

# *Crystal Lakes Volunteer Fire Department*



# **New Member Orientation Guide**

## Table of Contents

Welcome to the Crystal Lakes Volunteer Fire Department.....	3
Mission statement of the Crystal Lakes Volunteer Fire Department .....	3
About the Crystal Lakes Fire Department.....	3
Special Duty Responders (SDRs).....	5
Crystal Lakes Fire Information Resource Education Safety Corp. (CL FIRES).....	5
Community Outreach .....	6
Crystal Lakes Fire Department Station and Apparatus .....	6
Issued Firefighter Personal Protective Equipment (PPE) .....	7
Issued SDR Personal Protective Equipment (PPE) and Gear .....	8
Tools .....	9
New Probationary Member - What to Expect.....	10
Training.....	10
SDR Duties .....	11
Giving out information.....	11

This information guide was established to provide a brief overview for those who may be interested in joining the Crystal Lakes Volunteer Fire Department. We have prepared this packet of material for you to review in anticipation of possible questions you may have. More information is available on our website [www.clvfd.org](http://www.clvfd.org).

## **Welcome to the Crystal Lakes Volunteer Fire Department**

Thank you for your interest in volunteering with us. The position of firefighter is one of tremendous responsibility and individual dedication. Becoming a volunteer firefighter is one of the most rewarding things you can do.

We constantly strive to enhance, upgrade, and improve the level of fire protection and emergency services we provide. We always welcome ideas and suggestions from new members and our community.

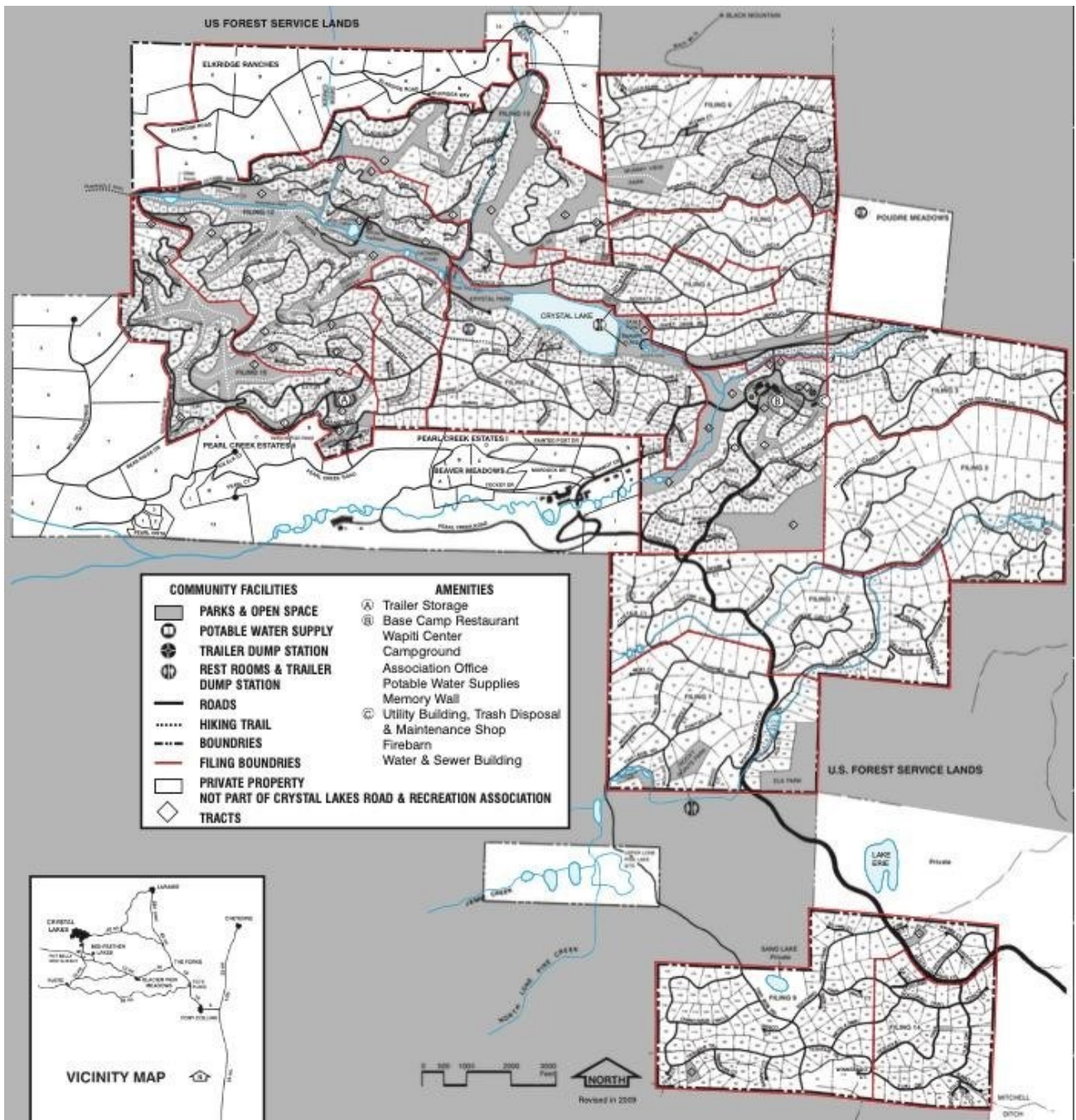
Becoming a member of our firefighting team carries with it not only great responsibility, but also personal pride. We are very proud of the men and woman in our volunteer organization and their dedication and commitment to protecting our community.

