RANCHO SANTA FE

FIRE PROTECTION DISTRICT

VOLUNTEER FIREFIGHTER

Application Packet

Rancho Santa Fe Fire Protection District

P.O. Box 410 · 18027 Calle Ambiente • Rancho Santa Fe • California 92067-0410
Tel. (858) 756-5971 • Fax (858) 756-4799

Board of Directors
James Ashcraft, President
John Tanner
Nancy Hillgren
Randall Malin
Tucker Stine

Fire Chief
Tony J. Michel

Dear Interested Party,

Thank you for your interest in becoming a Volunteer Firefighter with the Rancho Santa Fe Fire Protection District. Service as a Volunteer Firefighter is a challenging and rewarding way to perform community service, gain work experience, or start a career path in the fire service. In order to be considered for a volunteer position, you must meet all of the minimum requirements and have the required certifications or licenses listed below:

- Must be at least 18 years of age
- Must have current San Diego County or National Registry Emergency Medical Technician or Paramedic certification
- Current CPR card
- High school diploma or equivalent
- Valid Class C Driver's License

The Rancho Santa Fe Fire Protection District is a highly regarded professional organization. Our members, both career and volunteer, take great pride in our reputation and are committed to being the best organization in the region. If you are up for the challenge and have a strong dedication to selfless service, please take the time to completely fill out the attached application and return it to the Fire Station 6 Division Chief. If your application is selected, you will be asked to participate in series of processes which may include an oral interview, a background check, medical examination, and physical abilities exam.

Please consider the following before submitting your application:

If you are accepted in the volunteer program, you will be required to:

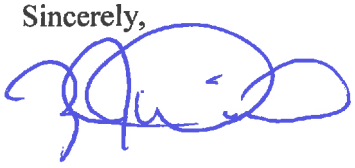
- Attend three (3) required trainings per month
- Complete mandatory training requirements and task books
- Volunteer for:
  - (3) Twenty-four 24 hour shifts per month; **or**
  - (3) Twelve hour shifts and (1) Twenty-four hour shift per month.

NOTE: Most weekend shifts are held for members in a fire academy or paramedic school.

Whether you're interested in community service or pursuing a career in the fire service, becoming a volunteer firefighter is a great place to start. As a volunteer firefighter, your fundamental duty will be protecting the lives and safeguarding the property of the citizens of this community – this is an awesome responsibility that is not to be taken lightly. However, the rewards are great!

You will enjoy a sense of accomplishment and pride in the work that you do. You will also get to learn new skills, meet new friends, be a part of a team, and give back to the community. But the biggest factor is the personal satisfaction in knowing that **you** can make a difference in the lives of people we serve and the world we live in today.

Sincerely,



Tony Michel, Fire Chief

Rancho Santa Fe Fire Protection District
VOLUNTEER FIREFIGHTER

Application Procedure and Volunteer Service Requirements

APPLICATION PROCESS:

1. Download a RSF Volunteer Firefighter application packet from the Fire District's website, www.rsf-fire.org; or pick up an application packet from RSF Fire Station 6.

2. Completely fill out the application and return the application packet in person to the Division Chief at RSF Fire Station 6 during normal business hours. Please include the following documents:
   - ✓ Resume
   - ✓ Copy of valid Driver's License
   - ✓ Copy of Social Security Card
   - ✓ Copy of high school diploma or equivalent
   - ✓ Copy of San Diego County EMT or EMT-P certifications
   - ✓ Copy of Current CPR card
   - ✓ Copy of CPAT, Biddle, or NCJPA physical abilities test (if available)
   - ✓ Other supporting documentation such as fire course completion certificates

SELECTION PROCESS:

1. **Interview Panel:**
   After your application is reviewed and if all the requirements are met, you will be contacted to participate in a two-part interview process. Business attire is suggested.

   The first interview is conducted by a panel of company officers. Successful candidates in this process will be invited to a final Chief's interview panel. Candidates who pass the Chief's interview will move forward in the selection process.

   During this time frame, you will also be asked to attend two (2) orientation drills to ensure that you can meet the expectations of the Fire District. It takes commitment and dedication to become a volunteer firefighter – please make sure you can fulfill these requirements before proceeding on.

2. **Background Check:**
   If you are successful in the interview process, you will be entered into a background check. The Fire District background investigator will contact you and inform you how to proceed in this process.

3. **Medical Examination:**
   Upon successful completion of the background process, candidates may be required to take a medical physical examination and provide a copy of required immunizations. If you have no immunization records, these will be provided at no cost during your medical examination. Immunizations will include:

   - ✓ Hepatitis B
   - ✓ Measles, Mumps, Rubella
   - ✓ TB Skin Test
   - ✓ Tetanus/Diphtheria
   - ✓ Flu shot

4. **Physical Abilities Test:**
   A copy of a CPAT, Biddle, or NCJPA physical abilities test is required. If you do not have a copy of passing one these tests, you may be required to take a Fire District provided pack test at the "arduous" level.

ACCEPTED CANDIDATE:
Candidates who have completed all the above requirements and is accepted into the volunteer program will continue on in the firefighter orientation and training process.

Becoming a volunteer firefighter takes a commitment to training and learning various tasks before responding to emergency calls. All new members will be considered "Probationary Trainees". Probationary Trainees will complete the following requirements and be issued the following safety gear and uniforms:

OSHA and Administrative Procedures:

- ✓ SCBA Fit Test
- ✓ HEPA Fit Test
- ✓ Respiratory questionnaire
- ✓ Set-up Target Safety Account
- ✓ Signed DMV Pull Notice Program waiver

Issued equipment:

- ✓ Structure and wildland safety gear
- ✓ Class C Uniform
- ✓ Pager
- ✓ Key and/or code issued

TRAINING REQUIREMENTS:
All Probationary Trainees will be issued a Probationary Volunteer Firefighter Trainee Positon Task Book (PVFFTPTB). The time to complete the task book will be dependent on an individual's commitment and dedication to completing the individual tasks listed in the book. All shifts worked before the PVFFTPTB is completed will be considered training shifts. While on training shifts candidates may only ride as an observer – you will NOT be allowed to actively participating on emergency calls until your PVFFTPTB is completed.

All Probationary Trainees must attend an orientation class called "Shift Zero" before participating in any training shifts. During this class, some of the topics covered will be:

- ✓ District Expectations
- ✓ Rules and Regulations
- ✓ Injury Prevention / Infection control
- ✓ Respiratory Protection
- ✓ Firefighter Safety / PPE

While some volunteers will complete their task books relatively quickly, all members must have it completed by the six-month mark. Failure to do so may result in termination from the volunteer program. When the PVFFTPTB is completed, a Probationary Trainee moves to a Probationary Volunteer Firefighter status and may respond to emergencies under the direction of a company officer or driver operator.

NOTE: Completed fire academy will cover many of the requirements in the PVFFTPTB.

Additionally, at the six-month mark, Probationary Volunteer Firefighter's will be required to obtain a California Ambulance Drivers license certification.

PROBATION REQUIREMENTS:
When the PVFFTPTB is completed, a member goes from "Probationary Trainee" to "Probationary Volunteer Firefighter". At this point a California State Firefighter I Task Book (CSFFITB) will be issued. In order for a Probationary Volunteer Firefighter to obtain the rank of Volunteer Firefighter, one year of service must be completed and the canidate must either complete a certified fire academy; or complete the CSFFITB. For those members who wish to obtain their Firefighter I certification, the Fire District will support members through the certification process through the local community college.

Candidates that have completed the probationary requirements will hold the rank of Volunteer Firefighter. The following equipment will be issued:

- ✓ Helmet Shield

- ✓ Badge
- ✓ Class B Uniform Shirt

ONE YEAR TO EIGHTEEN MONTHS:

Once a candidate obtains the rank of Volunteer Firefighter, all members are highly encouraged to continue on in the career track to become an Apparatus Driver Operator (DO). Becoming a DO brings on more responsibility and bigger challenges, but the rewards are even bigger. To become a DO, members will be issued a DO Position Task Book and will receive specialized training on how to properly drive and operate various type of fire apparatus. This is an outstanding program and it opens opportunities for possible paid employment. Candidates will be required to:

- ✓ Complete a Driver/Operator task book
- ✓ Take a Driver/Operator certification test
- ✓ Obtain a Class C license with firefighter endorsement; or commercial Class B license
- ✓ Pass a biennial DMV physical

MEMBER IN GOOD STANDING:

To remain in good standing, all members are required to attend eighty percent of the regularly scheduled training meetings which are held for the volunteer program. All members are also required to schedule and fulfill their monthly shift requirements. Failure to do so may be cause for termination from the Volunteer program. Exceptions to the rule may be granted by the RSF Station 6 Division Chief.

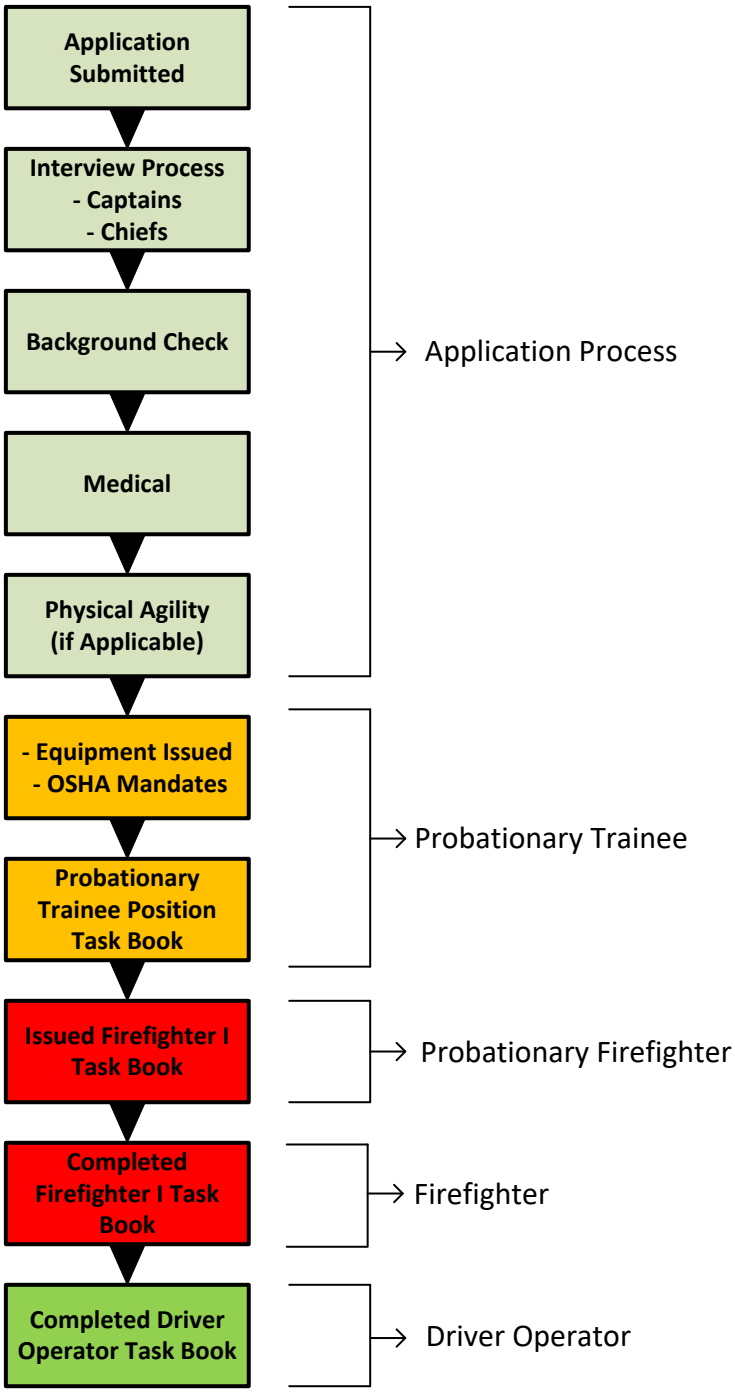
ADDITIONAL OPPORTUNITIES:

During your time as a volunteer firefighter, you will be afforded many training and certification opportunities - this is especially helpful for those who wish to continue to become a professional firefighter. Additionally, after probationary requirements are met, the Fire District offers tuition reimbursement for specialized training classes. For more information about these opportunities, please check with the Fire District's Training Chief.

Rancho Santa Fe Fire Protection District

VOLUNTEER FIREFIGHTER

Application Process & Career Path



RANCHO SANTA FE FIRE PROTECTION DISTRICT

Employment Application

We consider applicants for all positions without regard to race, color, politics, religion, sex, national origin, ancestry, age, sexual orientation marital or veteran status, presence of a disability, or any other legally protected status. Avoid any reference to the above, or response, which would allude to the above. Qualified individuals with disabilities are responsible for informing the Authority at least seven (7) days prior to the final filing date if assistance is needed in completing this application. Resumes may be attached, but they will not be accepted in lieu of this application. Complete the application in its entirety. Omissions may result in a delay or disqualification. Please return application to:

Rancho Santa Fe Fire Protection District, Attn: Personnel, P.O. Box 410, Rancho Santa Fe, CA 92067-0410

POSITION APPLYING FOR: _____

PERSONAL INFORMATION			
NAME (Last)	NAME (First)	NAME (Middle)	
ADDRESS (Street)	(City)	(State)	(Zip + 4)
EMAIL ADDRESS	18 years of age or over? YES ☐ NO ☐		
TELEPHONE (Home)	TELEPHONE (daytime)		
SOCIAL SECURITY NO. *(To obtain certain education and/or training records)*			
DRIVER'S LICENSE NO.	STATE	EXPIRATION	

PLEASE ANSWER THE FOLLOWING QUESTIONS	***YES**	**NO**
1. Have you ever been employed by Rancho Santa Fe Fire Protection District?	☐	☐
* If YES, please explain:		
2. Are you related to any employee of Rancho Santa Fe Fire Protection District?	☐	☐
* If YES, please explain:		
3. Are you able to perform the job-related functions of the position you are applying for?	☐	☐
* If NO, please explain:		
4. Have you ever been denied permanent employment, discharged or forced to resign from any position?	☐	☐
* If YES, please explain:		
5. If hired, can you show verification of your legal right to work in the United States of America?	☐	☐
* If YES, please explain:		

EDUCATION AND TRAINING			
HIGHEST GRADE COMPLETED			DID YOU GRADUATE?
High School	College	Graduate	YES NO GED
1 ☐ 2 ☐ 3 ☐ 4 ☐	1 ☐ 2 ☐ 3 ☐ 4 ☐	1 ☐ 2 ☐ 3 ☐ 4 ☐	☐ ☐ ☐
NAME AND LOCATION OF HIGH SCHOOL:			

NAME AND LOCATION OF COLLEGE, BUSINESS OR TRADE SCHOOL	DATES FROM:	TO:	GRADUATE YES	NO	UNITS SEM / QTR	DEGREE / MAJOR RECEIVED
1.			☐	☐		
2.			☐	☐		
3.			☐	☐		
4.			☐	☐		

Do you speak, read or write any language other than English, which may be beneficial to the position for which you are applying?

YES ☐ NO ☐ If yes, what language(s):

THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE ATTACHING A RESUME

List **ALL jobs** you have held in the last **10 years** beginning with your present or most recent employment.
Include active military service, if any, but do not include reason(s) for cessation of military service if applicable.

EXPERIENCE		
EMPLOYMENT DATE From: To:	EMPLOYER	
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
SALARY Monthly:	SALARY Weekly:	
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes ☐ No ☐ Maybe Later ☐

EMPLOYMENT DATE From: To:	EMPLOYER	
ADDRESS		
HOURS WEEKLY	TITLE	REASON FOR LEAVING
SALARY Monthly:	SALARY Weekly:	
DUTIES		
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes ☐ No ☐ Maybe Later ☐

EXPERIENCE (continued)			
EMPLOYMENT DATE From: To:		EMPLOYER	
ADDRESS			
HOURS WEEKLY	TITLE	REASON FOR LEAVING	
SALARY Monthly:		SALARY Weekly:	
DUTIES			
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes ☐ No ☐ Maybe Later ☐	
EMPLOYMENT DATE From: To:		EMPLOYER	
ADDRESS			
HOURS WEEKLY	TITLE	REASON FOR LEAVING	
SALARY Monthly:		SALARY Weekly:	
DUTIES			
SUPERVISOR'S NAME	EMPLOYER'S PHONE NUMBER	May we contact your employer? Yes ☐ No ☐ Maybe Later ☐	

CERTIFICATE OF APPLICANT

All answers and statements in this application are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for rejection of this application, removal of name from an eligible list, or dismissal from employment.

I certify that I have read and meet the specific requirements listed on the announcement for this position. I understand that I may be requested to submit proof of qualifications at a later date. If upon checking these, you determine that I do not meet specific requirements, I understand that I will be disqualified.

Rancho Santa Fe Fire Protection District advises all applicants that the District is obligated, per the Immigration Reform and Control Act of 1986, to verify eligibility for employment in the United States. Any offer of employment will be contingent upon the employee being authorized to work in the United States and upon the employee providing appropriate documentation verifying eligibility.

In order that the District may verify the accuracy of the information contained in my application, I hereby authorize any former employer, its employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment, job performance, references, education or training, and criminal history, including a right to obtain any criminal history information. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, or any person listed as a reference, and release any former employer, its employees and representatives, former educational institution, or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

I am aware that fingerprinting may be required before or after employment. In addition, I am aware that after an offer of employment has been extended, I may be required to submit to a psychological and/or medical examination, which includes a drug and/or alcohol analysis. I also understand that failure to submit to or satisfactorily complete this examination may result in any offer of employment being withdrawn.

I understand that this application is not a contract of employment.

Applicant Signature _____ Date _____

Rancho Santa Fe Fire Protection District is an Equal Opportunity Employer