

CEDARBURG VOLUNTEER FIRE DEPARTMENT

CEDARBURG, WISCONSIN

INTRODUCTION

The Cedarburg Volunteer Fire Department is an organization "Devoted to the Preservation of Life and Property". The Cedarburg Volunteer Fire Department is the primary emergency response agency for all fire and medical emergencies within the city and town of Cedarburg. Members of the Cedarburg Volunteer Fire Department are called upon to respond to fire calls, medical emergencies, vehicle accidents, assist with public education/fire prevention, as well as provide mutual aid with other departments. To continue this commitment, members of the Cedarburg Fire Department volunteer their time and skills. The department has four (4) classifications of membership to achieve this commitment: Active, Passive, Associate and Honorary.

ACTIVE MEMBERSHIP

Active members are trained to serve as either active firefighter (Active Fire), active emergency medical personnel (Active EMS) or active firefighter/emergency medical personnel (Active Fire and EMS). Active members are required to complete a training class as prescribed by departmental policies and procedures. Active fire personnel are required to participate in a minimum of ten (10) monthly fire suppression trainings per year, which consist of Thursday night trainings or special training scheduled by the Training Officer. Active EMS are required to participate in a minimum of eight (8) rescue trainings per year and are asked to submit a monthly transport schedule with a minimum of 24hrs per month signed up for at time turned in to rescue company officer in charge of schedule. There is a fire department business meeting the first Friday of each month at 8:00PM. It is not mandatory but every member is encouraged to attend.

There are three (3) duty groups, as an active member, you will be assigned to a duty group. Duty groups rotate once every three (3) weeks. You are required to respond to night and weekend emergencies when you're assigned duty group is on duty, if not, find another member to cover your duty group. Exceptions from being assigned to a duty group would be if you work the night shift or for special reason justifiable by the executive committee. In addition, active members are also encouraged to participate in fund raising events at Fireman's Park.

As an active member you may choose to join one or more specialty companies, Engineers, Rescue Squad, Dive Team or Public Education. The following is a brief description of the different specialty companies:

ENGINEERS

Engineers are responsible for the safe transportation of firefighters, apparatus and equipment to and from the scene of an emergency. Once on the scene, the engineer must be capable of operating the apparatus properly and swiftly. The engineer must ensure that the apparatus and equipment carried on the apparatus are maintained in a ready condition. To become a qualified Engineer (Motor Pump Operator) you need to have completed Firefighter 1, Defensive Driving and Pumping Apparatus Driver/Operator. Engineers also train once a month besides the regular monthly fire suppression training. Engineers are required to participate in a minimum of 6 Engineers trainings per year.

RESCUE COMPANY

Rescue Company is responsible for emergency care of the sick and injured. It is made up of various components that work together to provide the sick and injured with the best possible emergency medical care. Rescue Company represents the combined efforts of emergency medical technicians (EMT-Basic, EMT-Intermediate Technician), and support personnel. Rescue personnel are responsible for extrication of victims from automobile, farm and industrial accidents. They are also responsible for providing first aid and basic life-support to victims and department personnel at a fire scene. In addition, rescue personnel have additional responsibilities of keeping accurate records, operating and maintaining three (3) rescue units, and their equipment and supplies. Rescue Company trains once a month besides the regular monthly fire suppression and engineers trainings and are required to participate in a minimum of 8 rescue trainings per year.

DIVE TEAM

The Dive Team is a unit within the Rescue Company. They do search and rescue, search and recovery in or on the water. Divers of the Dive Team are certified divers. All divers of the Dive Team receive specialized training in

search and rescue and search and recovery. A support crew of non-divers work with the Dive Team from shore assisting with ropes, boats and gear. The Dive Team sets their own training schedule as needed to meet their needs.

PUBLIC EDUCATION

Public Education is responsible for fire safety education to the public day and/or night. Classes are conducted at schools, factories, other organization's throughout the city and town and at the department's Survive Alive House. The Public Education Company does not have an extra training night of its own but is subjected to training others at any given time.

Assuredly, you can become as active as you desire. You can participate one (1) night a month to one (1) night a week. Occasionally, the Chief may call upon you to participate on one (1) or more committees to facilitate the functions of the fire department.

PASSIVE MEMBERSHIP

Passive members have the same rights as an active member; however, passive members will have a limited role at an emergency. Passive members, in an emergency, will support the active membership as designated by the Chief(s) or his/her officers. A passive member may participate in the Public Education programs. Also, as a passive member the department **encourages** you to participate at the department's fund raising events and to serve whenever called upon by the Chief or Executive Committee.

