

Holiday Shores Volunteer Fire Department

"Serving our Community since 1977"



Firefighter and
Emergency Medical Services
Active Members

Orientation
Materials

What to Expect in Your First Year

Regardless of your prior fire fighting/EMS experience (if any), 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. The department 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 !!!!

During your first few 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 may want to take the Firefighting classes, First Responder, or EMT courses to supplement your basic training requirements. Training nights/weekends 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 the training time so you can learn in a more relaxed atmosphere before you actually need to implement the skill during an incident.

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.

The first Friday in May, we have a fish fry/barbeque fundraiser. It's expected that everyone pitch in all they can for the BBQ's. Most members have jobs they do at each BBQ, so as the new members you'll have to ask around to find a place where you're needed. Don't worry, we need plenty of help. The more of us who work at the fish fry, the earlier we get out of there on Friday evening.

We have monthly business meetings, held on the last Monday of each month. These meetings are important to the department's smooth operation. You won't be able to vote until you are no longer a probationary member (after 6 months).

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

WELCOME ABOARD !!!!!

Are the Holiday Shores Fire Protection District and the Holiday Shores Volunteer Fire Department the same thing??

The Holiday Shores Fire Protection District is the government entity that has the ability to levy taxes on the residents of the district in which they operate. The district is overseen by three trustees. These trustees are appointed by the Madison County Board. The Board of Trustees meets on a monthly basis. At the annual meeting in April, they establish and publish the meeting dates for the remainder of the fiscal year as well as approve the annual budget.

The Holiday Shores Volunteer Fire Department is responsible for maintaining the membership necessary to deliver fire and emergency medical services to the residents of Holiday Shores as well as to provide mutual aid to other local fire departments on an as needed basis. The Department provides training and equipment for the volunteers of the department. Department business meetings are held on the last Monday of every month at 7:00pm and are open to all members of the department.

The Organizational Structure

Holiday Shores Fire Protection District

Governed by the Board of Trustees

President

Vice-President

Secretary/Treasurer

Holiday Shores Fire Department

Governed by the Executive Board

President

Vice President

Treasurer

Secretary

Line Officers – responsible for day-to-day operations

Chief (appointed by trustees to lead operations)

Safety Chief

Assistant Chief(s)

Captain(s)

Lieutenant(s)

Others as appointed by Chief

HOLIDAY SHORES FIRE DEPARTMENT ORIENTATION CHECKLIST

WWW.HSFD.ORG

Organizational Roles and Responsibilities

Fire District vs. Fire Department

Line Officers

Executive Officers

Explorer Post

Elections

Exec Bd, Department Officers – June

Types of members – Active, Juniors (16-18), Honorary/Lifetime

Normal Schedule of Events

1st Monday of the month

7:00pm – Truck Maintenance

2nd Monday of the month

7:00pm – Training

3rd Monday of the month

7:00pm – Truck Maintenance or Training

4th Monday of the month

7:00pm – Monthly Business Meeting

Weekend Training as scheduled by the Training Officer

No regular meetings on scheduled holidays, however special events may take place on holidays (Ski Club show, fireworks)

Active Member Minimum Standards

Attendance requirements:

Training – 7.5 hours per quarter

Regular attendance is important and encouraged. Attendance is expected unless you call-in with another obligation.

All requirements are subject to annual review by the board of trustees

Probation

Six months starting from acceptance of application

Need to prove your interest in the department by working toward completion of equipment check-off sheet and obtaining a Class B (Non CDL) Driver's License

Post Probation

Able to vote in elections/department meetings

Training

Required:

- Blood borne pathogen training

- Fit Test/SCBA

- CPR/AED/Auto Pulse

- Haz Mat Familiarization

- Truck/Pump Ops

NIMS 100/200/700 required within first 6 months

Outside classes available at no cost to members

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

Additional classes posted on bulletin board in radio room

Standard Operating Guidelines (SOG's/Best practices)

Access to electronic and hard copies of SOG's/Best Practices

Required reading

Contact Chief or other officer with questions

Turnout Gear

Coat, bunker pants and boots, helmet, gloves, ID Tags, SCBA mask, hood, safety vest, misc equipment (rope, flashlight, chocks)
Always worn unless officer says otherwise

Uniforms

Dress uniform issued after 6-month probation

Pagers (Motorola Minitor V)

How they work

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 (OR DURING) EMERGENCY CALLS, MEETINGS, DRILLS AND WORK DETAILS. Very strict policy. Safety, and patient perception.

