

Orchard Beach Volunteer Fire Department

New Member Checklist (Station Copy)

During the interview, complete the following:

1. OBVFD New Member Orientation Packet: _____
2. AA County Volunteer Application Packet (Personal History Form): _____
3. AA County Volunteer New Hire Packet (Physical Paperwork): _____
4. CDS Form (with appointment date/time): _____
5. AA County Request for Criminal Background and Fingerprinting: _____
6. Submit online Application on Orchard Beach VFD website: _____
7. Forward email for fingerprints: _____
8. Get a copy of driver's license or state issued ID: _____
9. Take a picture of new member suitable for a PAT tag photo: _____
10. If new member has any training, make copies of all certificates: _____
11. Collect Application Fee (Cash or Square): _____
12. Complete Station Tour: _____

Save each packet separately using SAVE AS - File Name - New Member Name

1. "First Name" OBVFD New Member Orientation Packet
2. "First Name" OBVFD Application
3. "First Name" OBVFD Emergency Contact Form
4. "First Name" Personal History Form
5. "First Name" Fingerprinting and Background Form
6. "First Name" CDS Form

Scan the following:

1. Driver's License / State Issued ID
2. Training Certificates

After the interview, complete the following:

1. Email Volunteer Coordinator: _____
 - a. Personal History Form, Fingerprint and Background Form, CDS Form
2. Email LOSAP Coordinator: _____
 - a. Name, DOB, SSN, Join Date, Badge Number: _____
3. Assign Mentor to Member: _____
 - a. Mentor Rank and Name: _____

Orchard Beach Volunteer Fire Department

Membership Acceptance and Attestation

I agree to all statements explained to me and presented to me, in this meeting by the Membership Committee Member and will abide by the Rules and Regulations set forth by Anne Arundel County and the Orchard Beach Volunteer Fire Department (OBVFD).

Member Full Name: _____

Member Signature: _____ **Date of Review:** _____

Interviewer Full Name: _____

Interviewer Signature: _____ **Date of Review:** _____

Anne Arundel County Fire Department

Volunteer Applicant Supplemental Information Form

I hereby acknowledge that I have been shown how to access the Employee Relations Manual (ERM), Executive Orders, Rules & Regulations, and OPM's. I also can request a paper copy of the below-referenced sections by contacting the Station Membership Coordinator or the Volunteer Coordinator or printing them out at the station.

I hereby acknowledge that I have read and clearly understand the following policies and have had a reasonable opportunity to review them and ask any questions regarding the policy and complaint procedures:

ERM K-1: Non-Discrimination and Non-Harassment in Employment

<http://countyconnect/Personnel/Shared%20Documents/ERM/K01/K-01.pdf>

ERM K-2: Workplace Violence Prevention and Response

<http://countyconnect/Personnel/SitePages/Employee%20Relations%20Manual.aspx>

ERM J-1: CDS Program: Drug and Alcohol Abuse

<http://countyconnect/Personnel/SitePages/Employee%20Relations%20Manual.aspx>

Executive Order 16: Alcohol and Drug Abuse Control Policy and Order

<http://countyconnect/SitePages/Executive%20Orders.aspx>

OPM 7: Harassment Discrimination Policy

<http://countyconnect/sites/Fire/OPMs/Forms/AllItems.aspx>

I fully understand that harassment or discrimination will NOT be tolerated by the Anne Arundel County Fire Department. I acknowledge I have reviewed the General Rules section of the Rules & Regulations "Use of County Owned Assets" and understand my responsibilities. Specifically, I acknowledge the Fire Department reserves the right to search any resources allocated; including, but not limited to apparatus, vehicles, lockers, etc., that are assigned to and used by an employee(s)/volunteer(s) during their normal course of duty.

Applicant Full Name: _____

Applicant Signature: _____ **Date of Review:** _____

Orchard Beach Volunteer Fire Department

New Member Checklist (Member Copy)

Complete the following:

- \$10 Application Fee (**if not obtained during membership interview**)
 - Cash/Check, drop off in volunteer officers' office)
 - Credit Card (Square) <https://obvfd.square.site/>
 - Venmo @OBVFD11
- Copy of Driver's License (**if not obtained during membership interview**)
 - Email to obvfdtraining@gmail.com
- Completed Concentra Physical and Drug Screen, to include **TWO** TB Tests, **within 30 days of membership interview.**
- Completed County Fingerprinting / Background Check Process, **within 30 days of membership interview.**
- Completed FEMA NIMS ICS 100, 200, 700, 800
 - Email Certificates to obvfdtraining@gmail.com
- Register for the following courses:
 - MFRI EMT (does not need to be at the same time as FFI)
 - MFRI Firefighter I (does not need to be same time as EMT)
 - MFRI Hazardous Materials Operations (Awareness if EMS only)
- Completed CPR/AED (provided through training in the station)
- Headshot Picture for PAT Tag (headshot from the shoulder up with plain color shirt and background.)
 - Email to obvfdtraining@gmail.com
- Email copies of any FIRE/EMS Certifications to obvfdtraining@gmail.com

Orchard Beach Volunteer Fire Department

New Member Orientation Sheet

- 1) You are placed on 6 months' probation, upon which you are voted on by the membership to remain as a member or to terminate your membership with **OBVFD**. At any time during your 6 months' probation, you are deemed unfit to remain a member of **OBVFD**, or your membership packet is returned with an unfavorable outcome, the line officers or board of directors can terminate your membership at any time without a membership vote.
- 2) Company meetings are on the second Thursday of every calendar month at 1900 (7 pm) in the Station Hall, it is required that you attend 6 to be able to vote.
- 3) To be considered an **active member**, you must maintain a minimum of **24 hours per month or 72hrs each Quarter**. It is your responsibility to record your time on the schedule on our website. If you are still in the training process, you are required to participate in different aspects of company functions approved by the Chief, Chief's Designee's, or the President of **OBVFD**.
- 4) All training through the Anne Arundel County Training Academy is free of charge to you with the exception of the cost of Training Manuals if you wish to purchase.
- 5) Turnout gear will be provided to you from the Quartermaster of **AACOFD** when you enter a Firefighter I course, and you will then be given your permanent issue upon completion of the class and entry into the **AACOFD** database.
- 6) Uniforms are provided to you through the Quartermaster of **AACOFD** upon entry into the **AACOFD** database.
- 7) There are several functions that we expect our members to participate in order to properly operate and maintain an orderly Volunteer Corporation. Among them are BINGO, HALL SETUP, SANTA RUNS, SHRIMP FEAST, CRAB FEAST, ETC...
- 8) You will be given a handout showing the Chain of Command structure for both the Line Officers and the Board of Directors These will be explained to you upon receipt.

Orchard Beach Volunteer Fire Department

Volunteer Behavior Expectations

- 1) Noise levels will be lowered dramatically between the hours of 2100 and 0700, also known as 9 pm and 7 am.
- 2) There will be no cursing, swearing, or inappropriate language within the firehouse, outside the firehouse, or in the hall when the general public is present.
- 3) You will address all Line Officers by Rank and Name
- 4) You will address all Administrative Board of Directors (President, Vice President, Secretary, Treasurer) as such during all company meetings.
- 5) Everyone will address each other by Rank and Name when in the eye of the public.
- 6) There will be no entry into the firehouse after 11 pm unless given prior permission by the Volunteer or Career Officer. If permission was granted, you will do so without disrupting others.
- 7) All bunks will be made before 2200 (10 pm) and must be stripped each morning unless staying the next evening.
- 8) Riding Members have priority over Non-Riding Members when it comes to bunks.
- 9) All members will be assigned to a Bingo Crew.

Orchard Beach Volunteer Fire Department

Bingo Crew Expectations

- 1) All members will be assigned to a Bingo Crew.
- 2) All bingo crew will be overseen by The President and the Vice President of the Department.
- 3) EMT's who staff the Ambulance for at least 16 hours a month will be excused from their assigned bingo.
- 4) EMT's failing to make their 16 hours for 2 months during the 12 month period will be placed back on a bingo crew and will start with 1 missed bingo from the date they are placed back on the bingo crew.
- 5) EMT's place back on a bingo crew cannot return to the EMS for a period of 1 year.
- 6) If members cannot make their obligation, they must make every attempt to find a replacement at least 5 days before their scheduled bingo.
- 7) If you are not able to make your assigned night you need to contact President Snyder.
- 8) Members need to arrive for Wednesday bingo at 6 pm, Sunday bingo at 9 am if you cannot be on time, you must notify the president.
- 9) If Members cannot make their obligation, they must make every attempt to find a replacement at least 5 days before their scheduled bingo. If a member does not find a member to cover the bingo the member will be required to make the bingo up by completing one of the following before your next assigned bingo.
 - a. Cleaning the Hall before 1 of the Thursday bingos
 - b. Working a Wednesday night bingo
 - c. Working a Sunday Bingo
 - d. Work detail in the hall assigned by the President
 - e. Working an all-night bingo

- 10) Members will not be permitted to ride during their assigned bingo unless approved by the President and Chief of the station.
- 11) Members must sign in using the bingo sign-in binder when they arrive for their bingo. Failure to sign in will be considered a missed bingo.

