

---

# MORRISTOWN FIRE BUREAU

## VOLUNTEER FIREFIGHTER RECRUIT ORIENTATION GUIDE

February 11, 2021

---



**IF YOU...**

**Want to help others and serve your community**

**Enjoy working as a team**

**Enjoy continuous learning**

**You may be an ideal candidate to become a Volunteer Firefighter**

---

---

## INTRODUCTION

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming volunteer members of the Morristown Fire Bureau. Participation as a volunteer member in the fire service will bring personal rewards, satisfaction; raise self-esteem and give you a tremendous sense of accomplishment for a job well done. Your involvement will also provide a valuable service that has the potential to touch everyone in our community.

Service as a member in our department is a serious commitment. Your decision to join should not be made quickly. This handbook has been designed to provide you with the information needed to help you make that decision.

Making the commitment to serve as a volunteer with our department is a serious decision. We ask that you take the time to read this booklet and ask questions to understand what is involved in being a member of the Morristown Fire Bureau.

This booklet contains information regarding the organization of the Morristown Fire Bureau, training, participation requirements, the nature of the job, and answers to typical questions about membership. It will provide you with information about the most important areas.

Once you have a good understanding of what is involved in being a member of the Morristown Fire Bureau, we hope you will find that you are able to make the commitment that our community requires. The service provided by our volunteers is truly valuable to the citizens and visitors of our town and we hope that you are able to contribute to our public safety.

---

## **MISSION AND VISION OF THE MORRISTOWN FIRE BUREAU VOLUNTEER DIVISION**

To mitigate the threat to life and property from fire and other emergencies through education, prevention, community preparedness and emergency response programs.

To be recognized for consistently providing quality services in an efficient manner, being respectful to each other and all citizens and provide leadership, regardless of rank or position.

### **NATURE OF THE JOB**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most men and women to enter the service as volunteers. Imagine having to train to prepare yourself to cope with situations which include fires ranging from dumpsters to homes and commercial structures to acts of terrorism, hazardous chemical spills, natural disasters, to medical emergencies and remote area technical rescues and almost any imaginable emergency situation in-between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances makes our contribution to the community very personally rewarding.

The first purpose of public fire service is to prevent fire or emergencies from occurring. Our department handles this through fire prevention inspections, fire safety education, and fire code enforcement programs. Secondly, we are here to prepare ourselves to control fire or emergencies should prevention not work. Our department handles this through education, training, pre-incident planning, state of the art equipment and more training.

This type of work or job is not for everyone. You need more than just a desire to help people. You also need courage, dedication, assertiveness and a willingness to learn new skills and face new challenges.

---

Membership in the Morristown Fire Bureau is not for the meek, timid or for those who lose control of their emotions during times of crisis. Our service is one which calls on its members to perform strenuous work in uncertain and hazardous environments as a highly efficient team. The Morristown Fire Bureau is known to be one of the most aggressive fire departments in New Jersey when it comes to going into a burning structure and extinguishing fire.

Your family must support your decision. They must understand and accept your commitment to training and responding to emergencies which will often interrupt family functions and holidays. Your employer should also be accepting of your commitment as a volunteer with our department. Factors which you should discuss with your employer may include, but not limited to:

- Fatigue from emergency responses outside of work hours
- Emergency responses or training that will occur from time to time during your regular work hours

The personal rewards and satisfaction received from being involved with our department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for victims and patients, and fulfillment in teaching safety. This list could go on and on.

The bottom line, our job, is measured by the prevention and reduction of loss of life, pain and suffering and property damage that we have in our response area. We strive to maintain a professional image while providing a safe, reliable and cost effective service to the residents of our community.

If you feel you have what it takes to meet the challenges of the job, we welcome you to apply to join us.

---

## OVERVIEW OF MORRISTOWN

Morristown is the county seat of Morris County, New Jersey. The first permanent European settlement at Morristown occurred in 1715, when a settlement was founded as New Hanover by migrants from New York and Connecticut. Morris County was created on March 15, 1739, from portions of Hunterdon County. The county, and ultimately Morristown itself, was named for the popular Governor of the Province, Lewis Morris, who championed benefits for the colonists. Morristown was incorporated as a town on April 6, 1865, within Morris Township, and it was formally set off from the Township in 1895. Morristown has a total area of approximately 3.0 square miles, including approximately 2.9 square miles of land and 0.1 square miles of water. Morristown is completely surrounded by Morris Township. The downtown shopping and business district of Morristown is centered around the Morristown Green. As of the 2010 United States Census, the town's population was 18,411 and is growing with new development occurring on a yearly basis. There are approximately 9,000 housing units in town.

