



Now Accepting Applications for the following program:

Student Firefighter/EMT Program

Designed to prepare program participants for a career in the Fire Service



Applications Due - July 21, 2017

Dear Applicant,

On behalf of the North Mason Regional Fire Authority I would like to personally and sincerely thank you for your consideration of joining our Student Firefighter/EMT program. You maintain a unique set of talent, skills and abilities and your desire to share those with us is greatly appreciated. Making a decision to pursue a lifelong career path is a major life decision that will undoubtedly impact you and the ones that you love. Our goal is to help you realize that being a firefighter is the best career in the world.



As our program selection process proceeds, we are excited to get to know you, both as an aspiring professional and as an individual. While we will spend some time during the process assessing basic life skills, we will spend much more time getting to know who you are and what we can do to help you be successful in accomplishing your life's goals. You will find that our assessment process is set up so that you can get to know us and learn the values that drive our organization. Should you choose to join our team, we want you to know that we will do everything possible to make your time with us fun and immensely rewarding.

The North Mason Regional Fire Authority values its people more than any other asset. Our members are the ones who carry out our mission to "*Safeguard North Mason Communities,*" and to protect the community that my family and I call home. As a smaller organization, we operate as a tight-knit family that focuses on professional excellence and compassion.

We push our people to be their best by promoting formal education, personal and professional goal setting and constant thinking outside of the box. If you want an experience where no two days are the same, come join us. If you value opportunities to help others and to give back, come join us. If you enjoy being an integral part of a high performing team, come join us. If you want to have a profound impact within an organization and a community, come join us. If you want to learn alongside the industry's best (*I might be a bit biased here*), come join us. If you want to have fun, come join us. If you want to realize a goal of becoming a career firefighter, come join us. Together, we ***will*** make it happen.

Thank you again for considering the North Mason Regional Fire Authority as the next organization that you will call home. I look forward to meeting you and for you to meet us. If I can be of any assistance as the process moves along please don't hesitate to contact me.

A handwritten signature in black ink, appearing to read 'Beau Bakken'.

Beau Bakken, Fire Chief



Student Firefighter Position Description

The North Mason Regional Fire Authority is seeking participants for its volunteer student firefighter program. The NMRFA's student firefighter program is designed to assist individuals with obtaining a career in the fire service. The NMRFA's student firefighter program provides on the job training and instruction to help program participants gain the skills and knowledge needed for serving as a career firefighter.

Under direct supervision program participants will assist the Authority in all emergency and non-emergency service activities. Program participants will become proficient in structural and wildland firefighting, rescue, public education, fire prevention and emergency medical service activities. Student firefighters are assigned to a shift and volunteer alongside career firefighters and officers. Shifts are 48 hours in duration with 96 hours off in between shifts. Program participants are selected on a competitive basis.

IMPORTANT DATES

Opening Date: June 9, 2017

Closing Date: July 21, 2017

Assessment Center: August 4, 2017

Chief Interview's

August 7 - August 11, 2017

Program Start Date

September 1, 2017



Minimum Program Requirements

- Applicants must be 18 years of age or older
- High School Diploma or GED
- Possess and maintain a valid driver's license with an acceptable driving record
- Pass a comprehensive background check
- Pass a physical examination and a functional capacity assessment
- Pass a written entrance assessment
- Obtain Basic Life Support (BLS) CPR and First Aid Certification within the first three months of acceptance into the volunteer program

Program Benefits

- All training and equipment provided by Authority.
- Monthly stipend for cost and travel reimbursement.
- Bates or North Bend IFSAC Firefighter 1 Training Academy Attendance.
- Emergency Medical Technician (EMT-B) training.
- Paramedic School Tuition Assistance.
- One on one training and mentoring with career firefighters and officers.
- Ability to perform all emergency service activities in an “on the job” setting.
- Priority hiring consideration for the Authority career firefighter positions.
- Financial assistance with firefighter entrance testing fees.

