

Brownsdale Volunteer Fire Department

Membership Application Packet

Thank you for your interest in becoming a member of the Brownsdale Volunteer Fire Department. Founded in 1948, the Brownsdale Fire Department is an independent, non-profit, organization contracted to provide life and property protection from natural and accidental disasters within the City of Brownsdale, Red Rock, and part of Waltham Townships in conjunction with the Brownsdale Firemen's Relief Association. The response of the Fire Department to these disasters will have the following primary goals:

- 1. To prevent and reduce the loss of lives, injuries, illnesses and exposures to such disasters.**
- 2. To stabilize the situation and reduce the damage and property losses from such disasters.**
- 3. To safely salvage and prevent re-occurrences of such disasters, as possible.**

The Fire Department will consist of a maximum of Twenty-two (22) but not less than twenty (20) members who will annually elect their officers. Officers of the organization will include the Fire Chief, Assistant Chief, Captain, Lieutenant, Secretary, and Treasurer. The Secretary and Treasurer will be elected to a two year term. Other officers will be appointed annually by the Fire Chief.

In this packet you will find information about the department as well as instruction to guide you through the application process. Please read carefully and fill out the application completely.

Once your packet is completed please return it to a department member or mail it to:

**Brownsdale Fire Department
PO Box 64 - 402 South Mill St
Brownsdale MN 55918**

Once applications are collected and staffing needs dictate, you will be contacted with a date and time to present yourself for the physical agility test and oral interview. This is the final step in the application process. You will be notified of the results of the process. If you have any questions please call our office at (507) 567-2616.

Thank you for your interest!

Chief David K. Pike

Keep this page for your reference

Brownsdale Volunteer Fire Department

Membership Application

Applicant Name				
Address				
Home Phone				
Cell Phone				
Date of Birth				
Drivers License Number		<u>State</u>	<u>Class</u>	<u>Expiration</u>
Social Security Number				

Application Procedure

Applications received will be scored based on presentation and contents. Applicants will be scored based on oral interview and physical agility test. Following acceptance, new members immediately begin a six month probationary period.

Attendance Policy:

- Meeting are held at 7:00PM every second Monday of the month.
- Training is held at 7:00PM every fourth Wednesday of the month.
- Occasionally, additional work nights or training will be scheduled that all members are required to attend.
- Members must notify an officer in advance of meetings or training for an excused absence.
- Three un-excused absences of any combination of meetings or drills can result in dismissal from the department.
- Members are required to attend 80% of all meetings, training and functions to be eligible for retirement benefits for that year.

Firefighter 1 Training Required

Members are required to complete, at a minimum, the Firefighter 1 Training or comparable training course. These courses are offered by the Riverland Community College on a by need basis to our department and neighboring community departments. At which time the department members agree that the course is offered at a reasonable location, all members needing the course will attend the classes. Members enrolled in this course must attend all classes and receive passing scores to complete the training and receive a Certificate of Achievement from the Riverland Training Coordinator. Testing and attendance standards for this course are at the discretion of the Riverland Training Coordinator. Any makeup classes or re-testing must be completed, and the Certificate of Achievement must be received within one year from the day the final exam is given to that class. Members failing to do this are subject to disciplinary measures at the next regular business meeting of the department.

<u>Nearest Relative</u>	
<u>Address</u>	
<u>Phone Number(S)</u>	
<u>Relationship</u>	

<u>Emergency Contact</u>	
<u>Address</u>	
<u>Phone Number(S)</u>	
<u>Relationship</u>	

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

How did you learn about us?

Why are you interested in a position on the Brownsdale Fire Department?

Have you ever been convicted of a crime? If so, state when, were, and offence.

Best time to contact you is:

Do you live within 5 minutes of the Fire Station?

**Have you ever filed an application with us before?
If yes, give date.**

**Have you ever been a member of this or any other fire department?
If yes, give name of department and date.**

**Are any of your friends or relatives members of this department?
If yes, give name**

May we contact your present employer?

