



A Prospect's Guide to Joining the

ASHBURN VOLUNTEER FIRE AND RESCUE DEPARTMENT

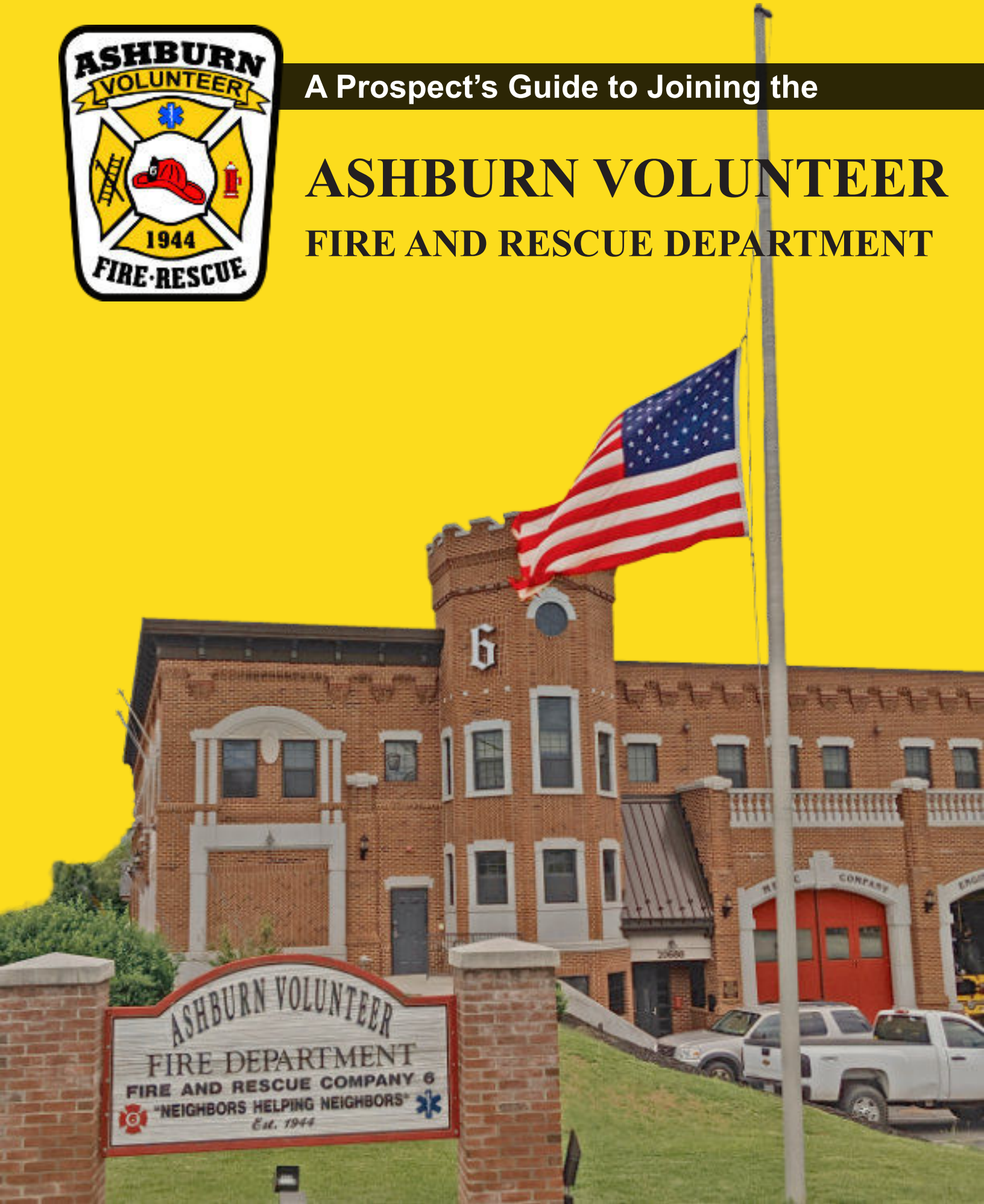




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Dear Prospective Member,

As the leadership of the Ashburn Volunteer Fire and Rescue Department (AVFRD), we are committed to providing the most effective and efficient fire, rescue, and emergency medical services to our community. You will find that volunteering with the department will bring personal rewards and satisfaction, raise self-esteem, and provide you with a tremendous sense of accomplishment and pride in a job well done. It will also provide our community with a valuable service that can potentially touch all of us. However, service as a member of our Fire and Emergency Medical Services (EMS) organization requires a serious commitment. Therefore, your decision to join the department should not be made in haste.

