



Melrose Fire Company Melrose Fire District



An Introduction for the New Applicant

The members of the Melrose Fire Company (MFC) are glad to see you are interested in joining our organization. We welcome highly motivated individuals that have a desire to help people and wish to give back to their community. The MFC prides itself on being a close family of neighbors helping neighbors, but we are also dedicated members of the community who have committed to being the best at what we do.

When you join an emergency services organization (ESO) there are expectations both from the applicant and from the organization. It's anticipated that an applicant expects to be welcomed into the organization, to be properly trained, to be respected and feel that they are a valued member of the organization. These are just a few of the key expectations one may have. We want to hear what your expectations are.

In return the officers and the members of the MFC expect a serious commitment from you, the applicant. Learning lifesaving skills is not something to be taken lightly. Not retaining or performing these skill sets incorrectly can be more detrimental to the victims and other responders than not having the skills at all. Successfully learning the minimum training standards to be a member of an ESO, is a serious time commitment. Attached is an outline of the mandatory training courses, the estimated length of each and the timeline for completion. We at MFC also expect our members to be respectful within the organization; to have compassion with our customers; have a strong work ethic; and commit to being a part of the organization by sharing personal skills and knowledge with the rest of the members.

Thank you,

David Valyou - District Fire Chief



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The Application Process

When you receive this packet, please read all the documentation included. After doing so, if you feel you are ready to commit the time required, we welcome you to complete the membership application and the Department of Criminal Justice System – Volunteer Firefighter Inquiry Form (DCJS_VFF). The DCJS-VFF is a criminal background check for both arson and sexual offence convictions and is required by state law to be a member of a volunteer fire company in the State of New York.

Return the completed documents by attending an MFC business meeting (held every 1st Wednesday of the month, 7:00pm at the MFD firehouse 784 NY-40 Melrose, NY). This is an initial meet and greet. The documents will be reviewed for completion and the application will be presented to the membership of the company. Your proposition for membership will be voted on at the meeting that your application is presented and you are present for. If your membership is accepted upon presentation, you are now a member of the Melrose Fire Company. Your application will be sent to the District for review and acceptance or denial for membership with the Melrose Fire District.

In the meantime, the DCJS-VFF will be sent to the Rensselaer County Sheriff's Office to complete the background check. If the results return with a No Conviction, you will be contacted to schedule an interview to be held at the firehouse. If the results of the background check return with a conviction of either, by NYS Law, your application for membership must be denied. In this case you will be notified in writing of such.

Your membership with the company will be the status of social member until your application is presented along with a recommendation for or against your membership to the District. The recommendation will be based on verification of information provided on your application, your interview, as well as from character references. The District Board of Commissioners will then vote to accept or deny your request for membership. You will be notified with the results of the vote.

In accordance with NYS Town Law: Article 11 § 176-b, the MFC Secretary shall submit in writing a request for approval of your membership to the Board of Fire Commissioner of the Melrose Fire District. At the next available board meeting. By this same law if no action is taken by the board to approve or disapprove within 40 days of receiving such request, the membership will have been deemed approved.



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The First SIX (6) Months (All Members)

VFIS - 106: Sexual Harassment Prevention

This online program discusses issues and concerns regarding sexual harassment and preventive practices.
Course Length: ½ hour

VFIS - 120: Workplace Violence Issues for Fire & EMS Personnel

This online program is designed to provide an operational understanding of the awareness of the issue, prevention techniques to take and actions necessary when events occur. Course Length: ¾ hour

EF06: Personal Protective Equipment (PPE)

The new recruit will learn the types, use, care, inspection and maintenance of PPE Course Length: 2 hours

VFIS - 107: Bloodborne Pathogen - Contagious Disease Annual Refresher Training Program

This online program provides the content and guidance for meeting the annual refresher training requirements for Bloodborne Pathogen and Communicable Disease for emergency service personnel. Course Length: ½ hour

