

Wentzville Fire Protection Reserve Program



Reserve Staff Manual

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1- Introduction

The Wentzville Volunteer Fire Department was organized at a meeting at the Heady Restaurant in Wentzville in 1928. After several more meetings, a Model T with no cab, a small water tank, limited hose, and a small pump was purchased and housed in the Linn Avenue Garage.

In early 1934 a City Hall was built to house a deep well pump for the new water system in Wentzville. Fire Equipment was housed in this building for over 20 years.

When the attack on Pearl Harbor was announced over the radio on December 7, 1941, a committee was in the process of addressing letters to the public to solicit funds for a new pumper and equipment. Through the years a variety of fund raisers were used to keep the Volunteer Fire Department running, such as baseball and softball tournaments, plays performed by the volunteers, and a voluntary public fire tag subscription system.

In 1971, the citizens in the area approved the formation of the Wentzville Fire Protection District. Funds for operating the equipment and engine houses are now generated through property taxes.

Today the Wentzville Fire Protection District protects an 88 square mile area of Western St. Charles County. The fire district consists of both rural and urban areas and has strategically located 4 engine houses to enhance the response times to any area in the district.

Station #1 is located in Downtown Wentzville

Station #2 is located in Flint Hill

Station #3 is located in Foristell

Station #4 is located in Dardenne Prairie

The fire district has 30 career firefighters, one fire chief, one deputy chief, two assistant chiefs, three battalion chiefs, one fire marshal, three fire inspectors, three office personnel and two part-time fire inspectors. The career firefighters are on duty 24 hours a day 7 days a week at Station #1 and Station #4; and Monday from 7:00 a.m. until Friday at 7:00 p.m. at Station #3. The district relies on the Reserve force to assist in everyday operations and respond to alarms and can have up to 45 members on the roster.

A three member board of Directors governs the District. The Board appoints the fire chief who is charged with the overall management of the district.

Applicants for the position of reserve firefighter must be older than 18 years of age and have graduated High School or attained G.E.D equivalency. You must possess a current Missouri driver's license, have a good driving record, and either own or have access to a dependable vehicle. Members shall pass a Background check done at their expense. All members must maintain Forty-Eighty (48) points every six months. Applications fall under two categories- an applicant that has a current standard Missouri Firefighter I and II or an applicant without a current standard Missouri Firefighter I and II.

An applicant that has a current standard Missouri Firefighter I and II that applies will be put in a file to choose from when our reserve staffing levels need to be increased.

An applicant without a current standard Missouri Firefighter I and II will be put in a separate file. The fire district may sponsor one person each year to the St Charles County Fire Academy. Any applicant chosen for sponsorship into the academy will be chosen from this file. The applicant will be responsible to obtain criminal records check at their expense before. The applicant will also be responsible for payment for the fire academy. **The individual will not become a reserve firefighter for the fire district nor will they receive any reimbursements from the fire district for the cost of the training they needed to receive certification.** After successful completion of the Fire Academy and state certification the applicant must fill out a new application to be put into the current standard Missouri firefighter I and II file.

Applicants are taken from the first Monday of July until the last Friday of August from 8am to 5pm excluding holidays at Fire Station One 209 West Pearce Blvd, Wentzville, Mo 63385, for the following year's academy or the next probationary firefighters accepted on. If the applicant is not successful in obtaining sponsorship for academy or reserve firefighter status that year they must reapply each time.

A question often asked by prospective applicants is, "Will I have to be able to leave work or school and be available 24 hours a day?" The answer is NO. General availability is preferred, yet the fire district understands individuals may be in a work or school setting that prohibits their response to every incident. Your availability at other times is necessary and appreciated. Staffing needs, availability, and work schedules are evaluated during the selection process on an individual basis.

Reserve staff members assist the fire district in everyday operations and allowed to ride the fire apparatus as an additional staff member with permission of the Battalion Chief on duty and the station officer.

