

*VOLUNTEER FIRE FIGHTERS  
“PROVIDING YOU WITH A BETTER WAY  
OF LIFE”*

## **The Credit Belongs...**

*“The credit belongs to those who are actually in the arena; who’s face is marred by dust and sweat and blood; who strives valiantly, who errors and comes up short again and again and again, who knows the great enthusiasm; great devotions and spends himself in a worthy cause; who at the best, knows the triumph of high achievement and who at the worst, if he fails, at least he fails while daring greatly, so that his place shall never be with those cold timid souls who know neither victory nor defeat.”*

*Teddy Roosevelt*

## **Contents**

From the Chief...	Pg. 2
From the Board of Directors...	Pg. 3
Who are Volunteer Firefighters?	Pg. 4
Why Volunteer?	Pg. 5
Your Volunteer Fire Department...	Pg. 6-7
What Kind of Training Will I Receive?	Pg. 8-9
Benefits...	Pg. 10
Drug and Alcohol Policy Statement	Pg. 11
What About Applying?	Pg. 13
Criminal Record Check Procedure	Pg. 14
Application	Pg. 15
Firefighter Job Description	Pg. 18

## **From the Chief...**

Dear Prospective Member,

Thanks for taking an interest in becoming a member of the Worland Volunteer Fire Department. “*Volunteerism*” has been heavily promoted across the United States as a way to enrich one’s life by sharing with your neighbors in a time of need. Being a volunteer firefighter certainly meets this criteria. There are 12 million dedicated men and women across our country that give of their time and talents serving as volunteer firefighters. A commitment such as this requires a great deal of training, dedication and desire to be the best you can be when an emergency arises.

This packet has been prepared to give you a general overview of our department, activities, requirements, and insight into the life of a volunteer firefighter.

Our members are highly motivated and dedicated to providing our community with professional emergency services. Because of this they uphold a public image second to none and will accept nothing less from you as a future member.

I am extremely proud of the men and women who give so much of their time and talent for the betterment of our community. Their efforts to continually improve emergency services is commendable and their pride in this organization can be felt in their enthusiasm.

I hope this information will assist in your decision to be part of our team. An application has been provided if you feel that you have the time and interest to serve your community in this fashion. Feel free to stop by our station, or call 347-6379, to visit with any of our members about being a part of this motivated team.

*Volunteer Firefighters; providing you with a better way of life*

## **From the Board of Directors...**

The American Spirit “*Volunteer Firefighters*”

The firefighters of Worland Fire Protection District represent only a small fraction of the nations one million men and women who serve their communities as volunteers. America has a long and colorful tradition of volunteer firefighters dating back to 1736 when Benjamin Franklin started the first volunteer fire company in Philadelphia, Pennsylvania.

The Worland Fire Protection District wishes to express their gratitude to all the men and women who are members of the Worland Volunteer Fire Department and who give unselfishly of their time and talents to provide the citizens of Worland, and Wahakie County with quality, affordable emergency services. Since 1910 their commitment to excellence has exemplified the *American Spirit of Volunteerism*.

Nearly 2,000 hours of donated time is needed each year to meet the demands of our community. Our volunteers continually strive towards professionalism through teamwork and dedication despite long hours, difficult working situations and unpredictable weather conditions. It is their compassion for humanity that creates an unwavering commitment to the community.

Our sincere gratitude goes to all those who find the time to be involved in the community as a volunteer fire fighter. Your efforts are recognized not only by this Board but also by the community you serve.

We appreciate your interest in this department and hope that you will find a home with our organization.

Worland Fire Protection District #1  
Board of Directors

## **Who are Volunteer Firefighters?**

---

A volunteer firefighter is...

A *person* who wants to contribute to the betterment of the community.

A *person* who is willing to make personal sacrifices of their time, talent, sweat, and compassion to assist a neighbor in need.

A *person* who likes to constantly add to their personal abilities and experiences.

A *person* who performs well under pressure and finds personal challenge in resolving difficult situations.

A *person* who enjoys excitement.

A *person* who is selfless and dependable.