The following actions will be taken for missed bingo assignments.

13. **1st Offense**: For a missed Bingo within a 12 month period Mandatory suspension until the bingo is made up.
14. **2nd Offense**: For a missed Bingo within a 12 month period Mandatory suspension until the bingo is made up and a work detail is completed, come before the board to discuss your missed bingos, and completion of requirements for previously missed bingos.
15. **3rd Offense**: For a missed Bingo within a 12 month period Mandatory suspension until the bingo is made up, completion of an all-night bingo, and completion of requirements for previously missed bingo(s) if not completed.
16. **4th Offense**: For a missed Bingo within a 12-month period Member will become in front of the board for termination.

During suspensions the member cannot ride or attend meetings. The member can only enter the building to maintain training requirements, to make up a bingo, to complete a work detail, to work a scheduled bingo, or approval from the Chief of the station.

Orchard Beach Volunteer Fire Department

2022 Station Leadership & Officers

Suppression & EMS Officers

Chief - Wayne Snyder

Asst. Chief - Rick Cummings

Captain - Alex Holoubek

Captain - Matt Ernest

Lieutenant - Chris Troutman

Sergeant - Alex Jewer

Sergeant - Chris Silman

EMS Coordinator - Josh Dixon

Administrative Officers

President - Walt Snyder

Vice President - Donna Bushong

Treasurer - Josh Dixon

Secretary - Mike Maurer

Board of Director - James Evans

Board of Director - Will Rambo

Board of Director - Ahmad Alexander

Board of Director - Bill Saffran

Orchard Beach Volunteer Fire Department

General Station Information

Station Roles and Responsibilities:

Observer Program: Responds on calls on the Engine or Squad with a volunteer member. Personnel will stay with the driver of the unit and observe unless otherwise directed by the officer. This gives the member the experience of what happens en route to and then once on the scene of a call.

Probationary Firefighter: Responds on the Engine or Squad with an independent volunteer crew or with the approval of a volunteer officer for calls including medical. This is an entry-level position that permits direct hands-on firefighting including interior structural firefighting.

Ambulance Technician: Responds on medical calls on a Basic Life Support (BLS) Ambo, calls include anything from a headache to a major trauma from a motor vehicle collision or a fall.

Administrative Member: Does not take training to ride the apparatus but assists the company with administrative matters and fundraising efforts. Includes positions as Hall Managers, Bingo Committee, Fundraising Chairperson, President, Vice-President, Secretary, Treasurer, etc..

For a full breakdown of station roles and responsibilities, including requirements to achieve each role/rank, see the current year Rules & Regulations.

All members will be required to achieve the rank of Ambulance Technician or Probationary Firefighter within one year of joining the station. At that point, all probationary firefighters will be required to obtain EMT within one year to continue riding the squad.

Training/Classes/Courses Information:

17. **CPR / AED:** Will be taught in the station

18. **Bloodborne Pathogens:** PowerPoint will be viewed in station

19. **FEMA Student ID:** <https://cdp.dhs.gov/femasid>

20. **FEMA NIMS 100:** <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

21. **FEMA NIMS 200:** <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

22. **FEMA NIMS 700:** <https://training.fema.gov/is/courseoverview.aspx?code=is-700.b>

23. **FEMA NIMS 800:** <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d>

24. **FIRE/EMS/HAZMAT Classes:** Maryland Fire & Rescue Institute

- **For Courses by Region:**
- **Note: OBVFD is located in the Upper Eastern Shore (UESRTC) Region.**
- Visit <https://www.mfri.org/>
- At top of the screen, click “Schedules by Region”.
- Then click, “View Schedule” on your desired region.
- Then look at classes offered to register for a class click register on the left side.
- Fill in all blanks except EMT Expiration Date and State Provider # when you pick your affiliation make sure to pick **Orchard Beach Volunteer Fire Department**.
- **DO NOT USE Anne Arundel County, otherwise it will be denied.**

- **For Statewide Courses:**
- **Note: You are allowed to take courses anywhere in the state.**
- Visit <https://www.mfri.org/>
- At top of the screen, click “Students and Training Programs”.
- Then click “Maryland Emergency Services Training”.
- Then look at classes offered to register for a class click register on the left side.
- Fill in all blanks except EMT Expiration Date and State Provider # when you pick your affiliation make sure to pick **Orchard Beach Volunteer Fire Department**.
- **DO NOT USE Anne Arundel County, otherwise it will be denied.**

Note: Your class must be approved by OBVFD and by MFRI, before being officially enrolled, check your email for verification of enrollment.

