



# Egg Harbor Fire Department Member Application

The position(s) you are applying for: (check)

Firefighter

Emergency Medical Responder

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Home Phone

1. Are you legally authorized to work in the U.S.?

YES

NO

2. Are you 18 years of age:

YES

NO

Date of Birth \_\_\_\_\_

3. For any reason would you not be able to meet the requirements stated in SOP 1207? (See attached)

YES  NO

(Note: Assignment is contingent on applicant meeting minimum physical/mental demands of the position).

If you answered yes, please explain

4. Do you have any commitments or responsibilities that might prevent you from meeting job requirements?

YES

NO

If you answered yes, please explain:

5. Do you have any relatives on the Fire Department?

YES

NO

If yes, who? \_\_\_\_\_

6. Have you previously applied for this position?

YES

NO

If yes, when did you apply? \_\_\_\_\_

### Education and Training

1. High School: \_\_\_\_\_ Did you graduate?  YES  NO
2. College/Trade School: \_\_\_\_\_ Subject Major: \_\_\_\_\_  
Did you earn your degree?  YES  NO
3. Please list any skills which you feel relate to this position:

4. Have you received Firefighter/E.M.S. training in the past?  YES  NO  
Type of Firefighter/E.M.S. training: \_\_\_\_\_ Date: \_\_\_\_\_
5. Have you received first aid training in the past?  YES  NO  
Type of first aid training: \_\_\_\_\_ Date last certified: \_\_\_\_\_

### Driving Record Check

1. Do you agree to a driver's license record and background check? \_\_\_\_\_
- a. Driver's license number: \_\_\_\_\_ Social Security #: \_\_\_\_\_
- b. Do you have truck driving experience? \_\_\_\_\_ If so, explain: \_\_\_\_\_
- c. Driver's license class-A, B, C, D: \_\_\_\_\_
- d. Endorsements: \_\_\_\_\_
- e. List any driving violations: \_\_\_\_\_  
\_\_\_\_\_

### Availability and Employment History

1. What hours are you available to respond to emergency calls? \_\_\_\_\_  
Approximate minutes from home to Fire Station #1? \_\_\_\_\_  
Approximate minutes from home to Fire Station #2? \_\_\_\_\_
2. Can you be available for the following meetings and training sessions?
- Second Tuesday of the month, 7:00 - 9:00 p.m.  YES  NO
- Fourth Thursday of the month, 7:00 - 9:00 p.m.  YES  NO
3. Do you have any fire certification?  YES  NO If so? Issuing State: \_\_\_\_\_
4. Are you current in your EMS certification?  YES  NO If so? Issuing State: \_\_\_\_\_
5. Can you attend a night entry level course?  YES  NO
6. Can you attend a First Responder or EMT course?  YES  NO
7. Present Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Date Employed: \_\_\_\_\_  
Total Years Employed: \_\_\_\_\_ Working hours: \_\_\_\_\_  
Specific Duties: \_\_\_\_\_
- Does business take you out of town?  YES  NO If yes, please explain normally what hours are you out of town?  
\_\_\_\_\_
- May we contact your employer?  YES  NO

8. Please list your Military Service if applicable:

Branch of Service: \_\_\_\_\_

Reserve Status: \_\_\_\_\_

Attendance requirements if in the Reserve or Guard: \_\_\_\_\_

9. Any mechanical, electrical or other specialized work experience?  YES  NO

If so, please explain: \_\_\_\_\_

10. References-please list three references that are not related to you.

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Egg Harbor Fire Department Acknowledged Requirements**

I acknowledge and understand that application to become a firefighter with the Egg Harbor Fire Department requires the following commitment:

1. SOG 019 (See attached)
2. SOG 002 (See attached)
3. SOP 1207 (See attached)

Selected applicants will be subject to a 12-month probationary period with review after twelve (12) months. The following must be completed or accomplished during the 12-month probationary period:

1. Attend monthly meetings (Second Tuesday of each month and Fourth Thursday of each month.)
2. Attend functions of the Fire Department.

There will be additional training required after becoming an active member of the Fire Department. Firefighters will be required to:

1. Complete Entry-Level Firefighter 1 & 2 within the first year. (Tuition paid by Fire Department) for firefighters. OR Complete First Responder course or EMT training within 1 year.
2. Complete Entry-level Driver Operator within 1 year or when nearest offered date. (Firefighters Only)
3. Attend training as prescribed in the Fire Department Bylaws and Standard Operating Procedures.
4. Being a firefighter is an emotionally challenging job but provides you with self-respect and self-satisfaction. Firefighting requires training and demands team effort and respect from each individual firefighter in the department.

**I have read these requirements and agree to them.**

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

# Egg Harbor Fire Department and First Responders Standard Operating Guideline

**Subject: Firefighter**

**SOG 002**

**Purpose:** To have a job description and minimum level of training for firefighters in the Egg Harbor Fire Department.

**Scope:** This procedure applies to all members of the Egg Harbor Fire Department.

## **Position Summary:**

Fire fighting requires skill in combating and extinguishing fires, performing rescues, preventing unnecessary damage, operating and maintaining Fire Department equipment, apparatus, and facilities. The position involves extensive training in the operation of apparatus, tools and equipment, performance of hazardous tasks under emergency conditions. This may require strenuous exertion under such handicaps as smoke and cramped surroundings and in the inspection of buildings for fire hazards to prevent fires from starting.

## **Characteristic Work of the Position:**

A. Definition: This work is performed at a professional level in the fields of fire prevention, suppression, rescue, training, and public fire safety education.

B. Nature: Under the supervision of a fire department officer, perform such duties and activities as may be required by the codes and ordinances, State Statutes, and rules and regulations of the Fire Department.