A *person* who performs emergency services for the satisfaction of helping others and whose only gratification is "Thank You".

A *person* who is looking for social satisfactions with a group of individuals bound by the same goals and desires.

A *person* who can put the elements of nature aside and lend a hand, sometimes at the most inconvenient times.

A *person* whom our community can look up to as an educator and a friend.

A *person* who wants to be part of a motivated group whose ambitions allow them to reach beyond conventional limitations...

A *volunteer firefighter* is an oilfield worker, electrician, power plant worker, business owner, lawyer, teacher, student, office worker, mechanic, welder, health care provider, homemaker, rancher, or any other individual that has an interest to service their community in this honored profession.

**A volunteer firefighters is a *person* just like you and I.**

## Why Volunteer?

Why not?

Ask any volunteer firefighter why they accept the challenge. What was the cornerstone of their decision to become a firefighter? Each one will tell you, in his or her own words that being part of the fire department fulfills a basic and personal human need, and the need to contribute to a worthwhile endeavor and help others. As firefighters work to fulfill the need to help others, they meet the needs of their community.

We all have a need to feel important. We want to accomplish certain goals and grow as a person. We need challenge in our lives, excitement in the midst of the daily routine, a chance to form new and lasting friendships with people who share a common goal.

Volunteer firefighting provides all those opportunities and more. You will enjoy a sense of achievement, increased self-respect, community and personal recognition, the rewards that come from helping others, the opportunity to perfect some skills and learn new ones. And, you'll have fun doing it. Yes, firefighting is hard work. But time spent with fellow firefighters is enjoyable and builds a sense of teamwork and accomplishment.

Firefighting is demanding. There are hours of training involved, requirements to be met, standards to uphold. There are no regular paychecks, bonuses or financial incentives to work harder.

The biggest payoff comes from the pride you will have in yourself and your organization. It comes from the feeling of friendship and teamwork you will enjoy. It's in the hardy handshake of a grateful homemaker, a mother's tears of gratitude, children's awe as they see the inside of a fire truck and talk to a real firefighter, the tremendous sense of fatigue in doing something worthwhile, the smile of a neighbor or friend in your community who congratulates you on being part of a thriving, valuable and irreplaceable organization.

Why volunteer? Look inside yourself. If you want to help others, experience the excitement that comes from a job well done and have pride in yourself and others like you, you'll find the answer.

Volunteer firefighting will never make you monetarily rich. But those who have come before you will tell you that no amount of money is worth the fulfillment of the basic need to be of service to others...there is no price on that, and as you will tell others who follow you, there is no substitute for it either.

*Thanks to Chief Steve Paulsell  
Boone County Fire and Rescue*

## **Your Volunteer Fire Department...**

### *A look at the past...*

Worland Fire Department is a very old and traditional department which has always upheld a standard of professionalism.

### *A look at today's department...*

The Worland Fire Department consists of 35 dedicated men and women. Together with 2 career personnel, they cover nearly 1,000 square miles of Washakie County, the City of Worland and mutual aid to all nearby towns and surrounding jurisdictions, responding to an average of 150 calls for assistance per year. 35 volunteers operate out of one station equipped with wildland and structural firefighting capabilities.

Our main station is located at 200 S. 5<sup>th</sup> Street and houses the administrative offices. We have a maintenance facility responsible for minor and major repairs to our 20 unit fleet. Our Training Center is used on a regular basis by our personnel and the community.

The department operates under the Incident Command System (ICS). This is a management tool that utilizes our resources to their maximum advantage and structures all of our emergency situations in a very orderly and efficient manner emphasizing firefighter safety.

Our volunteers respond to a number of emergency situations including residential and commercial structure fires, medical assists, automobile accidents, rescue calls, hazardous material incidents involving transportation and facility spills, wildland fires, vehicle fires alarms, and search and rescue situations.

The Worland Volunteer Fire Department is very active in our community. We sponsor "*Fill the Boot*" campaigns for Muscular Dystrophy, *Seniors and Single Family* smoke detector program, and a number of fire prevention programs.

