

Trainee Name: \_\_\_\_\_



**GRANVILLE FIRE DEPARTMENT  
MEMBER ORIENTATION AND TRAINING  
PROGRAM**

NOTE: ANY CHANGES IN THE ORGANIZATION, RULES, REGULATIONS, OR OPERATING PROCEDURES MADE BY THE AUTHORITY OF THE FIRE CHIEF SUPERSEDES THE INFORMATION IN THIS MANUAL. IN CASE OF A

AMMENDED: November 2017  
REVISED: June 2018

## 2 | New Member Orientation & Training

DISCREPANCY BETWEEN THE FOLLOWING PROCEDURES AND THE GRANVILLE FIRE DEPARTMENT SOG'S,  
THE MORE STRINGENT GUIDELINE WILL TAKE PRECEDENCE.

### NEW MEMBER CHECK LIST

The following guide below is designed as a checklist for your convenience. All items outlined must be completed within the first two weeks of your employment. The Fire Department will follow up with you throughout this process to ensure all requirements are completed. Please use this checklist to track your progress and understand what is expected of you. Any questions may be directed to any line officer.

	Complete a CORI form and provide the Fire Department with a copy of your license
	Complete Mass State Ethics training and provide certification to the Fire Department
	Swear in with Town Clerk
	Provide a 4 digit door code to be used to access the station
	Complete the payroll packet provided by the Town Bookkeeper
	Provide a copy of all relevant certifications/ documentation (CPR, FR, EMT, FF ½, ICS)
	Provide the Fire Department with immunization and TB history
	Read and sign acknowledgement of HIPAA Policy / Confidentiality Agreement
	Read and sign acknowledgement of Social Media Policy
	Read and sign acknowledgement of Drug and Alcohol Policy
	Read and sign acknowledgement of Standard Operating Guidelines/Policies
	Read and sign acknowledgement of Department Operations Manual

## INTRODUCTION

Welcome to the Granville Fire Department. This packet was provided to you as a guide of the expectations and a summary of some of the Department Policies and Regulations, and the Standard Operating Guidelines that the department follows daily.

Please be sure to completely review both the Policies and Regulation and the Standard Operating Guidelines to ensure that you completely understand them. If at any time you have any questions, please ask any of the line officers for assistance.

As some of you may know the Granville Fire Department is a municipal volunteer fire department responsible for the safe and efficient execution of life, property, and environmental preservation through fire suppression, specialized rescue, BLS ambulance service, and code compliance enforcement to the citizens and visitors of Granville Massachusetts.

Approximately twenty-five volunteer members provide 24/7 coverage to approximately 1,600 permanent residents. Two stations located on state route 57 cover the 43 square miles of town. In addition to local emergency response, mutual aid assistance is provided to all surrounding communities. The Fire Department also administers the issuance of smoke/CO detector certificates, petroleum tank installation permits, underground oil tank removal permits, open burning permits, and oil heating appliance permits.

The Granville Fire Department operates two engines, tanker truck, medium duty rescue, brush truck (with HAZMAT trailer), BLS squad and a basic life support ambulance. We respond to approximately 200 calls for service annually which can range in severity.

Becoming a firefighter or EMTS care provider requires a significant investment in training time. Whether this is your first experience as a member of a fire company or you are an experienced firefighter, you will receive the same training on our equipment and operating procedures.

**DEPARTMENT RANK STRUCTURE**

The following is the rank structure for operational line officers of the GFD.

Fire Chief	Matt Ripley	413-455-8527
Deputy Chief of Fire	Wes Bauver	860-978-6642
Fire Captain	Tim Rickis	860-202-8378
EMS Captain	Laura Hayes	774-364-1686
Lieutenant	Steve Cook	413-563-7573
Lieutenant	Josh Markowski	860-402-2456
Lieutenant	Rob Hayes	508-269-6097
Lieutenant	Peter Sorrajja	413-454-8443

All members should be familiar with the officers and their essential responsibilities in the department.

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## PROBATIONARY PERIOD

All new recruits of the GFD are subject to a minimum of a 12-month probationary period. Each probationary member will be required to successfully complete the Granville Volunteer Fire Department entry level firefighter courses.

To be considered a member of the GFD, the candidate must:

- Complete application for membership
- Complete and pass CORI check
- Be interviewed by line officers
- Be approved and appointed by the Board of Selectman

After a candidate has passed these requirements, they will enter probationary status. This probationary status is reserved for new members and comes with certain restrictions. These restrictions will be outlined at the end of this section.

While under a probationary period the candidate is expected to attend all training sessions. Exceptions can be made with due notice for some circumstances such as work or family emergencies. While attending a weekly training session the candidate will report to the training officer and his/her designee.

