

# Volunteer Membership Application

## Cabin John Park Volunteer Fire Department



Submit Application to:  
Cabin John Park Volunteer Fire Department  
Membership Committee  
8001 River Road  
Bethesda, MD 20817

**Membership Contact (301) 252-5314**  
**Email contact: [membership@cjpvfd.com](mailto:membership@cjpvfd.com)**

Applicant's Name \_\_\_\_\_  
Phone Number \_\_\_\_\_

Date returned to CJPVFD \_\_\_\_\_  
Date of Vote By Membership \_\_\_\_\_  
Notes \_\_\_\_\_  
\_\_\_\_\_

## **Application Process**

Please read and complete this application. All applications must be filled out completely for consideration. No applications will be considered until all information is complete and requirements are met.

### **All applications must include:**

- **A current copy of your Driving Record from Maryland DMV**
- **A Photocopy of your Driver's License**
- **Applicants under the age of 18 must include a work permit from your local school.**
- **All Applicants must have a photo attached to your application**
- **All applicants who have their EMT License or Fire Training already completed must have attached copies for reciprocity consideration.**
- **Background Fingerprint check must be completed by Internal Affairs Office**

### **Initiation Process**

Once your application has been completed and considered, you will be contacted by the Membership Committee for an interview. Please be prepared to discuss your application, your intent for membership, your goals for the department and your reasons for wanting to invest time and effort into Membership at Cabin John Park Volunteer Fire Department.

If your application is viewed favorably, you will be asked to attend our Membership Meeting. Our Membership Meetings are held on the Second Monday of the Month. It is at that time, your application will be brought forth to the membership with the committee's endorsement. Your application will then be voted on by the membership itself.

If accepted, after the meeting, your membership begins- immediately. You will meet with our Probationary Training Division Leader who will coordinate your Probationary training from entrance into the Department through observer-riding status. This will be your primary contact until your duty night is assigned and your new contact will be the Duty Night Crew Leader.

To begin your membership, you must complete a County Physical, which can only be scheduled after you have been accepted for membership. You will be instructed to contact Ruthie Wills of the Fire Rescue Service to schedule your date for the physical. You will not be allowed to participate in any physical activity at the station until you have completed and passed this portion of the application process.

## **Training Manuals**

Training is the core to advancement within the system and for maintaining and perfecting our skills. The Training Department Structure will also include the Training Officer, responsible for all member's training; The EMS Training Division Leader, to coordinate EMS training; The Fire Training Division Leader, to coordinate Fire Training and the Driver training Division Leader to Coordinate Driver's training.

Once you are accepted for Membership into the department, you will be given a Training Manual. Your training Manual will contain all necessary Information to guide you through your membership in CJPVFD. It will be a valuable resource and will outline the training programs of the department, as well as other pertinent Probationary information that you will need. EMS Members and Fire-EMS Members will receive appropriate training manuals.

The Manual will be a step-by -step process on how to proceed and progress from day one through your observer, probationary, riding status to the aide-in-charge (EMS)/ Minimum manning (Fire) status. The Probationary portion will include information on Physicals, PAS tags, how to register for necessary classes and how your membership at CJPVFD will progress.

The Manual will also contain practical testing scenarios, which you will need as you advance through your Fire and EMS Membership

### **Cabin John Park Volunteer Fire Department and Montgomery County Department of Fire and Rescue Services**

The Cabin John Park Volunteer Fire Department, Inc., is a private, nonprofit, volunteer organization chartered by the State of Maryland to provide fire and rescue services to the citizens within our corporate limits. There are 18 other similarly independent Fire/Rescue corporations within Montgomery County.

The Montgomery County Department of Fire and Rescue Services is county agency, which provides career staffing, training and administrative capacity. The Cabin John Park Volunteer Fire Department has a complement of career DFRS personnel at stations 10 and 30, who work side by side with the volunteer members of our cooperation. All volunteer and career members are required to meet the same training requirements and all personnel take the same classes together through the County training academy.