The department is governed by the Worland Fire Protection District Fire Board consisting of five (5) individuals appointed from within our district.

## What Kind of Training Will I Receive?

As a member of the Worland Volunteer Fire Department you will belong to a progressive, demanding organization charged with the enormous responsibility of protecting our community from the ravages of fire, assisting people under adverse weather conditions, and at times, under difficult circumstances. The training you need to handle all types of situations is available but not always easy to complete. You can expect to donate approximately 500 hours per year, or about 9 hours per week, to answering calls and attending training.

Basic training consists of approximately 100 hours. The schedule will consist of one evening classes per week. The training will help you obtain your Wyoming State Certification as a Fire Fighter I. The training is a mixture of classroom, practical applications of skills, and self study. The classes are designed to allow you to accommodate your personal schedules. However, interaction with other new recruits from around the district and the experience of the instructor will be helpful in understanding the relevance of each topic covered. The department also offers a Recruit Academy beginning in February each year, which meets almost every Tuesday and night. This course is designed to give you a more thorough understanding of Fire Fighter I.

Each new recruit serves a minimum of six months as a Probationary Firefighter. You will be assigned a mentor to help you become family with station and department procedures.

Once you have completed basic Wyoming State Fire Fighter I certification and Hazardous Materials Operational, your training will continue. Training classes are continued on a weekly basis. In fact, serving as a firefighter for the Worland Fire Department means life-long continuing education to stay abreast of the latest equipment and emergency procedures. You will be expected to participate in all training keeping in mind that our priorities are and always will be our family, then our jobs, and finally our fire department.

After you have completed your probationary status, you will have the opportunity to select from the following special areas:

### **Fire Apparatus Operator**

#### **Continued firefighter training...**

- *Firefighter II*
- *Fire Officer I*
- *Fire Officer II*
- *Safety Officer*
- *Airport Firefighter*

#### **Wildland Certification...**

- *Wildland Engine Operator*
- *Wildland Engine Boss*
- *Various Specialties*

**Rescue...**

- *Technical Rescue*

**Hazardous Materials...**

- *Hazardous Materials Operational*
- *Hazardous Materials Technician*
- *Hazardous Material Incident Commander*

**Public Education Specialist...**

**Inspection Specialist...**

**Investigations...**

***The Master Mind Principle: Two or more people actively engaged in pursuit of a definite purpose with a positive mental attitude, constitute an unbeatable force.*** Napoleon Hill

## **Benefits...**

As a volunteer with the Worland Fire Department you will receive the gratification of fulfilling a vital service to our community equipped with the best training available and this in itself proves priceless as an invaluable part of your daily life.

The department provides you with state of the art protective clothing and equipment. The total cost of outfitting one firefighter is more than \$3,000. Your equipment includes a pager to notify you of pending emergencies. This allows you to keep apprised of all the incidents even if you cannot respond.

The Worland Fire Department has access to the Wyoming Stress Debriefing Team when the department encounters a particularly difficult situation affecting a number of our members. Our goal is always the health and safety of our members.

Firefighters are eligible for complete physicals. The depth of the physical depends on the age and condition of each firefighter.

The department offers each active firefighter the opportunity to belong to the Wyoming Volunteer Firefighters Retirement Program. Total monthly costs are \$12.50 of which the department pays all.

You are covered under Wyoming Workers Compensation.

Other benefits that you enjoy; limited use of our maintenance shop, access to the exercise facilities at Station 1, and most importantly, the fellowship with other firefighters.

## What About Applying?

Applicants for the position of volunteer firefighter must be at least 18 years of age. You will be required to successfully pass a criminal history check, a drug screen and a physical exam prior to final approval of your application. You must be able to obtain a current CDL or a Wyoming Class B license, a driving record with no DUWI's or more than 3 Class A moving violations and reliable transportation.

The procedure for application is:

- Obtain an application from station #1. An individual can apply at any time during the year.
- The application will be reviewed by the membership committee and the applicant will be interviewed.
- The applicant will be either rejected or made a conditional volunteer.
- After successfully passing the criminal history check and the physical, the applicant will be recommended as a probationary member.
- Certified firefighters transferring from other departments, rural firefighters and cadets may receive special consideration and preference based on training and certification. These applicants are subject to the same pre-volunteer testing and a one-year probationary period.

