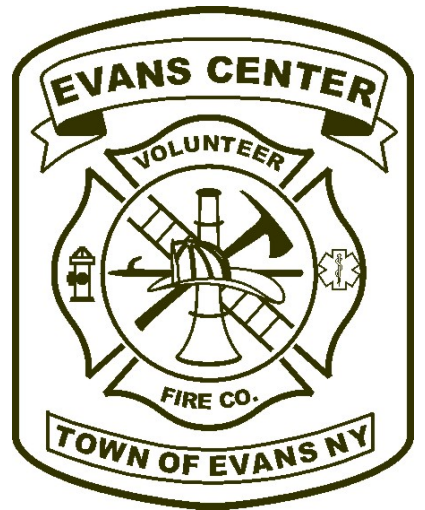


www.ecvfc.org

NEW MEMBER KIT

Evans Center Fire Company

ORIGINAL PUBLICATION: November 18, 2003
Revised as of: January 30, 2007



>congratulations

Congratulations on your acceptance into our fire company and your commitment to serving your community. This new member kit is assembled in an effort to make you feel welcome and provide you with the information you'll need to get acclimated in our organization. We welcome your feedback in regards to its contents and wish you the best of luck in your volunteering endeavors. Please do not hesitate to contact an administrative or line officer, or a member of the membership committee should you have any questions or require further information.

>contents

The following outlines the contents of this kit. Some items are not yet available, and some items will be provided to you under separate cover. The table of contents is provided in checklist format, allowing you to check off when you receive the appropriate materials.

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>Recruit Orientation Outline

WELCOME TO THE EVANS CENTER VOLUNTEER FIRE COMPANY

1. Handouts
2. Brief history of the Fire Company

ORGANIZATION & ADMINISTRATION

1. Operations
 - a. Chief, Assistant Chiefs, Captains, Lieutenants, Safety Officer
2. Administration
 - a. President, Vice President, Secretary, Treasurer, Board of Directors
3. Committees
4. Fire Department By-Laws
5. Fire Department SOGs

SAFETY

1. Fire Station
2. Response
3. Fire Scene
4. PPE

RESPONSE

- A. Communication Equipment
 - Minitor Radio Pager
- B. Types of Alarms
 1. Full Company Alarms
 2. EMS Response
 3. Silent Alarms/Police Emergency Response
 4. Firefighter Assist and Search Team (FAST) Response
 5. Mutual Aid Responses/Standbys
- C. Personal Response
 1. Vehicle and Traffic Laws
 2. Personal Safety
 3. Zero tolerance for alcohol and illegal drugs
 4. Blue Light Guidelines
 5. Respond to Incident Scene or to the Fire Station?
 7. Personal Safety (again) – vests, turnout gear
 8. Identification and Appearance – official clothing, professional appearance
 9. I-90 Response
 10. Mutual Aid Response
 12. Hazardous Materials Incident
- D. Fire Apparatus Response
 1. Fire Station Safety
 2. Response Order
 3. Call Board
 5. Riding on Vehicles
 6. Mandatory use of seat belts
 7. Use of Fire Radio
 8. No Smoking
 9. Wearing of Turnout Gear
- E. After the Call
 1. Attendance and Release
 2. Fire/EMS Reports
 3. Logging Calls
 4. Equipment Clean Up/Maintenance

STANDARD OPERATING GUIDELINES
Brief Review and Orientation

FIREFIGHTER STATUS AND ACCOUNTABILITY PROGRAM

- A. Structural
- B. Non Structural
- C. Accountability Program

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- A. Turnout Gear
 - 1. Donning & Doffing
 - 2. Use, care and repair

PARTICIPATION

- 1. Expectations
- 2. Emergency Responses
- 3. Training
- 4. Meetings
- 5. Other Activities

>our history



An abbreviated history of: **The Evans Center Volunteer Fire Company**
Incorporated: October 1933

EVANS CENTER - The Community

In describing the various hamlets and settlements of our Town, we have called upon our earliest map of 1866 to furnish much of the data. In the accompanying copy of the map Evans really means Evans Center. In the earliest days, other than just Evans, it was known as Wright's Mills because one of the outstanding pioneers of that locale was William Wright, builder of the saw and grist mills of Evans Center, the first in our Town.

When our Town was established, it officially received the name of Evans after David E. Evans of the Holland Land Company. We understand that it was the policy of the Holland Organization to give special consideration to those pioneers who would agree to build mills in suitable areas near waterways in order to attract and stimulate community building. Another of their practices was to give land grants to pioneer church groups.

