

Prospective Member Guide



**Camp Hill
Fire Department No.1**
Ever Willing

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INTRODUCTION



Dear Prospective Member,

As the leadership of the Camp Hill Fire Department (CHFD), we are committed to providing the most effective and efficient fire, rescue and emergency medical services to our community.

You will find that volunteering with our organization will bring personal rewards and satisfaction, raise self-esteem, and provide you with a tremendous sense of accomplishment and pride in a job well done. It will also provide your community with a valuable service that has the potential to touch us all.

However, service as a member of our Fire & EMS organization requires a serious commitment. Your decision to join our organization should not be made hastily. This guide has been developed to provide the information you need to make an effective decision that is right for you and us.

Once you understand what is involved in being an CHFD member, we hope you will make the commitment we need. The service provided by our volunteers is truly valuable to the citizens, businesses and visitors of our community. We hope you can contribute to our community's public safety.

Thank you in advance for your consideration. Please do not hesitate to contact our recruiter at join@camphillfire.org should you have any questions or require further information.

We look forward to having you as a member,

*The Officers and Members
of the Camp Hill Fire Department*

WHY VOLUNTEER



The Fire and EMS service is one of the most diverse and challenging vocations today. It is this diversity that attracts most men and women to join our ranks. Firefighting & EMS is not for everyone, but volunteering can be.

Different people volunteer for different reasons. Action-oriented people enjoy the excitement and adrenaline rush in emergency services. Some see the volunteer fire service as an alternative to ‘driving a desk by day’ – by allowing them to ‘drive a fire truck at night!’

Many like the feeling they get when they help people in their time of need, and some feel it is their obligation to serve the community. Others just want to belong to the team. Whatever motivates you to volunteer, everyone gets the satisfaction of being at their best when others are dealing with what is often the worst that life has to offer.

Imagine having to prepare yourself to cope with situations that range from structure fires to childbirth to hazardous chemical spills to heart attacks to almost any imaginable emergency in between. This diversity is coupled with the fact that these skills may be needed at any time of the day or night, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances. Yet these same factors are what make our profession so personally rewarding.

We realize that firefighting & EMS is not for everyone, but we believe that volunteering can be. There is plenty of work to be done on or behind the scenes – including running the business of the CHFD.

The personal rewards and satisfaction gained from what we do is often beyond description. There is the sense of accomplishment when you control a building fire, joy and elation when a child is born, compassion for accident victims, and fulfillment from teaching fire safety.

The bottom line in our business is measured by the loss of life, pain and suffering, and the property damage we have prevented and reduced. Volunteering in emergency services is one of the most important decisions you might make. We hope that you give this decision the time and serious consideration it deserves and decide to join our ranks.

ABOUT US



It's about people. Fire engines do not put out fires – people do. Defibrillators do not save lives – people do. The Jaws-of-Life never rescued anyone on its own – it takes people.

The Camp Hill Fire Department team of volunteers is comprised of your neighbors, your friends and maybe even your relatives. They are people just like you – with families, jobs and active lifestyles who still find time to give back to their community.

Established in 1909, the Camp Hill Fire Department is a premier provider of emergency services in Cumberland County – protecting residents and businesses from our primary response area of the Borough of Camp Hill and surrounding regions.

Bordering the State's Capital, our response area stretches from East Pennsboro to York County to communities like Lemoyne, Wormleysburg, New Cumberland, Lower Allen, Hampden Township and beyond.

The Camp Hill Fire Department is also home to college students who live at the station rent free as part of our live-in program, in exchange for providing staffing.

We take emergency services very seriously. While individuals volunteer to serve their community, our volunteers must realize that the services the department provides are a critical component of the lifesaving services available to the citizens of our communities. We must be committed to providing our services 24/7/365.

The department currently maintains a fleet that includes an engine, rescue, a ladder truck, ambulance, and two traffic police units. We provide comprehensive firefighting, extrication, fire prevention education and emergency medical services from our station in Camp Hill.