## **Mission statement of the Crystal Lakes Volunteer Fire Department**

Our mission as a mountain volunteer fire department is to protect and serve our community by providing prompt, effective, and efficient fire and emergency response services. We are committed to continuously improve our capabilities and ensure the safety of our firefighters and the public. We strive to be active members of our community by promoting fire safety, prevention and awareness, and by fostering a spirit of volunteerism and civic responsibility.

## **About the Crystal Lakes Fire Department**

The Crystal Lakes Volunteer Fire Department (CLVFD) is operated under the guidance of the tax-receiving Crystal Lakes Fire Protection District (CLFPD), which was established in 1995. The district covers an area of approximately 4,800 acres (10 square miles). The District Board has 5 elected members that meet on a monthly basis. CLVFD is directly responsible for the areas within the Fire District shown in the following map (courtesy of Crystal Lakes Road & Recreation Association). The district covers all the areas in white except the area marked "private" around Lake Erie outside the red filing boundaries.



In addition, we have multiple mutual aid agreements with surrounding agencies and on many occasions are called out for incidents outside of our district. For medical responses within district, we have contracted with neighboring Red Feather Fire Protection District to provide ambulance services as well as licensed certified medical personnel. Our District does welcome and train members to be Emergency Medical Responders (EMRs), who respond direct to incidents within the district. We also have department volunteers who are licensed Emergency Medical Technicians

(EMTs) who operate under the Red Feather Lakes Volunteer Fire Department's (RFLVFD) medical umbrella as joint members of RFLVFD. They are able to respond to an incident near their home in the Crystal Lakes' district, carrying lifesaving equipment, even before the Red Feather ambulance arrives. As a member of RFLVFD, these members also respond to medical incidents in Red Feather and surrounding areas.

### **Special Duty Responders (SDRs)**

Our department is also fortunate to have volunteer SDRs, who are crucial in supporting the department. They respond within district on every call to provide support, such as traffic control, lead-in of outside agencies, and other important tasks, allowing our Firefighters and medical personnel to focus on the incident directly. They may also be asked to respond to mutual aid calls in our neighboring districts on a case-by-case basis. Volunteering as an SDR may be an excellent option for anyone who wants to join the department but is concerned that they don't have the physical ability to undertake firefighting.

### **Crystal Lakes Fire Information Resource Education Safety Corp. (CL FIRES)**

CL F.I.R.E.S. is a 501(c)(3) tax exempt nonprofit charitable corporation that was created to support CLVFD through fundraising activities and grant opportunities.

Fundraising activities provide extra money to purchase items for department personnel and equipment over and above what the CLFPD mill levy provides. A majority of this fundraising is done through annual activities that include the Labor Day Weekend Rummage Sale, the 4th of July Independence Day Celebration activities, and other community activities, primarily in the summer, that often include CLVFD merchandise sales. CL F.I.R.E.S. also awards grants to CLVFD and other local community groups and fire departments for the purpose of supporting community emergency services and encouraging education about fire prevention and personal safety.

We actively support CL F.I.R.E.S. activities and deem this group key to helping our department continuously enhance our capabilities.

## **Community Outreach**

The CL Fire Department hosts and supports a variety of events throughout the year. Some are for family fun and others a way to raise additional funds for CL Fires and the department. In addition, we hold numerous seminars during the summer to keep our community informed on a variety of topics. These seminars are open to all of the mountain communities and range from evacuation procedures to chainsaw safety.