This guide has been developed to provide the information you need to make an effective decision that is right for you and the department. Once you understand what's involved in being an AVFRD member, we hope you will make the commitment needed to be an asset to our organization and community. Our members' services are truly valuable to our community's citizens, businesses, and visitors. We hope you are able to contribute to our community's public safety. Thank you in advance for your consideration. Please do not hesitate to contact our recruiting team at recruitment@avfrd.net should you have any questions or require further information.

We look forward to having you as a member,

*The Officers and Members of the
Ashburn Volunteer Fire and Rescue Department*



Introduction

The Ashburn Volunteer Fire and Rescue Department (AVFRD) is a membership organization served by over 200 volunteers, including operational and administrative members who function within the Loudoun County Combined Fire and Rescue System.

Our first due response area encompasses approximately square miles with nearly 30,000 households, numerous businesses, schools and government buildings, as well as numerous data centers critical to serving the backbone of the world's internet traffic. We respond to over 9500 calls per year from our stations. From time to time, we may be called upon to provide mutual aid to other jurisdictions throughout the national capital region and we do so with professionalism and a commitment to serve.

AVFRD's volunteers respond to calls from Station 6 in Ashburn and Station 22 in Lansdowne. Loudoun County is served by a combination volunteer and career system. Our volunteers are on duty at both stations between 6 p.m. and 6 a.m., staffing a two fire engines, a ladder truck, and two ambulances each night. Loudoun County Fire-Rescue career personnel staff both stations between the hours of 6 a.m. and 6 p.m.

We believe that when neighbors help neighbors, our community becomes stronger and safer. Your interest in becoming a volunteer at Ashburn Volunteer Fire and Rescue Department is a brave first step in standing up for what you value. These values are most likely the same as those of our past and present volunteers - pride, dedication, sacrifice, family, duty, and a sense of community. We look forward to learning more about you and the unique personality and talents you can bring to our fire and rescue family.

Volunteering in emergency services is one of the most important decisions you may make. We hope that you give this decision the time and serious consideration it deserves, and decide to join our ranks.



Our Mission

Neighbors Helping Neighbors

"Our mission is to be a diverse, highly-trained, and integrity-driven progressive volunteer fire and rescue department, providing exceptional service to our community with innovative solutions and a steadfast commitment to volunteerism."

Why Volunteer

The Fire and EMS service is one of the most challenging vocations today. Different people volunteer for various reasons. Action-oriented people enjoy the excitement and adrenaline rush that emergency services offer. Some see the volunteer fire service as an alternative to 'driving a desk by day' – allowing them to 'drive a fire truck or ambulance at night!'

Many like the feeling they get when they help people in their time of need; some feel it's their obligation to serve the community. Yet others want to belong to a team of like-minded individuals. Whatever motivates you to volunteer – everyone gains the self-satisfaction of being at their best when others are dealing with what is often the worst day of their life.

Our volunteer members come from diverse backgrounds, representing the incredible community that we serve. We believe that our diversity improves the quality of care we provide our neighbors in their time of need.

We offer a wide variety of benefits to our members, including free uniforms and gear, retirement payments based on length of service, scholarships and tuition reimbursement, personal property tax savings, and rewards and recognition as you serve and achieve milestones in your time with us.

Volunteering in Ashburn is a unique experience compared to neighboring jurisdictions. Our volunteers are first-out, front-line first responders, not just auxiliary personnel. As a volunteer with us, you will train hard and maintain high professional standards. As a result, you will be developed as a person, honing your skills, building confidence, and making life-long friends as you serve our community.

