

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 2012

Review Date: January 2015

(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;

- 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 equipment.
- 7. Expectations, including apparatus expectations, facility expectations, behavior expectations, training expectations
- 8. Brush fire operations

9. Safety on and off the fire ground, in the station, on the apparatus.
 10. Mutual Aid Agreement & Mutual Aid Company Review
 11. Radio Procedures, communications protocols
 12. Operations Basics, such as responding to incidents, PPE use, hose and nozzles, apparatus and equipment location, definitions, riding apparatus.
 13. Available training and how to obtain
 14. Hose loads, re-racking, hose care and maintenance
 15. Town Water Systems including Static and Hydrant Systems
 16. Water supply basics, hose operations, basic attack line operations, hydrant operations
 17. PPE Care, maintenance, use and replacement policy.
 18. Use and operation of detection equipment such as TIC, hazardous atmosphere meters, SCBA.
 19. Jaws operations and protocols
 20. Use of saws, portable pumps, fans and other portable equipment.
 21. Familiarization with district roads and target occupancies
 22. Construction for the fire service
 23. Boat support operations
- 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.
 - 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

Candidate Name:	Beginning date of program:	Ending Date of Program
Performance Standards	Meets Expectations	Officer Signature & Date
Company History and Background Awareness		
Command Structure also complete IS 100		
Familiar with where to obtain valid information		
Has Reviewed Policies and Procedures		
Pension program and other benefits		
Fire Ground Operations Awareness		
Knowledge of Stations and Apparatus		
Brush Fire Operations Awareness		
Safety Awareness Fire Ground – Station - Apparatus		
Mutual Aid Awareness Agreements – Review of adjacent Companies		
Radio Procedures and Protocols		
Basic Operations: equipment location, Response, PPE, hose/nozzles, riding apparatus		
Fire station and apparatus maintenance awareness		
Hose loads, hose lays, re-packing, hose care, and maintenance		
Water systems, hydrants and static supplies		
Water supply basics; supply lines, attack lines, hydrants, dry hydrants		
PPE Care, inspection, maintenance, replacement policies awareness		
Use and care of detection equipment, meters, TIC and detectors		
SCBA use and care		
Ladders, use and maintenance		
Jaws operations and protocols, MVA response		
Use of saws, pumps, fans and other portable equipment		
District roads and target occupancies		
Construction and the fire service awareness		
Water Rescue operations & support activities		
Ropes, knots and rescue operations and support		
Scene Support operations and activities		
Proficiency using hand tools		
Overhaul and salvage operations awareness		
Recommend permanent Status:		
This programmed to be completed over a six month period		