

**RIDGEFIELD VOLUNTEER FIRE DEPARTMENT
6 CATOONAH STREET • RIDGEFIELD, CT 06877**

Welcome to the Ridgefield Volunteer Fire Department!

We are very happy to have you become part of over 100 year history. Over the coming months you will be exposed to a large number of new experiences and new faces. Be patient, there will be a lot to learn as you begin your training and participate in Department functions. This guide is intended to give you an over view of the RVFD, and answer some of the more common questions about us. The guide cannot take the place of hard work and dedication, but it can surely assist you in your understanding of our operation.

The RVFD reporting structure is comprised of the Volunteer Chief, Assistant Chief, two Captains, and two Lieutenants. The line officers are responsible for all training and fire ground activities of the department. The department also has an executive branch consisting of a President, Vice President, Recording Secretary, Financial Secretary, Treasurer, and Steward. These individuals are responsible for the administration of the department business. In addition to the above two groups, we also have a Fire Commission. The Fire Commission is responsible for screening new members, administering policies, and hearing grievances. All positions in the Volunteer Department are filled by yearly election.

The last, but not least component of the RVFD is the Fire Police. The Fire Police are a service organization for the Town of Ridgefield and serve in a number of capacities. They assist with traffic control at fire and accident scenes, as well as during natural disasters. They are on call to assist both the Fire and Police Department as needed. The Fire Police have one Captain and two Lieutenants which are elected on a yearly basis by the Volunteer Department. The Fire Police report to the Volunteer Assistant Chief.

There are currently three levels of participation possible in the RVFD – Firefighter, Fire Ground Support, and Fire Police. Each level carries with it certain responsibilities and yearly training requirements. Depending on your choice of option, your training requirement will be laid out for you by a Line Officer. All new members must participate in Safety Awareness class before being allowed to begin other training or activities.

The Volunteers are notified of calls by voice pager. The page will contain information about the type of incident, the apparatus requested to respond and the location of the incident. Preceding the voice information, the pager will beep either once or twice. One beep or "tone" indicates a routine call. Two beeps or "tone" indicates a General Alarm. In the event of a General Alarm department members will also receive a text message on their cell phone through the Ever Bridge System.

You will receive a copy of our By-Laws to review at your convenience, and be instructed in the use of Department Standard Operating Procedures (SOP's) and Standard Operating Guidelines (SOG's). The below information should serve as an overview of the Department, but is by no means intended to cover all of the information you will need to learn.

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Requirement

- Applicants must be at least 17 ½ years old, and cannot participate in any department training activities until they are 18 years old.
- Applicants will be screened through a background check with the Ridgefield Police Department
- All probationary members must attend Safety and Orientation classes before participating in department training activities or responding on any calls
- All probationary members will be required to pass a physical examination
- All probationary members must go through a 6 month probationary period before being voted into the RVFD
- All probationary members must attend the two training drills per month (first and third Tuesday)
- All probationary members must attend one meeting per month (first Thursday)
- All probationary members must attend all Truck Checks on off Tuesdays until off probation when they will be assigned on a crew
- If you are not able to attend a required function, an excuse form must be submitted to the Fire Commission in the metal box near the mail boxes on the second floor

House Rules

- The Firehouse, as with all town buildings, is a "DRY" facility. There is to be NO ALCOHOL on the premises at any time
- The Firehouse is a place of business, and appropriate behavior should be practiced at all times
- The dispatch office is off limits at all times. No one should enter under any circumstance
- The day room and kitchen downstairs are set aside for the use of the career personnel. Please respect the privacy of the staff
- When using the Volunteer day room upstairs, please be mindful of others on the second floor, and do not interrupt their activities
- Smoking is not permitted in the building at any time

Apparatus

- Engine 1 – Lead Career engine from Catoonah St. Headquarters
- Engine 2 – Lead Career engine from Station 2
- Engine 3 – Lead Volunteer engine
- Engine 4 – Back up / Special Duty engine
- Rescue 7 – Volunteer Rescue Truck
- Truck 8 – Ladder Truck
- Tanker 10 – Second due tanker
- Tanker 12 – First due tanker
- Medic 1 & 2 – Ambulances staffed by career personal
- Medic 3 – Back up Ambulance
- Car 1 – Chief
- Car 2 – Assistant Chief
- Car 3 – RVFD Chief
- Car 4 – RVFD Assistant Chief
- Car 5 – Fire Marshal
- Utility 6 – Support Vehicle
- Car 7 – RVFD Fire Police Vehicle

Conduct

- The Firehouse is a place of business, and appropriate behavior should be practiced at all times
- Members are forbidden from being on the premises while under the influence of alcohol or controlled substances
- Respect should be shown for all other members of the department
- All areas should be properly cleaned after use

