

Volney Volunteer Fire Corporation



Firefighter and
Emergency Medical
Services

Active Members
Orientation Materials

What to Expect in Your First Year

Regardless of your prior fire fighting/EMS experience, your first year in the department is going to be a time of adjustment. Any new member will have to spend a lot of time at the beginning getting use to how the department runs. These corporation and district structures, as outlined elsewhere in the materials, will give you a good start, but there's a lot more. You'll learn who to go to for gear problems and who's in charge of training. Don't be shy – ASK QUESTIONS !!!!

Your first couple of weeks it's important to get to know our trucks and where we keep our fire fighting and EMS equipment. If you get to a meeting/drill early, spend a few minutes opening up each compartment and seeing what's in there. If you don't know what something is ASK !! You can never be too familiar with a truck. If you're new to the fire service, you'll want to take the Firefighter 1, EMT, Scene Support or Fire Police course to meet your basic training requirements. Taking the Firefighter 1 course in the first year is mandatory.

Weekly training nights are your other major opportunity to learn. Make sure you get at least one turn actually doing the skill at hand. New people tend to hang back waiting for people to tell them it's their turn. Volunteer and learn how to do it correctly during drill when you can make mistakes easily. If you have experience at other fire departments, you'll still have to get to know the department and its members. To do interior firefighting you'll have to become SCBA qualified with our department. Talk to an officer and learn the requirements, but one key part is a physical to ensure you are in good shape. ALL active members are required to have annual physicals, usually in the spring at no cost to the member. Every member participating in weekly drills must have their blood pressure taken before being allowed to participate.

During the year we have many fundraisers. It is expected that everyone pitch in on as many as you can spare the time for. This also includes our annual Fireman's Field Days which is generally the third weekend in June. Yes, there is a ton of dedication and time invested in our corporation but that is why we are called "VOLUNTEERS!"

There are several fun corporation get-togethers throughout the year. We have a September family picnic which usually includes a cookout, lots of foods, softball, volleyball and who knows what else. There's a holiday parties in December for both kids (with Santa) and adults. We hold our annual installation banquet in January and this is a more formal event for members and their spouses. Each event has a committee that plans the event. It's important to get involved with a committee and become part of the process. You'll feel more a part of the corporation and it lightens the load for everyone. Of course, getting your training completed is a priority, but keep the committees in mind. We have monthly business meetings, held on the second Wednesday of each month. The decisions made are important to the corporation's smooth operation. You won't be able to vote until you are no longer a probationary member (after 12 months) but we expect you to participate in discussion.

So --- ask questions, pitch in and get involved. Your participation makes us a better department. WELCOME ABOARD !!!!!

The Organizational Structure

Volney Volunteer Fire Corporation (Governed by the Executive Board)

President – Robert Coant

Vice President – Roberta Weldin

Treasurer – Ron Frawley

Secretary – Brandie Hudson

5 Board Members:

Chuck Stevenson, Linda Holmes, Brandon Brown, Jeffrey Brown, James Clark

Chaplain - vacant

Line Officers – responsible for day-to-day operations

Chief (2801) – Wesley Loomis

1st Ass't Chief (2802) – Ed Weldin (in charge of drills and training)

2nd Ass't Chief (2803) – Bill Brown (in charge of burn ups)

2 Captains – Roberta Weldin/vacant

2 Lieutenants – Ryan Buck/Jeff Brown

Engineer – Ed Weldin

Fire Police Captain – Tom Ranieri

Equipment Manager – Brandon Brown

Training Officer (2802) – Ed Weldin

VOLNEY VOLUNTEER FIRE CORPORATION ORIENTATION CHECKLIST

www.volneyvfc.com

Organizational Roles and Responsibilities

Line Officers
Executive Officers
Explorer Post
Elections
Exec Bd, Line Officers – First Wednesday in Dec.
Types of members – Active, Support, Restricted (14-18), Corporate, Social,
Honorary/Lifetime

Normal Schedule of Events – posted on the boards & website

Board of Director's Meeting 1st Wednesday of the month – 6:00pm –
Monthly membership meeting - 2nd Wednesday of the month – 7:00 p.m.
Training Drills - 3rd, 4th & 5th Wed. of the Month
Bingo every Tuesday evening – 6:00 p.m.
No regular events on scheduled holidays

