



## Mist-Birkenfeld RFPD Volunteer Support Packet List 2018

- A. **Application:** NAME \_\_\_\_\_ DATE \_\_\_\_\_
- Congratulations Letter
  - Application Form
  - Authorization to Release
  - Recruit Program
  - Guidelines for Fire, EMS, Rescue Cadet & Recruit/Statement of Understanding
  - Background Check
  - Driving Record Request Release
- B. **Items in District Packet:**
- Information letter on District
  - District Culture, Ethics and Etiquette (*sign acknowledgement*)
  - Conduct Oath
  - Confidentiality Statement
  - Insurance/Beneficiary Documents
  - Line of Duty Death Documents (envelope)
  - Organizational Chart
  
  - Mist-Birkenfeld Personnel Record
  - Mist-Birkenfeld Equipment Record
  - Attendance Guidelines
  - Training Requirements
  - Current Drill Schedule
  - Fire Dept. Key
  - Guidelines for Dept. Clothing
- C. **Files/Notebook**
- Personnel file folder
  - Fire/EMS/SAR/Support file folder and include **DPSST number when received**
- D. **Place Orders**
- Training Officer will apply for DPSST Number
  - Applicant apply for FEMA SID (<https://cdp.dhe.gov/femasid/register>)
  - Order sweatshirt (first name only)
  - District ID Card
  - After six months in Good Standing--Order name tag, blue dress shirt, coat, issue pant & shoe certificate,
  - District Badge
- E. **ISSUE**
- Assign a mentor (Chief Officers/Administrative Assistant)
  - Mail box
  - Issue District T-shirts
  - Assign turnouts, wildland, (firefighters) Sign for turnouts when issued
  - Issue Current Firefighter Study Book & Work Book (firefighters)
  - All personnel need to take National Incident Management (all)
- F. **Rosters**
- Assign District Number
  - Assign Radio Number
  - Update phone, address, & drill roster, green sheet, start date, email list, State Volunteer Assoc roster/
  - add DPSST # when received, add FEMA SID when received

MyFiles/ Personnel/Application Packets/2018 Volunteer Packet List

Last updated 11/6/2018



# Application

# A



## Mist-Birkenfeld Rural Fire Protection District

12525 Highway 202, Mist, OR 97016 | (503) 755-2710 Fax (503) 755-2556

Congratulations on choosing to serve your community!

We would like to give you some information about what will be happening in your recruit days and how our district operates.

After you have made your decision to join us and have turned in all the paper work in your recruit/cadet packet, there is a six month probation period. During that period, you are required to attend drills on a regular basis in the division or divisions you have chosen to join. By attending drills, you will begin to work toward mandated training goals. Inconsistent drill attendance will push your probation period to longer than 6 months. At the end of the probation period, you will begin to be issued district uniform items as they become available. During that probation period you may be allowed to respond to actual emergencies if you have completed the required entry level training and if your Division Chief informs you that you are cleared to do so.

All who choose to join the Fire Suppression division as firefighters are required to complete a Recruit Academy. Academies are usually held once or twice a year in Columbia County or at DPSST (Department of Public Safety Standards and Training) in Salem. Recruit Academy entails weekends, generally spaced at intervals over a period of 2 to 4 months. When these Recruit Academies are not available, we are able to train in-house.

Training you will be required to complete will depend upon which division you choose and the level of volunteer service you choose. To become a firefighter, you must complete the Recruit Academy, and successfully complete the Firefighter Task book to become an Oregon DPSST. To become an EMT, you must complete the Oregon Health Division approved course and pass the state written and practical test. To become certified in Search and Rescue, you must complete 32 hours of training in Search and Rescue. All of that training is in addition to district mandated training in CPR/First Aid, Blood borne pathogens, driving, flagging, and hazardous materials. In order to become an uncertified volunteer, you must complete the previously mentioned department training. Currently, the Office of Homeland Security also mandates certain training in the area of Incident Management for Fire District members.

Mist-Birkenfeld R.F.P.D. has 3 divisions, Fire Suppression, Emergency Medical Services and Search and Rescue. You may join any individual division or any combination of divisions.

