



# SPLIT ROCK VOLUNTEER FIRE DEPARTMENT

# Prospective Member Guide

Revision 01/26/2023

Dear Prospective Member,

As the leadership of the Split Rock Volunteer Fire Department, hereafter referred to as SRFD, we are committed to providing effective and efficient fire suppression and rescue operations to the residents, businesses, patrons and visitors of Split Rock Township, and our surrounding communities who request our assistance. Without the help of dedicated volunteers who make up our ranks in its entirety, it would be impossible to provide our level of service at our current cost. You will find that becoming a volunteer with SRFD brings with it enormous satisfaction, an increase in self-pride and a huge sense of accomplishment when your job is performed. You will also provide our community with a service that is invaluable to all. However, with all of the personal gains that the department has to offer, it requires a serious commitment on your part. Joining SRFD should not be made without serious thought. This guide has been put together and developed to provide the information you need to make an informed decision that is right for you and your family, as well as SRFD.

Once you have determined what it takes to become a volunteer firefighter with SRFD, hopefully you are able to make the commitment that is required. The service provided to our community, which is 100% by our volunteers, is essential to our public safety.

We thank you in advance for your consideration, and truly hope that volunteering with SRFD is right for you.

Sincerely, Split Rock Chief  
and  
Board of Directors

## Our Mission

The mission of this company is to act as the Split Rock Fire Department, to discharge the duties appertaining to a voluntary fire department, in the prevention and extinguishment of fires. Subject to the control of the authorities, who may now or hereafter have jurisdiction over said fire department. Provide for the social and enjoyment of its members, families and friends.

## Requirements

- You must be at least 18 years old to apply. Those ages 15-17 can apply for our Fire Cadet program.
- You must be a citizen of the United States of America
- You must reside in Split Rock Township, a neighboring area, or work full time in Split Rock Township.
- You must be physically, intellectually and emotionally capable of performing the duties of a firefighter as assigned.
- You must be able to pass insurability criteria.

## Meetings and Training

The monthly Business Meeting is typically held on the first Thursday of the month at 7:30pm. Attending these meetings you can learn more about the department and get information about the training to be held that month.

- Training is held on the second Thursday of the month at 7:30pm. There may also be training on the third Thursday of the month. During training, you will be allowed to observe all activities. Where it is deemed safe by the Chief or other officers, you may participate.
- Board meetings are held on the last Thursday of the month at 7:30pm.
- Meetings can be changed based on calendar events such as Thanksgiving, Christmas, or availability.

## Onboarding Process

It is our goal to ensure that applicants have a clear understanding of what our expectations are of you and what you can expect from us. Below are some outlined expectations.

Facility Tour – Although this may seem simple, and we want to ensure you know your way around and are comfortable during the onboarding process.

Meet and Greet – Every day you attend a meeting or training we will keep up on introductions. We apologize in advanced some of us are better at faces then we are with names.

Appointment of Mentor – Applicants will be assigned a mentor each Thursday to help guide their process and to be able to answer any questions you may have. Each Thursday we have different meetings and trainings that you will be able to be a part of within certain restrictions.

Application - You will be given an application to fill out in a timely manner, this is our way of starting the onboarding process.

Background Check – Background checks are standard due to the nature of calls we respond to.

Attend 5 Thursday Meetings or Trainings – This will serve as a pre-interview, applications and interviews only work so well. With this process we will have a better understanding of you and your goals, personality, work ethic, etc.

Interview – This interview will consist of you sitting down with two board members who will ask more in depth questions as well as give you the opportunity to ask any follow up questions you may have prior to you being brought on.

Membership Vote - All applicants are brought forward to the membership for final vote on the first Thursday of the month after the interview has been completed. It is at this meeting that you will be informed if you have been formally brought onto the fire department.

## Probation Period

All new members are immediately placed on a probationary period after being formally brought onto the fire department. The goal of this period is for new members to learn department operations and to complete initial training of either Certified Firefighter I&II or Certified EMR/EMT. On average, probation is one year long, However, this can be shortened or lengthened by the Chief based on progress or lack of.

When responding to the station, follow all driving laws. It is important that all responders arrive safely. There are many ways to improve response; such as developing routines of parking, placing clothes in an accessible area, etc. Reckless driving to the station is considered a reportable offence and you may have disciplinary action given to you.

During your probation you will be expected to respond to the station for calls, even if you will have to pass the call to get to the station. Exception to this may be contacting a chief officer via cell phone to get permission to respond directly. An example of this is we are dispatched to a structure fire and your able to respond 30 minutes after the initial dispatch. Do not be discouraged responding to the station and the first line apparatus have departed the station. Although you didn't make it on the call your dedication does not go unnoticed.

If you do make a first line truck please note that you may be asked to step out by a ranking firefighter. This is to ensure we have the right personnel responding to the calls. This does not happen often but has happened in the past.

When on a call, assist to your best ability. However, remember you are there to learn. To assist this process you may be assigned a mentor for the call who will teach you the task they are assigned. Never freelance during calls as this can put you and others at risk. Only do tasks that you are assigned to and that you are comfortable with.

Firefighter and EMR/EMT courses happen yearly; unfortunately they tend to develop with as little as a 30 day notices to the students. Classes range from online to two nights a week, with the occasional Saturday. Both lasting 3-5 months.

## Probation Initial Training

Prior to responding to calls the following training must be completed by a Chief Officer or their designee. This is an approximant 4hr initial training, designed to outline this packet, in addition, give you additional guidance prior to going on calls. The training includes the following:

- HIPAA & PPE Training
- Radio Use
- Truck Initial Orientation
- Report Writing
- Mapping and Township Orientation

This training can be held on a non-Thursday based on availability.

## Issued Equipment

All issued equipment is expected to stay in the station during probationary period, with the exception of training. After completion of Firefighter I&II you will be measured for new gear. The following are items that should be issued to you based on availability. If you are missing any of these items, please inform a Chief.

- Structural Fire Gear (coat and pants)
- Structural Fire Boots
- Structural Fire Helmet
- Structural Nomex Hood
- Structural Fire Gloves
- Utility Gloves
- Extrication Gloves
- Safety Glasses
- Hearing Protection
- Spanner Wrench / Window Punch
- Coat Flashlight
- Helmet Light
- Safety Traffic Vest
- Door Stop - Ice Cleats
- Wildland gear (optional)