Our Volunteer Opportunities

Fire & EMS

AVFRD Volunteer Firefighters are assigned to a firefighting duty crew and participate directly in emergency response activities. These individuals serve on the front line of one of the busiest and most professional volunteer fire companies in the Washington metropolitan area. As a firefighter, you will respond to structural fires, brush fires, auto accidents, medical emergencies, gas leaks, car fires, elevator entrapment, rescues, and other emergency situations. All Fire/EMS members are cross-trained in EMS and are required to complete both Firefighter I/II and at least EMT-B (Emergency Medical Technician - Basic) training within 24 months of joining.

EMS Only

If you enjoy helping people in medical emergencies, we'll provide the training absolutely free. You will become certified as an Emergency Medical Technician-Basic (EMT). We'll also help you obtain Paramedic training if you decide to extend your certifications to that higher level. If you already have your EMT or Paramedic certification in another state or fire department, we'll help you with the logistics and costs of getting Virginia certified. EMS Only members are not required to certify in firefighting courses.

Administrative & Support

Administrative Service members are the backbone of the AVFRD, providing the non-emergency services that support the daily operations and mission of the department. AVFRD needs individuals to lead and assist in many areas and with many jobs, including Building and Equipment Maintenance, Community Relations and Education, Financial and Document Management, Fundraising, Grant Writers, Event Planning, Project Managers, Publicity and Marketing, Writers, Graphic Designers, Media Relations Liaison, Video and Multimedia Specialists, Recruitment and Retention Specialists, and more.



Requirements

Minimum Requirements to Apply:

- You must be at least 16 years of age to apply for full membership. For those under 18, a parent or legal guardian must sign your application and attend an interview process.
- You must complete all AVFRD and Loudoun County Combined Fire and Rescue System (LC-CFRS) application and on-boarding processes, which include a physical and fingerprinting for a background check.
- You must have a valid social security number.
- You must be physically and emotionally capable of performing duties according to your area of assignment.
- You must have no record of felony convictions.
- Have a high school diploma or equivalent (or “C” average, if still in high school).