Our fire district's operational chain of command begins with a supervising officer, and then proceeds upward to a Division Chief, the Assistant Chief, the Deputy Chief, and then to the Fire Chief. As a member of the fire district, any questions or concerns should be directed up the chain of command without skipping any steps. As part of the chain of command system, we have instituted a rotating Duty Officer schedule. Each week one member of the Command Staff is the Duty Officer for the district. Questions, emergency or otherwise, can be directed to that person.

# Mist-Birkenfeld Rural Fire Protection District

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12525 Highway 202, Mist, OR 97016 | (503) 755-2710 Fax (503) 755-2556

Duty Officers are: Joe Kaczinski, C46, 755-2786; Mary Lou Busch, 4601, 755-2737; Ann Berg, 4602, 755-2274; Nick Berg, 4603, 755-2274, Don Beck 4605, 738-2531.

Please read the enclosed guidelines and statements of understanding. Being a member of the Fire District is not to be taken lightly. We are held to a high standard by our community and each member of the team is required to work to meet that expectation.

**After completing Application A, return it to the main station.  
Assistant Chief Mary Lou Busch will set up a time to meet with you  
to complete Part B Application.**



# Volunteer Application

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap or any other legally protected status.

(PLEASE PRINT)

How did you learn about us? Please give name of referral.

Advertisement \_\_\_\_\_ Friend \_\_\_\_\_  
Walk-In \_\_\_\_\_ Relative \_\_\_\_\_  
Other \_\_\_\_\_

"I am interested in becoming a": (check all that apply)

Volunteer Firefighter  
Volunteer EMT  
Volunteer Search & Rescue Technician  
Other \_\_\_\_\_

Last Name	First Name	Middle Initial
Address _____		
Telephone Number (s) _____		
Social Security (Optional) _____		
Oregon Drivers License _____	Date of Birth _____	
Marital Status _____	Spouse's Name _____	
Education- list High School _____		
GED or Diploma _____		
College/University _____	Years Completed _____	

Employer \_\_\_\_\_  
Employer's Phone Number \_\_\_\_\_ Shift you work \_\_\_\_\_  
Employers' Address \_\_\_\_\_  
How long have you worked for current employer? \_\_\_\_\_  
Previous employer \_\_\_\_\_

Do you have an active First Aid Card:      Yes      No  
Do you have an active CPR Card:      Yes      No  
Have you had any medical experience?      Yes      No      If yes, please explain.

Would you respond on EMS alarms:      Yes      No  
Do you have a criminal or driving record?      Yes      No      If yes, please explain.

How much time do you feel you could commit to this organization a week?

During what hours? \_\_\_\_\_

List professional trade, business or civic activities and office held.

REFERENCES - give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

HEALTH - Do you have any physical conditions which may limit your ability to perform the particular job for which you are applying? Yes No

If yes, please explain.

MEDICAL BACKGROUND - Firefighting and EMS can be very demanding physically and, because teamwork is essential in most operations, the safety of all is dependent upon the physical capabilities of the individual. With this in mind, have you ever had medical or physical problems or limitations in the following areas:

Heart Back Knees Hernia Epilepsy

High Blood Pressure Alcohol Abuse Drug Abuse

Other Medical Condition \_\_\_\_\_

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal. I authorize the appropriate investigations to verify the information contained herein.

\_\_\_\_\_  
Printed Name /Signature of Applicant

\_\_\_\_\_  
Date

(FOR OFFICE USE ONLY)

Date application received \_\_\_\_\_ By: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Date contacted applicant: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Chief's Review: \_\_\_\_\_

Chief's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**  
(Personal Inquiry Waiver)

TO WHOM IT MAY CONCERN:

I respectfully request and authorize you to furnish the Mist-Birkenfeld Rural Fire Protection Department with any and all information that you may have concerning me, my employment (work), educational records, and my reputation. Please include any and all medical, physical and mental records and reports including all information of a confidential or privileged nature, and photocopies of same, if possible. Your cooperation in reply will be used to assist the Department in determining my qualifications and fitness for the position I am seeking with the Mist-Birkenfeld Rural Fire Protection Department.

I hereby release you, your organization and others from any liability or damage which may result from furnishing the information requested.

