



Fire & Rescue
Loudoun County, Virginia

**ASHBURN VOLUNTEER
FIRE AND RESCUE DEPARTMENT**
20688 ASHBURN ROAD, ASHBURN, VIRGINIA 20147

NEIGHBORS HELPING NEIGHBORS
We are always here for you

ORGANIZED 1945

Dear Prospective Member,

Thank you for your interest in applying for membership at the Ashburn Volunteer Fire Rescue Department (AVFRD). The enclosed handout will provide you with an overview of the department and a basic outline of the membership process and requirements.

Please do note that due to safety and communication concerns, the Commonwealth of Virginia requires you to be fluent in English to take firefighter or EMT classes.

On the last Tuesday of every month, there will be a new members meeting at the Station 6 at 20688 Ashburn Rd. starting at 7:00pm. Anyone interested in becoming a member is encouraged to attend. We encourage you to bring your spouse or significant other. Prospective junior members (ages 16 & 17) must have a parent or guardian come with them. During this meeting, all paperwork necessary for membership will be completed. This is also an excellent opportunity to learn more about our station and ask any questions you may have about joining.

Bring a copy of your driver's license and Social Security card.

Once again, thank you for your interest. We look forward to meeting you at our membership meeting.

Sincerely,
Loring Dixon
Membership Committee Chair
ldixon@avfrd.net
703-554-9824

Introduction to the Applicant

Overview

The AVFRD is an independent and private incorporation that follows National, State and County Fire and Rescue guidelines. The AVFRD works hand-in-hand with Loudoun County Fire-Rescue, but is not owned by or run by Loudoun County. The AVFRD receives some monetary funding from Loudoun County, but most of our budget comes from fund-raisers and donations. Previously, a large source of support came from the proffer system, but as of July 1, 2001, the proffer system was discontinued.

The Ashburn community is growing rapidly. There are currently more than 45,000 households in the Ashburn community with several thousand more being built over the next five years alone.

History

Previously named "Ashburn Volunteer Fire Department", the Ashburn Volunteer Fire and Rescue Department (AVFRD) was founded in 1945 after a fire killed three children in Sterling, Virginia. At that time, the closest fire department was in Herndon, Virginia. The citizens of Ashburn decided that this situation was unacceptable and decided to start their own fire department. The AVFRD decided to add an ambulance service to its ranks in 1991.

Response Area

Our response area (also called first due) encompasses approximately 26 square miles. We are bound by the Potomac River to our north, Goose Creek/River Creek to our west and Broad Run to our east. Our southern border ends roughly in the vicinity of Ryan Road. Our first due presents us with a variety of buildings, businesses and terrain to cover and requires a wide range of equipment to manage all of the possible emergencies.

Probationary Members

After the application process is completed, all members must attend and complete the **Volunteer Recruit School (VRS) training** prior to becoming active operational members, regardless of current certifications or skill levels. The training will orient the new member to station history, station operational procedures, communications, ambulance operations and fire behavior. The prospective member will also be introduced to all apparatus and it's equipment. Training schedules will be posted on the NEW RECRUIT TRAINING board. Administrative members are required to attend the class sessions on station history, station operational procedures and communications. Administrative members are encouraged to participate in CPR training. This period will also include a 6-month service requirement.

Duty Crews

The Operational Staff in Ashburn is comprised of both career and volunteer members. The career staff covers the Monday through Friday, 6:00 a.m. to 6:00 p.m. shift, as well as covering a 24-hour ALS (Advance Life Support) crew. Volunteers are responsible for covering nights and weekends.

To ensure coverage at all times, we have duty crews that run Sunday night through Friday night. Saturdays are covered on a rotating basis by the Sunday through Friday volunteer staff. After VRS training, you will be assigned to a duty crew.

Each member is required to participate in some of the other events that provide interaction with the community and help us raise funds to support our department. These events include, but are not limited to: Pancake breakfasts, Community “stand bys and public service events,” spring and fall Open House and special dinners. All operational members are required to have at least 24 hours of “non – emergency time” per year to become and remain a voting member

Operational Members

Operational members will be cleared to ride any apparatus after the completion of the VRS TRAINING but are considered “red hats” (a term used to designate a new operational member) until they have completed either Firefighter 1 or EMT-B. All mandated training is provided at no cost to the AVFRD member.

All Operational members must obtain a Haz-Mat Operations and Health Care Provider CPR certification prior to attending any firefighter training. EMT training requires at least Haz-Mat awareness as a prerequisite. First Responder is also a prerequisite for anyone attending Firefighter 1. In addition, all operational members must attend County Orientation.

All classes listed above are offered at the Fire-Rescue training center in Leesburg at no cost.

