

ENFIELD FIRE DISTRICT NO. 1

APPLICATION FOR MEMBERSHIP

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

FULL NAME (LAST NAME FIRST)	SOCIAL SECURITY NO.			
PRESENT ADDRESS	APT. NO.	CITY	STATE	ZIP
MAILING ADDRESS	APT. NO.	CITY	STATE	ZIP
ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	PHONE NUMBER: ()			

DESIRED POSITION

POSITION: VOLUNTEER FIREFIGHTER	DATE YOU CAN START:
ARE YOU A U.S. CITIZEN OR ELIGIBLE TO BE EMPLOYED IN THE UNITED STATES? Verification of identity and citizenship or authorization to work in the U.S. will be required upon hire. <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU ABLE TO PERFORM THE DUTIES OF A FIREFIGHTER WITH OR WITHOUT REASONABLE ACCOMMODATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DAYS/HOURS AVAILABLE:	

EDUCATION

SCHOOL LEVEL	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORR. SCHOOL				
OTHER				

GENERAL

SPECIAL TRAINING OR SKILLS (ESPECIALLY THOSE PERTINENT TO THE FIRE SERVICE): _____ _____ _____ _____ _____
PREVIOUS EMERGENCY SERVICE EXPERIENCE: _____ _____ _____ _____ _____

CURRENT EMPLOYER (IF NOT CURRENTLY EMPLOYED, LIST PREVIOUS EMPLOYER)

NAME OF EMPLOYER:			
ADDRESS:	CITY	STATE	ZIP
STARTING DATE:	LEAVING DATE:	JOB TITLE:	
MAY WE CONTACT YOUR SUPERVISOR? [] YES [] NO			
NAME OF SUPERVISOR:	TITLE:	PHONE:	
DESCRIPTION OF WORK:			

REFERENCES

Please list three references who will attest to your suitability in this position and be able to discuss your character.

NAME	ADDRESS	PHONE	YEARS ACQUAINTED
1.			
2.			
3.			

SERVICE RECORD

WHICH BRANCH OF THE SERVICE DID YOU SERVE IN?	DISCHARGE DATE/RANK
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HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST FIVE YEARS? [] YES [] NO
IF YES, EXPLAIN. (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION):

AN EQUAL OPPORTUNITY EMPLOYER * REASONABLE ACCOMMODATION UPON REQUEST

THE FIRE DISTRICT DOES NOT DISCRIMINATE BASED ON POLITICAL OR RELIGIOUS OPTIONS OR AFFILIATION, OR BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, PREGNANCY, PARENTHOOD, AGE, SEXUAL ORIENTATION, STATUS AS A VIETNAM ERA VETERAN OR DISABILITY WHICH IS UNRELATED TO THE PERSON'S OCCUPATIONAL QUALIFICATIONS.

AUTHORIZATION

"I CERTIFY THAT THE FACTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF GRANTED MEMBERSHIP, FALSIFIED STATEMENTS ON THIS APPLICATION MAY BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE FIRE DISTRICT FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I UNDERSTAND AND AGREE THAT I MUST PASS A PHYSICAL EXAMINATION AND ANY OTHER TEST(S) THAT THE FIRE DISTRICT DEEMS NECESSARY TO DETERMINE THAT I AM PHYSICALLY CAPABLE OF PERFORMING THE DUTIES OF A FIREFIGHTER.

I FURTHER UNDERSTAND AND AGREE THAT, IF GRANTED MEMBERSHIP, MY MEMBERSHIP IS FOR NO DEFINITE PERIOD AND MAY BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE. I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE FIRE DISTRICT HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR MEMBERSHIP FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED FIRE DISTRICT REPRESENTATIVE."

Signature

Date

PRE-MEMBERSHIP DRUG AND ALCOHOL SCREENING NOTICE:

I FREELY AND VOLUNTARILY AGREE TO SUBMIT TO A DRUG SCREEN AS PART OF MY APPLICATION FOR MEMBERSHIP. I UNDERSTAND THAT EITHER REFUSAL TO SUBMIT TO THE SCREENING, OR FAILURE TO QUALIFY ACCORDING TO THE MINIMUM STANDARDS ESTABLISHED BY THE FIRE DISTRICT FOR THIS SCREEN MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR MEMBERSHIP.

HAVE READ IN FULL AND UNDERSTAND THE ABOVE STATEMENTS AND CONDITIONS OF MEMBERSHIP. (I ALSO UNDERSTAND THAT I WILL BE NOTIFIED OF ANY POSITIVE TEST RESULTS.)