All volunteer corporations and the Department of Fire and Rescue Services are regulated by the Montgomery County Fire and Rescue Commission, whose members are appointed by the county Executive to oversee emergency services.



## **Information for Prospective Applicants**

Membership at CJVFD is a valuable, rewarding experience. In addition to the tremendous satisfaction from helping members of your community in times of crisis, and the spirit of teamwork that develops from facing complex and dangerous challenges, the Fire Department can provide many tangible benefits for members including:

- Length of Service Award program (LOSAP)- Volunteers in Montgomery County are eligible to receive retirement money for their service. Volunteers must serve a minimum of 5 years to receive funds, and must meet certain criteria each year to be eligible for the program.
- Stand By Food program- You may be reimbursed for your meals while on duty at CJPVFD.
- Tuition Reimbursement program- Members attending Maryland State Colleges and majoring in fire service related fields are eligible for 100% tuition reimbursement.
- Live-in program- Members of the department have the privilege of living at one of our two stations rent-free. In return, they are expected to stand by on duty and staff our emergency vehicles as outlined in our Live in Policy agreement which all members who live in, must sign and agree to.
- Free Training- Members of the department are encouraged to take advantage of the many training opportunities available at no cost. Courses in firefighting, emergency medical services, river and technical rescue and management are available. Most of these courses can lead to National certification.
- Workmen's Compensation and other Injury/Death benefit Programs

### **Types of Membership**

Please be advised that Cabin John Park Volunteer Fire Department requires that all members complete a minimum of 12 hours of stand by time a week at the station regardless of your membership type listed below.

The Cabin John Park Volunteer Fire Department welcomes applications for membership. There are several categories of membership available to persons interested in service for our community.

- **Firefighter & EMS Membership**

Fire & EMS Members are trained to respond to all types of emergencies and are eligible to ride all types of emergency apparatus operated by the corporation for medical emergencies and fire/rescue related emergencies.

- **EMS Membership**

Members are trained to handle calls for critical emergency care and may ride on the ambulances, medic units, and Rescue Boats for the Department. They may receive training in Basic Life Support and Advanced (Paramedic) life support.

- **Junior Fire & EMS**

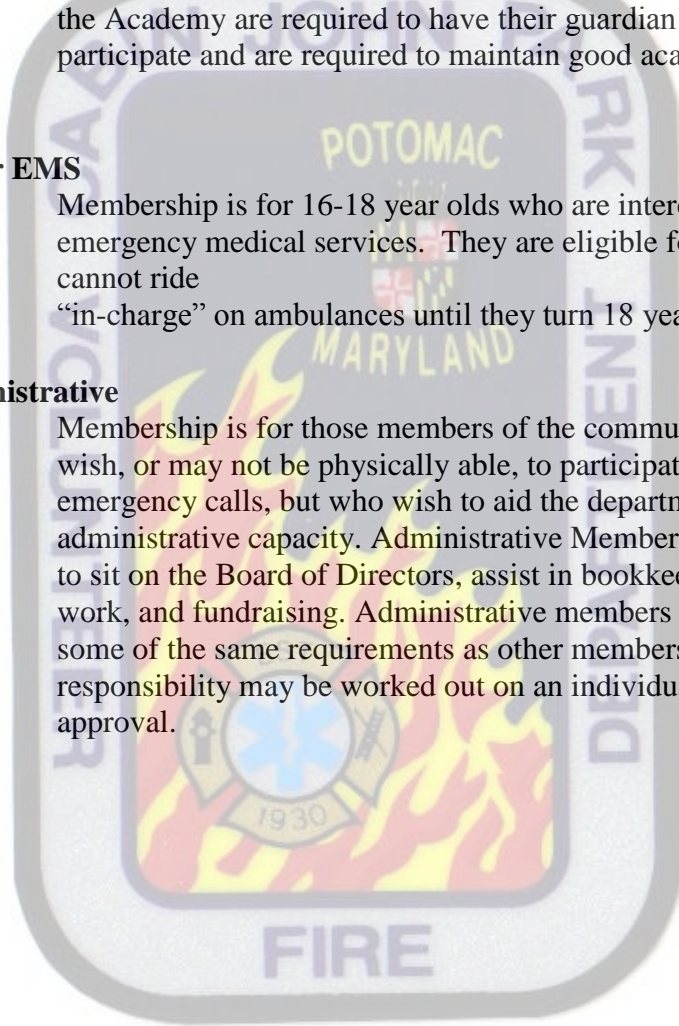
Membership is for 16-18 year olds who wish to receive training and participate in department activities. Cadet Members through the Academy are required to have their guardian's permission to participate and are required to maintain good academic standing.

