

BERTRAND TOWNSHIP FIRE DEPARTMENT

New Firefighter Orientation Guide



“To protect and serve the residents, neighbors, and visitors of Bertrand Township.”

BERTRAND TOWNSHIP FIRE DEPARTMENT

“So you want to be a Firefighter?”



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Our Mission

“Bertrand Firefighters provide quality services through our commitment to training, fire prevention, education, and professional emergency response. Prompt attention to the needs of the community comes above all else.”

Firefighters, regardless of compensation or organization type, are men and women who seek to serve their communities in challenging and exciting ways. Whether it is providing public education at a school, directing traffic on a busy roadway, or saving lives from the ravishes of fire, Firefighters will take on the task. The fire service is a team-based group of people, who work together towards a common goal. Welcome to our team and thank you for taking on the challenge.

This orientation guide is just the beginning of your fire service experience and we hope this provides you with answers to the many questions you may have. Soon you will be on the road to answering the call and being part of “the greatest profession on earth.”

What is in the manual

This manual will serve to guide you along the first stages of being a member of the Bertrand Township Fire Department. These pages include:

- About Bertrand Township Fire
- Organization Structure
- General Rules
- Initial Training Requirement
- New Hire Checklist

Please reference this orientation guide during your first few months with the department.

About Us

Bertrand Township Fire Department is a paid-per-call fire and rescue services provider. This means that Firefighters are on call 24 hours a day, 365 days a year, but instead of staying at

the station, we respond from home, from work, or wherever we are. Each of us carries a pager that alerts us to a call, and then we respond to the station to assemble and go to the emergency. Because of this, we need people like you who are willing to stop everything to help others who are in need.

Bertrand Fire Department operates out of two fire stations. Station # 1 is located at 4770 W. US 12 in Buchanan. This houses the main office, Engine 522, Tanker 530, and Brush 560. Station # 2, at 1895 Foundation Drive in Niles, is just off US 12 and Mayflower Road. Station #2 is home to Engine 520 and Brush 569. In the winter, Brush 569 becomes Rescue 569 and is used for Ice Water Rescue. Both of these stations provide 24 hour a day Fire Suppression, Extrication, Ice Water Rescue, Brush/Grass Fire Control and other general emergency services.

The coverage area the fire department protects is about 35 square miles. Township lines are from the state line north to Buchanan Township, west to Galien Township, then ending east at the St. Joseph River. Much of the area is a rural farming community with an industrial park by US 31 and US 12, with several residential housing developments scattered throughout. The busy highways demand for car accident rescue and the many homes require fire protection services.

Fire Department History

Started in the 1940's, BTFD has served the citizens with compassion, integrity, honor, and pride. For many years, the fire department was a "family affair." It was common to see multiple generations, and extended family members taking part in community service. Even still today, a family atmosphere is present. Many of our members are part of firefighting families.

Being a Firefighter

Being a Firefighter is hard work! Training and responding is physically demanding. As a Firefighter, you will be expected to wear almost 100 pounds of gear. You will work in some very uncomfortable environments. The heat and the cold, and at any time of the day, you will "turnout" to help make someone's problem go away. You may be cutting someone out of a car or pulling a person out of a house fire.

A Firefighter can save a life, and it is not always from a burning building. Active Firefighters help prevent fires and injuries by educating the public to reduce the chances of a fire, and if one does occur, to get out safely.

Organization Structure

As a member of the department, you will soon be classified as a Firefighter. Depending on how you start with the department, your rank may be a Cadet, Candidate, or Probationary Firefighter. Cadets are high school students who are seeking education and training as a Firefighter while still in school. Candidates are people, over the age of 18 that do not have previous training and are starting their path towards being a Firefighter. Probationary

Firefighters have training and even experience, which are new to Bertrand Township Fire. Please ensure you fully understand your rank and title as it affects how you respond and work within the department.

Our department is comprised of many Firefighters and some of them have higher ranks. Currently we have Lieutenants, Captains, and Chiefs. However, you may hear other titles such as Secretary, Training Officer, and Assistant Chief. You will meet and get to know the people that are in these positions and they will be more than happy to help you along the way.

General Rules

We have some ground rules and some basic ones you need to know include:

- We are servants of the public and must maintain high levels of integrity both at the fire department and in the community.
- We are a team. We work together towards a common goal. All members of the department follow a chain of command. Ensure you know who to contact with any issue you may have.
- Following the rules is necessary. Firefighters deal with many dangerous situations and following the rules is about safety.
- Being a Firefighter is a privilege. The fire stations are places of business and are to stay clean and operating properly. At some point, we will grant you access to the station and you are welcome to come in. It is your responsibility to clean up after yourself, help others, and ensure the building is secure before leaving.
- Participate. Firefighters do not just respond to emergencies. Many tasks need to be accomplished before and after calls. Several meetings take place as well as truck inventories and equipment maintenance. As a Firefighter, these are several of your expected duties.

New Hire Checklist

Attached to this orientation guide is a checklist of items you will need. The department issues the equipment you will need to be a Firefighter. You will be responsible for the regular inspection of your gear and the reporting of any damage. If you decide that being a Firefighter is not for you, return all equipment issued to you per the list. You will also notice that some of the initial training requirements are on the list. Several training sessions need to be completed as a new member of the department.

Initial Training Requirements

Firefighters must live a life of continual education. Bertrand Firefighters seek to not only meet requirements, but also seek to set the bar higher. Training is a constant in the fire service and

it starts with a solid base of initial training. Before you start responding and working on emergency scenes, you will spend many hours learning and practicing being a Firefighter. The following is a list of topics you will encounter soon:

- Basic Firefighter skills
- First Aid
- CPR
- Personal Protection
- Safety

Thank you

Now that you have read and have a better understanding of what the fire department does, are you ready to answer the call? We think you are! Together we will serve the public and make a difference in people's lives. Make the commitment today and dedicate yourself to making a positive impact in your community!

**Bertrand Twp. Fire
Equipment Issue Form & Agreement**

DESCRIPTION: Upon appointment to the Bertrand Twp. Fire Department, all uniformed personnel will receive the appropriate personal protective equipment, uniforms, and other items required by the fire department.

Name: _____

Item	Serial Number or Size (N/A if not applicable)	Condition	Issue/Return	✓
Boots – Duty				
Boots – Structural				
Boots – Wild land				
Coat - Structural				
Coat – Wild land				
Dress – Pants				
Dress – Short Sleeve Shirt				
Dress- Long Sleeve Shirt				
Duty – Pants				
Duty - Pullover				
Duty – Shirt				
Eye Protection				
Flashlight				
Gloves – General				
Gloves - Structural				
Hearing Protection				
Helmet				
Hi-Visibility Safety Vest				
Hood				
Pager				
Pants – Structural				
Pants – Wild land				
SCBA Mask				
SCBA Mask Voice Amp				
Webbing				

These items issued to me are my personal responsibility, and any defects must be reported promptly to the Officer in Charge. The proper care, inspection, and use of these items are my responsibility. I understand that these items are in good working order upon issuance and will report any damage. I understand upon my resignation or termination as a member of Bertrand Township Fire Department, I must return all items issued to me immediately upon notification. If not all items are returned upon notification, I understand my final paycheck will be held and/or legal action may be taken upon me.

Signature
Date

Issuing Officer/Quarter Master
Date

Chief of Department
Date

Returned
Date

Upon item issue: The issuer of any personal equipment item will document on this page the date of issue, serial number or other unique identifier of all items as applicable, the condition as issued and by checking the final column, the item has been issued. Any item not listed, may be hand written in after approval by the Chief. Maintain this document in the members personnel file. **Upon item return:** The person accepting returns, will ensure each item issued has been returned and will document the condition in which it was returned. Upon receiving all items, complete the Date of Return field and place all equipment into its designed storage location.

**Bertrand Twp. Fire
New Hire Initial Training Matrix #500-10**

DESCRIPTION: Upon appointment to the Bertrand Twp. Fire Department, all uniformed personnel will receive the appropriate training commensurate with all local, state, and federal laws/standards.

Name: _____

Compliance Training Matrix	Course ID	✓
Blood Borne Pathogens	MIOSHA 554	
CPR & AED	MIOSHA 74	
Fire Prevention	PA 207	
HazComm	MIOSHA 430	
HAZWOPER	MIOSHA 462	
ICS	MIOSHA 74	
Lock Out Tag Out	High Voltage	
MIOSHA Part 74	MIOSHA 74	
NFPA 1500	MIOSHA 74	
Permit Req. Confined Spaces	MIOSHA 90	
Recognition of High Voltage	High Voltage	
Respiratory Protection	MIOSHA 33	
Site Specific Hazards	CFR 1910.120	
Terrorism Awareness	MIOSHA 74	
Familiarization Training	AHJ-New Hire	
Firefighter I&II (<i>Cadet & Candidate only</i>)	Firefighter I & II	
Job Performance Requirements	*see page 2	
Requirements Met:		

The initial training listed here complies with local, state, and federal laws, standards, and regulations. These courses comply with required training that all new hires must complete as part of orientation. I agree to attend these and any additional training as required, before responding to any emergency scene, regardless of my role*.

Signature
Date

Training Officer
Date

Chief of Department
Date

**Cadets and Candidates must complete an approved Firefighter I&II course before operating as part of a team on an emergency scene. Refer to department policy for additional information.*

**See page 2 for specific Job Performance Requirements that must be performed.*

**Bertrand Twp. Fire
New Hire Initial Training Matrix #500-10**

DESCRIPTION: Upon appointment to the Bertrand Twp. Fire Department, all uniformed personnel will receive the appropriate training commensurate with all local, state, and federal laws/standards.

Job Performance Requirements
Communications
Fire Extinguisher
Fire Streams
Gas Monitor
Ladders
MAYDAY
Personal Protective Equipment Donning & Inspection
Power Tools
SCBA Donning Drill
SCBA Inspection
Search
Thermal Imaging Camera
Water Supply