Name (Please print): _____

Signature: _____

Date: _____ Social Security No.: _____

DO NOT WRITE ON THIS PAGE
FOR INTERVIEWER'S USE ONLY

INTERVIEWED BY:	DATE:
COMMENTS:	

MEMBERSHIP

DATE:	POSITION: VOLUNTEER FIREFIGHTER
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APPROVAL SIGNATURE

TITLE

DATE

ENFIELD FIRE DISTRICT NO. 1

ADDENDUM TO MEMBERSHIP APPLICATION

Important Notice To Prospective Applicants Concerning Pre-Membership Drug Testing

I UNDERSTAND THAT IF I AM A QUALIFIED CANDIDATE FOR MEMBERSHIP, I WILL BE REQUIRED TO UNDERGO A DRUG SCREENING WITH A SUBSEQUENT NEGATIVE RESULT AS A CONDITION OF MEMBERSHIP. IF OFFERED MEMBERSHIP, I UNDERSTAND THAT I WILL BE REQUIRED TO SIGN A DRUG TESTING CONSENT AND RELEASE FORM AND THAT I WILL BE REQUIRED TO PROVIDE A SAMPLE OF MY URINE FOR CHEMICAL ANALYSIS. I ALSO UNDERSTAND THAT, IF I REFUSE TO CONSENT, I WILL NOT BE ELIGIBLE FOR MEMBERSHIP WITH THE DISTRICT AT THIS TIME.

Signature

Date

ENFIELD FIRE DISTRICT NO. 1

PRE-MEMBERSHIP DRUG TESTING CONSENT AND RELEASE

I understand that according to Enfield Fire District No. 1's (the "District") policy, pre-membership drug screening is mandatory, and I am required to provide a sample of my urine for chemical analysis.

I voluntarily consent to provide a urine specimen at a collection facility designated by the District and further consent to having the specimen tested at a laboratory selected by the District. I will disclose all medications, drugs, health remedies, etc., taken in the two weeks prior to my presentation of my urine specimen. For those prescription drugs taken during this period, I agree to identify the prescribing physician and authorize him/her to release the medical information necessary to explain the presence of any of the above-listed drugs in my urine specimen.

I understand that the results of these tests may be used for membership reasons and hereby authorize the release of such information to the District management from the selected laboratory.

I certify that the urine specimen to be collected will be mine and will not be adulterated or altered in any manner.

I understand that any offer of membership by the District is contingent upon successful completion of a drug test.

My signature is an acknowledgment that I have read and understand this document.

Signature of Applicant

Date

Typed/Printed Name of Applicant

Social Security Number

ENFIELD FIRE DISTRICT NO. 1

PRE-EMPLOYMENT AND PRE-MEMBERSHIP DRUG TESTING POLICY

PURPOSE: To establish a pre-employment and pre-membership drug screening program in order to effectively communicate the District's drug abuse policy to all applicants during the initial interview.

POLICY: Every individual who seeks employment or membership with the District will be advised about the District's requirements for employment or membership, one of which is a pre-employment or pre-membership drug screen. Pre-employment and pre-membership drug screening is mandatory.

PROCEDURE: All applicants will be given advance written notice of intent to conduct a urinalysis drug test at the time of application. Applicants for employment will be cautioned not to resign from their current jobs until a negative drug test result is received.

Applicants showing negative results will be informed of the test results and are eligible for employment or probationary membership.

An applicant who tests positive without a legitimate medical reason will be informed by the District of the test result, will be given a copy of any positive urinalysis drug test result, and will be denied employment or membership.

An individual who will not consent to the drug screening procedure is ineligible for employment or membership.

An individual who tests positive may reapply for employment or membership after 12 months if drug free.

All information obtained in the course of drug testing shall be protected as confidential information and shall be maintained along with other employee and member medical records. Only those who have a need to know shall be given access to this information.

ENFIELD FIRE DEPARTMENT

PROCESS FOR VOLUNTEER MEMBERSHIP

1. The prospective member (applicant) shall complete an Enfield Fire District No. 1 application for membership. The applicant will be provided with a packet that includes a Profile of the Enfield Fire Department, Firefighter Expectations, the Duties and Responsibilities for the rank of Firefighter, the Process for Volunteer Membership, and the Minimum Membership Attendance Requirements. An interview with the Fire Chief or his/her designee will be scheduled upon submittal of the completed membership application to the Administrative Assistant.
2. The applicant will be interviewed by the Fire Chief or his/her designee. The duties, responsibilities, activities, and obligations of a firefighter will be discussed with the applicant. A list of questions will be asked of the applicant during the interview.
3. After the interview, the applicant's name and address shall be read at the next regularly scheduled Firemen's Association meeting. The applicant's name and address shall also be posted on bulletin boards in each of the fire stations for a period of not less than thirty (30) days.
4. The Membership Approval Committee will convene to determine the disposition of the membership application. The Membership Approval Committee (M.A.C.) shall be comprised of:

- The Fire District Commission President or his/her designee.
- The Fire District Commissioner appointed by the President.
- The Fire Chief or his/her designee.
- The Training Officer or another Line Officer appointed by the Fire Chief.
- The Firemen's Association President or his/her designee.
- The Firemen's Association appointee.

