

Cottekill Volunteer Fire Company

An Introduction for the New Applicant

The members of the Cottekill Volunteer Fire Company (CVFC) are glad to see you are interested in joining our organization. We welcome highly motivated individuals that have a desire to help people and wish to give back to their community. The CVFC prides itself on being a close family of neighbors helping neighbors, but we are also dedicated members of the community who have committed to being the best at what we do.

When you join an emergency services organization (ESO) there are expectations both from the applicant and from the organization. It's anticipated that an applicant expects to be welcomed into the organization, to be properly trained, to be respected and feel that they are a valued member of the organization. These are just a few of the key expectations one may have. We want to hear what your expectations are.

In return the officers and the members of the CVFC expect a serious commitment from you, the applicant. Learning life saving skills is not something to be taken lightly. Not retaining or performing these skill sets incorrectly can be more detrimental to the victims and other responders than not having the skills at all. Successfully learning the minimum training standards to be a member of an ESO, is a serious time commitment. Attached is an outline of the mandatory training courses, the estimated length of each and the timeline for completion. We at CVFC also expect our members to be respectful within the organization; to have compassion with our customers; have a strong work ethic; and commit to being a part of the organization by sharing personal skills and knowledge with the rest of the members.

Thank you,

Brad Fiore – Fire Chief

Cottekill Volunteer Fire Company

The Application Process

When you receive this packet please read all the documentation included. After doing so, if you feel you are ready to commit the time required, we welcome you to complete the membership application and the Department of Criminal Justice System – Volunteer Firefighter Inquiry Form (DCJS_VFF). The DCJS-VFF is a criminal background check for both arson and sexual offence convictions and is required by state law to be a member of a volunteer fire company in the State of New York.

Return the two (2) completed documents by attending a CVFC business meeting (held every 3rd Wednesday of the month, 7:00pm at the CVFC firehouse 240 Cottekill Rd. Cottekill, NY). This is an initial meet and greet. The documents will be reviewed for completion and the application will be presented to the membership of the company. Your proposition for membership will remain on the floor for consideration until the following business meeting.

In the mean time, the DCJS-VFF will be sent to the Ulster County Sheriff's Office to complete the background check. If the results return with a No Conviction, you will be contacted to schedule an interview to be held at the firehouse. It is also recommended that after you have been contacted, you attend at least one (1) company drill (conducted on all other Wednesday nights beginning at 7:00pm) prior to the next company meeting. This is to allow members to get to know you. If the results of the background check return with a conviction of either, by NYS Law, your application for membership must be denied. In this case you will be notified in writing of such.

The membership committee will present your application once again along with a recommendation for or against your membership to the company. The recommendation will be based on verification of information provided on your application, your interview, as well as from character references. The company membership will then vote to accept or deny your request for membership. You will be notified by the membership committee with the results of the vote.

In accordance with NYS Town Law: Article 11 § 176-b, the CVFC Secretary shall submit in writing a request for approval of your membership to the Board of Fire Commissioner of the Cottekill Fire District. The board meets every 2nd Tuesday of the month. By this same law if no action is taken by the board to approve or disapprove within 40 days of receiving such request, the membership will have been deemed approved.

The First Three (3) Months

EF01-1: Introduction/Orientation

The new recruit will receive basic instruction in the history and mission of the fire service, station and equipment familiarization, receive a copy of the CVFC Membership Reference Book (may be hardcopy or digital)

Course Length: 2 hours

VFIS - 106: Sexual Harassment Prevention

This online program discusses issues and concerns regarding sexual harassment and preventive practices..

Course Length: ½ hour

VFIS - 120: Workplace Violence Issues for Fire & EMS Personnel

This online program is designed to provide an operational understanding of the awareness of the issue, prevention techniques to take and actions necessary when events occur.

Course Length: ¾ hour

EF06: Personal Protective Equipment (PPE)

The new recruit will learn the types, use, care, inspection and maintenance of PPE

Course Length: 2 hours

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VFIS - 107: Bloodborne Pathogen - Contagious Disease Annual Refresher Training Program

This online program provides the content and guidance for meeting the annual refresher training requirements for Bloodborne Pathogen and Communicable Disease for emergency service personnel.

Course Length: ½ hour

EF02-1: Firefighter Safety & Health

After completing this lesson, the student shall be able to discuss how firefighter health, safety prevention, and situational awareness are interrelated parts of preventing on-the-job injuries.

Course Length: 2 hours

EF02-2: Accountability

Students will become familiar and be able to use the CVFC accountability system

Course Length: 2 hours

EF01-2: Department Operations

The new recruit will learn the types of apparatus, unit response order, riding positions, types of company operations, the roles of the cadet on the fire ground and the chain of command.

Course Length: 2 hours

EF07: Fire Extinguishers

After completing this lesson, the student shall be able to select, use, and correctly maintain portable fire extinguishers.

Course Length: 2 hours

Hazard Communications

In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to the workers. This class will identify the chemicals stored and use within the firehouse and on the apparatus. Separate training is provided for hazardous chemicals and materials found in the public.

