

Key West Fire/EMS Department

10640 Lake Eleanor Rd.

Dubuque IA 52003

Phone/Fax (563) 557-9556

KEY WEST VOLUNTEER FIREFIGHTER

NEW MEMBER ORIENTATION PACKET

In order for a probationary member to become an active member of the Key West Fire Department, the member must satisfactorily complete all of the requirements established within this document.

The purpose of this document is to assure that all new members of the department will be immediately equipped and familiarized with the equipment and procedures of the department. This will assure that they can function safely and effectively at incidents, meetings, training and other functions associated with the Key West Fire Department.

Each new member of the department shall be issued a Field Training Officer (FTO). The FTO shall be responsible for helping the new member complete the following requirements as explained in this document.

This document has been prepared for: _____

Field Training Officer: _____

Home Phone: _____ Work: _____ Cell: _____

Date Issued: _____ Target Completion Date: _____

KEY WEST VOLUNTEER FIRE DEPARTMENT

NEW MEMBER ORIENTATION

Welcome to the Key West Fire Department! All new probationary members of the department shall be assigned a Field Training Officer. It will be your responsibility to complete the orientation packet. The FTO's are willing and responsible firefighters that have been trained to assist you in completing the assigned tasks. We would hope that this be done within one year from being elected to probationary membership. We would like to welcome you to the Key West Fire Department and we hope you find that we are a unique group of individuals whom you will be proud to be associated with. You need to coordinate with your FTO times to meet and assist you in completing the orientation packet. Although you have been assigned a FTO, you are ultimately the person responsible to complete all of the requirements involved in this packet.

FIELD TRAINING OFFICER (F.T.O.)

After completing all of the requirements of the application process, the President of the Association shall notify the probationary member of his/her successful selection to membership.

You will be assigned to meet with a Field Training Officer. With this person you shall receive materials that will include the following:

- New Member Orientation Packet
- By-Laws of the Department
- Standard Operating Guidelines
- Essentials of Firefighting Textbook (given when you take Firefighter I class)

The FTO will give you the basic information you need to become a member of the department. Some information will include:

- Firefighter Safety and Accountability
- Incident Management System
- Chain of Command
- Rules and Regulations
- Response protocols and where to ride to emergency calls
- Expectations of being a member of the Key West Fire Department
- Familiarization of the apparatus and equipment carried on each
- Operation of all small equipment
- Monthly equipment checks
- Station equipment and operation of each
- Door controls and rules of access, visitors, etc.
- Training and education opportunities and requirements
- Drill attendance and requirements
- Responsibility of board of directors
- Insurance and benefits of organization

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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)