



Melbourne Beach Volunteer Fire Department

**507 Ocean Avenue
Melbourne Beach, FL 32951
(321) 724 - 1736**



FIREFIGHTER VOLUNTEER APPLICATION PACKAGE

Thank you for your interest in the Melbourne Beach Volunteer Fire Department. By working hand in hand with community members, we can provide the Town of Melbourne Beach with timely and effective emergency services at a fraction of the cost to taxpayers, while providing education and training to members.

There are many different reasons to volunteer. As a volunteer with the MBVFD, you will get to enjoy the comradery of working with other like-minded individuals in a fast paced environment, while helping others in their time of need. You will be giving back to your community, while learning about the fire service, and gaining invaluable skills and training that you will keep with you for the rest of your life. You will also get to participate in our Volunteer Firefighters Association events such as our annual Haunted House, 4th of July BBQ, Christmas Parade, Santa Run, and volunteer appreciation days. Our volunteers also have 24/7 free access to our gym facility, as well as many free (cost-covered) training opportunities as well as potential scholarship opportunities through the MBVFA.

The Melbourne Beach Vol. Fire Dept. offers several ways to get involved in your local Fire Department. Contact us at (321) 724-1736 or at FireStation@MelbourneBeachFL.org for more information.

Minimum Volunteer Requirements:

- Good moral character
- Minimum age of 18 years old
- No felony convictions
- Ability to get along with others
- Current US Citizen
- Dependable
- Valid Florida Driver's License
- Clean driving record

Application Process:

Because there are a limited number of volunteer positions, selection will be based on qualifications, skills, and agency needs. To ensure that our volunteers meet the high standards of the Melbourne Beach Vol. Fire Dept., we ask that you complete the attached application and return them to the Melbourne Beach Vol. Fire Dept., 507 Ocean Ave., Melbourne Beach, FL 32951.

Our Membership Committee will then review your application and contact you to schedule an interview once a position becomes available. After the interview process, the Membership Committee will select candidates to fill open positions and move on to the Background Investigation, Fingerprinting, Physical Exam, and Drug Screening. If you have any questions about the application process, please contact Fire Chief Gavin Brown at (321) 724-1736, ext.1



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GENERAL INFORMATION

NAME: _____
(Last) (First) (Middle)

OTHER NAMES: _____
(Including nicknames or any other names you have been known by)

DATE OF BIRTH: ____/____/____
(Month) (Day) (Year)

DRIVERS LICENSE: _____
(State) (Number) (Exp. Date)

SOCIAL SECURITY NUMBER: XXX - XX - _____
(Last 4 Only)

PRESENT ADDRESS: _____
(Number and Street)

(City) (State) (Zip)

TELEPHONE NUMBER: _____
(Home) (Work) (Cell)

(Best number to be contacted at) (Best time to be contacted)

E-MAIL ADDRESS: _____

SOCIAL MEDIA PAGES: ☐ Facebook ☐ Twitter ☐ Instagram ☐ Snapchat
☐ Nextdoor ☐ Youtube ☐ Other: _____
(Check all that you have a profile for)

NOTICE: You must be a citizen of the United States or a permanent resident alien who is eligible for, and has already applied for citizenship. Can you provide such documentation? ☐ YES ☐ NO

CURRENT EMPLOYMENT

☐ *Not Employed*

Business Name: _____ *Length of Employment:* _____

Address: _____

Name of Supervisor: _____ *Phone:* _____

Position Held: _____

Work Duties: _____

Work Hours: ☐ *Full-Time* ☐ *Part-Time* ☐ *Volunteer*

Have you ever been subject to DISCIPLINARY ACTION in connection with any employment?

☐ *Yes* ☐ *No*

If yes, give details:

EDUCATION HISTORY

PLEASE CHECK THE APPROPRIATE BOX THAT REFLECTS YOUR HIGHEST LEVEL OF EDUCATION

- ☐ I do not currently have a high school diploma or its equivalent
- ☐ I possess a high school equivalency diploma or GED
- ☐ I possess a high school diploma from a U.S. institution
- ☐ I possess a two-year college or university degree
- ☐ I possess a four-year college or university degree
- ☐ I possess greater than a four-year college or university degree

REFERENCES

In the spaces below, please list at least 3 individuals who have known you for at least 3 years. We would prefer these references to be someone other than relatives if possible. If a category is not applicable, write in N/A. Be aware that your listed references may be contacted by MBPD or MBVFD to provide a character assessment.

