

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 5 of 2010

Policy Name: New Member Orientation

Date Issued: March 8, 2010

Effective: March 8, 2010

Revised: February 2016

Review Date: January 2020

(revisions remove references to Jr. Members)

I. PURPOSE

A. The purpose of this policy is to develop and implement a program to orient all new members of the Fire Company to process, structure, expectations, rules, regulations, guidelines and operations of the Stillwater Fire District, Arvin Hart Fire Company.

II. POLICY and Procedure

A. It shall be the responsibility of the Trustees, Chief, Line and Administrative Officers to jointly execute an orientation program for all new members to the Fire Company.

- i. The program shall be implemented immediately.
- ii. The orientation program shall be executed in conjunction with the probationary program for all fire company candidates.
- iii. All new candidates shall be subject to a six (6) month probationary period during which they will be candidates for permanent fire company membership. The probationary period shall include an orientation program approved by the Board and executed by the administrative and line officers under the direction of the Chief. The program shall include on the job training and mentoring, and a written recommendation of membership into the Fire Company upon completion of the provisional probationary period.
- iv. Failure to pass the probationary period may include the following actions, extension of probation up to but in no case exceeding six (6) months or dismissal from the candidate program without permanent induction into the fire company.

B. The Orientation Program shall be approved by the Board of Fire Commissioners.

C. The Orientation Program shall include but shall not be limited to the following tasks and incorporate the prescribed "Best Practices" as disseminated by OFPC ;

1. Company History and Background
2. Command Structure on and off the fire ground
3. Where to obtain valid information
4. Review of By Laws, SOGs and Policies
5. Fire Company Operations Overview
6. Basic introduction to stations and apparatus
7. Brush Fire Operations and Safety
8. Safety Hazard Recognition
9. Mutual Aid agreements and SOGs on mutual aid

10. Radio Communications Procedures, Internal and External
 11. Fire Station safety
 12. Basic operations, response protocols, hose, nozzles, apparatus, equipment stowage, definitions and riding apparatus safety.
 13. Fire Station and Apparatus maintenance overview
 14. Hose Load, re-racking and hose care and maintenance
 15. Water supply and sources
 16. Response Safety
 17. Water Supply Operations
 18. PPE care maintenance, use and replacement
 19. Use and Operation of detection meters and limitations
 20. Expectations, including apparatus expectations, facility expectations, behavior expectations, training expectations
 21. Extrication operations overview
 22. Fire Scene Safety
 23. Portable Gas Powered Equipment
 24. District roads and target occupancies in district
 25. Construction for the fire service
 26. Water rescue operations overview
 27. SCBA refilling operations
 28. SCBA familiarization (interior qualified)
 29. Fire reporting workshop
- D. A task list or book shall be created and upon successful demonstration of the outlined task the Training Officer, Captain or Chief shall initial the task book for the candidate. Only after successfully meeting established expectations shall a candidate be eligible for full membership to the fire company
- E. It is expected that the orientation program utilize officers, senior members and subject matter experts from within and outside of the fire department in the execution of the program.
- i. The intent is to involve a wide range of participants
 - ii. It is also appropriate to assign reading or study projects, which can also be accomplished as a team depending on the number of junior candidates.
- F. The Orientation program is mandatory within one year of subjects becoming candidates for election to membership, no exceptions or extensions.
- i. Required OSHA training segments include, haz mat response, respiratory protection, blood borne pathogen, employee right to know and the operation of fire extinguishers.
 - ii. Required NIMS ICS training to be completed, IS-100 and IS-700.
- G. Accomplishments shall be documented in writing utilizing a task check list, entered into the company files with results copied to the Board of Fire Commissioners.
- H. A task list shall be checked by the instructor with review and verification by the line officers.
- I. It shall be the responsibility of the Chief to implement and enforce this policy.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners

Addendum: Task Sheets Complying with OFPC Best Practices matrix