An EMT-B from another area may obtain reciprocity from Office of Emergency Services in Richmond (1-800-523-6019). However, any EMT new to Loudoun County must attend a Loudoun County BLS Protocols and skills verification classes.

Junior Members

Junior members must be at least 16 years old and must follow the same requirements as outlined above. Junior members must maintain a 2.0 or better GPA and not be failing any class in order to maintain his/her status. Junior members are required to provide a copy of their most recent report card at the time of application. A junior member may

only remain at the station until 10:00 p.m. on any school night and 11 PM on the weekend.

Explorer Post

Explorer Post 1666 comes under the umbrella of the Boy Scouts of America "Life for Learning" program. The program is co-ed. Young girls and boys who are at least 14 years old and have finished the eighth grade are eligible to join. The purpose of the Fire-Rescue Explorer Post is to expose teenagers from ages 14-21 to fire/rescue services. The Explorer participates in the training that is similar to VRS Training and performs other station duties. Grade point average and station rules apply as above.

Administrative Members

Administrative members are the backbone of the AVRFD. They assist with planning, as well as participate in department fund-raisers (i.e. pancake breakfasts, Photo fund drive, etc.) and department sponsored events such as Open House and community education. There are many other tasks such as equipment maintenance, marketing, bookkeeping and public relations. These tasks will be assigned either by the President of AVRFD or the Chairpersons of the committees working under the President's direction. All contributions of time and involvement are greatly needed and deeply appreciated. Training requirements are outlined under the probationary member section. Administrative members are required to provide 120 hours of volunteer time per year.

Membership Benefits

Members are eligible for numerous benefits as part of the volunteer system. Points are accrued based on your activity level within the department. Based on the number of points earned per year, members are eligible for the following:

- Fire/Rescue tag privileges
- One (1) free county sticker worth \$25.00
- Personal property tax waiver for one vehicle per member (applicable for Loudoun County residents only)
- No rental fee for the use of the social hall. Cleaning fees are not exempt
- Loudoun County Credit Union membership
- Tuition Reimbursement for fire/rescue course
- Retirement Program

Please detach and return only this portion

**ASHBURN VOLUNTEER
FIRE & RESCUE DEPARTMENT**

20688 Ashburn Road, Ashburn, Virginia 20147

To whom it may concern:

Attached is my application for membership with the Ashburn Volunteer Fire and Rescue Department. I have given my full name, address and other pertinent information as requested. I understand that this application must be entirely completed to be considered.

I certify that I have carefully completed this application, that I have given all information herein without omission or falsification, that no information has been withheld about me or my background which may cause concern to AVFRD in any way, should the Board of Directors grant me membership with the Department.

I certify that I am a citizen or legal resident of the United States; a resident of the Commonwealth of Virginia; hold a valid driver's license/permit; have a social security number, have a High School diploma or GED equivalent; and am fluent in English. Junior members should be attending High School. Applicants with Pennsylvania licenses must submit, at their expense, a copy of their driving record for the last 5 years. Non-US citizens/legal residents must provide a copy of their green card and visa.

By signing my name to this letter, I consent to the investigation of all facts and circumstances given in the attached application for membership to the Ashburn Volunteer Fire and Rescue Department. I also consent to the interview of any references provided herein, to any background investigation, and fingerprint check.. I understand that I am subject to an agility test, a physical examination, and a drug screening.

I consent to periodic background and driving record checks for the duration of my membership.

I fully understand that should any information found herein be investigated and found to be false, that I will be subject to immediate dismissal from the Ashburn Volunteer Fire and Rescue Department without recourse.

Applicant's Signature

Date of Application

Parent/Guardian Signature if applicant if under 18 and/or still in High School)

ASHBURN VOLUNTEER FIRE & RESCUE DEPARTMENT

20688 Ashburn Road, Ashburn, Virginia 20147

APPLICATION FOR MEMBERSHIP

PERSONAL INFORMATION

Last Name: _____ First Name: _____ M.I. _____ Male _____ Female _____

Maiden/Prior Name: _____ Social Security No. _____ Date of Birth: _____ Age _____

Home Address (Street, Apt. No.) _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Pager: _____ Mobile Phone: _____ Email: _____

Height: _____ Weight: _____ Marital Status: _____

Birthplace(City/State): _____ Citizenship** _____

****Note: non-US citizens must provide a copy of their resident card/visa**

EMPLOYMENT HISTORY (last three years)

1. Current Employer Name: _____ Working Days/Hours: _____

Supervisor's Name _____ Employer Phone: _____

Employer Address _____

Position Held: _____ Dates of Employment: _____

2. Previous Employer Name: _____ Working hours/days _____

Supervisor's _____ Employer Phone: _____

Employer Address: _____

Position Held _____ Dates of Employment: _____

Reason for Leaving: _____

Please explain any gaps in you employment history: _____

Have you ever been discharged, asked to resign from a job, or resigned to avoid discharge? Yes: _____ No: _____

If yes, please explain:

MILITARY SERVICE: *Attach a copy of Copy#4 of your DD-214

Previous/Current Military Experience: _____ Branch: _____ Years of Service: _____

Last Rank: _____ Type of Discharge*: _____ Date: _____

Were you ever found guilty of a court martial offense while in the military: Yes: _____ No: _____

If yes, please explain in detail:

EDUCATION : (NOTE: Junior Applicants (16 and 17) attach copy of latest grades):

High School/ College/ Vocational _____ Graduation Date: _____

Highest Grade Level: _____ Degree/Major _____

Post-Graduate Education _____

PREVIOUS FIRE/EMS EXPERIENCE:

Are you presently or have you ever been a member of any fire, rescue, EMS, or emergency services agency?

Yes: _____ No: _____ If yes, what agency(s)? _____

Supervisor Name & Title: _____ Dates There _____

Address: _____ Phone: _____

Have you ever been denied membership, had disciplinary action taken against you, or been asked to resign by any organization or emergency services agency? Yes: _____ No: _____

If yes, please explain in detail: _____

What is your area of interest: Fire _____ EMS _____ Administrative _____ Explorer Post Advisor _____

QUALIFICATIONS/SKILLS & TRAINING

Please list any fire, rescue, EMS, and/or emergency management training, experience, and certifications you currently hold. Include expiration dates and certifying state, department or agency. Please attach copies of your certifications to this application.

REQUIRED - In the space provided, explain why you would like to become a member of this department.

MEDICAL HISTORY

Do you have any medical conditions or physical limitations that should be considered? Yes: ____ No: ____

Are you currently receiving any special medical treatment or medications? Yes: ____ No: ____

If yes to either question, please explain: _____

CRIMINAL HISTORY.

Have you ever been convicted of or charged with a felony and/or misdemeanor? Yes: _____ No: _____

Explain: _____

List all prior Criminal/Traffic convictions (i.e. drunk driving, reckless driving, speeding, failing to obey traffic signal, etc). List Charges, Place and Date: _____

DRIVING LICENSE Information : Please attach a copy of your driver's license to this application.

*****Pennsylvania license holders---please provide copy of your state's driving history.**

Do you have a valid driver's license? Yes: ____ No: _____.

State of License: _____ License Number: _____ Expiration Date: _____

REFERENCES: not to include supervisors or employers already mentioned on page 2, relatives, or spouses. Email addresses Preferred!!!!!!!!!!!!!!!!!!!!!! List three (3) references (Adults) whom you have known you for at least two (2) years.

Junior applicants (ages 16 or 17) must also submit **three separate letters** of reference.—from 3 different people - 6 references in all)

1. Name: _____ **Relationship:** _____

Home Address: _____

Home / Mobile Phone: _____ **Work Phone:** _____

Email: _____

2. Name: _____ **Relationship:** _____

Home Address: _____

Home/Mobile Phone: _____ **Work Phone:** _____

Email: _____

AVFRD MEMBERSHIP FOR APPLICATION

Page 5

3. Name: _____ Relationship: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

CERTIFICATION & AGREEMENT

This statement must be signed. Please read the following statement carefully before signing.

I hereby certify that the facts set forth in the above Application for Membership are true and complete to the best of my knowledge, and I have not intentionally omitted any information. I further certify that there are no willful misrepresentations or falsifications of the above statements and answers to questions. If a background/fingerprint/DMV investigation discloses such misrepresentations, omissions, and/or falsifications, my application could be rejected, and I could be disqualified from ever providing volunteer service with the Ashburn Volunteer Fire and Rescue Department.

I hereby certify that I have never been: (1) convicted of any felony; (2) convicted of any crime involving sexual misconduct or morals and decency; (3) convicted of any crime involving sexual or physical abuse of children, the elderly or the infirm; (4) convicted of any crime involving abuse, neglect, or financial exploitation, (5) or convicted of any crime involving initiating a false alarm, making a bomb threat, threats to burn, or arson.

Signature of Applicant:

Date

If applicant is under 18:

The responsibilities of a Fire and Rescue Department member involves many hazardous duties, including, but not limited to the following:

- **Driving and riding on several types of emergency response vehicles**
- **The lifting and movement of heavy objects**
- **Fire extinguishment and rescue in an environment that could be toxic or potentially hazardous**

I/We, the parents/guardians of _____ have been duly informed of the duties our son/daughter will be required to participate in if he/she becomes a member of the Ashburn Volunteer Fire & Rescue Department, Inc., and we give our son/daughter permission to participate as a full member.

Parent/Guardian signature _____ Date _____

Parent/Guardian (print) _____

Parent/Guardian address _____