Reference #1:

_____	_____	_____
<i>(Name)</i>	<i>(Relationship)</i>	<i>(How long known for)</i>
_____	_____	
<i>(Phone Number where Reference can be contacted)</i>	<i>(Occupation)</i>	

<i>(Address where Reference can be contacted)</i>		

Reference #2:

_____ <i>(Name)</i>	_____ <i>(Relationship)</i>	_____ <i>(How long known for)</i>
_____ <i>(Phone Number where Reference can be contacted)</i>	_____ <i>(Occupation)</i>	
_____ <i>(Address where Reference can be contacted)</i>		

Reference #3:

(Name) (Relationship) (How long known for)

(Phone Number where Reference can be contacted) (Occupation)

(Address where Reference can be contacted)

LEGAL HISTORY

Are you currently under indictment for a felony warrant? Yes ☐ No ☐

Have you ever been convicted of a felony? Yes ☐ No ☐

If yes, give Charge: _____

Court: _____ Date: _____

Have you ever been arrested, detained, or taken into custody in this state, in any other state, in military service, or elsewhere, or were you ever investigated by a law enforcement or governmental agency? Yes ☐ No ☐

If yes, how many times? _____ (If yes, give details on a separate sheet.)

Have you ever been placed on Court Probation as an adult?

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

Have you ever been reported to a law enforcement agency as a missing person or runaway?

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

Are you now or have you ever been involved as a plaintiff or defendant in any civil court action?

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

Have you ever used any controlled substances without a prescription?

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

TRAFFIC HISTORY

Do you currently possess a valid State of Florida Driver's License? Yes ☐ No ☐

Does your driver's license currently have any restrictions or do you need any accommodations made to operate a motor vehicle?

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

Have you ever been refused a driver's license by any state?

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

Have you received any traffic citations (excluding parking tickets) within the past five (5) years:

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

Has your driver's license ever been suspended or revoked?

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

Have you ever been involved in an auto accident? Yes ☐ How many? _____ No ☐

Were you judged at fault in any accident?

Yes ☐ No ☐ (If yes, please explain on a separate sheet)

MISC. HISTORY

MILITARY EXPERIENCE:

Are you an Armed Forces Veteran? Yes ☐ No ☐

Branch of Service: _____ Rank: _____

Type of Discharge: _____

AVAILABILITY:

I am available to respond to alarms during the:

☐ Day ☐ Evening ☐ During the hours of: _____

ABILITY TO PERFORM JOB FUNCTIONS:

Are you able to perform the following tasks with or without accommodation?

Climbing _____

Lifting <50 lbs. _____

Wearing of Breathing Apparatus _____

TRAINING, SKILLS, & CERTIFICATIONS:

List any training, skills, or certifications which you feel would be an asset to the Department:

AUTHORITY TO RELEASE PERSONAL INFORMATION:

I authorize investigation of all statements contained in this application. I further authorize all past employers and schools to release information to the Melbourne Beach Volunteer Fire Department, including but not limited to, attendance records, rating forms, written or verbal evaluations, and academic transcripts. I understand that misrepresentation or omission of facts called for on this application is cause for rejection.

SIGNATURE: _____ **DATE:** _____

AUTHORITY TO INVESTIGATE PERSONAL INFORMATION:

I hereby authorize the Melbourne Beach Volunteer Fire Department, to conduct an investigation into my background including criminal history, driving record, previous employment, educational background, medical history, and to conduct any other investigation that it deems appropriate. I request any custodian of the aforementioned information including duly constituted law enforcement agencies or judicial officer or other appropriate persons to furnish the Melbourne Beach Volunteer Fire Department with all information it may have pertaining to me. I hereby release the Melbourne Beach Volunteer Fire Department, such custodians and the Melbourne Beach Police Department, judicial officer or any other individual from any liability arising from the disclosure of any information pertaining to be which is obtained during said investigation.