-----  
Applicant's Printed Name/Signature

-----  
Date

SUBSCRIBED AND SWORN to before me on the \_\_\_\_\_ day of \_\_\_\_\_

in the year \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Printed Name/Signature

Note: A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. You may retain this form for your files. 2019



## **Recruit / Cadet Program**

The Mist-Birkenfeld RFPD Recruit Program is designed to provide structured learning environment within the fire service. The goals of the program include development of emergency service skills and the provision of a program which encourages responsibility and community service.

### **Recruit duties:**

(7/2019)

1. To attend all drills as required.
2. To report to the station on all calls possible.
3. To wear district issued safety gear on all responses.
4. To report to Command for assignment on all responses.
5. To help pick up equipment and get apparatus ready for service.
6. To help clean up and keep clean apparatus at the station.
7. All recruits in fire suppression will complete the Recruit Academy. Within the first year they will complete all mandatory certifications required by the district: first aid, CPR, blood borne pathogens.
8. All recruits in EMS will complete the mandatory requirements required by the district: first aid, health care pro CPR, blood borne pathogens within 1 year.
9. All recruits in Search & Rescue will complete the mandatory requirements of the district, first aid, CPR, blood borne pathogens and meet the 32 hours of basic Search & Rescue training as required by the Oregon State Sheriff's Association within 2 years.
10. Recruits will be required to complete training mandated by the Office of Homeland Security.

### **Recruit Limitations:**

1. Recruits must be 18 years of age.
2. Recruits may not drive apparatus unsupervised until 18 and driving certifications is completed.



# Guidelines for Fire, EMS, Rescue, Recruits & Cadets

## **1. Drive at or below the speed limit when responding to the station after a tone-out.**

We want you to come to the scene on an apparatus. If you have missed all of them, you may come with a district person who will take responsibility for easing you into the response. If you respond in a private vehicle on your own, the public may force you into situations you are not trained for. If you miss every ride, stand by at the station.

Safe driving in responding to a scene or the Main is vital for at least 3 reasons. If you have an accident or cause an accident, you will overtax our department resources. Road conditions in this area can be bad. Safe driving minimizes accident potential. Finally, the community notices and remembers lunatic drivers. Don't ruin our reputation.

## **2. Dress appropriately.**

No shorts and no sandals on the scene. Emergency scenes involve bio-hazard, hazardous materials, poor footing or a combination of all three. We recognize that volunteers come from home and can't guarantee to be dressed for response at all times. Firefighters have turnouts; EMS has pants and coats on the Medics. Put them on. Put on your black helmet or an EMS bump helmet. On an EMS response, glove up. If you cannot get safe gear on the scene, ask Command or Control for a job that doesn't require it. If there are no safe jobs, observe from a distance.

## **3. Check in with Incident Command or EMS Control immediately.**

Command or EMS Control needs to know who is on the scene. You will be assigned to help or you will be assigned to observe. If you are assigned to observe, do not get your feelings hurt. Take advantage of the chance to see how the whole scene works. You will be given response credit for observation.

## **4. Do not free-lance.**

Command or EMS Control needs your help, not your interference. Free-lancing or doing what seems best to you at the time throws the control of the scene off. Check in with the person in charge and do what you are told. This is not intended to destroy initiative; it is intended to keep a scene orderly and responders safe.

## **5. Attend all classes and drills scheduled for you.**

You are needed and we need you trained. Hit or miss attendance wastes the training officer's time and delays your full usefulness. Poor attendance gives the team the message that you are not fully committed to the effort. When for a good reason, you cannot make a class or drill, make yourself responsible to notify the instructor and ask for a make-up.

## **6. Do not exceed your training.**

We will not ask you to do anything that places you or our response at risk. Do not do so yourself by doing things you are not specifically trained or certified to do.

## **7. Help clean and restock after calls.**

You are often most needed when the scene is secure and clean-up time comes. Everyone is tired and many hands truly do make light work. However, the best reason for helping with cleanup and resupply is that you become familiar with equipment and people during the process.

## Guidelines for Fire, EMS, Rescue, Recruits & Cadets

### **8. If you do not understand or cannot execute an order, speak up.**

Good communication is vital. Do not be afraid to confirm an order you did not understand. If, for whatever reason, you are unable to comply with an order, make it clear so the officer can redirect or reassign. This is not an excuse for insubordination but a recognition that each of us has limitations.

