



# **Full-Time 48 Hour Officer**

## **Application Packet**

# Table of Contents

## Application Packet Full-Time 48-Hour Officer

Table of Contents	Page 2
Application Form	Page 3 and 4
Letter from the Fire Chief	Page 5
Position Description	Pages 6
Chronology of the Hiring Process	Page 7
Physical Ability Test	Page 8
Reference Information Release	Page 9
NSVFD Profile ( <a href="http://www.northstarfire.org">www.northstarfire.org</a> )	Web Page



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

March 27, 2023

Dear Officer Candidate:

I would like to start by thanking you for taking the time to apply for this position. We have taken the time to put this information packet together to better communicate with prospective employees. If after reading through this packet you should still have any questions, please feel free to contact Deputy Chief Kevin Harvey.

This is a full-time position. It will require your assuming a great deal of responsibility, as well as allow you to use your creativity and energy to contribute to the future direction of this great Fire Department. You should also know that we offer merit pay increases for advanced EMT skills, degrees and a length of service program with annual increases in pay for longer service with the department.

Again, I thank you for your interest in this position. I am sure the successful candidate will find it exciting and challenging.

Sincerely,

Geoffrey L. Coon  
Fire Chief



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

**Position: Fire Officer - Full Time/Paid Officer Position with Benefits**

**Wage: \$58,761 to \$65,686 annually DOE**

**Summary of Job Classification:**

This is a non-exempt position reporting directly to the Deputy Chief or designee. The position responds to Fire, EMS, Rescue and hazardous materials emergencies in addition to performing daily Fire Department business and maintenance activities. The position requires attendance at all weekly and assigned training classes and participation as an instructor. This position requires certification to drive/operate all department emergency apparatus within three months and become certified as a State of Alaska EMT III within 1 year of date of hire. The position calls for working 48 hour on-duty, 96 hours off-duty, work schedule. The selected individual may initially be required to work an 8 – 5, 40-hour week until benchmarks are completed, before transitioning to a 48 hr on/ 96 hr off, work schedule.

The applicant shall have the following minimum qualifications and certifications:

- Three (3) years active experience as a Firefighter.
- One (1) year experience as an Engineer.
- State of Alaska or IFSAC Fire Officer I certificate or ability to obtain within one (1) year.
- Current State of Alaska EMT I or NREMT B.
- ICS 100, 200, 700 and 800 certificates.
- Must possess a valid Alaska Driver's License prior to hire date.
- Must be able to be insured under the Fairbanks North Star Borough policy.
- Physically fit to perform fire ground duties to include entry into structure fires, as determined by a physician. Must be able to pass the departments' physical agility test, initially and annually.
- High School Graduate or GED.

The following are preferred qualifications and certifications:

- |  |                                  |
|--|----------------------------------|
| - Two (2) years experience at the Officer Level or equivalent. | - Associates / Bachelor's Degree |
| - ICS 300 certificate.   | - Fire Apparatus Driver Operator |
| - Current State of Alaska EMT II, III, or MICP.                | - Red Card                       |

# Hiring Process Chronology

*Applications will be accepted in person between 0800 – 1700 Monday through Friday at:  
Personnel Office, NSVFD Station 31, 2358 Bradway Road, North Pole, AK 99705  
and via email at admin@northstarfire.org*

**Include complete resume' with application.  
Resume' must include reference and certification information.**

**Position Opens**  
March 27, 2023  
**Position Closes**  
April 7, 2023

**First Review of applications by Deputy Fire Chief**  
April 11, 2023

**Eligible applicants notified for next phase**  
April 13, 2023

**Oral Board Interviews**  
April 17, 2023 (0900 – 1700 as scheduled)

**Physical Agility Test**  
April 18, 2023 (0900 – 1700 as scheduled)

**List of finalist and scores forwarded to Fire Chief**  
April 18, 2022

**Physical Medical Examination**  
To be scheduled with successful candidate at the time of a conditional offer of hire.

**Please note, dates and times are approximate. Candidates will be notified if the dates / times 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 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 an MSA G1 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 and pick up a 14-pound sledgehammer. While standing, 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) \_\_\_\_\_

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

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



**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: \_\_\_\_\_