

Town of Oswego Volunteer Fire Department

Firefighter and
Emergency Medical Services
Active Members

Orientation
Materials

Updated 9/1/17

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/BFO 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 at no cost to the member.

During the year we have two barbeque fundraisers (First Sundays in May/Oct). 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, this is a more formal event for members and their spouses. Each event has a committee that plans their events. 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

Historian

Line Officers – responsible for day-to-day operations

Chief - 3401

1st Ass't Chief - 3402

2nd Ass't Chief - 3403

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 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 –

7:00pm – Executive Board meeting

7:00pm – EMS Meeting

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

2nd Thursday of the month – 6:30 pm – Explorer Post 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 – 6:30pm – Board of Fire Commissioner's meeting

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

No regular events on scheduled holidays

Active Member Minimum Standards

Firefighter 1 within first 3 years OR

EMT within 2 years OR

Scene Support/BEFO or 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

Job Shirt issued

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 month – links are available on our website under documents.

New Member OSHA online training.

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.oswegocounty.com/fire>

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.

Best practices

Access to electronic and hard copies of 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, ID Tags, SCBA mask (when qualified), 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 V)

How they work

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. Penalties can be up to and including dismissal from the department.

I Am Responding (IAR)

All calls that you respond to you will need to use the IAR app and log a response to the station. It will list your qualifications, and normal response time from your home to the firehouse. All members are required to use this system. The 911 Center uses it to see if we have members responding for the call. It will also provide you with text message of the incident. If you are responding from somewhere other than home please select the appropriate time you think you will arrive at the station.

Protocols for responding to a SUNY Campus call

A majority of the SUNY Oswego campus is in our fire district. This creates quite a few fire alarm activations for us to respond to. If the pager goes off for a campus fire alarm activation you should dial into IAR and start your response to the station as you would for any other alarm. Listen to your pager carefully if dispatch announces that all Oswego Town units can cancel and Oswego Town is available you can then return home WITHOUT the need to continue to the station to sign the book. The officer in charge of that call will fill out the book based on the names on the IAR screen. The expectation is if we are NOT cancelled that you will show up at the station in your normal response time ready to respond accordingly. The ability to turn around and go home after being cancelled is ONLY for college fire alarms.

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.

Sterile Cab- No unnecessary talk in the cab when responding to the emergency.

Do not place yourself between a backing vehicle and your gear locker when trucks are being backed into the station.

Do not walk/run through the vehicle overhead door when entering the firehouse for a call. Always use the personnel door.

No use of mobile devices while on a call or during meetings and drills

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.

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 or email 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 (3rd 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 (1st Sunday in May & October) – work details on Sat and 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, Fitness, Fund Drive, Line of Duty Death, Officer Development, Open House, Plaque, September Party, Smoke Detectors, Truck, Uniforms, Membership and Mailbox Signs.

Computer Use

Navigating the OTVFD web page

Feel free to use the computers at the station.

Usage tracked, no questionable material

Frequent updates from dept. officials via e-mail, make sure we have your current email address.

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. Includes being exposed to OPIM (other potentially infectious material)

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. If you are at the fire station and receive a phone call from the media, take a name and number and pass it on to the Chief, DO NOT give any information over the phone.

Weight room usage – form must be completed prior to use and membership card issued.
Scan in with ID card or 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

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

LOSAP Program -The district has a Length of Service Awards program (LOSAP). This program is designed as a recruitment and retention program. Any member that achieves 50pts. During a calendar year qualifies for the LOSAP points for that year. Those that qualify get a financial deposit (~\$400/year) into a special account that accrues interest and is available for dispersment upon reaching entitlement age of 55. Additional details can be found in the documents section of the website under "Service Awards Program".

Points program- We have rewards program in place for members based on participation levels. Each quarter you can earn points for responding to call, maintenance nights, and training. You can also earn yearly points based on qualification you continue to hold for that year. The points has a value of \$1 and can be spent through our online store (www.otvfdstore.com) or purchases at Uniforms Etc. in Fulton.

Reflective Jackets – You can purchase a reflective jacket on your own through the online store or you can earn one for free by attaining a 25% call response average for a 6 month period.

OTVFD Job shirts can also be purchased via the online store or earned by successfully completing your probation period.

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

State income tax exemption – When you complete your income tax each year there is a credit option for being a volunteer firefighter, make sure to take it if you choose.

Town Court is held in the back meeting room on Monday evenings from 4:30pm 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 _____ Probation Ends – Voted in: _____
Mentor's name _____

First month:

_____ Submit application with any credentials/qualifications
_____ If appointed – letter from home Chief
_____ Member information sheet submitted
_____ Membership committee approval – date _____ Committee Initials.
_____ Arson background check submitted _____ Results _____
_____ Sex Offender Registry check completed _____ Results _____
_____ Criminal Background check completed _____ Results _____
_____ 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.
_____ "I am responding" form submitted Entered into IAR _____
_____ New member orientation class – review all information. Date _____
_____ Member info submitted to the County Fire Coordinator's office

Required before physical:

_____ NIMS 100/700 completed
_____ OSHA training completed

After physical is completed:

_____ Physical paperwork submitted
_____ TB Shot info submitted if not part of physical
_____ Hep B shot info submitted, process begun with County Health Dept. or refusal form
_____ Personal info to Captain for Firehouse program.
_____ Pager issued
_____ Key fob issued
_____ Turn out gear issued
_____ Copy of EMT card to EMS Coordinator
_____ Driver's license – LENS form signed and submitted Entered into LENS _____
_____ District insurance beneficiary form submitted
_____ Proof of Hepatitis shots or refusal form signed
_____ Name/phone number added to dept. roster – forward to Dept. secretary
_____ Name added to dept. website

Month 2-5:

_____ Active participation in drills, maintenance nights and calls
_____ LODD Information completed and filed with Chief's office
_____ 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
_____ Job Shirt 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 Best Practices
 - Bylaws & Constitution
 - Department documents
 - District policies
- Information forms that need to be submitted back to the district.

All of the above information can be found on the website under documents.

Signed: _____

Please print name: _____

Date: _____

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