

RILEY FIRE DEPARTMENT



MEMBERSHIP APPLICATION

THE NATURE OF THE BUSINESS

The fire and rescue service is one of the most diverse and challenging professions today. It is the diversity that inspires most men and women to enter the service both as volunteer and career employees. Imagine having to train to prepare yourself to cope with situations, which range from building fires to childbirth to hazardous chemical spills to heart attacks, and almost any imaginable emergency situation in between. This diversity is coupled with the fact that these skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances. These challenges contribute to our profession being personally rewarding.

As volunteers, we are here for two basic purposes. The first is to prevent fires or medical emergencies from occurring. This is achieved through fire prevention, health maintenance education, inspections, fire safety education, and code enforcement programs. Secondly, we are here to prepare ourselves to control fire or medical emergencies, should prevention fail. This is done through education, training, pre-incident planning, more training, state-of-the-art equipment, and more training. We are paramilitary profession working in a "hurry up and wait" environment.

This business is not for everyone. You need more than just a desire to help people. You need courage and dedication, assertiveness, and a willingness to learn new skills and face new challenges. And you need to have the time, for training sessions, meetings, emergency calls, maintenance of equipment, and other duties. The fire and rescue service is not for the meek or timid or for those who lose control during times of crisis. Our service is one, which calls on its members to perform hot, sweaty, dirty, and strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from the fire and rescue service are often beyond description. There is a sense of accomplishment after controlling a building fire, joy and elation when a child is born, compassion for accident victims, and fulfillment in teaching fire safety. This list goes on and on.

The bottom line in our business is measured by the loss of life, pain and suffering, and property damage we have prevented or reduced. We are here and prepared for one reason, and that is to provide service to the people.

If you feel you have what it takes to meet the challenges of our business, we welcome you to join us.

Applicant:

Thank you for your interest in becoming a member of the Riley Fire Department.

The Riley Fire Department would like for all perspective applicants to be aware of the requirements of department membership. We ask you to review the information carefully.

1) Firefighters must successfully complete all department, NFPA, O.S.H.A. and Department of Homeland Security training to include but not limited to:

- a) NFPA Firefighter I/II (8 month course)
- b) Hazardous Materials Operations Level
- c) Driver/Operator (CEVO)
- d) Emergency Medical Technician Basic (appx 180 hrs)

2) Applicants for EMS only membership shall possess at time of application a minimum of Emergency Medical Technician Basic and complete the following:

- 1) Indiana Mandatory Firefighter Course
- 2) Driver/Operator (CEVO)
- 3) OSHA Training
- 4) All other training as specified by department

3) Will be required to attend in-service training sessions as scheduled. In addition to mandatory training as necessary.

4) Shall be required to perform 18 hrs of standby time each month or 24 if the applicant lives outside of the Riley Fire District.

5) Respond to a minimum of 40% of dispatched alarms.

6) Participate in any department function such as fund raising or public education programs.

7) Shall be on probation for one year to ensure accountability and responsibility for the requirements set forth.

FIREFIGHTER APPLICATION

TO: All Riley Firefighter Applicants (PLEASE READ CAREFULLY)

The Riley Fire Department is an Equal Opportunity Employer. The Department is interested in good citizens who are seeking a career in the fire service. From time to time the department will have openings for firefighters. The active pool of applicants will include all individuals who have submitted an application and who meet the minimum qualifications for the position.

DUE TO THE SPECIAL DEMANDS OF A CAREER IN THE FIRE SERVICE, ALL APPLICANTS MUST MEET CERTAIN REQUIREMENTS. The following page lists the minimum requirements for firefighter applicants to the Riley Fire Department.