It is interesting to note that many of our Town's most prominent men in public affairs in the early days came from the Evans Center area and received their basic education in the historic Evans Center School No.2

Before the railroad came, Evans center was veritably the hub of most business and social activities as well as being the "first" in many ways; i.e. first Town Hall and voting place; mills and stores; harness, wagon, coffin, furniture, and blacksmith shops; clothing and shoe stores; three churches; first post office; first general store; a stagecoach stop and horse exchange station; and one hotel. Sounds busy, doesn't it? But ATR (after the railroad) the scene changed, and business gradually disappeared.

One of the most intriguing observations one could make of a certain segment of this area is the fact that the locale along the Erie Road (Route 5) from Gold Street to the four corners northward remains with but minor alterations exactly as it has been for much more that a century of time with no new homes or buildings.

Talk about the historical restoration of houses, streets, or areas! Here, truly, is a center of human habitation that has remained "restored" from the very beginning of its existence.

EVANS CENTER - The Fire Company

[The following is a reprint of the condensed history of The Evans Center Volunteer Fire Company, Inc. penned by then-secretary of the fire department John Denisco - circa 1980. John was a long-time life member of the department and served as our secretary for many years. John has passed on but his memories and writings remain with us.]

To paraphrase an old saying if you want a job done, give it to a busy man, or men.

This presaged the origin of the Evans Center Volunteer Fire Company. Mr. William Riker and a group of dedicated, and conscientious men, heeded these words. They located an old garage on Bennett Road, off Route 5 in 1932 and organized the second fire company in the Town of Evans. Mr. Riker became its first president and at this time they purchased a 1927 Pierce Arrow Fire Truck, as their initial investment.

In 1940 these men updated the fire company with a new 1939 International fire truck of 500 gpm.

In October of 1936 under the leadership of Mrs. Mildred Butts a Ladies Auxiliary was formed to aid the volunteers with all their endeavors. In a recent interview with Mrs. Butts, Secretary John J. DeNisco was informed that the ladies also organized a marching unit that paraded for many years. In 1941 a piece of land was bought at our present site of Erie Road and a new assembly hall was erected.

In 1947 a new three bay engine room was added to this building, and in 1948 a new chassis was bought for the tanker truck. In the year 1955 another new International Truck became an additional segment for this expanding fire company, and a year later two more fire truck bays were added to this engine room.

The year of 1955 was a banner year, in that the Lions Club donated a new ambulance to Evans Center, and now with the Highland Hose Company there were two ambulance services for this large area.

In 1968 a fire destroyed the entire complex, but rising from adversity, dedication once again prevailed. With the leadership of men such as President John S. Ginnitti, a committee was formed, ideas were conceived and plans were discussed with an architect, and all this resulted in the construction of the most modern, and beautiful assembly hall of the area. Late this summer the mortgage for this new building that was dedicated in 1971 will be burned in an historical ceremony.

Evans Center purchased new Cadillac Ambulances in both the years 1960 and 1965. The year 1970 saw the last of the Cadillac Ambulances, for in 1977 a new modern type van ambulance was made an addition to Evans Center.

Under the leadership of dedicated officers, and our present President Georgiann F. Clear, the ladies have been unselfishly generous in their donations to the fire company. In 1976 the Ladies donated \$5,000 that paid for the Hurst Tool (Jaws of Life), which is used to extricate victims from, crushed, and locked vehicles, and has saved people on more than one occasion. Our firemen have also been called by fire companies outside the area for the use of this tool. In 1978-79 the Auxiliary also donated \$13,000 towards the purchase of a new Emergency Rescue Truck.

The year 1976 saw the erection of a new two bay sub-station in the Gowans Road area, which is used to better serve our outlying area. Upon becoming one of the youngest Fire Chiefs in our history James V. Ginnitti formed a committee to act upon the immediate purchase of a new fire truck, after many weeks of discussions with various truck manufacturers, a new \$125,000 American La France Fire Truck, was ordered, and will be delivered by December of this year. Plans have already been approved to purchase another new Fire Truck within the next five years.

The expenditures and sacrifices that we must make at this time we know will be rewarded by improved and more efficient services to our community.

Submitted by:

Secretary John J. DeNisco

>how we're organized

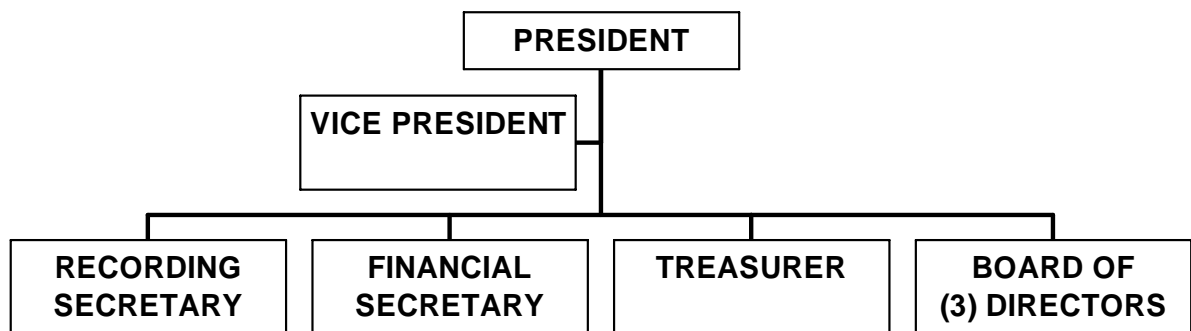
Our fire company was incorporated in 1933 and the original fire station was on Bennett Road near Rte. 5.

