

**CHUGIAK
VOLUNTEER
FIRE & RESCUE
DEPARTMENT**

**NEW MEMBER APPLICATION
PACKET**

TABLE OF CONTENTS

1. Letter from Bruce Bartley, Fire Chief (pg. 3)
2. Welcome/Introduction to the Chugiak Volunteer Fire & Rescue Department (pp. 4-5)
3. Types of Members (pg. 6)
4. Communications (pg. 7)
5. Fire Stations (pg. 9)
6. Responding to Emergencies (pp. 9-10)
7. Joining the Chugiak Volunteer Fire & Rescue Department (pg. 10)
8. New Member Application (pp. 11-15)
9. New Member Checklist (pg. 16)

CHUGIAK VOLUNTEER FIRE & RESCUE DEPARTMENT

P.O. BOX 670363

CHUGIAK, AK 99567

BUSINESS PHONE: (907) 688-2686 * FAX: (907) 696-4850 * DISPATCH (907) 622-9111

Dear Prospective Member:

I am pleased you are considering becoming a member of the Chugiak Volunteer Fire & Rescue Department. There are several positions in this organization to choose from, each with certain responsibilities and duties that must be met to remain a member in good standing.

As a volunteer, you must remember that the residents of the Chugiak Fire Service Area are relying upon you and your expertise in times of emergencies. Emergencies do not occur at convenient times, therefore, you will be called upon at all times of the day to assist at emergencies. Knowing that most people have full time jobs and work a variety of schedules, volunteering may be a bit more demanding than what you might imagine. I would encourage you to consider all aspects of your job, family, and present commitments before making the decision to become a volunteer.

People choose to join volunteer emergency services organizations for a variety of reasons. But foremost must be a keen desire to serve their local community. It is not always glamorous, it is seldom convenient, but it is tremendously rewarding to know that in times of crisis you can make a real difference in people's lives.

If you feel you can meet the requirements of the job, then my staff and I will assist you in reaching your goals as a member of this department.

Committing yourself to the Chugiak Volunteer Fire & Rescue Department is committing yourself to excellence and community service.

Sincerely,

Bruce Bartley, Chief

INTRODUCTION

Welcome to the Chugiak Volunteer Fire & Rescue Department (CVFRD)!

During an emergency, we are all business; afterward and in between we are a closely knit family of friends and neighbors. We are always willing to welcome another good neighbor into our ranks, and the following pages were drafted to help you with the transition into the department.

The Chugiak Volunteer Fire & Rescue Department provides fire protection and EMS response for an area of approximately 140 square miles and a population around 14,000. Established by several local homesteaders in 1952, the CVFRD service area extends from the Knik River bridge on the Glenn Highway to the North Eagle River overpass, and is bordered by the Cook Inlet to the west and Chugach State Park and the Chugach Mountains to the east.

CVFRD meets a mix of suburban and rural fire protection needs. Residential properties make up the majority of structures within this service area, but light industrial and commercial occupancies, a light-aircraft airport, a large senior center, three elementary schools, a middle school, a high school, and several long-term care facilities for the elderly are included in the response area. Many lakes, streams, and outdoor recreational areas, along with all forms of vegetation found in Southcentral Alaska, provide for a unique setting for fire protection and EMS response.

We respond to about 800 emergency calls a year. Most of them are medical in nature. Structure fires are infrequent due to the relative newness of the structures within the community and an active fire prevention program.

CVFRD is comprised of members from all walks of life and is purely volunteer. There are several classifications of members within the department including responders, dispatchers, juniors, auxiliaries, and affiliates. Although numbers fluctuate, in early 2005 there were about 80 people serving in some capacity.

Responders are divided into four crews, each with a captain and lieutenant. Each crew is assigned to respond for one entire week, from 1830 to 0630 hours on the weekdays and all weekend. The weekdays have no assigned crews; department members who are around during the day and affiliates respond to those calls.