ASSOCIATE MEMBERSHIP

Associate members are paying members who are exempt from the duties of Active and Passive membership with the exception that they may be expected to serve whenever called upon by the Chief or Executive Committee. Associate members may participate in fund raising or other duties of the Active or Passive membership and then transfer to Active or Passive membership by written request to the Executive Committee. Associate membership dues is \$100.00 yearly.

HONORARY MEMBER

Honorary member is an active member who has served the department for twenty-five (25) consecutive years of service with the department. A passive member may be moved to Honorary status by the Executive Board when he/she reaches (25) consecutive years of service with the department.

PROBATIONARY MEMBERS

Individuals, who have successfully completed the application and interview process, including completion of a background investigation, physical/agility test (for active members), will be invited into the membership on a probationary basis.

Active probationary members are required to:

- Complete a course of instruction in basic firefighting or EMT
- Attend a minimum of 10 trainings for active fire, 8 trainings for active EMS, 6 trainings for engineers during the year
- Fulfill duty group responsibilities
- Carry out assignments and duties as directed by the various officers of the department

Passive probationary members are required to:

- Participate at the departments fund raising events, the largest one being Maxwell St Days
- Carry out assignments and duties as directed by the various officers of the department

A probationary member is moved to active or passive status following a year's probation if they complete these items. If a member does not fulfill these requirements their probation may be extended for an undetermined amount of time or may be terminated.

MEMBER BENEFITS

Length of Service Award

The Length of Service Award Program (LOSAP) is a program developed by the State of Wisconsin that serves as a retention incentive for volunteer fire departments. An active member with 10 years of service becomes 50% vested in the program. Beyond 10 years, individuals become incrementally vested until they reach 20 years at which time the individual is 100% vested.

If a member quits prior to 10 years of service, he or she forfeits their account and their funds are redistributed to the remaining active members. Members who leave the department after reaching 10 years of service continue to earn interest in the account until age 60, at which time their account will be paid out on a percentage based upon their actual years of service.

NEW MEMBER EXPECTATIONS

Meetings

The first Friday of the month is the scheduled department's business meeting, where affairs of the department are discussed and voted on. The second and fourth Thursdays of the month are the scheduled Department Training. The third Tuesday is the scheduled Rescue Training and the third Thursday of the month is the scheduled Engineers (MPO) Training. Fire Suppression Trainings run from 6:30pm to 9:30pm, Engineers Trainings run from 6:30pm to 9:30pm, Rescue Trainings run from 7:00pm to 9:00pm.

Firefighter I Certification

If you are not already certified as a Firefighter I, you must complete the state certified firefighter 1 course and become state certified firefighter 1. The program is offered twice a year. During this training you will learn: Firefighter safety, Fire behavior, Personal Protective Clothing, SCBA, Search and Rescue, Hose Basics, Forcible Entry, Ladders Basics, as well as many other topics related to Fire Prevention, Public Education and Sprinkler Systems.

In order to function as a firefighter with the Cedarburg Volunteer Fire Department, you must become state certified firefighter 1.

To complete this training, you may be required to put in more than two nights per week in either attendance at classes or studying. Firefighter 1 class on average is two nights a week for a semester, over 140 hours of classroom/practical training. The Cedarburg Volunteer Fire Department is investing considerable resources into your training with the expectation that you invest your time into serving the communities we protect.

Emergency Medical Services

An option, in lieu of or in addition to firefighter, is protecting the community through emergency medical services. The Cedarburg Volunteer Fire Department provides Emergency Medical care 24 hours a day, 7 days a week. In order to become a certified EMT Basic, you must complete the state certification EMT Basic course and pass the state certification exam (National Registry).

To complete this training, you may be required to put in more than two nights per week in either attendance at classes or studying. EMT Basic class on average is two nights a week for a semester, over 160 hours of classroom/practical training. The Cedarburg Volunteer Fire Department is investing considerable resources into your training with the expectation that you invest your time into serving the communities we protect.

Other Certifications

Beyond the firefighter I and EMT certifications, the state offers continuing education as EMT Intermediate Technician (EMT-IV Tech), Firefighter II, Fire Officer, and special programs as diver, apparatus driver, hazardous materials and more. If you have an interest in adding to your fire and/or medical knowledge, see the departments training officer for more information.

Training

At the Cedarburg Volunteer Fire Department, we believe in training! Proper training will provide proper performance. The department requires Firefighters to attend 10 trainings a year, EMT's/rescue drivers to attend 8 trainings a year and Engineers to attend 8 trainings a year. Failure to comply with Department training requirements may be grounds for dismissal.

The Department may schedule house burns and additional training on nights and/or weekends, other than the scheduled trainings. These training sessions are optional; however, they are very valuable, as they will provide you with the necessary experience in providing emergency services safely and effectively. You will find that these experiences are some of the best.

