

Key West Fire/EMS Department

10640 Lake Eleanor Rd.

Dubuque IA 52003

Phone/Fax (563) 557-9556

Dear Prospective Member of the Key West Fire/EMS Department,

I would like to thank you for your interest in joining our emergency response team. We are one of the best trained, certified and equipped volunteer fire and emergency medical service organizations in the State of Iowa. Our team is built on dedication and commitment to helping our community. We will not mislead you. Being a Key West Fire Department volunteer is a tough and time-consuming job, however, it can be one of the most gratifying jobs by helping your family, friends, neighbors and community in their greatest time of need.

Enclosed in this packet is a copy of the job description, application and an information sheet that explains the process to become a probationary member of the Key West Fire Department. We are a professional volunteer organization that provides fire suppression, emergency medical services ambulance transport, and rescue service to 96 square miles in Southern Dubuque County and parts of Northern Jackson County.

If you have any questions during the application process, please feel free to contact myself or any member of the Key West Fire Department, there is a phone list in the back of this packet. We appreciate your interest in our organization and we hope you will seriously consider returning the application and joining our team. Your application can be returned to me or any other Key West Fire Department member or you can simply drop it into the mail slot on the rear of the fire station.

We hope to hear from you soon and we look forward to you becoming a Key West Fire Department volunteer!

Sincerely,

Chris Tigges
Chief
Key West Fire/EMS Department

Key West Fire/EMS Department

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KEY WEST FIRE/EMS DEPARTMENT MISSION STATEMENT

The Key West Fire Department is dedicated to protecting life, property, and the environment in the vicinity of Key West, Iowa by providing:

- Community Fire and Life Safety Education
- Fire Prevention
- Fire Suppression
- Response to medical and other emergencies with professionally trained personnel using teamwork, and the resources provided by the community.

GOALS

- Provide for the well being of our members.
- Save lives and decrease property damage.
- Provide training and educational opportunities.
- Be respectful of others and ourselves.
- Support community projects.
- Assist surrounding communities and organizations.
- Promote a family atmosphere and safely have fun.

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KEY WEST VOLUNTEER FIREFIGHTER PROSPECTIVE VOLUNTEER PROCESS

The following steps will be followed in your quest to become a member of our department.

1. Review Job Description and complete application. We encourage you to share the information with your family, as your family is an integral part of our organization. Unfortunately, your family will need to make occasional sacrifices while you fulfill your volunteer responsibilities.
2. Return the completed application to a fire department member. You may include a resume if you wish.
3. We will follow up and check validity of the information on the application and may contact your listed references.
4. A criminal background check will be completed through a national background check. After the criminal history check, your application will be reviewed at the next officers' meeting.
5. At the next interview committee meeting you will be asked to come in for an interview by a panel of fire and EMS personnel, you will be asked a series of standard questions.
6. Successful applicants are appointed by the interview committee to probationary status.
7. You will be assigned a Field Training Officer and given an Orientation packet to complete during your twelve month probationary period. During which you will receive one review at the six month point.
8. Upon successful completion of the Orientation packet, you are up for election to active membership in the organization.
9. After successful completion of your twelve month probationary period you will be given full membership.

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JOB DESCRIPTION AND MEMBER REQUIREMENTS

Purpose

The intent of this information is to provide the firefighter and EMS member a set of essential job functions, training requirements, recommendations for promotion and other related topics.

The following information was gathered from various sources, including the National Fire Prevention Association Standard 1582, Appendix C and the Iowa Municipal Workers Compensation Association.

Job Summary

Respond to calls for service for the fire department. Provide emergency care or support at the scene of an accident or injury. Answer fire/rescue calls and extinguish fires and perform tasks involved in cleaning and maintaining fire and EMS equipment, apparatus and buildings. Complete administrative work as required and assigned. Perform work at the direction of the fire chief and other officers.

