

**DURHAM VOLUNTEER FIRE COMPANY, INC.**

P.O. BOX 154

41 MAIN STREET, DURHAM CONNECTICUT 06422



**MEMBERSHIP APPLICATION  
PACKAGE**

# **DURHAM VOLUNTEER FIRE COMPANY, INC.**

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## **Membership Application Package**

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**Volunteer  
Fire Co.  
1931**

# DURHAM VOLUNTEER FIRE COMPANY, INC.

## Section I.

### Application and Evaluation Process Overview

#### **Step 1. Applicant Receives From Any Member of the Company**

- Application Process Overview
- Application
- Qualification Sheet
- Drug, Driving and Criminal Investigation Release
- Job Descriptions
- Receipt of Acknowledgment

#### **Step 2. Applicant Returns to Membership Advisory Committee**

- Completed and Signed Documents Presented in Step 1.

#### **Step 3. Completed Applications are reviewed for Accuracy by the Membership Committee**

#### **Step 4. Membership Advisory Committee Meets with Applicant**

- Membership Advisory Committee Meets with Applicant to Discuss Application and to answer any Questions that they might have.
- Applicant will receive Physical Examination form, along with Fire Company's Dr.s Office name and telephone number where the applicant will have to call and make the appointment.
- Applicant will receive a Drug Test Form, and the Procedure and Instructions on how to go about getting the test done.

#### **Step 5. After Satisfactory Results from the physical Exam and the Drug Test, Applicant Receives Final Review by the Chiefs:**

- The Membership Advisory Committee Presents the Individual to the Chiefs for a Final Interview to Determine if the Applicant has Successfully Completed All Prerequisites

## **Step 6. After Chiefs approvals, Applicant Receives from Committee:**

- Applicant will receive a copy of Company's Bylaws and Company's S.O.P.'s
- Assignment to the Company on Mandatory Meeting or Drill Night for Introduction.
- 1<sup>st</sup> Assistant Chief will assign Applicant to a Squad and Introduce the Applicant to the Squads Officer.
- Officer will Assist the Applicant with Routine Procedures and Answer any Questions the Probationary Member might have.
- The Probationary Member will receive a Skills Training and Check Sheet
- Fire Department Gear and Pager Issued by Department Quarter Master

### **During The Applicant's Probationary Period**

- The membership Committee Supervises and Facilitates Progress in Training and Required Certifications
- The Membership Committee Reports to the Chiefs on Progress of Probationary Member
- Membership Committee Refers Probationary Member to the Chiefs for consideration as a full member
- The Membership Committee will report to the Chief Any Disciplinary Problems Displayed by the Probationary Member.

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## Section II.

### QUALIFICATIONS

#### QUALIFICATIONS FOR A PROBATIONARY MEMBERSHIP

- 18 Years of age minimum at the time the application is received
- Must reside in the town of Durham for a minimum of 6 months
- Valid Connecticut Drivers License
- Maintain clear criminal and driving record during membership
- No felony convictions
- No outstanding moving violations
- Successful completion of physical examination
- Successful completion of Drug Test within the first 6 months of probationary membership ( **Subject to Additional Random Drug Tests** )

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#### QUALIFICATIONS FOR FULL MEMBERSHIP

**To become a full member you must meet 1 of the 3 Following criteria:**

- ❖ **Interior Firefighter** – must become CT Firefighter 1 Certified and have received all departmental mandatory training (Hazmat Awareness, Blood & Air Borne Pathogens and SCBA fit testing)
- ❖ **Driver/Operator** – must have a Q restriction CT State drivers License which allows a person to drive fire apparatus or CT CDL Drivers License Class A or B, must take the State of CT Basic Pump Operator Course, must take State of CT Basic Emergency Vehicle Operation and Apparatus Safety and have received all departmental mandatory training (Hazmat Awareness, Blood & Air Borne Pathogens and SCBA fit testing)
- ❖ **Fire Police** - must take State of CT Traffic Control for Emergency Responders and have received all departmental mandatory training (Hazmat Awareness, Blood & Air Borne Pathogens and SCBA fit testing)

Qualifications for Full Membership Continued on next page.....

## Qualifications Continued for Full Membership

**On top of one of the three levels of training, a Probationary Member must also meet the following requirements:**

- Demonstrate Competency in Durham Fire Company Apparatus, Equipment and Company Policies.
- Respond to a Minimum of 25% of the Call Volume During the Probation Period
- Must act as part of the team and mend well with others
- Membership Committee Reports a Satisfactory Completion of Requirements to the chiefs
- Based on the Officers Evaluation, prior members who rejoin the company or Applicants who come from a different Department and meet one of the three levels listed may have their probation period shortened from the standard 1 year probationary period.
- After Final Review, Chiefs Appoint Probationary Member to Full Membership



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## Section III.

