

***CURRITUCK COUNTY
FIRE EMERGENCY MEDICAL
SERVICES***



***Emergency Medical Services
Volunteer Application Packet***

Currituck County
FIRE-EMS

P.O. Box 267
Currituck, North Carolina 27929
(252) 232-7746 (Office)
(252) 232-0015 (Fax)

"Positive, Progressive, and Professional in Service"



Dear Volunteer EMS Applicant,

Thank you for your interest with Currituck County Department of Fire-EMS (CCFEMS). CCFEMS is a combination volunteer and career department that has a primary mission to provide emergency medical services (EMS) to the citizens and visitors of this great county. Our secondary mission is to provide supplemental personnel and response to the six (6) Volunteer Fire Departments.

This packet will help detail and outline the steps to take to become a Volunteer Emergency Medical Services Provider within our system. As you will note, there are a variety of options in our department that can assist the needs of the public and our emergency response system. Below are some options to volunteer for interested applicants;

- **Active Members** - This is for personnel who want to respond to calls for service, operate EMS apparatus and practice medicine at the appropriate state level of care under the authority of the Medical Director and NCOEMS. Candidates must have a current NCOEMS credential, maintain the privilege-to-practice in the Currituck County EMS System, and remain current with annual EMS continuing education and additional training requirements.
- **Administrative/Training Members** -This option is for personnel that want to contribute to the department and the community, but do not want to respond on calls. This type of membership offers a variety of clerical, administrative, and training opportunities to assist in the various assignment and types of work that needs to be accomplished to enhance and improve our system.
- **Provisional Members** - are new applicants to the EMS system who are currently enrolled in an EMS credentialing program. These applicants must remain an EMS student in good standing and submit enrollment and class status verification upon applying to the department.

Should you have any questions, please contact the Fire-EMS Administrative Office at 252-2327746. Attached you will find the steps to proceed in this process.



CURRITUCK COUNTY FIRE-EMS EMS VOLUNTEER PROCESS

Step 1

- Completely fill out an application and submit it to the CCFEMS Administrative Office
- Complete a background check (Out of State residents must provide a current driving check and current criminal check. www.vsp.state.va.us for a criminal check and www.dmv.state.va.us/webdoc/citizen/drivers/index.asp for a driving record check.)
- Obtain valid driver's license check
- Submit a Resume and Cover letter

Please note that you will need to complete the above items **prior to moving forward in this process

Step 2

- Reviewing of application packet and selection for interview
- Interview
- Recommendation of approval/disapproval
- Complete a drug screen – (department's expense)
- Approval/Disapproval of membership
- Notification of the next step in the process
- Fill out form for uniform apparel. Correct sizes to be submitted to the EMS Secretary

Step 3

- Log on to the North Carolina EMS website and follow the steps for Credentialing Information System (CIS). www.emspic.org and follow all the prompts for credentialing.
- Contact the EMS Secretary at 252-232-7746 or via e-mail Crystal.Daneker@currituckcountync.gov so that she may schedule a meeting with the Training Captain. Please allow adequate time for scheduling.
- Bring a copy of ALL Fire and EMS and related educational certifications to submit to the Training Captain (This needs to be turned in prior to the next step of the process) The Training Captain will then place you in our Visual Fire records system and begin a training file on you.
- We have put together an orientation process which includes information you will need to be successful and knowledgeable in our ever expanding and unique Fire-EMS System. You will be assigned a day to go over all of the department/County policies, procedures, HIPPA/BBP, and necessary orientation information. The Training Captain will also schedule a Field Training Officer (FTO) to mentor you to our system and our policies and procedures, reporting software, dispatch software, WEBEOC and EMS protocols. For most of you, the orientation process will last approximately three (3) months or six to eight (24) hour shifts.
- Complete a TSOP with the Medical Director for ALS providers (EMT-I/P) or the Training Officer (MR/EMT-B)

Step 4

- Meeting with the Volunteer Coordinator to give a final review of the Volunteer Program. You will review department SOP # 112-09 and tie up any loose ends or items that have not been completed.
- Overview and attendance to Volunteer meetings
- Submission of a duty schedule for the following month, by email to the Volunteer Lieutenant and carbon copy the Volunteer Coordinator. They will submit this to the Scheduling officer for input into WEBEOC.
- Meeting with the Deputy Chief/Chief of the Department.

Step 5

- Released to provide EMS service as a member of the Currituck County Fire-EMS System.
- Participate in meetings, committees and development of the system



Currituck County Fire-EMS

Emergency Medical Service Volunteer Membership Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____
Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If yes, when? _____
Have you ever been convicted of a felony? YES NO

If yes, explain:

Education/ Fire & EMS Certifications

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
Certs: _____

References

Please list three professional references. (Do not include employers listed below)

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment/Volunteer

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Volunteer Interest

Admin _____ Support _____
Training: _____ Logistics _____
Operations: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to approval of membership as a Volunteer with CCFEMS, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____