

Member Application



Name of Recruit:

Volunteer Application

Membership Process

1. Obtain and Complete Application
2. Pass Background Check and Internal Application Review
3. Attend three trainings or equivalent shift time
 - a. Complete and turn in "Time Tacking Sheet." This sheet is your responsibility.
4. Complete Medical Exam
5. Obtain PPE/ Probationary Uniform / Employee Handbook
6. Obtain Locker
7. Initiate Candidate Task Book
8. Attend trainings and maintain required minimum shift hours
9. Complete Candidacy period
10. Candidate Review by Command Staff
11. Remain in Good Standing Status

** This process may be modified based on qualifications and background.*

--- Pre-Membership Checklist ---

- Pick up Membership Application and Volunteer Overview (includes district info)
- Submit completed membership application to Administrative Assistant
- Internal application review (Lt. Jake Best)
- Background check done by Background Investigations Services. This includes driving history and criminal history.
- Familiarization period (three consecutive trainings, or equivalent shift time as observer)
 - District familiarization
 - Policy and procedures familiarization
 - Personnel familiarization (get to know the co-workers!)
 - Attend trainings as observer/limited participant

Observer only on runs (Ride-Along Form Completed)

Complete Time Tracking Sheet

--- Membership Starts ---

Candidate membership starts (Approx 6 months)

Receive PPE / Candidate Uniform / Gear Locker

Blue leather fronts for helmets will be worn by the firefighter until successful completion of candidate review.

Obtain Locker

Participate in trainings and training courses

Obtain candidate task book and meet with training officer

After successful familiarization period (Time Tracking Sheet)

Maintain shift hours (24 hours per month in station)

Attend trainings (50 hours of training a year)

Comprehension of basic procedures

--- After 6 months of membership Command Staff meets and Chief decides on candidate's status ---

Badges and full uniform are issued after Chief and Command Staff review

Emphasize participation, to increase learning and maintain interest

Leather Helmet Fronts: Black leather fronts are available for purchase and to wear on helmet after probationary board of review.

Welcome to the Greater Eagle Fire Protection District!

Introduction:

You are about to embark on one of the most exciting new challenges in your life. This packet has been organized to help answer questions you may have prior to making an application to the district. It is designed to provide a general overview of our organization and provide answers to questions you may have during your first few months of service.

Overview:

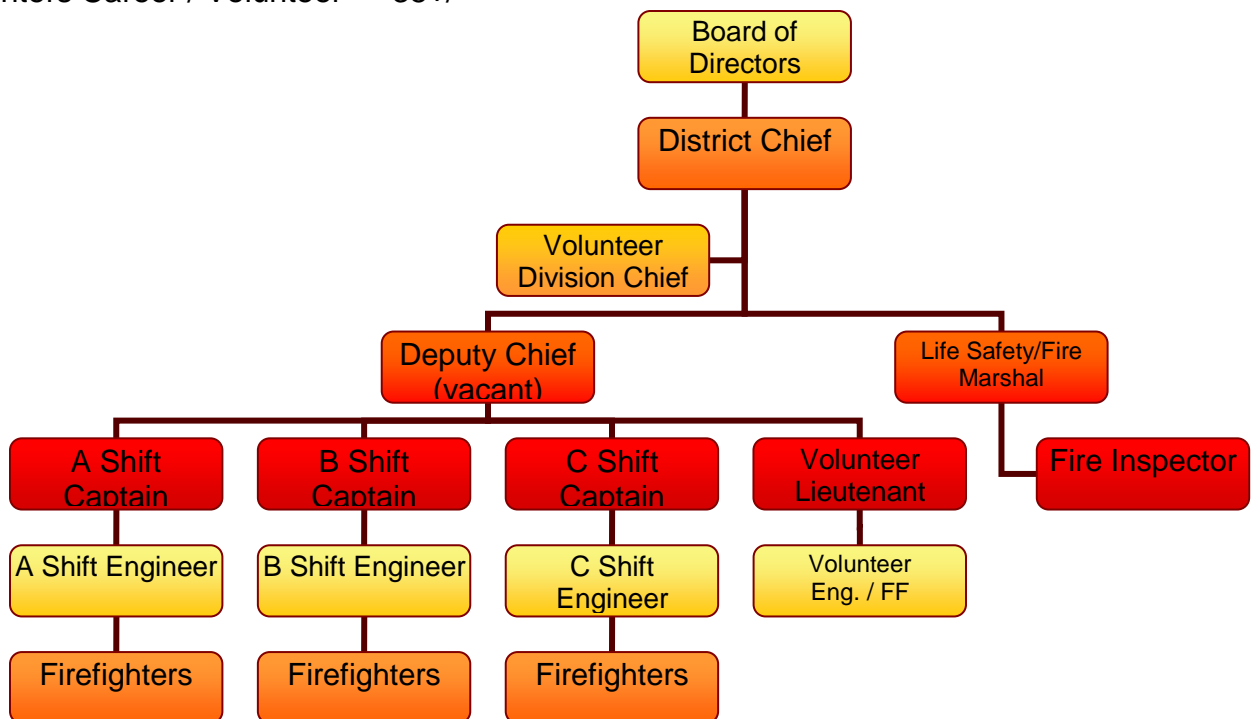
We are a proud organization that relishes our traditions and flourishes on progression. We are made up of both committed volunteers members and dedicated career Firefighters and Officers. The Greater Eagle Fire Protection District uses state of the art tools to serve our customers in a professional and courteous manner.