Essential Job Requirements of all Firefighters / EMS Members

The following are physical and other requirements for all members of the Key West Fire Department. The fire chief may place personal limits on any member of the department on an individual basis, limiting them to light duty, and/or not allowing them to partake in specific evolutions. Failure to meet the requirements below does not necessarily eliminate the member from service; however, it may limit the duties assigned at an incident scene. Essential job requirements are as follows:

- Adherence to the By-laws, Policy/Procedure Manual, and obedience at all functions is the main priority of a member of this department.
- Administer and assist with the administration of patient care at the scene of a medical emergency or other emergency scene.
- Inspect, maintain, and prepare station, vehicles, equipment and supplies.
- Complete proper paperwork including State reports and patient care reports.

Essential Job Requirements for all Firefighters / EMS Members (Continued)

- Participates in department sponsored community relations and public education events.
- Attend mandatory training and education events, classes and conferences.
- All members are expected to report to the station in a safe and orderly manner when notified of an incident. Members must carry their pager and/or radio with them at all times, in order to be notified of an incident.
- All members are expected to take orders and carry out objectives as assigned by the officers or senior personnel of the department as outlined by the chain of command.
- Extract, lift and carry patients with or without the aid of ropes, hose lines, safety harnesses, rescue carries, etc.
- Occasionally push, pull, lift and carry over 100 pounds.
- Wear personal protective equipment weighing approximately 50-70 pounds while performing firefighting tasks.
- Communicate clearly and effectively with co-workers, supervisors, and the public, both orally and in writing.
- Understand and follow oral and written instructions and work within the Key West Fire Department Incident Management System.
- Work in all types of weather conditions.
- Face potential exposure to hazardous substances such as asbestos, hydrogen cyanide, hydrochloric acid, etc. through inhalation or contact, noise levels over 90 decibels, and other potential hazards.
- Perform job functions while adapting to surroundings, which could include extreme heights, uneven or slippery walking surfaces, limited visibility and confined spaces.
- Work in areas where exposure to burn injuries, smoke, dust, and radiation hazards are possible.
- Must be able to tolerate extreme fluctuations in temperature and perform physically demanding tasks in extreme heat, over 400 degrees Fahrenheit with humidity up to 100%, while wearing personal protective equipment, including a self-contained breathing apparatus.¹
- Make rapid transition from rest to near maximal exertion without warm-up periods.¹
- Must have ability to work well under pressure including making critical decisions in life threatening situations.
- Perform other duties as instructed and assigned by the chief or his designee.

¹ This information taken directly from the National Fire Prevention Association, Standard 1582, Appendix C.

Training Requirements

The following training standards will apply. Cost of training classes and materials will be paid by the Key West Fire Department. We are aware that some candidates may be more interested in either the firefighting or EMS part of our services, and that is okay. However, because the firefighters and EMS personnel work so closely together and are expected to respond to either type of call, minimum training is required in each category.

1. Within 2 years of appointment, complete and be certified as a Firefighter 1. (Higher certification will be encouraged.)
2. Within 3 years of appointment, complete and be certified as an EMT and maintain certification. (Higher certification will be encouraged.)
3. Complete the Incident Management System / Unified Command Course and be familiar with the Key West Fire Department IMS/ICS Standard Operating Guideline.
4. Complete the Hazardous Material Operations Level Training.
5. Compliance with the Respiratory Protection Policy.
6. Complete Driver Operator Training.
7. Maintain an EMS certification level of at least an EMT.
8. National Incident Management System (NIMS).
9. Maintain training to meet Iowa Firefighter minimum training standards (24 hrs per/yr)

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APPLICATION FOR MEMBERSHIP

PROSPECTIVE MEMBERS WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAP, MARITAL STATUS OR VETERAN STATUS. (MEMBERS MUST BE OF THE AGE OF 18 AT THE DATE OF ACCEPTANCE TO PROBATIONARY MEMBERSHIP)

PERSONAL INFORMATION

PLEASE FILL OUT THE FOLLOWING INFORMATION AS COMPLETELY AS POSSIBLE.