The department meets every Wednesday night for training or business meetings. This will be the first test of your commitment to the department. If you cannot willingly give up every Wednesday night during your tenure in the department, you should seriously reconsider your application. Business meetings are held on the fourth Wednesday of each month. Dispatchers, the Executive Board, fire line officers, EMT-IIIs, Juniors, and departmental committees often have training or other meetings on various days of the

week. You will be required to attend as many business and applicable training meetings as is reasonably possible.

You will be reviewed and voted upon by the department at thirty (30), sixty (60), and ninety (90) days during your initial probationary period. This is an opportunity for us to get to know you and you to know us. It also is a time when you quite naturally will be re-evaluating whether this is really something you want and have time to do. If accepted after 90 days, you will serve a nine-month probationary period at the end of which the department will vote on you as a full member.

You will be issued the appropriate personal protective equipment and communications equipment and assigned an individual unit number upon being accepted initially. If your choice of membership type includes emergency responses on the street, you will be required to complete a one-day orientation class to make you aware of the potential dangers of blood-borne pathogens and hazardous materials. Beyond that your duty crew will be responsible for familiarizing you with the department, its functions and equipment, and for ongoing training outside of scheduled classes. You must make an effort to contact the duty captain or lieutenant and set up times to meet with them.

In an emergency, you will not be expected to respond with apparatus unless previously trained on that piece of equipment and specifically requested to do so by the duty officer. After each response, all apparatus and equipment will be returned to a "ready" condition prior to you departing the station. No equipment will be removed from the fire department for personal use at any time. An apparatus bay may be used by a new member to work on his/her personally owned vehicle (POV), but permission must be obtained from the station captain and the bay left in a clean condition afterward.

The CVFRD is a professional service with a proud tradition of serving this community since 1952. All members are expected to act accordingly, and studiously avoid any behavior that will reflect unfavorably on the department. All members will refrain from the use of alcoholic beverages within eight hours prior to and while on response duty. Illegal drug use will not be tolerated and will be grounds for immediate dismissal. Smoking and chewing tobacco is prohibited within the stations, on the apparatus, and during responses.

TYPES OF MEMBERS

The goal of the CVFRD is to find a way to best accommodate people who wish to serve the community. Some people are more interested in firefighting. Others prefer medical. Still others are more suited to dispatching. The key is finding your niche and becoming the best you can be in that role. Most of our active responders are cross-trained, meaning they do both firefighting and medical work. Some choose to focus on one or the other. Regardless, there are many support tasks that need to be accomplished at any emergency scene so whatever your interest we will find a way to use you.

The types of membership listed below have evolved over time for a variety of reasons. The key is to find the one best suited to your interests and the needs of the department. From time to time the needs of the department may dictate that you start out as a dispatcher and work your way on to a crew. Below are brief summaries of the various types of membership. If you have questions about them, please don't hesitate to ask a department member to explain them more fully to you.

Active Firefighter

This category is chosen by applicants who have the time and inclination to spend lots of time training and on the streets. Although it says firefighters, it applies also to EMS responders. An Active Firefighter will be assigned to a duty crew and will respond with that duty crew. An Active Firefighter will attend as many business and training meetings as reasonably practical. An Active Firefighter must be a minimum of 18 years of age, reside within the prescribed membership boundaries and possess a valid Alaska driver's license.

Active Dispatcher

This category is for people who want to contribute but because of job or family commitments or physical limitations may not be able to meet the demands placed on firefighter/EMS responders. A dispatcher will dispatch his/her fair share of 12-hour shifts each month. Dispatching most commonly is done from one's personal residence, providing flexibility not available to responders. An Active Dispatcher will attend as many business and training meetings as reasonably practical. He/She shall be a minimum of 18 years of age and reside within the prescribed membership boundaries.

Auxiliary Firefighter

An Auxiliary Firefighter will be assigned to a duty crew, and will respond to all emergencies upon request. This category generally is limited to people who previously were Active Firefighters but have had to take a step back because circumstances in their lives have changed significantly. There will be a maximum of nine Auxiliaries at any given time. The Auxiliary member's duty will be to perform miscellaneous tasks on the fire ground as determined by the officer in charge. An Auxiliary Firefighter will be required to attend as many business and training meetings as is reasonably practical. He/She shall be a minimum of 18 years of age, reside within the prescribed membership boundaries and must possess a valid Alaska driver's license.

Junior Firefighter

A Junior Firefighter shall be a minimum of 14 years of age, reside in the Anchorage School District's Chugiak High School Attendance Area, adhere to all rules and regulations of the Company and those described herein:

1. Will not be allowed to make motions, vote or hold office.
2. Shall assist at fire scenes and emergencies as directed by the incident commander when they have been approved by the Chief and may function as a medic if qualified.
3. May not respond to calls during their normal school hours.

4. May be dismissed for cause immediately by majority vote of the Executive Board.
5. Shall maintain current Anchorage School District minimum grade point average for extracurricular activities.
6. Must have written parental permission to apply as a junior.

Affiliate Member

This category is for people who wish to volunteer but live outside the prescribed membership boundaries. An Affiliate Member will respond to calls from Station 31 (Latimer) as outlined below. An Affiliate Member must be currently certified by the State of Alaska as an Emergency Medical Technician (EMT) or have completed training equivalent to Alaska's Firefighter I curriculum. An Affiliate Member must be a minimum of 18 years of age, reside outside the prescribed membership boundaries, and possess a valid Alaska driver's license.

Additionally, an Affiliate Member:

1. Will not be allowed to make motions, vote, or hold office nor be eligible for benefits.
2. Must be on duty at Station 31 0630-1830 weekdays a minimum of 32 hours a month.
3. Must be on duty, at one of the CVFD stations, at least four hours a month 1000-1800 Saturdays and/or Sundays, to include at least one weekend crew training.
4. Must attend as many weekly (Wednesday) training nights as practical.
5. Must obey orders and instructions of ranking CVFD personnel on scene.
6. May be dismissed for cause immediately by majority vote of the Executive Board.

COMMUNICATIONS

The primary means of communication within the CVFRD is an 800 megahertz trunked radio system that serves the entire municipality. All apparatus, officers, and dispatchers are equipped with an 800 MHz radio. Unlike many departments, we also strive to supply each member with a hand-held radio. We do so in the interest of safety, but it means considerable expense. Radios cost a lot and you must do everything possible to keep from losing or damaging yours. Anchorage Fire Department's dispatch center "tones out" CVFRD on the 800 MHz radio for 911 calls originating in our service area.

The other way we communicate is by pagers activated by telephone or 911 dispatch. While our pagers are limited by being a one-way communication system, they still provide a method to disseminate important information. Affiliate members may be given a pager at the discretion of the Affiliate Coordinator and Executive Board. These pagers are for department use only and the number(s) shall not be used for personal reasons.

APPARATUS

The Chugiak Volunteer Fire and Rescue Department utilizes many advanced and modern apparatus for fire suppression and EMS response. With five unmanned stations

spread strategically throughout the populated areas of the service district, response times are generally under 10 minutes.

Following is a brief description of the apparatus belonging to the CVFRD and their uses:

Engines (Pumpers): Used for initial fire suppression, these apparatus have high-flow pumps and a moderate on-board water supply. All are equipped with attack and supply hose, firefighting tools, self-contained breathing apparatus (SCBA), and ladders of varying lengths.

Tenders: Used to supply water and supplement the engines. The tenders have moderate-flow pumps, but carry large amounts of water.

Mini-Pumpers (Attacks/Brush): Small trucks with limited pumping capabilities and very little water, these apparatus are used primarily for brush fires and fires inaccessible to the larger engines.

Rescue: Carries tools and equipment to supplement the other apparatus on fire and rescue scenes. Fixed and portable lighting equipment, generators, heaters, smoke fans, forcible entry and extrication tools, and spare air cylinders are included.

Ambulances (Medic Units): All are equipped for Advanced Life Support (ALS) response.

Command Vehicles: The Chief, Assistant Chief, Duty Captain, and Maintenance Specialist each have an SUV with some support equipment and command and control capabilities.