Mission Statement:

To provide prompt, courteous, and professional fire prevention, suppression, emergency medical, rescue, and related emergency services to the residents and visitors of the GEFPD.

Chain of Command:

Board of Directors	5 elected members
Chief	1
Division Chief	1
Fire Marshall	1
Captains	3
Lieutenants	2
Firefighters Career / Volunteer	35+/-



Past:

In the past fire protection was an all volunteer self funded department that started in 1924. The first fire truck was purchased in 1937 and was housed at the old town hall. The fire district was founded in 1976 and moved to the current location after purchasing land from the Eagle County School District. In 1996, the district hired two part-time firefighters and a full time Chief as the call volume increased. Since then, the district has continued to add staff proportionately to the amount of calls received.

Present:

The annual call volume averages around 800-900 per year. The district covers these emergencies by running three rotating shifts of 48 ON / 96 OFF with a crew of 4 providing a 24/7 response. In addition, the district employs 1 District Chief, 1 Fire Marshal, and 1 Executive Assistant/HR. Our volunteer workforce is our backbone. The volunteer members often fill in gaps of coverage and provides additional manpower.

Future:

In the coming years, the district anticipates opening 1 new fire station. The district's vision is to provide the highest service possible, while increasing manpower and adopting new industry methods and standards. The district also anticipates the replacement of an aging fleet of fire trucks.

Services Provided:

The GEFPD Life Safety Division provides: fire prevention programs, fire safety inspections (commercial and private), fire investigations.

The GEFPD Suppression / Operations Division provides: response to all hazard emergencies (fires, emergency medical, rescue, hazardous materials), as well as, non emergency support (water leaks, lockouts etc). Community Service Programs include: car seat checks, senior citizen program, and many community events throughout the year.

Volunteer Benefits:

- Self satisfaction of helping / serving others
- Quality, modern, and safe training
- Modern Gear
- Well maintained apparatus and equipment
- Medical Evaluations

- VFIS/LOSAP pension plan
- AD&D insurance
- Lifelong friendships
- Quarterly stipend reimbursement

Requirements:

- 18 years of age.
- At the time of filing, applicants must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. For more information regarding citizenship requirements, please contact the U.S. Citizenship and Immigration Services (USCIS) of the Federal Government.
- Must not have used any illegal drug within the past 3 years from date of application.
- Pass a criminal background and driving history check. Must be of good moral character. No felony convictions. No misdemeanor convictions involving perjury, fraud, false statement or domestic violence.
- Complete 6 month candidacy period

Equal Employment Opportunity Statement:

- The Greater Eagle Fire Protection District is an equal opportunity employer. The Fire District makes employment decisions without regard to political affiliation (for non-exempt positions), race, color, gender, age, marital status, religion, national origin, medical condition, disability and other status protected under federal, state or local law.

Medical Evaluations / Physicals

Purpose: To provide operations firefighters with a baseline, then an ongoing medical evaluation to help determine and maintain a standard of health for the District's Firefighters. The intent of the physicals is to reveal illness and limitations that may affect the health and safety of the District's Firefighters and to help them maintain a healthier lifestyle to ensure a long and productive career in the fire service.

Goal: The medical exam is intended to meet NFPA, OSHA, and CDOT requirements for Firefighters, Hazardous Materials Responders, and Commercial Drivers Licenses.

