

# INSTRUCTIONS FOR NEW MEMBERS OF THE GLENVILLE FIRE DEPARTMENT

The Firefighter 1 programme runs annually, normally in the autumn and winter and is held on Mondays and Wednesdays (with some Saturdays or Sundays thrown in for practical sessions). The class ends with a final exam.

**Prior to the first class, all new members MUST complete a full physical examination at Greenwich Hospital.** However, we have been advised that if the Greenwich Hospital cannot schedule your physical prior to the commencement of your first class, you may still attend class in anticipation of the completion of your physical exam\_

## **INSTRUCTIONS FOR ARRANGING YOUR PHYSICAL EXAM**

You must call Rosemary at Greenwich Fire Headquarters to obtain an authorisation code that you will subsequently provide the hospital. This code ensures that the correct physical exam is given to you and that the town receives your paperwork and pays the bill. Rosemary's telephone number is (203) 622-3950. When you call, tell Rosemary that you are a new member of the Glenville Fire Department and that you need to arrange for your **INITIAL PHYSICAL EXAM**. (As a firefighter, you will have periodic physical exams that are less intense than your initial exam)

Once the Town receives the results of your exam, you will be entered into the system and a background check will be performed. Upon completion of a successful background check, you will be confirmed as a Greenwich Volunteer Firefighter.

## **PERSONAL PROTECTIVE EQUIPMENT**

Once your application for membership has been accepted, and you become a member of the Glenville Fire Department, you are entitled to receive your turnout gear (helmet coat, pants, gloves etc.) and a dress uniform. You can obtain your turnout gear from Fire Headquarters. You should contact Captain John Sabito to arrange a time to be fitted for your gear. He can be reached at (203) 622-3955. You will first receive probationary gear (used but cleaned) until you pass Firefighter 1, at which time you will be custom fitted for your personal gear.

The Glenville Fire Department will provide dress uniforms.

If you have any questions, feel free to contact Captain Anthony Medico at (203) 531-9113 or the Greenwich Fire Department administrative office at (203) 618-8877

## **GLENVILLE VOLUNTEER FIRE COMPANY NEW**

### **MEMBER GEAR AND EQUIPMENT**

Each new member (fire police and firefighter) should be issued the following items of gear and equipment:

1 set of turnout gear consisting of

- turn out coat
- boots
- bunker pants and suspenders
- gloves
- helmet with eye protection and chinstrap
- properly fitting facemask (firefighter only)
- hood (firefighter only)

2 sets of medical gloves

1 pager with rechargeable batteries and power console

1 badge with company badge number

1 mourning band

1 key to firehouse

1 photo identification card

1 dress uniform consisting of the following

- dress jacket with company insignia on left shoulder  
and U.S. flag

- on right shoulder i

dress slacks

- blue uniform shirt with company insignia on left shoulder  
and U.S. flag on right shoulder

- flat black tie

- dress hat with badge affixed to front

- white gloves

- black shoes

- company badge should be affixed to left lapel

Important Documents for all Members

- Greenwich Fire Department Standard Operating  
Procedures (SOP's)

- GVFC By-laws

- Company Member Contact List

- Call Reporting Guidelines

- Tax Abatement Form and Instructions

- Information Sheet for GVFC Members

- Organizational Chart of GVFC

- Acceptance of Documents Signature Form

# Glenville Volunteer Fire Company Member Information

## 1. COMPANY MEETINGS

All company meetings are held on the first Thursday of each month at 2000 hours with the exception of July and August. The Company Annual Meeting is held in January of each year. Election of line officers and corporate officers are held in December.

## 2. GEAR

All members are responsible for gear or equipment issued to them. Each new members should place his name or initials with permanent black marker in a specified spot on all equipment/gear as soon as possible.

## 3. COMPORTMENT

GVFC, first and foremost, is a community service organization that serves the citizens of the Town of Greenwich and the public at large. All members of the Department are expected to carry themselves in a professional, courteous and helpful manner when at the fire station, at an emergency scene and during events sponsored by the Department or the Greenwich Fire Department.

## 4. ORDERS

Orders are issued to get a task accomplished and to provide control in a situation that is not yet under control. On the fireground orders are direct. Other orders, such as those issued as the fire station, may not be issued with the same urgency or tone, but they are orders nonetheless. All members should recognize that orders and directives from line officers are issued by officers to accomplish tasks and objectives and to maintain the professionalism and readiness of the Department.

## 5. TRAINING

GVFC holds training on Wednesday evenings, as scheduled by the training officer, beginning at 1830 hours until completed. All company members are expected to attend training sessions. Announcements regarding scheduling of training are made by pager the day of or prior to the scheduled training day. All members should attend training with full turnout gear, unless otherwise directed by the training officer.

6. PAGING SYSTEM

All new members should familiarize themselves with the Greenwich Fire Department Paging System and the Glenville "154" radio frequency. -Questions concerning the paging device and radio transmission may be directed to any officer.

7. CALLS

The By-laws state clearly that "all members of the Company have an obligation to attend as many calls as humanly possible. Members who, in the opinion of the Board of Directors, are not meeting their obligations, shall be reported to the Company for appropriate action."

8. FIRE STATION

The Glenville Fire Station is designated "Station 4" in the Town of Greenwich Fire Department System. The public is permitted access to the fire station during normal business hours each day of the week. Access to the fire station during evening and nighttime hours is limited to key access.

9. CHAIN OF COMMAND-LINE OFFICERS

The chain of command in the department line officers is as follows:

<u>Fire Service</u>	<u>Fire Police</u>
District Chief	Captain
First Assistant Chief	First
Lieutenant	
Second Assistant Chief	Second
Lieutenant	
Captain	
First Lieutenant	
Second Lieutenant	

## 10. COMMUNITY EVENTS

GVFC holds several community events throughout the year. These events allow the company members to interact with residents and community members. These events include the following:

- 1) Easter Egg Hunt for Children
- 2) Attendance and Participation at Summer Firemen's Parades (4)
- 3) Annual GVFC Picnic
- 4) Volunteer Fire Company's Rib Cook-off
- 5) Annual Christmas Party
- 6) Santa Claus Ladder Truck Ride

Participation in each of these events is not mandatory but is strongly urged. However, the District Chief may require attendance by company members at any of the above events.



# FIRE DEPARTMENT

15 Havemeyer Place • Greenwich, CT 06830 • (203) 622-3950 • Fax (203) 622-8062

## Volunteer Reimbursement Program

Dear Volunteer:

Please adhere to the following guidelines for documenting calls under the Volunteer Reimbursement Program. Your efforts to follow them will ensure that you are accurately reimbursed for each call

### Call Guidelines

1. All recorded calls must come within 24 hours of the dispatch time.
2. Three calls *will* be accepted per dial in for one individual.
3. If you are calling in more than two people each call must be dialed in separately.
4. Speak slowly and clearly.
5. You must leave **three** out of the following four items for every call you dial in.
  - a) Date of Call
  - b) Call Number
  - c) Time of Call
  - d) Location of Call

Thank you for your participation in this program and for your dedication and service.



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## Volunteer Firefighter Job Description

**Job Title:** Volunteer Firefighter

**Purpose:** To prevent fires or other emergencies from occurring and to control fire or other emergencies should prevention fail.

**Responsibilities:** To support the department in all activities including emergency response, training, fund raising, maintenance and other special activities. Required to attend business and other organizational meetings.

**Time Required:** One monthly business meeting (approximately 2 hours), one station stand-by (approximately 4 hours), one monthly town-wide drill (approximately 4 hours), response to calls "As available." Also required to complete Firefighter 1 course (approximately 120 hours) during the first year of membership.

**Qualifications and Special Skills:**

- a) minimum 18 years of age
- b) sound physical condition as evaluated by physician
- c) non-smoker or non-tobacco user
- d) clean and neat appearance

**Recommended Period of Commitment:** The department requests that new volunteer firefighters commit to serving at least two years after firefighter 1 is completed

**Supervision:** Provided by volunteer and career line officers.

**Benefits:** In addition to the great personal satisfaction from serving the civilian population of Greenwich, we offer the following:

- a) Call reimbursement of \$5.00 per response
- b) Training expense reimbursement of \$539.00 for Firefighter 1
- c) Life and injury insurance
- d) Available in the near future: Tax and investment incentives.

# MEMORANDUM

To: Volunteer Firefighters From:  
Fire Administration

Subject: Call Response Reimbursement Program

The following guidelines should be utilized for Call Response Reimbursement in order to eliminate any potential problems that could arise. Each Volunteer Fire Company has determined that their call reporting will be done either via monthly written report or by telephone call-in. Please speak to your District Chief to ascertain the preferred reporting method for your company.

## Call in Procedures:

Volunteer call responses are to be phoned into (203) 622-3705.

Each phone call should only reflect one (1) response. (Four separate call responses yield four phone calls.)

Each phone call should represent one (I) firefighter, unless YOU are an officer calling in a group of your volunteers, or unless YOU are directed by an officer to do so.

Each phone call **MUST** be made within 24 hours of the alarm response. (The voice mail system is time/date stamped. Please be timely.)

Each phone call should contain the following:

Volunteer's Name (Full Name) Social  
Security Number Time and Nature of  
Call Call Location Call Number

(If you do not have all of this information, please provide as much information as possible so that we avoid any confusion.)

If there are questions as to procedure, or if there are any problems, please consult your District Chief, or contact Fire Administration at (203) 618-8877

Greenwich Fire Department  
Volunteer Tax Incentive

The purpose of the Volunteer Tax Incentive is to provide property tax relief for active Greenwich Fire Department Volunteers. This tax relief program is designed to attract new volunteers, and help keep our current volunteers active in their roles within the volunteer structure of Greenwich Fire Department.

Who is eligible for the Volunteer Tax Incentive?

Any active volunteer who fits into one of the following categories:

- A) Volunteer "Entry-Tag" Firefighters (Firelighter I & Current Physical.)
- B) Volunteer "DOT" Drivers/Fire Police (Current Physical.)
- C) Volunteer Fire Company Members (Administrative Volunteers who meet time requirements.)

Who is considered an "Active Volunteer?"

Any volunteer who meets the minimum standard of 20 hours of service per month, based upon the following standard:

Hourly Values:

Automatic Alarm Response:	1 Hour
CO Alarm Response:	1 Hour
Motor Vehicle Accident:	1 Hour (Minimum)
Structure Fire Response:	1 Hour (Minimum)
Haz-Mat Response:	1 Hour (Minimum)
Drill/Training:	1 Hour (Minimum-usually 3 hours)
Station Stand By:	1 Hour (Minimum-usually 3 hours)
Monthly Business Meeting:	1 Hour (Minimum)
Additional Duties:	1 Hour (Minimum-per District Chief.)
Any Cancelled Response:	1 Hour

Actual time spent volunteering should be rounded-up to the next nearest hour. What

can I apply the \$1000.00 tax credit to?

The \$1000.00 tax credit will be applied initially to real estate property, and if there is none, it is applied to personal property (i.e. cars, trucks, boats, etc.)

Please track your hours consistently and turn in your records monthly to your respective District Chief. It is ultimately your responsibility to assure that your participation is tracked and reported accurately. If you have any questions or concerns about this program, please contact Fire Administration at (203) 618-8877.