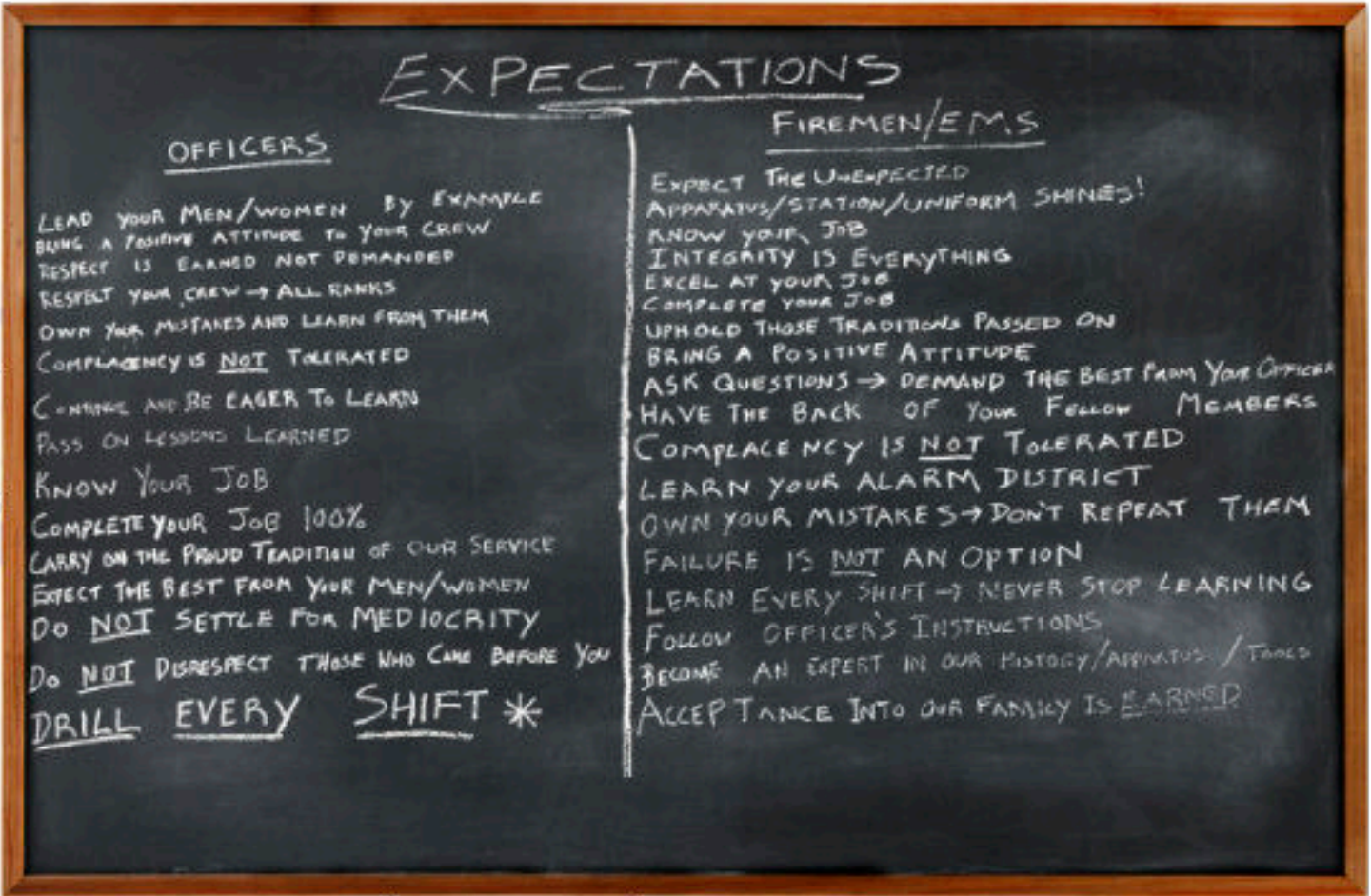




Expectations

Our volunteers must be team players by respecting each others roles and contributions. You need to be able to standby at the station during weather events, natural disasters, duty crews and to deal with occasional interruptions to your lifestyle, dropping what you're doing when alerted to an emergency call for assistance to respond to the emergency needs of your fellow citizens.

You will be expected to act in a professional manner in compliance with our code of conduct while both on and off-duty. You will perform to your very best ability, because the lives of your neighbors, family, and friends will depend on you being the best on their very worst day.



EXPECTATIONS

OFFICERS

LEAD YOUR MEN/WOMEN BY EXAMPLE
BRING A POSITIVE ATTITUDE TO YOUR CREW
RESPECT IS EARNED NOT DEMANDED
RESPECT YOUR CREW → ALL RANKS
OWN YOUR MISTAKES AND LEARN FROM THEM
COMPLACENCY IS NOT TOLERATED
CONTINUE AND BE EAGER TO LEARN
PASS ON LESSONS LEARNED
KNOW YOUR JOB
COMPLETE YOUR JOB 100%
CARRY ON THE PROUD TRADITION OF OUR SERVICE
EXPECT THE BEST FROM YOUR MEN/WOMEN
DO NOT SETTLE FOR MEDIOCRITY
DO NOT DISRESPECT THOSE WHO CAME BEFORE YOU
DRILL EVERY SHIFT *

FIREMEN/EMS

EXPECT THE UNEXPECTED
APPARATUS/STATION/UNIFORM SHINES!
KNOW YOUR JOB
INTEGRITY IS EVERYTHING
EXCEL AT YOUR JOB
COMPLETE YOUR JOB
UPHOLD THOSE TRADITIONS PASSED ON
BRING A POSITIVE ATTITUDE
ASK QUESTIONS → DEMAND THE BEST FROM YOUR OFFICERS
HAVE THE BACK OF YOUR FELLOW MEMBERS
COMPLACENCY IS NOT TOLERATED
LEARN YOUR ALARM DISTRICT
OWN YOUR MISTAKES → DON'T REPEAT THEM
FAILURE IS NOT AN OPTION
LEARN EVERY SHIFT → NEVER STOP LEARNING
FOLLOW OFFICER'S INSTRUCTIONS
BECOME AN EXPERT IN OUR HISTORY/APPARATUS/TOOLS
ACCEPTANCE INTO OUR FAMILY IS EARNED

Time Commitment

A new operational recruit can expect to spend between 15-35 hours each week on fire department business, including sleeping at the station while you are on-duty. This entails meetings, training, emergency responses, and other miscellaneous activities. Some weeks will be more and other weeks much less. The days of the week or times may vary depending on your progression through training programs.