Course Length: 2 hours

IS-700.A: National Incident Management System (NIMS), An Introduction

Homeland Security Presidential Directive (HSPD-5) directed the Secretary of Homeland Security to develop and administer a National Incident Management System. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents. This online course will describe the key concepts, principles and benefits of using NIMS.

Course Length: 3 hours

ICS-100.A: Introduction to Incident Command System

This online course provides the foundation for higher level ICS training. It describes the history, features, principles and organizational structure of ICS and also explains the relationship between ICS and the National Incident Management System (NIMS).

Course Length: 3 hours

Prerequisite: IS-700 NIMS

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The First Year

[based on class availability – may run into year two]

Basic First Aid

The goal of this training program is to help students develop the knowledge, skills, and confidence to respond in a medical emergency.

Course Length: 2½-3 hours

CPR Pro

For healthcare providers, first responders, and professional rescuers in an outside the hospital or for those needing professional-level basic life support training as a job requirement. Includes Adult, Child and Infant CPR & AED certification.

Course Length: 4 hours

Emergency Oxygen Therapy

The Delivery of oxygen to responsive and unresponsive patients.

Prerequisites: CPR and Basic First Aid

Course Length: 1½-3 hours

OR

Emergency Medical Technician-Basic

This course is designed to provide rescuers with the emergency medical knowledge and skills necessary to care for the sick and injured in a pre hospital setting. Topics include the recognition and treatment of respiratory and circulatory emergencies, trauma, medical emergencies, environmental injuries, emergency childbirth, and psychological emergencies.

Course Length: 150-190 hours (depending on provider)

These are the minimum training requirements to be an active EMS member with the Cottekill Volunteer Fire Company. As a member of the CVFC you are expected to complete ALL required training, as outlined here, in a timely fashion. It best helps the Company and yourself to complete these courses within the first year. In some cases course offerings may be limited and may cause a cadet to have to extend his/her beginner training into a second year. The officers of the Company will attempt to assist each and every member with gaining all required training. What will not be acceptable is a lack of interest or motivation to attend available classes. If this is proven to be the case after two (2) years without completing the minimum training requirements, the cadet has the choice of changing their status to an associate member or termination from the company. We are more than willing to invest our time in you; We just ask you invest just as much time in the Company, the Community and Yourself.

Active Membership Requirements

Date of issue: December 1, 2005

Revision 2.0: January 1, 2017

Purpose: To set forth the minimum requirements for active membership within the Cottkill Volunteer Fire Company. This Guideline is comprised of the requirements set forth by the Company by-laws, the District Length of Service Awards Program (LOSAP), state and federal regulations, and the Chief Officers of this Company.

Responsibility: It is the responsibility of the Fire Chief and the President of this Company to verify all members wishing to be an active member have fulfilled the minimum requirements. It is the responsibility of the Training Officer to assist each member in obtaining any and all firematic training needed to remain active. It is the responsibility of the Fire District to provide funding for all training that imposes fees for tuition, classroom materials, meals, lodging and travel expenses. The Fire District is only responsible to provide these funds when the training will benefit the Fire District in providing current services or those services the District plans to provide.

Procedure for use: All members wishing to maintain active status with the Cottkill Volunteer Fire Company are required to:

- Maintain a valid CPR for the Professional certification
- Annually refresh the following training:
 - Bloodborne Pathogens
 - Right to Know
 - Workplace Violence
 - Harassment
- Attend adequate training to maintain Job Performance Requirements (JPR)
- Annually pass JPR Skills Proficiency tests
- Must attend a minimum of 6 business meetings
- Must attend a minimum of 10% of alarms

To be considered for the Length of Service Awards Program (LOSAP), active members must attend 8 drills and obtain 50 points annually as outlined in the Cottkill Fire District's LOSAP.

Member who do not fulfill these attendance requirements at the end of each physical year or who are inactive for a continuous 6 month period will be notified in writing, by the Fire Chief that their active status is in jeopardy of being revoked and changed to associate status. These members will have 30 days to reply in writing their intent as a member. If the member does not reply within 30 days their membership status will be changed to associate member status. At this time the member will be notified, by the Fire Chief, as to this change and a written request for all Fire District property, assigned to the member, be returned immediately.