FIRE STATIONS

CVFRD operates five fire stations. Access is via combination-lock doors. Once accepted for probationary membership, you will be given the combination. Apparatus placement at the various stations varies according to season and space demands.

Station 31 (Latimer): Mile 18.5 Old Glenn Highway

Engine 31: 1992 Emergency One; 1,500 GPM pump; 1,000-gallon water tank.

Tender 31: 1999 KME; 1,500 GPM pump; 2,500-gallon water tank.

Medic 31: 1993 1st Response; four-wheel drive Type 1 ambulance.

Brush 31: 1980 Chevy; 300 GPM pump; 250-gallon water tank.

Brush 32: 1978 Chevy; 300 GPM pump; 250 gallon water tank.

Station 32 (Gilmore): Inlet View Drive, off South Birchwood Loop Road

Engine 32: 1994 E-One; 1,500 GPM pump; 1,000-gallon water tank.

Engine 34: 1988 Seagrave; 1,500 GPM pump; 1,000-gallon water tank.
Tank 32: 1983 Ford; 500 GPM pump; 1,250-gallon water tank.

Station 33 (Hill): Settlers and Chugiak Drive, North Peters Creek

Engine33: 2005 KME, 1,500 GPM CAFS; 1,000-gallon water tank.
Tank 33: 1994 Salusbury; 750 GPM pump; 2,500-gallon water tank.
Rescue 33: 2004 KME; heavy and technical rescue equipment, CAFS.
Medic 33: 1998 Freightliner; four-wheel drive Type I ambulance.

Station 34 (Wallace): Birchwood Airport on the North Birchwood Spur Road.

Crash 34: 1987 AutoCar; 750 GPM pump; 1,000-gallon water tank; Class B foam; dry chemical system.

Attack 34: 1980 Chevy; 300 GPM pump; 250-gallon water tank.

Station 35 (Lowe): 14010 Old Glenn Highway near Fire Lake

Engine 35: 2004 KME, 1,500 GPM CAFS; 1,000-gallon water tank.
Medic 35: 2000 Ford/National; four-wheel drive Type 1 ambulance.
Rescue 35:1985 International; heavy and technical rescue equipment.
Brush 35: 1985 Ford; 300 GPM pump; 250 gallon water tank.
Off-road: Two Polaris snowmachines, one Polaris six-wheeler

RESPONDING TO EMERGENCIES

If you are new to the Chugiak Fire Service Area or unfamiliar to the road system, it is YOUR responsibility to become FAMILIAR WITH the primary, secondary, and rural roads. Spare map books, if available, may be issued to help responders find the location of emergencies but you, as the new member, must become familiar with the response area in your free time!

Until you have been properly trained emergency vehicle operations, and trained to drive and operate department apparatus, you may be responding in your personally owned vehicle (POV). Municipal and state regulations for non-emergent motor vehicles must be adhered to at all times, even if you have been issued a blue light. These regulations will be covered during the orientation class. You must exercise caution in responding to emergencies. Each year, dozens of emergency personnel are killed en route to and from the scene. You are of no help to us, and more importantly to the citizen who needs help, if you are involved in an accident.

Appropriate uniforms and/or personal protective equipment (PPE) must be worn on every response.

Scene safety is always our top priority. Again, if you are injured you have not made the situation any better; indeed you have made it incalculably worse. Listen carefully en route to instructions from dispatchers or officers if it is necessary to stage somewhere and await the arrival of police or others. If there is any question of safety, or you don't

feel comfortable entering the scene, **DON'T**. A “hero” mentality will only result in trouble for everyone!

You are becoming part of a team and will be called upon to perform vital functions within the duty crew. When your crew is on duty you will be expected to remain available for response within the service area. This means personal “errands” need to be taken care of prior to the time you go on duty. If circumstances dictate your absence, it is your responsibility to notify your crew officer beforehand.

