

Appointed member timeline/information sheet

Member's name _____

Mentor's name _____

First month:

- _____ Submit application with any credentials/qualifications
- _____ If transferring submit letter from previous chief/home chief if appointed.
- _____ Membership committee approval – date _____ Committee Initials.
- _____ Arson background check submitted _____ Results _____
- _____ Sex Offender Registry check completed _____ Results _____
- _____ Active application submitted to the Chief for appointment.
- _____ Commissioner's approval date _____
- _____ Member notified of approvals
- _____ Photo and personal info sheet completed and posted.
- _____ Copy of physical paperwork submitted.
- _____ Personal info to Captain for Firehouse program.
- _____ Pager issued
- _____ Key fob issued
- _____ Member information sheet submitted
- _____ Copy of EMT card to EMS Coordinator
- _____ Driver's license – LENS form signed and submitted Entered into LENS _____
- _____ District insurance beneficiary form submitted
- _____ "I am responding" form submitted Entered into IAR _____
- _____ Proof of Hepatitis shots or refusal form signed
- _____ Turn out gear issued
- _____ Mask fit for SCBA usage
- _____ Name/phone number added to dept. roster – forward to Dept. secretary
- _____ Name added to dept. website
- _____ New member orientation class – review all information.

Month 2-5:

- _____ NIMS 100/700 completed
- _____ LODD Information completed and filed with Chief's office
- _____ TB Shot info submitted if not part of physical
- _____ Hep B shot info submitted, process begun with County Health Dept. or refusal form
- _____ Mask Fit for SCBA training.
- _____ OSHA training completed

Completed form to be filed in member's personnel folder.