We are a non-profit corporation contracted to the Town of Evans to provide fire, rescue and EMS to what is called the Angola Fire Protection District. We are essentially an independent contractor that must negotiate the terms and costs of our contract with the town every year.

We are not a "Fire District" which is a tax-levying political entity that is governed by a board of commissioners that may or may not be members of the fire company(s).

We are a membership organization where each member has one equal vote. We are governed by a constitution and by-laws of the organization.

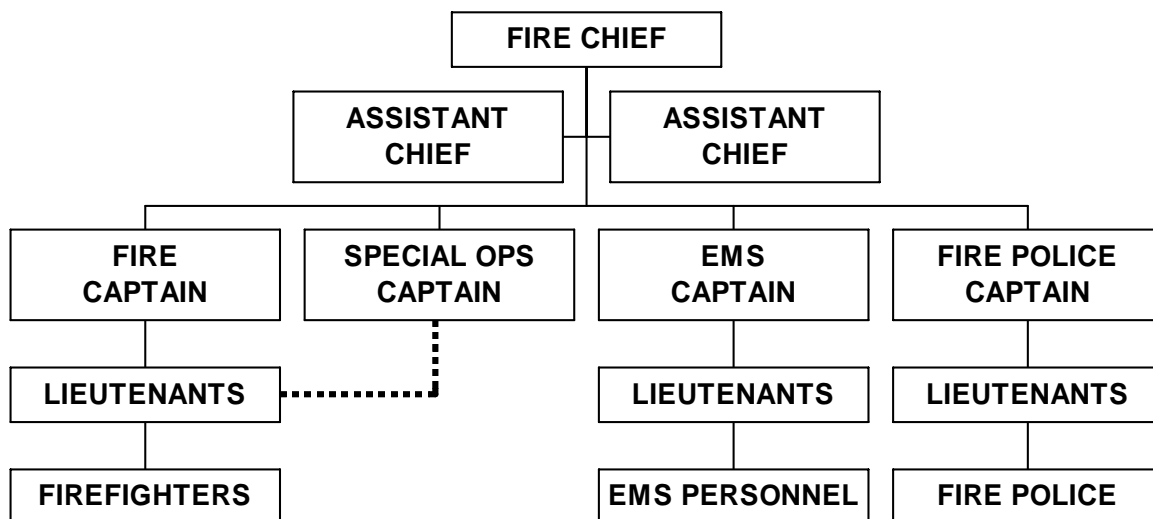
Like many corporations, we have two distinct yet tightly integrated units of our organization – an administrative arm and an operations arm. The administrative unit is lead by a president, vice-president, recording secretary, treasurer, financial secretary and a board of directors. It is this group who carry out the business of the corporation between general meetings. The president serves as the CEO – Chief Executive Officer of the fire company.



Our fire department has a reputation of being innovators in our local community and leaders in such operations as vehicle extrication, initial fire attack, and rapid intervention.

Our ladies auxiliary is one of the largest, most active, most successful, and by far the most generous ladies auxiliaries in this region.

Evans Center Fire Company Operations



The operations division of the fire company is lead by the fire chief. He serves as the COO or Chief Operating Officer of the corporation. He oversees what is called the 'chain of command.' In the absence of the Chief, the First and Second Assistant Chiefs respectively have full responsibility for department operations.

This chain of command is very important in that it provides clear direction, lines of communications, and accountability for everyone involved in the chain.

On an incident scene, the chain of command provides for identifying areas of responsibility and accountability for the personal safety of every individual working within the incident command system.

Under this system, each level only reports to one supervisor. This concept is called "unity of command." Firefighters report to a Lieutenant, who then reports to a Captain. The Captains report to the Assistant Chiefs, who are responsible to the Fire Chief.

The Fire Captain and two station Lieutenants assist the fire chiefs in the operation of the department, both at incidents and during non-emergencies, and are responsible for the inspection, upkeep and response ready condition of all apparatus and stations.

The Fire Police Captain and three Fire Police Lieutenants assist the fire chiefs in the safe operation of the department and traffic control at incidents.

An EMS Captain and three EMS Lieutenants are elected by members of the EMS Squad and are responsible for EMS response, patient care, EMS training, and department SOPs regarding infectious control and other safety practices.

Engineers are appointed by the fire chiefs to oversee and carry out scheduled vehicle inspections and maintenance. While their role is an important one, they are not line officers and have no authority on the incident ground.

Teamwork is the foundation of our success – during an emergency *and* back at the station. Before you can become a good leader, you need to learn to be a good follower. Knowing and understanding how you fit into the chain of command will be one of the most important lessons you can learn. Know your position and play it well.

>officers – 2007

Chief Bruce Green Jr.

Chief of Operations

Assistant Chief Tiger Schmittendorf

Chief of Training/Public Information Officer

Assistant Chief Tom Szczepaniak

Chief of Safety Operations

Fire Captain Patrick Murphy

Station, Vehicle & Equipment Readiness,
Training Officer

Fire Lieutenant Mike Relosky

Training Officer

Fire Lieutenant Jim Kleese

Quartermaster

Safety Officer Bob Corsi

Scene, Training & Station Safety

Fire Police Captain Vince O'Hare

Traffic Management & Scene Safety

EMS Captain Tim Szczepaniak

EMS Vehicle & Equipment Readiness

Line Clerk Laura DeJoy

Records Management

Training Facility Coordinator Dennis Allen

Facility Maintenance and Upgrades

>how we respond

Unlike a career fire department, we have no scheduled duty shifts. To accommodate your busy and varying lifestyle, our volunteers are on-call at all times – 24 hours a day, 7 days a week. Volunteers respond only when they are available in the area of our protection district.

Upon being dispatched, all volunteers respond to one of two stations in our district, man the appropriate apparatus, and respond to the scene. Only chief officers respond directly to the scene. Fire Police members respond to the appropriate intersections to control traffic for responding apparatus.

NOTE: Unless otherwise ordered by an officer, all members respond to their assigned station and man the apparatus. Do not respond to the scene under any conditions unless directly ordered.

DEMOGRAPHICS:

Population: 5,600

Area: 28 sq. mi.

Serving: Primarily residential, light commercial and industrial properties

RESPONSE VOLUME:

Fire/Rescue: 150/Year

EMS: 350/Year



>stations and apparatus



Headquarters Fire Station #1:

716/549-1221

FAX/549-2290

P.O. Box 193

8298 Erie Road

Town of Evans NY 14006

Engine Co. 1

RADIO DESIGNATION: Evans Center Engine 1

Engine 1 is a 10-man cab combination fire engine and rescue truck placed into service in 1992 and manufactured by Sutphen Fire Apparatus. Its water tank has an 800 gal. capacity. It carries a 24 ft. extension ladder, 16 ft. roof ladder, the Jaws-of-Life hydraulic rescue tool, cutters, and rams; and other rescue equipment. Engine 1 is typically the first engine out of the station for most fire calls and other emergencies. Engine 1 is nicknamed "The Pride of MidTown."



Engine Co. 3

RADIO DESIGNATION: Evans Center Engine 3

Engine 3, dubbed "Erie Road Engine Co. No. 3" is a 1981 American LaFrance Stainless Steel Century Series Quick-Attack Engine with a 750gal. tank. It's a basic pumper with the normal complement of ladders, hand tools, fan, and ventilation saws. It responds first to trash and brush fires and saw extensive action in Operation: 9097 as a quick-attack foam unit protecting the New York State Thruway and State Police.

Rescue 7

RADIO DESIGNATION: Evans Center 7

Number 7 is a light rescue/quick-response EMS vehicle. This 2002 Ford Excursion uses diesel fuel and carries basic EMS and fire police equipment. It's used for responding as a second-out vehicle for house calls, auto accidents and for general personnel transport. The "arrow stick" on the rear roof of the vehicle provides directional arrows for traffic control at incident scenes.



Ambulance 8

RADIO DESIGNATION: Evans Center 8

Our ambulance is NYS Certified and capable of carrying up to two (2) patients at one time. Number 8 is a built on a 1992 Ford E350 Chassis as a Type III (box style) ambulance. It is fully stocked with a variety of EMS equipment and must respond with a minimum of one (1) EMT on board in accordance with the NYS Department of Health protocols.



Gowans Road Station #2:

716/549-6117

Gowans Road
Town of Evans
NY 14006

Engine Co. 2

RADIO DESIGNATION:

Evans Center Engine 2

Engine 2 is a 1988 SuperVac on a Spartan Cab with a 500gal. tank capacity. Its nickname is: "The I-90 Express" for its close proximity and response to incidents on the NY State Thruway.