EF01-2: Department Operations

The new recruit will learn the types of apparatus, unit response order, riding positions, types of company operations, the roles of the cadet on the fire ground and the chain of command. Course Length: 2 hours

EF07: Fire Extinguishers

After completing this lesson, the student shall be able to select, use, and correctly maintain portable fire extinguishers. Course Length: 2 hours

Hazard Communications

In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to the workers. This class will identify the chemicals stored and use within the firehouse and on the apparatus. Separate training is provided for hazardous chemicals and materials found in the public.
Course Length: 2 hours

IS-700.A: National Incident Management System (NIMS), An Introduction – [FEMA.ORG](https://www.fema.org)

Homeland Security Presidential Directive (HSPD-5) directed the Secretary of Homeland Security to develop and administer a National Incident Management System. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents. This online course will describe the key concepts, principles and benefits of using NIMS. Course Length: 3 hours

ICS-100.A: Introduction to Incident Command System – [FEMA.ORG](https://www.fema.org)

This online course provides the foundation for higher level ICS training. It describes the history, features, principles and organizational structure of ICS and also explains the relationship between ICS and the National Incident Management System (NIMS).
Course Length: 3 hours
Prerequisite: IS-700 NIMS



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The First Year

[based on class availability – may run into year two]

Basic First Aid – ALL Members

The goal of this training program is to help students develop the knowledge, skills, and confidence to respond in a medical emergency. Course Length: 2½-3 hours

CPR – ALL Members

For healthcare providers, first responders, and professional rescuers in an outside the hospital or for those needing professional-level basic life support training as a job requirement. Includes Adult, Child and Infant CPR & AED certification.

Course Length: 4 hours

The New York State OFPC Firefighter-1 certification will be delivered in two courses. All students will begin with the Basic Exterior Firefighting Operations and then progress into the SCBA/ Interior Firefighting Operations course if they are seeking to be trained as an Interior Structural Firefighter who will wear a self-contained breathing apparatus.

Basic Exterior Firefighting Operations (BEFO) – Firefighters; Exterior and Interior

The course is first step to a Fire Fighter 1 certification. The student will be provided with the training to support fire activities that arise before, during and after fire attack with respect to their exterior only classification. The student will be exposed to the knowledge and skills pertaining to; Fire department organization, Fire, Tool and Scene Safety, Fire Behavior and Development, PPE and SCBA Practices (excluding donning and doffing of SCBA), Communication and Incident Management System (IMS) Principles, Fire Prevention and Investigation Principles, Building Construction, Fire Extinguishers, Hose Practices (excluding fire advancement and attack), Water Supply, Nozzles and Fire Streams, Ground Ladder Operations, Ropes and Knots, Forcible Entry Applications, Ventilation Practices, and Confined Space Safety. Also included in this course is the Hazardous Materials First Responder Operations course.

Hazardous Materials First Responder Operations (HMFRO) – ALL Members

Prepares emergency responders to effectively and safely respond to and stabilize hazardous materials incidents from a defensive position. Meets the training requirements of OSHA 1910.120 for the first responder, both at the awareness and operations levels. Includes recognizing and identifying hazardous materials, classifications and the hazards of each class, transport vehicles and associated hazards, planning for incidents, personal protective equipment and its limitations, confinement methods and decontamination procedures. Case studies identify appropriate operational procedures.

Designed for: Fire department personnel who, for whatever reason, will not be classified as an interior structural firefighter.

Course Length: 79 hours

Prerequisites: Must have completed I-700.b; I-100.a; CPR Pro; and Basic First Aid prior to completion of this course to receive certification as an Exterior Firefighter.



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SCBA and Interior Firefighter Operations (SCBA/IFO): - Firefighters; Exterior and Interior

Designed as a continuation of BEFO, SCBA/IFO introduces firefighting concepts, practices and techniques necessary for success within the fire service. Based on the *Firefighter Level I* objectives from NFPA Standard 1001, this course develops knowledge, skills and abilities based on performance criteria for the following topics: firefighter safety, fire behavior, personal protective equipment, self-contained breathing apparatus, building searches, forcible entry, ground ladders, ventilation, hose practices, fire streams, and loss control. The course consists of performance criteria in: incident command, ropes/knots, rescue procedures, fire extinguisher applications, suppression of structural fires, tactics, vehicle suppression, water supply, loss control, fire suppression systems.