Duty Crew

Operational Volunteers are assigned to duty crews based on the day of the week. Duty crew shifts are from 1800-0600 at either our Ashburn or Lansdowne stations. Saturdays are covered on a rotating basis by our volunteer crews. On Saturdays, crews may be expected to arrive earlier in the day to get in extra training time and assist with recruitment and community outreach efforts. New operational volunteers will be assigned to a duty crew after consideration of your preferences and AVFRD's requirements.

Training

Training is intensive, especially during your first year. See page 17 to learn more about training requirements and timelines.

Other Activities

While our primary focus is on having you be highly trained and spend time staffing our apparatus, each operational member is also asked to participate in other department activities that provide education and interaction with the community and to help support the Department. You'll also be invited to participate in company events, outings, banquets, and more - offering you a chance to meet other members and bring your family along to be a part of your adventure.

Long-Term Commitment

Because it can take 12-18 months to become qualified for minimum staffing positions, we ask that you volunteer with us for as long as possible. We understand that life happens, but you should anticipate spending several years (if not a lifetime) as a volunteer with us, giving you time to progress through our ranks and gain sufficient experience to excel as a first responder.





Training

Training is an ongoing requirement for all members. AVFRD members pride themselves in maintaining high operational standards through continuing education. Training for new members begins the moment you join the Department. As a probationary member, you will take online classes, attend orientation and become certified in CPR/AED.

You will train with your duty crew during every operational shift, learning and practicing skills as you prepare to attend your firefighter and/or EMT certification program.

Certification training for firefighters and EMTs occurs at the Loudoun County Fire Rescue Training Center in Leesburg, VA. Most classes are held three evenings a week and one day every other weekend. Classes are a combination of lectures in the classroom and practical, hands-on skill testing under the direction of some of Loudoun County's most experienced fire and EMS instructors. EMT classes are approximately three months long, and Fire Academy is approximately five months long. Classes typically start in January and August, with occasional summer sessions offered for EMT. You are expected to complete your certification class within the first year of your membership at AVFRD.

You will continue formal training throughout your time at AVFRD, taking classes to become drivers and officers, and obtaining advanced EMS, technical rescue, and firefighting certifications. We also offer opportunities to attend regional and national training conferences and classes.

Cadets

The Ashburn Volunteer Fire and Rescue Department (AVFRD) Cadet Program provides young adults, ages 16-17, in our community with positive opportunities to learn about volunteering and/or careers in fire-rescue; learn fire/rescue skills; develop a sense of character, confidence, self-discipline, self-esteem, and respect while allowing participants to engage in community service; experience teamwork; and gain leadership development opportunities. Cadets will participate in training related to fire prevention, control, and emergency medical services. The program will include formal training supplemented by field trips and developmental assignments.