>our mission

To provide the highest level of fire protection, fire prevention, rescue and emergency medical services affordable to the residents, businesses and visitors of the Town of Evans

>our vision

- ❑ To provide an acceptable level of emergency care and fire protection at the most affordable cost to our customers
- ❑ To be a community oriented service provider while maintaining focus on our core objectives
- ❑ To treat our customers with the consideration and compassion they deserve in their time of need
- ❑ To be good neighbors to the Evans Center community
- ❑ To partner with private businesses, local government and public organizations to develop and implement innovative life safety risk reduction programs
- ❑ To encourage, educate, develop and promote our youth as our community's most valuable resource and asset
- ❑ To treat our fellow members with respect, admiration and compassion for the challenges they face in volunteering
- ❑ To appreciate our members for their dedication, recognize them their contributions and reward them for their achievements
- ❑ To conduct ourselves in a professional manner deserving of the pride and praise of our community
- ❑ To be fair and honest in our dealings with town government and outside agencies
- ❑ To be recognized as leaders in our industry and our community
- ❑ To continually monitor our operations, administration and service delivery, recognize our limitations ... and swiftly implement effective change when necessary



for

>our 24x7 pledge

As an Organization and as Individual Members of the Evans Center Volunteer Fire Company,

We Pledge to:

Do the things we say we will...

Try our best to do them well...

And care about the people we serve, their property and each other...

24 hours each day – every day.

>enjoy these benefits

Quality Training - You provide the commitment and we provide all of the training for FREE. From local and county training, NYS certified courses, to regional and national seminars and conferences - we offer you the opportunity to explore every avenue of emergency services and train you to be the best at what you do.

The HOT Zone - Evans Center is proud to be the only volunteer fire department in Erie County to have its own Hands-On Training center on premise - The HOT Zone. This saves you valuable time and provides quality training experiences at your fingertips.

Length of Service Award Program (LOSAP) - This program rewards our volunteers' years of service with a financial benefit after 25 years of continuous active duty. This \$500/month stipend will come in handy upon reaching retirement age.

Personal Protective Equipment (PPE) - We protect our firefighters with the latest technology in fire resistive coat, pants, leather boots, gloves, Nomex hood and traditional style fire helmets complete with a leather front proudly identifying your name, rank and department identification number.



Duty Uniforms - Look professional and show your Evans Center pride in your navy blue station uniform personalized with your name and rank. Uniforms are provided after a minimum length of service. Other apparel is offered under a reduced or shared cost program.

New Fire Station – Dedicated in 2001, our new fire station stands as a hallmark to the dedication of our volunteers and as the centerpiece of our community.

Social Events - Members and their guest enjoy our annual installation dinner held each January to recognize the past year's accomplishments of the department and our volunteers, and to celebrate the dedication of our newly elected administrative and operations officers. Throughout the year we offer a variety of opportunities for you and your family to get to know the other members of your department in a relaxing atmosphere. From conventions to parades, parties, family picnic and fun fund-raisers - we not only work hard - we play hard too!

Cool Web Site - Our site: www.ecvfc.org has seen almost 10,000 visitors since it premiered just two years ago. From daily updates on Evans Center action to a busy events calendar, our site boasts over 3,500 photos and is routinely featured in nationally recognized publications and web portals.

Peace of Mind - We recognize that firefighting and providing emergency services is an inherently dangerous business. That's why we take extra measures to protect our volunteers.

A comprehensive Volunteer Firemen's Benefit Law program from New York State, Workmen's Compensation coverage from the Town of Evans, and extensive supplemental insurance paid for by the fire company provide financial security to you and your family should you be injured or fatally wounded in the line of duty. There are even free programs and services in place to ensure that your claim is handled properly and that you receive the benefits you deserve.

We care about your health, safety and well being. That's why we insist (and pay for) you to have a comprehensive medical physical examination completed every year of active duty. The development of a firefighter fitness center is already in progress right at our Erie Road Station.

FESP – Fallen Emergency Services Provider Program

The purpose of FESP is to ensure that a firefighter and/or their family receive the financial benefits that they are entitled to should they be killed or injured in a line of duty accident. These include but may not be limited to those funds available under New York State Volunteer Firemen's Benefit Law (VFBL), Workmen's Compensation and the Federal Public Safety Officer's Benefit (PSOB) Act. The 100 Club of Buffalo and WNY, and the law offices of Arthur F. DuC Musarra administer the program and all services are provided pro-bono (free of charge.)



FESP registration allows this organization and liaison agencies to intervene on the first responder's behalf to take immediate action and initiate proper documentation and reporting that will help ensure a positive result from a benefit request. These services include proper autopsy and toxicology tests, documentation, preparation and filing of claims, notifications, critical incident stress debriefing, and support for the family and the emergency services agency.