## **Crystal Lakes Fire Department Station and Apparatus**

**(Reference the Crystal Lakes Volunteer Fire District Website for photos)**

The CLVFD station is located at 237 Blackfoot Road. The station was originally constructed in the seventies and remodeled to better house our equipment in 2017. We are fortunate to have various firefighting apparatus that are critical for protecting our district. With our department located in a rural environment, we need to be prepared for a wide array of incidents, ranging from wildland fire and structure fire to motor vehicle extrication and water and ice rescue.

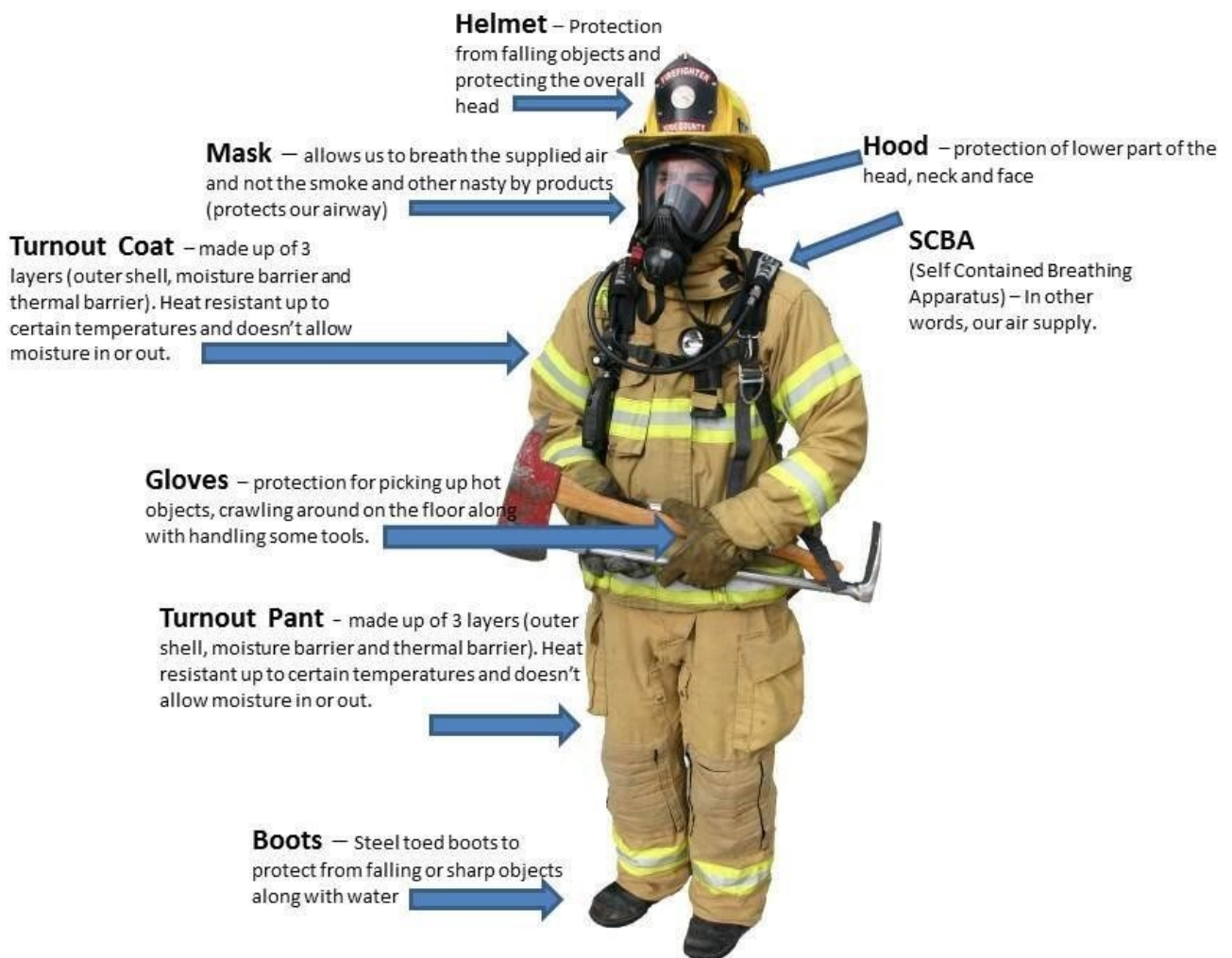
- ✧ Engine 1 – used for structure fires/motor vehicle accidents (MVA's)/landing zones (LZs)
- ✧ Tender 1 (Water Tanker carrying 2,000 gallons of water)
- ✧ Brush 1 - Wildland fire truck
- ✧ Brush 2 – Wildland fire truck
- ✧ Squad 1 – People-mover and First-out vehicle carrying wide range of equipment
- ✧ Squad 2 – People-mover with snowplow
- ✧ Support 1 – Ice and water rescue, medical equipment
- ✧ Marine 1 – Boat for water rescue