MINIMUM REQUIREMENTS FOR RILEY FIREFIGHTER APPLICANTS

1. Shall be a high school graduate or G.E.D. equivalent.
2. Shall possess a valid Indiana drivers license (or obtain one within 60 days of becoming an Indiana resident) and have no more than six (6) active points.
3. Shall be a US citizen.
4. Shall be at least 18 years of age.
5. Shall be drug-free, and have no convictions for driving under the influence of drugs.
6. Shall have no more than two (2) alcohol-related violations as a minor (18-21 years of age).
7. Shall not have a conviction for operating a vehicle while intoxicated (OWI), or operating a vehicle with a blood alcohol content (BAC) in excess of 0.10% within the past 5 years, and/or 0.08% since July 2001.
8. Shall have no felony convictions.
9. Shall have no convictions for any Class A misdemeanor.
10. Shall have no convictions for selected Class B misdemeanors (list attached). The Fire Chief will make the final decision regarding disqualification in this area.
11. Shall not have received other than an honorable discharge from the military, or other discharge with honorable conditions.
12. Shall reside in Vigo County or a county adjacent to Vigo County, or move to Vigo County or adjacent county within 12 months of appointment.

POSITION DESCRIPTION FIREFIGHTER

Title: Firefighter
Reports To: Lieutenant, Captain, Assistant Chief, Fire Chief

Due to the limited amount of manpower that the Riley Fire Department has at this time, it may be necessary for all firefighters no matter what rank to participate in all aspects of fire suppression and or emergency incidents. The following applies to all employees.

POSITION PURPOSE

The purpose of this position is to have available on a 24-hour basis a person specifically trained to respond to emergency situations involving fire, medical emergencies, hazardous materials or special rescues, and to provide support to fire prevention efforts.

ESSENTIAL FUNCTIONS

The following functions have been determined by the Riley Fire Department to be essential to the successful performance of this position.

A. EMERGENCY RESPONSE:

Responds to calls for assistance of an emergency nature involving fire, emergency medical services, hazardous materials, specialized rescue, or combinations of these, and takes appropriate actions to resolve the situation. Response to emergency calls involves a series of decisions and a wide range of skills:

1. Informed of emergency by hearing a call over a voice pager, radio, or speaker system. Additionally the emergency is conveyed to the station house over a Teletype printer. Based on the message received, the firefighter determines if s/he is to respond to this emergency.
2. Decides as to what clothing to wear to respond to the emergency. For example, a fire emergency requires structural fire protective clothing; an emergency medical run requires protective equipment for bloodborne/airborne pathogens; a hazardous materials run may require specialized protective equipment. Will select and wear correct clothing appropriate to the situation.
3. Using a specific piece of apparatus, rides or drives to the scene of the emergency in a safe and expeditious manner.
4. While traveling to the scene of the emergency maintains verbal contact with the dispatcher and other apparatus via two way radio.
5. Upon arrival at the scene, assesses for risks, safety, and specialized resources that may be needed; provides initial information on the radio and calls for additional assistance if and as needed; places/assists in placing the apparatus for optimum service; and uses specialized equipment and performs specific skills appropriate to the particular incident:
 - a. During basic, uncomplicated emergency medical calls, assesses and controls the scene, selects and uses appropriate equipment, and enacts treatments according to training and protocols, without outside direction or assignment by an incident commander.
 - b. In more complex situations, is directed by the incident commander for assignment of duties. The incident commander might assign the firefighter to any of the following functions or

some combination of these, based upon the needs of the specific incident:

- Rescue
 - Suppression
 - Back-up
 - Ventilation
 - Utilities
 - Water supply
 - Air Supply
 - Rehabilitation
 - Exposure
 - Salvage and overhaul
 - Medical
 - Specialized Rescue Tactics
 - Hazardous Materials Tactics
6. Cleans all equipment used in the response and reloads this equipment back onto the apparatus and then drives or rides back to the station house.
 7. Takes whatever steps are necessary to return the equipment and apparatus to a condition where it is ready to respond to another emergency. This includes, but is not limited to, these steps.
 - a. Refill the apparatus with fuel.
 - b. Refill the tank with water (if it is an apparatus with a water tank).
 - c. Wash/disinfect the apparatus/equipment.
 - d. Refill SCBA bottles as needed.
 - e. Replenish supplies as needed.
 - f. Inspect equipment and apparatus for damage and arrange for repairs.
 - g. Sanitize the air masks.
 8. Enters into the appropriate record keeping system(s) all information relating to the run as required by the department. Completes run records, logs, incident reports, repair requisitions, narratives, and all other written and/or computer/based documentation as required.
- B. TRAINING:
Attend specific training classes to maintain current skills and to acquire new skills. Such training includes but is not limited to:
1. Emergency Medical procedures.
 2. Fire science and fire suppression simulations.
 3. Specialized rescue techniques.
 4. Hazardous Materials
 5. Fire prevention, inspections, and pre-plans.
 6. Computer operations
 7. Documentation.
- C. COMMUNITY SERVICE:

Upon direction of a superior officer will ride or drive designated apparatus to specific areas to be available as needed. This might include such events as parades, safety fairs, fundraisers or other community events.

D. PRE-PLANNING ACTIVITIES:

1. Conducts "pre-plans" on structures located within the fire district. This includes, but is not limited to, collecting the following information.
 - a. Size of the structure.
 - b. Location of fire hydrants.
 - c. Number of occupancies inside the structure.
 - d. Presence of hazardous chemicals.
 - e. Presence and location of overhead power lines.
 - f. Location of utility panels/shut-offs; location of alarm panels and fire dept. connections for fire protective systems.
 - g. Any possible obstacle to fire fighting apparatus.
 - h. Fills out "tactical guide sheet" for future possible use by an incident commander.
2. Enters data collected in computerized record keeping system.

E. PUBLIC EDUCATION / FIRE PREVENTION ACTIVITIES:

1. Assists with station tours for schools and civic groups.
2. Assists with public education / fire prevention lectures, presentations, and activities at schools, group homes, businesses, etc.
3. Performs home safety surveys as requested.

F. INTERAGENCY TRAINING:

Attends training programs of a hands-on nature off the premises involving specific hazards. This may be with certain fire brigades operated by private industry or may involve training with other fire departments.

G. MAINTENANCE OF PHYSICAL FITNESS:

1. Regularly participates in either group or self-directed physical fitness activities during duty hours, and maintains thorough records of fitness activities if required to do so.
2. Participates in the department physical fitness evaluations as described by policy.

H. FOLLOW ORDERS / FUNCTION AS PART OF A TEAM:

Perform and/or assist with any other assignments and tasks assigned by supervisory and/or administrative personnel, and within the knowledge, abilities and expectations of the position.

OTHER FUNCTIONS

The following are job functions customarily performed by the person responsible for this position but are not considered essential functions. Although not considered "essential", these functions are still to be performed as assigned.

- A. Assists in maintaining the station house. This involves different tasks as assigned by a superior officer. Includes such duties as sweeping, mopping, washing windows, yard work, cleaning and maintaining apparatus such as fire trucks.
- B. Using apparatus, rides or drives through the fire district to become familiar with the area.

MIMIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- A. Meet any age, education, aptitude, and background requirements established above.
- B. Sufficient physical agility and strength to perform the physical functions of the position. Failure to meet the physical demands could result in loss of life or health of the individual, co-workers or members of the public. It is not possible to list every physical capability necessary for the position, but the most critical and demanding of the functions require the following capabilities (ability to meet the most critical and demanding requirements implies ability to meet any other requirements of the position):
 - 1. Visual acuity adequate to see and avoid hazards; color discrimination adequate to distinguish flame and smoke colors, color-coded placarding, traffic signals, color-coded wiring and piping, etc.
 - 2. Hearing acuity adequate to hear and interpret radio communications and verbal messages at a distance with high levels of background noise present.
 - 3. Ability to speak clearly enough for understandable radio communications and face-to-face communications while wearing an SCBA facepiece.
 - 4. Ability to achieve a seal between the SCBA facepiece and the face; adequate cardio respiratory condition to allow wear of the SCBA.
 - 5. Ability to wear complete protective clothing weighing about 35 lbs. (and that increases skin temperature above 101°) and an SCBA weighing about 30 lbs. while performing all other tasks.
 - 6. Ability to carry and manipulate hose lines charged with water at pressures of 100 psi at the nozzle. Manipulate the hose lines across rough terrain, up or down stairs, up or down ladders, around sharp bends, and in confined areas.
 - 7. Ability to remove a 14' metal ladder from the side of an apparatus, carry it where needed and lift it into place.
 - 8. Ability to pull on a rope attached to a 35' extension ladder to extend the top fly to its full limit. Ability to pull on a rope to raise hose or tools from the ground to the roof or above-ground elevation where they are needed.
 - 9. Ability to climb ladders up to 100' in height and operate on sloping roofs at heights above 20 ft.; ability to support the weight of a victim while descending a ground ladder.
 - 10. Ability to climb multiple flights of stairs while carrying hose and/or tools in order to access the emergency area.
 - 11. Ability to use an 8-lb. ax to cut a hole in a roof, minimum of 4' X 4'. Ability to use hand tools to open walls, ceilings, and hidden spaces to reach hidden fires.
 - 12. Ability to lift a 62-lb. rescue tool from its storage location and carry it where needed, and to work with a qualified team member to hold and assist in operating the tool.
 - 13. Ability to crouch or crawl to enter and operate in burning structures and confined spaces such as attics, crawlspaces, tunnels, collapsed structures, damaged vehicles, etc.
 - 14. Working as a member of a crew, ability to safely carry a 95-lb. ambulance cot holding an

