



APPLICATION PACKET

CAVE SPRING RESCUE SQUAD



A Professional Volunteer Agency Since 1958
Roanoke County Rescue 3 - Cave Spring, Virginia
3260 Valley Forge Avenue - www.csrescue.org - 540.772.2943



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WELCOME LETTER — PLEASE READ

Dear Prospective Member,

Thank you for your interest in joining Cave Spring Rescue Squad.

CSRS has been serving the community of Cave Spring and surrounding areas of Roanoke County for more than 60 years providing pre-hospital care with professionally trained volunteers. As a non-profit and independently operated volunteer agency in Roanoke County, we are based out of one station with two ambulances, a squad truck, and response SUV. We answer 1,400+ emergency calls per year from persons sick or injured, motor vehicle accidents requiring extrication, fires, mass casualty incidents, and everything in between. We also provide EMS support for community events, fundraisers, sporting events, and concerts, as well as community CPR, First Aid, and EMT certification classes.

Our members range from 16 to 70 years of age and come from all walks of life and careers. Some are local high school and college students looking to gain invaluable experience before pursuing careers in the medical field while others already work in emergency rooms or hospitals and want to keep their skills up. Some members are professionals in their related careers, blue collar workers, or stay at home moms, dads, or retirees.

All of our members are trained to professional healthcare standards and hold either state and/or national certifications for EMT's, Paramedics, Extrication, and Technical Rescue.

Our application process has been crafted to find highly motivated, committed, and qualified volunteers. In addition to having a desire to serve their community, they must be at least 16 years old, have a strong interest in pre-hospital patient care, and at a minimum be willing to attend a local EMT class and achieve EMT certification within 6 months of joining.

If this sounds like something you would be interested in, please continue on in this application packet. Read all of the pages and then fill out the attached forms. Completed forms can be dropped off at the station (address below) in the drop-off box outside the main door. You can also email completed forms to deputychief@csrescue.org. If at any time you have any questions about the membership process or if you would like a tour of our station, please don't hesitate to contact us.

Whatever your interest is, you are sure to find volunteering and serving your community an exciting and rewarding experience.

Sincerely,

Glendon Robertson, Chief

Logan Spencer, Deputy Chief

Cave Spring Rescue Squad
3206 Valley Forge Ave.
Roanoke, VA 24018



GENERAL MEMBERSHIP REQUIREMENTS

All applicants seeking membership with Cave Spring Rescue Squad must meet the following preliminary requirements:

- Be at least 16 years old
- Submit to and pass a preliminary Virginia State Police background check
- Submit to and pass a FBI National background check
- Complete 6 observation shifts
- Be of good moral character
- Have a strong interest in pre-hospital patient care
- Willing to attend a local EMT class and achieve EMT certification within 6 months of joining
- Able to meet the time commitment

MEMBERSHIP CATEGORIES

JUNIOR

Our Junior Membership is for our volunteers under the age of 18. Junior members are assigned to a standard duty team and expected to run according to their scheduled shifts as well as attend all required business and training meetings. During the school year, Junior members are sent home from their duty shifts at 11:00pm on school nights. However, they are expected to stay for their entire shift at the station on weekends and when school is not in session.

Eligibility:

- Be at least 16 years old
- Able to meet the expected job requirements as listed above
- Displays exceptional maturity and character
- Submits an end of the semester copy of report card reflecting a minimum 2.0 GPA in school

SENIOR

Senior Membership is the standard membership category. Senior members are assigned to a standard duty team and expected to run according to their scheduled shifts as well as attend all required business and training meetings. Senior members also sign-up to staff trucks for special events and standbys based on their availability.

Eligibility:

- Be at least 18 years old
- Certified state or nationally registered EMT or higher
- Able to commit to the time requirement

ASSOCIATE

Associate members are required to run 24 hours a month of on-duty and/or other approved service. Associates submit their availability for the upcoming month and then are scheduled based on the needs of the agency.

Eligibility:

- Be at least 18 years old
- Certified state or nationally registered EMT or higher
- Served at least 2 years with an emergency medical services agency
- Able to commit to the time requirement

ACADEMIC

Academic members are assigned to a standard duty team and expected to run their scheduled shifts as well as attend all required business and training meetings. However, they are excused from these requirements during the regularly scheduled school year.

Eligibility:

- Certified state or nationally registered EMT or higher
- Enrolled as a full-time student in a college outside the Roanoke Valley



SUMMARY OF OPERATIONS

HOURS OF OPERATION

Monday thru Thursday Shifts
6:00PM - 6:00AM (following day)

Friday Shifts
6:00PM - 12:00PM (Saturday)

Saturday Shifts
12:00PM - 12:00PM (Sunday)

Sunday Shifts
12:00PM - 6:00AM (Monday)

During inclement weather or situational emergencies, personnel can be called up to provide staffing outside normal operating hours.

Requests can also be sent to the crew to staff trucks for sporting, concert, and community events that may be outside the normal operating hours. An individual's participation in these types of requests is based on their availability.