To expedite the activation of the FESP program, emergency personnel are encouraged to register an affidavit form with the company secretary who will forward it to the Erie County Fire Safety Office. It's recommended that this form be submitted at the time of a recruit's acceptance into membership and updated anytime pertinent information changes. This information is entered into a database for instant retrieval in such an emergency.

Click the 100 Club Web Site at: www.100clubbuffalo.org for more info.

CRITICAL INCIDENT STRESS REDUCTION

The Western New York Stress Reduction Program, Inc. was formed in 1987 as a not for profit organization staffed by volunteers in an effort to meet the needs of the emergency services providers in Erie, Niagara and Wyoming counties. WNYSRP is available to provide critical incident stress debriefings and counseling to help our volunteers deal with the emotional impact of the tragedies we're unfortunately exposed to in our line of work. It was developed to minimize stress related injury to fire, police, emergency medical services, disaster and hospital emergency department personnel – Critical Incident Stress. This is accomplished through education and intervention - also known as a Critical Incident Stress Debriefing (CISD). This service is provided free-of-charge.

A CISD is an intervention using a group format to provide professional help within 72 hours of a major incident. It is designed to minimize stress related injury to emergency personnel (fire, police, emergency medical services, disaster, and hospital emergency department) and are held shortly following an incident in the nearest appropriate place (ambulance station, fire station, etc.) All responders who were involved in the incident (but only those involved) are invited to attend. The Western New York Stress Reduction Program provides trained, experienced debriefing teams for each session.

Should you feel at any time that you need the services of the WNYSRP or just want to talk to someone about your feelings towards an incident, do not hesitate to contact a chief officer to make the appropriate arrangements. Never hesitate to ask for help, others may feel the same way you do.

>expectations

Although no previous experience or training is required, you need more than just a desire to help people. You also need courage and dedication, assertiveness, and a willingness to learn new skills and face new challenges. Our service is one that calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

Our volunteers need to be team players, respecting each other's role and contributions. You need to be able to work on-call and to deal with occasional interruptions to your lifestyle, dropping what you're doing at the 'sound of the bell' to respond to the emergency needs of your fellow citizen.

A new recruit can expect to spend between 5-10 hours each week on fire company business. This entails meetings, training, emergency responses and other miscellaneous activities. Some weeks will be more and other weeks much less. The days of the week or times may vary depending on the level of activity. However, most regularly scheduled events occur on Tuesday evenings.

It is everyone's responsibility to participate in scheduled vehicle inspections and ensure that each piece of apparatus is maintained in response-ready condition. These inspection nights provide a great opportunity to learn the location and operation of equipment located on each piece of apparatus.

It is everyone's responsibility to maintain our stations and property in a presentable, professional and safe appearance. We have no cleaning service for our fire stations.

It is everyone's responsibility to remain physically fit, well trained, and aware of fire company operating procedures, the changing needs of our customers, and be in a response-ready condition at all times.

We've listed a lot of the benefits you can expect from us, and in return there are certain objectives we expect you to meet:

UPON ACCEPTANCE:

- ❑ New members must complete a new recruit orientation program before responding to emergency incidents.
- ❑ New recruits must successfully pass an OSHA physical examination conducted by our medical director and paid for by the fire department.
- ❑ New members will be considered on probation for a period of one year. Their probationary activities will be reviewed within thirty days following one (1) year of active service and the probationary member will be recommended for continued service or termination at that time.
- ❑ Removal from probationary status requires that the aforementioned requirements be fulfilled along with the probationary requirements of their membership classification.
- ❑ All members must attend 50% of all regular monthly business meetings (6 per year) held on the first Tuesday of every month, and all special meetings unless excused.
- ❑ All personnel are responsible for assisting in the fund-raising efforts of the organization.
- ❑ Probationary members must have completed six (6) months of active service in order to vote in the election of officers.
- ❑ Failure to complete the minimum requirements can result in termination of membership.



FIRE/RESCUE PERSONNEL:

- ❑ New Firefighters must complete a 42-hour NYS Basic Firefighter course within two years of acceptance into membership. (This course is designed to be an introduction to firefighting). Probationary firefighters will not be allowed to attend any other courses prior to completion of the Basic Firefighter course.
- ❑ New Firefighters must attend at least 12 regularly scheduled or special drills (Training) during the one-year probation period.
- ❑ Firefighters must attend at least 50% of regularly scheduled or special drills each year following successful completion of the probation period. Each session lasts approximately 3 hours. Regular drills are scheduled on the second and fourth Tuesdays of each month. Extra training sessions are scheduled as needed.
- ❑ Active Firefighters must respond to 15% of the total fire calls per year (equals an avg. of 25 calls).

EMS PERSONNEL:

- ❑ New EMS Personnel must complete a NYS Certified First Responder or Emergency Medical Technician-EMT course within the one-year probationary period.
- ❑ Active EMS Personnel must respond to 10% of the total EMS calls per year.

**FIRE POLICE:**

- ❑ New Fire Police Personnel must complete a NYS Certified Fire Police course within the one-year probationary period and be duly sworn as a NYS Fire Police Officer.
- ❑ Fire Police personnel are required to take a HazMat First Responder Operations course, a WMD Awareness Course and initial and annual refresher OSHA safety training.
- ❑ New Fire Police members must attend at least six (6) regularly scheduled or special Fire Police drills (Training) during the one-year probation period.
- ❑ Active Fire Police must respond to 10% of the total (Fire, Rescue and EMS) calls per year.

ASSOCIATE:

- ❑ Associate Members must actively serve on at least one (1) committee or hold an elected office at all times.
- ❑ Associate Members have the right to vote at meetings but may vote in the election of administrative officers only.
- ❑ Associate Members may run for and hold the office of Recording Secretary, Financial Secretary, Treasurer or Steward.

>mandatory training

The NYS Department of Labor includes PESH – the Public Employee Safety & Health Agency, uses federal OSHA standards to formulate its regulations. The OSHA Fire Brigade Standard, which we are subject to, simply states that firefighters must be trained to perform a given task before they can be allowed to perform that task. Thus this forms the basis for our department training program.

The following is an excerpt from the regulation (OSHA 29 CFR 1910.156) governing “fire brigades” which pertains to both career and volunteer fire departments:

“At a minimum, hands-on training is required to be conducted annually for all fire brigade members. However, for those fire brigade members who are expected to perform interior structural fire fighting, some type of training or education session must be provided at least quarterly.”

“In addition to the required hands-on training, it is strongly recommended that fire brigade members receive other types of training and education such as: classroom instruction, review of emergency action procedures, pre-fire planning, review of special hazards in the workplace, and practice in the use of self-contained breathing apparatus.”

The following table outlines the training topics that must be covered in initial recruit training as well as annual refresher training for existing firefighters.

Required Training Topics of PESH (OSHA 1910.156)		
SUBJECT	INITIAL	ANNUAL
General Hazard Recognition	1 hr.	30 min.
Fire Station Safety	2 hr.	30 min.
Response Safety	2 hr.	45 min.
Fire Scene Safety	2 hr.	75 min.
Protective Clothing	3 hr.	1 hr.
Self-Contained Breathing Apparatus	3 hr.	2 hr.
Tool and Equipment Safety	2 hr.	1 hr.
Recent Developments in Fire Safety	-	1 hr.
TOTAL	15 hrs.	8 hrs.

Many of these topics are covered and satisfied in various NYS OFPC training courses, sanctioned seminars, as well as in-house training routinely conducted at our station.

>opportunities to participate

STANDING & SPECIAL COMMITTEES

MEMBERSHIP COMMITTEE (standing):

Their duties shall be:

- ☒ Prepare and update, as needed, the company membership application.
- ☒ Recruiting and retention of members.
- ☒ Interview prospective applicants for membership.*
- ☒ Deliver record check authorization forms to the Town Police Department for processing. *
- ☒ Orientation of new members.
- ☒ Monitor the enforcement of the Constitution and By-Laws with respect to the membership.
- ☒ Monitor membership activity requirements and report quarterly to the Executive Committee the names of members that are not maintaining duty requirements.
- ☒ Review all requests for change of membership status (such as exempt and life).
- ☒ Prepare for membership approval a standardized award program policy and procedure and monitor it.
- ☒ Plan and administer membership benefit programs including family picnic, etc.

NOMINATION AND ELECTION COMMITTEE (standing):

The President appoints a Nomination and Election Committee consisting of at least three (3) members. Its duty is to prepare a slate of officers as per Article IV, Section 2 of the Bylaws.

RESOLUTIONS AND BY-LAWS COMMITTEE (standing):

Its duties are to:

- ☒ Review and evaluate all requests for By-Laws revisions and resolutions for compliance with all applicable laws as well as their impact on other sections of the by-laws and the company overall. Any request must be made in writing.
- ☒ Rewrite the revision (if applicable), maintaining the original intent and idea, and submit its recommendation to the membership.

SICK AND WELFARE COMMITTEE (standing):

Its duties are:

- ☒ Call upon any sick or indisposed member (confined to their home or hospital, etc.)
- ☒ Assist the President in case of death of any member or their immediate family in the arrangements for the attendance of the membership or other appropriate action. Immediate family shall be spouse, parents and children only.
- ☒ Make a report to the membership at the next regular or annual meeting.
- ☒ Arrange for cards and flowers to be sent as appropriate.

PUBLIC RELATIONS COMMITTEE (standing):

- ☒ Responsible for the planning and implementation of all communications to the media. On emergency scenes the Incident Commander shall designate a media coordinator as appropriate.