As a probationary member the candidate will not be allowed to:

- Drive fire department apparatus
  - EXCEPTION: with the driver training officer or his/her designee for training purposes
  - EXCEPTION: Probationary restriction on driving may be waved with consideration to applicant's training and experience driving/pumping fire apparatus at the fire chief's discretion.
- Operate flashing emergency lights in their personal vehicle (this may also be waved at the discretion of the chief if the probationary member is an apparatus operator and/or interior qualified firefighter).
- Perform interior operations (fire attack) unless under the direct supervision of a line officer (this may also be waved at the fire chiefs discretion depending on the probationary members certifications, training and experience in the fire service).

The Fire Chief may extend the probationary period at his/her discretion under the following circumstances:

- The probationary member has not been attending Tuesday night drill
  - EXCEPTION: The probationary member is unable to attend due to work or other obligation and has arranged for a makeup training session with the training officer or his/her designated officer.

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- The probationary member has been written up for disciplinary reasons
  - Insubordination, failure to follow department SOG's, freelancing on the fire scene, failure to follow any probationary member guidelines, etc.

While under probationary period the fire chief reserves the right to terminate any candidate for reasons regarding performance and training. There will be a progressive discipline process used to show corrective actions before terminating the probationary member.

Upon the end of the candidates 12-month probationary period the following must be completed to move into firefighter status:

- Pass skills evaluation conducted by the training officer on various topics
- Interview process by line officers
- Approval and appointment by Board of Selectman

### **TRAINING**

The GFD handles all its own in-house training. This training is usually performed by a fire officer. The GFD does encourage members to attend firefighter 1 and 2 at the Hartford County Fire School and any classes offered by the Massachusetts Fire Academy. If you have any questions regarding training, contact any line officer.

The candidate for GFD shall attend basic firefighting classes. These courses include SCBA, ventilation, HAZ-MAT awareness, fire behavior, fire control and hose line training. These courses may be waved at the chief's discretion depending on the training, experience, and certifications of the probationary member.

During the twelve-month probationary period, new members are required to complete the following courses:

CPR/AED for the professional rescuer  
First Responder  
HAZMAT Awareness  
ICS 100, 200, and 700  
Conflict of Interest / Ethics

## CODE OF CONDUCT

No member should at any time act in a way that would be deemed detrimental to the department. Members should remain polite and professional, especially while on duty. Any negative actions are subject to discipline by the chief or his/her designee.

## SOCIAL MEDIA

At any time, a member is working with the Granville Fire Department it will be unacceptable to post information regarding an ongoing or past incident.

The Granville Fire Department operates a Facebook page to keep the community informed. Only authorized persons are allowed to manage the fire department Facebook.

The following is not allowed under ANY circumstances:

- Photos/Videos of patient / patient's family members
- Photos of Any department property or logos without prior approval by the Chief
- Posting addresses or names of involved parties
- Posting addresses of incidents

Cell phone usage on scene should be limited to notifying employers or a delay, or family members if necessary.

**\*\*\*please refer to the social media policy for further guidelines\*\*\***

## STATION RESPONSIBILITIES

You may be requested to the station at various times by an officer or senior member to perform various tasks. These tasks may be performed after returning from an incident as well.

- Assist in cleaning apparatus after returning from a call or when deemed necessary by an officer.
- Assist in the cleaning of the fire station as deemed necessary by an officer.
- Assist in placing apparatus in or out of service.
- Take proper care of all station equipment and furniture.
- Refueling small engines

## STATION EQUIPMENT & PROCEDURES

### INTRODUCTION

All calls for service are dispatched via Northampton Control Regional Dispatch (NCRD). Because of this each town is assigned an identification number to be used with all communications. Granville has been assigned the i.e. number "82". The GFD maintains a high band repeater radio system with the main tower located on Blandford Road.

Although the GFD is dispatched by a regional PSAP the station contains fully functional communications and dispatch facilities if necessary. During storms or severe weather connections to Northampton may become terminated. GFD personnel can staff the dispatch console at the station.

### DISPATCH PROCEDURES

All dispatching and emergency calls are taken by NVRD. If communication with NCRD is severed the firehouse will be manned with a trained dispatcher to man, the radios.

### DOOR LOCKING SYSTEM

The stations are equipped with an electronic door locking system. Members gain access to the station with codes to maintain security. Personnel and bay doors must be kept closed and always locked when there are no personnel at that immediate location to prevent unwanted entry.

Door codes are personally to each individual shall NOT be shared with anyone. No exceptions

### RADIO PROCEDURES

All probationary members will be required to attend a "radio communications" class prior to the end of their one-year probationary period.

## UNIFORM

The Granville Fire Department issues members a GFD T-Shirt (if stock allows). This is considered as the GFD "work uniform". You are expected to wear your work uniform while attending drill nights.