DUTY CREWS & SCHEDULE

Shifts are covered by 6 duty teams that operate on a six-week rotation that includes a 10-day break before repeating the cycle again. For example:

Week 1: Saturday shift
Week 2: Friday shift
Week 3: Thursday shift

Week 4: Tuesday shift
Week 5: Monday shift
Week 6: Sunday & Wednesday shifts
10-day break before repeating cycle

STATION & APPARATUS

RESCUE STATION 3

CSRS operates out of one station located at 3206 Valley Forge Avenue covering Cave Spring and the surrounding areas of the Roanoke Valley per mutual aid agreements. The station has four bays capable of housing up to eight apparatus. It is also equipped with two kitchens and a dining area, small and large conference rooms for classes, meetings, and events, multiple offices, separate male and female bunk rooms with shower facilities, laundry room, high-speed Wifi throughout, and living area equipped with couches and a big screen TV, HD-cable, X-box, and Netflix.

APPARATUS

Ambulance 32
Ambulance 33

Squad 3 Rescue Crash Truck
Car 30 Response SUV

LINE OFFICERS

CHIEF	Glendon Robertson
DEPUTY CHIEF	Logan Spencer
TRAINING LT.	Gabrielle Lewis
LOGISTICS LT.	Taylor Powell
EQUIPMENT LT.	Lindsey Arnold
CAPTAIN	Michael Clark
CAPTAIN	Adam LaChappelle
CAPTAIN	Nermina Hodzic

BUSINESS OFFICERS

PRESIDENT	Laura Alexander
VICE PRESIDENT	Dave Podruchney
SECRETARY	Gabrielle Lewis
TREASURER	Pam Cooper

APPOINTED POSITIONS

PIO	Noah Dean
CHAPLAIN	Bill Whitlow
COORDINATOR OF ACADEMIC, ASSOC., RESERVE LIFE	Steve Ferguson

FLOW CHART FOR PROSPECTIVE MEMBERS

1. Read the Welcome Letter, General Membership Requirements, and Membership Categories sections of this packet.
2. Complete all of the forms in this packet and return them to the rescue squad any weeknight after 6:00pm or anytime on the weekends. You can also email the completed forms to deputychief@csrescue.org.
3. The Deputy Chief will email you acknowledging receipt of your application and will send your forms to Roanoke County to begin processing your Virginia State Police background check. (When filling out your forms, please be sure to write down a legible and working email address.) You must pass this initial background check. Results can take between 5-7 business days to return.
4. When you have passed your initial background check and been given Observer clearance, the Deputy Chief will notify you via email and send you a copy of our Observer Guidelines that will instruct you in how to sign up for 4 observer shifts. These shifts will help you get a glimpse into what EMS life is like with Cave Spring Rescue Squad and give us an opportunity to get to know you.
5. A 1st Reading of your application will occur at our next scheduled business meeting. Meetings are the first Wednesday of each month and begin at 7:30pm at the station. You are encouraged to attend.
6. Once you have completed your 6 observer shifts, you will be contacted to schedule a time to meet with Jennifer Sexton of Roanoke County to have your picture taken for your ID and fingerprints submitted for an FBI National background check. NOTE: Your national background check can take up to a month or more to process so it is strongly encouraged that you meet with Jennifer as early as possible. If you are under 18, a parent or legal guardian must accompany you.
7. The Membership Committee will contact you to set up an appointment for an interview. If you are under 18, a parent or legal guardian must accompany you.
8. Upon receipt of the results of your FBI National background check and per the recommendation of the Membership Committee, a 2nd and Final Reading of your application will occur at the next scheduled business meeting. The crew will then vote to accept or decline you as a Probationary Member. You MUST be present at this meeting.
9. If accepted for probationary membership, you will be issued a uniform, ID, and assigned to a duty team (unless applying for Associate Membership) for a 6-month probationary period. If at any point during your probation the crew is not satisfied with your progress or feels that the relationship between you and the agency is not a good fit, the crew can vote to terminate your probationary membership.
10. Upon completion of your 6 month probationary period and having fulfilled the eligibility requirements set forth for the membership category you applied, the crew will vote to approve or deny your request for full membership.

APPLICATION CHECKLIST

- ☐ Read the Welcome Letter, General Membership Requirements, and Membership Categories sections of this packet.
- ☐ Submit all completed forms for processing by either dropping them off at the station or emailing them to deputychief@csrescue.org.
- ☐ Pass a Virginia State Police background check.
- ☐ Sign-up and observe during 4 observation shifts.
- ☐ Attend 1st Reading of your Application at Business Meeting.
- ☐ Meet with Jennifer Sexton of Roanoke County to have fingerprints submitted for an FBI National background check.
- ☐ Interview with the Membership Committee.
- ☐ Attend 2nd and Final Reading of your Application at Business Meeting. Crew votes to accept or reject as Probationary Member.
- ☐ Accepted for 6-month Probationary Membership
- ☐ Issued Uniform and personnel ID badge
- ☐ Assigned to Duty Team # _____
DTC: _____ DTC's # _____
- ☐ Given access information to Aladtec and Facebook group
- ☐ Signed up for EMT class (if applicable)
- ☐ Received EMT certification
- ☐ Completed 6-month probationary period as well as probationary packet.
- ☐ Voted on as Full (Junior, Senior, or Associate) Member of Cave Spring Rescue Squad.

If at any point you have any questions, please contact the Deputy Chief.
deputychief@csrescue.org