



## Hydro Fire Department Orientation

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming a member of the Hydro Fire Department (HFD). Participation as a member of HFD will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done. Your involvement will also provide your community with a valuable service that has the potential to touch us all.

However, service as a member in our Department requires a serious commitment. Your decision to join should not be made quickly. The recruitment handbook has been developed to provide the information needed to help you make that decision.

Making a commitment to serve as a member of the Department is a serious decision, and we ask that you take the time to read this booklet and get the facts of what is involved in being a member of HFD.

This handbook contains information on the organization of the Fire Department, training, participation requirements, the nature of our business, and answers to typical questions raised by prospective members. While this booklet will not answer all possible questions about membership, it will provide you with information about the most important areas.

Once you understand what is involved in being a member of a Fire Department, we hope you will find you are able to make the commitment that the community requires. The service provided by the Firefighters is truly valuable to the citizens of our town and we hope that you are able to contribute to our public safety.

### **GOALS OF THE FIRE DEPARTMENT**

The goal of the fire department is to provide fire protection, fire prevention and public education services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies, and exposure to dangerous conditions created by man or nature, first to the municipality and response area, second to those municipalities requiring assistance through mutual aid.

## **The Nature of the Firefighter.**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most men and women to enter the service, both as volunteers and career employees. Imagine having to train to prepare yourself to cope with situations, which range from structure fires, hazardous chemical spills, heart attacks and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, at family dinners, in any kind of weather, and very often under potentially stressful and emotional circumstances makes our contribution to our profession very personally rewarding.

The basic purpose of the fire services are to provide public education and fire prevention and as a last resort to provide fire suppression. This is done through fire prevention week at Hydro Eakly public schools, local outreach activities like the Hydro Free Fair, and fire safety education.

This type of work or job is not for everyone; 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. The Fire Department is not for the meek or timid or for those who lose control of their emotions during times of crisis. Our service is one which there is exposure to very traumatic circumstances where the fragile balance of life has been determined by circumstances that have inflicted great harm upon a person. In our occupation we see the worst day of someones life.

The personal rewards and satisfaction received from being involved in a Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain and suffering, and property damage that we have in our service. We are here and prepared for one reason and that is to provide a service to the residents of our community.

If you feel you have what it takes to meet the challenges of HFD, we welcome you to apply to join us.

## PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT

In order to achieve the goals of the fire department the following objectives have been established.

1. Identify and review the fire services requirements of the Department.
2. Ensure that the firefighting equipment and operating personnel are available to provide adequate response to a citizen's call within a reasonable length of time.
3. Provide department training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
4. Provide a maintenance program to ensure that all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
5. Develop and maintain effective public information systems and educational programs, with particular emphasis on fire safety programs or public education.
6. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.

### Training Requirements – Orientation

**A.** All members entering the system complete a Orientation Packet.

**B.** New hires can immediately begin responding to calls upon hire by the Hydro City Council, they will however, be identified with a **probationary firefighter** and will assist a fully qualified firefighter only when proper supervision is provided. The **probationary firefighter** identifies the person as a member in training. **Probationary firefighters** may not enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments. Length of probation is 1 year from hire date. After 1 year the Fire Chief will determine if the probation can be lifted.

### Required training with in 3 years of hire date.

#### 1) Emergency Medical Responder (EMR) or Higher Level EMT.

- a) provide immediate lifesaving care to critical patients who access the emergency medical services system. EMRs have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. EMRs also provide assistance to higher-level personnel at the scene of emergencies and during transport. Emergency Medical Responders are a vital part of the comprehensive EMS response. Under medical oversight, Emergency Medical Responders perform basic interventions with minimal equipment.

## **2) Firefighter 1**

- a) Firefighter I certification consists of training in safety, fire alarms and communications, fire science, personal protective equipment, ventilation and firefighting apparatus such as ladders, ropes, fire hoses and more.

### **JOB SPECIFICATION - VOLUNTEER FIREFIGHTER**

#### **General Statement of Duties:**

- Capable and able to respond to an emergency to perform firefighting duties and other related work as required in the saving of life and property.

#### **Summary of Firefighter Duties, Responsibilities and Working Conditions:**

- Must have a Current Hepatitis 'B' vaccination and up to date immunizations.
- Must maintain a reasonable level of Health and Fitness.
- Once joining the Department, a firefighter will be issued a pager. The pager is to be worn at all times and taken care of by the firefighter. Failure to do so will result in being dropped from the Department immediately.
- Any firefighter having 2 unexcused absences from the regular monthly business meeting in a period of 3 months will be dropped from the Department immediately.
- Any firefighter refusing to attend any training or event deemed mandatory by the Department will be dropped from the Department immediately.
- Must maintain a NREMT-EMR or Higher and CPR certificate.
- A firefighter must be committed to continuous training in fire suppression, prevention and emergency aid procedures.
- A firefighter is responsible for performing various duties, under emergency conditions, frequently involving considerable risk, in a safe and efficient manner while working within a chain of command.
- A firefighter's roles and responsibilities include routine duties in the maintenance of

firefighting equipment and property, carrying out of specific orders and directions as received from a senior firefighter or officer in the normal course of maintenance duties, training and firefighting.