LOSAP COMMITTEE (standing):

The purpose of the LOSAP Committee is to monitor and record membership activities within the requirements of the Length of Service Award Program.

WAYS AND MEANS COMMITTEE (standing):

Its duties are to devise and plan methods of raising funds for the benefit of the company. The membership or the President may designate other duties as appropriate.

SOCIAL HALL COMMITTEE (standing):

Its duties are to:

- ☒ Control the scheduling and rentals of the social hall.
- ☒ Develop marketing plans and rental schedules for the social hall to insure a profitable return therefrom.
- ☒ Establish a bar subcommittee to operate the bar in keeping with the State laws and the requirements of the membership. Special bank accounts will be maintained by the Bar Committee in keeping with State Law for its operation.
- ☒ Arrange for the maintenance of the social hall and all company roads and grounds including cleaning and repairs of buildings and equipment. This must be coordinated directly with the President to insure compliance with budgetary restrictions.

PLANNING COMMITTEE (standing):

- ☒ Evaluate the future needs of the organization and develop plans to accomplish them.
- ☒ Develop 1, 5, and 10 year plans to meet the growing needs of the company and our fire protective district for approval by the Executive Committee and the membership.
- ☒ Evaluate the financial requirements of the organization to meet the goals of these plans.

SCOUTING COMMITTEE (standing):

- ☒ Organize, control and coordinate all scouting activities to ensure compliance with the rules and regulations of the B.S.A. and those established by the company.

STEERING COMMITTEE (standing):

- ☒ Evaluate requests for endorsement for offices of other firematic organizations and make recommendation to the membership.

>do's and don'ts

DO:

- ❑ Get a physical as soon as possible
- ❑ Respond to every emergency
- ❑ Attend all trainings
- ❑ Sign up for courses
- ❑ Learn equipment
- ❑ Practice PPE donning
- ❑ Conduct yourself professionally
- ❑ Treat everything & everyone with respect
- ❑ Follow Chain-of-Command
- ❑ Dress appropriately
- ❑ Drive legally
- ❑ Wear your seat belt
- ❑ Observe
- ❑ Ask questions
- ❑ Document everything
- ❑ Get involved
- ❑ Stay Focused
- ❑ Speak less... Listen more!
- ❑ Let us know of any special concerns or limitations you may have.
- ❑ Maintain the confidentiality of the patient, the incident and all fire company information.
- ❑ Offer to help or take on added responsibility when possible.
- ❑ Enjoy yourself and lend a smile to a fellow member.

DON'T:

- ❑ Smoke
- ❑ Respond to the scene
- ❑ Respond Impaired
- ❑ Attempt to enter the vehicle if lights are on
- ❑ Disclose FD business
- ❑ Run – Walk
- ❑ Use the Fire/MERS radio until you've been trained
- ❑ Leave the station until released
- ❑ Do anything you are not trained to do
- ❑ Abuse privileges
- ❑ Bite off more than you can chew
- ❑ Be afraid to ask questions whenever you are uncertain about something.
- ❑ Let anyone or anything stand in your way of being the firefighter you want to be



>call to action

To Whom It May Concern:

- ❑ Now and always, we are either on the verge of greatness – or complete failure.
- ❑ You will determine the outcome. The success of this fire company falls in your hands. But, this is not a burden – it's an opportunity.
- ❑ It is easier to give blame than it is to take responsibility. Therefore, before we can have good leaders, we must each learn to be good followers.
- ❑ If ethics are violated and you don't say anything, it's your fault. If there's stuff that's broken and it doesn't get fixed, it's your fault. And this is not limited to physical items. Fix it – or alert someone who can.
- ❑ Fortunately, each of us doesn't have to do *everything*. Each of us only has to do *something*.
- ❑ You as an individual and all of us together as a team – have control of what goes on. We alone have the power to change the ways things are. No one is going to do it for us.

Don't ever let anything, or anyone – prevent you from being the member you want or need to be.

Be honest. Be proud. Be relentless.

Show respect. Show integrity. Show enthusiasm.

Smile. Have fun. Motivate yourself.

Take responsibility. Take ownership. Take control.

It starts now.

–Tiger Schmittendorf – November 23, 2002

>contact us

To ask any questions regarding this kit or your membership – contact a member of the Membership Committee by clicking: info@ecvfc.org or by calling: 549.1221.

The Evans Center Volunteer Fire Company does not discriminate on the basis of age, gender, creed, religion, or marital status. If an applicant is approved for membership, such approval is conditional upon final receipt of references and background information consistent with the standards of the Evans Center Volunteer Fire Company. A conditionally approved member may be dismissed at any time and for any reason within six (6) months of his or her acceptance as a conditional member.

