



North Star Volunteer Fire Department

**2358 Bradway Road
North Pole, Alaska 99705
(907) 488-3400**

Fire Chief

Application Packet

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 job's essential functions, 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 (reverse side), what other experiences, skills, or qualifications would especially fit you for work with our Company?

POSITIONS APPLIED FOR 1. _____ 2. _____
 Wage or salary desired? \$ _____ When can you start? _____

(OVER)

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 outlined 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 outlined in this application.

I understand that employment at this Company is "at will," which means that the Company or I 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 preceding.

Date _____ Applicant's Signature _____

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**North Star
Volunteer Fire Department
2358 Bradway Road
North Pole, Alaska 99705
(907) 488-3400**

October 18, 2021

Dear Fire Chief Candidate:

Thank you for expressing interest in the Fire Chief position with North Star Volunteer Fire Dept. We have taken the time to put this information packet together to better communicate with prospective employees. If you should have any questions after reading through this packet, please feel free to contact Elise Marbury or Veronica Baysinger at the number listed above.

This is a full-time position. It will require you to assume a great deal of responsibility and allow you to use your creativity and energy to contribute to the future direction of this great fire department. Here at North Star Volunteer Fire Department, we offer a competitive salary, annual increases for more extended service with the department, medical, vision, and dental insurance, and other benefits to our employees.

I want to take this opportunity to thank you in advance for your interest and time in applying for this position. I am sure the successful candidate will find it to be exciting and challenging.

Sincerely,

Shannon Wyman,
Board President



North Star Volunteer Fire Department

2358 Broadway Road, North Pole, Alaska 99705

Phone: (907) 488-3400

FAX: (907) 488-6118

NORTH STAR VOLUNTEER FIRE DEPARTMENT

Fire Chief

Position: Fire Chief - Full Time/Paid Position with Benefits

Wage: DOE- Exempt

Summary of Job Classification:

The individual occupying this position is under the general direction and supervision of the Board of Directors, the Fire Chief, is responsible for oversight of the general operations of a combination career/volunteer department, including the development and implementation of all administrative and management services programs and the day-to-day fire and E.M.S. department operations, including shift staffing and residency programs. This is an Exempt position.

Responsibilities:

1. Research, plan and implement departments short-term and long-term plans one year/three years/five-year plan.
2. Coordinates the development, maintenance, and review of all Emergency Services Departments.
3. Develop, present, and justify annual budget.
4. Prepares, reviews, and maintains documentation of all Departments.
5. Assumes the position of Incident Command during emergency operations.
6. Has the responsibility to recruit and retain emergency personnel, for example, volunteer, career, resident, and support.
7. Works as the Human Resources Officer.

Typical Functions:

1. Manages all Department services and activities to include training, injury prevention, emergency medical services, and fire protection and suppression.
2. Oversees and participates in developing the department's goals, objectives, work plan, and budget. Monitors the expenditures of service area funds to ensure compliance with the budget and policy. Applies for grant funding when applicable.
3. Develops and implements departmental policies, standing orders, and guidelines to address regulatory, legislative, and board policy matters appropriately.
4. Directs the department's public relations efforts, including campaigns to present the need for changes in laws and policies and encourage fire prevention.
5. Monitors and prepares legislation as it relates to Fire Service Area activities. Presents testimony on legislative matters that impact the service area.

6. Assists with the development of Board of Directors agenda and work session items, including the review of agenda material, attending public hearings, and related proceedings to represent the department.
7. Attends civic, professional, and community group meetings to explain the department's activities and functions and promote favorable public opinions and working relations.
8. Evaluates and reports to the Board of Directors on the status and condition of the department emergency service resources and personnel.
9. Supervises Deputy Chief, Chaplain, and Administrative Assistants.
10. Initiates internal investigations when appropriate and directs corrective action as needed.
11. Supervises the development of Standard Operating Guidelines.
12. Respond to alarms and assist in the Incident Command structure of the emergency to include entry and directions of emergency crews if needed.
13. Prepares and develops short- and long-term plans for the department.
14. Maintains accurate records per applicable standards of all programs.
15. Researches and develops changes in the fiscal plans for all divisions.
16. Regularly required to respond as Battalion 31 and provide incident command at irregular hours and holidays. Regularly on-call by pager and cell phone for emergency calls.
17. While responding as Battalion 31, must reside within the Fire Service Area.
18. Other duties as assigned.

