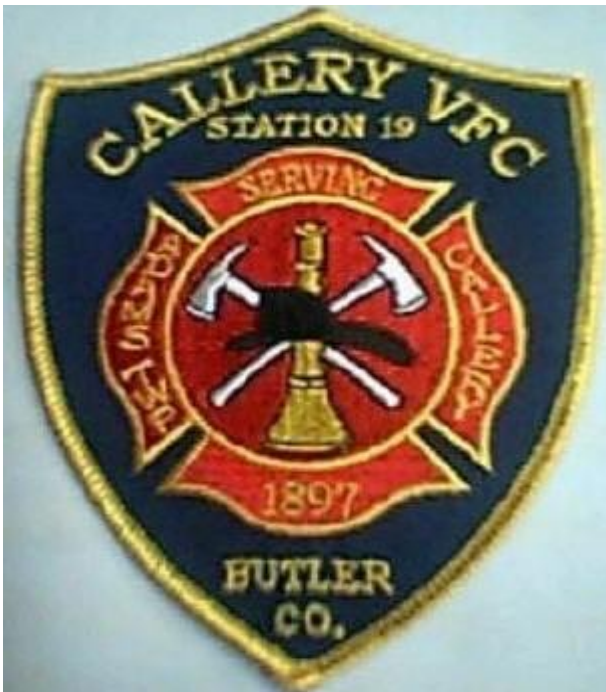


A Prospect's Guide to Joining the Callery Volunteer Fire Company



This document has been created to familiarize prospective members with the opportunities and benefits offered by joining the membership of the Callery Volunteer Fire Company. This guide will briefly explain the minimum qualifications needed to become a member and serves to explain the admission process. We welcome your application and feedback.

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➤ Letter From the Chief

Dear Citizen:

As Chief of the Callery Volunteer Fire Company, I am committed to providing the most effective and efficient fire, rescue and emergency medical service delivery system to our community.

You will find that participation as a volunteer member of our organization will bring personal rewards and satisfaction, raise self-esteem, and provide you with a tremendous sense of accomplishment and pride for a job well done. It will also provide your community with a valuable service that has the potential to touch us all.

However, service as a member of our fire company requires a serious commitment. Your decision to join our organization should not be made hastily. This guide has been developed to provide the information you need to make an effective decision that is right for you and us.

Once you understand what's involved in being a member of our volunteer organization, we hope that you are able to make the commitment we need. The service provided by our volunteers is truly valuable to the citizens, businesses and visitors of our community. We hope that you are able to contribute to our community's public safety.

Thank you in advance for your consideration. Please do not hesitate to contact me should you have any questions or require further information.

Sincerely,

Curt Huffman
Fire Chief
Callery VFC
724-538-3706
cheif19@zoominternet.net

➤ **Why Volunteer?**

Have you ever heard a siren or seen a fire engine – and wondered what was happening?

Have you ever witnessed or come upon a motor vehicle accident – and wished you could help?

Have you been there when someone was stricken with sudden illness – and wanted to assist?

Are you looking for new friendships, challenges and rewards?

Do you want to become involved in your community?

Are you looking to supplement your retirement?

***... "Firefighting is not for everyone
-but Volunteering can be."***

The fire and rescue service is one of the most diverse and challenging vocations today. It is this diversity that attracts most men and women to join our ranks.

Different people volunteer for different reasons. Action oriented people enjoy the excitement and adrenaline rush that emergency services has to offer. Some see the volunteer fire service as an alternative to 'driving a desk by day' – by allowing them to 'drive a fire truck at night!'

Many like the feeling they get when they help people in their time of need and some feel it's their obligation to serve the community. Yet others just want to belong to the team. Whatever motivates you to volunteer – everyone gains the self-satisfaction of being at their best when others are dealing with what is often the worst that life has to offer.

Imagine having to prepare yourself to cope with situations that range from structure fires to childbirth to hazardous chemical spills to heart attacks to almost any imaginable emergency in between. This diversity is coupled with the fact that these skills may be needed at any time of the day or night, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances. Yet these same factors contribute to our profession being so personally rewarding.

