



North Star Volunteer Fire Department

2358 Bradway Road
North Pole, Alaska 99705
(907) 488-3400
Buddy Lane- Acting Fire Chief

Application Packet

Fire Department Captain/ Assistant Chief, Training Division



North Star Fire Department

2358 Bradway Road, North Pole, Alaska 99705
Phone: (907) 488-3400 FAX: (907) 488-6118

POSITION TITLE: Captain / Assistant Chief Training **SALARY:** D.O.E.
STATUS: Regular Full Time **FLSA:** Exempt

BASIC FUNCTION:

The individual occupying this position is responsible for the efficient management and implementation of an effective training program for Department Career and Volunteer emergency service personnel. This position reports directly to the Deputy Fire Chief. Typical activities include administrative, supervisory, technical, fire, and emergency service duties at all levels encumbering supervision, fire suppression, hazardous materials, public education, emergency medical and rescue service, facility and apparatus testing and maintenance.

This position will be open until filled. To apply, submit the following to Acting Fire Chief Buddy Lane at Blane@northstarfire.org

- NSVFD Employment Application
- Cover Letter
- Resume
- 3 Professional References
- Authorization to Release Reference Information

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Application Packet
Captain/ Assistant
Chief,
Training Division

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North Star Volunteer Fire Department

October 6, 2021

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,

Buddy Lane

Buddy Lane
Acting Fire Chief
North Star Volunteer Fire Department
2358 Bradway Road
North Pole, AK 99705
907-488-3400



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TYPICAL DUTIES:

1. Researches, plans, and implements basic and advanced technical training programs related to safe and effective emergency services.
2. Coordinates the development, maintenance, and ongoing review of the Training Division.
3. Develops, presents, and justifies the annual budget for the Training Division.
4. Prepares and maintains documentation including training records and reports through the Administrative Division.
5. Assumes any position within the Incident Command System as needed to accomplish incident objectives during emergency situations.
6. Supervises the development of manuals, courses, classes, and other training methods utilizing and developing personnel resources within North Star and working in conjunction with area departments and other outside agencies.

7. Counsels all levels of staff on personal training, proficiency and career tracts.
8. Directs the development of promotional testing and evaluation processes.
9. Directs the development of instructors.
10. Identifies and advises company officers on training problems and implements solutions.
11. Maintains accurate training records per applicable standards and performs quality control of all training programs.
12. Develops the objectives, plans, and programs of the Division.
13. Prepares and periodically updates long-range plans for Division.
14. Supervises Career and Volunteer fire service personnel.
15. Assists in carrying out operations of the fire department.
16. Responds to alarms and assists in the operation of the emergency to include entry and direction of emergency crews and acts as Battalion Chief as needed.
17. Coordinates activities with other divisions, departments, and agencies.
18. Acts in the capacity of Deputy Fire Chief or Fire Chief as required.

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. Associates degree in Fire Science or a related field. An equivalent combination of education and experience may be substituted for required degree.
4. NIMS ICS 100, 200, 700, 800
5. NREMT-B or State of Alaska EMT I.
6. IFSAC or Pro Board Fire Instructor I certification.
7. IFSAC or Pro Board Fire Officer I certification or ability to obtain within 6 months of hire.
8. At least eight (8) years of increasingly responsible emergency service experience, (3) of which must have been in a supervisory position.
9. 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.
10. Knowledge of management and administration principles including long range plans for funding, equipment, and projects.

11. Ability to write comprehensive reports and to communicate effectively with subordinates, superiors and the community.
12. Demonstrated competency in use of computers, simulators and other education and training equipment technologies.
13. Demonstrated progressive, innovative, creative methods of supervision and training instructional delivery.
14. Demonstrated ability in project planning and scheduling in a multi-facet operation.
15. Applicant must have the ability to work independently of direct supervision.
16. Physically fit to perform arduous emergency scene duties including entry into structure fires and lifting of patients.
17. 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.
18. Demonstrated ability to clearly and concisely prepare formal oral and written reports, and technical studies.
19. Demonstrated ability to establish and maintain effective working relationships with management, coworkers, federal and state officials, public and private groups.
20. Ability to deal effectively and courteously with complaints.

PREFERRED QUALIFICATIONS:

1. NIMS ICS 300, 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 II 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: Deputy Chief Willard
2358 Bradway Road
North Pole, AK 99705*

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

Position Posting:	October 6, 2021
Position Closed:	October 22, 2021
Interviews:	TBD
Hiring Decision:	TBD
Starting Date:	TBD

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 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. _____



**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?

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

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: _____