Morristown is governed under a Mayor-Council system of New Jersey municipal government. The Mayor of Morristown is Timothy Dougherty. The Business Administrator is Jillian Barrick. The Public Safety Director is Michael Corcoran, Jr. The Morristown Town Council consisting of seven members is the legislative arm of the government, and is responsible for making and setting policy for the town. Members of the Morristown Town Council are Toshiba Foster (At Large), Robert Iannaccone (Ward I), Tawanna Cotten (Ward II), Stefan Armington (Ward III), Sandi Mayer (Ward IV), Michael Elms (At Large), and David Silva (At Large).

Morristown is home to the Morris County Courthouse, Morristown Medical Center, Morristown Train Station, Headquarters Plaza, Hyatt Hotel, Best Western, and many schools including Morristown High School, Thomas Jefferson, Alexander Hamilton, Assumption, Red Oak, Lafayette Learning Center and Peck. Also situated in Morristown are large residential developments including 40 Park, Modera Apartments, The Highlands, Vail Commons, Vail Mansion, Chancery Square, Monroe Apartments, Blair House and Hamilton Court Apartments. Additionally, Morristown is home to many churches, synagogues and historical buildings such as Washington's Headquarters. The Morristown Fire Bureau is also responsible for responding to emergencies on Route 287 and Morristown Airport.

---

## OVERVIEW OF MORRISTOWN FIRE BUREAU

### The Early Years (1797-1866)

In 1797 Morristown was a village with 300 residents. A small group of residents met at the home of Benjamin Freeman to discuss the procurement of ladders, buckets, fire hooks, etc. to protect the safety of the buildings in town against destruction by fire. It was resolved that it be recommended to the proprietors of every house in the town to provide at least one ladder and one to two leather buckets. It was further recommended to all the inhabitants of town that they provide a cistern or reservoir containing 15 to 30 hogsheads (63 to 140 gallons) of water. Residents often utilized cisterns to catch rain water for potable use. When a fire occurred, firefighters would insert the fire apparatus' nozzle into the cistern to obtain a supply of water.

In 1798, the Morris Aqueduct was established behind the current court house. The motivation in establishing the aqueduct was to provide water to fight fires.

In 1800, the citizens of the town once again met at Benjamin Freeman's home to form a fire company and to appoint suitable persons to take the command and give direction for extinguishing fires.

In 1817, a meeting was held to reorganize what apparently became a defunct fire company and the Morristown Fire Association was organized. Later on, in 1828 there is a media account of the formation of the Speedwell Fire Company.

In 1836, for the sum of \$200 dollars, Lady Washington was purchased and the Relief Engine Company was formed.

In 1837, the Council and General Assembly of New Jersey passed an act "to incorporate the Morristown Fire Association" and to define the boundaries within its jurisdiction. The Association was empowered to "raise and organize two companies of firemen with each fireman to be exempt to jury duty." Arrangements were made for the construction of four cisterns and for the aqueduct company to provide a permanent supply of water for the cisterns. To house equipment for the firefighters, two fire houses were built located at the rear of the courthouse and on the grounds of the Presbyterian Church.

In 1859, there is mention of the formation of a hook and ladder company. In 1860, the first fire hydrants were placed in town.

---

## **The Middle Years (1867-1970s)**

In 1867, the Independent Hose Company, Board of Fire Wardens and Washington Engine Company were constituted by ordinance by the town's governing body. In 1869, the Resolute Hook and Ladder Company and Niagara Steamer Company (disbanded 1881) organized. Then in 1882, the Humane Engine Company was organized with members of the old Niagara Company. During this time, Richard M. Stites of the Washington Engine Company was appointed Chief Engineer of the Morristown Fire Department and was instrumental in establishing the first fire ordinances in town, obtaining workable equipment, and organizing volunteer companies. A local Morristown newspaper of the day, *The Jerseyman*, reporting on the formation of the Independent Hose Company stated, "A few young men ever ready to sacrifice time and money, to say nothing of the bewitching maiden, for the welfare of their fellow beings, met for the purpose of organizing a hose company. They were nineteen in number, but nineteen true, noble and unselfish men."