- A firefighter must respond promptly, safely and efficiently to alarms, obey the orders of the senior firefighter or officer in charge, share in the work that is required at emergency scenes, around the station and when otherwise responding.
- A firefighter must refrain from using offensive statements or language at the emergency scene, in and around the station and when on duty.
- A firefighter will be loyal to their fellow firefighters, officers and the department, and at all times conduct themselves in a professional, compassionate and sensitive manner, remembering that he/she is in the eyes of the public while on duty.
- Must participate in at least 70% of the required training and calls for the year.
- Participate in promotional and community events, as assigned, acting as ambassadors of the Fire Service.
- Must participate in public education and fire prevention as required.
- Must be able to work with short bursts of extreme exertion.
- Must be able to carry a minimum of 65lbs without incident.
- Must not have and physical or mental limitations, either current or pre-existing. Ex, fear of heights, claustrophobia, seizures, heart conditions,etc.
- Must be able to stand for long periods of time with little rest.
- Able to don and dof a breathing apparatus (SCBA) without limitations.
- Other duties as required.

### **Distinguishing Features of the Job:**

- Responds to fire, rescue and other related emergencies as required.
- Reports directly to senior officers regarding activities at the fire ground or station.
- Reports equipment deficiencies to a senior firefighter or officer.
- Completes investigation reports following an emergency as required.
- Completes regular inspection of assigned Personal Protective Equipment

(PPE)

- Each firefighter is assigned an apparatus to inspect monthly (listed on the whiteboard in the truck bay). You must complete your truck check before the day of the meeting. Truck checks are done via the mobile app Halligan. Your mentor will assist you with familiarization of the use of Halligan.
- Demonstrates responsibility for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazard.

### **Examples of Work:**

- Ensures the safe operation of all department equipment.
- Assists with salvage and overhaul during and following an emergency.
- Assists with giving emergency first response to the injured.
- Assists with fire prevention and public education as required.
- As assigned, performs various maintenance and cleaning tasks on apparatus and equipment following pre and post emergency responses.
- As assigned, conducts firefighting/rescue activities at emergency scenes.
- Attends assigned training sessions to ensure accuracy in firefighting and rescue methods and maintain levels required for response.

## **FIRE DEPARTMENT**

**Minimum Requirements for Application:** Valid Driver's License . Proficient in English. No Criminal Record. A means of transportation to respond to alarms. Must live within 5 miles of the station. Must be 18 years of age.

### **Other Desirable Skills**

- First Aid Training.
- C.P.R. Training.
- Previous Experience.
- Related experience (Nursing and Mechanics).

## SELECTION PROCESS

The selection process will consist of the following components: **Stage 1.** Application Review & Orientation Session **Stage 2.** Officer Review **Stage 3.** Department Acceptance **Stage 4.** City Council Acceptance.

### ***Stage 1: Application Review & Orientation Session***

All applicants are required to submit an **Application for Volunteer Firefighter.**

Applications may be dropped off directly in person to Town Hall located at 129 W Main Street or emailed to the Fire Chief: [khartman@townofhydro.com](mailto:khartman@townofhydro.com)

Applications will be reviewed with priority being given to those applicants who demonstrate the following:

- Employment or residence within the municipality or reasonable response time to the fire station
- Current First Aid and CPR Certificates
- Valid Class D Driver's License
- No criminal record

A review of applications will be conducted and selected applicants will have the opportunity to advance to Stage 2 of the selection process.

### ***Stage 2: Officer Review and Chief interview***

After application has been received, the HFD officers will evaluate the applicant and determine if he/she is acceptable. After discussion and acceptance of the officers, the Fire Chief will make contact with the individual to learn more about the applicant. After Fire Chief approval the applicant will move on to Stage 3.

### ***Stage 3: Department acceptance***

Once approved by the officers, the department as a whole will make the final decision on the application. If none of the firefighters has any issues the applicant will move on to the final stage.

#### ***Stage 4: City Council Acceptance***

Upon fire department acceptance, the application will be turned over to the City Council for approval. Upon approval the newly hired individual will be immediately available to respond to calls.

The selection of applicants is based on qualifications and the ability to do the job as determined by the results of the recruitment process. The successful applicants will be contacted with an offer to undertake a training program in preparation for commencing actions as a member of the fire department. Upon verbal acceptance, written confirmation will be obtained at the next convenient time.

***We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possess to assist in the protection of the Community.***

***THANK YOU FOR CONSIDERING  
JOINING THE FIRE DEPARTMENT***

***"Your Decisions affect the Outcome, your training affects your Decisions"***