Active Member Minimum Standards

Firefighter 1 within first 3 years OR
EMT within 2 years OR
Scene Support/Fire Police within 1 year
Attendance requirements
Maintenance – 1 per quarter
Training – 3 per quarter
Meetings – 1 per quarter

Probation

12 month from starting with the department.
Need to prove your interest in the dept.
HEP B shots obtained

Post Probation

Able to vote in elections/department meetings

Training

Blood borne pathogen training; Universal Precautions
Use of Disposable Gloves – ALWAYS !!
Contamination stays at fire station – Showers available at the station
NIMS 100/700 required within first 6 months – available via the web at your convenience
<http://training.fema.gov/emiweb/IS/crslist.asp>
CPR qualified within 6 months, not required but HIGHLY recommended.

Outside classes available at no cost to members.

County classes posted on the county fire coordinators web site, linked from our web site.

Any outside training requires approval from the Chiefs; fill out a training form in advance of any deadlines for the class.

Training approval forms available in the file cabinet and on the VVFC web site.

State Training Authorization Form needs to be signed by Chief in advance of attending state training.

Additional classes posted on bulletin board in radio room and on website.

Standard Operating Guidelines (SOP's/SOG's/Best practices)

Access to electronic and hard copies of SOP/SOG's

Required reading

Who to contact with questions

Acknowledgement forms needs to be completed and returned in a reasonable amount of time.

Turnout Gear

Coat, bunker pants and boots, helmet, gloves, safety glasses, Accountability Tags, SCBA mask, hood (always worn unless line officer/Chief says otherwise)

Winter clothes/Summer socks/etc. kept at station.

Care of turnout gear (washing instructions attached to washing machine). Never take dirty stuff home, clean it at the station.

Uniforms

Class A, B & C

Class A Dress uniform is provided for those who participate in parades (marching), funerals & honor guards (these include hat, badge and pins)

Class B & C are earned by working events and/or achieving Member of the Month

Class B (Blue button down shirts/711 pants with badge/patches) – Standbys, Engine 91 details, Open House, etc.

Parades – Class A for marching and minimum Class B for driving trucks

Class C (Embroidered Shirt) – BBQ's, work details, Bingos, etc.

Station Access

All regular members have keys to stations 1 and 2

General use includes all keyed-alike doors

Pagers (Motorola Minitor III, IV and V)

How they work

Differences

Protective case recommended

Responding to the Firehouse

General types of calls with associated Fire Equipment response order

EMS

Structure Fire

Vehicle Accident

Other

NO ALCOHOL OR DRUGS ARE TO BE CONSUMED PRIOR TO EMERGENCY CALLS, MEETINGS, DRILLS AND WORK DETAILS. Very strict policy. Safety, and patient perception.

Fax Machine- fax sent upon initial dispatch and at the conclusion of the call (back in service) receive initial call information, fax accompanies the first due rig.
Giving way to senior or qualified firefighters and EMS personnel
Must remain at the station until units call back into service or are placed into service
Blue Light- courtesy light ONLY
Obey all street signs, posted speed, road markings, and school buses.
Answering the base station; communicating with Fire/EMS dispatch. Only use the radio if you are trained to do so.
Responding to the scene with your Personal Vehicle – DON'T.
Chiefs respond directly to scenes unless they feel the need to get rig at station, all other members respond to the station for all alarms.
Must use seat belts on the rigs while responding to and returning from all calls. No un-necessary talking on the rigs while responding to alarms. Everyone must be attentive to orders/radio communications being delivered by Fire Dispatch or command.

Conclusion of the Call

Backing the rigs into the bays – spotter/backer required at all times.
Rigs must be refueled after every use and properly logged in log book on each truck
Clean-up of the rigs, SCBA's, tools, and gas operated equipment.
Replenish any supplies used during calls on every rig
Senior officer/person should fill out reports after every call for tracking statistics.

Qualifications

SCBA Use – requires FF1 and OTVFD training.
Driving the Rigs – 21 years of age, extensive training, drive and operate whole truck, LENS program.
Successful completion of EVOC (Emergency Vehicle Operator Course).

Business Meetings – 2nd Wednesday of month – 7:00pm

\$1.00 50/50% Raffle

Member of the month nominations – Any member can submit a nomination for someone in the department that has gone over and above the normal duties/requirements.
Please contact President or Secretary in advance if you cannot make a meeting. If you miss one, here or there, it is not a big deal but we do have minimum attendance requirements.
Annual election of officers is always the 1st Wednesday in December.