- **Junior EMS**

Membership is for 16-18 year olds who are interested in emergency medical services. They are eligible for all training, but cannot ride "in-charge" on ambulances until they turn 18 years old.

- **Administrative**

Membership is for those members of the community who do not wish, or may not be physically able, to participate in responding to emergency calls, but who wish to aid the department in an administrative capacity. Administrative Members may be eligible to sit on the Board of Directors, assist in bookkeeping, secretarial work, and fundraising. Administrative members are subject to only some of the same requirements as other members, and responsibility may be worked out on an individual basis per Board approval.



Application for membership

**Cabin John Park Volunteer Fire Department**  
 8001 River Road, Bethesda MD 20817  
 (301)-365-2255

**Membership category desired:**

Firefighter/EMS       Junior Firefighter/EMS  
 EMS Only       Junior EMS      **Administrative**

Personal Data				
Name (Last, First, Middle):			Date of Birth:	
Address (Number and Street):				
City:	State:	Zip:	E-Mail Address:	
Home Phone:	Work Phone:	Cell Phone:	Driver's License #	
Years of Residency in Area:	U.S. Citizen (Y/N):	Social Security Number:		
Name of Employer or School:			Occupation:	
Work or School Address:				
City:	State:	Zip:		
Name of Emergency Contact:		Relationship:	Phone:	

Education				
Highest grade completed:		Years of College or Trade School:	Highest Degree or Certificate Earned:	
<b>List all schools attended starting with high school</b>				
School Name	Address	Major Field of Study	Degree or Diploma Earned	Dates Attended From To

## Fire and Rescue Experience

Have you been a member of another fire/rescue corporation in Montgomery County? (Y/N) <b>Y</b>	<b>N</b>	If yes, which department?
What were your reasons for leaving?		
Please list all fire and EMS experience in the space below, and include dates of service. List all fire and EMS related courses you have attended and the date you completed each course. Include copies of all licenses and certificates with this application.		

## Military Service (if applicable)

BRANCH:	Years of Service:	Dates of Service:
Current Rank or Rank at Discharge:	Type of Discharge (if applicable):	

## Employment History

Please list your last three jobs starting with your current or most recent

<b>1. Current or Most Recent Employer:</b>	Dates of Employment (mm/yy) From: To:	Fulltime or Part time
Address (Number and Street):		
City:	State:	Zip: Phone:
Supervisor's Name:	Reason for Leaving (if applicable):	
Job Title and Duties:		

2. Employer:	Dates of Employment (mm/yy) From: To:	Fulltime or part time
Address (Number and Street):		
City:	State:	Zip: Phone:
Supervisor's Name:	Reason for Leaving:	
Job Title and Duties:		