Station Operating Guidelines:

The Orchard Beach Volunteer Fire Department (OBVFD) prides itself on self-governance and a team during station and emergency operations. All members must put a personal preference aside and work toward the same goal and mission: the benefit of the citizens we serve, our Company, and our County. **The following guidelines are designed to help promote a positive team attitude and an efficient, effective working environment:**

All personnel shall conduct themselves in an orderly and respectable manner and behave in a way that brings credit to the department.

Members shall treat others with respect and refrain from the use of abusive derogatory or foul language both in the station and in the public view.

Personnel shall treat all department and personal property in such a manner so as to avoid damage and prevent loss, theft, or destruction of that equipment. Any willful destruction, theft, or damage, or failure to make efforts to stop such damage, theft, or destruction will be grounds for disciplinary action.

All personnel are required to clean up after themselves and to assist other members in keeping the station clean. This includes (but is not limited to) throwing away trash, washing dishes, cleaning the kitchen, and bathrooms.

All personnel shall make reasonable efforts to always maintain building security.

No horseplay is permitted in the station. No throwing of balls, wrestling, or otherwise engaging in rambunctious behavior is permitted in the station. All members under the age of eighteen that are still in high school are required to leave the station by 2300 hours on school nights. The only exception to this rule is if the member has responded on a call prior to 2230 hours and the call runs past the curfew.

Members are not to leave personal belongings lying around the station (bunkroom, laundry room, dayroom, apparatus bays, etc..) for extended periods of time. Personal belongings left in the station will be collected on a regular basis and bagged with a note identifying the time that the items will be donated to charity.

Members are required to obtain an account for our website (<https://www.orchardbeachvfd.com/>)

Station Visitor Guidelines:

All personnel shall treat citizens who visit the station for any purpose in a courteous manner. The duty officer shall ensure that someone greets the visitor and determines his or her business in the station. Citizens requesting directions or information shall be provided with the requested information to the best of the member's ability. Citizens requesting to see the station or apparatus shall have a member assigned to them to answer any questions. All visitors of members to the department are required to leave by 2200hrs unless approved by the duty officer. Members of other fire departments and citizens who have applied for membership in this department are welcome in the station, as long as they abide by the department's station policies.

Station House Rules:

1. No paging on the intercom after 2100 hours.
2. Clean up after yourself (dishes, trash, clothes, etc.)
3. If you see something that needs to be cleaned up, take initiative and do it yourself.
4. Answering the phone- "Station 11, Probationary Firefighter _____"
 - a. Put on hold
 - b. Page out who the call is for i.e., Lieutenant __ Hotline
5. It is imperative that all personnel know the proper way to handle emergency calls, which are received either over the regular telephone or in person. Whenever an emergency call is received at the station the following information must be obtained and written down:
 - a. ADDRESS OR LOCATION OF EMERGENCY
 - b. NATURE OF EMERGENCY
 - c. NAME OF PERSON REPORTING EMERGENCY
 - d. TELEPHONE NUMBER OF CALLER
 - e. After receiving information by telephone, record the above information and advise the caller to call 911 from a safe location.
 - f. After recording the information, notify fire on the hotline by dialing 8271.

Station Disciplinary Guidelines:

The President, Chief, Vice President, and all Line Officers have the authority to suspend any member of this department for rule violations or improper conduct. After a member has been advised of a suspension, the member shall be given sufficient time (determined by the Station Officer) to remove any personal belongings and shall then leave the station. Any member on suspension shall not be permitted on department property or at Fire Department activities without permission of the Chief. The member shall not be permitted on any apparatus in Anne Arundel County while on suspension and shall not participate in any fire department activities or attempt to engage in such activities with another AACOFD member. Officers may assign work projects as disciplinary action in lieu of suspension when deemed appropriate. Any such details shall be assigned a specified completion time.