In 1870, the town purchased property on Market Street for the Independents and the Washington Engine Company. The two companies shared a common residence but maintained an uneasy relationship. A wall was eventually constructed to separate the two companies. It was common knowledge in Morristown that if you were Irish you joined either the Washies or the First Ward Hose Company which was organized in 1898 and located on Morris Street. The Independent Hose Company was primarily composed of Protestants.

Through the years, equipment was upgraded from hand-drawn hose carriages to horse drawn vehicles, and chemical engines. Morristown acquired its first motorized equipment in 1912.

In 1929, the Career Division of the Morristown Fire Department was chartered into the New Jersey State Firemen's Mutual Benevolent Association as Local 43.

---

## **Modern Day Era (1970s - Present)**

During the 1970's the Town of Morristown changed its form of government from that of a Board of Aldermen to the present Town Council. The Mayor has the executive responsibility of running the town while the Council is the town's legislative body. At that time, the Morristown Fire Department became the Morristown Fire Bureau reporting to the Department of Public Safety.

Over time, the Career Division of the Morristown Fire Bureau evolved. Originally, the individual fire companies hired their own firefighters to staff their apparatus. Today, the Career Division is employed by the Town of Morristown and staff all fire apparatus at Fire Headquarters located at 161 Speedwell Avenue. The Career Division consists of one Chief, one Deputy Chief, four Captains, one Fire Marshal and 26 firefighters. The Career Division firefighters are assigned to four separate tours of duty and work 24 hour shifts followed by 72 hours off.

Currently, the Morristown Fire Bureau is a "combination fire department" consisting of approximately 33 Career Division firefighters (includes officers and marshal) and 20 active Volunteer Division firefighters (includes officers). Additionally, the Volunteer Division welcomes non-firefighter support personnel who bring a specialized skill or knowledge to the fire service to assist in the operation of the Volunteer Division. The Career Division and members of the six companies of the Volunteer Division work and train together. The separate volunteer companies: 1) promote recruitment and retention, 2) house and maintain reserve apparatus, antique apparatus and equipment, and 3) company quarters are utilized for standby duty during special events or incidents. Additionally, one of the most important functions of the volunteer companies is for members to pass down from generation to generation the proud traditions and history of the fire service in Morristown.

The Volunteer Division to this day continues to be comprised of six companies including:

- The Independent Hose Company located at 15 Market Street
- The Washington Engine Company located at 17 Market Street
- The Board of Fire Wardens located at 161 Speedwell Ave.
- The Resolute Hook & Ladder Company located at 161 Speedwell Ave.
- The Humane Engine Company located at 161 Speedwell Ave.
- The First Ward Hose Company located at 155 Morris Street



---

Each company elects their own President, Secretary, Treasurer and Stewards.

The Volunteer Division is led by line officers, including the 1st Assistant Chief, 2nd Assistant Chief, Captains and Lieutenants. During fire operations the Morristown Fire Bureau operates under the Incident Command System (ICS) protocols.

The Morristown Fire Bureau has seven pieces of apparatus which include:

