



**North Star Volunteer Fire  
Department**  
2358 Bradway Road  
North Pole, Alaska 99705  
(907) 488-3400  
Steven H. Crouch-Fire Chief

**Fire Department  
Deputy Chief,  
Operations  
Division**

**Application Packet**

# Table of Contents

Application Packet  
Deputy Chief,  
Operations  
Division

Table of Contents	Page 2
Letter from the Fire Chief	Page 3
Position Description	Page 4, 5, 6
Chronology of the Hiring Process	Page 7
Physical Ability Test	Page 8
Application Form	Page 9, 10
Reference Information Release	Page 11



## North Star Volunteer Fire Department

March 26, 2018

Dear Candidate,

On behalf of the entire crew, I would like to thank you for applying to join our team! We are the busiest volunteer department in the Interior of Alaska and are looking for energetic and enthusiastic men and women to fill our ranks. If you are a person of integrity who possesses a strong work ethic, we would love to talk with you. We believe that our department is on a path to excellence and already has a team of volunteers and paid staff that places us second to none.

If you are looking for a progressive fire department, then you have found your new home at North Star Volunteer Fire Department (NSVFD). Please look over the enclosed materials as well as the information on our website to learn more about us. If you have any questions, please feel free to call or stop by.

Thank you,

*Steven Crouch*

Steven Crouch  
Fire Chief  
North Star Volunteer Fire Department  
2358 Bradway Road  
North Pole, AK 99705  
907-488-3400



## North Star Volunteer Fire Department

2358 Bradway Road, North Pole, Alaska 99705

Phone: (907)488-3400 Fax: (907)488-6118

Steven Crouch, Fire Chief

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**POSITION TITLE:** Deputy Chief Operations Division      **SALARY:** \$75,000+ - DOE

**STATUS:** Regular Full Time      **FLSA:** Exempt

### **BASIC FUNCTION:**

The individual occupying this position is responsible for the efficient management and implementation of an effective emergency service operations division utilizing Department Career and Volunteer personnel. Typical activities include administrative, supervisory, technical fire and emergency service duties at all levels encumbering supervision, fire suppression, hazardous materials, public education, investigations emergency medical and rescue service, facility and apparatus testing and maintenance.

### **Responsibilities:**

1. Research, planning, and implementation through the dissemination of basic and advanced technical operational programs related to safe and effective emergency services.
2. Coordinates the development, maintenance, and review of Operations Division.
3. Develop, present and justify the annual budget for Operations Division.
4. Prepares, reviews and maintains documentation of Department Operations Division.
5. Assumes the position of command during emergency and non-emergency department responses.
6. Supervises and delegates directives to carry out operations of the fire department.
7. Evaluates and reports to the Fire Chief on the status and condition of department emergency service resources and personnel.
8. Identify and advise Battalion Chiefs of operational problems and implements solutions.
9. Supervises Career and Volunteer fire service personnel.
10. Develop the objectives, plans, and programs of the Division.
11. Responds to alarms and assists in the operations of the emergency to include entry and direction of emergency crews if needed.
12. Prepares and periodically updates long-range plans for the Division
13. Maintains accurate operational records per applicable standards and performs quality control of all

operational programs.

14. Researches and makes recommendations to the Fire Chief for changes in the operation of fiscal plans within the Division.
15. Supervises the development, planning, and implementation of Department Maintenance Division through department Maintenance Specialist.
16. coordinate activities with other divisions, department, and agencies.
17. Acts in the capacity of Fire Chief as required
18. Directs other emergency services as delegated by the Fire Chief according to FNSB Emergency Services policies and procedures.