We realize that firefighting is not for everyone, but we believe that volunteering can be. There is plenty of work to be done on or behind the scene – including running the business of delivering emergency services.

The personal rewards and satisfaction received from what we do is often beyond description. There is the sense of accomplishment when you control a building fire, joy and elation when a child is born, compassion for accident victims, and fulfillment from teaching fire safety.

The bottom line in our business is measured by the loss of life, pain and suffering, and the property damage we have successfully prevented or reduced.

Volunteering in emergency services is one of the most important decisions you may make. We hope that you give this decision the time and serious consideration it deserves, and decide to join our ranks.



➤ About Us

It's all about people. Fire engines don't put out fires – people do. Defibrillators don't save lives – people do. The Jaws-of-Life never rescued anyone on its own – it takes people.

Our human resources are our greatest assets. And we want you to be a part of our team!!

The Callery Fire Company team of volunteers is comprised of your neighbors, your friends and maybe even your relatives.



We are people just like you – with families, jobs and active lifestyles who still find time to give back to our community. Callery VFC offers a friendly environment for you to discover your capabilities and make the most of your volunteering investment.

Established in 1897, the Callery Volunteer Fire Company is an excellent provider of emergency services in South Western Pennsylvania – protecting residents and businesses within our primary coverage area in the northern portion of Adams Township in Butler County and the borough of Callery. Our station is located at 179 Main Street in Callery borough.

We provide comprehensive fire fighting, vehicle extrication, specialized rescue, emergency medical services, fire prevention education, and various annual community events.

As a 100% volunteer non-profit organization – The Callery Volunteer Fire Company is an independent organization that provides these services through contract with Adams Township and Callery borough.

Thus, we take emergency services very seriously. While individuals volunteer to serve their community, our volunteers must realize that the fire company provides contractual services to our local municipalities – a service paid for by the taxpayers of our community, fundraiser we hold, and through state and federal grants.

Despite being unpaid professionals, we are still bound to this obligation just like our paid counterparts in other communities within Pennsylvania - and thus we must be committed to providing our services 24 hours a day - every day.

The Callery VFC membership is made up of approximately 20 active firefighters and EMS personnel, typically 1-2 Junior Firefighters, and numerous Social and Life members. We run a truck fleet, which currently stands at a Fire Engine, a Tanker, a Medical Rescue Quick Response (QRS) vehicle, and a Brush truck.

Callery VFC seeks volunteers to bolster its ranks in a diverse range of services. We are constantly looking for people ages 16 and over to help us serve our community. Whether you are into firefighting, driving trucks, providing emergency medical care, or are into accounting, secretary work, or any other business related function we have the time and place for you.

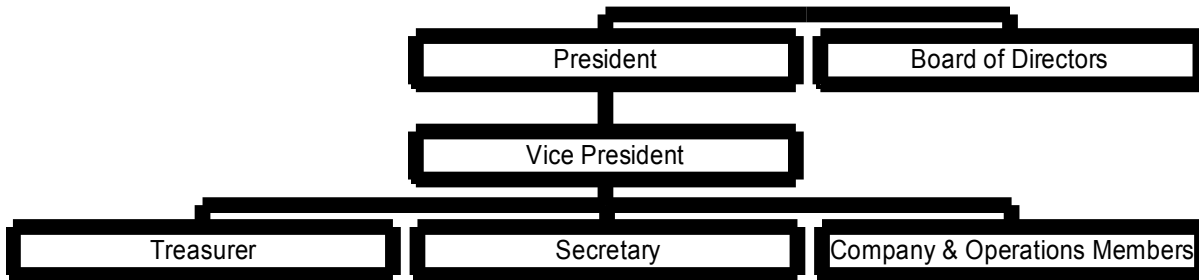
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Just understand that you don't have to fight fires or run emergency calls to become a member! At Callery VFC you choose when and where you want to volunteer your time. We have very little mandatory requirements for you to retain your membership with us.

