

# ASPINWALL VOLUNTEER FIRE DEPARTMENT

217 Commercial Avenue  
Aspinwall, PA 15215  
Station 1: (412) 781-0447  
Fax: (412) 781-4863

[aspinwallvfd@gmail.com](mailto:aspinwallvfd@gmail.com) • [www.aspinwallvfd.org](http://www.aspinwallvfd.org)



Dear Applicant;

Thank you for taking an interest and joining the Aspinwall Volunteer Fire Department. You are about to become part of over a century of tradition and civic service where you will work beside men and women to perform a vital service to your neighbors and local communities. But it's not just about fighting fires and riding in the "big red truck." Keeping a volunteer fire department running requires time and commitment from its members.

Fighting fire and performing emergency services for the community is what we're all about. It is also a hazardous occupation. This is why we require new members to attend certified training classes and departmental fire practices. Both are essential if you want to become a knowledgeable, integral part of our team on the scene of an emergency.

It also takes quite a bit of effort between alarms to support our primary mission of fighting fires. Maintaining the apparatus and equipment, setting aside time to help with fund raising, being available for public relations details and attending the department's monthly meetings are all indispensable to keeping the fire department a strong and viable component of the community. These responsibilities are the backbone of our business. Without them the department ceases to function.

This packet is designed to help you better understand and operate within the fire department and explain to you some of your responsibilities and our expectations of you as Aspinwall Fire Department member. The chiefs, officers and members of the Aspinwall Volunteer Fire Department are here to assist you in meeting those goals and mold you into an Aspinwall firefighter.

Yours in Service,

Mr. Gene Marsico  
Fire Chief, AVFD

## **Welcome New Aspinwall Firefighter!**

This section will outline the basic requirements and goals necessary to become an active member of the Aspinwall Volunteer Fire Department. It will also describe procedures and protocols to follow which will help you to operate within our organization. Become familiar with your responsibilities and take pride in your achievements and your association with the Aspinwall Volunteer Fire Department.

### **1) Training:**

- a) The following certified courses are required to be taken, attended and completed, with documentation of said completion provided as proof of such, within twelve (12) months of the date your membership was approved or your 18<sup>th</sup> birthday if you are a Junior Firefighter:
  - i) Essentials of Firefighting & Emergency Response, Modules 1, 2, 3, and 4.
  - ii) Hazardous Materials: Operations.
- b) The following certified courses are required to be taken, attended and completed, with documentation of said completion provided as proof of such, within two years of the date your membership was approved or your 18<sup>th</sup> birthday if you are a Junior Firefighter:
  - i) Basic Vehicle Rescue (BVR)
- c) A fire pager will be distributed to you upon completion of all modules of Essentials of Firefighting and Emergency Response or at the discretion of the fire chief.

### **2) Attendance:**

- a) It is vital to your development as a firefighter and member of the Aspinwall Volunteer Fire Department that you make arrangements to attend at least fifty percent (50%) of all Meetings, Fire Practices and Regularly Scheduled Activities and Work Details.
- b) Probationary and Junior Firefighters must attend 50% of all Fire Practices.
- c) It is mandatory that all firefighters attend once practice per month. If you miss or are unexcused from three (3) consecutive practices, you may be subject to disciplinary action at the discretion of the Fire Chief.

- d) If you cannot be in attendance at a regularly scheduled Meeting, Fire Practice, Activity or Work Detail it is your responsibility to contact a fire officer to be marked excused.
  - i) This can be done in one of three ways up to the time of the scheduled event:
    - (1) Phone a fire officer. (See attached phone list.)
    - (2) Phone fire station #1 and leave a message. Phone number is 412.781.0447.
    - (3) Write your name and excused on the white dry-erase board in the truck room of fire station #1
  - ii) Valid excused absences are: school, school activities, work, illness of yourself or a family member, care of children or an elderly parent/guardian, military service, death in family or fire school.
- e) For extended absences such as school, temporary changes in work schedules, military service, injury, illness, etc., it is highly suggested that you draft a letter to be read and recorded at the regular monthly meeting preceding, or as soon as possible, your unavailability with an estimated time of your return to availability.
- f) To be able to return to active status from any extended injury or illness, you must provide the Fire Chief and President with a valid doctor's note stating such.
- g) It is your responsibility to know and make yourself available to fill your shift on your scheduled Flea Market Sundays.
  - i) If you cannot fulfill your shift, it is your responsibility to contact another member of the fire department to take your place.