Drills – Each Wednesday after 2nd Weds.

Protocol sheet of monthly tasks
Special assignments as needed, when in doubt, ASK !!

Social Functions

Adult Christmas party/Installations of Officers (always 2nd Sat in January)
Children's Halloween Party (always on Halloween Eve 10/31)
Children's Christmas party w/ Santa & Presents (Dec)

Fund Raising Events

Chicken BBQs (7-8/year), Breakfasts (6-7/year), Field Days, Bingo (weekly), miscellaneous fund raisers

Committees

Get involved, suggested that every member be on at least 1 committee
Fire Prevention Week, Open House, Buildings & Grounds, Sick, By-Laws, Membership, New truck, Morale, Financial, Flag, Field Days, Installation, Halloween, Parade, and Fund Raising.

Computer Use

"I am responding" system. – Fill out the form so you can participate.
Navigating the VVFC web site
Computer use at the station is prohibited except by authorized personnel
Home E-mail and contact information to be posted under "Members Only" section of VVFC home page
Frequent updates from corporation officials via e-mail

Conduct In and Around the Station

No use of profanity or inappropriate behavior.
Alcohol can be consumed only at social events of the corporation.
Soda & snacks are provided in vending machines at a reduced price. Please recycle cans.
Coffee – can be made on second floor for standbys, special details, etc.
No Restricted members may be in stations without adult member accompany them. They must also obey curfew per the corporation by-laws

Use of Station Property

Tables and Chairs – Although we do NOT rent them out, special permission may be granted by the board of directors for member use only.
Kitchen and Meeting Room use – Fill out Building use form, submit prior to the monthly
Washing Personal Cars in/at station can only be done with permission of the chiefs.

Miscellaneous

Notify Chief and/or OIC if injured while at a call, drill or work detail.
How to report equipment in need of repair. Out of service white board. Critical items – notify a chief (or appropriate committee chair) ASAP.
Confidentiality Rule – Designated spokesperson on the scene of an incident regarding news media is the highest-ranking officer at the scene. DO NOT SAY ANYTHING to the news unless you are directly told to do so. Always hold media away from the scene unless directed otherwise. Advise command of their presence and they will deal with them.
All members working Bingo events must have picture ID issued by Bingo Chairman.
Parking your vehicle at the station must be in designated areas & NEVER in front of bay doors!
Fire/EMS Dispatch evening announcements @ 1830 hours each evening.
Sick member/family (spouse/immediate children). Notify Sick Committee member or chair. Dept. typically sends flowers or fruit basket for hospitalization.
Funerals attend by dept. as a whole.
Only authorized persons may pick up mail at the Post Office.
NY State driver's license for active FF's
Membership card – issued and signed by president
Blue light card issued and signed by chief
Special work details may be announced via pager or email, please make every effort to attend if you are able to.

New member timeline/information sheet

Member's name _____

Date completed:

- _____ Sign master copy of by-laws upon becoming a member
- _____ Submit application with any credentials/qualifications
- _____ If transferring submit letter from previous chief
- _____ Active member application submitted to the Chief for probationary approval at next Fire District meeting
- _____ Commissioner's approval date
- _____ Member notified of approvals
- _____ Photo and personal info sheet completed and posted.
- _____ Physical paperwork submitted
- _____ pulmonary function test – If planning on being interior.
- _____ Pager issued
- _____ Station key issued
- _____ Member information sheet submitted
- _____ Driver's license info submitted
- _____ District insurance beneficiary form submitted
- _____ "I am responding" form submitted
- _____ Proof of Hepatitis shots or refusal form signed
- _____ Copy of Bylaws, SOP's, and policies received
- _____ Turn out gear issued
- _____ Mask fit for SCBA usage
- _____ Accountability tags received
- _____ Name/phone number added to dept. roster
- _____ Name/phone number added to dept. website
- _____ Member's only access to web site. Give user name and password to Bob Coant
- _____ New member orientation class – review all information
- _____ Application copies submitted to Executive Board and Chief
- _____ Line Officer's approval date
- _____ Department membership approval date

Completed form(s) to be completed and filed in member's personnel folder.