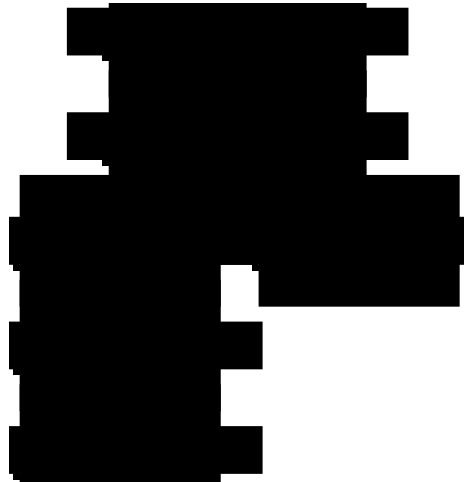
We offer a long list of benefits including free training at the state-of-the-art Butler County Fire Training Center, paid workman's comp insurance, paid uniforms, and a friendly, fun, professional atmosphere.

➤ Organization

Administrative Chain-of-Command



Operations Chain-of-Command



Like many corporations, we have two distinct yet tightly integrated units of our organization – an administrative (business) arm and an operations (firefighting) arm.

The administrative unit is lead by a President, Vice President, Secretary, Treasurer, and a board of directors.

The board of directors is the primary governing board of the fire company. They oversee all company related matters.

The president serves as the CEO – Chief Executive Officer of the fire company. The Vice President assists the President with his functions and can act on behalf of the President in his absence. The Secretary performs record keeping and recording duties while the Treasurer handles all financial aspects.

If you choose to volunteer your time to become a brigade firefighter in the company you will fall under the operations division.

This division is lead by the Fire Chief. He serves as the COO or Chief Operating Officer of the company. He oversees what is called the 'Chain-of-Command.' This chain of command is very important in that it provides clear direction, lines of communications, and accountability for everyone involved in the chain.

On an incident scene, the chain of command provides for identifying areas of responsibility and accountability for the personal safety of every individual working within the incident command system.

Under this system, each level only reports to one supervisor. Firefighters report to the Lieutenants, who then report to a Captain. The Captain reports to the Assistant Chief, who is responsible to the Fire Chief.

Teamwork is the foundation of our success – during an emergency and back at the station.

Before you can become a good leader, you need to learn to be a good follower. Knowing and understanding how you fit into the chain of command will be one of the most important lessons you can learn. Know your position and play it well.

You will receive instruction on our current organizational status – or chain of command – during your orientation. You will also receive a copy of the current company Bi-Laws that explains this information in greater detail.

➤ Response

Unlike a paid career fire department, we have no scheduled duty shifts. To accommodate your busy and varying lifestyle, our volunteers are on-call at all times – 24 hours a day, 7 days a week. Volunteers respond at their own discretion when they are available in the area of our protection district.

Callery VFC is dispatched through the Butler County Emergency Dispatch Center, in the city of Butler.

Utilizing an enhanced 911 system (E-911), dispatchers alert volunteers via Motorola pagers, radios, and our stations' fire siren.



Upon being dispatched, volunteers respond to our station in Callery borough, man the appropriate apparatus, don protective gear, and respond to the incident scene.

We respond to several different types of emergency situations but none are ever routine.

We respond to structure fires in commercial and residential buildings providing valuable life saving techniques and property salvage in times of emergency.

We respond to vehicle accidents and rescue situations providing patient care and extrication with the use of an Amkus 'Jaws-of-Life' tool and other rescue related equipment.

We respond to hazardous materials spills, leaks and releases under a 'First Responder' level of operations. This means that we investigate and contain the hazard within the limitations of our training and capabilities and call upon the resources of the Butler County HazMat Response Team as needed.

We operate a state licensed medical Quick Response Service (QRS) providing rapid patient evaluation and treatment in times of medical emergency until a responding Ambulance can arrive on scene to transport the patient to a local hospital.

We also respond to other classifications of incidents including service calls for downed trees and power lines, commercial and residential Automatic Fire Alarms, assistance during severe weather conditions, police assistance, search and rescue of lost persons, evacuations, train and rail incidents, and numerous other types of situations that require trained emergency responders or just plain old 'people power'. The list is endless and constantly evolving!