**Are you prevented from lawfully becoming employed in this country because
of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon acceptance)**

Are you willing to serve as a Medical First Responder?

Earliest date available to start work

What times are you typically available for immediate callout?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Motor Vehicle Accident Record for the past 5 years

	Date of Accident	Nature of Accident	Injuries
Last Accident			
Next Previous			
Next Previous			
Next Previous			

Traffic Convictions and Forfeitures for the past 5 years

Location	Date of Incident	Nature of Charge	Penalty

Have you ever been denied a license, permit, or privilege to operate a motor vehicle?	
Has your driving license, permit or privilege ever been suspended or revoked?	
If you answered yes to either please give details:	

<u>Education</u>	Name of School	Course of Study	Years Completed	Diploma/Degree
Elementary				
High School				
College				
Other (specify)				

Describe any specialized training, apprenticeship, skills and extra curricular activities.

Describe any job-related training received in the United States Military.

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE POSITION FOR WHICH YOU ARE APPLYING. (See duties on last page)	
Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in being a firefighter?	

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or any other legally protected status.

<u>Employer</u>	<u>Dates Employed</u>		<u>Work Performed</u>
	From	To	
<u>Address</u>			
<u>Phone Number(S)</u>			
<u>Job Title</u>			
<u>Supervisor</u>			
<u>Reason for Leaving</u>			

<u>Employer</u>	<u>Dates Employed</u>		<u>Work Performed</u>
	From	To	
<u>Address</u>			
<u>Phone Number(S)</u>			
<u>Job Title</u>			
<u>Supervisor</u>			
<u>Reason for Leaving</u>			

<u>Employer</u>	<u>Dates Employed</u>		<u>Work Performed</u>
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<u>Phone Number(S)</u>			
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<u>Supervisor</u>			
<u>Reason for Leaving</u>			

<u>Employer</u>	<u>Dates Employed</u>		<u>Work Performed</u>
	From	To	
<u>Address</u>			
<u>Phone Number(S)</u>			
<u>Job Title</u>			
<u>Supervisor</u>			
<u>Reason for Leaving</u>			

If you need additional space, please continue on a separate sheet of paper

List professional, trade, business or civic activities and offices held. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or any other legally protected status.

Other Qualifications. Summarize special job related skills and qualifications acquired from employment or any other experience..

State any additional information you feel may be helpful to us in considering your application.

References

<u>Name</u>	
<u>Address</u>	
<u>Phone Number(S)</u>	
<u>Relationship</u>	

<u>Name</u>	
<u>Address</u>	
<u>Phone Number(S)</u>	
<u>Relationship</u>	

<u>Name</u>	
<u>Address</u>	
<u>Phone Number(S)</u>	
<u>Relationship</u>	

<p>I certify that answers given herein are true and complete.</p> <p>I authorize investigation of all statements contained in this application for membership as may be necessary in arriving at a employment decision.</p> <p>This application for employment shall be considered active for a period of time not to exceed 6months.</p> <p>I hereby understand and acknowledge that, unless otherwise defined by applicable law, any membership relationship with the Brownsdale Fire Department is of an “at will” nature, which means that the member may resign at any time and the Brownsdale Fire Department may discharge a member at any time with or without cause. It is further understood that this “at will” membership may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorised executive of the Brownsdale Fire Department.</p> <p>In the event of Employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Brownsdale Fire Department.</p> <p>I authorize the Brownsdale Fire Department to investigate my credit, criminal or personal history.</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">Signature of Applicant ----- Date</p>
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<u>Department Use Only</u>					
<u>Date Received</u>		<u>Interview</u>		<u>Adgility</u>	
<u>Date of Approval</u>		<u>Probation Expires</u>		<u>Terminated</u>	

Brownsdale Volunteer Fire Department

Physical Agility and Dexterity Evaluation

This test is to measure your physical fitness, endurance, strength, flexibility, balance, agility, speed and cardiovascular endurance.

