

**PRINT ALL INFORMATION AND MAKE SURE ITS LEGIBLE**

Cherry Valley Fire Department Application

Fireman information sheet -- return to Stacey at city hall

Copy of All training Certificates (if any)

Copy of All NIMS Certificates (if any)

The Following Classes are required to be completed within 1 year:

1. Intro
2. PPE
3. Wildland

The Following Classes are required to be completed within 2 years:

1. Hazmat Awareness
2. Hazmat OPS
3. NIMS 100
4. NIMS 200
5. NIMS 700
6. NIMS 800

We will need a copy of your driver's license

Fill out all of these forms and return to City Hall. On the back of the CVFD By-Laws you will need to read and sign the back form and return when turning in your application.

**Cherry Valley Volunteer Fire Department  
Application for Employment  
City of Cherry Valley, AR**

(Please Print)

Date of Application   /  /  

Name \_\_\_\_\_  
(last) (first) (middle)

Date of Birth   /  /   Sex M or F Race \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Driver's License # \_\_\_\_\_ CDL? \_\_\_\_\_ SSN#   -  -  

Place of Present employment \_\_\_\_\_  
 Working hours \_\_\_\_\_ Hours available to be on call \_\_\_\_\_  
(estimate)

Membership in community organizations \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of a felony?  yes  no  
 If yes, explain \_\_\_\_\_

List highest level of completed education \_\_\_\_\_  
 School attended \_\_\_\_\_

List previous employment:	<b>Beginning</b>	<b>End</b>
_____	/ /	/ /
_____	/ /	/ /

List three personal references not associated with the CVFD: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of fireman who referred you \_\_\_\_\_

**For Department Use Only**

Accepted  Rejected

Committee members' signatures: \_\_\_\_\_  
 \_\_\_\_\_



# Cherry Valley Fire Department

166 Hwy 1 B Cherry Valley, AR 72324  
Phone: 870-588-3323 - Fax: 870-588-4311

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male / Female Race: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Member Joined: \_\_\_\_\_

Statement of Physical Health: \_\_\_\_\_ good \_\_\_\_\_ fair \_\_\_\_\_ poor

Other Emergency Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training records: See File



# City of Cherry Valley



166 Hwy 1 B Cherry Valley, AR 72324 870-588-3323 fax: 870-588-4311

cherryvalley08@yahoo.com

Mayor Adam Love

Employee Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender :      Male      Female

Address: \_\_\_\_\_

Allergic to Latex:      Yes: \_\_\_\_\_      No: \_\_\_\_\_

### Medication Allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Emergency Contacts:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Other medical information you think would be important in case of an emergency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECEIPT OF A COPY OF THE CHERRY VALLEY FIRE DEPARTMENT BY-LAWS**

I have read and I understand these by-laws. I have had an opportunity to ask any (superior officer, or the mayor) any questions I have about the by-laws.

\_\_\_\_\_  
Firefighters Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firefighters Signature

\_\_\_\_\_  
Assistant Fire Chief or Captain

\_\_\_\_\_  
Shane Bell, Fire Chief

**CONSTITUTION AND BY-LAWS  
OF THE  
CHERRY VALLEY FIRE DEPARTMENT**

**OATH**

**We, the members of the Cherry Valley Fire Department, having associated ourselves together as a Fire Department, in the City of Cherry Valley, Arkansas, do pledge ourselves to support the Laws and Regulations of the said department, and to respect and obey the officers when on duty: that we furthermore pledge ourselves to sustain our officers in the discharge of their duties and to hold ourselves bound in following these Constitution and By-Laws:**

**ARTICLE I**

Section 1. The objective shall be to save life and property and to extinguish fire.

**ARTICLE II**

Section 1. The officers of the department shall consist of a Chief, Assistant Chief, two captains, up to two Lieutenants, Chief Engineer, and/or Assistant Chief Engineer, Safety Officer and Secretary-Treasurer.

Section 2. The above named officers shall be the Governing Body of this department.

**ARTICLE III**

**Duty of the Officers**

**Chief**

Section 1. The Chief shall be the commanding officer of the department, shall have authority to take any action necessary to his/her duties and responsibilities including, in the event of fire, the demolition of any building or parts of buildings which, in his/her judgment, may be necessary to prevent the spread of fire or loss of life and shall be responsible to the governing body of the city for proper management and operation of the Fire Department.

Section 2. It shall be duty of the Chief to make monthly reports to the City Council.

**Assistant Chief**

Section 1. The Assistant Chief shall rank next to the Chief in authority and shall exercise the powers of the Chief in his/her absence or inability to act at all times.