To Apply:

Completion of an Authority Volunteer Application is required. A resume will not be accepted in lieu of an application. To obtain a full volunteer packet please visit the Authority’s website at:
www.northmasonrfa.com

Submit your completed application with all applicable materials by **July 21, 2017 by 5:00pm** to Station 21 located at 460 NE Old Belfair Hwy, Belfair or by mail and postmarked by **July 21, 2017**.

Mail applications and materials to:

North Mason Regional Fire Authority

Attn: Captain Ryan Cleveland
PO Box 277
Belfair, WA 98528-0277



For questions regarding the Student Firefighter Program or the application process, contact **Captain Ryan Cleveland** at 360-275-6711 or by email at rcleveland@northmasonrfa.com

The North Mason Regional Fire Authority is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability status or any other basis prohibited by federal, state or local law.

The provisions of this program announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

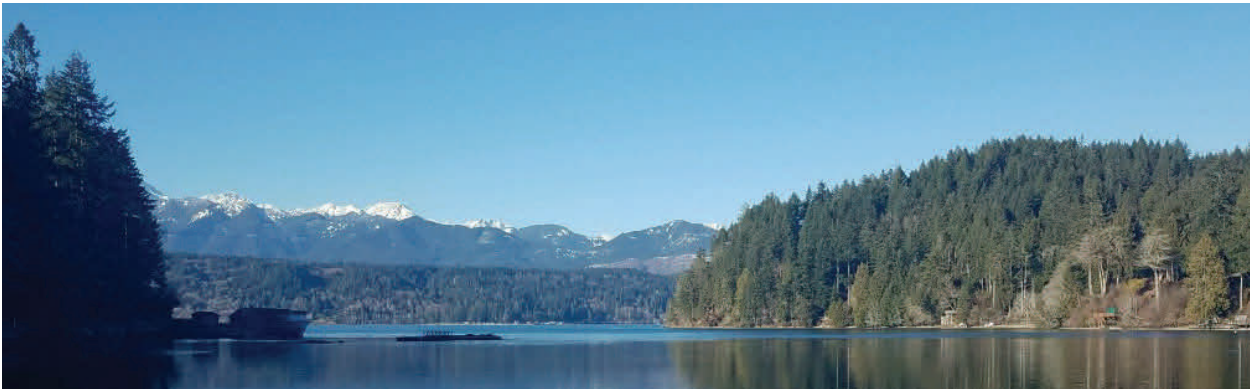
About Us

The North Mason Regional Fire Authority serves Belfair and surrounding communities in North Mason County. The Authority covers 136 square miles and serves a population of 22,000 people. This population nearly doubles in the summertime recreation season.



The Authority responded to just over 2,262 requests for emergency assistance in 2016. The Authority employs three Captains and fourteen firefighters, of which seven maintain Paramedic Certification. The Authority maintains two staffed fire stations full time Belfair and Collins Lake and one staffed station during daytime hours in Tahuya. The Authority also has several special operations divisions, including an all-terrain vehicle rescue program, haz-mat response and wildland fire response.

Student Firefighters are assigned to a shift and typically volunteer alongside of shift personnel for 8-10 shifts per month. Shift personnel work two 24 hour consecutive shifts (48 hours) followed by three days (96 hours) off. The Authority is well positioned financially, politically, and it values its role as a respected service within the community.



North Mason County

North Mason County is a picturesque community that surrounds the south end of the Hood Canal. It serves as a delightful bedroom community for nearby Bremerton and Tacoma. Surrounded by breathtaking mountains, the area is heavily forested and dotted with numerous lakes, providing limitless outdoor recreational opportunities. North Mason has a decorated school district, library, and is home to the state's largest off- road vehicle park in the Tahuya State Forest. Several infrastructure projects currently ongoing within the Authority lend for an unprecedented level of growth in the immediate future. These projects include a new high school and infrastructure transformation within the Belfair town center.

