

GALENA FIRE DEPARTMENT RECRUITMENT INFORMATION / QUESTION AND ANSWER FORM

The Galena Fire Department (GFD) was organized and established in 1830. GFD is a well respected all-volunteer fire service organization that responds to fires, automobile and farm accidents, and other emergency situations within the corporate limits of Galena and throughout the Galena Rural Fire Protection District.

The GFD has a long and proud firefighting history and tradition that is balanced with progressive principles, strategies, and tactics that meet the demands of 21st Century firefighting. To complement this, the GFD is undergoing a policy and procedure review and updating process in the interest of improved reporting, communication, accountability, and safety. We are recruiting new members who are of good moral character, and who desire to serve his/her community.

The following questions and answers may assist you determining if this opportunity is right for you:

What is the mission of the Galena Fire Department?

Our mission is to enhance the quality of life and the unique character of Galena by providing excellent fire and rescue services with well-trained personnel.

Why should I consider becoming a member of the GFD?

Becoming a firefighter offers you an opportunity to provide an important community public service. This is a satisfying and wonderful way to give something back to your community while associating with others of similar interests and a desire to serve and represent his/her city.

The fire service is one of few professions in which a unique bonding occurs that creates a brotherhood/sisterhood both within your respective department and throughout the nation and the world. Whether a paid, combination, or volunteer fire department, through a unique history of relying on one another in sometimes life and death situations, there is a profound level of respect and friendship that is an integral part of being a firefighter. This tradition extends to family members as they become part of our firefighting 'family', providing a social network and unique advantage to becoming a firefighter.

What is the minimum qualification for GFD membership?

The minimum requirements are as follows:

- ✓ Minimum age is 18 years of age
- ✓ Applicants must possess a High School Diploma or a GED
- ✓ Applicants need to live within the Galena city limits, or within the boundaries of the Rural Fire Protection District.
- ✓ Successfully to pass a basic medical exam paid for by the GFD
- ✓ Successfully to pass a standard physical ability test sanctioned by the department

We encourage both men and women to apply. No firefighting experience is necessary. Applicants need to be endorsed for membership by a GFD member.

Why is the GFD recruiting new members?

Due to senior and older members leaving the organization, new members are needed to maintain a level of service that ensures that enough active members are available for emergency calls 24/7, 365 days a year. The maximum number of members allowed, as dictated by GFD By-laws, is sixty-two (62) members. GFD currently has approximately thirty active members. As a result of increased call volume, members working out of town, and the complexities, regulations, and mandates of firefighting, it has been determined that more members are needed in order to accomplish our mission.

What personal qualities and characteristics are you looking for in new members?

GFD wants to recruit members with a desire to serve their community as a firefighter, while taking part in various firefighter-related activities, including fire prevention, that serve to enhance our standing in the community. Potential GFD Recruits should have a desire to:

- ✓ Represent the City of Galena and the GFD with pride and respect
- ✓ Serve a one-year probationary term prior to becoming an active member
- ✓ Attend training drills and meetings
- ✓ Respond to emergency calls
- ✓ Attend non-emergency functions and activities
- ✓ Be willing to devote the time necessary to provide quality service
- ✓ Meet the required training requirements
- ✓ Receive and carry out directives as required to complete our mission
- ✓ Read, understand, and apply department By-laws, policies, and Operating Guidelines
- ✓ Become an active long-term GFD member

The Galena Fire Department does not discriminate on the basis of age, sex, race, religion or nationality. It is our desire to maintain a membership that is reflective of those who live in our community.

What happens after I apply for membership?

- ✓ You will be contacted by a GFD Recruitment Committee member, who will answer any questions you have regarding the department and the recruiting process.
- ✓ You will need to complete the GFD Recruit Application, have it endorsed by two department members, and submitted to the GFD for membership consideration. This application includes an authorization for background checks, and information regarding required medical examination and physical ability test.
- ✓ Once this preliminary information is completed, your application for membership will be forwarded to the voting body of the department for approval.

What degree of time commitment can I expect?

The time you will need to devote depends, in part, on call volume which varies considerably. Drills are currently held on the 1st, 3rd, 4th, and 5th (if applicable) Monday of each month beginning at 6:30pm and lasts approximately three hours depending on the type of drill. Meetings are currently held on the 2nd Monday of each month beginning at 7:00pm and last approximately one hour. Meals and social time follows each meeting and drill. It is understood that you may not be able to commit to every meeting and drill, and provisions for excused absences are provided in the By-laws.

What can I expect once I am accepted and voted upon for membership into the GFD?

- ✓ You will be asked to sign an Ethics statement, insurance paperwork, and other policy documents.
- ✓ You will be provided with a copy of the by-laws and have access to GFD Standard Operating Guidelines.
- ✓ You will be provided Personal Protective Equipment (PPE).
- ✓ You will be expected to attend a department-sanctioned recruit orientation within three months of beginning your tenure with the department. This twelve-hour orientation will be held in three 4-hours segments and taught by GFD members. This is an all-inclusive orientation program that includes, but is not limited to, department history, policies, response protocol, equipment placement, and self-contained breathing apparatus (SCBA).
- ✓ You will be asked to complete specific standards while serving a one-year probation, at which time you will be evaluated and voted upon for regular membership.

We want to thank you for your consideration of membership with the Galena Fire Department. Due to the nature of our business, and the opportunity for 'unscheduled' alarms, we encourage you to discuss this decision with your family members.

While we attempted to provide answers to questions that might be valuable at this point in your decision making process, we understand that you may have additional questions. We direct you to our website www.galenafd.com for further information. Also, we encourage you to call us at 815-777-0025 (leave a message), or email us at recruit@galenafd.com. If you desire, we can place you in contact with one of our Recruitment Committee members to assist you in this process.

We hope to hear from you soon.

Respectfully,

The GFD Recruitment and Retention Committee