The exam will have six stations. The applicant will wear full turnout gear including air-pack and face piece during exam. The test will be completed in under 5 minutes for the applicant to receive a passing score.

<u>Opening Hydrant Evolution</u>	Pass/Fail
Using a hydrant wrench the applicant will turn the hydrant lug seventeen complete revolutions in a counter-clockwise direction until the hydrant is fully opened.	

<u>Extension Ladder Raise</u>	Pass/Fail
The applicant will fully extend a two section ladder using the hand over hand method. The applicant will then lower the fly section and again raise the fly to full extension and then lower the fly using the hand over hand method to starting position.	

<u>Hose Drag</u>	Pass/Fail
The applicant will drag three charged sections of 1 ½ inch hose and nozzle. The applicant will discharge water from the nozzle for 15 seconds and shut off the nozzle. The applicant will finish by placing the nozzle on the ground.	

One Minute Rest Period

<u>Dummy Drag</u>	Pass/Fail
The applicant will drag a 165 pound dummy a distance of 120 feet moving in a backward direction. At the end of the drag The applicant will place the dummy on the ground.	

<u>Stair Climb</u>	Pass/Fail
The applicant will climb a designated set of stairs on his/her hands and knees touching each step. Once at the top the applicant will descend down the stairs backwards on his/her hands and knees touching each step.	

<u>Closing Hydrant Evolution</u>	Pass/Fail
Using a hydrant wrench the applicant will turn the hydrant lug seventeen complete revolutions in a clockwise direction until the hydrant is fully closed.	

<u>Evolution Time</u>	Pass/Fail
The applicant was able to complete the exercise in under 5 minutes.	

Signature of Applicant		Date	
Evaluator		Date	
Evaluator		Date	

Brownsdale Volunteer Fire Department

Physical Agility Waiver

I, the undersigned applicant, do hereby consent to attempt the above-described physical fitness evaluation for the purpose of becoming a member of the Brownsdale Volunteer Fire Department. I hereby release The Brownsdale Volunteer Fire Department and it's agents from any and all claims of accident, injury or liability that may result from this physical fitness evaluation

<u>Signature of Applicant</u>		<u>Date</u>	
<u>Witness</u>		<u>Date</u>	
<u>Witness</u>		<u>Date</u>	

Physical Agility Withdrawal

I, the undersigned applicant, am of the opinion that I am physically unable to perform or attempt to perform the above-described physical fitness evaluation for the purpose of becoming a member of the Brownsdale Volunteer Fire Department. I am voluntarily withdrawing my name from the eligibility list for becoming a member of The Brownsdale Volunteer Fire Department.

<u>Signature of Applicant</u>		<u>Date</u>	
<u>Witness</u>		<u>Date</u>	
<u>Witness</u>		<u>Date</u>	

Nature of Work

This is general duty firefighter work involving the prevention and mitigation of fire and other personal and environmental emergencies through proactive inspection and public education programs; care of injured or ill persons; the suppression of accidental, negligent, and incendiary fires; the safeguarding of lives and protection of property from natural or man-made disasters; and the performance of rescue work. Work is performed in accordance with department rules and regulations and normally consists of conducting fire safety inspections of fire protection systems, buildings, and properties; instructing the public in safe behaviors; developing pre-emergency plans; providing medical care for injured or ill persons; answering fire, hazardous materials, rescue and other types of emergency calls; participating in department drills and training exercises; maintaining department equipment and grounds; and performing other related duties as assigned. Work involves an element of danger and employees must respond to emergency situations calmly and as trained, to prevent possible injury to the employee's own self, fellow employees, and others at the scene of the emergency. This work is under the direct supervision of the company captain who reviews work methods and results through personal observation, inspection, and discussion. Employees in this position may work in either line or staff assignments.

Major Functions / Tasks

Perform fire prevention, public education, and public relations duties.