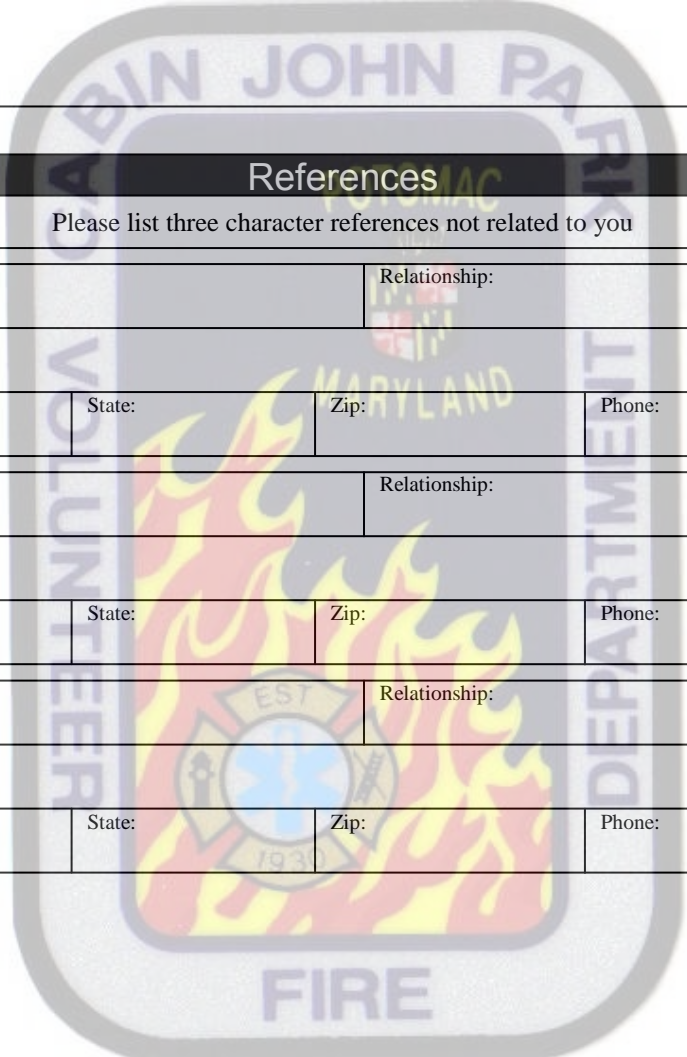
## Employment History (cont.)

3. Employer:		Dates of Employment (mm/yy) From:                      To:		Fulltime or part time
Address (Number and Street):				
City:	State:	Zip:	Phone:	
Supervisor's Name:		Reason for Leaving:		
Job Title and Duties:				

## References

Please list three character references not related to you

<b>1. Name:</b>		Relationship:		Occupation:
Address (Number and Street):				
City:	State:	Zip:	Phone:	
<b>2. Name:</b>		Relationship:		Occupation:
Address (Number and Street):				
City:	State:	Zip:	Phone:	
<b>3. Name:</b>		Relationship:		Occupation:
Address (Number and Street):				
City:	State:	Zip:	Phone:	





**Guardian Permission Form**  
**To be completed by all applicants under the age of 18**

I, \_\_\_\_\_, hereby consent to the participation of my son/daughter, \_\_\_\_\_, in the fire and rescue service. I further realize that he/she shall be performing the duties of a volunteer firefighter and/or emergency medical services member, including, but not limited to:

- Participating in training in firefighting and rescue procedures
- Riding in CJPVFD emergency vehicles
- Carrying and using heavy tools and appliances
- Using and wearing a breathing apparatus (approx 30 lbs)
- Using a fire hose and various small tools and appliances
- Performing salvage at fire scenes
- Extinguishing fires with extinguishers/fire lines
- Ventilating buildings
- Carrying and loading patients on stretchers
- Exposure to infectious patients
- Performing various emergency procedures at accident scenes.