SIGNATURE: _____ **DATE:** _____

FULL NAME (please print): _____

ADDRESS: _____
(Number and Street) (City, State and Zip Code)

DATE OF BIRTH: _____

DRIVER LICENSE NO.: _____

SOCIAL SECURITY NO. (last 4 only): XXX – XX – _____



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The Melbourne Beach Volunteer Fire Department is authorized to verify any and/or all of the information contained in the application form. I understand that, in submitting this volunteer application for appointment, I agree to abide by the following terms and conditions:

I hereby certify that all statements made in this application are true and I agree and understand that any omission, falsification, misstatement, or misrepresentation may disqualify me as an applicant with the Melbourne Beach Vol. Fire Dept. All statements made by me on this application are true, correct, and complete, to the best of my knowledge. I understand failure to answer truthfully any question on this application will result in disqualification from the program.

I hereby release the Town of Melbourne Beach and the Melbourne Beach Volunteer Fire Department from any liability for access to my criminal history and motor vehicle records, including, but not limited to arrests, warrants, convictions, and disposition of charges. I understand that these matters are confidential and I give my full release and agreement to the Town of Melbourne Beach to use my information to determine my eligibility for membership in the Melbourne Beach Volunteer Fire Department.

I understand that all statements are subject to a complete background investigation, including a check of my training and experience statements. All information I give will be considered in reviewing my application.

My acceptance may be contingent upon the results of a complete drug test. I may be required to take drug tests during the term of my appointment as a volunteer with the Melbourne Beach Volunteer Fire Department.

I authorize all persons and organizations referenced in this application to furnish the Melbourne Beach Volunteer Fire Department information, personal or otherwise, regarding my ability and fitness for employment. I relieve all such parties, including the Melbourne Beach Vol. Fire Dept. from any and all liability for any damage that may result from furnishing such information to the Melbourne Beach Vol. Fire Dept.

If accepted for appointment as a volunteer, I agree to abide by and comply with all rules, regulations, policies and procedures of the Melbourne Beach Volunteer Fire Department. I understand and agree that I am free to terminate my appointment at any time. I further understand that the Town of Melbourne Beach has the right to terminate my appointment with or without cause. I understand and acknowledge that all information I receive or that comes to my knowledge while working with the Fire Department will be treated as confidential and not discussed with anyone. A violation of this trust will result in termination from the Melbourne Beach Volunteer Fire Department. I understand that no representative of the employer has any authority to enter into any agreement with me contrary to the rules, regulations, policies and procedures of the Melbourne Beach Vol. Fire Dept.

I SWEAR OR AFFIRM THE ABOVE INFORMATION AND CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT.

Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME, THE UNDERSIGNED AUTHORITY THIS

____ DAY OF _____, _____ BY _____
Printed Name

WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED THE FOLLOWING IDENTIFICATION: _____

Signature of Notary Public, State of Florida at Large

Notary Printed Name: _____ **My Commission Number:** _____

Melbourne Beach Town Clerk

From: Linda Swensen <lindaswensen@yahoo.com>
Sent: Wednesday, October 15, 2025 5:12 PM
To: Melbourne Beach Town Clerk
Subject: Fw: Melbourne Beach Council (MLB)- Re: New Business - #11.B. Developing an Ordinance to Address Residential Propane Storage Tanks

Hi,

I would appreciate it if my letter to our Town Council could be read at Melbourne Beach Council meeting for it to be on record.

Thanks

Linda Swensen
217 Surf Rd.
Melbourne Beach, FL

----- Forwarded Message -----

From: Linda Swensen <lindaswensen@yahoo.com>
To: adennington@melbournebeachfl.org <adennington@melbournebeachfl.org>; dbarlow@melbournebeachfl.org <dbarlow@melbournebeachfl.org>; rbaldwin@melbournebeachfl.org <rbaldwin@melbournebeachfl.org>; abutler@melbournebeachfl.org <abutler@melbournebeachfl.org>; treed@melbournebeachfl.org <treed@melbournebeachfl.org>
Sent: Tuesday, October 14, 2025 at 04:08:50 PM EDT
Subject: Melbourne Beach Council (MLB)- Re: New Business - #11.B. Developing an Ordinance to Address Residential Propane Storage Tanks

Dear MLB Council,

My husband and I have reviewed the ordinance proposing "propane tank inspection" information found on pages 238-239 of the Regular Town Commission Meeting Agenda Packet. We adamantly oppose the "Fire Safety Proposal" for the following reasons:

1. Propane tanks are not a safety issue in this town.

Per Propane 101:Propane Fire Statistics:

<https://www.propane101.com/propanestatistics.htm>

U.S. Fire Administration - Statistical Reports on What Causes Fires

Propane tanks are not even listed as a cause.