### **9. Think and act safety for yourself and your teammates.**

We need to be constantly aware of safety in the dangerous situations to which the fire service calls us. Don't be a dead hero; don't let your teammate be one either. Death and injury will cripple our district's usefulness to our community. Death and injury can destroy your family. Don't be a dead hero.

### **10. Do not discuss emergency responses.**

People outside the district know you know and they will hang on your every word. It is against the law to discuss patient information. Ethics require that we observe but do not comment. If you are put on the spot, a good answer is, "I really can't say."® If a family member or the patient's employer has put out a statement about the patient, quote them and make it crystal clear that you heard it from them long after the scene.

Also, the media may appear on scene or phone afterward. Please direct their inquiries to the Incident Commander. Be aware that they are experienced in getting information you should not give by innocently chatting with you or by making misleading statements that you unthinkingly correct.

You are free to discuss responses with us but what happens in training, in call reviews or on any scene is confidential and must not be communicated to outsiders.

### **11. Do not respond to any other agency's scene.**

Until you are certified, you cannot represent Mist-Birkenfeld on any scene outside our district. If we want you on a mutual aid, we will take you. Untrained personnel represent a special hazard to themselves and others in the chaos of a mutual aid. If you happen upon an emergency situation outside our district, remember you are a private citizen and act accordingly.

### **12. Remember the eyes of our community are upon you.**

#### **Be a credit to our team.**

The newest member of our team still represents us. To maintain good standing in the district and in the community you must behave in an honorable and ethical way. We are held to a higher standard. You are expected to meet that standard with us.

# Guidelines for Fire, EMS, Rescue, Recruits & Cadets

## Guidelines for Recruits and Cadets

Emergency scenes are dangerous. Responder safety is of primary importance to our fire district. Emergency scenes can be chaotic. Responder's controlled usefulness is also vital. The following guidelines will help keep you safe and useful on the scene. Because we do not make rules or suggestions without good reason, the reasoning behind these appears below the list.

1. Drive at or below the speed limit when responding to the station after a tone-out.
2. Dress appropriately.
3. Check in with Incident Command or EMS Control immediately.
4. Do not free-lance.
5. Attend all classes and drills scheduled for you.
6. Do not exceed your training.
7. Help clean and restock after calls.
8. If you do not understand or cannot execute an order, speak up.
9. Think and act safety for yourself and your teammates.
10. Do not discuss emergency responses.
11. Do not respond to any other agency's scene.
12. Remember the eyes of our community are upon you.  
Be a credit to our team.

### Statement of Understanding

I have read and understand and will comply with the guidelines and the explanations set out in this document and the attached sheets of explanation. I also understand that deliberate failure to comply with the guidelines will result in counseling and possible discipline. I further understand that continued lack of compliance will result in the end of my association with this fire district.

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Recruit or Cadet Printed Name/Signature

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Parent/guardian of Cadet

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Chief Printed Name/Signature

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Date

Personnel/application packet/packet B/guidelines (7/15)

## STATEMENT OF UNDERSTANDING

As a cadet of the Mist-Birkenfeld RFPD, I understand the following things.

1. Remaining a cadet is a privilege extended to me by the fire district; it is not a right.
2. I will be given responsibilities and privileges as a responder when my training and performance make it clear that the duties I am given can be safely and legally carried out.
3. I understand that there are some activities that I am not allowed to do because of legal restraints due to my age. Examples of these are: driving and building entry into IDLH environments.
4. I understand that engaging in illegal or unethical activities will end my career as a cadet of this district. If I am informed that I will be removed from the roster, I have the right of appeal to my supervising officer within 30 days. If I do not appeal within that time, the removal stands.
5. I understand that obedience to fire officers on an emergency response or in training is required. I also understand that if I do not understand why an order is given, I have the privilege of asking respectfully at a later date what the reasoning for the order was.
6. I understand that my safety and the safety of all those working with me is of supreme importance and I will act accordingly.
7. I understand that I am responsible to attend all scheduled drills in the division of the fire district to which I am attached. If I cannot attend a drill, I must contact the division training officer for an excused absence.