THE APPLICATION PROCESS

- 1) Complete the application attached with this packet. Please be sure to include copies of your driving record, current State of Alaska driver’s license, a criminal record (these records must be paid for by the applicant). If you have prior training from another department, please include these records with your application. You are required to submit all paperwork within 30 days of the initial application.
- 2) Drop the completed application and attachments off at Station 31 at least one week before the monthly business meeting. If changes occur to your contact phone number(s), you decide against joining, have application updates, or have moved from the Chugiak Fire Service Area, please contact the department as soon as possible.
- 3) You will be contacted by a member of the department’s Membership Committee once you application has been reviewed for completeness. He/She will give you further information on the status of your application.



CHUGIAK VOLUNTEER FIRE AND RESCUE DEPARTMENT

P.O. Box 670363

CHUGIAK, AK 99567

BUSINESS PHONE: (907) 688-2686 FAX: (907) 696-4850 DISPATCH (907) 622-9111

NEW MEMBER APPLICATION

NAME: _____

POSITION APPLIED FOR: _____

DATE OF BIRTH: _____

PHONE NUMBER: HM _____ MESSAGE _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

EMAIL ADDRESS: _____

STATE OF ALASKA DRIVER'S LICENSE:

LICENSE NUMBER: _____ EXPIRATION DATE: _____

NUMBER AND AGES OF CHILDREN (OPTIONAL): _____

LIST THE NAMES, RELATIONSHIP, AND PHONE NUMBER(S) FOR INDIVIDUALS WHOM WE CAN CONTACT IN CASE OF EMERGENCY: _____

LIST THE NAME AND PHONE NUMBER(S) OF THREE REFERENCES:

ARE YOU INVOLVED WITH ANY COMMUNITY ORGANIZATIONS OR SPECIAL INTEREST GROUPS? YES NO

IF YES, PLEASE LIST: _____

MEDICAL HISTORY SURVEY

NAME: _____ SSN: _____

OCCUPATION: _____

EMPLOYER: _____

ALLERGIES, MEDICAL PROBLEMS, MEDICATIONS, ETC.
(OPTIONAL): _____

BLOOD TYPE (OPTIONAL): _____

HAVE YOU HAD A PHYSICAL EXAM IN THE PAST TWO YEARS? YES NO

IF YOU HAVE HAD A PHYSICAL EXAM PLEASE CHECK OFF THE AREAS
THAT WERE COVERED (OPTIONAL):

HISTORY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CHEST X-RAY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
BACK X-RAY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
AUDIOGRAM	<input type="checkbox"/> YES	<input type="checkbox"/> NO
VISION SCREENING	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PULMONARY FUNCTION	<input type="checkbox"/> YES	<input type="checkbox"/> NO
URINALYSIS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
BLOOD WORK	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ELECTROCARDIOGRAM	<input type="checkbox"/> YES	<input type="checkbox"/> NO

OTHER (_____)

PLEASE LIST ANY OTHER TEST IN THE LAST TWO YEARS
(OPTIONAL): _____

ARE THERE ANY PHYSICAL LIMITATIONS THAT THE DEPARTMENT
SHOULD BE AWARE OF?

(OPTIONAL): _____

UPON ACCEPTANCE INTO THE CHUGIAK VOLUNTEER FIRE AND RESCUE DEPARTMENT, A COPY OF ANY
RECENT MEDICAL EXAMINATION RECORDS SHOULD BE FILED IN YOUR CONFIDENTIAL DEPARTMENT
HEALTH RECORDS (OR INFORMATION PROVIDED ON WHERE TO OBTAIN SUCH RECORDS IF NEEDED).

TRAINING SURVEY

NAME: _____

ACADEMIC EDUCATION (FORMAL)

HIGHEST LEVEL (YEARS) OF EDUCATION: _____

DO YOU HAVE A HIGH SCHOOL DIPLOMA? YES NO
GED? YES NO

ARE YOU OR HAVE YOU ATTENDED COLLEGE CLASSES? YES NO
IF YES, ARE YOU A DEGREE STUDENT? YES NO

WHAT IS YOUR MAJOR?: _____

WHEN DO YOU GRADUATE?: _____

DO YOU HAVE A DEGREE? YES NO

WHAT TYPE OF DEGREE/MAJOR?: _____

VOCATIONAL EDUCATION

PLEASE LIST THE TRAINING YOU HAVE ATTENDED IN THE LAST 2 YEARS.