### **3) Departmental Activities:**

- a) All departmental meetings, fire practices and regular work details are held on Tuesday nights.
  - i) Meetings are held the second Tuesday of every month at 7:30pm in the meeting room of fire station #1, unless otherwise approved at the previous monthly meeting.
  - ii) Fire Practices are held the third and last Tuesday of each month at Station #1. Practices begin promptly at 7:00pm and members are encouraged to be at station #1 by 6:45pm unless announced otherwise.
  - iii) Monthly departmental work details are scheduled for the first Tuesday of every month at 7:00pm. Members should turn out at their assigned fire station.

- iv) Special meetings, fire practices and work details may be scheduled on an as needed basis and may or may not be announced at regularly scheduled meetings, fire practices or work details.
- b) The Fire Department's Flea Market is one of our primary fundraising activities. Held every Sunday, from the Sunday after Easter to the last Sunday in October, between 7:00am and 1:00pm.
  - i) All members of the department are placed on a Flea Market Crew under a Crew Leader.
  - ii) On average a Crew works one Flea Market Sunday every 4-5 weeks.
- c) Parades and Public Relations Functions:
  - i) Aspinwall Borough Memorial Day Parade. (May)
  - ii) Aspinwall Volunteer Fire Department Fire Prevention Open House. (October)
  - iii) Aspinwall Borough Halloween Party. (October)
  - iv) Aspinwall Borough Holiday Parade. (November)
  - v) Parades for other fire departments or communities.
  - vi) Memorial services.
  - vii) Funeral details.
  - viii) Fire Conventions.
  - ix) Other Civic Events or Activities.

#### **4) Basic Department Guidelines and Rules:**

- a) Responding to alarms:
  - i) Respond to your assigned station when an alarm is sounded, in a safe and courteous manner, respecting all traffic signs, signals and posted speed limits.
    - (1) For members living below 6<sup>th</sup> Street your assigned station is Station #1 on First Street between Center and Eastern Avenues.
    - (2) For members living above 6<sup>th</sup> Street or outside of the borough, your assigned station is Station #2 at 12<sup>th</sup> Street and Center Avenue.
  - ii) Regardless of the firefighter's training, he/she should always respond to his/her assigned station when the alarm is sounded.
  - iii) If there are no apparatus at their station upon arrival, firefighter should take their PPE and respond to Station #1 and stand-by for further orders.
  - iv) Blue lights are courtesy lights and may only be used by permission, at the discretion of the Fire Chief, and only within the borough limits.

- b) Riding the Apparatus:
- i) Before getting onto any fire department apparatus, for an alarm, all members must be wearing their turn-out pants and coat and have their gloves, helmet and nomex hood in their possession.
  - ii) All members riding any fire department apparatus must be seated in an approved seat and be wearing their seat belt.
  - iii) No Probationary or Junior member shall ride the First Due engine, to an alarm, until they have completed Essentials of Firefighting and Haz-Mat Operations; or ride the First Due rescue to a rescue or vehicle accident unless they have completed Basic Vehicle Rescue; unless ordered otherwise by the Operator or Officer of the apparatus.
  - iv) All seats in each fire apparatus have Riding Assignments. Take heed of what the assignment is for your seat and any additional assignments given by the Operator or Officer of the apparatus.
  - v) Be proficient with knowing the names and location of the equipment carried on all the fire department apparatus.
- c) Fire Station Rules:
- i) Utilization of the Recreation Room, Radio Room, Rest Rooms, Weight Lifting Area, and all other spaces and amenities at either station, along with the furniture and equipment there-in is a privilege of your membership in the department.
  - ii) As an Active member of the fire department you are entitled to bring one (1) guest with you to enjoy the amenities of the fire department.
    - (1) Probationary members are not entitled to bring a guest into the fire stations.
    - (2) Junior firefighters are not allowed in either fire station unless an Active or Probationary member is present. Junior Firefighters may not bring guests into the fire stations. When an Active or Probationary member leaves, all Junior firefighters must leave as well. Junior firefighters do not count against an Active member's number of guests.
  - iii) You are responsible for your actions and those of your guest.
  - iv) Members utilizing the amenities of the department are expected to vacate the station by midnight unless authorized by the Fire Chief.
  - v) There are to be no overnight, short term or long term accommodations at either fire station.
  - vi) In case of an alarm or you have to leave the fire station for any reason, your guest must leave also.
  - vii) Turn off all lights when leaving.
  - viii) Lock all doors behind you.

