



Colchester Fire & EMS



Name: _____

Company Officer: _____

Contact #: _____

Probationary Associate Task Book

Updated: 06/2025 – RB #327



Preamble

This document has been created to familiarize new Associate Members with Colchester Fire & EMS and the Colchester Hayward Volunteer Fire Company, and the requirements of being an Associate Member. Additionally, this document includes information on the requirements to become a volunteer Firefighter, EMT or Fire Police should you become interested in doing so.

Table of Contents

Mission and Vision Statement of Colchester Fire & EMS.....	1
Core values.....	2
Introduction.....	2
About Colchester Fire & Emergency Medical Services.....	2-7
Benefits of Membership.....	7-8
Colchester Fire & EMS Officer Contact Information.....	9
Colchester Fire & EMS Organizational Chart.....	10
Colchester Fire & EMS Apparatus.....	11
Colchester Hayward Volunteer Fire Company Organizational Chart.....	12
Colchester Hayward Volunteer Fire Company Committees & Boards.....	13
Volunteer Firefighter, EMS, & Fire Police Information.....	14
Firefighter Job Description.....	14-16
Volunteer EMS Job Description	16-17
Fire Police Job Description	18-19
Blank.....	20
Associate New Member Checklist.....	21

Mission Statement of Colchester Fire & EMS

To provide quality fire, rescue, and medical services for the Colchester community with pride, dedication & excellence.

Vision Statement of Colchester Fire & EMS

We strive to be recognized as a progressive, innovative, and cohesive public safety leader committed to providing exemplary service to the community.

Organizational and Core Values of Colchester Fire & EMS

- Service Excellence
 - Diversity
 - Integrity
 - Respect
 - Teamwork
 - Innovation

Introduction

The Associate member Task Book is intended as a guide for a new Associate Member through the probationary period

The Probationary Firefighter Task Book should be used in conjunction with the following documents comprising the Colchester Fire & EMS Handbooks:

Colchester Fire & EMS (CFE)

Colchester Fire and EMS is a combination all hazards response agency that has a response area of approximately 49 square miles including numerous state parks, limited access state highways, industrial areas, residential dwellings, and occupied multiple dwellings. Responding out of two stations, Fire Headquarters in the center of town and the Company Two substation in Westchester, the department operates a fleet of four engines, an aerial, a heavy rescue, a tanker, two service/brush units, two BLS transport ambulances, and an array of specialized equipment. Annually, Colchester Fire & EMS responds to an average of 2,200 calls for service with approximately two thirds being EMS responses. Currently, Colchester Fire & EMS provides fire suppression, hazardous materials operational response, confined space rescue, trench rescue, water rescue, wilderness rescue, and emergency medical response. Through combined efforts with the Fire Marshal's Office, the organization has a robust fire prevention and education program. Additionally, the volunteer fire company maintains a training facility located at Schuster Park. This facility includes a live fire training facility, ventilation prop, car fire prop, extrication pad, propane fire prop, a flashover simulator, as well as a small riding trail for training on the UTVs. Colchester Fire & EMS has a long history, beginning in 1854. Because of this, the volunteer fire company also maintains a museum located at the original fire station downtown on Main Street.

Colchester fire services has a long tradition starting in 1854 with the founding of the Hayward Fire Company. An excerpt is as follows:

“Since the forming of Colchester’s “Hayward Volunteer Fire Company” (CHVFC), there have been many revolutionary changes connected with firefighting. The fire equipment and tactics of the past have vanished, modern sophisticated fire engine pumpers equipped with high tech fire suppression and life-saving equipment have replaced the Hunneman hand pumper and “Hayward” rubber water bucket of the past. During the past 150 years fire suppression and rescue techniques have jumped in leaps and bounds requiring a need for greater knowledge in all fire suppression and rescue fields. What remains the same from the past is the dedication and professionalism of those individuals who provide this service to Colchester. Let the alarm sound and men and women from all walks of life automatically become one unit. This is what makes up a volunteer fire and emergency medical service. Men and Women who are dedicated, unselfish, and through continued training remain an invaluable service to the community. The fire service is one subject which all people talk about, and the young dream of becoming part of.”

WELCOME TO THE FAMILY





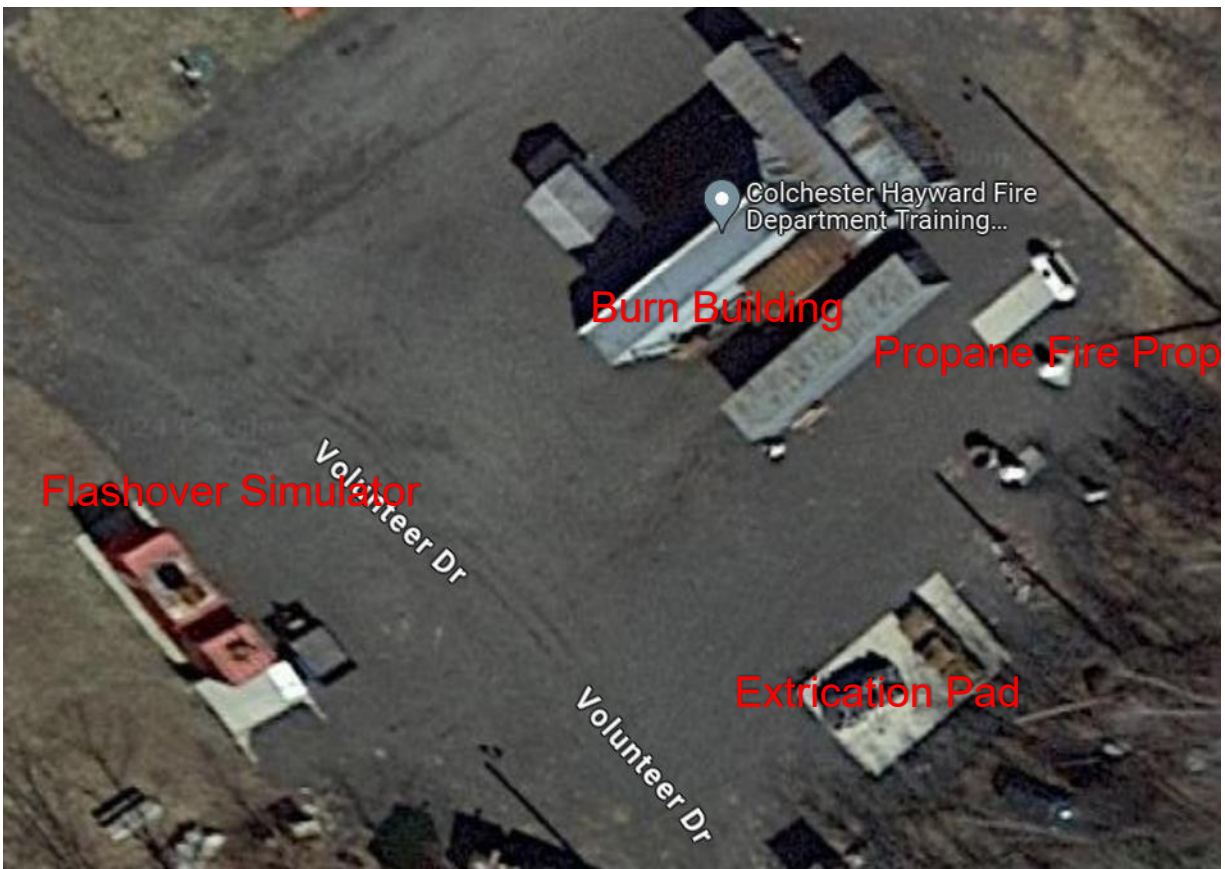
Fire Headquarters – 52 Old Hartford Road - Downtown



Company Two Substation – 424 Westchester Road - Westchester



Fire Museum – 100 Main Street – Downtown



Schuster Park Training Facility – Mill Hill Road

Emergency Incident Response

Our department is always on-call – 24 hours a day, 7 days a week. To accommodate your busy and varied lifestyle, volunteers respond when they are available in our protection area. Colchester Fire & EMS is dispatched through the Quinebaug Valley Communications Center. Volunteers are alerted of calls via pagers and “I Am Responding”, a page that goes to your cellphone. Once dispatched, personnel respond to the fire station, put on their protective clothing, staff the appropriate apparatus, and respond to the incident. We respond to structure fires in commercial and residential properties providing valuable life saving techniques and property conservation. We respond to motor vehicle crashes, providing disentanglement and patient extrication. We respond to hazardous materials spills, leaks, and releases under a Hazardous Material Operations level of training. We also respond to other classifications of incidents including service calls for downed trees and power lines, commercial and residential automatic fire alarms, assistance during severe weather conditions, police assistance, search and rescue support, evacuations and numerous other types of situations that require trained emergency responders. The list is endless and constantly evolving!

Benefits Of Membership

ALL MEMBERS

- **Social Events** – Members and their guests enjoy our annual recognition and awards banquet each year recognizing individual and department accomplishments. This special evening is also our opportunity to say thank you to loved ones and community members who support us throughout the year.
- **Life Long Relationships** – The fire service will provide something that not a lot of other organizations will. Relationships will be forged literally through fire. This is a bond that will never be broken. These are simply priceless.
- **Use of Exercise Equipment** – The Company provides exercise equipment to help our members keep healthy and in shape.

ACTIVE MEMBERS (FIRE, EMS, FIRE POLICE)

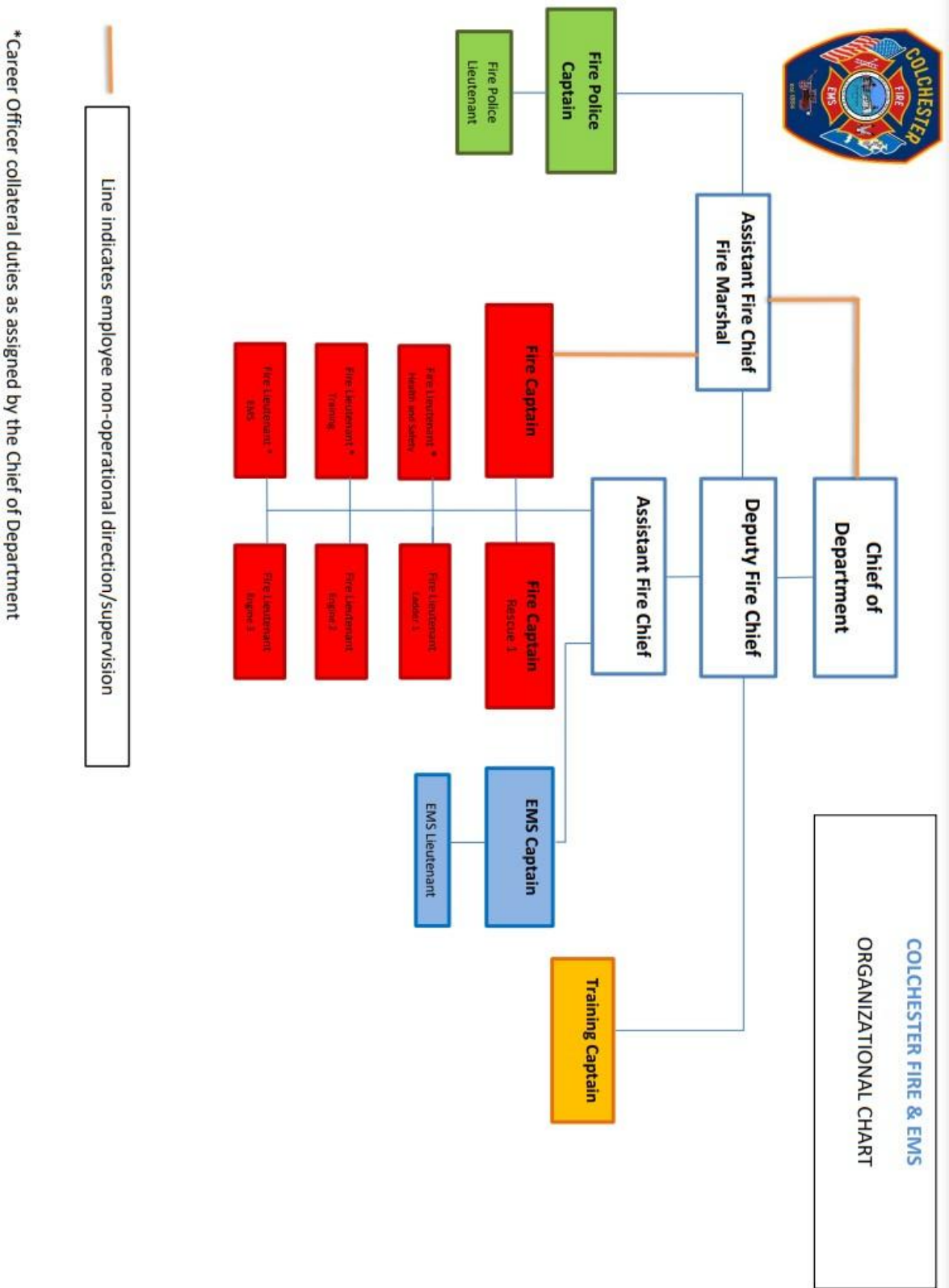
- **Quality Training** – You provide commitment and dedication, and we provide all the training at no cost. We offer local and in-house training, state-certified courses, Regional and National Fire Academy courses and multiple seminars and conferences.
- **Recognition & Awards** – This program recognizes and awards our volunteers for their service and accomplishments.
- **Incentive Programs** – These programs include fuel compensation at a paid per call rate as well as a tax exemption program for those who qualify.

- **Personal Protective Equipment (PPE)** – We protect our firefighters with PPE that meets or exceeds National Standards.
- **Uniforms** – Look professional and show your pride. Collared and tee – shirts and station pants are provided.
- **Peace of Mind** – We recognize that firefighting and providing emergency services is an inherently dangerous business. That's why we take extra measures to protect our volunteers. The Town of Colchester provides workman's compensation coverage to members if they are injured on the job, training, or other scheduled department events. We care about your health, safety, and well-being. Critical Incident Stress Debriefings (CISD) and counseling are even available to help our volunteers deal with the emotional impact of the tragedies we're unfortunately exposed to in our line of work. Supplemental life insurance is paid for by the department. This service is provided free of charge.

Colchester Fire & EMS Officer Contact Information

Car Number	Position	Name	Cell Phone
Car 28	Fire Chief	Steve Hoffmann	860-705-9382
Car 1-28	Deputy Chief	Brad Bernier	860-978-6070
Car 2-28	Assistant Fire Chief	VACANT	
Car 3-28	Assistant Fire Chief/Fire Marshal	Sean Shoemaker	860-207-6870
Car 4-28	Captain – Fire Division (E328)	Tim Joseph	
Car 41-28	Lieutenant - Fire Division (R128)	Keith Kundahl	
Car 42-28	Lieutenant - Fire Division (E228)	Matt Ziegler	
Car 43-28	Lieutenant - Fire Division (TK128)	Kyle Krystofik	
Car 5-28	Captain - Training/ISO	Paul Giudice	
Car 6-28	Captain – EMS Division (A628)	Kaitlyn Standish	
Car 61-28	Lieutenant - EMS Division (A528)	Blake Baillargeon	
Car 7-28	Duty Officer	Shift Rotation	
Car 10-28	Captain - Career	Bob Dombroski	
Car 11-28	Lieutenant - Career	Chris Bellantone	
Car 12-28	Lieutenant - Career	Seth DeAngelis	
Car 13-28	Lieutenant - Career	Kyle Mosig	

Colchester Fire & EMS Organizational Chart



Colchester Fire & EMS Apparatus

Station 28 – Headquarters

- Engine 128 – 2023 Pierce Enforcer 2000/750/30A/30F500
- Engine 328 – 2023 Pierce Enforcer 2000/750/30A/30F500
- Truck 128 – 2023 Pierce Arrow XT 100' Ascendant Tower Ladder 2000/300/0
- Rescue 128 – 2014 Spartan/Marion Heavy Rescue
- Tanker 128 – 1992 Kenworth/4 Guys 750/2000
- Service 128 – 2020 Ford F350
- Service 328 – 2010 International/Horton Fire Police Vehicle
- UTV 128 – 2022 Polaris Ranger XP
- Ambulance 528 – 2019 Ford F550/Lifeline • Ambulance 628 – 2021 Ford F550/Lifeline

Station 228 – Company 2

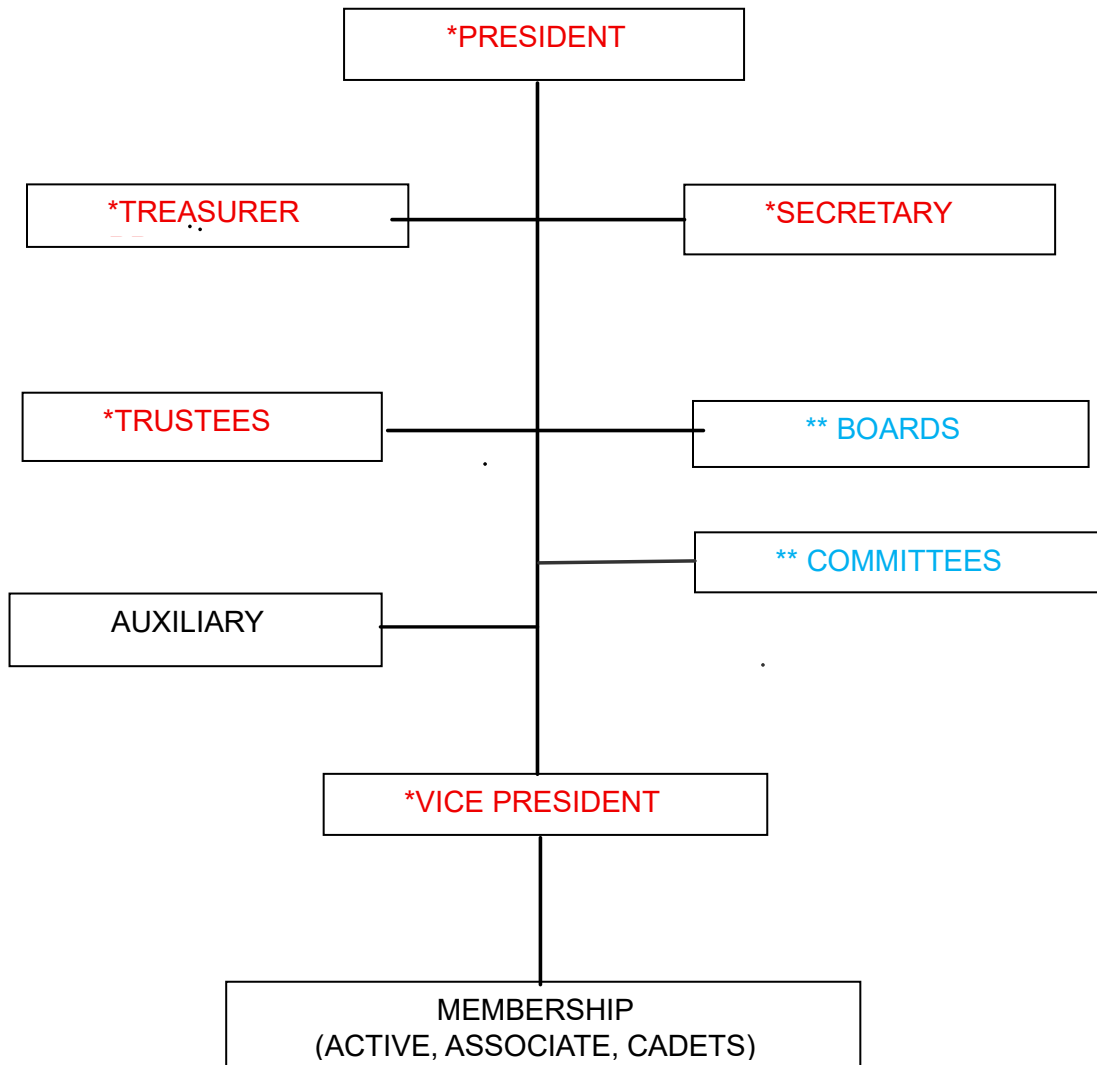
- Engine 228 – 2023 Pierce Enforcer 2000/750/30A/30F500
- Tanker 228 – 2024 Freightliner 114SD/Pierce 1250/2000/30A
- Service 428 – 2010 Ford F250
- UTV 228 – 2004 John Deere Gator

Unassigned

- Car 28 – 2020 Ford Explorer (Chief)
- Car 128 – 2023 Ford F150 (Deputy Chief)
- FM 128 – 2022 Ford F150 (Fire Marshal)

Colchester Hayward Volunteer Fire Company

Organization Chart



* ELECTED OFFICERS

** APPOINTED BY PRESIDENT

CHVFC COMMITTEES

175th Anniversary
Antiques/Historical/Museum
Awards & Recognition Event
Bereavement
Bylaws
Cadet Advisors
Christmas trees
Company Contract
Fire Prevention
Golf Tournament
Grievance
Holiday Dinner
House #1
House #2
Kitchen
Parade
Photography
Physical Fitness
Picnic
Quartermaster
Recruitment & Retention
Santa OnThe Green
Scholarship
Schuster Park
Social Media
Vending