## **Captain**

Section 1. The rank of the Captain is next, below Assistant Chief. They shall have full charge of their respective Companies. The Captain can assume command upon arriving at a fire scene, but does not have to assume command if he/she feels comfortable with the officer/firefighter in charge at the time of arrival.

Section 2. It shall be the duty of each Captain to take charge of the men in his/her company, and see that each man is skilled in the handling of the apparatus, on parades or at fires, and to see the apparatus is placed in the station in good condition after each fire and parade; and to see that everything pertaining thereto is in good condition to be used on short notice. He/she is subject to orders and commands of the Chief or his Assistants at fires, drills, and parades. He/she shall make a written report to the Department for discipline of men not prompt in the performance of duties or orders, or absentees at roll call or misbehavior or irregularity of his/her men/women while on his/her duty.

## **Lieutenant**

Section 1. The rank of the Lieutenant is next, below the Captain. They shall assist the Captain.

## **Chief Engineer**

Section 1. The Chief Engineer shall rank next, below the Lieutenant. He/she shall have the authority of a ranking officer and can assume command at fires when a high ranking officer is not present.

Section 2. It shall be the duty of the Chief Engineer to see the proper operation and condition of the Department's apparatus. He/she shall also be responsible for continued training of the Department's firefighters in proper use and operation of said apparatus.

## **ARTIVLE IV**

### **Secretary-Treasurer**

Section 1. It shall be the duty of the Secretary-Treasurer to keep a record of the Department's proceedings, to keep a roll of the Department, and to keep a financial record of the Department. He/she shall render an annual report of all monies collected and disbursed during the year.

## **ARTICLE V**

### **Fire Fighter**

Section 1. Firefighters shall respond to all alarms promptly and obey the Rules and regulations of the department and perform such other duties in connection with the department as their superior may require.

## **ARTICLE VI**

### **Payroll**

Section 1. Payroll for the Cherry Valley Fire Department will be as follows:

1. Chief - \$50.00 a month
2. Assistant Chief - \$40.00 a month
3. Captain - \$35.00 a month
4. Lieutenant - \$30.00 a month
5. Chief Engineer - \$30.00 a month
6. Firefighter - \$25.00 a month

Section 2. Firefighter will serve one (1) year probation before they are considered for payroll.

Section 3. After a firefighter has completed the one (1) year probation they will be recommended by the Chief to the governing body to determine if they are eligible for payroll.

Section 4. After a Firefighter is put on payroll they must follow the general rules of the fire department to remain on payroll. If the rules are not followed the firefighter will be subject to termination from payroll.

Section 5. If the chief determines a firefighter is not following the general rules and full filling the obligations of the fire department they will be recommended for termination from payroll. The chief can recommend a firefighter to be terminated from payroll with approval of majority of the governing body.



## **ARTICLE VII**

### **General Rules**

- Section 1. All training and drills will be under the supervision of the Chief who can assign instructors as needed.
- Section 2. Officers and members are cautioned that the use of obscene, immoral, profane or disrespectful language, agitating and acts tending to create dissension in the department will not be tolerated. Nor shall they engage in altercations under any circumstances.
- Section 3. No officer or member shall have, or cause to have, or allow any intoxicating liquor, or narcotics, of any kind to be brought in or about the department, nor shall they directly or indirectly engage as vendors of intoxicating liquors or drugs, nor shall they be under the influence of any intoxicating liquors or drugs. Violation of this rule shall be deemed sufficient cause for discharge from service.
- Section 4. In the occurrence of a an accident while performing fire department related duties blood gases shall be drawn at all emergency room visits resulting from Fire Department service.
- Section 5. At no time shall persons other than the regular appointed members of the fire department be allowed to ride the apparatus, unless permission is granted by the officer in charge.
- Section 6. No member of the department will be permitted to leave a fire or any fire related duties for any reason, unless excused by the officer in command.
- Section 7. No one except the delegated officer appointed by the Chief shall give out information to newspaper representatives for publication, family members, or any other non-fire department agency unless directed otherwise.
- Section 8. Members of the Department shall conduct themselves quietly at fires. Shouting and boisterous language will not be tolerated.
- Section 9. Firefighters shall arrive at the fire scene an don proper protective equipment before engaging in firefighting.