Student Firefighter Program Goal and Selection Process

CATEGORY: Operations
NUMBER: Ops-27
EFFECTIVE: October 2014

REFERENCE

North Mason Regional Fire Authority

SCOPE

Current and prospective members within the Student Firefighter Program

PROGRAM GOAL

The Goal of the Student Firefighter Program is to help and assist aspiring individuals to prepare for and obtain a fire service career.

PURPOSE

The Authority maintains a Student Firefighter Program that works to mutually benefit the Authority and those members who serve in the program. The program is designed to provide student firefighters with premier instruction/training and on the job training that prepares them for a career within the fire service.

The Student Firefighter Program will have a maximum of 6 (six) positions (2 per response shift) at any given time. This maximum is established so that each program member will receive the time and attention necessary for obtaining program goals. The maximum number of positions may be exceeded or contracted at the discretion of the Fire Chief. Each position within the program is designed to last for a training period of three years, (or less should program members obtain a career position with a fire service agency).

The Authority will receive benefit from the Student Firefighter Program by having additional “in training” personnel, who have a high level of accountability and dedication for rendering emergency services for the North Mason Community. Obtaining a position within the program is very competitive and selection procedures will identify those who show the attributes necessary for serving as a future career firefighter.

POLICY

Student Firefighter Program Minimum Eligibility Requirements – Applicants must:

- Be a minimum of eighteen (18) years of age
- Possess a valid Washington State Driver’s License
- Be free of criminal and driving infractions that would limit employment opportunities

- Be a high school graduate or possess a GED

Student Firefighter Selection Process:

As positions within the Authority's student firefighter program become open the Authority will enlist the following selection process. The purpose of the selection process is to identifying those individuals who are deemed as having the most potential for meeting the program's goal of obtaining a future career position within the fire service. The program's selection process steps are as follows;

1. Individuals who are interested in obtaining a position within the student firefighter program must submit a NMRFA Application. At time of application the candidate will be advised on the program requirements, time demands and goals.
2. At time of NMRFA application submission, the candidate will be scheduled for taking the Authority's I/O aptitude test. The test is to be taken within one month of application submission. Candidates will be given a sample test to help with test study and preparation. Candidates must pass the test with a minimum score of 80% to proceed in the selection process. In the event of test failure candidates may retake the I/O test following additional testing preparation measures. Candidates will be responsible for all costs associated with test retakes.
3. Following I/O test passage the candidate's application and test scores will be placed on file and will be maintained for future processing. Candidates will also be provided test preparation information on the Authority's Candidate Physical Ability Test (CPAT).

Regardless of the timing of a Student Firefighter Program position vacancy or candidate application submission; the student firefighter program selection process steps 4 through 8 will not be initiated until three months prior to an upcoming Washington State EMT Course. This is so that candidates may begin EMT class preparation and class training shortly after acceptance into the program.

4. In the event that an opening within the student firefighter program exists, submitted applications will be retrieved, reviewed and updated as needed. Applicants will undergo a background check to include a review of criminal and driving history. Applicants who do not successfully pass the background check will be removed from the selection process and be invited to apply again at an appropriate time in the future.
5. Applicants who successfully pass the background review will be invited to participate in a panel interview. The panel will consist of the Authority's Captains and Assistant Chief Officer. The interview will focus on candidate suitability for obtaining program goals. Candidates who do not pass the panel interview will be removed from the selection process and be invited to apply again at an appropriate time in the future.
6. Candidates who successfully pass the interview panel will be invited to participate in the Authority's Candidate Physical Ability Test (CPAT) and medical examination. Candidates who do not pass the CPAT or medical examination will be removed from the selection process and be invited to apply again at an appropriate time in the future.