- adult patient up or down stairs.
15. Ability to move across rough terrain and over/around obstacles for extended distances.
 16. Ability to grasp hose/tools and twist/turn hose couplings, hydrant caps, pump fixtures, etc.
 17. Endurance sufficient to do normal firefighting duties for up to 30 minutes without a break, while wearing 70 Lbs. of protective clothing and equipment and working in temperatures in excess of 200 degrees F. After a break of approx. 15 minutes, return to the same or similar conditions.
 18. Adequate balance to remain stable in precarious positions in conditions of poor visibility.
 19. Ability to work out-of-doors in extremes of weather conditions.
 20. Ability to manipulate radio buttons, knobs, controls, and computer input devices.
- D. Sufficient cognitive ability to perform the functions of the position. Position involves taking actions, making decisions, and performing processes that, if done incorrectly, could result in risk to safety, health, and life of the individual, co-workers, or members of the public.
1. Reading skills sufficient to read printed information in emergency conditions (pre-plans, street names, medicine bottles, warning labels, placards, transportation manifests, etc.) that would preclude the use of an interpreter, scanner, or other non-reading alternative.
 2. Basic mathematical skills sufficient to apply formulas for calculating needed water flows for fire suppression.
 3. Ability to make rapid decisions and perform tasks in changing and stressful conditions full of noise and distractions.
 4. Ability to read and interpret maps, charts, and diagrams (street guides, pre-plans, flow charts, etc.)
 5. Ability to write narrative reports, using proper English spelling, grammar, and organization.
- E. Sufficient mental stability to perform the functions of the position. Position involves sights, sounds, smells, and situations that are stressful and potentially gruesome. Failure to perform in a stable manner could result in risk to safety, health, and life of the individual, co-workers, or members of the public.
1. Ability to follow orders, operate under guidance, and work in coordination with other members of a team to accomplish complex and dangerous tasks.
 2. Ability to function calmly, reliably, and according to training and protocols under conditions of extreme stress, with potential threat to life and health.
 3. Ability to deal with victims, family members, bystanders, and members of the public at the scene of the incident under conditions of extreme stress, with professionalism and tact.

WORKING CONDITIONS

The working conditions of the firefighter include:

- A. Activities are divided between station duties and assignments, maintenance of physical

- fitness, training, emergency incidents, pre-planning activities, and public service contacts.
- B. Exposure to extremes in weather conditions; possible injury while riding on emergency vehicles or operating department equipment; hazards inherent to fire / haz-mat / special rescue scenes and EMS incidents; mental stress generated by involvement in life and death situations; cardiovascular stress generated by movement from resting to highly active states.
 - C. Moving from station to station and various assignments as required for optimum functionality.

REQUIREMENTS FOR MAINTENANCE OF POSITION

In order to maintain the position of Riley Firefighter, an individual must demonstrate expected standards of performance, conduct, and certification.