FIREMEN'S PARK

Cedarburg Fire Department Inc. owns Firemen's Park and is the financial supporter of the Cedarburg Fire Department. Members of the Cedarburg Fire Department operate and maintain Firemen's Park. Each spring, summer and fall, one of the department's fundraisers is known as Maxwell St Days. Maxwell St Days involves four (4) one (1) day events, which is a gigantic flea market. Preparation for Maxwell St Days requires help from all members (Active, Passive and Honorary) the Monday and Thursday nights and Saturday morning before the event. The day of the event, help is required to operate the various stands throughout the park (kitchen, brat stands, bars, office, etc.) just like any other festivity, there is cleanup. Help is essential to clean up the grounds and stands the day after the event.

Like any other property owner, we as members of the Cedarburg Fire Department, have to maintain our property. Therefore, Monday nights during spring, summer and fall are set aside for maintenance and special projects at the park. In addition, the department raises funds by storing recreational vehicles in the barn and grandstand. Again, help is essential in fall to store the vehicles and remove them in the spring.

Joining the Cedarburg Fire Department can be a time consuming commitment. However, saving lives and/or property has its rewards. The reward is that special feeling that only you can feel after helping another human being or occasionally the family pet. No one individual can explain the feeling you will experience, you have to experience it for yourself. Once you experience it, it truly makes up for the time well spent. Besides boosting your self-esteem from the pride of helping others, the fire department rewards you with refreshments, snacks and meals after monthly meetings and training. Also, the department provides one (1) party a year for department members and their spouses or significant other. This party includes a catered diner, refreshments and entertainment. If that is not enough, joining the department will provide you with the chance to make new friends and enjoy a close camaraderie with fellow firefighters/EMTS.

I have read, understand and agree to the expectations of the Cedarburg Volunteer Fire Department

Signature

Date

CEDARBURG VOLUNTEER FIRE DEPARTMENT

PO BOX 327
W61 N631 MEQUON AVENUE
CEDARBURG, WI 53012

APPLICATION FOR ACTIVE OR PASSIVE MEMBERSHIP

Type of membership applying for: Active Fire Active EMS Active Fire/EMS Passive
(Read the attached material and decide) Associate

This information is for official use only and will not be released to unauthorized persons nor will it be used to discriminate against any applicant.

Application must be typewritten or clearly printed in ink. **All questions must be answered, if applicable.** If not, indicate NA (not applicable). Applications, which are incomplete or illegible, will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheet(s) of the same size as this application and number answers to correspond with questions.

APPLICANT

Name: _____ Date: ____ / ____ / ____
last first middle

Are you at least 18 yrs of age Yes No Home Phone: () - Soc. Sec.#

RESIDENCES

List in chronologically all of your past residence during the past three (3) years starting with your present address.

STREET ADDRESS	CITY	STATE	DATE
			TO ____
			TO ____
			TO ____
			TO ____
			TO ____

EDUCATION

	NAME/LOCATION	DATES FROM TO	COURSES PURSUED	DEGREE, DIPLOMA, CREDITS EARNED
High School				
College				
Tech, Business Trade School				
Emergency Service Training				
Other Related School/Training				

FIRE / EMS CERTIFICATION/LICENSE/EDUCATION

Are you a certified Firefighter 1 in the State of Wisconsin? ____ Yes ____ No

Are you certified as a Firefighter in another state? ____ Yes ____ No

Are you licensed as an EMT – Basic in the State of Wisconsin? ____ Yes ____ No

Are you licensed as an EMT – Basic in another state? ____ Yes ____ No

Are you licensed as an EMT – Intermediate Technician in the State of Wisconsin? ____ Yes ____ No

Are you licensed as an EMT – Intermediate Technician in another state? ____ Yes ____ No

Do you have any previous fire and/or EMS service experience? ____ Yes ____ No

If yes, provide details:

EMPLOYMENT

EMPLOYER NAME (list current employer first)	DATES OF EMPLOYMENT FROM TO	IMMEDIATE SUPERVISOR & PHONE NUMBER	REASON FOR LEAVING
NAME: ADDRESS:			
NAME: ADDRESS:			
NAME: ADDRESS:			
NAME: ADDRESS:			
NAME: ADDRESS:			
NAME: ADDRESS:			

May We Contact Your Present Employer? ____ Yes ____ No

MILITARY RECORD

Have You Ever Served In The Armed Forces, National Guard or Reserves? ____ Yes ____ No

If Yes, Provide The Following Information. Branch Of Service _____

Dates Served ____/____/____ to ____/____/____ Type of Discharge _____

Are You Presently A Member Of The National Guard or Reserves? ____ Yes ____ No

REFERENCES

Give Three (3) References (**Not relatives or Cedarburg Fire Department Members**) Whom You Have Known For Three (3) Years

Name	Address	Phone#	Occupation

COURT RECORD

Have You Been Convicted Of a Felony Or Misdemeanor Yes No

If Yes, Please Provide An Explanation: _____

(A conviction will not be an automatic bar to membership and will be considered only as it relates to the position being applied for.)