## **Fundamental Duties and Ancillary Responsibilities:**

### **A. Fundamental Job Duties:**

1. Attend training courses, read and study assigned materials related to fire prevention, suppression, and rescue.
2. Respond to alarms according to the Department Standard Operating Guidelines, lay and connect hose, maneuver nozzles, and direct fire streams, raise and climb ladders, use extinguishers, protective clothing, breathing apparatus, and forcible entry tools.
3. Ventilate buildings by opening windows and skylights or by cutting holes in roofs and floors.
4. Perform rescue operations in a team setting.
5. Perform salvage operations by placing salvage covers, controlling water damage, and removing debris.
6. Participate in department drills and attend outside courses in fire prevention, suppression, and rescue techniques.
7. Relay instructions, orders, and information; know response routes and location of major structures.
8. Perform general maintenance work in the upkeep of Fire Department apparatus, equipment, and property.
9. Perform related work as required or directed to do so by a department officer.

## **B. Ancillary Job Responsibilities:**

1. Perform assigned inspection duties
2. Drive and operate fire apparatus under special instructions and limited qualifying conditions.
3. Perform assigned public relations and education duties
4. Learn new skills as necessary to perform additional duties or new services when implemented by the fire department.

## **Qualifications:**

### **A. Essential Knowledge, Skills and Abilities:**

1. Ability to establish and maintain effective working relationships with other members of the Department, community officials, and the general public.
2. Ability to learn the location of streets, the nature and location of hazardous premises, principal buildings, fire alarm reporting equipment and fire hydrant or other water source locations.
3. Ability to climb ladders and work at considerable heights.
4. Ability to learn a wide variety of firefighting duties and skills within a reasonable working period.
5. Ability to understand and follow oral and written instructions.
6. Skill in operating large, heavy fire apparatus and fire pumps under emergency conditions.
7. Knowledge and appropriate application of Department Standard Operating Guidelines.

### **B. Minimum Education, Experience, and Certification**

1. Must be 18 years of age in good standing in the community.
2. Must have a High School diploma or equivalent.
3. Possession of a valid Wisconsin Motor Vehicle Operators License.
4. Maintain, at a minimum, a Wisconsin Entry Level Fire Fighter certification and Entry Level Driver Operator certification.
5. Maintain active fire department status as outlined in S.O.P. 1207.
6. All firefighters must maintain valid CPR card with defibrillator training.
7. Must complete the minimum ICS/NIMS training level.
8. Must provide proof of auto insurance.
9. Must pass a background check.
10. Must pass respiratory exam.

### **C. Annual Training Requirements:**

Attend a minimum of 50% of the department training drills along with approved training outside of the regular department training program.

### **D. Non-Discrimination:**

1. All positions and promotions within the rank of the Egg Harbor Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability.

# Egg Harbor Fire Department and First Responders Standard Operating Guidelines

**SUBJECT: PROBATIONARY FIREFIGHTER**

**SOG 019**

**PURPOSE:** To provide Probationary Firefighters with a set of guidelines and responsibilities.

**SCOPE:** This policy shall apply to all members of the Egg Harbor Fire Department.

## **RESPONSIBILITIES**

- A. The Fire Chief shall assure that all Probationary members are reviewed and processed fairly regardless of age, religion, gender or race.
- B. The Fire Chief must instruct the Officers and Department membership of the limitations set for Probationary membership to assure personal safety.
- C. Officers shall assure that Probationary members are only to perform their duties under direct orders and supervision of an officer and/or senior member of the Egg Harbor Fire Department.
- D. Probationary members must adhere to their limitations and do not have the authority to direct other members.

## **DEFINITIONS**

Probationary Firefighter

- A. New member eighteen years of age or older.
- B. Has no or limited experience in firefighting skills.

## **PROBATIONARY REQUIREMENT**

- A. New members must initially be a probationary member for (12) twelve months.  
In the event a new member has had previous experience through active participation in a fire department and has had adequate training and course work, that member's probationary requirements may be waived or shortened at the discretion of the Fire Chief.
- B. New members are expected to attend all meetings and training sessions for the first year in addition to the requirements of **SOG 002**.
- C. New members must complete a Wisconsin Entry Level Fire Fighter class and an Entry Level Driver Operator class within the first year.
- D. New members must complete the minimum ICS/NIMS training levels within the first year.
- E. If unable or unwilling to complete the minimum training levels member may be removed from the Department.
- F. At the end of the probationary period, the Fire Chief will make the decision to accept the member as a full member, extend probationary period, or remove member from Department.

## **Egg Harbor Fire Department and First Responders Standard Operating Policy**

**SUBJECT: PHYSICAL AND MEDICAL CAPABILITIES**

**SOP 1207**

**PURPOSE:** To have in place a policy that meets SPS 330.15.

**SCOPE:** This policy shall apply to all members of the Egg Harbor Fire Department.

- A. The employer shall assure that the Fire Fighters who are expected to do structural fire fighting are physically capable of performing duties which may be assigned to them during emergency operations.
- B. Further more it is the responsibility of all fire department members to report to the Fire Chief and Assistant Chief, (or if one of them are unavailable, a Fire Commission Member), any medical or physical limitations, any known injuries, any medications, or are under a doctors care which could jeopardize their own safety or other personnel safety. A notification of injury form should be signed by both the Fire Chief, Assistant Chief (or Fire Commission Member) as well as the fire department member, who is reporting the injury.
- C. The Fire Chief may not permit a Fire Fighter with known heart disease, epilepsy or emphysema to participate in Fire Department emergency operations unless a physician certificate of the Fire Fighters fitness to participate in such operations is provided.

(Note: The intent of this subchapter is not to require an annual physical for each Fire Fighter.)