At no time during drill nights or emergency response will you be allowed to wear any of the following:

Shorts (unless turnout pants are worn over them)

Offensive / Obscene clothing

Clothing such as tube tops, spaghetti straps, or leggings

Opened toed shoes

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At no time is a non-member of the GFD allowed to wear any GD apparel such as t-shirts, sweatshirts, ball caps, or turnout gear (with the exception to retired member).

At no time will members who are not certified as an EMT through the commonwealth of Massachusetts be allowed to wear any clothing that identifies them as such.

It is imperative that all members remember that when wearing GFD apparel you are representing the town. You are expected to use good judgement on when not to wear GFD apparel. An example of an inappropriate time to wear GFD apparel would be at a bar or club.

***\*\*\*Turnout Gear (PPE) will be reviewed in section 6 of this packet\*\*\****

## **RESPONSE PROCEDURES**

### **PERSONEL RESPONSE PROCEDURES**

Upon receipt of emergency tones members are to respond to the closest station. Members are to respond in a safe and lawful manner. All traffic laws must be followed, no exceptions.

Upon arrival at the station members will don their PPE and proceed to the proper apparatus, unless otherwise directed by a line officer or senior member at the station.

### **RIDING & SAFETY RULES**

**Turnout Gear:** Full turnout gear must be worn while responding on fire apparatus in an emergency (unless otherwise instructed). Gloves must also be worn when handling any equipment. Hoods shall also be worn when breathing apparatus is in use. Chin straps shall be used whenever breathing apparatus is in use or you are above ground level.

**Motion signals:** The driver will ask the crew if they are ready prior to moving. Respond to the driver clearly from the rear positions after all members are belted. Indicate that you are all ready and give the number of personnel on board. If you are not yet on the apparatus but the doors are closed and the emergency lights are on, DO NOT GET ON! This means the apparatus is on the verge of moving

**Seat belts:** All persons must be secured when the vehicle is in motion. Riding on rear step or sideboards is prohibited due to safety concerns.

### **Dismounting on the scene:**

- Watch for traffic and other hazards when opening doors & before exiting.

- Try to walk on the scene of an emergency; run only if necessary.
- Firefighters report to the senior firefighter in the absence of an officer.

Dismounting at the station:

- All members dismount after the vehicle is parked & brake engaged.
- Members should clear the area to allow room for the apparatus to safely back into the station.
- A trained spotter is always required when apparatus is reversing.

### **ALARMS**

The GFD has two types of “alarms”: Still and Box alarm.

Still Alarm: a still alarm is defined as any incident that does not involve fire inside a structure. This includes car accidents, chimney fires, brush fires, water rescues, fire alarms, wires down.

Box Alarm: The box alarm is only used when there is a smoke or fire condition inside a structure. A box alarm brings automatic mutual aid from surrounding towns. Each incident has a separate response and order of apparatus to respond. Please see the appropriate SOG for that incident.

### **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment will be issued to all members. It is imperative that all members are familiar with how to use each piece of gear they are issued. You will be required to demonstrate that you can effectively don and doff PPE as required.

Personal protective gear includes:

Structural Ensemble:

- Helmet
- Flash Hood
- Turnout Coat
- Gloves
- Turnout Pants
- Boots

Most of the calls the Granville Fire Department responds to requires the use of “Structural Ensemble” even if not related to a structure fire. You will be trained in the types of incidents that require specific gear.

## **SELF CONTAINED BREATHING APPARATUS**

Self-contained breathing apparatus (SCBA) is an essential piece of PPE. The SCBA allows the firefighter to enter an otherwise hazardous environment. Proficiency in SCBA knowledge is essential in the safety of you and your crew. The ability to demonstrate the usage of the SCBA, repair, and maintenance will be required for all new members.

Areas of required study include

- Donning and Doffing the SCBA
- Proper storage of SCBA
- Changing batteries
- Changing bottles
- Cleaning the SCBA and all components



**OFFICER USE ONLY:**

	Member CORI check completed and copy of license obtained
	Personnel file created, copy of all relevant certifications obtained (CPR, FR, EMT, FF ½, ICS)
	Medical file created, copy of all relevant immunization and TB history obtained
	Member completed and turned in Ethics Certification
	Member swore in with Town Clerk
	Member provided a 4-digit door code
	Member complete the payroll packet provided by the Town Bookkeeper
	Member acknowledgement of HIPAA Policy / Confidentiality Agreement obtained
	Member acknowledgement of social media Policy obtained
	Member acknowledgement of Drug and Alcohol Policy obtained
	Member acknowledgement of Standard Operating Guidelines/Policies obtained
	Member acknowledgement of Department Operations Manual obtained