The engine house is home to three to five men and women for 24 hours a day. Reserve staff will be allowed / required to spend time working on shift in the engine houses. They will work side by side with the crews; assisting them with everyday operations and other tasks. When in quarters, reserves are considered part of the crew. They are included in all training; they attend public relations events, and participate in all aspects of the daily station operation.

Remember that above all, we are a professional fire suppression and emergency medical organization, and we behave as professionals. We come in contact with individuals when we are at our best, and when they are at their lowest and perhaps worst.

2- How To Apply

You are required to fill out an application with the fire district. The Fire District will review your application and conduct a personal interview which will be conducted by a peer review committee. If approved by the interview committee the Successful applicants will be forwarded to the District Board for final interview and approval.

You will interview with the members of a peer review committee which will consist of the Reserve Program President, a reserve captain, a member of Wentzville Professional Firefighters Local 2665 and a member of the administrative chief staff.

If you are approved by the peer review committee to become a probationary firefighter or chosen for fire academy, the peer review committee will conduct an investigation into your background before sending your application to the district board for review.

Becoming a member of the Wentzville Fire Protection District team requires careful selection. The selection process is designed to help the district find the men and women who would most likely become the safest and most effective firefighters on the fire ground.

If you need further information you may call or write:

Wentzville Fire Protection District
209 West Pearce Blvd
Wentzville MO 63385
636-327-6239 or 636-332-9869

3- Responsibilities / Duties

The Wentzville Fire Protection District duty day officially begins at 0700. Duty staff begins making change of shift at 0630. It is strongly suggested (although understood that it is not always possible) that Reserve staff begin their day with the Duty staff. This affords the station officer the opportunity to make adjustments to his/her daily manpower, reports, and account for the Reserve member for the duration of the day. The Reserve member should bring all necessary turnout gear, uniforms, food, bedding, and toiletries that the member will need for the duration of the shift.

1.) Contact the Battalion Chief on duty prior to reporting to a station and ask his/her permission to ride along with his shift. Inform him of how many hours you will be riding. He/She will then assign you a station. Station officers will be instructed to send a member who has not contacted the Battalion Chief on duty home for the day.

The Battalion Chief can be contacted via Nextel at:

(636) 262-3277 or By Direct Connect at 140*47*9806

The On-Duty Battalion Chief will contact the Station officer and let them know that you are coming and how long you plan on riding.

2.) Arrive at your assigned station completely prepared for duty. This includes but is not limited to:

- All District issued turnout gear and PPE
- Clean, pressed uniform, including shined boots,
- Spare uniform
- Bedding (if you plan to stay the duration of the shift)
- Toiletries
- Food (Do not rely on the station's food kitty or a run to the store)

3.) Report for duty to the station officer in charge of the station. You will be issued a ride assignment. Place your equipment on that apparatus and check the equipment that you have been assigned.

4.) At the end of your duty fill out proper paperwork showing all calls and number of hours signed by the on duty captain and submit it to Station One.

4- Reserve Staff Policy / Procedure

- 1.) Reserve staff will serve a 1 year probationary period. The Fire Chief can terminate an employee or extend probation for any reason.
- 2.) All requests of other Officers, Chief Officers, Administration, Secretaries, etc. will first be presented to the Reserve President. All business *shall* be channeled through the Reserve President. *NO EXCEPTIONS*
- 3.) Members shall provide the District with a reliable address and source of contact, be it cellular or home.
- 4.) Members shall inventory uniforms, turnout gear, and other District issued equipment, and will sign for such equipment, agreed that they will return District property within 7 business days of resignation/discharge from the program.
- 5.) Turnout gear and other District issued PPE will be issued to each member. **ONLY CHIEF OFFICERS CAN ISSUE GEAR**
 - Exceptions can be made for emergency replacement
 - Repairs or damage of District gear should immediately be reported
- 6.) Members shall adhere to the rules and regulations set forth in this document and the policy manual of the Wentzville Fire Protection District. Non-compliance, flagrant violation, or disregard of these rules will result in, but is not limited to implementation of the District disciplinary code.