CHVFC BOARDS

Chief Nominating
Point Audit
Probationary Process
Welfare

VOLUNTEER FIREFIGHTER, EMS, & FIRE POLICE INFORMATION

Training Requirements

Probationary personnel are required to complete Firefighter 1, EMT or a Flagger Course prior to coming off probation. If you have completed this training prior, submit the certification for approval. While on probation, the expectation of attendance at calls, drills and events will need to be established for a 6 - month period prior to being sent to a certification course.

Following completion of the Orientation Program, all personnel must meet annual training requirements to maintain an active response status. They are as follows:

- Minimum training requirements per Department Training Policy, SOP# 500-050
- OSHA Mandated Training
- Hazardous Materials refresher

Probationary Personnel also need to complete the New Member Task book for their division which assists in job task expectation, familiarization, and organizational orientation.

Cost

Zero. All costs for all training and standard PPE are covered by the Department. Equipment and gear outside the scope will be on your own.

Minimum Certification Requirements:

- Firefighter – Firefighter 1 – 150 hours of training
- Emergency Medical Technician – EMS Certification – 120 hours of training
- Fire Police Officer – Signal 54 Flagger Course – 16 hours of training
- BLS CPR Completion – CPR Completion Card – 4 hours

Volunteer Firefighter Job Description

Definition

Responds to both natural and man-made disasters or emergencies and provides for the protection of life and property. By combating, extinguishing, and preventing fires and providing emergency medical assistance and transport. Mitigating hazardous materials incidents and providing technical rescue.

Distinguishing Characteristics

Incumbents are expected to perform the full range of duties of a Firefighter.

Supervision Received and Exercised

General supervision is provided by superior officers.

Examples Of Duties

Depending upon assignment, duties may include but are not limited to, the following:

- Respond to fire with a fire department, enter burning buildings with hose lines, operate nozzles and extinguish fires as directed.
- Operate hand fire extinguishers, nozzles, and similar equipment in extinguishing fires. Raise, lower, and climb ladders; and ventilate burning buildings to carry off smoke and gases.
- Rescue people from danger and administer medical aid as necessary or directed.
- Perform salvage operations such as throwing covers, evacuating water, removing debris and performing general cleanup at the fire scene.
- Perform routine housekeeping duties at a fire station, such as sweeping, cleaning walls, washing windows, and mopping floors etc.
- Perform limited repair and maintenance work on fire equipment and apparatus.
- Attend in-service training sessions to learn firefighting strategies and tactics, equipment operation, medical aid, and street and hydrant locations.
- Drives pumpers, aerial ladders, rescue apparatus and ambulances when responding to the scene of emergencies and when participating in drills.
- Operates pumping equipment and other apparatus.
- Inspects and maintains apparatus and equipment to insure proper working conditions.
- Prepares required reports relating to maintenance, inspection, movements, and usage of fire apparatus including equipment and hose records.
- Performs related work as required.
- Performs business inspections for pre planning.
- Make presentations on fire safety and burn prevention to schools, service clubs or other public gatherings.
- Promote fire safety and burn prevention among public contacts. Analyze situations and develop an effective course of action.
- Keep records and prepare required reports.
- Establish and maintain effective relationships with employees and the public.
- Perform any other related duties as assigned.

- **Qualifications**

- Minimum of State of Connecticut Fire Fighter I Certification.
- Basic Knowledge of the hydrant system and static water supplies.
- Knowledge of the street system and physical layout of the town of Colchester.
- Knowledge of the locations of public buildings, and local hazards in the Town of Colchester.
- Understanding of the Fire Department rules and regulations and procedures.
- Encouraged to become Qualification of department apparatus.

- **Ability to**

- Apply modern firefighting procedures.
- Understand and learn firefighting information from oral and written sources.
- Read and write the English language at a level necessary for efficient performance.
- Understand and follow oral instructions.
- Work long hours under stressful conditions.
- Apply a wide variety of firefighting duties, methods and procedures including the operation of firefighting apparatus, equipment, and tools.
- Perform physical and strenuous firefighting work requiring physical strength, coordination, endurance, and flexibility.
- Establish and maintain cooperative relations with others.
- Operate and maintain various types of equipment and apparatus used by the Fire Department.