➤ **Our Mission**

To provide the highest-level fire protection, fire prevention, and rescue & emergency medical services to the residents, businesses, and visitors of Adams Township and Callery borough.

➤ **Our Vision**

- To provide an acceptable level of emergency care and fire protection for the community in times of need.
- To be a community oriented service provider while maintaining focus on our core objectives
- To treat our customers with the consideration and compassion they deserve in their time of need
- To be good neighbors throughout the local community
- To partner with private businesses, local government and public organizations to develop and implement innovative life safety risk reduction programs
- To encourage, educate, develop and promote our youth as our community's most valuable resource and asset
- To treat our fellow members with respect, admiration and compassion for the challenges they face in volunteering
- To appreciate our members for their dedication, recognize them for their contributions and reward them for their achievements
- To conduct ourselves in a professional manner deserving of the pride and praise of our community
- To be fair and honest in our dealings with town government and outside agencies
- To be recognized as leaders in our industry and our community
- To continually monitor our operations, administration and service delivery, recognize our limitations ... and swiftly implement effective change when necessary



➤ Opportunities

We offer the opportunity for you to volunteer in the area that you feel most comfortable with, where you feel you can contribute the most, and where you'll benefit the most from your volunteering experience. If you are at least 16 years of age we need your help. Just circle one or more of the following options on your attached application that best suits your taste. We need help with the following activities:

Fire/Rescue - *If getting hot, dirty and physical is your game - this is for you. We offer virtually unlimited opportunities to explore the exciting world of firefighting and the certified training to do it safely. Whether you only assist on the outside - or run in to the fire as others are running out - there's plenty for everyone to do on the fireground.*

Prerequisite: *Due to state law and for insurance purposes must be at least 18 years of age to perform active firefighter duties. See Junior Membership*

EMS/QRS - *If you enjoy helping people in medical emergencies - we'll provide the training absolutely free. In cooperation with local Training Institutes and the Pennsylvania Department of Health, we'll train you to be a Certified First Responder (CFR) or Emergency Medical Technician (EMT) - If you already have your Paramedic certification (EMT-P), we'll cover the costs of your continuing education (CON-ED) training to maintain your certification.*

Company Members - *If dodging flames or blood isn't your ideal cup of tea then this is definitely for you. You can volunteer your time on the business side of our company assisting with fundraisers, community events, planning, building maintenance, record keeping, financial accounting, computer, public relations, advertising, personnel file keeping, grant applications, cooking, etc. The opportunities are endless! Company members do not participate in emergency responses nor are they required to attend the training under our Operations division.*

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Junior Members: *If you are a teenager between the ages of 16 to 17 this option is for you. You can still have all of the benefits of a regular Fire, EMS, or Company member the only limitation being that due to Pennsylvania state law and for insurance purposes you cannot participate in actual fire or vehicle & special rescue operations. Don't let that hinder you however, because you can still run on emergency calls and perform support roles at our incident scenes while at the same time getting the training you will need for the time when you turn 18. You can still attend all the same trainings active members attend except for interior structural fire firefighting classes.*

Social Members: *If you don't have the time or will to do any of the above but would still like to become a member of our organization then this is for you. You can still attend all of the company special functions, social gatherings, and banquets but are not required to perform any other administrative functions, trainings, or laborious tasks. This is the perfect option for Senior Citizens, spouses or significant others of active members, and those with disabilities that wouldn't allow them to perform other company tasks.*



➤ **Benefits of Membership - What's in it for you?**

Quality Fire Training - *You provide the commitment and we provide all of the training for FREE. We offer local and in-house training, Pennsylvania State Fire Academy certified courses, regional and National Fire Academy courses, and multiple seminars and conferences - we offer you the opportunity to explore every avenue of emergency services and train you to be the best at what you do.*