7. Applicants who successfully pass the CPAT and medical examination are eligible for serving as a Provisional Candidate within the program. Individuals who successfully pass the “Provisional Candidate” period, as determined by the assigned Captain and Assistant Fire Chief are available to become a “Provisional Candidate” within the program.
8. Prior to becoming a “Provisional Candidate” the Assistant Chief will meet with the applicant’s immediate family members to discuss the goal of the program and requirement demands.

In the event that there are no candidates that are available for program selection following the eight step selection process, the Authority will forgo candidate placement into the student firefighter program until the next scheduled selection process. This is in order to maintain program integrity.

Provisional Candidate Status

Following the completion and successful passage of all selection process steps above, Student Firefighter Program Candidates will be assigned as “Provisional Candidates”.

Provisional Candidates will be assigned a response shift and a duty Captain to report to. Provisional Candidates will be required to spend a minimum of eight day shifts (8am to 8pm) with their assigned shift. During the provisional candidate status period candidates will be issued EMT class study materials and they will meet with the duty Captain to discuss shift expectations.

During the Provisional Status period candidates will be evaluated for program suitability and ability to satisfactorily meet the goal of the student firefighter program. At the conclusion of the Provisional Status Period shift input regarding the applicants ability to meet the program’s goal and requirements will be sought by the on duty Captain. The Captain will then confer with the Assistant Chief to determine the Candidates admission into the program. Candidates who are not determined to be suitable for the program during their Provisional Candidate status will not continue in the selection process. The individual will be given an improvement plan and will be asked to apply again at an appropriate time.

Candidates who successfully complete the Provisional Candidate period will be permanently assigned to a response shift and duty captain as a student firefighter. Student firefighters will receive a training plan that will outline the timeframe and steps of the program over the duration of the positions three year period.

Program Performance Measurement

The Student Firefighter program will be measured and evaluated by the number of student firefighters who obtain a career position within the fire service. An exit interview will be conducted for all student firefighters who exit the program prior to obtaining a fire service career. The results from the interview will be used solely to strengthen the program.

Student Firefighter Program Stipend Reimbursement

Student Firefighters will be reimbursed for costs associated with the Student Firefighter Program. These costs include travel, food, lodging and any other expenses incurred as a result of the program. It is expected that costs for Student Firefighters will increase as throughout the duration of the program, most specifically with the increase of training provision following completion of the Fire Academy. For this reason the Authority will implement a two tiered stipend reimbursement arrangement for the Student Firefighter Program.

- Pre Fire Academy Stipend Reimbursement- All students who are accepted into the program and who have not obtained a IFSAC Firefighter 1 certification will receive a monthly stipend of \$200 per month. This stipend is subject to all applicable payroll taxes and deductions.
- Post Fire Academy Stipend Reimbursement- All students who are accepted into the Student Firefighter Program, who have obtained their IFSAC Firefighter 1 certification will receive a monthly stipend of \$500 per month. This stipend is subject to all applicable payroll taxes and deductions.

Student Firefighter Program

CATEGORY: Operations
NUMBER: Ops-20
EFFECTIVE: December 2014

REFERENCE

North Mason Regional Fire Authority

SCOPE

All Student Firefighters

PROGRAM GOAL

The Goal of the Student Firefighter Program is to help and assist aspiring individuals to prepare for and obtain a fire service career.

PURPOSE

The Authority maintains a Student Firefighter Program that works to mutually benefit the Authority and those members who serve in the program. The program is designed to provide student firefighters with premier instruction/training and on the job training that prepares them for a career within the fire service. Success of the program is directly measured and evaluated by the number of student firefighters who obtain a career position within the fire service.

The Student Firefighter Program will have a maximum of 6 (six) positions (2 per response shift) at any given time. This maximum is established so that each program member will receive the time and attention necessary for obtaining program goals. The maximum number of positions may be exceeded at the discretion of the Fire Chief. Each position within the program is designed to last for a training period of three years, (or less should program members obtain a career position with a fire service agency).