### GENERAL JOB DESCRIPTION OF A VOLUNTEER FIREFIGHTER

#### ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES:

- Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks.
- Performs emergency aid activities including administering first aid and providing other assistance as required.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Uses vehicle extrication equipment, assist and rescue at motor vehicle accidents
- Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer.
- Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.
- Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
- Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
- Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors, and deodorants.
- Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.
- Able to communicate with two-way communications systems.
- At direction of a company Officer; Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Attends regular and assigned training sessions to maintain and upgrade firefighting skills.
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Helps maintain fire equipment, apparatus and facilities.
- Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- Presents programs to the community on safety and fire prevention topics if trained.

# DURHAM VOLUNTEER FIRE COMPANY, INC.

## Section IV.

### PROBATIONARY MEMBERS LIST OF **DO's** AND **DON'Ts**

#### Probationary Members Should **DO THE FOLLOWING**:

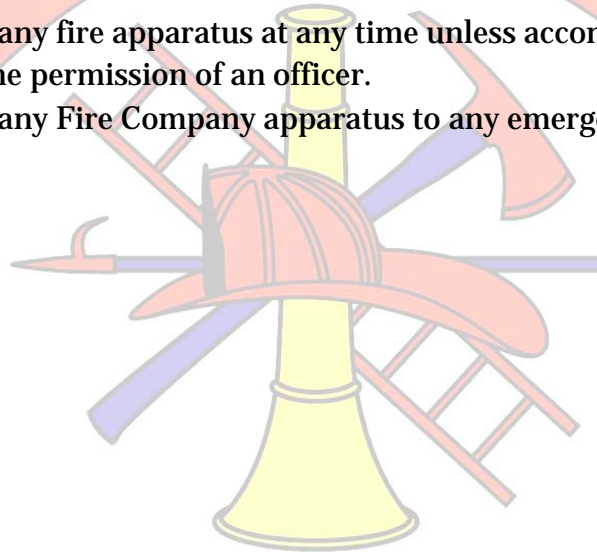
- Attend each meeting (2<sup>nd</sup> Tuesday) and Drills (3<sup>rd</sup> and 4<sup>th</sup> Tuesday) each month
- Call one of the Chiefs to be excused if you cannot attend any of the above.
- Come to the Fire House on Sunday mornings and “off Tuesday”. These are times when you will get to know the members of the Company and also learn by doing such things as: participating in burn details, filling water supply tanks around town and at the firehouse, watching or assisting company officers with truck checks, and many other things.
- Respond to all fire and emergency calls which occur when you are available.
- Respond to calls in a normal driving mode, observing all traffic laws
- Keep your pager with you at all times when you are within responding distance
- Keep your pager charged
- Wear your turn-out gear at all calls, as required
- At emergency calls do only the tasks for which you have been trained or if directed by a company officer; be available for assignment to a task and respect the ongoing work at the scene.
- All mutual aid call's (not in Durham) respond to the firehouse
- Do observe all traffic signals and go with the flow of traffic to the firehouse or to the scene. The blue light is only a courtesy light; it does not permit you to break traffic laws.

#### Probationary Members should **NOT DO THE FOLLOWING**:

- Do not display multiple blue lights or red flashers on your vehicle in transit to the scene during probationary period. One blue light is acceptable while in transit to a scene in the town of Durham, which indicates you are responding to a call.
- Do not dial 911 to speak to Valley Shore (our dispatch) unless you are calling to report an emergency. Routine inquires will be directed to a Fire Company Officer.
- Do not get involved in firefighting tasks that are beyond the scope of your training. If you are asked to do something for which you are not trained or certified, be sure to let the person asking know you are still a probationary member and not yet cleared.



- Do not enter any buildings involved in an emergency unless you are directed to do so by an officer who knows that you are a probationary member and is taking you in to train you. These situations will be limited to non-hazardous instances such as: going to an alarm panel to reset an alarm, examining an emergency area after the emergency has been mitigated, etc.
- Do not wear self-contained breathing apparatus (SCBA or Scott Pack's) unless under direct supervision of an officer or qualified member. There is a certification process you must complete before you may wear SCBA. Even after certified to wear SCBA, you may not enter a fire building or emergency area requiring SCBA until you have completed the requirements to come to a full member and become one.
- Do not drive any fire apparatus at any time unless accompanied by a licensed driver with the permission of an officer.
- Do not drive any Fire Company apparatus to any emergencies.