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Equipment

- Pager
- Turnout Gear
- Dress Uniform

Response Policies

- Volunteers are dispatched by pager as needed. There are two types of calls – General Alarms and routine calls. General Alarms are the most serious types of calls – working structure fires, significant natural disasters, or mass casualty incidents. All apparatus are cleared to respond to General Alarms. Routine calls are less significant in nature, but still very important. Apparatus will be individually dispatched as the call requires.
- During the probationary period, members are not permitted to respond directly to the scene of an incident. After the probationary period, response to the scene of a General Alarm is allowed, but care must be taken to park vehicles away from the travel routes of responding apparatus will be using. For routine calls, members should respond to the Firehouse.
- After a permit has been issued by the RVFD Chief, blue lights may be displayed by members in their personal vehicles while responding to an incident. Blue lights are not provided by the Department. Blue lights DO NOT permit speeding or violation of any traffic laws. The sole purpose of a blue light is to request that other motorists yield, but bear in mind they are not lawfully required to do so.

Benefits

- All active members who are residents of Ridgefield and have meet the requirements set by the department are eligible for a yearly property tax credit of \$1000.00 dollars
- Incentive pension plan
- All basic equipment is provided by the department
- Social function

Training

- Training is provided at no charge to all members with the approval of the RVFD Chief. Courses are available throughout the state, as well as in house. Every effort is made to offer as many courses as possible either in house, or in a surrounding town

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MEMBERSHIP APPLICATION

Position applied for: Fire Fighter Fire Police Technical Service

Name (L, F, M):

Date of birth: SSN: Married: Y N D

Home Phone: Cell Phone: Email:

Current address: Years at this address:

City: State: Zip Code:

Drivers License# & State: Citizenship: USA Other:

EMPLOYMENT INFORMATION

Current employer:

Employer address: How long?

Phone: E-mail:

Position: Supervisor: Phone:

City: State: ZIP Code:

EMERGENCY CONTACT

Name :

Address: Relationship:

City: State: ZIP Code:

Home Phone: Cell Phone: Work Phone:

EDUCATION

High School (circled highest year completed): 9 10 11 12 Degree? Y N GED? Y N

High School name: Graduation year?

Street address:

City: State: ZIP Code:

Undergraduate: 13 14 15 16 Degree? Y N Graduation year?

Graduate degree: Y N Doctorate degree: Y N

Special and Technical Schools attended:

(use additional paper if necessary)

PERSONAL REFERENCES

(NO FORMER EMPLOYERS OR RELATIVES. MUST LIST THREE, NO EXCEPTIONS)

Name:

Address: Phone:

City: State: ZIP Code:

Name:

Address: Phone:

City: State: ZIP Code:

Name:

Address: Phone:

City: State: ZIP Code:

MEMBERSHIP APPLICATION SIDE 2

Have your driving privileges been suspended or revoked by any state?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever had a motor vehicle accident?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a Felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a DUI?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been refused life or medical insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been or are now a smoker?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Have you ever been diagnosed with any of the following conditions:

Diabetes requiring insulin?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Epilepsy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Psychotic disorder?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Chronic Alcoholism?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Drug addiction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Coronary Heart Disease?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Myocardial infarction (heart attack)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Loss of consciousness without satisfactory explanation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If "YES" to last question please explain:

Do you use prescription drugs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you use Drugs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If "YES" to one or both questions please explain:

(use additional paper if necessary)

LIST ALL CITIES AND STATES LIVED IN THE PAST TEN YEARS

City:	State:	City:	State:
City:	State:	City:	State:

(use additional paper if necessary)

All applicants in school who are 17 and under must include with this application a signed letter from the principle stating that you are maintaining an average of C+ or better in your academic studies.

I authorize all Law Enforcement, Schools, and Personal references to provide any pertinent information relative to the suitability to assume the duties and responsibilities of a fire fighter, fire police, or technical services personal. I release all parties from all liability for any damage that may result from furnishing this information to the Officers and the Fire Commission of the Ridgefield Volunteer Fire Department.

Signature of applicant:	Date:
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FIRE COMMISSION USE ONLY

Date appeared before Commission:	Accepted <input type="checkbox"/>	Rejected <input type="checkbox"/>
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SOP's : Y <input type="checkbox"/> N <input type="checkbox"/>	Beneficiary card: Y <input type="checkbox"/> N <input type="checkbox"/>	\$10 Cash <input type="checkbox"/>	Or Check <input type="checkbox"/>
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Comments:

Monthly meeting for Membership vote:	Accepted <input type="checkbox"/>	Rejected <input type="checkbox"/>
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If rejected, explanation:

Extended probation? Y <input type="checkbox"/> N <input type="checkbox"/>	Explanation:
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If extended new Membership vote date:	Accepted <input type="checkbox"/>	Rejected <input type="checkbox"/>
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Comments: