



Rancho Santa Fe Fire Protection District

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

Fire Chief
Dave McQuead

Dear Interested Party,

Thank you for your interest in becoming a Reserve Firefighter with the Rancho Santa Fe Fire Protection District. Service as a Reserve 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 the Reserve Firefighter 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
- Proof of Graduation from an accredited Fire Academy **OR** have a CA Paramedic license
- Current CPR card
- High school diploma or equivalent
- Valid Class C Driver's License
- Copy of CPAT, BIDDLE, or Palomar JPA

The Rancho Santa Fe Fire Protection District is a highly regarded professional organization. Our members 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:

Rancho Santa Fe Fire's Administration Office
Human Resource – Sandra Reyes
18027 Calle Ambiente Suite 100,
Rancho Santa Fe, CA 92067

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 Reserve program, you will be required to:

- Attend three of four required quarterly Saturday trainings.
- Complete mandatory training requirements and task books
- Work three, Twenty-four 24 hour shifts per month.

Whether you're interested in community service or pursuing a career in the fire service, becoming a Reserve Firefighter is a great place to start. As a Reserve 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,

A handwritten signature in blue ink, appearing to read 'Dave McQuead', is written over a light blue circular stamp or watermark.

Dave McQuead, Fire Chief



Rancho Santa Fe Fire Protection District

RESERVE FIREFIGHTER

Application Procedure and Reserve Service Requirements

APPLICATION PROCESS:

1. Download a RSF Reserve Firefighter application packet from the Fire District's website, www.rsf-fire.org.
2. Completely fill out the application and return the application packet to Rancho Santa Fe Fire's Administration Office 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 completion of a State Accredited Fire Academy
 - ✓ Copy of CPAT, Biddle, or NCJPA physical abilities test (if available)
 - ✓ Other supporting documentation such as fire course completion certificates

Please Note: Reserve Firefighter applicants must comply with the requirements of the District's Grooming Policy A200.3, which includes restrictions regarding tattoos and piercings". If you have any questions regarding this matter, please feel free to ask for a copy of this policy at time of application.

SELECTION PROCESS:

1. Interview Panel:

After your application is reviewed and if all the requirements are met, you will be contacted to participate in an interview process. Business attire is suggested.

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 are accepted into the Reserve program will continue to the firefighter orientation and training process.

Becoming a Reserve 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 Vector Solutions Account
- ✓ Signed DMV Pull Notice Program waiver

Issued equipment:

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

TRAINING REQUIREMENTS:

All Reserve Trainees will be issued a Reserve Firefighter Task Book. 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 Reserve Firefighters must attend an orientation shift called "Shift Zero". During this class, some of the topics covered will be:

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

MEMBER IN GOOD STANDING:

To remain in good standing, all members are required to attend seventy five percent of the quarterly Saturday trainings which are held for the Reserve 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 Reserve program. Exceptions to the rule may be granted by the RSF Reserve Program Coordinator.

ADDITIONAL OPPORTUNITIES:

During your time as a Reserve 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. The Fire District may offer 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 RESERVE FIREFIGHTER

Application Process & Career Path