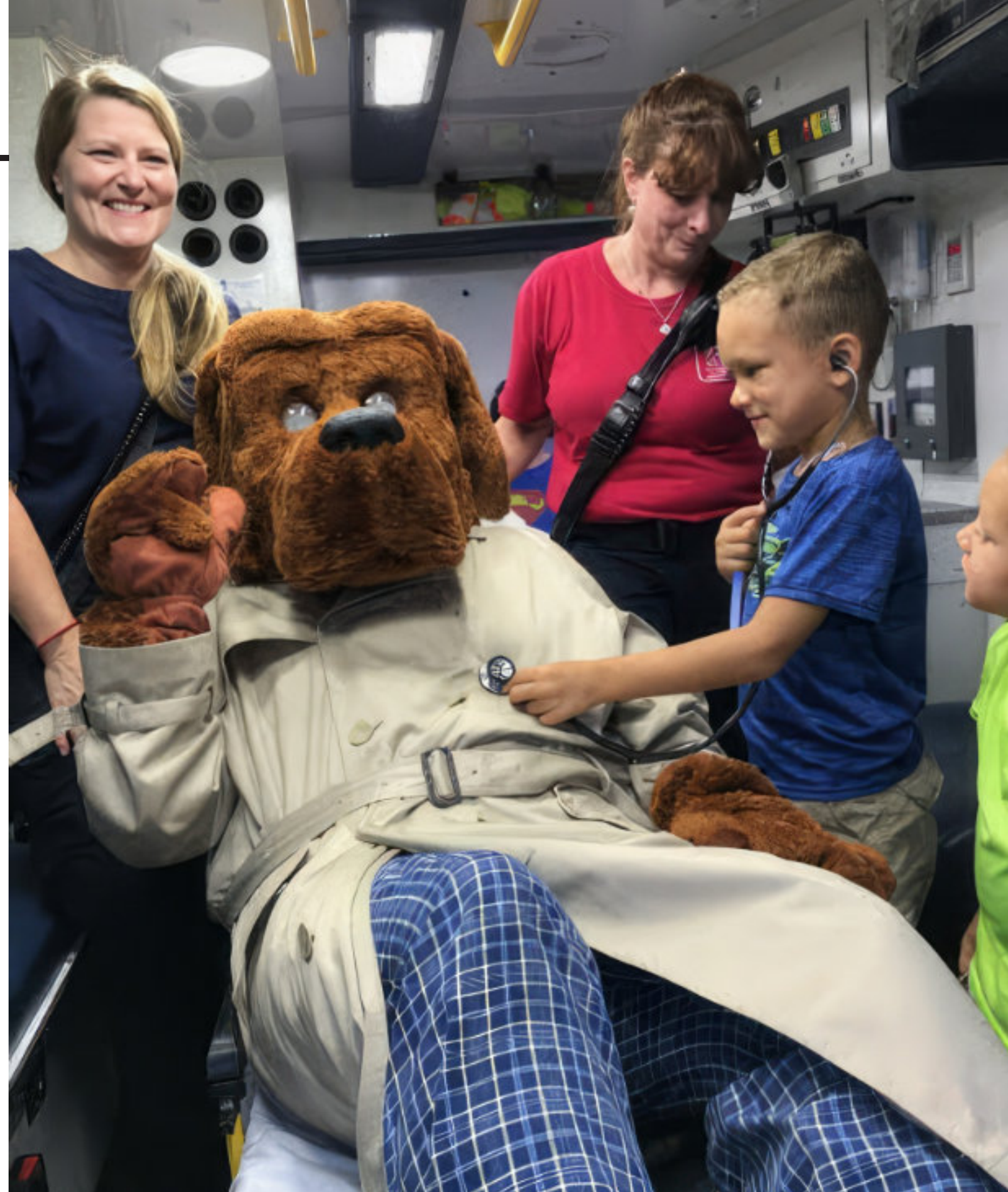
The Cadet Program is an intensive year-round program. Admission to the program is open twice a year, with new cadet classes beginning in January and August.

While the program provides training experiences in topics involving firefighting and emergency medical services, participants will not earn formal certifications as firefighters or emergency medical technicians (EMT) through participation in the program.

Cadets are not members of the department and are not considered volunteers for the purpose of providing operational or administrative support to the Department. Cadets are not eligible for benefits or other programs offered by AVFRD or the Loudoun County Combined Fire and Rescue Department.

AVFRD charges an annual participation fee of \$250 per cadet. This fee supports the program and includes all activities and materials required for the program.

Cadets are eligible to apply for Junior Operational Membership in the Department, opening the door for formal certifications as firefighters and EMTs, as well as participation as an Operational member of the Department.





Junior Members

AVFRD offers a limited number of Junior Operational Member positions, open to candidates who are 16 or 17 years old. Junior Operational members get the full fire and EMS experience as our senior members and must follow the same training and certification requirements as other members. Junior members may only remain at the station until 10 p.m. on any school night and may overnight with parent's and officer's permission. Junior members must maintain a 2.0 or better GPA, not be failing any class, and are required to provide a copy of their most recent report card at the time of application.