Failure to complete the required medical examination may result in a delay of obtaining next level or suspension from line duties.

Firefighter Exam

All triennial, biennial, or annual examinations will be comprised of the following the Colorado Statue University standards, which are highlighted below.

Schedule all tests and labs to be completed a week before the exam to allow the Doctor time to review and be prepared to discuss results during exam,

Fast for 12 hours prior to lab work; be prepared to urinate.

This requires three trips to the clinic

Lab and Tests

PPD Reading

Exam

Full Firefighter Exam	
Physical	Personal Medical History
	Health Risk Questionnaire/Analysis (CDL Form)
	Vision Screening
	Audio Screening
Labs	Complete Blood Count
	Lipid Profile
	Urinalysis
Special Tests	Spirometry (Pulmonary function testing)
	EKG (12-lead)
	PPD Test (Tuberculosis)
	Chest X-Ray (Only if firefight has not had one, or Doctor specially orders it)

Full Firefighter Paperwork	
Take to exam (as complete as possible)	Medical History Form
	Physical form- DOT form
	Appropriate Fit / Unfit Form
	Signed Permission Letter
Return to Administration	Fit / Unfit letter Doctor
	Completed DOT Form (If Applicable)

Procedure:

- Notify Administrative Assistant that you will need to set up a physical exam
- Firefighter coordinate with administrative assistant for scheduling of visit(s)
 - Call the **Eagle Valley Medical Center** which is provided by the Administrative Assistant
 - Tell them you are a Greater Eagle Fire Protection District Firefighter and you need them to set up a physical
 - Be sure to request **Dr. Dent** (Eagle) or Dr. Olson (Avon) to perform the physical
- Bills for the exams will come from Eagle Valley Medical Center and Mountain Radiology.
 - All bills for firefighter exams go to:
Greater Eagle Fire Protection District
PO Box 961
Eagle, CO 81631

Follow-ups:

- Any required follow-up Doctor appointments are to be taken care of by the firefighter at their own expense.
- Follow-ups need to be taken care of as soon as possible.
- Frequency of Exams
 - 18-29 years old - Every 5 years
 - 30-39 years old - Every 3 years
 - 50 + years old - Every year
 - CDL Holders under 30 - Every 2 years or expiration of medical CDL card, which ever comes first.

Record Keeping:

- Complete record will be kept on file at the Eagle Valley Medical Center.
- Following a member's medical evaluation, the Administrative Assistant will receive a letter from the evaluating Physician(s), which will include the following information: the member's fitness status (fit/unfit), or whatever limitations need to be imposed.
- The District will keep the results given to the District in a locked/secured file which ensures confidentiality.

Medical Conditions Discovered:

In the event that a clinically significant medical condition is discovered which may affect the firefighter's ability to safely perform assigned duties, the following steps will be taken:

- The firefighter will be placed on light duty or moved to a support firefighter position
- The Department's Physician(s) will attempt to contact the member on the same day that the medical condition is discovered. The Physician will explain the medical condition and refer the member to his/her private Physician for further evaluation.
- After the Physician has contacted the member, the Physician will contact the Fire Chief or his designee.
- The Physician shall advise the Chief or his designee of any limitations that are necessary due to the medical condition. This member shall be restricted to performing those duties that have been approved by a Physician.
- A member may return to full duty when approved by a Physician. The Fire Chief or his designee may require a member to go through a full medical evaluation before returning to full duty.
- In the Event a determination has been made that the member has a substance abuse condition, the member will be directed to utilize the Employee Assistance Program. If the member refuses and the abuse may impair the member from safely performing his/her assigned duties, this may be the grounds for immediate termination. If the member is undergoing counseling, and the abuse problem does not impair the member from safely performing his/her assigned duties, then the member may continue to attend training and respond to incidents. The Fire Chief has the authority to determine a reasonable amount of time for treatment of the substance abuse problems.