An application is provided in this packet should you decide that you have the time and desire to commit to this kind of organization. Applications are accepted at our Headquarters Station, 200 S. 5<sup>th</sup> Street, Worland, WY 82401 and may be mailed or personally delivered.

If you have any questions please feel free to stop by any of our stations or call 347-6379.

## **DRUG AND ALCOHOL POLICY STATEMENT**

Worland Fire Department (WFD) is firmly committed to providing employees and volunteers with a safe and healthy work environment. A critical part of this commitment is having a work environment free from the effects of drugs and alcohol. The use, possession, transfer, sale, manufacture, reporting to work with illegal substance in your system or being impaired and/or under the influence of, drugs or alcohol as defined in this policy creates serious safety and health risks to the user, and the public we serve.

The WFD recognizes that a workplace free of substance abuse is necessary to protect employees, volunteers, and the public from harm that can result from employees and others using or being impaired or under the influence of drugs and/or alcohol.

The fire profession has several uniquely compelling interests that justify the use of employee drug-testing. A momentary lapse in attention and focus can result in severe harm to co-workers or the public. The public has the right to expect that those who provide firefighting and emergency service duties are at all times both physically and mentally prepared to assume these duties.

When the fire department employees and volunteers participate in illegal drug use and drug activity, the integrity of the fire profession, and public confidence in it are destroyed.

Therefore, in order to ensure the integrity of the department, and to preserve public trust and confidence in a fit and drug free fire department, the WFD has implemented a drug-testing program to detect prohibited drug use by employees and volunteers.

Volunteers and employees alike will be subjected to reasonable suspicion and post accident drug and alcohol testing.

A complete copy of the drug and alcohol policy will be provided upon acceptance as a volunteer.

## **CRIMINAL RECORD CHECK PROCEDURE**

All volunteer applicants are required to obtain a criminal history records check.

### **PROCEDURE**

1. Complete the WFD volunteer application.
2. **APPLICANTS WITH FELONY OR ARSON CONVICTIONS WILL BE DENIED MEMBERSHIP. APPLICANTS WITH MISDEMEANOR CONVICTIONS WITHIN THE PREVIOUS THREE YEARS INVOLVING THEFT, FRAUD, CONTROLLED SUBSTANCES OR CRIMES OF VIOLENCE AGAINST PERSONS WILL BE DENIED MEMBERSHIP.**



County Residency in yrs: \_\_\_\_\_

How long have you been employed: \_\_\_\_\_ Job Title: \_\_\_\_\_

If less than one year, please list former employer.

Employed by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

List three (3) references other than employees or family:

Name	Phone	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been a member of a fire department, rescue squad or similar organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain when, where, and type: \_\_\_\_\_

What certifications do you have? \_\_\_\_\_

In a brief paragraph state why you wish to join this department, what the department can gain from your membership and what you expect to gain from membership with our department.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any felony convictions?      Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please describe:

---

---

---

---

---

---

Do you have any misdemeanor convictions?      Yes \_\_\_\_\_ No \_\_\_\_\_

If so, Please describe:

---

---

---

---

---

---

---

The Worland Fire Department is mandated to comply with the Americans with Disabilities Act (A.D.A.). In an effort to do so, reasonable accommodations will be made throughout the application process. Individuals qualifying for an accommodation under A.D.A. need to contact the Membership Committee at 347-6379. A copy of the essential job skills for firefighters is included in this packet.

I have read and understand the department rules outlined in the letter to applicants concerning the Pre-Membership period and the Probation period. I also understand that a complete check on all references listed will be made and therefore, give my permission to contact any and all references made on this application.