We are a combination of 100% volunteer fire, fire police & paid EMS non-profit organization. Camp Hill's membership is made up of approximately 15 active firefighters, 12 paid EMS personnel, 8 volunteer traffic police, and other administrative, supporting and life members. The Camp Hill Fire Department seeks volunteers to bolster its ranks in a diverse range of services.

We offer a long list of benefits including in-house, local and national training, flexible duty assignments, and a friendly, fun, professional atmosphere where you'll find a second family.

HOW WE ARE ORGANIZED



Like many corporations, we have two distinct yet tightly integrated units of our organization – an administrative arm and an operations arm. The administrative unit is led by a president, vice-president, secretary, treasurer and a board of directors. The president serves as the CEO – Chief Executive Officer of the fire department.

The operations division of the fire company is led by the fire chief. He serves as the COO or Chief Operating Officer of the corporation. He oversees what is called the ‘chain of command.’ This chain of command is very important in that it provides clear direction, lines of communications, and accountability for everyone involved in the chain.

On an incident scene, the chain of command provides for identifying areas of responsibility and accountability for the personal safety of every individual working within the incident command system.

Under this system, each level reports only to one supervisor.

Firefighters report to a Lieutenant, who then reports to a Captain. The Captain reports to the Assistant Chief, who are responsible to the Fire Chief.

Teamwork is the foundation of our success – during an emergency and back at the station. Before you can become a good leader, you need to learn to be a good follower. Knowing and understanding how you fit into the chain of command will be one of the most important lessons you can learn. Know your position and play it well.

You will receive a copy of our current organizational chart – or chain of command – during your new recruitment orientation.

HOW WE RESPOND



To accommodate your busy and varying lifestyle, members can download an App to their smartphone and will be issued pagers. You will be able to go about your life and when the app and/or pager alerts you. You then respond to the station in safe law-abiding way but in a timely manner. We have about 4 minutes to get out the door and on our way to the incident. We have a 4-minute rule or minimum of 4 personnel before we leave. This ensures we have minimum staffing, if possible. The Camp Hill Fire Department responds to more than 400 fire and rescue calls annually.

Volunteers are required to participate in weekly training, outlined later in this document. Beyond the minimum expectations, many of our members provide additional staffing and support for responses and special events as time permits. Our bunkroom (live-in) members are also required to be on duty a minimum of 60 hours a week (to include sleep time).

The CHFD is dispatched through the Cumberland County Public Safety 911 center. Volunteers available at the station respond when dispatched. In times of high load when additional crews and staffing are needed, text messaging and emails alert members for example during inclement weather.

The CHFD provides essential engine company, ladder company, rescue company, and basic life support to our communities.

Our units are equipped with the latest fire and EMS technologies, including Automatic External Defibrillators (AEDs), Thermal Imagers and significant additional specialized equipment.

The CHFD's first-due area includes single and multi-family homes, apartment buildings, shopping centers, restaurants, and industrial areas. Camp Hill's traditional downtown area consists mainly of multi-use buildings in close proximity, many of which feature retail shops on the first floors with apartments on the upper floors. The Camp Hill shopping center is a large, contiguous structure consisting of a multitude of varied retail businesses including a major supermarket, Barnes and Noble, Staples, and a large department store.

Additional commercial facilities include a roofing material manufacturing plant, an industrial distribution center, and mixed-use warehouses. There are many large corporations based in nearby East Pennsboro Township and Wormleysburg, including the Rite Aid Corporation, Harsco Corporation, Highmark BCBS, and Gannett Fleming. We are first-due to these large office buildings on mutual aid.

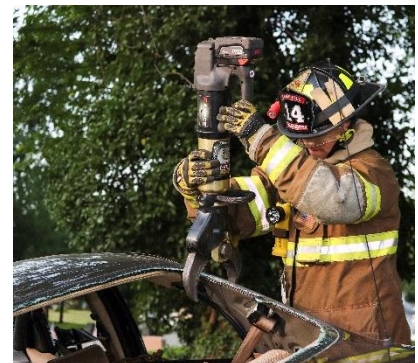
Passing through the southern side of the Borough is Route 581 (part of the Capital Beltway) along which approximately 90,000 travel daily. Within the Borough is its major interchange with Route 15, another heavily traveled thoroughfare. U.S. Routes 11 and 15 carry 39,000 vehicles a day along the western and northern sides of Camp Hill.