- ix) Computers in Radio Room are for fire department use only.
- x) Computers marked "Members" are available for members to use on a first come, first served basis, however use of the computer must be surrendered to a member needing to perform official business of the fire department.
  - (1) Use of "Member" computers to upload, download or view pornography is prohibited. Members found utilizing fire department computers for this purpose may be subject to disciplinary action at the discretion of the fire chief.
  - (2) Use of "Member" computers for Instant Messaging is discouraged.
- xi) Use of weight lifting equipment is "At your own Risk."
- xii) Leave items unattended, behind, or in refrigerators "At your own Risk."
- xiii) Report any damage or problems involving fire department property or spaces to any fire officer immediately whether you were responsible or not.
- xiv) Do not remove any fire department property, items or equipment from either station unless you have cleared it with two out of the three fire department trustees. All borrowed items should be returned in a timely manner in the same or better condition than when it left. Report any damaged articles to a trustee.
- xv) Defer use of any department item or piece of equipment to a more senior member or officer as a courtesy.
- xvi) It is expected that you will maintain the cleanliness and order of any rooms or areas you use and/or return them to a better condition than you found them.

# **Aspinwall VFD Fireground Accountability**

## **(TO BE USED AT ALL CALLS)**

\*With the EXCEPTION being Accidents and Vehicle Fires on a roadway\*

1. Report to designated STAGING. Staging is at the front of the first due engine or rescue, out of the way of operations, unless designated otherwise by Incident Command.
2. Establish teams with a Team Leader. (2 or 3 FF teams incl. team leader)
3. Plastic photo ID tag given to Team Leader, Accountability Officer, or if responding on the first in engine or rescue, given to the apparatus operator.
4. Orange plastic tags will be kept by the Team Leader.
5. When given a job by IC, the selected team leader will hand plastic photo ID'S to the accountability officer. The team leader will tell the accountability officer where his team is going and what they are assigned to do. (Team must have at least one two-way radio with them). Team members will then give crew leader second orange tag, if they have not already done so, and the team leader will get a numbered tag from the accountability officer to put them on.
6. Then crew will go and complete their specific job and ONLY THAT JOB. When that job is completed that team will report back to accountability, return the team tag, get their plastic ID tags, then go to rehab or return to staging.
7. Any changes to assignments while inside building, any relocation of your team or problems encountered must be transmitted by radio so accountability can keep track of all team locations.
8. Members will report to REHAB after expending two SCBA bottles, or at the discretion of a fire or medical officer.
9. Accountability must be as accurate as possible in case of any problems, the RIT TEAM needs to have a general location of a certain team last transmission and location.

### **P.A.L. (P.A.R. - Air Levels - Location Accountability Report.)**

PAL checks will be made often. If you are a crew leader with a radio pay close attention to PAL checks. If you hear, "Team #, PAL Report." take a moment to make sure all your members are near you and OK, get lowest air reading for your team, and confirm your location. Then answer, "Yes Team # has PAR, Lowest Air is ##### PSI, We are <location.>." If you don't the RIT TEAM is coming in to get you.