

Sugar Grove Fire Department Interview Informational Pack

1. Interviews are completed by the Chief and the Officers, then a recommendation is made to the Board of Trustees, and they have the ultimate decision as to who will be offered membership.
2. Those who are offered membership will serve a two-year probationary period. During that two-year time period, you are expected to become a Firefighter II and EMT-B. Upon completing your Firefighter II and your EMT-B and after having your first runs done, you will be ordered new turn out gear and given a member's helmet, even if you have not completed your probation.
3. The Sugar Grove Fire Department emphasizes training. We pride ourselves on the advances this Department has made in this area. We are very fortunate that we can do a great deal of training in house. We ask that you take advantage of this good opportunity for your training. We will work with you to further your training and will pay for outside educational expenses that will benefit the Department, within the goals of the mission of the Department. There will be a requirement that you complete it with a passing grade.

4. Pay of Personnel:

For a person walking in the door, that person gets \$8.50 per hr. When they become an EMT, that amount becomes \$9.75. When they get their firefighter II, they then make \$11.00 per call. Presently, the highest we pay is \$11.50 per call, unless you are an Officer, then you get \$12.00 per call.

Our call pay is paid Bi-Weekly. Once you get to the point where you are fully qualified, have your first runs completed, and have the Chief's approval, you can sign up for daily shifts.

Daily shifts are also paid bi-weekly. The daily shift pay rate is the same rate as call pay.

5. Our first run program is a minimal qualification to operate safely on emergency scenes. It does not indicate an advance level of knowledge but a basic level of knowledge to keep you from getting hurt. Before you respond on a piece of equipment, you are expected to have that first run report done. For a first run to be completed, you must perform certain skills before an Officer. The Training Instructor and the Operations Chief then review it. The skills presented there are not hard, and it is a good idea to get them out of the way. Not only do you make more money, but you also get to go on more pieces of equipment.

It is required that you complete your first runs within 3 months of your appointment to the Department.

6. As part of the hiring process, you will have to take a physical, drug screen and pulmonary function test after we make you a conditional offer of

membership/employment. These are paid for by the Fire District and are prerequisites to becoming a paid on call member of the Department.

7. The Department encourages you to obtain the Hepatitis B series. We will pay for these shots, and they are a good idea to have whether you are involved in emergency services or not. Those who chose not to have those shots will be required to sign a written waiver.
8. You must have the appropriate driver's license to drive our equipment. Not only that, but you must go through the driving class to be certified for that class of vehicle. It is your obligation to provide us a copy of your driver's license, and you have a further obligation to advise us if your license is ever suspended or taken away for any reason.
9. The Department expects you to respond to the station for all calls. If it sounds like a do nothing call and the duty crew will be able to handle it, we still expect you to come in. Things happen on emergency scenes where they need additional help. We could also get a second call, so we would expect to have everyone respond to the station when we have a call.
10. All paid on call members are required to maintain a minimum participation level for continued membership with the department. Currently the department requires that you attend 3 out 4 Wednesday night drills, shall make 15 percent of all calls as measured quarterly or work three shifts per month. If these continued membership participation levels are not met you will be asked to resign. We therefore strongly urge you to verify to your self whether you can make this commitment to our department.
11. We have two organizations here. We have the Sugar Grove Fire Department, which is run by the Chief and his Officers, answering to the Board of Trustees. Then we have the social arm, called the Sugar Grove Firefighters Association. They support our lunches and help us purchase equipment that the District cannot afford. This organization has fund-raisers. We ask that everyone participate. Once again, if everyone shows up and does his or her part, it is a lot less work for everyone else. The Chief and the Officers are going to be there working at the fund-raiser, so it is not a bad idea for you to be there also.
12. We have an auxiliary for spouses, if they would like to become involved in assisting with the goals of the Department. If you have an interest, please let us know and we will have someone from the Auxiliary contact you.

This has been an effort to explain some of the important provisions concerning the Sugar Grove Fire Department. This is also a written record that you were advised of certain aspects of your membership here. We ask that this be read, signed, and turned in when you show up for your first interview. If there are any questions about any of these explanations, please bring them up at this time.

I have read and understand the Sugar Grove Fire Department Interview Information Pack.

Applicant Name

Date