Expectations:

- Acquire at least 50 hours of training per year
- Respond to Calls and pull 24 hours of shift work per month
- Participate in Community Service and Community Functions
- Respect yourself and respect others
- Fire service is a brotherhood – treat each other like family, we are all equals
- Follow all safety procedures
- Follow orders and instructions
- Report any unsafe or broken equipment
- Report harassment of any kind, and any inappropriate behavior immediately
- Conduct yourself professionally and ask questions
- Maintain a professional look
- Report for duty on time and be fit for duty

Code of Ethics:

Regardless of status (career or volunteer), we are professionals. We are trusted by the community in their time of need. We MUST respect ourselves, each other, and our bosses/customers (the public). Lying, cheating, stealing will not be tolerated. We are men and women of honor, integrity, pride, and humility with high moral and ethical standards. We will act as such both on and off duty.

Typical Training Progression:

First 6 months: Candidate Task Book, CPR/AED/BBP, ICS 100/200 and NIMS 700/800

7-18 Months: Firefighter I Academy, NWCG S130/190, EMS Training, Haz-Mat Operations, EVOC training, IFSTA Driver Operator – Utility, Task Books for 912 and 914.

18-30 Months: Firefighter II Academy, IFSTA Driver Operator - Pumper, Large Engines Task Books. CMC fire science classes as requested. Additionally, other outside training opportunities the firefighter would become eligible for.

After 30 Months: Specialty trainings and advanced training. In addition, any remaining vehicle task books and recertification training will be conducted at that time.

Previous Fire / EMS Training: We strongly encourage those that have previous experience to join our volunteer ranks. Proof of all certifications must be turned into

training division. The training division can also help with reciprocity issues. Despite having previous experience all new members must complete the Pre-Fire task books, vehicle task books to become fully oriented to GEFPD policy and procedure.

Expenses:

Personal Protective Equipment: The district provides all required PPE for structure fire, vehicle fire, Hazards-Mat response, and EMS calls. The district provides all required PPE for wildland firefighting with the exception of boots. Contact the wildland division for boot specifications. The district provides limited PPE for technical rescues (swift water, ice rescue, rope rescue etc.) Any gear can be purchased independently with prior approval from the Safety Officer (hoods, gloves, boots, etc). Members buy their own special tools such as: (spanner wrenches, webbing, knives, etc). In addition, members on probation are highly encouraged to contact an officer prior to purchasing personal gear for advice as to appropriateness and function of the item (s).

Training: The district pays for all direct cost(s) for all required certifications. Firefighters are encouraged to seek out further training. This further training must be approved by the training division first, and may or may not be paid for by the district. Reimbursements for training must be arranged for prior to class registration and be mutually agreed to by the training division and the firefighter.

Other Costs: There may be times when firefighters are asked to contribute to a “good cause”, such as, birthdays, gifts, firefighters in need, etc. These contributions are entirely voluntary and there is no expectation. There may be occasions when firefighters are asked to use their personal equipment, such as a vehicle. If reimbursement is required from the district, this must be arranged with the Chief prior to use of said equipment.

OPERATIONS:

Housekeeping: Cleanup after yourself and help others clean up. We are proud of our equipment, station, PPE, offices and living quarters. Except for what we have purchased, we do not own the above mentioned items, the tax payers do. It is our responsibility to take care of it as though it is our personal property.

General Rules:

- No bunker gear is to be worn beyond the grey metal door behind Platform 9 (935) that leads into the training room. This is for safety reasons.
- PPE must be washed per manufactures’ instructions and recommendations on a regular basis.
- All equipment must be returned to usable service after each use. This may include washing, lubricating, re-stocking, no matter time of day.
- All bedrooms are to be kept clean and displayable to the public at all times.
- No Running, move with a purpose
- No Horseplay

Shifts: We are a fire district that runs on three separate shifts, not three separate departments in one district. Each shift has a unique personality but still maintains the GEFPD mission statement. Volunteers should strive to distribute their volunteer hours between all three shifts for a well-rounded volunteer experience. Each shift Captain has their own additional areas of responsibility, such as overseeing the following programs: Wildland, Hazardous Materials Response, and Training. Each shift has daily, weekly, and monthly responsibilities. These include events such as: calls, truck checks, training, inspections, physical fitness, house chores, and fire prevention education. For planning purposes, volunteers are asked to sign-up for shifts on the shift calendar. Volunteers and career members are expected to show up for duty on time, in uniform and ready for work. Volunteers are expected to participate with shift activities unless they are working with administration on other projects. The district does not typically pay for meals during routine shifts. Firefighters are expected to pay or bring their own food (best to coordinate with the Shift Captain). Unless arrangements have been made with the Shift Captain, all firefighters are expected to be out of bed and ready for work at 0730 hours. Shift Captains will provide “safety naps” during the day if necessary due to call load the previous night. Volunteers are not to pull more than 48 hours of continuous shift time. In other words, after 48 hours ON, the firefighter must take 24 hours OFF from the station.