Note: With the exception of NFPA Firefighter Level I objectives pertaining to Emergency Medical Care and local policies and procedures, a firefighter receives training components equivalent to those within the NFPA Firefighter I Standard.

Course Length: 50 hours

Prerequisites: Students must be physically capable of wearing SCBA and possess current medical clearance for SCBA use. Students not possessing this prerequisite will not be allowed to participate for their own safety. A completed "Training Authorization Letter" mailed with your registration will meet this requirement.

These are the minimum training requirements to be an active firefighter with the Melrose Fire Company. These requirements are based on NYS Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control's recommended best practices for minimum firefighter training. They also meet the National Fire Protection Association's Standard for Fire Fighter Professional Qualifications (NFPA 1001). As a member of the MFC you are expected to complete ALL required training, as outlined here, in a timely fashion. It best helps the Company and yourself to complete these courses within the first year. In some cases, course offerings may be limited and may cause a cadet to have to extend his/her beginner training into a second year. The officers of the Company will attempt to assist each and every member with gaining all required training. What will not be acceptable is a lack of interest or motivation to attend available classes. If this is proven to be the case after two (2) years without completing the minimum training requirements, the cadet has the choice of changing their status to an associate member or termination from the company. We are more than willing to invest our time in you. We just ask you invest just as much time in the Company, the Community and Yourself.

Active Membership Requirements

Date of issue: December 1, 2005

Revision 2.0: January 1, 2017

Purpose: To set forth the minimum requirements for active membership within the Melrose Fire Company. This Guideline is comprised of the requirements set forth by the Company by-laws, state and federal regulations, and the Chief Officers of this Company.

Responsibility: It is the responsibility of the Fire Chief and the President of this Company to verify all members wishing to be an active member have fulfilled the minimum requirements. It is the responsibility of the Training Officer to assist each member in obtaining any and all firematic training needed to remain active. It is the responsibility of the Fire District to provide funding for all training that imposes fees for tuition, classroom materials, meals, lodging and travel expenses. The Fire District is only responsible to provide these funds when the training will benefit the Fire District in providing current services or those services the District plans to provide.

Procedure for use: All members wishing to maintain active status with the Melrose Fire Company are required to:

Maintain a valid CPR for the Professional certification

Annually refresh the following training:

- x Bloodborne Pathogens
- x Right to Know
- x Workplace Violence
- x Harassment
- x Attend adequate training to maintain Job Performance Requirements
- x Annually pass JPR Skills Proficiency tests
- x Must attend a minimum of 3 business meetings; in person or virtually
- x Must attend a minimum of 10% of alarms

Members who do not fulfill these attendance requirements at the end of each physical year or who are inactive for a continuous 6 month period will be notified in writing, by the Fire Chief that their active status is in jeopardy of being revoked and changed to associate status. These members will have 30 days to reply in writing their intent as a member. If the member does not reply within 30 days their membership status will be changed to associate member status. At this time the member will be notified, by the Fire Chief, as to this change and a written request for all Fire District property, assigned to the member, be returned immediately.