Section 10. The chain of Command shall be as follows:

1. First – Chief
2. Second – Assistant Chief
3. Third – Captains
4. Fourth – Lieutenants
5. Fifth – Chief Engineer
6. Sixth – Firefighters

Section 11. Fire department equipment or personal vehicles of firefighters shall at all times be operated in a manner of compliance with all City and State traffic laws and regulations and in such a manner as to protect the general public and members of the fire department from unnecessary risk of injury or death. Violations of traffic laws and regulations or improper driving shall be grounds for disciplinary action:

1. First - written warning
2. Second – temporary suspension
3. Third – Dismissal

Section 12. Attendance of Firefighters:

1. All members of the Cherry Valley Fire Department shall be required to maintain 50% attendance at all fires and drills. Anyone not maintaining such in any one (1) year period shall be brought before the governing body with possible recommendation of termination.
2. Act 833 requirements must be met by all firefighter personnel.
3. All members of the Cherry Valley Fire Department must complete 24 hours of certifiable training each year. If any member fails to complete the required 24 hours of certifiable training they will be subject to appear before the governing body and can be recommended for suspension.
4. Firefighters who can not attend a fire scene but who later participates in clean-up, equipment maintenance and other necessary work connection with the operations of the department shall be given credit for such attendance for work detail.
5. If a firefighter has a valid excuse for not attending a meeting, he/she may make up the missed meeting by performing other duties assigned by the Chief or fire department's governing body.
6. It is recommended that members of the fire department not bring with them to the scene of any fire, family members, personal friends or other who are not connected with the fire department.

- Section 13. Members of the department will work diligently to earn and maintain the trust and respect of their fellow firefighters including the governing body of the fire department.
- Section 14. Members of the department will conduct themselves at all times in a safe manner to protect themselves and fellow firefighters from unnecessary risk of injury or death. All department safety regulations will be strictly enforced.
- Section 15. Members of the department must meet all requirements of the Cherry Valley Fire Department to be eligible for payroll and to remain on payroll.
- Section 16. Members of the Cherry Valley Fire Department engaging in posting a status, pictures, or commenting on any fire, wreck, or medical call on any social media site can be recommended for suspension or possible termination.

## **ARTICLE VIII**

### **Membership**

- Section 1. Qualification for enrollment as a member of the Cherry Valley Fire Department shall be as follows:
1. At least 18 years of age, drug test, and subject to random drug test.
  2. To drive apparatus must be at least 21 years of age or completed emergency vehicle driving class or deemed by the Chief.
  3. Good moral character.
  4. Serve 12 month probation.
  5. Recommendation of the personnel committee – the committee will consist of three (3) officers, two (2) firefighters appointed by the Chief and Assistant Chief.
- Section 2. The process for becoming a member of the Fire Department shall consist of an application, recommendation of the personnel committee, and a meeting with the Chief and Assistant Chief.

Section 3. Before turnout gear can be issued to a new member, he must complete Intro, Wild Land Fire, and PPE Training. Turn out gear will be loaned to them for training. Will be given a pager and when he reports to a fire, he will report to the pumper, only to be able to roll and wash hoses. Upon completion of all training he will be issued a radio and turnout gear.

Section 4. The Fire Chief shall be appointed by the Mayor of the City of Cherry Valley. The Fire Chief has the authority to appoint the governing body of the fire department.

## **ARTICLE VIII**

### **Disciplinary Action**

Section 1. Violation of department rules and regulation shall subject a member to disciplinary action.

Section 2. Three (3) disciplinary actions with in one (1) years time from the first warning will result in the member going before the governing body and being subject to immediate dismissal.

Section 3. Disciplinary Action shall be conducted by the Fire Chief as follows:

1. First Offense – Verbal warning noted in members file
2. Second Offense – Written warning with possible temporary Suspension
3. Third Offense – the member will go before the Governing Body, consisting of the Departments Officers, and can be subject to immediate dismissal.
4. Any severe, life threatening offense will cause the member to be subject to immediate dismissal with out consideration of the disciplinary action procedure.

## **BY-LAWS**

- Section 1. Any violation of rules and regulations of this department will be brought before the Governing Body to take whatever action may seem necessary for the good of the department.
- Section 2. Amendments to this Constitution and By-Laws may be made at any regular meeting by the members of the Cherry Valley Fire Department.

### **CERTIFICATE OF AUTHENTICATION**

The Constitution and By-Laws of the Cherry Valley Fire Department were adopted by the members of the Cherry Valley Fire Department in the year 1990.

The Constitution and By-Laws of the Cherry Valley Fire Department were approved by the Cherry Valley City Council and Mayor Adam Love on this 10<sup>th</sup> day of January, 2017.

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Mayor Adam Love  
City of Cherry Valley

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Shane Bell, Fire Chief  
Cherry Valley Fire Department