- A. Throughout membership, maintain a valid driver's license.
- B. Throughout membership, maintain at least basic EMT certification.
- C. Avoid any substance abuse or illegal behavior; demonstrate behavior worthy of public trust.

PROBATIONARY STATUS

The first year of membership is considered Probationary in nature. This means that the individual is receiving on-the-job training throughout the first year to learn to perform all tasks and duties detailed above, and by the end of the first year, must demonstrate acquisition of all required knowledge, skills, and abilities in order to retain employment, membership and achieve regular appointment as a Riley Firefighter.

- 1. Additional Minimum Qualifications, Knowledge, Skills and Abilities
 - A. Successful completion of FF-I/II training program.
Must pass FF-I/II written and practical evaluations.
 - B. The Probationary Firefighter may be terminated from membership at any time during the Probationary year, without recourse or appeal, for failure to perform according to expected guidelines, standards, or orders. Termination will not be threatened or imposed indiscriminately, but neither will unacceptable behavior such as tardiness, dereliction of duty, non-compliance, insubordination, substance abuse, or illegal behavior, be tolerated to any degree in a Probationary Firefighter.

If you meet these minimum standards and wish to apply, please fill out the three-page application COMPLETELY AND TRUTHFULLY and return it.

INCOMPLETE PRE-APPLICATIONS WILL NOT BE CONSIDERED.

(PLEASE PRINT LEGIBLY OR TYPE)

NAME _____
Last First Middle

MAIDEN NAME (if applicable) _____ Date _____

SOCIAL SECURITY NUMBER ____ - ____ - _____

DATE OF BIRTH _____

HOME PHONE () _____ CELL() _____ PAGER () _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

DRIVERS LICENSE NUMBER _____ TYPE _____ STATE _____

EXPIRATION DATE _____

HEIGHT _____ WEIGHT _____ HAIR COLOR _____ EYE COLOR _____

PLACE OF BIRTH _____

BLOOD TYPE _____ ALLERGIES _____

IN CASE OF EMERGENCY:

NEXT OF KIN:

NAME _____ RELIIONSHIP _____

ADDRESS: _____

2 PHONE (S) _____ & _____

SECONDARY EMERGENCY CONTACT:

NAME _____ RELIIONSHIP _____

ADDRESS _____

2 PHONE NUMBERS _____ & _____

CURRENT EMPLOYER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE () _____ POSITION HELD _____

DUTIES _____

PREVIOUS WORK
EXPERIENCE_____

EDUCATION:

HIGH SCHOOL _____ CITY _____ ST _____

COLLEGE _____ CITY _____ ST _____

CREDIT HOURS _____ DEGREE ATTAINED _____

COLLEGE _____ CITY _____ ST _____

CREDIT HOURS _____ DEGREE ATTAINED _____

ADDITIONAL SCHOOLING, TRAINING AND/OR CERTIFICATIONS

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

_____ YES _____ NO

HAVE YOU EVER BEEN ARRESTED FOR A FELONY?

_____ YES _____ NO

IF YES, EXPLAIN

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?

_____ YES _____ NO

HAVE YOU EVER BEEN ARRESTED FOR A MISDEMEANOR?

_____ YES _____ NO

IF YES, EXPLAIN _____

HAVE YOU EVER RECEIVED A TRAFFIC TICKET? (INCLUDE PARKING)

____ YES ____ NO

IF YES, EXPLAIN (INCLUDE DATE, LOCATION, CHARGE, FINE OR SENTENCE)

HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED/REVOKED?

____ YES ____ NO

IF YES, EXPLAIN _____

HAVE YOU EVER COMMITTED OR ASSISTED ANOTHER PERSON IN THE CRIME OF MURDER, KIDNAPPING, RAPE, ROBBERY, BURGLARY, ARSON, THEFT OR CONVERSION?

____ YES ____ NO

IF YES,
EXPLAIN _____

HAVE YOU EVER PURCHASED OR SOLD ANYTHING YOU KNEW OR SUSPECTED WAS STOLEN?

____ YES ____ NO

IF YES,
EXPLAIN _____

HAVE YOU EVER POSSESSED, PURCHASED, SOLD OR DISTRIBUTED ANY ILLEGAL DRUGS?

____ YES ____ NO

IF YES,
EXPLAIN _____

HAVE YOU EVER USED AN ILLEGAL DRUG?

____ YES ____ NO

IF YES, EXPLAIN (INCLUDE DRUG USED AND WHEN LAST USED) _____

HAVE YOU EVER ABUSED A PRESCRIPTION DRUG?

____ YES ____ NO

IF YES, EXPLAIN _____

HAVE YOU EVER BEEN ARRESTED FOR AN ALCOHOL-RELATED VIOLATION? (i.e., public intoxication, operating while intoxicated, illegal possession or consumption of alcohol)

____ YES ____ NO

IF YES, EXPLAIN _____

HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN FROM A POSITION OF EMPLOYMENT?

____ YES ____ NO

IF YES, EXPLAIN _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT THE MISREPRESENTATION OR OMISSION OF FACTS IS CAUSE FOR REJECTION OF MY APPLICATION OR DISMISSAL AFTER APPOINTMENT. IF ANY OF THE INFORMATION PROVIDED IN THIS APPLICATION CHANGES, I UNDERSTAND THAT I AM RESPONSIBLE FOR PROMPTLY UPDATING THAT INFORMATION IN WRITING.

I AUTHORIZE THE RILEY FIRE DEPARTMENT TO CONDUCT A APPLICATION BACKGROUND INVESTIGATION.

SIGNED: _____ DATE _____

PLEASE REMIT TO:

RILEY FIRE DEPARTMENT

6633 S. S.R. 159/P.O. BOX 41

RILEY, INDIANA 47871

The following CLASS B MISDEMEANORS may be cause for disqualification. The Fire Chief on a case-by-case basis will evaluate convictions.

1. Battery
2. Criminal Recklessness
3. False Crime Reporting
4. Disorderly Conduct
5. Unlawful Use of Police Radio
6. Possession of a Switchblade
7. Visiting a Common Nuisance
8. Public Intoxication
9. Reckless Driving
10. Furnishing Alcohol to a Minor
11. Speed Contest
12. Leaving the Scene of an Accident
13. Harassment
14. Criminal Mischief
15. Voyeurism
16. Unlawful Gambling
17. Provocation
18. Refusal to Aid an Officer
19. Obstructing an Emergency Medical Person
20. Interference with Jury Service
21. Interference with Witness Service
22. Unlawful Use of Communication Medium
23. Invasion of Privacy
24. Using or seeking to use a false, counterfeit or altered handgun-carrying license to obtain a handgun contrary to the provisions of Regulation 35-47-2-8

COMMITMENT AGREEMENT

To the officers, Board, and members of the Riley Fire Department. I present myself as a candidate for membership and if accepted, I will subscribe to the by-laws, orders, and procedures of your department.

I have read fully and understand the application information. I understand that volunteering can be a rewarding experience but there are certain obligations I must meet in order to remain in good standing in the department. I agree to complete all department training as required, to complete my required standby time and emergency

call requirement. I will assist the department in fund raising efforts, and to assist with other tasks as assigned. I will abide by all department rules, regulations, memo's and standard operating guidelines.

If I cannot meet an obligation, I will notify the appropriate officer or member immediately to request to be excused. I further agree to carry through with any responsibilities that I may take on as a member. If I fail to meet the obligations, I realize that my membership may be suspended or terminated by the Chief or Board of the Riley Fire Department.

I promise that while I am performing volunteer duties, I will act responsibility, ethically, and maturely. I understand that at certain times, information I obtain, as a firefighter and EMT must be kept confidential, and I promise not to breach confidentiality. I will do my best to protect and serve members of this community, and I will support the department to the best of my ability. I will always remember that safety is a priority while performing my duties in this department.

I also promise to return all items issued to me by the Riley Fire Department. I understand that I am a probationary member for one year. I further promise to notify in writing to the chief or board if and when I must terminate my membership with the department or if I would like to request a leave period.

By my signature, I understand and agree to carry out the promises made above.

(Signature of Applicant)

(Date)