MELROSE FIRE COMPANY

784 NY-40 Melrose, NY 12121

Membership Application

Today's Date: / /

APPLICANT INFORMATION (Use your full Name, As shown on your License or I.D.)						
Last Name	First		M.I.	D.O.B / /		
Street Address			Apartment/Unit #			
City	State		ZIP			
Phone		E-mail Address				
How long have you resided at the above address?			Years	Months		
How long have you resided in New York State?			Years	Months		
Are you 18 years of age or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, state your age			
Do you have a NYS Drivers License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Drivers License or I.D. Number			
Have you ever been convicted of a felony, misdemeanor, insurance fraud, arson, or a reduction of one of these offenses? If yes, give details on a separate sheet					YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is additional information about a change in your name or use of an assumed name or nickname necessary to enable a check on your eligibility for membership? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes please explain						
Position Applied for	Exterior Firefighter <input type="checkbox"/>	Interior Firefighter <input type="checkbox"/>	Driver <input type="checkbox"/>	Fire Police <input type="checkbox"/>	EMS <input type="checkbox"/>	Social <input type="checkbox"/>
Availability Weekdays	Days <input type="checkbox"/>		Evenings <input type="checkbox"/>		Nights <input type="checkbox"/>	
Availability Weekends	Days <input type="checkbox"/>		Evenings <input type="checkbox"/>		Nights <input type="checkbox"/>	
EDUCATION						
High School Diploma <input type="checkbox"/>		G.E.D. <input type="checkbox"/>				
High School		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
EMPLOYMENT						
Are you currently employed?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company			Phone			
Address			Supervisor			
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
MILITARY SERVICE						
Branch			From	To		
Rank at Discharge			Type of Discharge			
If other than Honorable, Explain:						



PREVIOUS EMERGENCY SERVICE EXPERIENCE

Company		Phone	
Address		Supervisor	
Company		Phone	
Address		Supervisor	

REFERENCES

Please list three personal references, other than members of this organization, who have known you for at least 3 years.

Full Name		Phone	
Address			
Full Name		Phone	
Address			
Full Name		Phone	
Address			

May we contact your previous supervisor for a reference? YES NO

OSHA regulations require that you pass a physical examination before becoming a firefighter. The Fire District's designated physician will provide you with a free examination. Will you be willing to undergo a medical examination? YES NO

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to membership with the Melrose Fire Company, I agree to abide by its By-Laws, Rules and Regulations. I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____

PRIVACY NOTIFICATION

Section 94 of the Public Officers Law (Personal Privacy Protection Law) requires that you be notified of the following facts when information which will be maintained in a record system is collected from you.

The authority to request and confirm personal information about you is found in Article 6 of the Executive Law.

The information obtained will:

- x Be used to determine your qualifications for the position for which you are applying
- x Be released to the Fire Chief and your potential supervisor; and
- x Be maintained in your personnel file (if you become a Fire Company member) or in our resume file for six months (if you do not become a Fire Company member).

Failure to provide the information or authorization will result in your application not being considered for membership.

The information will be maintained by _____ of the Melrose Fire District, 784 NY-40 Melrose, NY 12121



Melrose Fire Company

Melrose Fire District

784 NY-40, Melrose, New York 12121

*District Chief: David Valyou
Deputy Chief: Dominic Pasinella, Jr
Assistant Chief: Brett Blanck
Company President: Amanda Valyou
Vice President: Shane Napoli
Secretary: Jessica Valyou
Treasurer: Marjorie Pasinella*

APPLICANTS AUTHORIZATION FOR RELEASE OF INFORMATION

To be filled out and signed on the day of presentation and admission to The Melrose Fire Company

In order to confirm the information that I supplied on my application for membership with the Melrose Fire Company and District, I authorize all licensing agencies, educational institutions, law enforcement agencies, present and former employers, and the military services to disclose their relevant records about me to the Melrose Fire Company and District whether the information be of public, private or confidential nature; and I release them from any liability and responsibility from doing so.

This authorization, in original copy form, shall be valid for this and any future information, reports or updates that may be requested.

I understand that this form will accompany requests for official documents and confirmations of my credentials.

Applicant Name (Please Print)

Applicant Signature

Date

Witnessed by:

Name (Please Print) and Company Title

Signature

Date



ALL APPLICANTS AGES 16 AND 17 MUST COMPLETE THE BELOW SECTION

Parental Consent

The undersigned acknowledges that they are aware that firefighting and related activities such as drills and training are inherently dangerous activities. Participants in these activities are exposed to risk of injury.