DATE	TRAINING	LOCATION	# OF HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ARE YOU CERTIFIED IN CPR? YES NO DATE EXPIRES: _____

ARE YOU A CPR INSTRUCTOR? YES NO DATE EXPIRES: _____

ARE YOU A CERTIFIED: ETT [] EMT-I [] EMT-II [] EMT-III [] MICP []

OTHER CERTIFICATES: _____

DATE CERTIFICATE(S) EXPIRES: _____

WHAT DO YOU NEED TO MAINTAIN YOUR CERTIFICATION?: _____

DO YOU HAVE ANY PRIOR FIRE EXPERIENCE? YES NO

IF YES, HOW MUCH, WHEN, AND WHERE?: _____

IMPORATANT: READ BEFORE SIGNING APPLICATION!

I UNDERSTAND THAT A BACKGROUND AND/OR DRIVERS RECORD CHECK MAY BE CONDUCTED AT ANY TIME BY THE CHUGIAK VOLUNTEER FIRE AND RESCUE DEPARTMENT FOR OFFICIAL USE ONLY. ANY FALSIFICATION OF MATERIAL SUBMITTED WILL RESULT IN ADMINSTRATIVE ACTION UP TO DISMISSAL.

APPLICANT PRINTED NAME: _____

APPLICANT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____
(IF APPLICANT IS UNDER 18 YEARS OLD)

DATE: _____

ACCEPTED _____ DECLINED _____

COMMENTS: _____

YOUR SIGNATURE ON THIS APPLICATION GIVES THE CHUGIAK VOLUNTEER FIRE AND RESCUE DEPARTMENT THE RIGHT TO REVIEW YOUR DRIVING, CRIMINAL, AND MEDICAL HISTORY FROM THE APPLICATION PACKET

NEW MEMBER CHECKLIST

TO BE COMPLETED BY THE TRAINING DEPARTMENT

APPLICATION SIGNED AND DATED: YES NO

ALL FORMS COMPLETED AND SIGNED BY APPLICANT, COPIES OF STATE OF ALASKA DRIVER'S LICENSE, DRIVING RECORD, AND CRIMINAL RECORD INCLUDED WITH PACKET: YES NO

CREATE PERSONNEL FILE: []

HBV VACCINATION AND TB SKIN TESTING RECORDS SUBMITTED: [] N/A

PPE ISSUED: []

FIRE DEPARTMENT I.D. ISSUED: [] I.D. #s _____

ACCOUNTABILITY TAG ISSUED: []

RADIO/PAGER ISSUED: [] I.D. #s: _____

CREW ASSIGNMENT: 1 2 3 4 AFFILIATE JUNIOR

ENTER ON RESPONSE/ATTENDANCE ROSTER: []

NUMBER _____ UNIT # _____ PHONE

ORIENTATION CLASS SCHEDULED: YES NO PENDING
DATES: _____

UPON COMPLETION TO BE PLACED IN PERSONNEL FILE OF NEW MEMBER

Personnel Information Form

Name

<u>Last:</u>	<u>First:</u>	<u>Middle:</u>
--------------	---------------	----------------

Mailing Address

<u>Number:</u>	<u>City:</u>	<u>Zip:</u>
----------------	--------------	-------------

Physical Address

<u>Street:</u>	<u>City:</u>	<u>Zip:</u>
----------------	--------------	-------------

Personal Info

<u>D.O.B.:</u>	<u>SSN:</u>	<u>Drivers License/Expiration</u>
----------------	-------------	-----------------------------------

Contact Info

<u>E-Mail:</u>	<u>Phone Number:</u>
----------------	----------------------

Emergency Contact

<u>Name</u>	<u>Phone Number</u>
-------------	---------------------

EMS and Fire Fighter Certifications

<u>Title</u>	<u>Cert. Number/Expiration Date</u>

Accountability Tag Info

<u>Blood Type</u>
<u>Allergies</u>
<u>Medications</u>