



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

FIRE CAPTAIN

POSITION

Application Packet

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

February 17, 2016

Dear Fire Captain Candidate:

I would like to start by thanking you for taking the time to apply for this important position. The greatest contribution this Department makes to the community comes directly from our volunteers and our employees. As future leaders of the Department and the community, you are demonstrating exceptional foresight by taking this very important step.

We have taken the time to put this information packet together in an attempt to better communicate with our future and advancing leaders. If after reading through this packet you should still have any questions, please feel free to contact me here at Station #1.

The working relationship between our Volunteer and Career personnel is seamless, and this process is intended to emphasize the knowledge, skill levels and quality of our very active personnel. It will require your assuming a great deal of responsibility and accountability, as well as allowing you to use your creativity and energy to contribute to the future direction of this great fire department.

We hope you will find this a challenging and rewarding process. Again, I thank you for your interest in furthering your career in the fire service. I am sure the successful candidate will find it exciting and challenging.

Sincerely,

A handwritten signature in black ink, appearing to read "David M. Daniell". The signature is fluid and cursive, with the first and last names being more prominent.

David M. Daniell
Deputy Fire Chief
North Star Volunteer Fire Department

NORTH STAR

Volunteer Fire Department

2358 Bradway Road

North Pole, Alaska 999705

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

VACANCY ANNOUNCEMENT

JOB TITLE: Fire Captain

OPENS: February 17, 2016

REPORTS TO: Deputy Chief

CLOSES: March 16, 2015

POSITIONS SUPERVISED: Assigned Personnel

PAY GRADE: DOE

NARRATIVE: Position is a uniformed line assignment within the Fire Department, supervised by assigned Deputy Chief. Captains will provide initial and immediate response to incidents in the North Star Fire Service Area, and to incidents outside the Service Area as defined by department Guidelines of Operation and Mutual Aid Agreements. Upon arrival will perform incident command functions, rescue, firefighting, Haz-Mat Operational Level response, and emergency medical operations as necessary or as directed.

RESPONSIBILITIES:

1. Primary duties shall encompass leadership skills used in serving the members of this organization by mentoring, teaching, equipping, and encouraging all members of the department.
2. This position performs emergency firefighting activities to include but not limited to apparatus driving, interior attack, wild-land firefighting, rescue operations, motor vehicle extrication and hazardous materials operations.
3. Provides safe initial response of appropriate fire apparatus and emergency scene activities.
4. The Captain serves as Company Officer, or Driver/Operator when necessary, on initial response to all fire, rescue, and hazardous materials emergencies, performs "On-Scene Reports" and acts as Incident Commander until relieved by a Chief Officer.
5. The Captain serves as Lead Medic when necessary.

6. The Captain shall ensure daily and weekly vehicle checks, preventative maintenance on apparatus are completed.
7. The position shall initiate work orders for repairs to apparatus, facilities and equipment that cannot be performed by them, accurately documenting conditions and discrepancies found.
8. This position is responsible for the maintenance of stations and grounds to include: cleaning, stocking of supplies, mowing, plowing/shoveling, light repairs such as painting, etc., and other tasks as required to keep facilities clean, orderly and functional at all times.
9. This position will be required to perform computer data entry of ANFIRS, EMS reports, training reports, PPE assigned to personnel, hose records, SCBA records, and other projects as assigned.
10. This Captain regularly is involved with instruction of fire, rescue and ems topics to serve the members of the department in meeting their needs with "check-off" procedures, task performances and drivers training. The Captain will be assigned to assist instructors, prepare equipment, facilities, materials for training sessions and perform as an instructor in areas of expertise; participate in department fire prevention presentations, accident prevention, and community awareness programs as assigned.
11. This position supervises and may occasionally supervise summer hires or community service workers. The Captain conducts crew assignments, delegation of tasks, counseling of members not meeting department standards and quality control.
12. The Captain conducts annual performance evaluations of all personnel.
13. Ensures departments General Policies, Safety Policies, directives and Department Operating Guidelines are followed.
14. Serve as Battalion Chief as needed
15. This position may be called upon to perform duties outside of regularly scheduled work hours when department manning, critical incidents or important department projects are in need.
16. This position shall perform other duties as assigned by the Fire Chief or designee that assists in the daily operation and organization of the department.

JOB CONTACTS:

1. Department Operations, Training, Administrative and Support Staff.
2. General Public.
3. F.N.S.B. Staff.
4. Other area emergency services organizations.

MINIMUM QUALIFICATIONS:

1. Have a minimum of Five (5) years' experience as a Firefighter, three (3) of which are at an Officer Level or equivalent.
2. State of Alaska Fire Instructor I.
3. State of Alaska Fire Fighter 1I.
4. Current State of Alaska EMT-II.
5. Haz Mat Operations Level Certified.
6. ICS-100, ICS-200, ICS-700, ICS-800 certificates
7. Valid State of Alaska Motor Vehicle Operators license (Class 'D' minimum).
8. High School graduate or G.E.D.
9. Computer literate on current programs (Windows, Excel, etc.).
10. Physically fit to perform fire ground duties to include entry into structure fires.

PREFERRED QUALIFICATIONS:

1. Emergency Medical Technician-III
2. Fire Officer I
3. Qualification in a unique skill or field. Some examples are: Current SCBA Air Pak Field Level Technician; Confined Space / Hi-Angle Rescue / Collapsed Building Operations Level; Vehicle Extrication Specialist, etc. Please describe and provide copies of supporting documentation.
4. ICS 300.
5. Red Card

Hiring Process Chronology

*Applications will be accepted between 0800 – 1700 Monday through Friday at:
Personnel Office, NSVFD Station 31, 2358 Bradway Road, North Pole, AK 99705*

Applications may be emailed to ddaniell@northstarfire.org, by 1700 hours March 16, 2016

**Include complete cover letter and resume' with application.
Application Packet must include references and copies of certifications.**

Position Opens

0800 hours, February 17, 2016,

Position Closes

1700 hours, March 16, 2016

Review of applications by Fire Chief

March 18, 2016

Physical Agility Testing

March 28-29

Oral Board Interviews

March 29-30, 2016 (0900 – 1700 as scheduled)

List of finalists and scores forwarded to Fire Chief

March 31, 2016

Finalists Interview with Fire Chief

TBD

Conditional offer made to Successful Candidate

TBD

Physical Medical Examination / Drug Testing / Background Check

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

Please note, Candidates will be notified if the dates / times should change.

NORTH STAR

NORTH STAR VOLUNTER 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 (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		
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 _____

EMPLOYEE AUTHORIZATION
TO RELEASE REFERENCE INFORMATION

I, _____ hereby authorize _____

to release 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: _____

**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 Scott IIA-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 a Scott IIA 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 _____