



Town of Salem Fire & Rescue
General Operating Guidelines

_____, Fire Chief

Admin 100.20
Membership Guidelines
January 17, 2005
Revised October 24, 2014
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PURPOSE

The Town of Salem Fire/Rescue Department establishes criteria for membership within the organization ensuring Town of Salem Fire/Rescue Department's personnel provide professional levels of service while maintaining highest levels of integrity and ethical standards for the community.

OBJECTIVE

To provide the highest levels of service, criteria for membership must be established and maintained by the organization to ensure qualified personnel of integrity, honesty, and loyalty provide emergency services for the community.

SCOPE

All current and prospective members of the Town of Salem Fire/Rescue Department.

NOTE: The Town of Salem Fire/Rescue Department will not discriminate against any applicant or member based on age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation, or status with respect to public assistance, or any other characteristic protected under state, federal, or local law.

MEMBERSHIP GUIDELINES

Application & Background Investigations

All prospective members will provide a Town of Salem Fire/Rescue employee application to Fire Administration or Station Battalion Chief. All applications will be forwarded to the Fire Chief for review.

All new candidates applying for any position within The Town of Salem Fire/Rescue Department will have a background investigation and driving record check. Information from the background investigation will be brought to the attention of the Fire Chief when the applicant is being considered for membership. Each application will be reviewed and discussed on an individual basis.

At the time of application proof of vehicle insurance, and a copy of the individual's driving license will be provided. A record and background investigation check will be performed and periodically performed for all members. This is necessary for compliance with State of Wisconsin law and standards of good practice. These investigations may be a random selection or selection based upon up-coming renewals or recertification.



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Membership Requirements

All members or employees accepted into the Town of Salem Fire/Rescue are expected to become minimally certified as a State of Wisconsin Firefighter One as specified by the Wisconsin Technical College System Board or Wisconsin licensed EMT-Basic as specified by the Department of Health Services within one year of membership acceptance and the second certification within the next two years. The Fire Chief shall determine which certification training will be sponsored by TSFR first for each new member.

The Fire Chief may waive this requirement for individuals that face hardships meeting this schedule due to the member's regular employment, family hardships, and if attending higher education courses.

The Town of Salem Fire/Rescue is a mostly volunteer/combination Fire and Emergency Services Department and recognizes the importance of its most valuable resource – the personnel whom provide that service. The department intends to fill all positions with dual certified Fire and EMS personnel. The department also understands the need to invest in personnel that desire not to perform at both certifications or can only obtain one of the certifications. Efforts by the individual must be made to obtain both certifications. Consequently the department shall set a number of positions to be filled at single certifications based on operational needs. Every year in October during the budget process the Fire Chief working with the officers and staff of the department will determine how many positions will be filled at each level of certification/licensure. Exceeding the caps is not recommended or desired. The following positions and number of personnel needed at each position are as follows:

Firefighter 1 only – 5
Emergency Medical Tech Basic – 5
Intermediate or Paramedic – 10
Fire certification and EMS Licensure – Unlimited

The Town of Salem Fire/Rescue has the authority to establish firefighter, medical response and non emergency response personnel qualification requirements for all positions within the department. The department will adhere to Wisconsin State Law and requirements listed in the Wisconsin Department of Safety and Professional Services, Administrative Codes 330 and 332 and the Department of Health Services DHS 110 Emergency Medical Services Licensing, Certification, and Training Requirements.

The Fire Chief has the authority to hire part time and full time employees needed to fulfill the mission of the TSFR.



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Residency Requirements

Active members/employees (POCs) of the Town of Salem must reside within the response district of the Town of Salem Fire/Rescue. The Fire Chief may waive this requirement for members applying that might live up to ½ mile of the Town of Salem border.

Physical and Medical Requirements

In accordance with Wisconsin Administrative Code Department of Commerce Chapter 330, the Town of Salem Fire/Rescue will ensure firefighters who are expected to perform structural firefighting duties are physically capable of performing duties which are assigned to them during emergency operations. The Town may not permit a fire fighter with known heart disease, epilepsy or emphysema to participate in fire fighting emergency operations unless a physician's certificate of the fire fighter's fitness to participate in such operations is provided. The Town will additionally ensure other employees not involved in structural fire fighting duties but are involved in other emergency operations are medically and physically capable to perform the duties assigned.

Medical Physical Exam

All firefighters and prospective firefighting employees prior to employment are required to undergo a thorough physical examination and drug screening within twelve months of appointment. The examination would require the employee to meet or exceed the requirements of National Fire Protection Association Standard 1582, *Standard on Medical Requirements for Firefighters*. All non-fire fighter emergency response employees will be required to undergo the same medical physical, however the physician providing the service under contract with the Town will recommend acceptance or non-acceptance of the employee based on the position requirements.

Annual Respiratory Physical

In accordance with Wisconsin Administrative Code Department of Commerce Chapter 330 and 332 all fire suppression and rescue personnel that would utilize Self Contained Breathing Apparatus (SCBA), Self Contained Underwater Breathing Apparatus (SCUBA), or approved respirator of any type would be required to undergo an annual respiratory physical examination. The examination would include testing on lung capacity and chest x-rays. The annual respiratory physical is essential in early detection of lung disease and respiratory illness.