COTTEKILL VOLUNTEER FIRE COMPANY

240 Cottekill Rd
Cottekill, NY 12419

Membership Application

APPLICANT INFORMATION												
Last Name				First				M.I.		Date		
Street Address								Apartment/Unit #				
City				State				ZIP				
Phone				E-mail Address								
How long have you resided at the above address?							Years			Months		
How long have you resided in New York State?							Years			Months		
Are you 18 years of age or older?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, state your age							
Do you have a NYS Drivers License?			YES <input type="checkbox"/>	NO <input type="checkbox"/>								
Have you ever been convicted of a felony, misdemeanor, insurance fraud, arson, or a reduction of one of these offences? If yes, give details on a separate sheet										YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Is additional information about a change in your name or use of an assumed name or nickname necessary to enable a check on your eligibility for membership? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes please explain												
Position Applied for	Exterior Firefighter <input type="checkbox"/>	Interior Firefighter <input type="checkbox"/>	Driver <input type="checkbox"/>	Fire Police <input type="checkbox"/>	EMS <input type="checkbox"/>	Social <input type="checkbox"/>						
Availability Weekdays	Days <input type="checkbox"/>			Evenings <input type="checkbox"/>			Nights <input type="checkbox"/>					
Availability Weekends	Days <input type="checkbox"/>			Evenings <input type="checkbox"/>			Nights <input type="checkbox"/>					
EDUCATION												
High School				Address								
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address								
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
EMPLOYMENT												
Are you currently employed?							YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Company							Phone					
Address							Supervisor					
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>												
MILITARY SERVICE												
Branch							From	To				
Rank at Discharge							Type of Discharge					
If other than honorable n, explain												

PREVIOUS EMERGENCY SERVICE EXPERIENCE

Company		Phone	
Address		Supervisor	
Company		Phone	
Address		Supervisor	

REFERENCES

Please list three personal references, other than members of this organization, who have known you for at least 3 years.

Full Name		Phone	
Address			
Full Name		Phone	
Address			
Full Name		Phone	
Address			

May we contact your previous supervisor for a reference? YES NO

OSHA regulations require that you pass a physical examination before becoming a firefighter. The Fire District's designated physician will provide you with a free examination. Will you be willing to undergo a medical examination?

YES NO

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to membership with the Cottekill Volunteer Fire Company, I agree to abide it's By-Laws, Rules and Regulations. I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

PRIVACY NOTIFICATION

Section 94 of the Public Officers Law (Personal Privacy Protection Law) requires that you be notified of the following facts when information which will be maintained in a record system is collected from you.

The authority to request and confirm personal information about you is found in Article 6 of the Executive Law.

The information obtained will:

- Be used to determine your qualifications for the position for which you are applying
- Be released to the Fire Chief and your potential supervisor; and
- Be maintained in your personnel file (if you become a Fire Company member) or in our resume file for six months (if you do not become a Fire Company member).

Failure to provide the information or authorization will result in your application not being considered for membership.

The information will be maintained by _____ of the Cottekill Volunteer Fire Company, 240 Cottekill Rd, Cottekill, NY 12419, 845-687-7161.



Cottekill Volunteer Fire Company
240 Cottekill Road, Cottekill, New York 12419

Chief Brad W. Fiore
Asst. Chief David A. Gagnon
President Nancy Birdsall
Vice President Tim Fiore

APPLICANTS AUTHORIZATION FOR RELEASE OF INFORMATION

In order to confirm the information I supplied on my application for membership with the Cottekill Volunteer Fire Company, I authorize all licensing agencies, educational institutions, law enforcement agencies, present and former employers, and the military services to disclose their relevant records about me to the Cottekill Volunteer Fire Company whether the information be of public, private or confidential nature; and I release them from any liability and responsibility from doing so.

This authorization, in original copy form, shall be valid for this and any future information, reports or updates that may be requested.

I understand that this form will accompany requests for official documents and confirmations of my credentials.

Applicant Name (Please Print)

Applicant Signature

Date

Witnessed by:

Name (Please Print)

Signature

Date



NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES
Office of Criminal Justice Operations
Volunteer Firefighter Inquiry Form

INSTRUCTIONS: This form is to be used only by a Sheriff's Office (or OFPC, where applicable) when performing searches authorized under NY Executive Law §837-o in connection with individuals seeking membership in a Volunteer Fire Department.

A. DATE:

This form must be U.S. mailed, faxed or hand delivered between agencies. E-mail transmission is not permissible.

Shaded boxes are required data elements.

B. REQUESTING VOLUNTEER FIRE DEPARTMENT

DEPARTMENT NAME:

FIRE CHIEF NAME:

SIGNATURE:

ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

1. NAME (LAST, FIRST, MIDDLE)

2. ADDRESS (Street, City, Zip Code)

3. ALIAS AND/OR MAIDEN NAME

4. SEX

M F

5. RACIAL APPEARANCE

White Black Indian Asian Unknown Other

6. ETHNICITY

Hispanic Not Hispanic Unknown

7. HEIGHT
 Ft. In.

8. DATE OF BIRTH
 Month Day Year

9. PLACE OF BIRTH

10. SOCIAL SECURITY NO.

INVESTIGATING OFFICER: _____ DATE _____
 (PRINT NAME/TITLE)

INVESTIGATING OFFICER SIGNATURE _____

RESULTS OF INQUIRY

- NO RECORD OF AN ARSON CONVICTION OR A CONVICTION REQUIRING REGISTRATION AS A SEX OFFENDER
- CONVICTED OF ARSON; NO RECORD OF A CONVICTION REQUIRING REGISTRATION AS A SEX OFFENDER
- CONVICTED OF A CRIME REQUIRING REGISTRATION AS A SEX OFFENDER; NO RECORD OF AN ARSON CONVICTION
- CONVICTED OF ARSON AND CONVICTED OF A CRIME REQUIRING REGISTRATION AS A SEX OFFENDER