

# Volney Volunteer Fire Corporation



Firefighter and  
Emergency Medical  
Services

New 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 and Scene Support course to meet your basic training requirements. Taking the Firefighter 1 course in the first year is mandatory.

Weekly training nights are held on Wednesday nights and 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 party in December. We hold our annual installation banquet the second Saturday 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 – David Phillips

Vice President – Adam Howard

Treasurer – Michael Metcalf

Secretary – Samantha Brown

Financial Secretary – Jeffrey Brown

5 Board Members:

Bob Coant, Dan Matychak, Ryan Buck, BJ Ingersoll, Jimmer Clark

Chaplain – Rev. David Grey

Line Officers – responsible for day-to-day operations

Chief (2801) – William Brown

1<sup>st</sup> Ass't Chief (2802) – Jeff Brown (in charge of drills and training)

2<sup>nd</sup> Ass't Chief (2803) – Ryan Buck (in charge of burn ups)

2 Captains – Brandon Brown, Mike Metcalf

2 Lieutenants – David Phillips, Greg Goodrow, Adam Howard

Apprentices –

Engineer –

Fire Police Captain – Tom Ranieri

Equipment Manager – Brandon Brown

Training Officer (2802) – Jeff Brown

Safety Officers – Robert Coant, David Phillips

# **VOLNEY VOLUNTEER FIRE CORPORATION ORIENTATION CHECKLIST**

[www.volneyvfc.com](http://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), Explorer, 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 – 1st Wednesday of the month – 7:00 p.m.

Training Drills – 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> 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 year

Scene Support within 1 year

Attendance requirements

Training – 36 hours and annual OSHA training

Meetings – 50% of all meetings annually

Work one monthly bingo event

## **Probation**

12 month from starting with the corporation

Need to prove your interest in the corporation

Three (3) and Six (6) month evaluation

## **Post Probation**

Able to vote in elections/departments 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 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). Turnout gear does not get dried. 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 less formal or "work" uniforms

Class B (Blue button down shirts/511 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** (please use I AM RESPONDING program!)

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 or released by O.I.C.

Blue Light is a 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, blow air horn to warn

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 VVFC training.

Driving the Rigs – 21 years of age, extensive training, drive and operate whole truck. VVFC SOG's must be followed!

Successful completion of EVOC (Emergency Vehicle Operator Course).

### **Business Meetings – 2<sup>nd</sup> Wednesday of month – 7:00pm**

50/50 Raffle costs \$1.00 each/3 for \$2.00

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. Work is a legal excuse but it is YOUR responsibility to catch up on what you missed.

Special drills will be announced at the training officer's discretion.

## **Drills – Each Wednesday except 1<sup>st</sup> Wednesday**

Protocol sheet of monthly tasks

Special assignments as needed, when in doubt..... ASK !!!

## **Social Functions**

Adult Christmas party/Installations of Officers

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 –members required to work one per month), miscellaneous fund raisers & activities

## **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, Kitchen and Fund Raising.

## **Computer Use**

ONLY OFFICERS are to use computer in radio room to complete paperwork

"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 website

Frequent updates from corporation officials via e-mail and VVFC website

## **Conduct In and Around the Station**

No use of profanity or inappropriate behavior.

Alcohol can be consumed only at social events of the corporation with President's or Chief's permission.

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 accompanying 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.

Weight room/exercise room may be used by any member any time and by non-members with permission and submitting facility use form.

## **Miscellaneous**

Notify Chief and/or OIC immediately 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 Engineer or appropriate person in charge 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! (except for chiefs)  
 Fire/EMS Dispatch evening announcements @ 1830 hours each evening.  
 Sick member/family (spouse/immediate children). Notify Sick Committee member or chair. Corp. typically sends flowers or fruit basket for hospitalization.  
 Funerals attend by corporation 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 fire department
- \_\_\_\_\_ Active member application submitted to the corporation body for probationary approval at next corporation 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
- \_\_\_\_\_ 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 Office assigned (Mentor's Program)  
\_\_\_\_\_ Department membership approval date

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