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**DURHAM VOLUNTEER FIRE COMPANY, INC.**  
**APPLICATION FOR MEMBERSHIP**  
**Section V.**

Name: \_\_\_\_\_  
Last First MI DOB SSN

Address: \_\_\_\_\_ Years at present address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

CT Drivers Lic. No. \_\_\_\_\_ Expires \_\_\_\_\_ Class/Type \_\_\_\_\_

Availability to respond to Calls & Training (Fill in times)

Days \_\_\_\_\_ Nights \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_

Current Employer \_\_\_\_\_ How long employed \_\_\_\_\_

Type of Work \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Personal Reference \_\_\_\_\_ Phone number \_\_\_\_\_

Do you have any motor vehicle violations? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when and what type \_\_\_\_\_

Have you been convicted of any criminal offense(s) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY \_\_\_\_\_

Phone No. \_\_\_\_\_ Relationship \_\_\_\_\_

Do you have any firefighting training or experience? \_\_\_\_\_

By signing this application, I testify that I have read and understand all questions, and the information I have provided is correct. I also understand that I must complete a Probationary Period as outlined by the Fire Company. In addition to this, I am aware that to maintain my membership I must comply with the rules and regulations as stated in the Bylaws and Standard Operating Procedures of the Durham Volunteer Fire Company. I agree that as part of this application process I will be subject to a pre-entry Drug Screening.

I further authorize the Durham Volunteer Fire Company and/or their agents, the authority to verify any statement made on this application and, when necessary, to obtain said verification from any Local, State or Federal Agencies whether public or private.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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## Section VI.

### Criminal History Conviction Information Request

Name of Requester: Durham Volunteer Fire Co. Date: \_\_\_\_\_.

Company (If applicable): \_\_\_\_\_.

Address: P.O. Box 154 \_\_\_\_\_.

City: Durham State: CT Zip: 06422 \_\_\_\_\_.

1. Print full name and date of birth of each subject.

2. Address all requests to:

"SPBI"

1111 Country Club Rd.

P.O. Box 2794

Middletown, CT 06457-9294

You will receive a response indicating whether or not a conviction record has been found for each name and date of birth indicated.

Month Day Year

/ / .

Subject's Last Name First M.I. (Maiden)

Month Day Year

/ / .

Subject's Last Name First M.I. (Maiden)

Month Day Year

/ / .

Subject's Last Name First M.I. (Maiden)

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**RELEASE AUTHORIZATION**

**To All: Courts Probation Departments, Selective Service Boards, Physicians, Hospitals, Employers, Educational and Other Institutions and Agencies, Without Exception.**

I, \_\_\_\_\_, am making application for appointment to the Town of Durham, CT. As a result, an investigation is being conducted to determine my eligibility. Therefore, you are authorized to release to the Town of Durham and/ or its agencies any and all information, documentary or otherwise, pertaining to me that they may request. I hereby release, discharge and exonerate the Town of Durham or its agencies and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information or the investigation made by the Town of Durham and / or its agencies.

**A photo static copy of this authorization will be considered as valid as the original.**

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness' Name (Print) \_\_\_\_\_

Witness' Signature \_\_\_\_\_ Date \_\_\_\_\_

# DURHAM VOLUNTEER FIRE COMPANY, INC.

## Section VIII.

### Individual Firefighter Data Sheet

Name \_\_\_\_\_.

Social Security No. \_\_\_\_\_.

Date of Birth \_\_\_\_\_.

Date Joined \_\_\_\_\_.

Date separated \_\_\_\_\_.

CT Operator's License No. \_\_\_\_\_.

Attach a Copy \_\_\_\_\_.

Automobile Insurance Company \_\_\_\_\_.

Attach a copy \_\_\_\_\_.

Physical Exam Done \_\_\_\_\_ Next Exam Due: \_\_\_\_\_.

Tetanus Immunization Done \_\_\_\_\_ Next Exam Due: \_\_\_\_\_.

Hepatitis B Immunization Series Completed \_\_\_\_\_.

(Signed waiver if refusing to get vaccine for Hepatitis B required)

#### Training:

- Hazmat Awareness Certificate on File \_\_\_\_\_ Date \_\_\_\_\_.
- Blood Borne/Air-Borne Training Done \_\_\_\_\_ Date \_\_\_\_\_.
- Firefighter 1 Certificate on File \_\_\_\_\_ Date \_\_\_\_\_.
- Other Certificates \_\_\_\_\_ Date \_\_\_\_\_.
- Other Certificates \_\_\_\_\_ Date \_\_\_\_\_.
- Other Certificates \_\_\_\_\_ Date \_\_\_\_\_.