**MINIMUM QUALIFICATIONS:**

1. Must have, or be able to obtain, a valid Alaska driver's license within 90 days of hire. (A five-year driving record must be attached to your application).
2. High School diploma or equivalent.
3. NFPA Firefighter 1 or equivalent
4. NIMS ICS 100, 200, 300, 700, 800
5. NREMT-B or State of Alaska EMT 1.
6. IFSAC or Pro Board Fire Officer 2 certification.
7. IFSAC or Pro Board Fire Instructor I.
8. Associates degree in Fire Science or a related field. An equivalent combination of education and experience may be substituted for required degree.
9. At least ten (10) years of increasingly responsible emergency service experience, (4) of which must have been as Battalion Chief or above.
10. Extensive knowledge of technical firefighting principles and practices; knowledge of chemistry and physics of fire and the causes and ignition sources of fires; knowledge of emergency scene command principles and practices.
11. Knowledge of management and administration principles including long range plans for funding, equipment, and projects.
12. Ability to write comprehensive reports and to communicate effectively with subordinates, superiors and the community.
13. Demonstrated competency in use of computers, simulators and other education and training equipment technologies.
14. Demonstrated progressive, innovative, creative methods of supervision.

15. Demonstrated ability in project planning and scheduling in a multi-facet operation.
16. Applicant must have the ability to work independently of direct supervision.
17. Physically fit to perform arduous emergency scene duties including entry into structure fires and lifting of patients.
18. Must be able to pass department physical agility test and NFPA Firefighter physical. A background investigation will be conducted on final applicants. A PROFICIENCY TEST MAY BE ADMINISTERED TO QUALIFIED APPLICANTS.
19. Demonstrated ability to clearly and concisely prepare formal oral and written reports, and technical studies.
20. Demonstrated ability to establish and maintain effective working relationships with management, coworkers, federal and state officials, public and private groups.
21. Ability to deal effectively and courteously with complaints.

**PREFERRED QUALIFICATIONS:**

1. NIMS ICS 400.
2. Bachelor's degree or higher in Fire Science or a related field.
3. NREMT-P or State of Alaska EMT III.
4. IFSAC or Pro Board Fire Instructor II or higher certification.
5. IFSAC or Pro Board Fire Officer III or higher certification.
6. At least ten (10) years of increasingly responsible emergency service experience, five (5) of which must have been in a supervisory position.

**JOB CONTACTS:**

Public, NSVFD volunteer and Career firefighters and Emergency Services personnel, FNSB personnel, local, State and Federal elected officials, area fire departments and emergency service providers.

# Hiring Process Chronology

*Applications will be accepted between 0800 – 1700  
Monday through Friday  
at the NSVFD Personnel Office*

*or may be mailed to:*

*North Star Volunteer Fire Department  
Attn: Chief Steven Crouch  
2358 Bradway Road  
North Pole, AK 99705  
scrouch@northstarfire.org*

***Note: Include resume' with application***  
**Resume' must include reference contact information**

<b>Position Posting:</b>	March 26, 2018
<b>Position Closed:</b>	April 13, 2018
<b>Interviews:</b>	April 23, 2018
<b>Hiring Decision:</b>	April 25, 2018
<b>Starting Date:</b>	May 16, 2018

***Please note:***

These dates are subject to change to suit departmental needs. Candidates will be notified if the dates should change.

**NORTH STAR VOLUNTEER FIRE DEPARTMENT  
PHYSICAL ABILITY TEST**

All Members of the North Star Volunteer Fire Department will be required to complete the following ability test. This is a timed event to evaluate the member's ability to perform physically demanding firefighting activities on the fireground. The member will have ten (10) minutes to complete this test.

The ability test will be performed with the members wearing standard department issue turnout coat, pants, boots, entry approved structural firefighting gloves, entry approved structural firefighting helmet and Scott SCBA. This is a continuous, circuit type evolution. Once the member completes station 1 they immediately go to station 2, then 3, and so on. There are no breaks and no running between stations.

The member will don a Scott SCBA, excluding the face piece. The member will wear all safety equipment including gloves. (The donning of the SCBA will not be timed, and the SCBA face piece will not be worn during this test.) All safety equipment will be in place at the end of testing.

The Proctor will record elapsed time after completing each station and the overall time at the end of the test.

The hotel pack will be carried between every station. The hose is not allowed to touch the ground between stations. When the member touches the hotel pack at Station 1 the timing of the test will begin.

**STATION#1 Stair Climb**

The member will start at the base of the stairway leading to the Day Room in Bay 1. When ready the candidate will pick up a N.S.V.F.D. hotel pack with nozzle and gated wye attached, place it on their shoulder, and climb one (1) flight of stairs three (3) times, coming in contact with each stair on the way up and the way down the stairwell. One hand must be in contact with the railing and running is prohibited. When finished the member will move on to Station 2.