Job Contacts:

1. General Public.
2. N.S.V.F.D. Membership.
3. F.N.S.B. personnel.
4. Local, State, and Federal elected officials.
5. Area Fire Departments and Emergency Service Providers.

Required Minimum Qualifications:

1. Valid and unrestricted Alaska Driver's License or be able to obtain within 30 days.
2. Associate degree in the related field. An equivalent combination of education and experience may be substituted for the required degree.
3. At least fifteen (15) years of increasingly responsible emergency service experience, six (6) of which must have been as a Battalion Chief or above.
4. Up to eight (8) years' experience with combination paid/volunteer organization.
5. Extensive knowledge of fiscal responsibilities, budget preparation, grant preparation, licensing, reporting, and tracking of required expenditures.
6. ICS 100,200,300,400,700,800.
7. Fire Officer III. or DOE.
8. Current EMT I or equivalent.
9. Knowledge of management and administration principles, including long-range plans for funding, equipment, and projects.
10. Strong communication skills, including both verbal in person and via radio, and written communication.
11. Ability to write comprehensive reports and to communicate effectively with subordinates, superiors, and the community.
12. Proficiency in the use of computers, word, excel, and PowerPoint.
13. Progressive, innovative, and creative methods of supervisors.
14. Ability in project planning and scheduling in a multi-facet operation.

15. Applicants must have the ability to work independently.
16. Applicant must have attended courses relating to Human Resources and have the ability to successfully manage performance evaluations, progressive discipline procedures, and grievances.
17. Complete annual Department Physical Ability Test.
18. On Hiring will be required to pass NFPA1500 test.

Preferred Knowledge, Skills, and Qualifications:

1. Bachelor's degree.
2. Professional experience providing training, conducting performance evaluations, and public speaking.
3. EMT III Certification or Paramedic License.
4. Fire Officer IV Certification (I.F.S.A.C. or other state-approved equivalents).
5. E.M.S. and Fire Instructor Certifications.
6. Fire Investigator Certification (Fire Investigator Technician or Certified Fire Investigator).
7. Graduate of the National Fire Academy Executive Fire Officer program or Chief Fire Officer Designation.

All these factors will be the basis for selecting candidates to be interviewed. In addition, the candidate selected for employment must satisfactorily perform the position's essential functions during a prescribed probationary period.

Hiring Process Chronology

*Applications will be accepted between 0800 – 1700 Monday through Friday at:
Administration Office, N.S.V.F.D. Station 31, 2358 Bradway Road, North Pole, AK 99705*

or e-mail to: Swyman@northstarfire.org

**Include a complete cover letter and resume with the application.
Resume' must include reference and certification information.**

Position Opens
October 22, 0800 hours

Position Closes
Until Filled

Review of applications by Fire Chief
T.B.D.

Oral Board Interviews
T.B.D.

List of finalists and scores forwarded to Fire Chief
T.B.D.

Finalists Interview with Fire Chief
T.B.D.

Conditional offer made to Successful Candidate
T.B.D.

Physical Ability Assessment
Physical Medical Examination

To be scheduled with the successful candidate at the time of a conditional offer of hire.

Candidates will be notified of the dates and times.

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 fire ground. 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 MSA G1-air pak. 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 during the evolutions or between stations.

The member will don an MSA G1 SCBA, excluding the face piece. The member will wear all safety equipment including gloves. (The donning of the airpak will not be timed, 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 in the decon room.

The member's time will be stopped when he/she crosses the finish line.

OVERALL TIME: _____

APPLICANT NAME (Print: First and Last) _____ Sign _____

PROCTOR NAME (Print: First and Last) _____ Sign _____

DATE _____ APPROX. OUTSIDE TEMP. _____

**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: _____