The M.A.C. will determine whether an applicant is suitable based on information provided by the applicant, the interviewer, and from other sources including, but not limited to: Police Department information, DMV information, information provided by current fire department members, and information provided by references.

5. The applicant will be notified of the M.A.C.'s finding. If the applicant is determined to be suitable by the M.A.C., then he/she shall undergo a physical examination to be determined by the Fire District and its Occupational Medical Provider. The physical examination will be scheduled between the applicant and the Occupational Medical Provider. The applicant shall provide the Occupational Medical Provider with a form signed by the Fire Chief authorizing the physical examination. No physical examination of any applicant shall take place without this form.
6. Upon successful completion of the physical examination classified with no restrictions, the applicant shall be deemed suitable for probationary membership status. In order to facilitate training scheduling, applicants deemed suitable for probationary membership will be granted probationary membership at specific times during the year. (NOTE: The restriction limiting the times when applicants become probationary members may be waived if in the best interest of the Fire District or membership levels so dictate.)

7. The probationary period will last for a minimum of six months.
8. For a probationary member to become a regular member, approval from the Fire Chief and Training Officer is required. Satisfactory completion of training, drill, and emergency response objectives along with a good disciplinary history are the main prerequisites for regular membership. If the Fire Chief and Training Officer approve the probationary member, then he/she is granted regular membership status.
9. If the Fire Chief and/or the Training Officer recommend against regular membership for a probationary member, then the M.A.C. will be convened. The M.A.C., based on the input from the Fire Chief and Training Officer, may extend the probation of the probationary member or terminate the probationary member.
10. In order to maintain regular membership in good standing, a regular member must:
 - a. Attend a minimum of 25% of the Enfield Fire Department's "toned out" response incidents during the twelve month period that constitutes the fiscal year for such recording purposes. (currently May 1 through April 30.) A "toned out" response incident is defined as an incident requiring emergency response, non-emergency response, or station coverage with members being notified in conjunction with the Department's general monitor tones.
 - b. Attend a minimum of twelve (12) of the Department's regularly scheduled training drills during the twelve month period that constitutes the fiscal year for such recording purposes. (currently May 1 through April 30.)
11. Any member failing to meet either or both of these attendance requirements in a fiscal year shall be sent a letter of notification of delinquency by the M.A.C. A copy of the notification of delinquency shall be placed in the member's file. The delinquent member may respond to the notice of delinquency in writing or may request in writing a personal hearing with the M.A.C. The M.A.C. shall render a decision as to whether the delinquent member shall be terminated or remain a regular member. If a member is delinquent in three consecutive fiscal years, termination is automatic. Any member who is delinquent in a given year shall forfeit that year of credit in the District's Length of Service Awards Program (LOSAP) and may be ineligible for other membership benefits.

ENFIELD FIRE DEPARTMENT

MINIMUM MEMBERSHIP ATTENDANCE REQUIREMENTS

Overview: In order to maintain regular membership in the Enfield Fire Department, members must attend a minimum of "toned out" incidents and regularly scheduled training drills in each fiscal year. This is required to maintain enough personnel to provide an acceptable firefighting force at all times and to adequately handle other emergencies that require Fire Department response. It is critical for members to develop acceptable skills that enable them to effectively perform all aspects of firefighting and other emergency response activities that may be necessary in the course of their duty. The Fire District also strives to comply with all state and federal regulations that apply to firefighter training. This requires that some training drills be classified as mandatory for all members to attend.

(NOTE: The Fire District reserves the right to change the minimum membership attendance requirements at any time, if state or federal regulations make it necessary or if in the best interest of the District.)

Response Requirement: To maintain regular membership in good standing, a regular member must attend a minimum of 25% (1/4) of all "toned out" incidents during the twelve month period that constitutes the fiscal year for such recording purposes (currently May 1 through April 30). A "toned out" incident is defined as an incident requiring emergency response, non-emergency response, or station coverage with members being notified in conjunction with the Department's general monitor tones. Incidents that are not included within this definition are still alarms, duty officer only tone outs, and EMS duty technician only tone outs. All members are encouraged to attend all toned out incidents if available.