I specifically authorize release of my driving records and inquiries in to my past driving history.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\*\*\*\*\*For Department Use Only\*\*\*\*\*

Meeting attended:

Meeting

Date

---

---

---

---

---

---

---

---

Committee Recommendation:

---

---

Comments:

---

---

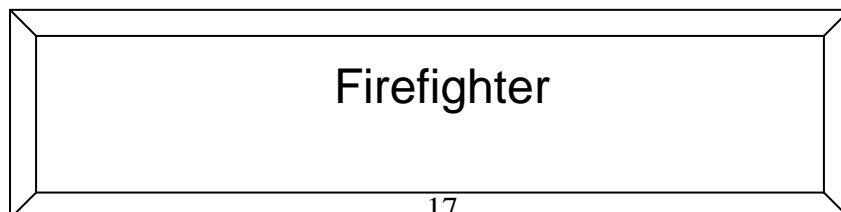
---

---

---

---

---



# Job Description

## **GENERAL PURPOSE**

Protects life and property by performing fire fighting, wildland, rescue, basic emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

## **SUPERVISION RECEIVED**

Works under the general guidance of assigned Station Captain and during emergencies, the Engine Company Officer.

## **SUPERVISION EXERCISED**

All firefighters play a role in supervision of tasks and tactical assignments. Works directly or indirectly with career and volunteer personnel.

## **ESSENTIAL DUTIES/ RESPONSIBILITIES**

### **Administrative**

- Participate in developing and preparing station budgets submitted to assigned captain.
- Responsible to follow directives and policies.
- Ensure station facilities are clean and presentable.
- Ensure apparatus is clean and serviceable.
- Weekly checks on apparatus, equipment and appliances.
- Develop work orders for equipment and appliances.
- Responsible for the general safety of stations and apparatus.
- Responsible for personal conduct and general behavior.
- Responsible for assigned protective gear, radio and pager.
- Maintain good physical fitness and personal training levels.

## Suppression

- Obtain appropriate fire fighter certifications.
- Responds to all types of incidents.
- Performs fire fighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment and suppression tasks, and digging hand-line , back burning, etc. as it relates to wildland fires.
- Performs emergency aid activities including basic emergency medical skills and providing other assistance as required.
- Complete appropriate tactics as assigned by the Engine Company Officer on a variety of incidents.
- Obtain knowledge of proper application of equipment and appliances.
- Become familiar and proficient with seating assignments.
- Perform proper suppression and rescue tactics including ventilation, medical, rescue, extrication, haz mat, salvage and overhaul, air monitoring, technical equipment operations, scene property and evidence preservation. Also skills with traffic management and storm situations.
- Establish initial water supplies.
- Responsible for scene safety.

## SELECTION GUIDELINES

Volunteer fire fighters are selected and approved by the volunteer organization in accordance with its guidelines

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- A. Ability to gain working knowledge of fire suppression and prevention principles, procedures, techniques and equipment; first aid and resuscitation techniques and their application;
- B. Ability to gain skill in the operation of the listed tools and equipment.
- C. Ability to apply standard firefighting and emergency aid techniques to specific situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, volunteers, other agencies and the general public; Ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to meet the special requirements listed below as applicable.
- D. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

- E. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **TOOLS AND EQUIPMENT USED**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a volunteer fire fighter to successfully perform the essential functions of this work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is regularly required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell; read; write and use eye-hand coordination. The volunteer is frequently required to run; walk; drive a motor vehicle; operate heavy equipment; drive at high rates of speed; push or pull; climb stairs or ladders; climb hills/fences/trees. The volunteer is occasionally required to stand; sit and swim.

The volunteer must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to, or over 100 pounds. Specific vision abilities required by this work include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this work, the volunteer regularly works in outside weather conditions and fumes or airborne particles. The volunteer frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, vibration, extreme heat (non-weather), working at night, poor ventilation, dust or fumes, self contained breathing apparatus, and work wearing heavy equipment. The volunteer is occasionally exposed to extreme cold (non-weather), work with explosives, risk of radiation, and bloodborne/airborne pathogens.

The noise level in the work environment is usually moderate, except during certain firefighting activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Worland Volunteer Fire Department and is subject to change by the Department as the needs of the Department and requirements of the work change.

01/06