Engine 1 - 2007 Spartan/Rosenbauer 2000 gpm pump

Engine 2 - 2005 Spartan/Rosenbauer 2000 gpm pump

Engine 3 - 1993 Spartan/Darley 1750 gpm pump

Ladder 1 - 2006 Spartan tractor/American LaFrance with a 110' LTI ladder

Platform/Truck 2 - 1999 Spartan/American LaFrance with an 85' LTI ladder

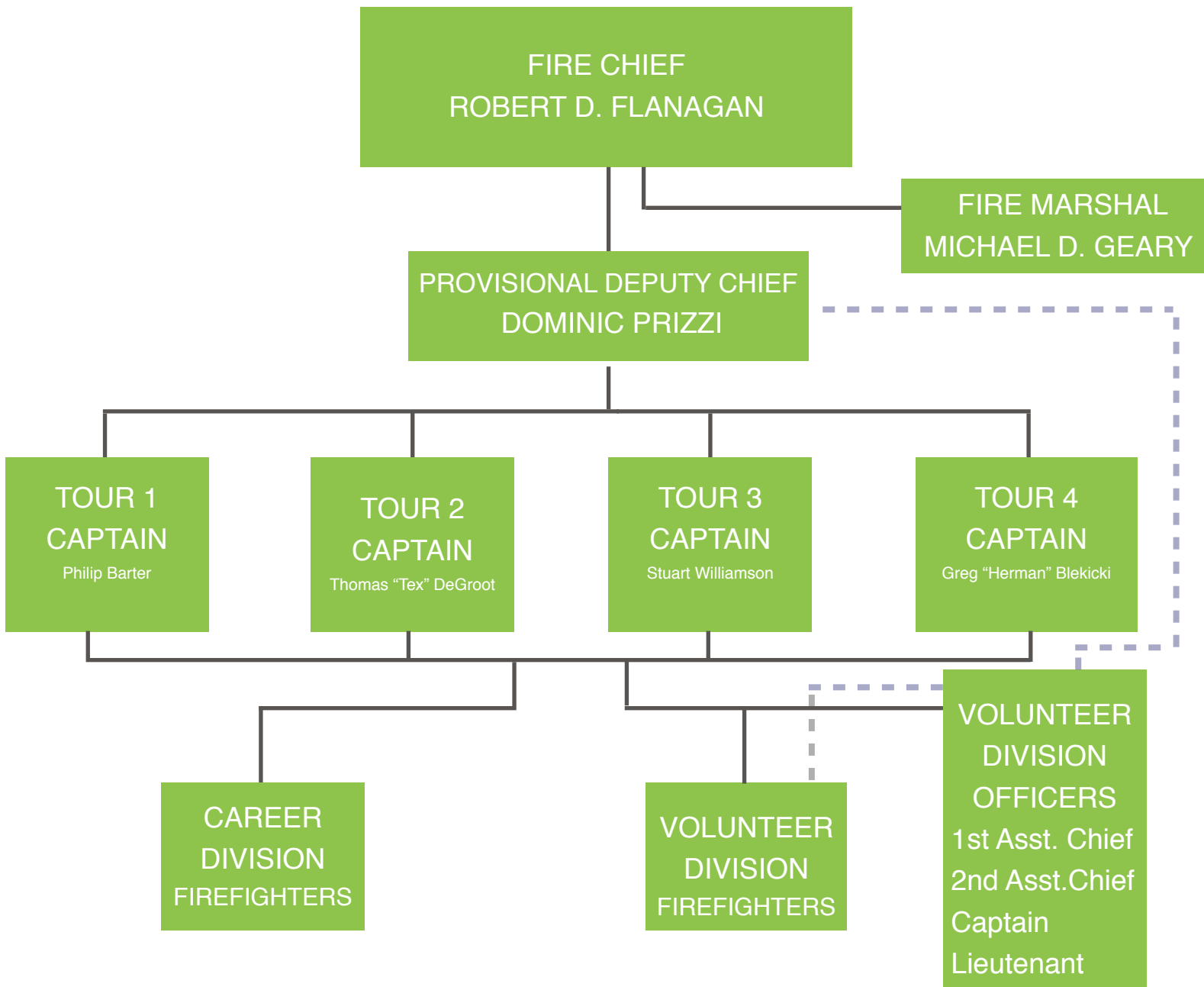
Rescue 5 - 2006 Spartan/Rescue One

EMS 7 - 2001 Ford/PL Custom Ambulance

A typical response includes Engine 1, Engine 2, and Ladder 1 which are operated by the members of the Career Division. Any member of the Volunteer Division can ride out on any responding apparatus, however, volunteers typically keep their gear and respond to emergencies in their personal owned vehicles.

The Morristown Fire Bureau is dispatched by the Morris County Communication Center. Volunteer Firefighters are alerted to respond via text messaging and pager activation.

## ORGANIZATIONAL CHART



**Administratively** Volunteer Division Officers report to the Chief and Deputy Chief and Volunteer Division Firefighters report to the Volunteer Division Officers

**Operationally** the Morristown Fire Bureau follows the Incident Command System (ICS). In the event that no Career Division members are on scene, the highest ranking Volunteer Division Officer will establish command.

