duties of officers:

(a) CHIEF

- (1) The Chief shall be the senior officer of the department.
- (2) Preside at all meetings of the department.
- (3) Be the accredited representative of the department at all outside meetings and activities.
- (4) Co-sign with the Treasurer, Secretary, Assistant Chief, and First Captain on all checks, contracts, letters, and obligations pertaining to the department.
- (5) Have the power to appoint members to standing or special committees as he sees need with sound department practice.
- (6) Be responsible to see that all officers are keeping adequate and up to date records
- (7) Inspect all officers' records two weeks prior to elections to make sure they are up to date.

(b) DEPUTY CHIEF

- (1) Assume command in the absence of the Chief.
- (2) Serve as Treasurer for the department.
- (3) Gather and sort all mail.
- (4) Take attendance and minutes at any meeting in the absence of the Secretary.
- (5) Will assume responsibility of all trucks and maintenance.

(c) 1st ASSISTANT CHIEF

- (1) Schedule all training programs for the department so that the programs will be carried out in such a manner that each member is trained so that he/she can operate each and every piece of equipment used in the department within his/her capabilities and certification.
- (2) Keep a record of each member's individual training.
- (3) Inspect airpaks and spare bottles and keep a monthly checklist of these inspections.
- (4) Assume command in the absence of superior officers.
- (5) Will assume responsibility of all trucks and maintenance.

(d) 2nd ASSISTANT CHIEF

- (1) Assist 1st Asst. Chief with weekly training drills and classes.
 - (2) Responsible for training when 1st Asst. Chief cannot be present.
 - (3) Assist 1st Asst. Chief with all of his/her duties.
 - (4) Maintain Fire reports on the computer, keep them up to date, and deliver to Fire Marshall by quarterly due date.
 - (5) In charge of safety issues, rules and regulations.
 - (6) Responsible for all Junior members of the department.
 - (7) Assume command in the absence of superior officers.
- (e) 1st CAPTAIN
- (1) Responsible for testing all hose, maintaining records for said tests, and keeping records up to date.
 - (2) Responsible for hydrant testing, maintaining records for said tests, and keeping records up to date.
 - (3) Responsible to make sure that all equipment is checked monthly.
 - (4) Responsible to make sure that all equipment is kept clean and in operating condition at all times.
 - (5) Keep a record and inspect all fire extinguishers, smoke detectors, emergency exit signs and lights, etc. belonging to the department. Keep a monthly checklist of these inspections
 - (6) Assume command in the absence of superior officers.
- (f) 2nd CAPTAIN
- (1) Responsible for assisting 1st Captain in all his/her duties.
 - (2) Responsible for inventory checks on all vehicles and keep up to date records of the inspection.
 - (3) Assume command in the absence of superior officers.
- (g) 3rd CAPTAIN
- (1) Responsible for assisting 1st and 2nd Captains with his/her duties.
 - (2) Responsible for all medical supplies and medical kits on all vehicles and issued to members.
 - (3) Keep a record of all medical Certifications, infection control data and immunizations on all members of the Department
 - (4) Assume command in absence of superior officers.
- (h) 1st LIEUTENANT
- (1) Responsible for radio maintenance.
 - (2) Responsible for issuing equipment to members and maintaining up to date records of all equipment owned by the department.
 - (3) Responsible for Fire Prevention.
 - (4) Responsible for all purchases of equipment made by the Department
 - (5) Assume command in the absence of superior officers.
- (i) 2nd LIEUTENANT
- (1) Responsible for assisting 1st Lieut. in all of his/her duties.
 - (2) Serve as Safety Officer for department.
 - (3) Assume command in the absence of superior officers.
- (j).Secretary
- (1)Keep minutes of the department meetings and board meetings.

(2)Keep attendance records and notifies any member when his/her attendance is not in acceptance with the department by-laws and notifies the Board of Directors if a member has missed (4) four consecutive unexcused meetings.

(3)Writes letters as directed by the Board of Directors concerning attendance, training hours, etc.

(4)Writes receipts and thank you notes for all donations

ARTICLE 11

SECTION 1: Vacancies on the department or in the office:

(a) Vacancies on the department shall be filled as outlined in Article 9.

(b) Vacancies in the office shall be filled by the majority vote of the members present at the next regular meeting after such vacancies occur using regular election rules.

(c) The vacancy in the office of Deputy Chief of the department shall be filled as outlined above but subject to approval of the Chief of the department.

ARTICLE 12

SECTION 1: Special committees:

(a) Special committees such as grievance and advisory committees shall be appointed by the Chief of the department.

(b) These committees shall consist of a minimum of (3) three members each to carry out certain duties as thought advisable for the department.

ARTICLE 13

SECTION 1: Constitution and By-laws

(a) No article or section of the constitution and by-laws of the Rosman Fire Rescue, Inc. shall be used in such manner as to interfere unduly with means of livelihood of any member but is meant to outline and consciously bind him/her to his/her duties as a volunteer member.

(b) These constitution and by-laws shall be approved by (75%) seventy-five percent of the membership.

(c) All members shall be required to read, digest, agree to work by and sign these Constitution and By-laws after they have been approved.

ARTICLE 14

SECTION 1: Amendments to the Constitution and By-laws:

- (a) The Constitution and By-laws as outlined above may be amended by (75%) seventy-five percent of the membership, providing notice of such amendment is read at the preceding regular meeting.

ARTICLE 15

SECTION 1: Accidents or injuries:

- (a) Any member being injured in any form while on active service with the Rosman Fire Rescue, Inc. will not be subject to receive any liability or compensation from the Town of Rosman or the Rosman Fire Rescue, Inc. except by insurance set up for such claims for this being a volunteer public service and each man or woman is a member of this organization at his/her own risk.

I HAVE READ, DIGESTED, AND AGREE TO WORK BY THE RULES AND BY-LAWS GIVEN TO ME BY ROSMAN FIRE RESCUE, INC.

MEMBER'S SIGNATURE

DATE

ALL MEMBERS MUST HAVE SIGNED THIS AGREEMENT AND RETURNED IT TO A CHIEF OFFICER TO PUT IN YOUR FILE..

REVISED: FEB. 24, 2007