

MIDDLETOWN FIRE PROTECTION DISTRICT

400 North Monroe Street
Middletown, IL 62666
Business Phone: 217-445-2639

FROM: Middletown Fire Protection District

TO: Potential Middletown Volunteer Firefighters

SUBJECT: Application Process

Attached to this letter you will find a complete application package for the Middletown Fire Protection District. Please follow the below procedures if you wish to apply for membership within the department.

1. Read the introductory letter from the officers of the Middletown Fire Protection District.
2. Read the overview of the Middletown Fire Protection District.
3. Read the firefighter requirement overview very thoroughly. This outlines some of the basic expectations of Middletown Fire Protection District members.
4. Review the initial probation program check sheet.
5. Contact any member of the fire department if you have any questions on the printed material. Also feel free to stop by the Middletown Fire Station to obtain more information, meet our members, or view our equipment or facilities.
6. If you wish to apply, complete all sections of the application form and the information authorization form and return both to:

Middletown Fire Protection District
400 North Monroe Street
Middletown, IL 62666

7. Your application will be reviewed by our officers and you will be contacted in the very near future to be scheduled for an interview. During the interview process you will be asked several basic questions regarding your background and your interest in the fire service. You will also be given the opportunity to ask any questions you may have concerning the application process or our department operations.

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FROM: Middletown Fire Protection District Officers

TO: Potential Members of the Middletown Fire Protection District

The Middletown Fire Protection District is an all-volunteer fire department. We feel that we are an elite organization with goals, policies, performance and a philosophy which ranks us as one of the better volunteer fire departments in our area. You must evaluate your commitment to this organization as being one of dedication and performance before acceptance into our organization.

Are you joining just to be around your friends? Is this just a "whim"? Are you joining just to respond to incidents? Are you joining because you just want to drive the big red trucks? If you answered yes to any of these, you should give more thought prior to filling out the application. There is much more to being a member of the Middletown Fire Protection District than just responding to incidents.

This department has rules, regulations, policies and guidelines which you MUST follow. This is not a social club. When the pagers go off, you must be thoroughly committed to performing the tasks assigned and required. You cannot perform properly if you have not attended training sessions. Firefighting is one of the most dangerous jobs in the world. It is not a game. It requires all fire department members' total dedication to save lives and protect against the loss of property.

To be a member you MUST: follow the rules; attend meetings and training sessions; participate on special committees; participate in clean-ups and work details; work on special maintenance projects; attend and participate in fund raising activities; be available when you are in the district; and most importantly, respond to all incidents you are called to.

If you are accepted, you must attend additional training sessions to get "up to speed." You will go through a one year probationary period. During this period your performance and attendance will be monitored by the department officers. If you do not meet the standard requirements, you will be placed on extended probation or may be asked to resign from the department.

We wish for you to join the Middletown Fire Protection District, but we require your dedication. Our members are very proud of our organization and we work very hard to improve and streamline all facets of our organization. We guarantee that you will have a special feeling working with this special group of people to save people's lives and properties. We will provide you with training, motivation, protective gear, insurance, and friendship. You provide your personal commitment to excellence and your willingness to serve the community.

Middletown Fire Protection District

The Middletown Fire Protection District (MFPD) in Middletown, Illinois, is an all-volunteer department located 10 miles west of Lincoln, Illinois. It covers 36 square miles of territory with a population of approximately 1,000. The largest portion of the population resides in the village of Middletown, and the remainder lives in the rural farm area surrounding the village. The fire district is mainly a bedroom community with a large portion of its residents traveling to other larger surrounding cities for employment. The district has a main pipeline and a K-8 school contained in the response area. The district covers portions of two different counties.

The MFPD operates two 1,500 GPM rescue pumper, a 2,200 gallon tender, brush truck, an ATV, Boat and a BLS non-transport squad out of a single station. The department maintains state of the art equipment including a hydraulic rescue tool system, large diameter hose, the latest protective gear for firefighters, and a complete compliment of firefighting tools and support equipment.