Education

High school diploma or G.E.D equivalent.

Special Qualification:

Must be at least 18 years of age.

Physical Performance:

- Tolerate extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat (over 400 degrees Fahrenheit) with humidity up to 100% while wearing personal protective equipment which impairs the body's cooling system.
- Must perform duties in sub-zero weather and contend with wind chill factors.
- Must often work in wet, muddy or icy areas.
- Must frequently work on slippery or uneven surfaces such as roof tops, ladders, and icy ground surfaces.
- Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e., emergency vehicles, power tools, cutting torches, etc.).
- Face exposure to infectious agents such as Hepatitis B or HIV.
- Face exposure to hazardous substances such as asbestos, hydrogen cyanide, hydrochloric acid, other acids, carbon monoxide, organic solvents, gasoline, etc. Either through inhalation or skin contact.
- Functioning under poor/no visibility.
- Exposure to sharp objects.
- Exposure to vibration when riding in emergency vehicles or operating power tools.
- Required to perform work in confined spaces or cramped body positions (i.e., attics, cars, under houses, closets, etc.).
- Must perform work, balance self and equipment or people from heights while working on ladders.
- Exposed to the possibility of burn injuries from heat, fire, chemicals, and electricity.
- Exposure to smoke and dust.
- Exposure to oil and grease, especially during maintenance and repair of firefighting equipment.
- Exposure to uninsulated or unshielded electrical equipment.
- Exposure to radiation hazards.
- Exposure to a variety of stressors:
 - Critical decision making in life threatening situations.
 - Performance of complex tasks during life threatening situations
 - Dealing with critically injured/ill people and their families/friends.
 - Tight time frames
 - Tasks requiring long periods of intense concentration.
 - Unpleasant or traumatic situations (i.e., critically injured people, death, mass casualty incidents, mass fatality incidents, injury to self or co-workers, etc.)
 - Work 24-hour shifts during which sleep may be interrupted or prevented.
 - Working in unknown situations.
 - Must be constantly prepared to respond to emergency situations without warning.
- Required to wear personal protective equipment weighing 50-70 lbs., depending upon situation.
- Exposure to all weather elements (i.e., sun, heat, rain, sleet, snow, ice, etc.).
- Exposure to noxious odors.

Volunteer EMS Provider Job Description

Definition

The EMT/Basic is responsible for delivering and administering high quality medical care and transportation of ill and injured persons. The EMT/Basic must be able to demonstrate clinical competency and compassion in providing for physical and emotional needs of patients.

Distinguishing Characteristics

Incumbents are expected to perform the full range of duties of an Emergency medical Technician. Be a team leader and interact in a positive and productive manner with volunteer members.

Supervision Received and Exercised

General supervision is provided by superior officers.

Examples of Duties:

Depending upon assignment, duties may include but are not limited to the following:

Qualifications

- State of Connecticut certified Emergency Medical Technician
- Knowledge of the locations of public buildings, and local hazards in the Town of Colchester.
- Understanding of the Fire Department rules and regulations and procedures.

Ability to

- Perform physical and strenuous emergency medical work requiring physical strength,
- coordination, endurance, and flexibility.
- Establish and maintain cooperative relations with others.
- Operate and maintain various types of equipment and apparatus used by the Fire Department.

Physical Performance

- Must perform duties in sub-zero weather and contend with wind chill factors.
- Must often work in wet, muddy or icy areas.
- Must frequently work on slippery or uneven surfaces such as roof tops, ladders and icy ground surfaces.
- Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e., emergency vehicles, power tools, cutting torches, etc.).
- Face exposure to infectious agents such as Hepatitis B or HIV.
- Exposure to sharp objects.
- Required to perform work in confined spaces or cramped body positions (i.e., attics, cars, under houses, closets, etc.).
- Exposure to a variety of stressors:
 - Critical decision making in life threatening situations
 - Performance of complex tasks during life threatening situations
 - Dealing with critically injured/ill people and their families/friends
 - Tight time frames
 - Tasks requiring long periods of intense concentration
 - Unpleasant or traumatic situations (i.e., critically injured people, death, mass casualty incidents, mass fatality incidents, injury to self or co-workers, etc.)
 - Working in unknown situations
 - Must be constantly prepared to respond to emergency situations without warning
- Required to wear personal protective equipment weighing 25 to 35 lbs., depending upon situation.
- Exposure to all weather elements (i.e., sun, heat, rain, sleet, snow, ice, etc.).