<https://www.usfa.fema.gov/statistics/reports/fire-causes/>

Residential Building Fire Causes

The 2023 national estimates for the leading causes of residential building fires show that there were:

- 167,800 cooking fires.
- 31,500 other unintentional carelessness fires.
- 27,900 heating fires.
- 23,700 electrical malfunction fires.

Overall trends

Overall trends in the leading fire causes for the 10-year period of 2014 to 2023 show the following:

- Cooking as the leading cause of residential building fires for the 10-year period.
- A 42% increase in residential other unintentionally or carelessly set fires.
- A 31% decrease in residential heating fires.
- A 2% increase in residential electrical malfunction fires.

<https://www.usfa.fema.gov/statistics/residential-fires/causes.html>

2. Propane tanks are routinely inspected and monitored by Gas Company and Generator Company.

Propane tanks are inspected by the Propane company each time there is a need for the tank to be filled. Additionally full house generators also monitor the propane input to the full house generator. Problems are identified at the source in timely fashion, as opposed to the proposed once a year inspection.

This proposal only lists home propane tanks. What about inspections for gas grills, cars (electric or gas) in the garages, gas grills, lawn mowers, etc.? Are you going after these possible fire starters too? Cooking fires are the leading cause, will you be inspecting kitchens?

3. Charging a yearly fee for propane tank inspection.

In 2020, Melbourne Beach Town assessment fee was \$250 for the installation of the tank. **The town has been paid once already!** This proposed yearly fee appears to be a money grab by the town. And also appears to be another attempt to stick it to property owners who choose to rent out their homes (short or long

term). For the record, we live in our home and will NOT be renting it out. The MLB Council are so headstrong in punishing short term rentals, that in turn, you now want to cause an additional financial burden to the people who live here fulltime.

4. Burden of Fire Dept. personnel.

This is a waste of town resources. How many hours will this take for the Fire Department to inspect all homes in Melbourne Beach?

In summary, propane tanks are not the issue in this town. **Please vote NO to this proposal.**

Regards,

Tom and Linda Swensen
217 Surf Rd.
Melbourne Beach, FL. 32951

Deckard Short Term Rental Review Software Summary

October 6th, 2025

Deckard gave a very thorough presentation to the Technology Advisory Board (TAB), Lisa Frazier, Town Manager, Fritz Reiser, Code Enforcement Officer, and Jennifer Kerr, Finance Manager. Called Rentalscape, the software is an impressive system that has tools to reduce administrative burden on town employees and increase Short-Term Rental (STR) compliance up to 99%.

At a high level, there are five main features of Rentalscape:

1. It searches over 10,000 websites (Airbnb, VRBO daily) using AI to identify both active and inactive STR's for rent which it identifies on a map that has ability to see each STR in detail.
2. Based on our ordinance criteria, it will determine if and STR's are out of compliance. For example, it identified 18 Live and licensed properties, as well as 32 Live and unlicensed properties.
3. As a compliance first step, it has an automated notification process that will send emails to STR owners out of compliance and explain how to rectify.
4. It contains a 24/7 online registration portal for would be STR owners to get a license to operate in Melbourne Beach.
5. It also contains a 24/7 online complaint portal for residents.

Additional Information: Other Rentalscape modules we don't currently subscribe:

1. Public Portal – interactive map updated daily that shows all STR's in town and property advertising detail
2. Inspection Portal - STR owners can schedule fire inspections and other code permit needs. Officer can also enter inspection pass/fail data.
3. Where applicable taxes and fees can be billed and paid for online.

Next Steps:

1. Fritz will be receiving a hands on tutorial from Deckard this Friday and TAB will get to observe.
 - a. Determine any additional needs or requirements for software or hardware.
 - b. Formalize and document procedures for STR registration, complaint handling and compliance enforcement.
 - c. Create website layout and content to make property owner and resident navigation simple and straightforward.
2. Fritz will be point: Deckard will send us their current list of compliance violations they identify and report on. Then we can add additional compliance requirements that may be unique to our Vacation Ordinance.