5. Points Requirements

Points may be accrued by Emergency responses (includes standing by at the station), Attending training classes, Conducting a training class, Attending District meetings, Public Fire Education / Public Relations assignments, Non-assigned duty crew activity, Assigned duty crew activity and Ride-along with the career staff.

A peer review committee consisting of the reserve president, an administrative chief officer, a reserve captain, and one member of the Wentzville Professional Firefighters Local 2665 will review the points of all members on a semi-annual basis (January 1 until June 30 and July 1 until December 31). A report will be provided to each member listing their accrued points every six (6) months.

Any Member not maintaining a point average of forty-eight (48) points for a six (6) month period shall receive a letter from the Fire Chief and carbon copied to the Reserve President detailing the points total and advising the member of the need to increase participation. The member will be placed on a probation period during the next six months. If the Member fails to maintain the required average for a second consecutive six (6) month period, the Member shall be referred to the President of the Reserves and the Fire Chief to face further disciplinary action which can include dismissal from membership in the Program.

1. Any emergency response to the station other than those responses during an assigned duty crew, career ride along, public relations assignments, or district meetings. Points will be accrued for station stand bys. _____ 1 point
2. Every 4 hours of training _____ 2 points
3. District meeting attendance _____ 2 points
4. EMT-B or EMT-P class every month of training _____ 2 points
5. The following points will be issued for a duty crew, public relations assignment, and career ride along:
 - 0-4 Hrs _____ 1 point
 - 4-8 Hrs _____ 2 points
 - 8-12 Hrs _____ 3 points
 - 12-16 Hrs _____ 4 points
 - 16-20Hrs _____ 5 points
 - 20-24 Hrs _____ 6 points

Ride along -Ride along with career staff points must be signed off by the on duty career Captain or Battalion Chief.

2.7 Eighty (80%) percent of all points must be accrued from the bulleted items listed above that have been approved or sponsored by the Wentzville Fire Protection District. Only twenty percent (20%) of accrued points may accrue by other sources.

6. From The Chief

Dear Prospective Firefighter,

Thank you for showing an interest in becoming a reserve firefighter with the Wentzville Fire Protection District. Being a firefighter is one of tremendous responsibility and dedication. It demands a great deal from an individual, but it gives so much back to each of us.

We prepared this brochure to help answer some of the questions you might have about being a firefighter. It also lets you know a little about us.

We are very proud of the men and women who are the Wentzville Fire Protection District. They are highly motivated and committed to the betterment of this community.

We constantly strive to enhance and improve the level of fire protection provided to the residents. In doing so, we are constantly improving the capabilities of the district and its personnel.

I hope this information will be of benefit to you. Should you have any further questions, please feel free to call us at 636-327-6239 or 636-332-9869 or stop by one of our firehouses. We would be glad to discuss your application with you.

Sincerely,

Randy Bornhop
Randy Bornhop, Fire Chief
Wentzville Fire Protection District

Wentzville Fire Protection District
RESERVE TRAINING DIVISION

RESERVE STAFF AGREEMENT

I _____ agree to follow the policies and procedures as stated in the *Wentzville Fire Protection District Policy Manual*, along with the requirements as stipulations found here within.

I will maintain the equipment issued to me by the District, keeping it clean and serviceable. Upon my resignation/promotion/discharge, I will return my equipment to the Fire District within (7) business days of my change in status.

I understand that to remain a member in good standing, I must, along with the above referenced requirements:

- (a) Posses and maintain a Missouri State Firefighter 1 and 2
- (b) Members must maintain forty-eight (48) points every six months,

I agree to always conduct myself in a professional manner, mindful that my actions reflect directly on the Wentzville Fire Protection District.

Submitted,

X _____ Date: _____

(Reserve Member)

X _____ Date: _____

(Reserve President)

X _____ Date: _____

(Fire Chief Approval)