Volunteer Fire Police Job Description

Job Task Assignments

Responds to both natural and man-made disasters or emergencies and protects life and property. Performing traffic and crowd control functions. Attend training and policy meetings as required. Maintains an advanced level of traffic safety warning lights on personal vehicles by performing traffic flow control and crowd control as assigned.

Supervision

• Receive instruction and perform traffic control as directed by a superior officer of the Fire Police Operations in Command. • Is self-motivated. • The on-scene Sr. Fire Police Officer will serve as Sector commander within the ICS system.

Duties & Functions

• Traffic control as required. • Crowd control as required. • Perform public relations, interacting with the motoring public. • Establish emergency detour routes, recognizing the impact upon public safety within the selected detour route. • Develop preplans for incidents requiring full or partial road closures on LAH, primary and secondary roads. • Operate and perform minor maintenance on Fire Police apparatus and equipment. • Be responsible for issued personal fire police equipment. • Maintain qualifications and attend required training sessions and seminars. Coordinate response as required under mutual aid plans.

Qualifications

• CHVFC Membership • Valid CT State driver's license or Identification card • Minimum CT state Fire Police Association certification. • Completion of a TIMS certification course. • Demonstrate knowledge of the confusing Colchester street system. • Demonstrate knowledge of the location of Colchester Public buildings and facilities. • Understanding of Colchester Fire & EMS SOP's and SOG's, particularly as applied to Traffic. • Hazmat operational

Special Qualifications

• Minimum 18 Years of Age.

Physical Performance

• Must be prepared and willing to work in all weather and other environmental conditions. • Must perform assignments in and around moving traffic, crowds, and emergency apparatus. • Must be able to stand for long periods of time. • Ability to lift 25 pounds

Abilities Required

• Learn and understand the "CT State Fire Police Statues" • Read, write, and speak English at a level necessary for efficient communication with the public. • Understand and follow oral instructions. • Work under stressful conditions • Perform physical and strenuous Fire Police activities, including. o Physical strength o Coordination o Endurance o Flexibility. • Establish and maintain cooperative relations with . . others and the Public. • Operate and maintain Service 1-28 and Service 3-28

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New Associate Member Checklist

Probationary Associate Information

Name: _____

FFID #: _____

Email Address: _____

Mentor: _____

Introduction

☐ Introduction to Company Officers	Initials: _____	Date: _____
☐ Roles and Responsibilities	Initials: _____	Date: _____
☐ Chain of Command	Initials: _____	Date: _____
☐ Expectations of a New Member	Initials: _____	Date: _____
☐ Hours Requirements	Initials: _____	Date: _____
☐ Ways to provide support	Initials: _____	Date: _____
☐	Initials: _____	Date: _____
☐	Initials: _____	Date: _____
☐	Initials: _____	Date: _____
☐ Provide Member with Appropriate Task Book	Initials: _____	Date: _____
☐ Mentor Introduction	Initials: _____	Date: _____
☐	Initials: _____	Date: _____
☐	Initials: _____	Date: _____

Standard Operating Procedures and Policies

☐ Bullying Policy – SOP 100-290	Initials: _____	Date: _____
☐ Town Social Media Policy – SOP 100-300	Initials: _____	Date: _____
☐ Seatbelt Use – SOP 100-310	Initials: _____	Date: _____
☐ Ride Along Policy	Initials: _____	Date: _____
☐ Associate SOP	Initials: _____	Date: _____
☐ Company Bylaws/Bylaw Article XVIII	Initials: _____	Date: _____
☐	Initials: _____	Date: _____
☐	Initials: _____	Date: _____

Tours

☐ Station 28 – Fire Headquarters	Initials: _____	Date: _____
☐ Station 228 – Company 2	Initials: _____	Date: _____
☐ Schuster Park Training Facility	Initials: _____	Date: _____
☐ CHVFC Fire Museum	Initials: _____	Date: _____
☐	Initials: _____	Date: _____
☐	Initials: _____	Date: _____

Completion

☐ Ten hours of support	Initials: _____	Date: _____
☐ Attend a Company Meeting	Initials: _____	Date: _____
☐	Initials: _____	Date: _____