

Seward Volunteer Fire Department



Application Packet



Seward Volunteer Fire Department
PO Box 832
Seward, AK 99664
Phone: 907-224-3445
Fax: 907-224-8633
Email: sewardfd@citvofseward.net
Web: www.sewardfire.com



SEWARD VOLUNTEER FIRE DEPARTMENT

Membership Information Packet

Thank you for your interest in Seward Volunteer Fire Department!

Enclosed you will find information about being a volunteer firefighter. Please read this prior to making your decision to submit an application for membership.

Mission Statement:

Our mission statement is obtainable and easily identified by the firefighter and the community.

“We are dedicated to the protection of life and property through prevention, education and emergency response.”

Department Overview:

The Fire Department has a variety of responsibilities, which are broken into four main sections: OPERATIONS, ADMINISTRATION, FIRE PREVENTION, and EMERGENCY PREPAREDNESS.

OPERATIONS: This section is the one that is most visible to the general public. This is where the fire suppression, rescue, hazardous material and training functions take place. Maintenance on vehicles and equipment is also included here.

ADMINISTRATION: This section deals with all personnel records, records of the department, generates reports to local, state, and federal agencies; the development and monitoring of the budget, specifying and purchasing of equipment, grants and the department's safety program are in this section.

FIRE PREVENTION: This section deals with public fire education, code enforcement and development, fire safety inspections, plan review for new construction, and building construction inspections.

EMERGENCY PREPAREDNESS: This section deals with the City's ability to survive a natural or man-made disaster. This includes field supervision for overall operations, training for all City personnel, development of a budget (to incorporate all city needs for response), development and editing of the City's emergency plan, purchasing of small tools and equipment for use in the Emergency Operations center.

Expectations:

When you become a volunteer firefighter you have expectations, and so does the Fire Department. You should expect to receive quality training, be provided with the tools and equipment needed, and given support by a group of people working to achieve a common goal: **Community Safety.**

The Fire Department expects a commitment from you to attend weekly training, to be capable of responding to emergency calls, to attend the monthly business meetings, and whenever possible, volunteering your time for Fire Department functions. Functions can include community service programs such as working with the Angel Tree Christmas Program the Polar Bear Jump and public education programs. Other functions can involve fire department equipment inventory and general fire station maintenance. You are always welcome at the Fire Department. There are always projects that need to be done. Anytime you can volunteer your time, please do!

Job Descriptions:

Paid Staff

Fire Chief: The Fire Chief is responsible for the actions and performance of the entire Fire Department. This includes paid and volunteer staff. The Fire Chief is responsible for the operation of the Fire Department for the City of Seward, and reports to the City Manager, Mayor and City Council. The Fire Chief identifies and directs activities of fire suppression, rescue and hazardous material operations; investigates the cause and origin of fires; investigates the cause of accidents and make recommendations for corrective action; ensures department assigned vehicle and equipment are inspected monthly and are operational. Responsible for building safety inspections and notification of required corrections.

Deputy Fire Chief: The Deputy reports to the Fire Chief. The Deputy is second in command for the Fire Department. In the Fire Chief's absence, he assumes responsibility for the performance and actions of the department. The Deputy is the lead for the Fire Prevention Section. The Deputy is responsible for overseeing the activities and performances of assigned members, identify and perform attack procedures required to; control, confine, and extinguish fires; identify and perform rescue procedures for confined spaces, mountain, vehicle and building collapse situations; fulfills duties as an instructor and performs the duties of engineer and firefighter.

Administrative Assistant: Provides administrative support to the Fire Chief, the Deputy Fire Chief and the volunteer staff.

Volunteer Staff

- Assistant Chief:** This position is the third level of command for the Fire Department. The Assistant Chief is responsible for the performance and activities of other members; identifies and directs activities of fire suppression, rescue and hazardous material operations; assists in investigating the cause and origin of fires; assists in investigating the cause of accidents and make recommendations for corrective action; ensures department assigned vehicle and equipment are inspected monthly and are operational, fulfills the duties of an instructor; is able to perform all the duties of captain, engineer and firefighter.
- Captains:** This position is the fourth level of command for the Fire Department. The Captain is responsible for overseeing the activities and performances of assigned members, identify and perform attack procedures required to; control, confine, and extinguish fires; identify and perform rescue procedures for confined spaces, mountain, vehicle and building collapse situations; fulfills duties as an instructor and performs the duties of engineer and firefighter.
- Engineers:** Engineers are responsible, under emergency and normal conditions, for legal and safe driving, positioning and operation of assigned vehicles; identifying viable water sources; calculating pump pressures, gallons per minute, friction loss and nozzle pressure; inspecting and maintaining equipment and vehicles. Engineers participate in public fire education duties.
- Firefighters:** Firefighters are responsible for activities of rescue, fire suppression and property conservation involving buildings, enclosed structures, vehicle, vessels, or like properties that are involved in a fire or emergency situation. Firefighters participate in public fire education duties.
- Auxiliary Firefighters:** Auxiliary firefighters are responsible for providing operational, logistical, and rehabilitation support to firefighters during and after emergency calls. They will participate in public fire education, event planning and coordination, fundraising and grant writing, and archiving department historical records.

Meeting Dates/Times:

The Fire Department's business meeting is the first Wednesday of each month, starting at 7:00 pm. This is where the Seward Volunteer Fire Department Corporation business is addressed, and where pertinent fire department information is discussed.

Truck inspections are conducted during the 2nd Wednesday of each month at 7:30 pm. Training meetings are normally scheduled for the 3rd and 4th Wednesdays of each month, starting at 7:30 pm. A training schedule is posted on the fire department activity board. You will need to review this schedule for any changes. Please advise the administrative office if you cannot attend. (224-3445 Monday - Friday between 8:00 am and 5:00 pm)

Training/Probation status:

Training is a high priority for the Fire Department. Your safety and the safety of others may very well depend on the amount and quality of the training you receive. **The emphasis on attendance for scheduled training is very high.** The Seward Fire department has State certified firefighters. We also have members who are certified as State Fire Instructors.

All members are on probation for the Seward Volunteer Department Corporation for the first 6 months and until they complete required familiarization training on the operation of the fire department.

Member Files:

Each firefighter has a personnel file. The file is kept in a secured location in the administration office. No one other than the administrative staff will have access to your file. Your personal information is handled with the highest level of confidentiality. You can make arrangements to review your file.

Application Procedures:

If you are interested in becoming a member after reading our membership information packet, please complete the following application and return it to the business office as soon as possible. Also include your background check obtained from the Alaska State Troopers office in City Hall, and a current driving record from DMV also located in City Hall. Your application will be reviewed by the Board of Directors for the Seward Volunteer Fire Department Corporation. If there are no questions, your application will then be forwarded to the general membership body for a vote of acceptance.

Please plan to attend the next business meeting, which is generally the 1st Wednesday of the month. (Check with the business office for the date and time.)

If you are unable to attend the meeting, you will need to contact the business office and let us know when you will be able to attend a business meeting.

YOU MUST ATTEND THE BUSINESSMEETING for your application process to be complete.
(224-3445 Monday - Friday between 8:00 am and 5:00 pm)



SEWARD VOLUNTEER FIRE DEPARTMENT

Application for Membership

APPLICANT INFORMATION				
Last Name	First	M.I.	Date	
Mailing Address				
Physical Address				
Home Phone	Work Phone	Cell Phone		
Social Security No.	Date of Birth	Place of Birth		
Drivers License No.	State of Issue	Expiration Date		
Employer		Employer Phone		
Employer Address				
Position Applied for	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Auxiliary Firefighter	Have you ever been a member of a fire department?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please list names & addresses of the department(s):				
How long have you lived in this area?				
Have you ever been convicted of a crime within the last 5 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Have you ever been convicted of a felony within the last 5 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you lived outside of Alaska in the last 5 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, where?		
EMERGENCY CONTACT INFORMATION				
In case of an accident/injury, who should we notify?				
Name		Relationship		
Address		Phone		
DISCLAIMER AND SIGNATURE				
I will provide Seward Volunteer Fire Department with a copy of my driving record (from the DMV) and a copy of my criminal background check (from the Alaska State Troopers). Fees will be reimbursed to me upon acceptance as a Volunteer Firefighter. *** Administrative Assistant has form for DMV record release at no charge to you. ***				
If voted in as a member of this Department, I will give my earnest efforts to attend all training/business meetings, work details, emergencies, obey the orders of Fire Department Officers and uphold the traditions of the Fire Department.				
Applicant Signature		Date		
Sponsor's Name				
Action Taken				

STATE OF ALASKA
DIVISION OF MOTOR VEHICLES
DRIVING RECORD RELEASE

- I wish to obtain a copy of my personal driving record.
- I wish to obtain a copy of the driving record for my minor child.

NAME OF MINOR

ALASKA PERMIT OR LICENSE NUMBER

I authorize the Alaska Division of Motor Vehicles to release my driving record to the person or company listed below:

CITY OF SEWARD FIRE DEPARTMENT
PRINTED NAME OF PERSON(S) OR COMPANY

N/A
ALASKA PERMIT OR LICENSE NUMBER

PRINTED NAME

ALASKA DRIVER LICENSE NUMBER

SIGNATURE

DATE

DMV USE ONLY

- I have verified applicant's ID.
- I have verified parent/guardian's ID.
- I have verified authorized agent's ID.

BATCH / INITIALS

FEE

CA CC CK

CRIMINAL HISTORY CHECKS

The Seward Police Department will start doing criminal background checks on May 12th, 2009.

You can pick up the forms at city hall. You can drop them off completed forms at the dispatch window along with the check or money order any day of the week.

These will be done on Tuesdays and Thursdays from 8.00am to 3.00 pm only.

The cost is \$20 and we will only accept checks and money orders made out to the State of Alaska.

You will need two pieces of identification one must be a valid driver's license, state identification card, passport or military identification. The other must have the requestor's signature on it.

We will only check in the State of Alaska. Any out of state checks must be requested through that state.

We will not honor any requests for faxed or mailed copies, and no requests will be honored from sources where you have signed a release.

This must be done in person

(see other side for application form)

**SEWARD POLICE DEPARTMENT
AGENT FOR
ALASKA DEPT OF PUBLIC SAFETY**

CRIMINAL HISTORY BACKGROUND CHECK

Name: _____

Address: _____

Phone #: _____

Social Security #: _____

Applicant's signature: _____

IDENTIFICATION

1. _____

ID#: _____

2. _____

ID#: _____