Holy Spirit Hospital, a 326-bed non-profit Catholic community hospital is in the Camp Hill area, serving as the primary facility for its related health system. Other healthcare facilities in the community include Penn State Hershey Medical Group, a Veterans Administration medical facility, Orthopedic Institute of Pennsylvania (orthopedic surgery practice), a dialysis clinic, and a multi-floor skilled nursing and rehab facility with a significant elderly population.

The State Correctional Institution – Camp Hill is in nearby Lower Allen Township, and as of September 2016 houses approximately 3,000 inmates. This location was the site of a major riot and significant fire in 1991, requiring the response of CHFD along with many other departments.

NorFolk Southern Railway operates a large rail yard located in East Pennsboro Township, along the western shore of the Susquehanna River. It is one of the world's largest freight yards operating 79 tracks and handles up to 275,000 tons of freight a day, including hazardous materials and coal. The trains pass just south of the borough of Camp Hill every day.

You can learn more about the types of incidents we respond to by visiting our regularly updated website at camphillfire.org or on Facebook at <https://www.facebook.com/camphillfire/>



We will practice the highest empathy as human beings. This shall be reflected through a commitment to ethical principles to promote mutual acceptance and respect in a cooperative manner among neighboring fire companies. Camp Hill Fire Department will answer this call by remaining committed to our members and to their development, service, safety and recognition.

MISSION

VISION

To continue and expand upon our 100 years of commitment to the community by answering the call for training, fire prevention, fire suppression, rescue, and ambulance services to the residents of the Camp Hill Borough and neighboring communities. We will explore new methods and concepts in order to increase our efficiency and/or effectiveness. We will aggressively seek and accept partnership to improve the quality of our organization and services provided.

We will practice the highest empathy as human beings. This shall be reflected through a commitment to ethical principles to promote mutual acceptance and respect in a cooperative manner among neighboring fire companies. Camp Hill Fire Department will answer this call by remaining committed to our members and to their development, service, safety and recognition.

VALUES



MOTTO – Ever Willing

CHFD OPPORTUNITIES



We offer the opportunity for you to volunteer in the area that you feel most comfortable with, where you feel you can contribute the most, and where you'll benefit the most from your volunteering experience. Our membership is split into the following groupings:

Fire

If getting hot, dirty and physical is your game, this is for you. We offer virtually unlimited opportunities to explore the exciting world of firefighting and the training to do it safely. Whether you only assist on the outside – or run in to the fire as others are running out – there is plenty for everyone to do on the fire ground. The training is free, but the rewards are priceless.

Fire Police

Fire Police are volunteer fire company members who based upon their jurisdictional authority, receive sworn police powers, special training, and support firefighting efforts at emergency incidents. In addition to securing firefighting equipment, incident and fire scenes, and the station itself, fire police perform traffic and crowd control. On occasion, fire police also assist regular police: they perform road closures, traffic control, crowd control at public events, missing persons searches, parade details, salvage, security, and other miscellaneous tasks as requested.

EMS

If you enjoy helping people in medical emergencies, we will provide the training absolutely FREE. In cooperation with the State of Pennsylvania and the Harrisburg Area Community College, we will train you in CPR and to be an Emergency Medical Technician-Basic (EMT). If you already have your EMT in another state, we will help you with logistics and costs of getting Pennsylvania certified. EMS Only members are not required to certify in firefighting courses.

Administrative & Support (Social)

Beyond the front lines of emergency responses, the CHFD is a non-profit community organization with many moving parts. From accounting, logistical, computer, public relations, maintenance, community education and administrative functions – there is plenty to do behind the scenes.