No consumption of alcohol at the fire department at any times.

Other Information

When manpower is available, remember to make sure that the trucks are staffed with qualified firefighters and EMS personnel before sending out multiple new members.

Signing the attendance book

Must remain at the station until units call back into service or are placed into service (or released by an officer)

Blue Light - courtesy light ONLY

Obey all street signs, posted speed, road markings, and school buses. If you are responding to a call turn your blue off if the truck(s) are already enroute. No sense in keeping the light going if you are not going to get on a truck.

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.
Chief's, Officers, and Senior EMT's are able to respond directly to the scene, all other members respond to the station for all alarms.

Must use seat belts on the trucks while responding to and returning from all calls (and at all other times). No unnecessary talking on the trucks 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 trucks into the bays- requires a minimum of one spotter at all times.

Clean-up of the trucks, SCBA's, tools, refueling trucks and gas operated equipment.

Sign the call book in the radio room for call tracking statistics.

Work Details – Usually the 1st and 3rd Mondays of the month

Tasks assigned by officers

When in doubt about what to do, ASK!!

Social/Other Functions

Chicken and Beer Dance (Jan)

Annual Fish Fry/BBQ (first Friday in May)

Garage Sale (first Saturday in June)

Ski Club annual show (July 4th)

Fireworks (July 4th)

Shake the Boot (Sunday of Labor Day weekend)

Quarter Raffle (late fall)

Family Christmas party (Dec)

Miscellaneous

What to do if you are 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 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.

Special work details may be announced via pager or email, please attend if you are able to.

New member timeline/information sheet

Member's name _____

Mentor's name _____

Months 1-2:

- _____ Submit application with any credentials/qualifications
- _____ Submit emergency contact questionnaire
- _____ Complete and return privacy statement
- _____ If transferring submit letter from previous chief
- _____ Membership committee approval - date
- _____ Photo and personal info sheet completed and posted.
- _____ Receive training gear
- _____ Receive locker assignment with name tag
- _____ Receive MABAS accountability tags
- _____ Pager issued along with info on how to use and respond
- _____ Receive instruction on radio operation and procedures/reports
- _____ Member information sheet submitted
- _____ Name/phone number added to department roster

Months 3-6:

- _____ Complete equipment familiarization sheet
- _____ Provide a copy of any professional certifications and degrees
- _____ NIMS 100/200/700 completed
- _____ Proof of Class B (Non CDL) Driver's license
- _____ OSHA training completed
- _____ Line officer's approval before 6 month vote by department.

After probation:

- _____ Application filed in personnel folder in Chief's office
- _____ Department membership approval date after 6 months
- _____ Receive turn out gear and helmet
- _____ Receive badge
- _____ Receive uniform
- _____ Receive name bar
- _____ Receive collar brass
- _____ Receive jacket
- _____ Receive blue light (if desired)
- _____ District insurance discussion (Treasurer)

Completed form to be filed in member's personnel folder.

New Member Information

Name _____

Birthdate _____

Spouse _____

Kids (Name, age) _____

Address _____

Job/Employer _____

Job duties _____

Regular hours _____

Interests _____

Please fill out this form and return for posting in radio room
This will help current members familiarize themselves with you

PHOTO PLACED HERE

New Member Acknowledgement Form

Please return this form in a reasonable amount of time confirming that you have read and reviewed the complete new member orientation materials. These include but are not limited to the following:

- Fire department SOG/SOP's
 - Bylaws & Constitution
- Department policies and procedures
- Information forms that need to be submitted back to the district.

Signed: _____

Please print name: _____

Date: _____

This form, once completed will be stored in member's personnel file.