



SPLIT ROCK FIRE DEPARTMENT

Prospective Member Guide

Revision on 04/04/2026

As leadership of the Split Rock Fire Department, SRFD, we are committed to providing effective and efficient fire, EMS, and rescue services to the residents, businesses, and others in the Split Rock Township and surrounding area. Without the help of dedicated volunteers, it would be impossible for us to provide the level of service needed by the township.

You will find that becoming a volunteer with SRFD brings great satisfaction, self-pride, and accomplishment, among others. You will provide an invaluable service to your community, all while learning life skills and experiences. The decision to join SRFD should not be taken lightly, becoming a volunteer requires serious commitment to responding to calls, attending meetings, and dedication to continuing education and skills with training. Members who do not respond, do not grow and improve their skills, the fire service is ever changing, so should its students.

Though we may say, "Family, friends, finances, then the fire department", becoming a volunteer may still mean time away from family, friends, or work, while responding to calls or attending training and meetings. Once you have made the determination you have the dedication and drive to join the SRFD, you may continue with the application.

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

Sincerely, Split Rock Chief Officers and Board of Directions

Our Mission

To protect lives, property, and the environment through rapid, professional emergency response; to serve our community with integrity, courage, and compassion; and to promote safety through education, preparedness, and teamwork.

Requirements

- You must be at least 18 years old to apply.
 - Those aged 15-17 can apply for our Fire Cadet Program.
- You must be a citizen or permanent resident of the United States.
- You must reside within a reasonable distance from the station or work in the Split Rock Township.
- You must be physically, mentally, and intellectually capable of performing the duties of a firefighter as assigned.
- You must be able to pass a background check and insurability criteria.
- You must attend a preset amount of calls, training, and meetings in a year to maintain membership.

Attendance

Members are required to attend a preset amount of calls, trainings, and meetings in a year to maintain membership status. Keep in mind, this is the bare minimum.

- **Calls for service** - We typically have between 120-140 calls for service in a year. They may come in day or night, rain or shine. When someone calls 911, they are expecting us to respond.
- **Meetings / Training** - We meet or train every Thursday, at 7:30PM, meetings or training days do not change unless there is a holiday or exigent circumstance.
 - Meetings are the first and last week of the month.
 - Fire training is held the second week.
 - EMS training is held the third week.
 - If a month has 5 weeks, Chief Officers may determine if additional training or meetings will occur.

Application 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 during the application process. Below are some outlined expectations:

- **Station Tour** - A member will provide a station and apparatus tour during your first visit. Though this may seem simple, we want to ensure you can find your way around and are familiar during your application process.
- **Meet and Greet** - Each week you attend, you will meet new members or guests. Take the time to introduce yourself each week to members and shake their hands. This is our way to get to know you. Each week you attend, you will be paired with a member or group to help answer any questions you may have about the specific meeting or training, or the application process.

Application

You will be given an application to fill out and return in a timely manner. When you return your application, the Chief Officers and/or Board of Directors will review your application, contact your references, submit for a background check, and plan an interview before, during, or after a weekly meeting or training.

Based on your application, interview, reference check, and background check, you will be contacted by a Chief Officer or Board of Director member and advised whether you will continue in the process or have to reapply at a later date.

If you continue in the process, your application will be presented for a membership vote at the next Business Meeting (first Thursday of the month). Member quorum is needed for a vote to occur, if the vote passes, you will begin the onboarding process.

Onboarding Process

You will be provided the necessary resources and equipment to become successful.

Below is a brief order of operations that will be completed that evening, or at a later date if unavailable:

- **Equipment** - This equipment is property of the SRFD and is expected to remain at the station during your probationary year. You are not permitted to bring in your own gear until after your probationary year and after approval from a Chief:
 - Structural fire gear (Coat, pants, helmet, hood, gloves)
 - Wildland gear* (Shirt, pants, boots, helmet, gloves)
 - Utility gloves
 - Extrication gloves*
 - Safety glasses*
 - Flashlight(s)*
 - Safety Vest*
 - White "Pancake" shirt*
- **Dispatch Application** - SRFD uses a smartphone app to receive call for service dispatches from Metro Communications (911). This app requires cellular service/WiFi. A Chief Officer will assist you in downloading and setting up this application, along with a brief walkthrough of how it works.
- **Communications Application** - SRFD uses a separate smartphone application to provide updates and general communication between members. A Chief Officer will provide information on this and how to join the private SRFD group.

*IF available

Probationary Period

Upon being voted on by the SRFD membership, you will be placed on a probationary status. The goal of this is for you to learn departmental operations, continue to get to know members, learn your equipment, learn our apparatus, and show your growth. This period lasts for up to 12-months, however, upon Chief discretion may be shortened or lengthened based on progression or lack thereof.

- **Call response** - As a probationary member, you are allowed to respond to any and all calls for service that are dispatched for the SRFD. You are required to respond to the station to get your gear and join an apparatus. If you arrive at the station and the required apparatus has left, do not be discouraged as other members may still be responding. You will still get credit for responding, just make note of the date, call type, and your name on the white board in the apparatus bay.

Follow all driving laws when responding to the station. Probationary members are not allowed to use blue lights when responding to the station.

- **Call response cont.** - If you respond to the station and happen to get a seat on the first apparatus to leave, if a non-probationary member arrives, they are allowed to request you step out so they may respond. This is to ensure we have the properly trained personnel responding to an incident. If you make it to a call, find a non-probationary member and shadow them. This is your chance to learn call response and how to handle certain calls, *never* freelance on a call.
- **Training and Meetings** - As a probationary member you are allowed to attend all training and all meetings. During training you are allowed to participate so long as you have the proper equipment and are willing. Training allowed will also be determined by a Chief Officer depending on your comfortability level.

- **Firefighter 1 and 2 Training OR EMR/EMT** - During your probationary period you are required to obtain Firefighter 1 and 2, and/or your EMR/EMT certification.
 - Firefighter 1 and 2 is provided either through the county, or through the SRFD adjunct instructors. You do not need to pay for this course, as the department will cover your course expenses and books. This course happens yearly, however scheduling can develop with as little as 30 days notice to students before they begin. Classes can occur either online or 1-2 nights per week with occasional Saturdays/Sundays. This can last 3-5 months.
 - EMR/EMT is provided by outside agencies. The SRFD will not pay for this course and is your own expense, however, if you take this course and pass the NREMT, then become licensed within the state, the department will reimburse your expenses.

6 Month and 12 Month Probationary Review

While on probation and beyond your probationary status, you are expected to be responsive to calls, training, and meetings. At or around the 6 month mark of your probationary membership status, the Chief Officer(s) will review your current status including: call, training, and meeting responsiveness, your ability to learn and retain information, and how you are as a team member. At this time as determined by the Chief Officers and/or Board of Directors if you are not performing to expectations you may be given a plan of improvement, or may be removed from the department.

At or around the 12 month mark the same review will occur and as determined by the Chief Officer(s), you may then have your probationary status removed and become a member in good standing, or given a plan of improvement and probation time extended, or removed from the department.

We know this is a lot of information to review, we hope it provides you a general idea of what to expect and our expectation of you during this process. We are excited you have made the decision to volunteer with us, and we wish you the best of luck.

- *Sincerely, the Chief Officers and Board of Directors*