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 RESPONSE and 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 of 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 RESPONSE & 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 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 on the 4th of July, 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. Ask one of the paid staff members for more direction. 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!

Requirements of Membership. Membership is not automatic. There is nothing that requires the acceptance of any applicant, but no applicant shall be rejected due to gender, race, sexual preference, ethnicity, religion, age or disability. All members must be at least eighteen (18) years of age. They must be of good moral character and be able to meet any other qualifications as stated in the by-laws and/or policies.

***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 makes recommendations for corrective action; ensures department assigned vehicles 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.

Building Inspector: The Building Inspector reports to the Fire Chief and is responsible for conducting annual inspections of commercial structures, reviewing and approving plans for new residential and commercial construction, and ensuring that buildings conform to local building codes.

Fire Marshal: The Fire Marshal reports to the Fire Chief and is responsible for the Fire Marshal is responsible for the administration, implementation, and enforcement of State and City fire and life safety codes for the City of Seward.

Staff Firefighter/EMT: The Staff Firefighter reports to the Deputy Fire Chief and is responsible for performing various duties to protect life, property, and the environment including; to respond to emergency medical, fire, rescue, and hazardous material alarms and public service calls; drives, operates, and maintains firefighting, emergency medical, and associated vehicles, apparatus, and equipment; performs the full range of fire suppression duties; renders medical aid and lifesaving assistance; participates in fire prevention and education programs including fire safety inspections of buildings; conducts and participates in firefighting, fire prevention, public education, disaster preparedness, and related training activities.

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

Volunteer Staff

Firefighters: Firefighters are responsible for rescue activities, fire suppression and property conservation involving buildings, enclosed structures, vehicles, vessels, or like properties that are involved in a fire or emergency situation. Firefighters participate in public fire education duties.

Emergency Responder: Emergency Responders are responsible for activities outside the fire scenes such as but not limited to emergency medical, marine rescue, mountain rescue, or any other type of emergency situation. Emergency Responders participate in public education duties.

Auxiliary Support Members: Auxiliary Support Members 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.

Probationary Members: This is the period of time before you get all the training that is required to become a full firefighter. Probationary members are required to go through at least a six-month period with a mentor for training and guidance.

***Meeting Dates/Times*:**

The Fire Department's board meeting is the first Wednesday of each month unless otherwise stated, starting at 18:00 or 6:00 pm. Followed by the general business meeting at 19:00 or 7:00 pm. This is where the Seward Volunteer Fire Department Corporation business is addressed, and where pertinent fire department information is discussed.

Training meetings are normally scheduled for the remaining Wednesdays of each month, starting at 18:00 or 6:00 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 or the on-duty firefighter if you cannot attend (907-224-3445 Monday - Friday between 8:00 am and 5:00 pm; Duty Phone 907-491-1387).

***Training/Probation status*:**

Training is a high priority for the Seward 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 and Emergency Responders. We also have members who are certified as State Fire and EMS Instructors.

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

***Member Files*:**

Each member has a personnel file. The file is kept in a secure 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. Once submitted, a background check will need to be done along with a drug screening. The Seward Fire Department Admin Assistant will let you know how to get this done. Your application will be reviewed by the Board of Directors for the Seward Volunteer Fire Department Corporation along with a quick interview where the Board can ask questions and clarify information and you can as well. If there are no questions, the Board will vote to on your probationary status where you will then be assigned a mentor for your probationary period.

Please plan to attend the next business meeting, which is generally on the 1st Wednesday of the month. (Check with the business office or our website for the date and time. www.sewardfire.com)

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 BUSINESS MEETING to make 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.:		
Mailing Address				
Physical Address				
Home Phone:	Work Phone:	Cell Phone:		
Email:		Cell Phone Carrier:		
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 ☐ Firefighter ☐ Auxiliary Support ☐ Unsure ☐ Emergency Responder		Have you ever been a member of a fire department?	YES ☐	NO ☐
If yes, please list names & addresses of the department(s):				
Have you ever been convicted of a crime within the last 5 years? YES ☐ NO ☐		Have you ever been convicted of a felony within the last 5 years?	YES ☐	NO ☐
Have you lived outside of Alaska in the last 5 years? YES ☐ NO ☐		If yes, where?		

EMERGENCY CONTACT INFORMATION		
In case of an accident/injury, who should we notify?		
Name	Relationship	
Address	Phone	

DISCLAIMER AND SIGNATURE

I agree to provide the Seward Volunteer Fire Department with a copy of my valid driver's license and any additional documentation required to complete my membership application.

If accepted as a probationary member of the Seward Volunteer Fire Department, I agree to make a sincere commitment to attend trainings, business meetings, work details, and emergency responses to the best of my ability. I will follow the lawful orders and direction of Fire Department officers, uphold the department's policies and traditions, and conduct myself in a manner that reflects positively on the department and the community we serve.

Applicant Signature	Date

OFFICE USE	
Action Taken:	Mentor's Name: