

Clear Lake Fire Department
711 2nd Ave North
Clear Lake, IA 50428
Business Phone: 641-357-2613

FROM: Clear Lake Fire Association

TO: Potential Clear Lake Volunteer Firefighters

SUBJECT: Application Process

Attached to this letter you will find a complete application package for the Clear Lake Fire Department. Please follow the below procedures if you wish to apply for membership within the department.

1. Read the introductory letter from the officers of the Clear Lake Fire Department.
2. Read the overview of the Clear Lake Fire Department.
3. Read the firefighter requirement overview very thoroughly. This outlines some of the basic expectations of Clear Lake Fire Department members.
4. Review the initial probation program check sheet.
5. Contact any member of the fire department if you have any questions on the printed material.
6. If you wish to apply, complete all sections of the application form and the information authorization form and return both to:

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7. Your application will be reviewed by our officers and you will be contacted in the very near future to be scheduled for an interview. During the interview process you will be asked several basic questions regarding your background and your interest in the fire service. You will also be given the opportunity to ask any questions you may have concerning the application process or our department operations.

CLEAR LAKE FIRE DEPARTMENT

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FROM: Clear Lake Fire Department Officers

TO: Potential Members of the Clear Lake Fire Department

The Clear Lake Fire Department is an all volunteer fire department. We feel that we are an elite organization with goals, policies, performance and a philosophy which ranks us as one of the better volunteer fire departments in our area. You must evaluate your commitment to this organization as being one of dedication and performance before acceptance into our organization.

Are you joining just to be around your friends? Is this just a "whim"? Are you joining to just to respond to incidents? Are you joining because you just want to drive the big red trucks? If you answered yes to any of these, you should give more thought prior to filling out the application. There is much more to being a member of the Clear Lake Fire Department than just responding to incidents.

This department has rules, regulations, policies and guidelines which you MUST follow. This is not a social club. When the pagers go off, you must be thoroughly committed to performing the tasks assigned and required. You cannot perform properly if you have not attended training sessions. Firefighting is one of the most dangerous jobs in the world. It is not a game. It requires all fire department members' total dedication to save lives and protect against the loss of property.

To be a member you MUST: follow the rules; attend meetings and training sessions; participate on special committees; participate in clean-ups and work details; work on special maintenance projects; attend and participate in fund raising activities; be available when you are in the district; and most importantly, respond to incidents you are called to.

If you are accepted, you must attend Rookie School to get "up to speed." You will go through a six month probationary period. During this period your performance and attendance will be monitored by the department officers. If you do not meet the standard requirements, you will be asked to resign from the department.

We wish for you to join the Clear Lake Fire Department, but we require your dedication. Our members are very proud of our organization and we work very hard to improve and streamline all facets of our organization. We guarantee that you will have a special feeling working with this special group of people to save people's lives and properties. We will provide you with training, motivation, protective gear, insurance, and friendship. You provide your personal commitment to excellence and your willingness to serve the community.

Clear Lake Fire Department

The Clear Lake Fire Department is an all volunteer fire department with paid EMS staff. Located in the best city in Iowa our fire district covers 110 square miles, 14.5 miles of interstate highways, 3600 acre lake and a population of 7600 within the city of Clear Lake and fluctuating population of summer residents and visitors.

The fire department was founded in October 21st, 1871. The Clear Lake Fire Department has mutual aid agreements with all the surrounding fire departments to provide manpower and resources to other agencies whenever needed. We work with law enforcement, DNR, DOT, public works and community organizations.

We have an average of 28 members on the department. We respond to fires (structure, commercial, grass, vehicles etc), car accidents, hazardous materials, medicals, fire alarms, plus many other types of calls. In 2005 Clear Lakes private ambulance service closed and the city of Clear Lake voted to establish a paid ambulance service within the Clear Lake Fire Department. Since 2005 we have had full time EMS service as part of the fire service. The volunteer members are utilized to support the EMS service when there are multiple calls or additional hands are needed to move a patient or administer CPR. On average the Clear Lake Fire Department responds to 1300 calls both EMS and fire. On average volunteers are required on about 300 calls a year. Calls come in 24 hours a day 7 days a week with multiple calls as some times.

The Clear Lake Fire Department currently has 2 pumpers, a rescue pumper, ladder truck, squad, 2 boats, 2 fire ATV's, EMS ATV and several trailers and miscellaneous rescue gear.

The Clear Lake Fire Department has a long history of support from the community and the City of Clear Lake.

CLEAR LAKE FIRE DEPARTMENT

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Firefighter Requirements Overview

- Firefighters shall meet all the application requirements of the Clear Lake Fire Department
 - Residency within 2.5 miles of the Clear Lake Fire Station.
 - 18 years of age.
 - Pass a medical physical
 - Pass a background check.

- Firefighters shall become proficient in: driving all department vehicles; use of all emergency equipment of the department; operating pumps and portable equipment.
 - Training in this area will be provided by the department.
 - Standard operating guidelines on driving, equipment use, and department operations will be forwarded to you upon acceptance into department.

- Firefighters shall have a working knowledge of basic first aid and CPR.
 - Training in this area will be provided by the department.
 - Most emergency medical care at incident scenes is provided by the Clear Lake Fire Department EMS staff.

- Firefighters shall attend training sessions to learn proper techniques for all emergency operations, i.e. rescue, vehicle extrication, fire attack, water rescue/fire etc.
 - The department will provide training in all areas of fire department operations.
 - All firefighters are expected to attend a minimum of 24 hours of training sessions per year.
 - Training sessions are offered the 3rd Thursday of the month starting at 6:30 pm at lasting approximately 2-3 hours.
 - There are some training sessions on weekends for special training opportunities.
 - The more training you attend the more comfortable you will feel with department operations.
 - Training is also available through outside departments or schools.
 - Fire Fighter I certification is required after 1 year on the department.

- Firefighters shall respond to all alarms as expediently as safety allows. Firefighters are expected to respond to all alarms that they are available to respond to based on work and family commitments. Firefighters are required to attend a minimum of 20% of calls.

- Firefighters shall adhere to Department Standard Operating Guidelines, Policies, Constitution and Bylaws. A copy of the constitutions, bylaws and standard operating procedures will be forwarded to you upon acceptance into the department.

- Firefighters shall assist in work details, fund raisers, and upkeep and maintenance whenever possible.
 - Work at the yearly Fourth of July celebration
 - Pancake fund raiser 1st Sunday in October
 - Other special work details as deemed necessary for upkeep of equipment.
- Firefighters shall attend all meetings, drills and trainings possible.
 - Monthly meetings held the first Thursday of each month at 6:30PM firefighter attendance is required.
 - Special committee meetings you may volunteer for or you may be asked to serve.
- Firefighters shall follow the orders of Senior Firefighters or Officers. A standard chain of command has been established within the department. You are expected to follow this chain of command.
- Firefighters shall maintain conduct and appearance so as to reflect on the department in a manner promoting good relations with all concerned. Any foul conduct will be dealt with as a severe infringement of departmental regulations. Probation, suspension, or termination may be imposed depending on the severity of the problem.
- Firefighters shall relay any information which affects their firefighting duties to officers. This includes such information as health problems, residency, employment status, etc.
- Firefighters will maintain all equipment assigned to them in a ready state.
 - Firefighters will receive a complete set of bunker gear, uniform shirt, and pager upon the completion of your initial probation.
 - Firefighters are expected to maintain the equipment and report any damaged or lost equipment immediately.
 - Upon termination or resignation from department, all equipment must be returned. Any equipment not returned will be billed to the individual at replacement value.
- All firefighters will receive standard benefits. These benefits will include the following:
 - Line of duty death benefits
 - Workman's Compensation
 - \$50/month stipend
 - Social events
 - Family events
 - Years of service award program

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Probationary Firefighter Requirements

Firefighter Name:	Entry Date:
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Required Action	Date Completed	Approver Initials
Attend initial orientation class.		
Assigned to squad and meet company officer and mentor.		
Meet all department officers and club officers		
Receive tour of CLFD facilities and equipment.		
Complete required documentation (insurance, benefit, basic information, etc.)		
Receive initial safety briefing.		
Review policies and guidelines (constitution and bylaws, standard operating guidelines, maps, etc.)		
Receive probationary firefighter checklist. Complete all aspects during probationary period.		
Complete 24hr Rookie School		
Receive medical evaluation.		
Complete hepatitis B vaccine requirements		
Issued gear/equipment and pager		
Complete 24 Rookie School Evaluation		

Completed form will be maintained in personnel file.

Clear Lake Fire Department Volunteer Membership Application

Name (First, Middle Initial, Last):			
Home Address:			
Home Phone:		Birth Date:	
Driver's License Number:		Social Security Number:	
Marital Status:		Spouses Name:	
Present Employer:			
Employer Address:			
Occupation:		Immediate Supervisor:	
Work Phone:		Typical Work Shift:	
Does your job require frequent travel out of the area?		Yes	No
If you work in the Clear Lake area, will be able to respond during work?		Yes	No
Will your work shift hinder you from attending evening trainings sessions?		Yes	No
Education (Circle highest grade completed) 8 9 10 11 12 Some College College Degree			
High School Attended:			
College/Technical School Attended:			
College Degree/Major:			
Current Medical Condition: Excellent Good Fair Poor			
List any medical conditions which may lead to an emergency situation (examples: high blood pressure, diabetes, allergies, etc.)			
Cell Phone:		Email:	
Cell Type: iPhone Android Flip (circle one)			
Emergency Contact:		Relationship:	
Contact Home Phone:		Contact Work Phone:	

Continued on Back

Have you ever been a member of a fire department, rescue squad or similar organization?		
Name of Organization:		
Date of Service:	Position Held:	
List any emergency response related training you have completed:		
List any current Clear Lake Fire Department personnel who you are related to or acquainted with:		
References (List three references who are familiar with your education or work experience)		
Name	Address	
Have you ever been arrested, summoned into court as a defendant or indicted, convicted, fined, imprisoned, or place on probation, or has any case been filed against you? If yes, explain		
List any comments and/or information which you feel is pertinent to your application process:		
I HAVE READ ALL INFORMATION PROVIDED WITH THE APPLICATION PACKAGE AND UNDERSTAND THE REQUIREMENTS. I AGREE THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALED FOR IS CAUSE FOR DISMISSAL		
Applicant Signature		Date:
Date Application Received:		Date of Interview:
1 st Reading Date	2 nd Reading /Acceptance Date	Acceptance Letter Sent:

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Background Check Authorization

I authorize the Clear Lake Fire Department, any consumer reporting agency or other outside service company engaged by said district for this purpose, now and subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, general reputation, health, personal characteristics and mode living, through correspondence or personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above items.

I further authorize the Clear Lake Fire Department to obtain information from the Clear Lake Police, or any other federal, state or local police or other agency regarding me in order to perform a criminal history/arrest record/driving record and background check.

I understand that if I am permitted to commence participation as a volunteer firefighter for the Clear Lake Fire Department prior to receipt of the foregoing information, my membership is completely conditional and may be revoked in the event of any adverse information is obtained.

A copy of this authorization shall be sufficient for any party to release foregoing information about me to the Clear Lake Fire Department.

Upon written request I understand that said district will provide me with information regarding the scope of the investigation if one is made. I understand that reasonable efforts will be made by the Clear Lake Fire Department to maintain any information which is obtained by means of this Authorization on a confidential basis with disclosure to be made only as needed to evaluate my qualifications for volunteer firefighter membership in the Clear Lake Fire Department, however, I agree that I will release and hold the Clear Lake Fire Department, its officers, employees, and department members harmless with respect to any use, release, or dissemination of any information gathered by pursuant to this Authorization.

Signature:

Witness:

Applicant

Date:

Printed Name

Address