Butler County Community College Fire Training Facility: *We provide access to the newly constructed multi-million dollar emergency services training facility located on the Butler County Community College campus site. This facility provides a specialized burn building for structural fire training, a high-angle rope rescue tower, vehicle rescue pad, rail train and tanker pad, compressed gas emergency training site, and classroom facility that provides the safest and highest level of instruction found anywhere in the state.*

Length of Service Award Program – *This program awards our volunteers after 20 years of active service in the company a change in status to a Life Member, which does not require yearly dues, and recognition in the form of a company embroidered jacket.*

Flexible Memberships - *As firm believers in the concept that volunteers should be "good at a few things instead of poor at a lot," - we offer the most flexible membership opportunities available. You can join Callery VFC to just perform a specialized function or you can get involved in all of the volunteering opportunities we have to offer. We even accept members from outside of Adams Township and Callery borough.*

Personal Protective Equipment (PPE) - *We protect our firefighters with the latest technology in fire resistive coats, pants, leather boots, gloves, Nomex hoods and traditional style fire helmets complete with a leather front proudly identifying your rank and company identification number.*

Duty Uniforms - *Look professional and show your Callery VFC pride in your navy blue dress uniform personalized with name, rank, and company insignias. Uniforms are provided for free after a minimum length of service.*

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Social Events - *Members and their guest enjoy our annual installation dinner held each February to recognize the past year's accomplishments of the department and our volunteers, and to celebrate the dedication of our newly elected administrative and operations officers. Throughout the year we offer a variety of opportunities for you and your family to get to know the other members of your department in a relaxing atmosphere. From conventions to parades, parties, and fun fund-raisers - we not only work hard - we play hard too!*

Peace of Mind - *We recognize that firefighting and providing emergency services is an inherently dangerous business. That's why we take extra measures to protect our volunteers. We provide Workmen's Compensation coverage from Callery borough, and extensive supplemental insurance which helps to provide financial security to you and your family should you be injured or fatally wounded in the line of duty. We care about your health, safety and well-being. Critical incident stress debriefings and counseling is even available to help our volunteers deal with the emotional impact of the tragedies we're unfortunately exposed to in our line of work. This service is provided free-of-charge.*



➤ Expectations

Although no previous experience or training is required, you need more than just a desire to help people. You also need courage and dedication, assertiveness, and a willingness to learn new skills and face new challenges.

Our service is one that calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments. Our volunteers need to be team players, respecting each other's role and contributions. You need to be able to work on-call and to deal with occasional interruptions to your lifestyle, dropping what you're doing at the 'sound of the bell' to respond to the emergency needs of your fellow citizen.

A new recruit can expect to spend between 5-10 hours each week on fire company business. This entails meetings, training, emergency responses and other miscellaneous activities. Some weeks will be more and other weeks much less. The days of the week or times may vary depending on the level of activity. However, most regularly scheduled events occur on Tuesday evenings from 7 to 10pm. We listed a lot of the benefits you can expect from us, and in return there are certain objectives we expect you to meet:

TO APPLY:

- You must be at least 16 years of age to apply. A certified and signed work permit and consent of parents or legal guardian must accompany an application from anyone under the age of 18 years.
- You must be a citizen of the United States.
- You must be physically, intellectually and emotionally capable of performing the duties according to your area of assignment.
- To become an Operations member and run on incident calls you must reside within 4 square miles of our fire station. This limitation does not apply to company members
- You must have no record of felony convictions

UPON ACCEPTANCE – Minimum Requirements:

- New members must complete a new recruit orientation program before responding to emergency incidents.

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- New members will be considered on probation for a time period set by the company. After the probationary period is up their activities will be reviewed at this time and the probationary member will be recommended for continued service or termination at that time.
- To be eligible to vote at our regular company meetings all members must attend 50% of all regular monthly business meetings (6 per year) held on the second Thursday of every month unless excused by a company officer due to personal reasons including work, school, etc.
- All personnel are responsible for assisting in the fund-raising efforts of the organization.
- Probationary members cannot vote at company meetings during their probationary period and must wait until the probationary period is up before they can vote.
- Failure to complete the minimum requirements can result in termination of membership.



