

Town of Oswego Volunteer Fire Department

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. 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 !!!!

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. While the department bylaws say you have between one and three years to complete a course (depending on your type of membership), most people try to take a course in the first year. 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 fall at no cost to the member.

During the year we have two barbeque fundraisers. It's expected that everyone pitch in all they can for the BBQ's. This usually means spending part of a Saturday cleaning up the station and doing some of the food preparation. Sunday morning we get to the station early for set up and getting coals going so the chicken can start cooking.

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 BBQ, the earlier we get out of there on Sunday.

There are several fun department 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 department 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 first Thursday of each month. They can drag on sometimes but the decisions made 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 !!!!!

What is the difference between the Town of Oswego Fire District and the Town of Oswego Fire Department ??

The Town of Oswego Fire District is the government entity that has the ability to levy taxes on the residents of the municipality in which they operate. The district is overseen by the Board of Fire Commissioners. In the Town of Oswego, there are five commissioners elected for 5-year terms by the residents of the town in December of each year. The Board of Fire Commissioners is responsible for providing the resources for fire and emergency medical service to the Town of Oswego. The Board of Fire Commissioners meets on a monthly basis. At their annual meeting in January they establish and publish the meeting dates for the remainder of the year. All meetings of the Board of Fire Commissioners are open to the public, feel free to attend if you choose.

The Town of Oswego Fire Department, Inc. is responsible for maintaining the membership necessary to deliver fire and emergency medical services to the residents of the town. The Department provides training and equipment for the volunteers of the department. Department meetings are held on the first Thursday of every month at 7:30pm and are open to all members of the department.

The Organizational Structure

Town of Oswego Fire District

Governed by the Board of Fire Commissioners

Chairman of the Board
4 additional commissioners
Administrative Assistant
Treasurer
Ass't Treasurer

Town of Oswego Fire Department

Governed by the Executive Board

President
Vice President
Treasurer
Secretary
Ass't Secretary
Chaplain

Line Officers – responsible for day-to-day operations

Chief
1st Ass't Chief
2nd Ass't Chief
Captain
1st Lieutenant
2nd Lieutenant
3rd Lieutenant
4th Lieutenant
5th Lieutenant
Engineer
Ass't Engineer
Fire Police Captain

OSWEGO TOWN FIRE DEPARTMENT ORIENTATION CHECKLIST WWW.OTVFD.COM

Organizational Roles and Responsibilities

Fire District vs. Fire Department

Fire Commissioners

Line Officers

Executive Officers

Explorer Post

Elections

Exec Bd, Line Officers – First Thursday in Dec.

Commissioners – 2nd or 3rd Tues in Dec

Types of members – Active, Explorers (14-18), Corporate, Social, Honorary/Lifetime

Normal Schedule of Events – Always posted on the website

1st Thursday of the month –

6:30pm – EMS Meeting

7:30pm – Monthly meeting of the fire department membership

1st Thursday of the month – 7pm –

Explorer Post meeting

1st Thursday of the month – 6:15pm

Exec Bd Meeting

Tues prior to the 1st Thursday – 7pm – Line Officers meeting

Wed after the business meeting – 7pm – 1st Maintenance Night

4th Monday of the month – 7pm – 2nd Maintenance night

3rd Tuesday of the month – 7pm – Board of Fire

Commissioner's meeting

2nd, 3rd, 4th Thursday of the month – 7pm – Training nights

3rd Sunday of the month – 8am – Rope Rescue training/drill

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 to stay active, 6 per year to vote in elections

10% of calls for the quarter

Probation

6 month from starting with the department.

Need to prove your interest in the dept.

HEP B shots obtained

Post Probation

Class A Uniform issued

License plate issued

Able to vote in elections/department meetings

Able to take special classes/training

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 – links are available on
our website under documents.

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

<http://www.co.oswego.ny.us/fire.shtml>

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
OTVFD 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.

Standard Operating Guidelines (SOG's/Best practices)

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

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, ID Tags, SCBA mask, hood, safety vest.

Always worn unless line officers says otherwise

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

No open toe shoes allowed on any calls.

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 and C

Dress uniform issued after 6-month probation. See Committee Chair for Pants, Jacket, Hat, Gloves and Associated Badge and Pins

Class B & C issued when necessary. Ask before the day they are needed.

Class B (Blue button down shirts with badge) – Open House, Parades, Tour de Loop

Class C (Dept. T-Shirts) – BBQ's

Station Access

FOB- purpose and how to use

General use includes front doors, back door and door between meeting room and offices.

Everything is tracked!

