

The Excelsior



Fire District

Community Service

Information Packet



Excelsior Fire District

24100 SMITHTOWN ROAD ★ SHOREWOOD, MN 55331

Direct (952) 9601692 KMURPHYRINGATE@EXCELSIORFIRE.ORG

The Excelsior Fire District receives numerous requests every year. As our medical and fire emergency calls increase, so do the requests for us to participate in parades, community events, fire prevention education, and medical stand bys. We have guidelines and procedures put in place for any request that is received by the fire district. These have been established to insure the safety and protection for citizens and firefighters that are involved in these functions. Because of the overwhelming demand for the fire districts services, we have set up additional notification specifications for requests.

Our district tries to fill all requests, but it is not always possible. In 2008 our district responded to over 700 calls and participated in over 150 fire prevention or community related programs. Along with our regular full time jobs, additional fire station duties, committees, meetings and our ongoing medical and fire fighting education, we must make time for our families and friends. The firefighter's attendance at these events is on their spare time, they do not receive any payment or compensation.

The fire district may ask for addition volunteers from the organization/ person(s) making the request if there are not sufficient fire district personnel available. This is necessary to insure safety around the fire trucks and Sparky the fire dog.

These rules, procedures, and guidelines have not been formally written down and made available to the public in the past. To prevent any mis-communication and confusion on these matters, I would like to present to you the Excelsior Fire District Community Service Information Packet. These guidelines in this packet are updated on a regular basis.

A copy of these guideline rules and procedure are available in their entirety by e-mailing Kellie Murphy-Ringate at kmurphyringate@excelsiorfire.org or by calling 952-960-1692 or they can also be picked up in the lobby at Excelsior Fire Districts Station # 1 during regular business hours.

Check out the Excelsior Fire Districts web site for more information and upcoming events. www.excelsiorfire.org or call the event line at 952-960-1698

NOTE: The following services are only available to those businesses and/or citizens that live in the area the Excelsior Fire District serves.

In a Partnership of Prevention with

★ Excelsior ★ Deephaven ★ Greenwood ★ Shorewood ★ Tonka Bay



Notification for Community Events, Educational Classes, CPR Classes, and Parades Guidelines

Request for Public Relations and Public Education activities are scheduled and administrated by, Fire Inspector #1, Kellie Murphy-Ringate and Administrative Specialist, Ana Guerre.

Kellie or Ana must be contacted one month and before the first Thursday of the month for an event above mentioned items. For Example: Event, Stand by, Parade date is June 16th. Kellie or Ana would need to be contacted by: May 4th. The first Thursday of each month is the Fire Districts business meeting. This is a firefighter meeting where sign up sheets for events, classes, and parades are passed out.

All requests must be made by contacting Kellie at 952-960-1692, kmurphyringate@excelsiorfire.org or Ana at 952-401-8801 or aguerre@excelsiorfire.org by writing them at 24100 Smithtown Road, Shorewood, MN 55331. The Fire Chief, Assistant Chief, and firefighters do not schedule times on the EFD Community Event Calendar.

Requests are taken on a first come first serve basis, and are filled by availability of Fire District personal

No request is guaranteed.

Donations are appreciated, but are not mandatory for certain educational classes or community events. Some classes may require a fee per person or per class. Fees are based on the type of class, the length of the class, materials required for the class, and any special considerations for the class.

Requests are not confirmed until Kellie or Ana has contacted the people (s) who have made the request.

It is the responsibility of the person who is organizing the event to contact the Fire District if they would like a Medical Stand by, Fire Truck in a parade, etc....

If an event is cancelled, please contact Kellie or Ana immediately. We may be able to fill a request that was declined.

Requests for medical stand bys will be reviewed and arrangements will be made based on the event and the needs of the whole community. In the past the Excelsior Fire District has tried many formulas to provide medical services during big events. We may choose to park trucks throughout the area and /or we may place a crew at the event site. South Lake and Deephaven Police Departments now carry automatic defibrillators in their vehicles and this addition has changed the way our Fire District medically prepares for community events that generate large crowds.



Parades/Events Requesting Trucks

*** Please follow the notification procedures on the previous page.**

The Excelsior Fire District does not charge for parades, though a donation to E.F.D. is always appreciated.