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Cadet Printed Name/Signature

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Date

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Parent Printed Name/Signature

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Fire Chief Printed Name/Signature



## **MIST-BIRKENFELD RFPD CRIMINAL & CIVIL RECORD BACKGROUND CHECK INFORMATION DISCLOSURE**

To better ensure the safety of the participants and staff, Mist-Birkenfeld RFPD conducts criminal and civil record checks on all employees and volunteers.

The Fire District will be looking for records that indicate a propensity to cause harm to vulnerable persons, the general public, co-workers or Mist-Birkenfeld RFPD.

*Although Mist-Birkenfeld RFPD will not request a credit history for your position, Federal law mandates that the following disclosure be made:*

### **FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE**

Mist-Birkenfeld RFPD wishes to obtain a consumer report on you from consumer reporting agencies including, but not limited to, *BIO-MED Testing Services, Inc.*, for employment/volunteer purposes. Information obtained in consumer reports may include such information as: criminal background information, motor vehicle driving history, prior employment, military service, credit history, and education records.

**This report will be obtained for employment/volunteer purposes, only.**

Please sign the attached consent form, indicating your authorization for Mist-Birkenfeld RFPD to conduct a background record check and obtain a consumer report at any time prior to and/or during employment as may be applicable to you.

In the event that the Fire District considers any information in the consumer report when making an adverse employment/volunteer related decision affecting you, you will be provided with information regarding the consumer reporting agency, a copy of the consumer report and a copy of your rights under the Fair Credit Reporting Act (FCRA).

**MIST-BIRKENFELD RFPD**  
**CRIMINAL & CIVIL RECORD BACKGROUND CHECK**  
**CONSENT FORM**

By completing and signing this document, I voluntarily authorize Mist-Birkenfeld RFPD to conduct a background check for employment/volunteer purposes in connection with my application.

I specifically authorize Mist-Birkenfeld RFPD to obtain consumer reports from consumer reporting agencies including, but not limited to, **BIO-MED Testing Services, Inc.**, for employment purposes. I understand my rights under the Fair Credit Reporting Disclosure Act as outlined on the proceeding page.

**Please supply all requested information. Failure to supply this information will invalidate the background check. All volunteers must also submit a photo-copy of their Driver's License or State-issued ID.**

**Please print or type all information legibly.**

FULL LEGAL NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

OTHER NAMES USED (nicknames, maiden name, alias, etc.) \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_  
Street City State Zip

PHONE NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

List **ALL** states lived in since the age of 18 and approximate dates of each residency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor crime, or have charges pending in any state? Please specify when, where, and what offense. \_\_\_\_\_  
\_\_\_\_\_

Please list the Fire Department Position for which you are applying. \_\_\_\_\_  
\_\_\_\_\_

APPLICANTS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

***Falsification of information provided on this form will result in your application being dismissed.***

## DISCLOSURE AND RELEASE FORM EMPLOYEE DRIVING RECORD INFORMATION

1. In connection with my employment (or my application for employment), I hereby give permission to Mist Birkenfeld RFPD (hereinafter referred to as Employer) to obtain my state driving record (also known as my motor vehicle record or MVR).
2. I acknowledge and understand that my driving record is a consumer report that contains public record information.
3. I authorize, without reservation, any party or agency contacted by Employer, to furnish the above-mentioned information.
4. I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record, for a two-year period preceding my request.
5. This authorization shall remain on file by Employer for the duration of my employment, and will serve as ongoing authorization for Employer to procure my state driving record at any time during my employment period.
6. I understand that Employer may take adverse action affecting my employment, based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:
  - Employer must notify me in writing of any such adverse action.
  - I have the right to receive a copy of the driving record upon which the adverse action was based.
  - I have the right to receive a summary of my rights under the Fair Credit Reporting Act. I have the right to know the name, address, and phone number of the consumer reporting agency that provided my driving record to Employer.
  - I have the right to obtain a free copy of my driving record from the agency that provided it, if such request is made within 60 days from the date that Employer took adverse action.
  - I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it, and request that errors be corrected.

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Employee's Name (Print)

Employee's Signature

Date Signed

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Social Security Number

Driver's License Number & State

Date of Birth