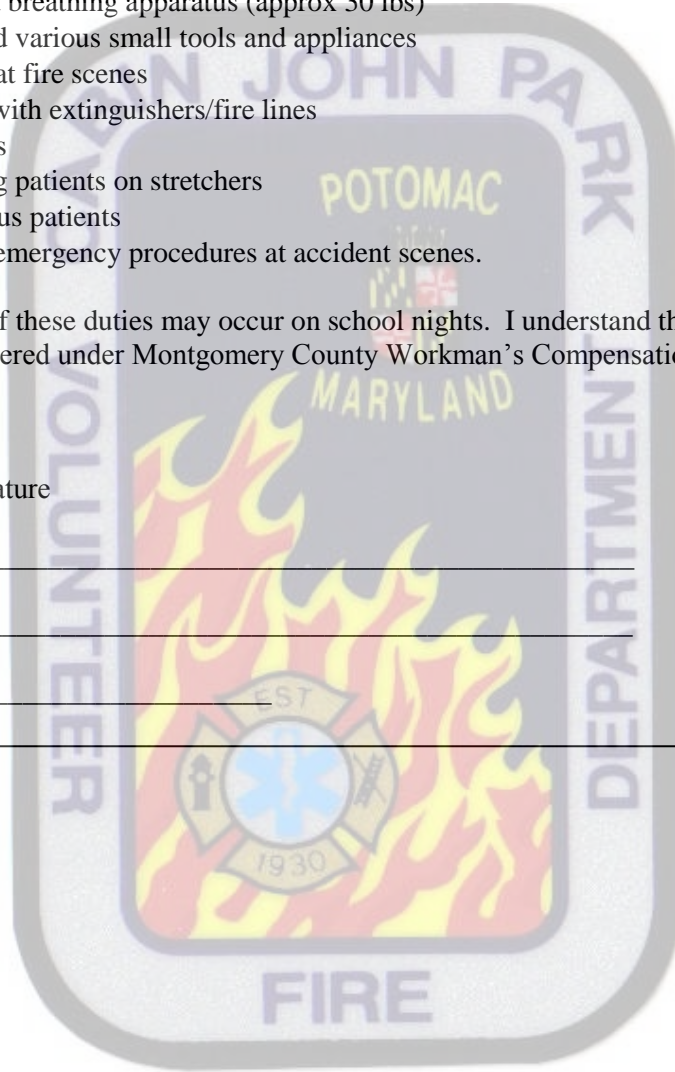
I understand that some of these duties may occur on school nights. I understand that while on duty with the CJPVFD he/she shall be covered under Montgomery County Workman's Compensation insurance at no cost to myself.

Parent/ Guardian's Signature

\_\_\_\_\_

Name (print) \_\_\_\_\_

Date \_\_\_\_\_



## Membership Agreement

**All applicants must read and sign at bottom**

I have read and fully understand the application information package for the Cabin John Park Volunteer Fire department. I understand that volunteering can be a rewarding experience, but there are certain weekly and monthly obligations I must meet in order to remain in good standing with the department. I agree to fulfill any commitment that I may make to the department as a member. If I fail to meet these obligations, I realize that my membership may be subject to disciplinary action, including suspension, by the Chief or Board of Directors, or dismissal by the general Membership of CJPVFD.

I promise that while performing my duties, I will act responsibly and maturely. I will wear my uniform in a professional manner befitting a public safety officer. I will do my best to protect and serve the members of my community and will support the department to the best of my ability. I will always remember that safety is a priority while performing my duties in this department.

I understand that should I be voted into membership, I will be a probationary, non-voting member in this department. I further understand that the probationary period ends only after successful completion of all probationary requirements and an affirmative vote of the General membership. I promise to attend all monthly meetings of the general Membership during my probation. If I cannot attend any membership meetings or other required activities, I shall submit a written notice to the secretary of the Board of Directors at least 24 hours in advance.

I promise to notify in writing the membership Committee of CJPVFD if and when I terminate my membership or request a leave of absence. I further agree to return all items issued to me by CJPVFD upon termination of membership.

In addition to the promises herein, I agree to abide by and adhere to all by-laws and Rules and Regulations of CJPVFD.

By my signature, I certify that the information in this application is true and correct to the best of my ability. By signing, you also understand that any information provided in the above application that is false, misleading or erroneous may lead to Cabin John Park Volunteer Fire Department rejecting your application or your dismissal from the organization. I also give consent to CJPVFD to contact the references listed and conduct a background/investigation/criminal record check.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

**Please return this application to the Membership Department either by mail, or in person by leaving it in the Membership Chairman's mailbox on the second floor. You will be contacted in one week to discuss the status of your application. If you do not hear from us or wish to inquire about the status of your application, please call (301)252-5314 or email [membership@cjpvfd.com](mailto:membership@cjpvfd.com)**