Anyone who does not have the desire to participate directly in emergency services, or those who cannot meet the physical demands for active operational membership, are encouraged to serve our department in this capacity. Administrative members do not participate in any emergency responses nor are they required to attend the required training under our operations divisions.

All categories of membership require completion of our full membership process.

VOLUNTEER BENEFITS



A Second Family & Lifelong Friendships

At the Camp Hill Fire Department, you will find a second family waiting for you. On duty and off, the members of the department share a common bond to serve their community.

Lifelong friendships have been formed in our organization for the last century. If you are looking to serve in an organization where you feel rewarded in more ways than one, the Camp Hill FD offers this and so much more.

Quality Training

You provide the commitment, and we provide all the training for FREE. From in-house, local and county training, to state certified courses, and regional and national seminars and conferences – we offer you the opportunity to explore every avenue of emergency services and train you to be the best at what you do.

Flexible Memberships

As firm believers in the concept that volunteers should be “good at a few things instead of poor at a lot,” we offer the most flexible membership opportunities available. You can join the CHFD to perform only a specialized function or you can get involved in all the volunteering opportunities we have to offer. Our members come from our community and throughout the region thanks to our robust offering of response services and family & friend’s atmosphere.

Bunkroom Live-In Program

College students from the area and throughout the country (in fact, the world) have come through the CHFD’s live-in bunkroom program. Select positions are also available for experienced members who have full-time jobs. If you are interested in our live-in program, contact us and we will provide you an overview and requirements for the program. For more information, visit

<http://www.camphillfire.org/live-in>

Personal Protective Equipment (PPE)

We protect our firefighters with the latest technology in fire resistive coats, pants, leather boots, gloves, Nomex hood and helmet. You may also purchase a traditional leather helmet complete with a leather front proudly identifying your name, rank and department identification number.

Duty Uniforms & Apparel

Look professional and show your Camp Hill pride in your station uniform personalized with your name and rank. Uniforms and normal duty wear are provided after a minimum length of service. Other apparel is offered under a reduced or shared cost program.

Social Events

Members and their guests enjoy our annual awards and recognition banquet held each November to recognize the past year's accomplishments of the department and our volunteers.

Throughout the year we offer a variety of opportunities for you and your family to get to know the other members of your department in a relaxing atmosphere. From conventions to parades, parties to family picnics – plus fund raisers, Santa Runs, team building events and beyond – we not only work hard, we play hard.

Peace of Mind

We recognize that firefighting and providing emergency services is an inherently dangerous business. That is why we take extra measures to protect our volunteers.

Comprehensive insurance programs paid for by the fire company and offered through the county, state and federal government provide financial security to you and your family should you be injured or fatally wounded in the line of duty. There are even free programs and services in place to ensure that your claim is handled properly and that you receive the benefits you deserve.

We care about your health, safety and wellbeing. And, in times of need, programs are available to provide critical incident stress debriefings and counseling to help our volunteers deal with the emotional impact of the tragedies we are unfortunately exposed to in our line of work.

EXPECTATIONS



Although no previous experience or training is required, you need more than just a desire to help people. You also need courage and dedication, assertiveness, and a willingness to learn new skills and face new challenges. Our service is one that calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

Our volunteers must be team players, respecting each other's roles and contributions. You need to be able to work on-call and to deal with occasional interruptions to your lifestyle, dropping what you're doing at the 'sound of the bell' to respond to the emergency needs of your fellow citizens.

A recruit can expect to spend between 5-10 hours each week on fire company business. This entails meetings, training, emergency responses and other miscellaneous activities. Some weeks will be more and other weeks much less. The days of the week or times may vary depending on the level of activity.

We have listed a lot of the benefits you can expect from us, and in return there are certain objectives we expect you to meet:

Minimum Requirements to Apply

You must be at least 14 years of age to apply. For those under 18, a parental or legal guardian must sign the application, and a parent or legal guardian must also attend an interview process. You will also need working papers obtained from your school.

- You must complete the CHFD application
- Complete all three (3) background checks
- You must have a valid social security number
- You must be physically, intellectually and emotionally capable of performing duties according to your area of assignment
- You must have no record of felony convictions.
- Have a high school diploma or equivalent, or "C" average if still in high school.