Pagers (Motorola Minitor III, IV and V)

How they work

Differences

Safety cord recommended but optional

Protective case available

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.

Fax machine available for selected personal use if you need fax service. Fire Station number for phone or fax is 315-343-2030

Giving way to senior or qualified firefighters and EMS personnel

Signing the attendance book

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. 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, ALS personnel 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 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- 2 people minimum for Plymo Vent and spotter for the 3 large trucks. 2 smaller trucks require 1 backer at all times.

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

Sign the call book in the radio room for call 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 – 1st Thursday – 7:30pm

\$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.

Submit a written excuse if you cannot make a meeting. If you miss one, here or there, it is not a big deal.

Work Details – Wed after 1st Thurs and 4th Monday

Protocol sheet of monthly tasks

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

Social Functions

Adult Christmas party (1st Sat in Dec)

Children's Christmas party w/ Santa & Presents (1st Fri in Dec)

September party (2nd Sat in Sept)

Installation banquet (4th Sat in Jan)

Santa Ride around town – stops at members house, invite neighbors, distribute candy.

Group activities – NYC trip, cruise, camping, etc.

Fund Raising Events

Chicken Barbeque (May & October) – Fri , Sat, Sun.

Committees

Fire Prevention Week- Open House

Get involved, suggested that every member be on at least 1 committee

Current committees include Banquet, BBQ, Bylaws, Christmas Party – Adult, Christmas Party – kids, Fund Drive, Line of Duty Death, Open House, Plaque, September Party, Smoke Detectors, Truck, Uniforms, Membership and Mailbox Signs.

Computer Use

“I am responding” system. – Fill out the form so you can participate.

Call in for calls.

Text messaging for special needs

Reminder emails for drills, training, etc.

Navigating the OTVFD web page

Computer use at the station. Identify User Name and password

Usage tracked, no questionable material

Frequent updates from dept. officials via e-mail

Conduct In and Around the Station

No use of profanity or inappropriate behavior.

Alcohol can be consumed with the permission of the Chief and/or President only at social events of the FD.

Soda – no charge, please do not waste, wash out cans and recycle.

Coffee & Popcorn – see instruction mounted on individual machines.

Use of Station Property

Tables and Chairs – sign up on white board in truck bays. Only use 5 plastic tables/50 chairs in cold storage

Kitchen and Meeting Room use – Fill out Building use form, submit prior to the monthly Board of Fire Commissioner’s meeting for approval. Plan ahead. Emergency use will be considered.

Washing Personal Cars

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.

Weight room usage – form must be completed prior to use.
Fill out log book each time.

Digital Photo to be posted on the bulletin board at the Station with basic member info. Photo will also be used for ID cards.

Parking your vehicle at the station

Fire/EMS Dispatch evening announcements @ 1830 hours

Sick member/family (spouse/immediate children). Notify someone. Dept. typically sends flowers/candy for hospitalization. Funerals attend by dept. as a whole.

Deliveries/Mail/Service reps at the fire station

Scholarships opportunities – watch bulletin board
NY State for active FF's, NYS Chiefs, NYS Fire District Assoc.
Insurance company

Membership card – issued and signed by chief

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

State income tax exemption

Town Court is held in the back meeting room on Monday evenings from 6pm until complete. Please avoid this area during court times. Keep quiet in the hallways leading toward the back room during court times.

New member timeline/information sheet

Member's name _____

Mentor's name _____

First month:

- _____ Submit application with any credentials/qualifications
- _____ If transferring submit letter from previous chief/home chief if appointed.
- _____ Membership committee approval - date
- _____ Active application submitted to the Chief for 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
- _____ Personal info to Captain for Firehouse program.
- _____ Pager issued
- _____ Key fob issued
- _____ Member information sheet submitted
- _____ Copy of EMT card to EMS Coordinator
- _____ Driver's license – LENS form signed and submitted
- _____ District insurance beneficiary form submitted
- _____ "I am responding" form submitted
- _____ Proof of Hepatitis shots or refusal form signed
- _____ Turn out gear issued
- _____ Mask fit for SCBA usage
- _____ Name/phone number added to dept. roster – forward to Dept. secretary
- _____ Name added to dept. website
- _____ New member orientation class – review all information.

Month 2-5:

- _____ NIMS 100/700 completed
- _____ LODD Information completed and filed with Chief's office
- _____ TB Shot info submitted if not part of physical
- _____ Hep B shot info submitted, process begun with County Health Dept. or refusal form
- _____ Mask Fit for SCBA training.
- _____ 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
- _____ License plate, dept. stickers issued
- _____ Uniform issued

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

New Member Information

Name _____

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.