Applicant: _____ Parent/Guardian: _____

Contract of Understanding

I and my son/daughter understand that Junior Firefighters serve as supporters of the District of Melrose Firefighters to learn the basics of Firefighting and to prepare to become a full member at the age of 18. I and my son/daughter understand that Junior Firefighters are to follow all instructions from members of the Melrose Fire District and that the general standard of conduct is to act in the manner of a professional. I and my son/daughter understand that he/she is expected to be courteous and respectful of other members (Junior and Regular) and to all citizens as they are representing the Melrose Fire Company and District. I and my son/daughter understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my son/daughter understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal. I and my son/daughter understand that any acts that violate the guidelines and that are illegal by state law will be referred to the Melrose Fire Company and District.

Junior Firefighter Applicant Signature and Date

Parent/Guardian Signature and Date



Department Use Only

Applicant's Name: _____

Application Received from applicant on: _____, 20__

Application forwarded to Fire District Commissioner's on: _____, 20__

By _____
(Company Member and title, please print)

To Commissioner: _____
(Print name of Commissioner)

Application sent back to Fire Company on: _____, 20__

By Commissioner: _____

To Company Member: _____
(Company member and title, please print)



Department Use Only

Applicant's Name: _____

Applicant Admitted to Membership

Melrose Fire Company **Date:** ____ / ____ / ____

President _____

Secretary _____

Applicant Admitted to Membership

Melrose Fire District **Date:** ____ / ____ / ____

Commissioner _____ Commissioner _____

Commissioner _____ Commissioner _____

Commissioner _____

Applicant Rejected

Melrose Fire Company - No Membership to Company or District

Melrose Fire District - Company Only Membership

District Commissioner Chair Person _____ **Date:** _____

Company President _____ **Date:** _____

Official Hire Date: ____ / ____ / ____ **District Chief:** _____

NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES
Office of Criminal Justice Operations
Volunteer Firefighter Inquiry Form



INSTRUCTIONS: This form is to be used only by a Sheriff's Office (or OFPC, where applicable) when performing searches authorized under NY Executive Law §837-o in connection with individuals seeking membership in a Volunteer Fire Department.

A. DATE:

This form must be U.S. mailed, faxed or hand delivered between agencies. E-mail transmission is not permissible.

Shaded boxes are required data elements.

B. REQUESTING VOLUNTEER FIRE DEPARTMENT

DEPARTMENT NAME: **MELROSE FIRE DISTRICT**

FIRE CHIEF NAME: **David Valyou**

SIGNATURE:

ADDRESS: **784 NY-40 MELROSE, NEW YORK 12121**

TELEPHONE NUMBER: **(518) 235-9860**

1. NAME (LAST, FIRST, MIDDLE)

2. ADDRESS (Street, City, Zip Code)

3. ALIAS AND/OR MAIDEN NAME

4. SEX

M

F

5. RACIAL APPEARANCE

White

Black

Indian

Asian

Unknown

Other

6. ETHNICITY

Hispanic

Not Hispanic

Unknown

7. HEIGHT

Ft.

In.

8. DATE OF BIRTH

Month

Day

Year

9. PLACE OF BIRTH

10. SOCIAL SECURITY NO.

INVESTIGATING OFFICER: _____ DATE _____
 (PRINT NAME/TITLE)

INVESTIGATING OFFICER SIGNATURE _____

RESULTS OF INQUIRY

- NO RECORD OF AN ARSON CONVICTION OR A CONVICTION REQUIRING REGISTRATION AS A SEX OFFENDER
- CONVICTED OF ARSON; NO RECORD OF A CONVICTION REQUIRING REGISTRATION AS A SEX OFFENDER
- CONVICTED OF A CRIME REQUIRING REGISTRATION AS A SEX OFFENDER; NO RECORD OF AN ARSON CONVICTION
- CONVICTED OF ARSON AND CONVICTED OF A CRIME REQUIRING REGISTRATION AS A SEX OFFENDER