Key Requirements of CHFD Members

- New recruits must successfully pass a CHFD background check
- New members will be considered on probation for a period of at least one 6 months. Their activities during this period will be reviewed periodically based on current approved requirements of training and participation. Probationary members may be removed from the process at any time if they are unable to fulfill those requirements or are otherwise found in violation of department guidelines, by-laws or standards.
- All members must attend 50% of all regular monthly business meetings (6 per year) held on the second Friday of every month at 7:00 p.m., and all special meetings and events unless excused. This includes annual events such as our Open House, Memorial Day, Chicken BBQ, Operation Ho-Ho.
- All personnel are responsible for assisting in the fundraising efforts of the organization.
- Failure to complete the minimum requirements can result in termination of membership.

Fire Members

Probationary firefighters will not be allowed to attend any other courses prior to completion of the appropriate basic in- house training, CPR, ICS and PA State Fire Academy Certified courses for Firefighter I.

CHFD guidelines require new volunteers enroll in Firefighter I (170+ hours) within 12 months of joining and the initial course be completed successfully within 18 months of joining.

Firefighters must attend at least 50% of regularly scheduled or special drills each year following successful completion of the probation period.

Active Fire/Rescue members must respond to 30 fire calls per year.

Administrative & Support Members

Typically, must participate in at least one committee and at least 10-15 hours of service per month. This may vary based on role.

Once active they may run for and hold the office of Director, Secretary, Treasurer, Vice President or President.

THE PROCESS



1. Each prospective member must complete and submit a standard Camp Hill Fire Department Application.
2. The application includes personal information, lists of personal references and fire department acquaintances; and authorizations for license, criminal and arson background checks.
3. The applicant will schedule an interview through our Recruiter. Interviews allow the opportunity to visit the station and get to know our people and the kind of calls we run. If you are over 18 years old, you may have the opportunity to ride along as an observer on an emergency call. Please bring a photo ID with you.
4. After the Interview and once your background checks clear, The CHFD Board of Directors will review all applicants and forward that information on to the members to be voted on at the next monthly business meeting.
5. If you do not pass your background check, it is your responsibility to follow up with the appropriate parties to resolve the issue. You will be provided the appropriate contact(s) to appeal or resolve any issue. Even if we have conditionally approved you as a member, your application will not proceed without required county approvals.
6. New members must complete the CHFD's New Member Orientation prior to beginning the process to start responding to emergency incidents.
7. Upon acceptance into membership, a recruit will begin a 6-month probationary period subject to the terms and conditions described above an, in the by-laws, rules & regulations and other documented policies and requirements of the corporation.

The application, review and approval process, along with requirements of new and current CHFD members outlined in this document is subject to change without notice. The most up-to-date information, if different, may be requested from your CHFD recruitment representative.

FIRST STEPS



Once you are confirmed as a member, you will be assigned Personal Protective Gear (PPE) and Identification TAGS (ID) and then will be able to schedule your initial training and be on your way to full participation. Depending on your type of membership, you will be provided additional documentation.

You will also be assigned a mentor who will be your primary contact for day-to-day issues with the department.

Additionally, you will be required to attend the department's New Member Orientation program. Our recruiter and membership team will provide you additional information on uniforms, communication tools and more first step details.

We also encourage you to begin attending our monthly company meeting, which takes place on the second Friday each month at 7:00 p.m. at the firehouse. New members may also participate in various other events and happenings, which are typically announced to membership via our email, scheduling and social media channels.

Transfer Members

Prospective members transferring from other departments in the region may also be asked to interview with a member of our leadership team and/or provide reference contacts from their current department.

Contact Us

If you have any questions regarding this guide or the application process, contact us by emailing join@camphillfire.org or calling 717-461-3456 and leave a message. A member of the recruitment team will call you back.

Ready to Join?

Just complete and return the Camp Hill Fire Department Application and our

Recruiter will get in touch with you.