---

## TRAINING AND PARTICIPATION

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened by manmade and natural disasters, but for smaller day-to-day problems as well.

To ensure that all members of the Fire Bureau are prepared to deliver the highest level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of Morristown.

To meet the requirements of the Morristown Fire Bureau, it is required that all members complete and pass Firefighter I training. This format of training involves a great deal of reading and self-directed learning on the part of the firefighter. Firefighters must complete knowledge and performance based testing to obtain Firefighter I and Hazardous Materials First Responder-Awareness Level certifications. This basic training is provided at the Morris County Fire Academy. The Firefighter I course is approximately 17 weeks at 2 evening classes per week. There is also available an intensive one month daytime Firefighter I session provided in the summer.

Departmental training occurs on the Second (2nd) and Fourth (4th) Thursday of each month (with the exception of holidays), from 7:00 p.m. until 9:00 p.m. A minimum of 50% attendance rate is required at regular training nights. Additionally, volunteers are encouraged to participate in “ride-out” nights that occur on Tuesday nights from 7:00 p.m. until 9:00 p.m. where members standby at Speedwell Fire HQ and are assigned to ride out on apparatus.

On average, a member can expect to commit five to ten hours per week to the fire department. This would not include the first 1-2 years where a great deal more time in self-directed learning will be expected.

Volunteer Firefighters must attend a minimum of 50% of “All-Call” emergencies. Additionally, members are also required to attend Company meetings, participate in occasional on-call standby details and special events, which may include holidays.

---

## VOLUNTEER FIREFIGHTER RECRUIT OVERVIEW

### Minimum Requirements for Application:

- ❖ 18 years of age
- ❖ Legal resident of the United States of America
- ❖ Live within a five mile radius of the Municipal Building (200 South St., Morristown)
- ❖ Valid Driver's license, and clean driving record
- ❖ Physically able to perform tasks associated with firefighting (see pgs. 12-15 below)
- ❖ Proficient in English (reading, writing and speaking)
- ❖ No criminal record
- ❖ A reliable means of transportation to respond to alarms, training, and events.

### Other Desirable Skills:

- ❖ First-Aid Training
- ❖ C.P.R. / A.E.D. training
- ❖ Previous Firefighter experience
- ❖ Demonstrated commitment (i.e. other volunteer service)
- ❖ Bi-lingual (Spanish/other)
- ❖ Related Experience (Medical, Military, Carpenter, Electrician, Mechanic, Plumber)
- ❖ Previous Pertinent Training (i.e. Hazardous Materials, workplace safety, etc.)

## FIREFIGHTER RECRUITMENT PROCESS OVERVIEW

PHASE ONE -	Application Submitted
PHASE TWO-	Interview by Recruitment Committee
PHASE THREE-	Finger Printing, Background Check and Driver Abstract Review
PHASE FOUR-	Medical Evaluation
PHASE FIVE-	Approval by the Morristown Town Council
PHASE SIX-	Firefighter I Certification Training / HAZMAT Awareness

A review of applications will be completed on an as needed basis, and selected applicants will be notified by telephone and in writing at which time they will have the opportunity to advance in the selection process.

The selection of applicants is based on qualifications and the ability to do the job of a firefighter. The successful applicant will be contacted with an offer to join the department in a probationary capacity in preparation for commencing actions as a volunteer firefighter.

---

## **VOLUNTEER DIVISION FIREFIGHTER DUTIES AND RESPONSIBILITIES**

### **POSITION SUMMARY:**

Working as part of a team, under the direction of the Fire Chief and/or Incident Commander (IC), providing first response, fire suppression, rescue and specialized operations as required.