Participation in the Junior Operational Member program is competitive, with priority given to candidates who bring one or more of the following:

- Cadets who excelled in the program
- Prior Fire or EMS certification
- Plans to stay in the area following high school graduation

Non-Operational Junior Members

16 and 17 year old candidates may also apply for Administrative-only positions within the Department. By joining as a junior Administrative member, you will get to work side-by-side with our senior members learning and enhancing your business skills as you prepare for college and future employment.

Administrative Members

Administrative Members are the backbone of the AVFRD, providing the non-emergency services that support the daily operations and mission of the department. AVFRD needs individuals to lead and assist in many areas and with many jobs, including:

- **Building and Equipment Maintenance:** Groundskeepers, Maintenance Agreements Coordinator
- **Community Relations and Education:** Neighborhood Liaisons, School Coordinators, Station Tour Guides
- **Financial and Document Management:** Scholarship Manager, Historians, Record Keepers, Bookkeeper, Database Administrator
- **Fundraising:** Grant Writers, Event Planners/Project Managers, Corporate Sponsor Seekers
- **Publicity and Marketing:** Writers, Graphic Designers, Media Relations Liaison, Video and Multimedia Specialists
- **Recruitment and Membership:** Volunteer Coordinators, Recruitment Activities Coordinator, Retention/Appreciation Event Planners, Awards and Recognition Manager, Survey Coordinator

In addition to your chosen role within the Department, Administrative Members are also asked to participate in Department-wide events such as fundraisers, community education events, and other activities that support our Operational Members.

Administrative Members spend as little as 10 hours per month supporting the Department, either at the station or from home. If you have more time to offer, we're happy to help you find additional activities to support the Department.

Administrative Members are eligible for all of the same benefits as Operational Members.





Benefits

As an AVFRD member you are freely volunteering your time and talents, but there are many benefits beyond the pride and satisfaction you'll feel by serving.

Retirement program benefits

Volunteers may receive up to \$300 per month in retirement benefits beginning at age 55 (depending on length of service and points accumulated).

Vehicle property tax deduction

Loudoun County residents may qualify for personal property tax reduction on their vehicle.

Tuition reimbursement

Volunteers may qualify for up to \$4,000 per year (\$16,000 maximum lifetime benefit) in tuition reimbursement at an accredited college or university.

Free firefighter and emergency medical training

All mandated training is provided at no cost to members.

Uniforms and Personal Protective Gear

The department provides members with needed gear and equipment at no cost to you.

Annual Physicals and Flu Vaccinations

Free comprehensive annual physicals and flu shots are offered to members of the department.

Worker's Compensation

Volunteers who suffer an injury or illness due to the performance of operational duties are covered by Loudoun's Worker's Compensation program.

Business Discounts

Several area businesses offer discounts to AVFRD members, plus Volunteers can join the Loudoun County Credit Union.

Other Rewards

- Satisfaction, pride and honor in helping others and meeting the challenge.
- Opportunity to meet new people and build friendships.
- Chance to gain critical decision-making abilities and enhance technical knowledge, team building and communication skills.

Opportunity

As a volunteer at AVFRD, you will have a wide variety of unique opportunities to serve the community while enriching your own life. From state-of-the-art facilities and apparatus to world-class training facilities, you'll have the pleasure of serving with the best supports available to any volunteer fire and rescue company.

Exciting Environment

Our proximity to the nation's capital can offer fun and exciting opportunities, such as providing coverage for large events like the Presidential Inauguration, Marine Corps Marathon, and more.

Exceptional Connections

The large and diverse membership of AVFRD is rich with people like you - demonstrating pride, dedication, sacrifice, family, duty, and a sense of community - where you can make friends and network.

Live-in Volunteer Program

For those seeking a deeper level of involvement, AVFRD offers a residential volunteer program. The program provides rent-free living space in exchange for running a minimum of three duty crews per week.

Career Advancement

Whether you are seeking a career in Fire/Rescue or you are already working in a neighboring jurisdiction, volunteering in Ashburn will give you access to advanced training, different apparatus, and experience as drivers or officers preparing you for the hiring process or your next promotional process.





Our Stations

Station 6 - Ashburn

Station 6, located on Ashburn Road, has been the home of Ashburn Volunteer Fire and Rescue Department since shortly after our founding in 1944. Construction of the original station 6 was completed in 1947, using materials purchased from local merchants and funds raised by our surrounding community.