Have You Ever Paid A Civil Forfeiture Or Fine For A Nontraffic-Related Offense (Including Municipal Ordinance Violations)?
 Yes No

If Yes, Please Provide An Explanation: _____

(Payment of a civil forfeiture or fine will not be an automatic bar to membership and will be considered only as it relates to the position being applied for.)

Do You Have Any Charge(s) Pending Against You? Yes No

If Yes, Please Provide An Explanation: _____

(A pending charge(s) or arrest is not an automatic bar to membership and will be considered only as it relates to the position being applied for.)

I voluntarily grant Cedarburg Fire Department the right to investigate the statements I have made in this application, as well as other related information and activities. I also authorize any person, firm, corporation, and government agency to disclose to Cedarburg Fire Department any information they may have regarding me. I release Cedarburg Fire Department; as well as any providers of information from any liability and for any damage that may result from the furnishing and receiving of this information. I am aware that willfully withholding information or making false statements on this application and/or during interview, will be basis for rejection. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge.

Signature of applicant

Date

After completion of the application:

Application will be reviewed by the chairperson of the Membership Committee

An interview with the applicant will be set up with the Membership Committee

During the interview the applicant will have the requirements of chosen membership status explained to them. A release will be signed by applicant for the department to complete a background investigation on the applicant by the Cedarburg Police Department.

For those applicants choosing Active Fire, Active EMS or Active Fire/EMS:

Once the applicant has completed the interview process and the background investigation comes back acceptable to the department, the application will be brought forward to the Executive Board for approval. The membership candidate will be informed as to whom to contact for the pre-employment physical & agility testing and it will be their responsibility to schedule their appointment.

Upon successful completion of the pre-employment physical/agility test and the applicant has passed, the applicant will be considered a member of the department.

For those applicants choosing Passive membership:

Once the applicant has completed the interview process and the background investigation comes back acceptable, the application will be brought forward to the Executive committee for final approval.

FOR FIRE DEPARTMENT USE ONLY

Interview scheduled for: ___/___/___ Time: _____ Letter sent: ___/___/___ Phone call: ___/___/___

Interviewed By : _____, _____, _____,
_____, _____, _____,
_____, _____, _____,
_____, _____, _____

Background investigation authorization received on: ___/___/___

Background investigation completed on: ___/___/___

Passive/Associate Membership application presented to Executive Board for approval on: ___/___/___

Pre-employment physical & agility information sent (Active Membership) on: ___/___/___

Pre-employment physical & agility results received (Active Membership) on: ___/___/___

Application presented to Executive Board for Pre-approval pending physical and agility on: ___/___/___

Acceptance or Rejection letter sent on: ___/___/___

New member orientation scheduled on: ___/___/___ Time: _____ Letter sent: ___/___/___

COMMENTS

SIGNATURE OF MEMBERSHIP COMMITTEE MEMBER

DATE

SIGNATURE OF MEMBERSHIP COMMITTEE MEMBER

DATE

MEMBERSHIP APPROVED

YES NO

SIGNATURE OF EXECUTIVE BOARD CHAIRPERSON

DATE

Statement of Responsibility:

I understand that this application is based upon the truthfulness of my answers and that there exists no misrepresentation. I further acknowledge that any false information given within this application shall be cause for rejection before acceptance of this application and will result in dismissal of employment if discovered after hire date.

As applying for membership, I fully understand that I will,

- Agree to a background investigation conducted by the Cedarburg Police Department.
- Successfully pass a Pre-employment physical and agility test as a condition of active membership. I also understand that my refusal to complete the physical or agility examination will preclude further consideration for membership.
- Take and complete a prescribed course in fire fighting and/or EMS as directed by the department and become a *certified* firefighter and/or EMT (active memberships).
- Attend a minimum of 10 fire suppression trainings and/or 8 rescue trainings during each year beginning with the date of approval as a probationary member.
- Attain active or passive membership status within one (1) year of the date of approval as a probationary member or you may be dropped as a member.
- Obey the orders of the Chief Officers and at emergency incidents those orders of the Incident Commander.
- Active and Passive members will participate at fund raising events and will serve whenever called upon by the Chief or Executive Board.
- Adhere to the department's rules, regulations, policies, procedures and the Constitution/By-Laws of the Cedarburg Fire Department.

Signature: _____ Date: _____