DATE OF APPLICATION: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

PHYSICAL ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

CITY, STATE, ZIP: _____

APPROXIMATE LIVING DISTANCE FROM STATION: _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ E-MAIL: _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

MARITAL STATUS: _____ SPOUSE'S NAME: _____

EMERGENCY CONTACT PERSON NAME: _____ PHONE: _____

HEALTH: _____

EDUCATION: _____

EMPLOYMENT INFORMATION

PRIMARY EMPLOYER

NAME OF BUSINESS: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____ HOURS WORKED: _____

WOULD YOU BE ABLE TO RESPOND FOR EMERGENCIES DURING WORK HOURS?

YES / NO EXPLAIN: _____

SECONDARY EMPLOYER

NAME OF BUSINESS: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____ HOURS WORKED: _____

WOULD YOU BE ABLE TO RESPOND FOR EMERGENCIES DURING WORK HOURS?

YES / NO EXPLAIN: _____

HAVE YOU EVER HAD ANY WORK RELATED INJURIES: _____?

PLEASE DESCRIBE: _____

MAY WE CONTACT THE EMPLOYER(S) LISTED ABOVE: YES / NO

MEMBERSHIP IN OTHER ORGANIZATIONS: _____

MISCELLANEOUS INFORMATION

DO YOU HAVE A VALID DRIVER'S LICENSE: YES / NO

LICENSE NUMBER: _____ CLASS: _____

RESTRICTIONS: _____ ENDORSEMENTS: _____

DRIVING EXPERIENCE: _____

PREVIOUS EXPERIENCE IN FIRE OR MEDICAL RELATED ACTIVITIES:

ANY SPECIAL TRAINING OR SKILLS: _____

HOBBIES: _____

HAVE YOU EVER SERVED ON OTHER FIRE OR EMS DEPARTMENTS? YES / NO

IF YES, PLEASE LIST WHAT AGENCY, SUPERVISOR'S NAME AND TIMEFRAME:

REASON FOR APPLICATION: _____

REFERENCES

NAME: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

NAME: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

NAME: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

NAME: _____ PHONE: _____

ADDRESS: _____ RELATIONSHIP: _____

CERTIFICATION OF APPLICATION

I hereby certify that the information provided in this Application for Membership is true, correct and complete and contains no misrepresentations or falsifications. I am aware that, if accepted, any misstatement or omission of fact on this application may result in my dismissal. Also, I realize the Key West Fire/EMS Department is not a social club; and that as a member I will be required to give freely of my time to attend emergency calls, fires, meetings, drills, departmental functions and serve on committees.

I further authorize the Key West Fire/EMS Department to conduct criminal background checks and to investigate the validity of the information provided.

SIGNATURE: _____ DATE: _____

WITNESS SIGNATURE: _____ DATE: _____

AUTHORIZATION AND RELEASE

Having made application for membership and desiring the Key West Fire/EMS Department to be informed of my record(s), I hereby authorize the Key West Fire/EMS Department to investigate my record(s) and I further authorize the addressed individual(s), company(ies) or institution(s) to furnish the Key West Volunteer Firefighters with any information which may concern my records and do hereby release the addressed individual(s), company(ies) or institutions(s) and all persons whomsoever from any damage on account of furnishing such information.

SIGNATURE: _____ DATE: _____

WITNESS SIGNATURE: _____ DATE: _____

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CHAIN OF COMMAND

Chief of Department

Chris Tigges

Assistant Fire Chiefs

Dennis Bradley

Steve Kafer

Captains

Mike Small

Craig Enke

Medical Officer

Lisa Latham

CONTACT PHONE NUMBERS

Key West Fire Station

563-557-9556

Fire Chief Chris Tigges

563-599-5410 (Cell)

Assistant Chief Steve Kafer

563-599-9921 (Cell)

Medical Officer Lisa Latham

563-451-3070 (Cell)