The Middletown Fire Department has averages approximately 125 calls per year. Our response capabilities include fire suppression (structure fire, vehicle fires, brush fires, etc.) utility emergencies (gas leaks, electrical emergencies), smoke investigations, carbon monoxide investigations, motor vehicle rescue, disaster response and basic life support (BLS) emergency medical service. A third party ambulance service responds to provide advanced life support services, and transport, for district residents. The bulk of the incidents the department responds to are EMS related, or are minor in nature and include vehicle fires, utility emergencies, and smoke investigations. The department responds to an average of five working structure fires per year.

The MFPD receives its operating funds from the Middletown Fire Protection District which is a taxing district which was established in 1955. Each household within the fire protection district is taxed a basic rate. All funds collected are administered through a district board. The three-person board manages the financial and legal dealings of the fire protection district. The funds accumulated through taxes are used to buy new equipment and pay for maintenance of current equipment.

Additional funds for the department are generated through fund raising efforts of the volunteers. The volunteers take part in a number of fund raising projects throughout the year. All funds collected are used for department activities or to purchase new equipment.

The Middletown Fire Protection District has a long history in the Middletown area. The department has been providing quality emergency services to the public for over 50 years.

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Firefighter Requirements Overview

- Firefighters shall meet all the application requirements of the Middletown Fire Protection District as outlined in the Standard Operating Guidelines.
 - (i.e.) Obtain class B driver's license within 1 year of acceptance into department.
- Firefighters shall become proficient in: driving all department vehicles; use of all emergency equipment of the department; operating pumps and portable equipment.
 - Training in this area will be provided by the department.
 - Standard operating guidelines on driving, equipment use, and department operations will be forwarded to you upon acceptance into department.
- Firefighters shall have a working knowledge of basic first aid and CPR.
 - Training in this area will be provided by the department.
 - Most emergency medical care at incident scenes is provided by the EMS Licensed members and the ALS agency who responds.
- Firefighters shall attend training sessions to learn proper techniques for all emergency operations, i.e. rescue, vehicle extrication, fire attack, etc.
 - The department will provide training in all areas of fire department operations.
 - The more training you attend the more comfortable you will feel with department operations
 - The department uses extensive outside agencies to provide training. This includes the Illinois Fire Service Institute, the Illinois State Fire Marshal Certification Programs, the Illinois Emergency Management Agency, etc.
 - Obtaining certifications is considered advantageous for firefighters.
- Firefighters shall respond to all alarms as expediently as safety allows. Firefighters are expected to respond to all alarms that they are available to respond to, based upon work and family commitments.
- Firefighters shall adhere to Department Standard Operating Guidelines and Policies. A copy of the standard operating procedures will be forwarded to you upon acceptance into the department.
- Firefighters shall assist in work details, fund raisers, and upkeep and maintenance whenever possible.
 - Work details are held only as needed.
 - Other special work details as deemed necessary for upkeep of equipment.
- Firefighters shall attend all meetings, drills and trainings possible.
 - District Board of Trustees Meeting - First Wednesday of the month - not mandatory for firefighters.
- Firefighters shall follow the orders of Senior Firefighters or Officers. A standard chain of command has been established within the department. You are expected to follow this chain of command.

- Firefighters shall maintain conduct and appearance so as to reflect on the department in a manner promoting good relations with all concerned. Any foul conduct will be dealt with as a severe infringement of departmental regulations. Probation, suspension, or termination may be imposed depending on the severity of the problem.
- Firefighters shall relay any information which affects their firefighting duties to officers. This includes such information as health problems, residency, employment status, etc.
- Firefighters will maintain all equipment assigned to them in a ready state.
 - Firefighters will receive a complete set of bunker gear, uniform shirt, and pager.
 - Firefighters are expected to maintain the equipment and report any damaged or lost equipment immediately.
 - Upon termination or resignation from department, all equipment must be returned. Any equipment not returned will be billed to the individual at replacement value.
- All firefighters will receive standard benefits. These benefits will include the following:
 - Life Insurance
 - Social events
 - Family events
 - Years of service award program