### **KEY DUTIES AND RESPONSIBILITIES:**

- ❖ Participate in regularly scheduled training sessions and maintain a minimum of 50% attendance rate
- ❖ Maintain a minimum attendance rate of 50% to emergency “all-call” incidents.
- ❖ Attend all mandatory training and drills as required by the Morristown Fire Bureau.
- ❖ Attend Company monthly meetings and pay annual Company Dues (if required)
- ❖ Perform fire ground operations so that lives are protected and property loss and damage to the environment is minimized. Some specific operations are, but not limited to:
  - Extinguishing vehicle, structural, and ground fires
  - Recognizing hazards to prevent injuries to patients or rescuers
  - Securing water supplies
  - Advancing hose lines
  - Operating portable lighting
  - Performing search and rescue operations
  - Operating and working with ground ladders
  - Ventilating structures
  - Performing salvage and overhaul operations
- ❖ Perform rescue operations so that the patient is removed from an area of danger while preventing injury to the rescuer and/or patient. Some specific operations are, but not limited to:
  - Performing vehicle extrication
  - Securing area of structural collapse
  - Performing confined space rescue
  - Performing land based water/ice rescues

- 
- ❖ Perform firefighter safety practices so that safety of firefighters is maintained according to applicable standards and operating guidelines.
  - ❖ Operate and maintain equipment and tools within operating guidelines including cleaning of the fire house, apparatus and equipment.
  - ❖ Assist with fire prevention and public education programs as directed

### **JOB DETAILS:**

Hours of Work: Available to respond to emergencies 24 hours a day, 7 days a week.  
Training sessions 2nd/4th Thursday 7:00-9:00pm every month.  
On-Call and special event/training exercises

Gear: Volunteer Firefighters will be furnished with the following gear which will remain the property of the Morristown Fire Bureau and must be returned in the event of resignation or termination.

- Turnout/Bunker Coat
- Turnout/Bunker Pants
- Helmet
- Hood
- Gloves
- Boots
- PASS Alarm
- Gear Bag
- Pager

Turnout Gear must be brought to the firehouse for cleaning after each incident. Attempting to wash gear at home could contaminate your home and your laundry machine. In the event that gear is torn it must be repaired or replaced prior to being placed back in service. Contaminated gear should not be brought into the home or left in the car for extended periods of time. Gear should be routinely inspected by each member.

---

## **VOLUNTEER FIREFIGHTER ESSENTIAL TASKS**

Firefighting is a job that requires extraordinary mental and physical fitness. In accordance with NFPA 1582 (Medical Program for Fire Departments) volunteer firefighters will be required to perform the following 13 essential job tasks:

1. Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective equipment and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
2. Wearing an SCBA, that includes a demand valve-type positive-pressure face-piece or HEPA filter mask, which requires the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective equipment and SCBA.
4. Climbing six or more flights of stairs while wearing fire protective equipment weighing at least 50 pounds or more and carrying equipment/tools weighing an additional 20-40 pounds.
5. Wearing fire protective equipment that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2 degrees Fahrenheit.
6. Searching, finding and rescue-dragging or carrying victims ranging from newborns up to adults weighing in excess of 200 pounds to safety despite hazardous conditions and low visibility.
7. Advancing water-filled hose lines up to 2 1/2 inches in diameter from fire apparatus to occupancy (in excess of 150 feet), which can involve negotiating multiple flights of stairs, ladders, and other obstacles.

- 
8. Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces and operating in proximity to electrical power lines and/or other hazards.
  9. Unpredictable emergency requirements for prolonged periods of physical exertion without benefit of warm-up/stretching, scheduled rest periods, meals, access to medication(s), or hydration.
  10. Operating fire apparatus or other vehicles in an emergency mode with lights and sirens, in various light and weather conditions.
  11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens and other distractions.
  12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective equipment and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
  13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in the mission failure or in risk of injury or death to civilians or other team members.



---

## CONTACT INFORMATION

**We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possesses to assist in the protection of the community.**

**Thank You For Your Consideration in Joining the Volunteer Division of the Morristown Fire Bureau.**

**Contact Information:**

***Primary Point of Contact***

Michael D. Geary. - Morristown Fire Official  
Morristown Fire Bureau  
161 Speedwell Avenue  
Morristown, New Jersey 07960  
973) 292-6603  
[m-geary@townofmorristown.org](mailto:m-geary@townofmorristown.org)

**Secondary Point of Contact**

Lindsay Doyle - MFB Secretary  
Morristown Fire Bureau  
161 Speedwell Avenue  
Morristown, New Jersey 07960  
(973) 292-6603  
[l-doyle@townofmorristown.org](mailto:l-doyle@townofmorristown.org)