**TIME ELAPSED:** \_\_\_\_\_

**STATION#2 Dummy Drag**

The member will place the hotel pack on the pre-marked spot, pick up an approximately 185 lbs. Rescue Dummy and drag it 35 ft. around a cone and back to the starting point. At no time during this station can the dummy or member come in contact with the cone. When finished the member will pick up the hotel pack and walk to Station 3.

**TIME ELAPSED:** \_\_\_\_\_

**STATION#3 Roof Ventilation Prop**

The member will place the hotel pack on the pre-marked spot, pick up a 14-pound sledgehammer, stand on the roof prop and full swing the sledgehammer 20 times onto a pre-marked area. Only full swings will count. Proctor will verbally count out full contact swings. A full swing is defined as the sledgehammer swinging above the member's head at the uppermost part of the swing. Member will return the sledgehammer to the designated area. When finished the member will pick up the hotel pack and walk to Station 4.

**TIME ELAPSED:** \_\_\_\_\_

**STATION#4 Hose Drag**

The member will place the hotel pack on the pre-marked spot, pick up and drag 200' of three-inch (3") hose, 100' in distance. Hose will be arranged in an "accordion" pattern at the start line and all of the hose must clear the finish line. The hose may be dragged in any manner. When finished the member will pick up the hotel pack and walk to the hose tower and Station 5.

**TIME ELAPSED:** \_\_\_\_\_

**STATION#5 Hose Tower Raise**

The member will place the hotel pack on the pre-marked spot, and pull a rope connected to a 50-foot roll of 3" hose, hand-over-hand until it comes in contact with the bottom of the catwalk, and then lower the rope hand-over-hand until the hose is at eye level. Minimum of 5 (five) repetitions will be completed. The candidate will receive one (1) warning if the rope slips through his/her hands, after the second infraction the member must lower the hose to eye level and restart that repetition. When finished the member will pick up the hotel pack and walk to the finish line.

The member's time will be stopped when he/she crosses the finish line. **OVERALL TIME:** \_\_\_\_\_

APPLICANT NAME: (Print: First and Last) \_\_\_\_\_

PROCTOR NAME: (Print: First and Last) \_\_\_\_\_

DATE: \_\_\_\_\_





# North Star Volunteer Fire Department

## APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone number \_\_\_\_\_ Are you over 18 years old?  Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Have you worked here before?  Yes  No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  Yes  No

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Shift preferred \_\_\_\_\_ Part-Time \_\_\_\_\_ Full Time \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No

Have you ever been convicted of a felony?  Yes  No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (next page), what other experiences, skills or qualifications would especially fit you for work with our company?

<b>POSITIONS APPLIED FOR 1.</b> _____ <b>2.</b> _____ Wage or salary desired? \$ _____ When can you start? _____
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**WORK HISTORY**

May we contact your present employer?

 Yes No

Most Recent Employer			Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title of Supervisor					
Description of Duties			Reason for Leaving		
Previous Employer			Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title of Supervisor					
Description of Duties			Reason for Leaving		
Previous Employer			Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title of Supervisor					
Description of Duties			Reason for Leaving		
Previous Employer			Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title of Supervisor					
Description of Duties			Reason for Leaving		

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the president has any authority to alter the foregoing.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_



**North Star Volunteer Fire  
Department**  
EMPLOYEE AUTHORIZATION  
TO RELEASE REFERENCE INFORMATION

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_

to release the following job reference information to prospective employers:

Any information desired by my prospective employer.

OR

Salary history (Starting: \_\_\_\_\_ Final: \_\_\_\_\_)

Dates of employment (Hire Date: \_\_\_\_\_ Term Date: \_\_\_\_\_)

Positions held (Starting): \_\_\_\_\_

Final: \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

Eligibility for rehire (Yes: \_\_\_\_\_/No: \_\_\_\_\_)

Other \_\_\_\_\_

I have reviewed the above information and understand this is the data that will be released should my references be checked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_

Release Expiration Date: \_\_\_\_\_