Over the years, the station was expanded to meet the needs of our growing community. In 2014, construction began on the new Fire Station No. 6. On March 2, 2016 the first call was run from the completed Station 6. Station 6 now boasts nearly 30,000 sq ft of space, with 8 bays, 12 bunk rooms, multiple training rooms and props, 5 fire poles, and ample living space.

Beyond meeting the basic needs of housing, garage and living quarters for Company 6, the new building serves as a landmark for the Ashburn community, symbolizing the willingness of our citizens to come together in hard times to support each other. Today, Station 6 houses Engine Co 6 & Truck Co 6, Medic Co 6 and Ambulance Co 6, supported by our 300+ members and our friends in the Ashburn Community who continuously offer their support to our mission.

Station 22 - Lansdowne

In 2009, AVFRD expanded its services to include Company 22, operating out of the Lansdowne Public Safety Center. The 3-bay pull-through station houses 2 engines, 2 ambulances, LCFR Safety Officer, and LCFR Shift Commander. Staffing is provided by LCFR career staff from 6:00am – 6:00pm. AVFRD volunteers provide coverage from 6:00pm – 6:00am.

Facilities in Station 22 include 7 bunk rooms, a kitchen and living room area, multiple offices, workshops, gear lockers and a gym.



Live-in Program

A Resident Operational Volunteer is a person who serves AVFRD and the community in a volunteer capacity as a “residential” or “live-in” operational member – firefighter or EMT. Resident Operational Volunteers must cover three duty shifts per week from 6 p.m. to 6 a.m., in addition to other duties as assigned. In return, the department provides temporary living accommodations at no cost.

Resident Operational Volunteers must:

- be at least 18 years old
- meet minimum training and certification standards
- employed full time (at least 36 hours per week), or full-time college students (at least 12 credit hours per term), or employed part-time while attending school part-time (at least 18 hours of work and 6 credit hours per term)

Station 6 includes a Live-In Suite in the tower of the building, including bedrooms, living room, and private bathroom for our live-in members.





Our Fleet

AVFRD's fleet of emergency and support vehicles, in our signature black over yellow color scheme, are some of the newest and best apparatus in the region. Our fleet includes:

Engines

5 Ferrara pumpers, with three at Station 6 and two at Station 22

Trucks

Tower Ladder 6 - a Ferrara aerial apparatus with a 100' ladder.

Tiller Truck 6 - a Ferrara tractor-drawn aerial truck with a 100' ladder and extrication gear.

Truck 6 Bravo - a Smeal truck with 75' rear-mount ladder and extrication gear.

Ambulances

5 ambulances, with three at Station 6 and two at Station 22, supporting both Basic Life Support (BLS) and Advanced Life Support (ALS) capabilities.

ALS Chase

ALS 606 is a medic chase vehicle that allows our paramedics to quickly respond to medical calls independent of an ambulance for rapid response.

UTV

UTV 606 is a custom built John Deere Gator. Housed at Station 6, ATV 606 is in close proximity to the W&OD Trail. UTV 606 can transport 4 crew members and 1 patient.

Command

Command 606 is provides a mobile command vehicle for our duty officers to respond to emergency incidents.

Community Involvement

AVFRD takes pride in our community involvement. We offer multiple events throughout the year where our members can interact with our neighbors to provide valuable safety education, fire prevention, and other community risk reduction activities.

The Department enjoys an enormous amount of support from our neighbors through donations and other signs of thanks for the service we provide. The Loudoun County Combined Fire-Rescue System and the Loudoun County government provide ample resources for training, operational funding, and other support. As a community, we are rich in resources; it is our pleasure to serve in Ashburn and surrounding areas of Loudoun County.

By engaging with our neighbors we can help our community become stronger and safer - making it the kind of place we all want to live in. Your interest in becoming a volunteer at Ashburn Volunteer Fire and Rescue Department is a brave first step in standing up for what you value and becoming a critical resource for our community.



Apply online at
ashburnfirerescue.org/apply



**ASHBURN VOLUNTEER
FIRE AND RESCUE DEPARTMENT**