Calls: The GEFPD utilizes “On the Job Training” as much as is safely possible. Unless otherwise directed, the Shift Captain makes truck assignments based on training and experience of available firefighters, call load, and other considerations. Firefighters are expected to follow orders from the Incident Commander, Division Supervisor, or Team Leader. Firefighters are expected to inform their supervisor of safety concerns or limitation of ability to perform assignments as soon as is possible and appropriate. Firefighters are required to wear all PPE appropriate to the incident for the duration of the call until IC or Safety informs otherwise. Firefighters are to follow all SOP’s. NEVER attempt to board an apparatus while it is moving.

Training: Firefighters are expected to be early to all training classes and trainings. Firefighters are expected to be dressed appropriately for training, and you will likely be given a truck assignment for the duration of training. Instructors expect to be asked questions pertaining to the topic being covered so ask them your questions. Practical trainings are made as safe as possible while providing real life experience. Typically, training is conducted to first instruct on the skill set (classroom), practice the skill (classroom and training ground), and master the skill (training ground and calls). No harassment will be tolerated at any time. When traveling to other jurisdictions for training, behave in a professional manner. Dress as a professional. Respect other district procedures, cultures, and equipment. When available, a district vehicle may be used for transportation.

Use of District Vehicles: Each vehicle has a specific signoff procedure before it can be operated by any firefighter. At NO time may a firefighter be under the influence of alcohol and operate any piece of equipment or vehicle. All laws shall be followed while operating any vehicle. District vehicles may not be driven to any inappropriate location (bars, strip clubs, adult bookstores etc.) unless for specific district business. The same applies for anyone wearing GEFPD apparel, uniforms, etc.

For questions regarding:

Safety, Medical Evaluations, Volunteer Concerns, Volunteer Uniform Orders, Volunteer Pension, contact Captain Bill Kennedy or Lieutenant Jake Best.

For questions regarding Training, contact Lieutenant Chris Shannon.

For any questions pertaining to your new volunteer lifestyle or any problems you are having with your volunteer status contact Lieutenant Jake Best or your assigned mentor.

Policy and Procedure: The district utilizes an Employee Handbook and a set of Preferred Operating Procedures (also called SOP's) to provide guidance and rules. Most policy and procedure comes from the ranks. Firefighters who desire a change in policy or procedure should make those recommendations to their Lieutenants or Captain. The officers then make their recommendations to the Chiefs. Much thought and effort has been put into the documents to provide for an efficient, effective, fair, and safe management tool. Policy and procedure regarding matters of safety are not flexible.

Conclusion:

Thank you for your interest in volunteering with the GEFPD. Remember, this is just an overview of our district. The officers and senior firefighters will guide you through your career as a Firefighter and are great resources for answers to your questions.

Greater Eagle Fire Protection District – Tracking Sheet for Recruit

Volunteer’s Name: _____

Ride-a-Long time: 6, 8, or 10 hours or hours agreed on by the recruit and Shift Officer. Recommended to participate with each of our A, B, and C shifts.

<u>Date</u>	<u>Daily Activities / Incidents / Trainings conducted</u>	<u>Hours at Station</u>	<u>Officer’s Initial’s</u>
1)			
2)			
3)			

- Recruit volunteer applicant is to keep this form until all fields are complete.
- The applicant will meet with either the Division Chief, Lieutenant of Volunteer Members, or the Command Staff/Officer on Duty.
- Depending on experience level of applicant, with approval from the District Fire Chief, the six month probationary period may be reduced, modified, or waived. The Fire Chief has to note the reason why he is altering the requirements and date:

Reduced _____ Date _____
 Modified _____ Date _____
 Waived _____ Date _____

- Once this form is completed, applicant must deliver this form to Admin/HR.
- HR notifies the equipment distribution FF - the applicant is ready to receive uniform/PPE gear.
- HR notifies the Training Division - the applicant is ready to visit with our Training Division.
- The applicant is added to the roster in Emergency Reporting and Fire Manager as a Candidate.
- HR notifies the Prevention Officer - the applicant can be granted building and badge access.
- This form is placed in applicant’s personnel file.

Received by Admin/HR _____ Date _____

Signature