## Issued Firefighter Personal Protective Equipment (PPE)

New firefighters are issued the necessary PPE after they've been voted in as a probationary member. With our rural environment, we must always be prepared to respond based on the type of incident. Structure gear is used in responding to building fires and motor vehicle incidents. This gear protects the firefighter using fire resistant material that makes it bulky and warm to wear. On the other hand, wildland gear (used when fighting wildland fires) is lightweight, allowing more maneuverability.

### Structure Fire Gear



## Wildland Fire Gear



In most instances, firefighter gear is to remain at the station. Firefighters are required to report to the station for all calls unless otherwise directed by an Officer.

Firefighters are responsible for this issued equipment. Please do not neglect or mistreat issued equipment. Washing of gear should be done at the station following

### **Issued SDR Personal Protective Equipment (PPE) and Gear**

The CLVFD issues PPE and gear to each SDR to use while performing their duties, such gear to be focused on safety, visibility, and efficient utility. This includes a weather-appropriate reflective vest or jacket, helmet, cap, gloves, communication equipment, maps and a street address/lot & filing cross reference booklet, traffic control signs,



traffic control cones, and warning/flashing lights. SDRs carry their gear in their personal vehicles.

SDR Traffic Control Gear



**Tools**

We have a variety of firefighter department tools, including pumps, drafting equipment and hand tools, all of which we train with and use.

## **New Probationary Member - What to Expect**

We have established a probationary member roadmap document, which new members receive after being voted into the department. Completing all criteria in the roadmap is required to move on from being a probationary firefighter and be voted in as a full CLVFD member. In addition, we require that the following department minimum participation levels be met:

- ✧ Respond to 30% of Incidents
- ✧ Attend 50% of Department Meetings
- ✧ Attend 50% of Community Events
- ✧ Firefighters: Attend 36 hours of training (attending formal training is critical so we can train together and rely on each other in perilous situations)
- ✧ SDRs: Attend a minimum of 15 hours of SDR-sponsored training and additional firefighter training as designated by the Training Officer or one of the Chiefs, in which SDRs will assist with traffic control for safety during firefighter training or learn important knowledge and skills that apply to SDRs as well as firefighters.

Regardless of people's prior firefighting/EMS experience, their first 6 months on the department are going to be a time of adjustment. Any new member will have to spend a lot of time at the beginning getting used to how the CLVFD operates.

As a new Crystal Lakes volunteer probationary member, you will start your journey by learning. It is our goal to train you quickly so that you can be confident and comfortable performing your duties as soon as possible.

## **Training**

CLVFD Firefighter Training is conducted at least twice a month on a regular schedule, either at Crystal Lakes Fire Station or within the district and in combination with RFLVFD. Firefighters are expected to attend at least thirty-six hours of training per year, and failure to do so may result in a return to probationary status.

SDR Training is conducted at least once a month on a regular schedule at the Crystal Lakes Fire Station and overseen by the Traffic Control Officer. Additional training may be held so SDRs can learn procedures and best practices to assist firefighters in

response to a variety of calls, such as changing out SCBA packs at a scene or taking SCBA bottles to recharge at the station. SDRs are expected to attend at least fifteen hours of training per year, and failure to do so may result in a return to probationary status. Special Duty Responders are encouraged, but not required, to participate in Firefighting training.

## **SDR Duties**

Special Duty Responders' duties may include, but are not limited to, lead-in, traffic control, filling and replacing SCBA tanks, wildland fire safety and weather look-out, community evacuation, and other tasks supporting administration and emergency operations.

## **Giving out information**

No firefighter is to give out information about any incident to any community member – please refer them to the Fire Chief or the Public Information Officer.

HIPAA (the Health Insurance Portability and Accountability Act) prohibits medical providers by law from discussing anyone's medical information – this includes first responders on a medical call. CLVFD has decided to apply this respect for privacy to all the calls we run, not just the medical ones, and members are not permitted to talk to anyone outside the department about any emergency call response.

Many times on the mountain, we are asked by concerned friends and neighbors about a call – we cannot provide any information.

We hope you now have a little more information on our organization and are as excited as we are about the Crystal Lakes Volunteer Fire Department. We look forward to having you as a member and welcoming you to the CLVFD family!