The placement of a fire truck during a parade held in the Excelsior Fire District is at the front or back. This is to insure easy access when leaving the parade in the event of an emergency.

Please provide a contact name and telephone number of the person (s) that are available the day of the event. If a major medical or house fire does occur before the schedule time of the event, we will be unable to participate. Because of the circumstances of some emergencies, the Fire District may not be able to contact this person.

No citizen at any time is allowed to ride on the tailboard or jump on and off the tailboard.

Absolutely under no circumstances can candy and/or any items be thrown from or thrown at a fire truck or fire district vehicle.

Anyone riding in a fire district vehicle must wear a seatbelt at all times.

The following perimeters must be kept around all sides of the fire truck at all times. This is the responsibility of the person (s) requesting the fire truck.

25 feet in front 15 feet on both sides 25 feet from the back

No advertising, election or political literature, signs, and /or banners can be hung on a Fire District vehicle.

Signs that are allowed on the fire trucks will be mounted by using magnets provided by the event coordinator (s) and must be approved by Fire District personnel.

Please be courteous to the Firefighters and the people who have scheduled events prior to and after your parade. **PLEASE START ON TIME!**

Any violation of these rules may result in the denial of a future request.



Request for Fire

District Vehicles and

and Sparky

the Fire Dog

If Sparky, the fire dog, is asked to appear at a community function, he needs to be provided with a place to change and water.

Safety and security are very important, therefore, Sparky is required to have an adult escort if he is walking in a parade, is asked to interact with a large group, and /or children.

Sparky can not appear if there is any form of precipitation at an outside event.

The Excelsior Fire District does not take requests for Sparky the Fire dog, fire trucks and/or fire district vehicles, including watercraft, to come out to private homes for private functions, including block parties, birthday parties, neighborhood events, anniversaries, special events, or class reunions.

The Excelsior Fire District is not for hire for fire truck rides or rides on Fire District vehicles or watercraft at private homes for private functions, at private docks for private functions, including block parties, birthday parties, neighborhood events, anniversaries, special events, fundraisers, or class reunions.

The Excelsior Fire District's participation, including displays and appearances of fire apparatus and Sparky the Fire Dog can not be published and/or printed on flyers, posters, invitations, or sent to the media unless approved by the Excelsior Fire District.

Images of the Excelsior Fire District logo, E.F.D. Firefighters, E.F.D. Fire Apparatus, and the E.F.D. mascot, Sparky the Fire Dog can not be used for advertising, propaganda, political campaigns, personal promotion, selling goods, or products, or used for financial gain unless approved by the Excelsior Fire District.

The Excelsior Fire District's mascot, Sparky the Fire dog is not for hire to make appearances at private homes for private functions, including block parties, birthday parties, neighborhood events, anniversaries, special events, or class reunions.

Any exceptions to this policy will be made by the Excelsior Fire District Fire Chief.

Fire Prevention **Education Station Tour**



Please follow the notification guidelines on page 2 of 5.

The Fire Prevention Station Tour is usually conducted at the West Fire Station. Fire Prevention Station Tours of the East Station can be arranged upon request.

The Fire District requests a \$75.00 donation for a Fire Prevention Station Tour. The donation is placed into our Fire Prevention Education Fund.

The program is usually 45 to 60 minutes in length, depending on the ages of the children.

The capacity for an effective Fire Prevention Station Tour is 10-15 people. Adults are welcomed and encouraged to come. Please provide 1 chaperon for every 5 to 10 kids. The ideal age for an effective Fire Prevention Station Tour is a child turning 4 years old and older. A special class can be arranged for younger children.

The kids receive age appropriate handouts, a children's fire hat, pencil, and stickers. They will view an age appropriate educational video, shown firefighters gear, and given a tour of the fire station.

Kellie needs a confirmed count and the children's ages a full week before the Fire Prevention Station Tour.

Requests are not confirmed until Kellie or Ana has contacted the people (s) who have made the request.

Please provide a contact name and telephone number of the person (s) that are available the day of the Fire Prevention Station Tour. If a major medical or house fire does occur before the schedule time of the Fire Prevention Station Tour the tour may be cancelled. Because of the circumstances of some emergencies a member of the Fire District may not be able to contact any person(s) about the cancellation. The Fire Prevention Station Tour will be rescheduled.



CPR

CPR and First Aid Class Requirements

All classes are available to scout troops, businesses, and the general public.