- Conduct fire safety inspections of residential or commercial buildings or properties and associated fire protection systems.
- Present educational programs to the general public or to other fire department personnel.
- 1. Present a positive, service oriented image of the Fire Department to the public.
- 2. Meet with citizens and/or groups to answer inquiries or resolve complaints and safety concerns.
- 3. Interact with other departments, agencies, and citizen or business groups as a Fire Department representative.
- 4. Respond to requests for public assistance in non-emergency situations within departmental policy.
- 5. Provide educational and informative tours or demonstrations of fire department facilities and equipment.
- 6. Participate in fund raising activities and events

Perform fire fighting, rescue, and emergency related duties.

- Respond to fire and emergency calls as part of a department company.
- Remove trapped persons from buildings, vehicles, machines, or confined spaces.
- 1. Perform rescue, entry, ventilation, extinguishment, overhaul, and salvage activities as assigned.
- 2. Maintain skills and knowledge through participation in training and skill maintenance programs.
- 3. Assist in the determination of origin and cause of fires.
- 4. Respond to medical emergencies and care for injured or ill persons.
- 5. Respond to emergency incidents involving the release of and exposure to hazardous materials.
- 6.

Miscellaneous duties and responsibilities

- Maintain equipment, stations, facilities, supplies and grounds in a clean, orderly, and useable condition.
- Participate in the care, maintenance, and operation of department equipment.
- 1. Receive training and maintain required certifications.
- 2. Prepare written or computerized records and reports of activities as required.
- 3. Participate in pre-planning, mapping and other activities as assigned.
- 4. Maintain a level of physical fitness to safely perform firefighting and other emergency incident tasks.
- 5. Perform duties as an acting officer as assigned.
- 6.

Essential Job Functions

- Knowledge of modern fire protection methods and procedures.
- Knowledge of emergency medical care of the sick or injured.
- Knowledge of building construction practices.
- Ability to understand, interpret, and properly apply fire safety codes and regulations.
- Ability to understand principles and operation of alarm systems, automatic fire sprinkler systems and other relevant technology.
- Ability to learn and follow rules, regulations, and operational procedures of the Brownsdale Fire Department.
- Ability to learn fire chemistry and principles of fire behavior.
- Ability to learn and apply fire suppression principles and techniques.
- Ability to make decisions affecting life and property without supervision.
- Ability to safely and effectively operate the full range of fire fighting and rescue tools and equipment.
- Ability to analyze fire, rescue, hazardous materials, driving, and other hazardous situations and adopt safe and effective courses of action.
- Ability to think clearly and act quickly in emergencies.
- Demonstrate a high degree of mechanical aptitude.
- Ability to impart knowledge of material learned to others.
- Ability to deal courteously and effectively with the public.
- Ability to establish and maintain cooperative relationships with fellow employees and others contacted in the course of work.
- Ability to carry out oral and written instructions promptly and accurately.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to adapt to changing work environments, and new expectations, roles and requirements of the position.
- Ability to work in an organization which requires exceptional quality and personal accountability.
- Ability to work in situations which can be either very structured and autocratic or very self directed and participative.

IN COMPLIANCE W/THE AMERICANS W/DISABILITIES ACT, THE FOLLOWING REPRESENTS THE PHYSICAL/ENVIRONMENTAL DEMANDS:

- This position requires a majority of time spent standing, walking and lifting.
- Weights of objects to be lifted, carried, pushed or pulled may range from ten (10) to over one hundred (100) pounds.
- Climbing of ladders, stairs, and trucks are often required as well as movements such as balancing, stooping, kneeling, crouching, crawling, twisting, bending, reaching, handling and feeling.
- Simultaneous use of the hands, wrists and fingers is often required.
- Excellent sensory skills are important (sight, hearing and speech) as well as the ability to operate various types of vehicles and equipment.
- Work is performed both inside and outside with exposure to dust, fumes, noise, heat, cold, heights and glare.

