



# Cuba Volunteer Fire Department: 90 Day Probation: What to expect

## Introduction

Welcome to the Cuba Volunteer Fire Department. As you probably already know the Cuba Volunteer Fire Department (CVFD) is supported 100% by its community volunteers.

Volunteering with CVFD is a rewarding experience that will stay with you for a lifetime.

As a member of CVFD you will be a part of a volunteer fire department that is pioneer in this county. CVFD is consistently "raising the bar" in what is expected from volunteer fire departments in the area.

This packet will explain what is required from all new members and what you need to do to get proper fire certifications. Upon being voted in as a probationary member you will be assigned a sponsor.

Your sponsor is your liaison between yourself and the fire dept. Most of your questions not explained in this packet need to go through your sponsor.

## Rules and Guidelines

As a member of CVFD you are held to a higher standard than the rest of the community. CVFD has worked extremely hard to create a "positive image" among the community and CVFD will work hard to protect this Image. With that said, please review the following rules and guidelines as they must be followed:

1. Disregarding your safety or the safety of others in such a manner that causes or has the potential to cause harm.
2. Refusal without just-cause to carry out reasonable instructions of an officer.
3. Deliberate destruction, damage, or misuse of department or city property, or property of other members or the public in any manner at any time, or the commission of acts likely to cause destruction, damage, waste, or misuse. However, legitimate emergency situations are an exception.
4. Use of personal possession of alcohol or drugs any time while on department property or on an emergency scene.
5. Illegal selling, distribution, or manufacturing of alcohol or drugs.
6. Unauthorized removal of department property, or property of other members of the public..
7. Conviction of a felony or DUI.



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8. Providing false and/or intentionally misleading information to the department either orally or in writing. This includes an application for legally required records, expense records, test, medical records/claims, city records, or other data requested by or submitted to the State.
9. Threatening, intimidating, or coercing any member of the corporation or the public at any time for any reason.
10. Deliberately fighting or striking another member of the CVFD or the public at any time on CVFD property or on an emergency scene except in self-defense.
11. Knowingly concealing or failing to disclose any deficiencies in your physical or mental wellbeing.
12. Unauthorized and/or willful access, compromise, disclosure, or use of confidential information or data concerning the CVFD.
13. Verbal or non-verbal harassing actions, failure to stop harassment once warned, or gross flagrant harassment towards any member of the CVFD or public.

### Step by Step process for being a member

#### Attend Monthly Meetings

- Business Meetings are on the first Tuesday of the Month at 18:00 (6:00 pm)
- Trainings are on the third Tuesday of the Month at 18:00 (6:00 pm)

You will be voted on during this meeting. Your acceptance will be for a 90-day probationary period. Your membership is not classified as a full member until you have completed the 90 days and any other requirements set forth by the fire department.

The following 90 days you will be tested on your knowledge and ability to conform to CVFD policies and Procedures as well as your ability to interact with fellow Firefighters.

Permanent gear will be assigned at end of probation and will be added to EDispatch.

1. Complete background check
2. Introduction to staff and chain of command
3. Introduction of station and apparatuses



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4. Receive ball cap and CVFD Tee-shirt
5. Complete reading of policies and procedures
6. Complete mapping of District 12
7. Complete CPR and First Aid
8. Complete vehicle check - Rescue12, SQ12, S12, B12 E12-4, E12-5, E12-6, Tender12
9. Complete SCBA training
10. Complete Basic firefighting
11. Complete pump operation class/practical
12. Complete initial drivers training
13. Complete radio communications and training
14. Completed all training in probationary period
15. Attended all meetings during probationary period

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All courses must be coordinated with your Sponsor and Training Captain

Items you need to know:

1. Cannot run lights and sirens on your vehicle.
2. During the 90 days you are not allowed to vote.
3. Gear will be provided when you need it. (Training, if you have prior training, etc.).
4. Pagers, radios are given based on Training level and seniority.
5. We will offer them to you when they become available, and you reach certain training requirements.
6. At end of Probationary period and the desecration of the Fire Chief radio, turn out gear, and other specific gear will be assigned.