At least 5 people are needed to schedule a class for CPR or First Aid Training.

Minimum of 5 people per instructor, maximum of 10 people per instructor.

Fees may be waived for scout troops, 4H, and other similar non-profit organizations needing no certified CPR and First Aid Training.

American Heart Association Classes

AHA Healthcare Provider CPR \$40.00 per student.

AHA Healthcare Provider CPR /AED \$45.00 per student.

AHA Heartsaver CPR \$40.00 per student.

AHA Heartsaver CPR/AED \$45.00 per student.

AHA Friends and Family CPR\$40.00 (No card or certification required)

AHA First Aid Class \$30.00 (certification/card required)

Excelsior Fire District Classes

First Aid Class Awareness (earn a certificate of participation) \$25.00 per student

General Information

Classes as held at E.F.D. Station #1, 24100 Smithtown Road, Shorewood, MN
To schedule classes contact Kellie Murphy-Ringate at 952-960-1692 or
kmurphyringate@excelsiorfire.org

Please follow the notification guidelines on page 2 of 5.

The funds from the CPR, AED, and First Aid Classes support the CPR Education Program.



Start Time

The Fire Prevention Station Tour **must start on time!** The fire fighters that volunteer to teach and assist in the Fire Prevention Station Tour may have other commitments and there may be another events scheduled after your Fire Prevention Station Tour. Ask those attending to arrive 15 minutes before the start time.

The lower parking lot is reserved for responding firefighters. Please park in the lot that is accesses off of Smithtown Road. Turn North after the gray Excelsior Fire District sign and that will take you to main entrance parking area. Follow the posted signs once you enter the building. Guest parking in the responding firefighters parking will be asked to move.

Directions & Parking

Directions to Station #1

Excelsior Fire District Station #1

24100 Smithtown Road

Shorewood, MN 55331



From the East and 494 Take Highway 7 West about 10 miles to County Road 19/Oak Street take a right, Galpin Lake is on your left. After you turn onto Co. Rd. 19, the station is almost exactly 1 mile away. County Road 19/Oak Street changes into Smithtown Road at the Excelsior/Shorewood border shortly after the Excelsior Water Tower. Stay on the road and the fire station is on your right, go past the station and turn North right after the gray Excelsior Fire District sign. Go straight through the fence gates and park appropriately.

If you get to the stop light on the curve at Smithtown and Manitou you have gone too far. If you are coming from the West it is easiest to stay get on 7 going East and use the same directions.

For more information go to our web site at www.excelsiorfire.org

Parking

Public parking is on the west side of the building. Go North on the drive that is next to the gray Excelsior Fire District/South Lake Minnetonka Police Dept. sign. On you reach the top of the hill you will see a Fire/Police sign, follow the arrow to park.

DO NOT PARK IN THE LOWER LEVEL

All the doors on the lower level are locked and the parking is reserved for firefighters responding to emergency calls.

Building Entrance

To enter the building go through the main entrance from the parking lot and follow the posted signs to the training/meeting/class room.

Signs will be posted for all other destinations

There is no access to the building from the lower level.

Directions to Station #2

Excelsior Fire District Station #2

20270 Cottagewood Road

Deephaven, MN 55331



From the East and 494 Take Highway 7 West about 7 to Vine Hill Road turn South and take that to Minnetonka Blvd and turn West you will go over Carson's Bay Bridge and in about ½ mile you will reach a "Y" in the road stay to you left and the entrance to the fire station is an immediate right. If you cross the public trail you have gone too far.

Parking

Public parking is to the South of the fire station along the public trail or behind the Deephaven City Hall. Parking around the fire station is reserved for responding firefighters.

Building Entrance

This station is not occupied by EFD staff members or firefighters at anytime designated time of the day. Appointments are necessary to tour or gain access to the building.

Fire Prevention Birthday Parties

The Firefighters Hall and Museum They have an exceptional children's birthday program.

664 22nd Avenue Northeast
Minneapolis, MN 55418

www.firehallmuseum.org

612-623-3817 Broachers are available through the Excelsior Fire District

We apologize, the Excelsior Fire District no longer facilitates Birthday Parties

These procedures are in effect as of January 1, 2000
Revised March 30, 2009

Any exceptions to this policy will be made by the Excelsior Fire District Fire Chief.