Training Drill Requirement: To maintain regular membership in good standing, a regular member must attend a minimum of (twelve) 12 of the Department's regularly scheduled training drills as designated by the Department's Training Division during the twelve month period that constitutes the fiscal year for such recording purposes (currently May 1 through April 30). A regularly scheduled training drill is defined as one of the training drills normally scheduled for the second or fourth Tuesday evening and the immediately following Friday mornings of each month. The Training Division may change the date of regularly scheduled drills (with adequate notice) to accommodate holidays or if it be in the best interest of the Fire District. The Training Division is responsible to define the content or topic of any regularly scheduled training drill. The Training Division is responsible for determining credit for drill attendance in instances where members have not been in attendance for the entire drill. All members are encouraged to attend all training drills if available.

The Membership Approval Committee shall have the responsibility for settling any disputes that may arise with regard to a member's attendance records.

ENFIELD FIRE DEPARTMENT

EXPECTATIONS OF A FIREFIGHTER

You would like to be a firefighter? To be sure you know what is expected and what you may experience you should know that all our firefighters are expected to:

- Always conduct themselves in a manner that brings credit and honor to him/her self and the department, even away from the department.
- Learn the operation and proper use of equipment and apparatus necessary to perform firefighter duties.
- Assist with cleaning, care and maintenance of apparatus, equipment and stations.
- Be responsible for personal and fellow firefighter safety at all times, especially during stressful, life-threatening emergency situations.
- Train for and maintain competency in skills needed to safely perform the duties of a firefighter, including certifications and specialized skills requiring repetitive drills.
- Be responsible for the preservation and protection of life and property by properly performing fire suppression and rescue activities, rendering emergency medical aid, and other duties as may be required in stressful emergency situations. These duties and activities can require, among other things, that you:
 - lift heavy equipment, objects and person;
 - work in adverse, extreme and/or dangerous weather conditions;
 - climb ground ladders and work at heights of up to 40 feet;
 - climb aerial ladders and work at heights of up to 110 feet;
 - climb on or off of and work on, in, or around roofs, platforms, bridges, trusses, cliffs, open pits, tunnels, trenches, sewers, manholes, towers, and similar situations;
 - work in a paramilitary environment where orders are issued by ranking officers or senior firefighters and you are expected to follow them without question, including tasks and directives while in either emergency or routine environments.
 - work in extreme heat, with thick blinding smoke, while wearing breathing apparatus masks and working in dark confined spaces likely to seem claustrophobic;
 - participate in special training to ensure your survival and safe performance of tasks;
 - wear face masks, eye shields, hoods and helmets for protection from smoke, gases and foreign objects in addition to firefighting gear which may restrict movement and be hot to wear;
 - work with power tools or hand tools requiring special training, strenuous activity and often in dangerous environments or situations;
 - work in close association with other members, under stress of danger, time and emotions, requiring that you keep calm and perform tasks safely to mitigate the danger;
 - perform rescue, fire suppression, and render first aid while experiencing emotional stress of victims suffering traumatic injury, dismemberment, gross disfigurement or death by fire, drowning, traumatic injury, or other means.
 - work effectively at all times of the night or day, on weekends and holidays.

Membership in the Fire Department is dependent upon your successful completion of the application process, which includes a probationary period. If you are interested, please complete an application form.

ENFIELD FIRE DEPARTMENT

DUTIES AND RESPONSIBILITIES FOR THE RANK OF FIREFIGHTER

A Firefighter in the Enfield Fire Department shall:

1. At all times, personally conduct himself/herself in a manner that brings honor and credit to himself/herself, and to the Enfield Fire Department.
2. Be responsible for learning the operation and proper use of all apparatus, the apparatus fire pumps (where applicable) and other integral components, and all Departmental equipment used during emergency operations. Also, be responsible for learning the location of all equipment carried on the Department apparatus.
3. Be responsible for assisting in the care and maintenance of the Fire Stations, the grounds, the apparatus, and all equipment. This shall include making the apparatus and their equipment ready for emergency service and general cleanliness.
4. Be responsible for the preservation and protection of life and property by properly performing fire suppression activities, rescue activities, rendering emergency medical assistance, and performing any other duties as may be required in an emergency situation.
5. Be responsible for his/her own personal safety and well-being as well as that of his/her fellow Firefighters during all emergency incidents, training exercises, and other Fire Department activities.
6. Carry out any duties and/or responsibilities delegated to him/her by a superior officer to the best of his/her ability.
7. Adhere to Departmental General Orders and Standard Operating Guidelines to the best of his/her ability.
8. Be expected to maintain more than minimum attendance requirements for emergency incidents and training drills.
9. Strive to acquire as much supplemental education and training in fire service-related topics as possible.