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Probationary Firefighter Requirements

Firefighter Name:	Entry Date:
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Required Action	Date Completed	Approver Initials
Attend initial orientation class.		
Assigned to shift and meet shift officer.		
Meet all department officers.		
Receive tour of MFPD facilities and equipment.		
Complete required documentation (insurance, benefit, basic information, etc.)		
Receive initial safety briefing.		
Review policies and guidelines, standard operating guidelines, maps, etc.)		
Receive probationary firefighter checklist. Complete all aspects during probationary period.		
Acquire class B driver's license within 1 year of acceptance.		
Receive medical evaluation.		
Complete hepatitis B vaccine requirements		
Issued gear/equipment and pager		

Completed form will be maintained in personnel file.

Middletown Fire Protection District Volunteer Membership Application

Name (First, Middle Initial, Last):	
Home Address:	
Home Phone:	Birth Date:
Driver's License Number:	Social Security Number:
Marital Status:	Spouses Name:
Present Employer:	
Employer Address:	
Occupation:	Immediate Supervisor:
Work Phone:	Typical Work Shift:
Does your job require frequent travel out of the area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you work in the Middletown area, will be able to respond during work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your work shift hinder you from attending weekend, or evening trainings sessions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Education (Circle highest grade completed) 8 9 10 11 12 Some College College Degree	
High School Attended:	
College/Technical School Attended:	
College Degree/Major:	
Current Medical Condition: Excellent Good Fair Poor	
List any medical conditions which may lead to an emergency situation (examples: high blood pressure, diabetes, allergies, etc.)	
Personal Physician:	Hospital:
Emergency Contact:	Relationship:

Have you ever been a member of a fire department, rescue squad or similar organization?

Name of Organization:

Date of Service:

Position Held:

List any emergency response related training you have completed:

List any current Middletown Fire Protection District personnel who you are related to or acquainted with:

References (List three references who are familiar with your education or work experience)

Name	Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Have you ever been arrested, summoned into court as a defendant or indicted, convicted, fined, imprisoned, or place on probation, or has any case been filed against you? If yes, explain

List any comments and/or information which you feel is pertinent to your application process:

I HAVE READ ALL INFORMATION PROVIDED WITH THE APPLICATION PACKAGE AND UNDERSTAND THE REQUIREMENTS. I AGREE THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALED FOR IS CAUSE FOR DISMISSAL

Applicant Signature

Date:

Date Application Received:

Date of Interview:

**Middletown Fire Protection District
400 North Monroe Street
Middletown, IL 62666**

Background Check Authorization

I authorize the Middletown Fire Protection District, any consumer reporting agency or other outside service company engaged by said district for this purpose, now and subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, general reputation, health, personal characteristics and mode living, through correspondence or personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above items.

I further authorize the Middletown Fire Protection District to obtain information from the Illinois State Police, the Federal Bureau of Investigation, the Illinois Secretary of State, or any other federal, state or local police or other agency regarding me in order to perform a criminal history/arrest record/driving record and background check.

I understand that if I am permitted to commence participation as a volunteer firefighter for the Middletown Fire Protection District prior to receipt of the foregoing information, my membership is completely conditional and may be revoked in the event of any adverse information is obtained.

A copy of this authorization shall be sufficient for any party to release forgoing information about me to the Middletown Fire Protection District.

Upon written request I understand that said district will provide me with information regarding the scope of the investigation if one is made. I understand that reasonable efforts will be made by the Middletown Fire Protection District to maintain any information which is obtained by means of this Authorization on a confidential basis with disclosure to be made only as needed to evaluate my qualifications for volunteer firefighter membership in the Middletown Fire Protection District, however, I agree that I will release and hold the Middletown Fire Protection, its officers, employees, and department members harmless with respect to any use, release, or dissemination of any information gathered by pursuant to this Authorization.

Signature: _____ Witness: _____

Applicant

Date: _____

Printed Name

Address