➤ Application Process

1. Each prospective member must complete and submit a standard fire company application along with a \$5.00 application fee. If under the age of 18 a copy of a certified and signed work permit must accompany the application. The application includes personal information, lists of personal references and fire department acquaintances, authorizations for license, and lists all training the prospect has attended elsewhere.
2. The company Board of Directors will review the application and background investigations will be performed. The Board will also meet with the parents of prospective junior members.
3. The Board of Directors will then present the prospective member at the next general business meeting after the application is received and read the application to the general body. Meetings are held on the second Thursday of each month and the prospective member must be present at the meeting in order to be voted in. If the prospective member cannot attend the next company meeting they will be responsible to notify a current officer of the fire company about their absence and make alternative arrangements at that time.
4. A majority vote by the general membership will decide if the applicant is accepted or declined as a member into the organization.
 - If accepted, the new member will be notified to report to the fire station to complete follow-up processing during our weekly Tuesday night drill sessions.
 - New members are required to pay their first year membership dues promptly after they are voted into the company. The membership dues can be paid by either cash or check, made out to Callery VFC, and given to the social secretary for issuance of a company membership card.
 - If declined, the applicant will be notified of reasons for rejection and the \$5.00 application fee will be returned. If an applicant is declined membership, he/she may not reapply for one year.
4. Upon acceptance into membership, a new recruit will begin a probationary period subject to the terms and conditions described above and in the company By-Laws.

5. The last page of this document contains a company membership application. If you are interested in the exiting opportunities our organization has to offer and wish to serve your community in times of need just fill out this application and return it to one of our members along with any necessary work permits as required above. Just remember after you turn in your application to the Board of Directors to come the next company meeting held on the second Thursday of every month at our station.

➤ Contact Us

To obtain an application, or for questions regarding this guide or the application process contact a member of the Membership Committee by sending an email to calleryvfc@zoominternet.net or by calling the station direct at 724-538-3706. Leave a message and someone will return your call.

The Callery Volunteer Fire Company does not discriminate on the basis of age, gender, creed, religion, or marital status. If an applicant is approved for membership, such approval is conditional upon final receipt of work permits, parental or guardian consent, and membership dues or fees consistent with the standards of the Callery Volunteer Fire Company. The Board of Directors reserves the right to dismiss at any time and for any reason an approved member after his or her acceptance into the fire company due to disciplinary or related matters. Yearly membership dues will not be refunded if any member is dismissed from the fire company.

Callery Volunteer Fire Company

Membership Application

Name (Last, First MI.) _____ Social Security Number: _____

Address: _____ City: _____ Zip Code: _____

Birth Date (Mo/Day/Yr): ____ / ____ /19__ Age at Time of Application: _____ Phone: _____

Referred or Sponsored by: _____ Are you Employed: (Circle One): Y N

Place of Employment: _____ Employment Address: _____

Phone number you can be reached at work: _____

Do you have a valid PA Drivers License (Circle One): Y N Drivers License #: _____

Are you married (Circle One): Y N Spouses' Name: _____

Emergency Contact Name: _____ Emergency Contact Phone Number: _____

Have you ever been affiliated with an Emergency Service: (if so who) Y N _____

List any applicable training or work experience you may have: _____

Have you ever been convicted of a Misdemeanor: (if so what) Y N _____

Have you ever been convicted of a Felony: (if so what) Y N _____

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Have you ever been convicted of an Arson related offense: Y N

Are you a habitual Drug or Alcohol Abuser: Y N

Have you ever been convicted of a DUI: (if yes what year) Y N _____

Reason For Joining (Check all that apply): Firefighting Emergency Medical Services

Fundraisers Company Member Junior Member Social Member

****Lying on this application will not be tolerated and will lead to dismissal from the Fire Company****

*****If you are age 16 to 17 years old a current signed copy of a work permit is required at time of application*****

*****Fee payable at time of application is \$5.00 and if voted in, first year dues are an additional \$5.00 by cash or check payable to Callery VFC – Application fee will be refunded if denied membership*****