The Authority will receive benefit from the Student Firefighter Program by having additional "in training" personnel, who have a high level of accountability and dedication for rendering emergency services for the North Mason Community. Obtaining a position within the program is very competitive and selection procedures will identify those who show the attributes necessary for serving as a future career firefighter.

POLICY

Department Training

Education and training for the student firefighter are the two most important elements of the program. The Authority will provide the student firefighter with training and educational opportunities to enhance his / her skills which best positions them for obtaining a career in the

fire service. The training program will consist of classes, drills, academies and “on the job” experience opportunities that will mimic training programs established for career firefighters within the region. All training will be provided at Authority cost. The authority retains the right to recover training costs in the event of course failure.

Student firefighters shall be required to attend the Bates Technical College Fire Training Academy within one year of entering the program.

Training Assignment

Student Firefighters will be assigned to one of three shifts, depending on specific training and supervisory needs of the Authority.

For the purpose of achieving the goal’s program and to maximize training administration it is recommendation that student firefighters provide a minimum of eight 24 hour duty assignments per month with their assigned shift. It is also recommended that student firefighters be available for outside training opportunities and outside emergency response assignments (wildland fires, disaster response). In the event that student firefighters routinely fail to meet these recommendations, their status within the program will be reviewed by the assigned duty Captain and Assistant Chief. Student firefighter attendance is not mandatory or required at any time while in the program.

Student firefighter duty hours will normally commence at 0800 hours and conclude at 0800 hours the following day. Resident Firefighters are not required to maintain these hours. They are expected to be available to receive sufficient training in a timely manner.

Uniform

Student firefighters will be provided with two sets of Authority uniforms, to include: nomex shirt and pant, T-shirt, belt (1), duty boots (1), sweatshirt (1), coat (1) and badge (1). Student firefighters are required to wear uniform, in accordance with Authority policy when participating in duty assignment or other Authority organized activity/training.

Training Assignment

Student Firefighters will be assigned to one of three shifts, depending on specific training and supervisory needs of the Authority.

For the purpose of achieving the goal’s program and to maximize training administration it is recommendation that student firefighters provide a minimum of eight 24 hour duty assignments per month with their assigned shift. It is also recommended that student firefighters be available for outside training opportunities and outside emergency response assignments (wildland fires, disaster response). In the event that student firefighters routinely fail to meet these recommendations, their status within the program will be reviewed by the assigned duty Captain and Assistant Chief. Student firefighter attendance for duty assignments is not mandatory or required at any time while in the program.

Student firefighter duty hours will normally commence at 0800 hours and conclude at 0800 hours the following day. Student firefighters are not required to maintain these hours. They are expected to be available to receive sufficient training in a timely manner.

Supervision

The student firefighter shall be assigned to a shift Captain who serves as the immediate supervisor. It is expected that senior student firefighters, volunteers, career firefighters and senior officers will also provide supervision and instructed as needed. Adherence to this instruction and supervision is advised in absence of conflict directives from the immediate supervisor. All administrative and supervisory functions shall follow standard chain of command procedures. Student firefighters are to adhere to all policies of the Authority.

Cost Reimbursement

The Authority seeks to reimburse student firefighters for costs incurred during their inclusion into the student firefighter program. Costs include but are not limited to travel, meals, minor equipment, accommodations, etc. Student firefighters will be provided with a monthly stipend to assist with cost reimbursement. For the purpose of cost reimbursement student residents will receive a \$200 stipend per month. For students who receive their Firefighter I IFSAC certification from the Fire Academy, the stipend will be increased to \$500 per month. Student firefighters will first receive their cost reimbursement stipend during their second month in the program. All stipend amounts are susceptible to all applicable taxes and deductions.

ATTACHMENTS

N/A



North Mason Regional Fire Authority

P.O. Box 277 / 460 NE Old Belfair Hwy Belfair, WA 98528
360-275-6711 phone / 360-275-6224 fax

Applicants may be contacted for interviews and assessments following the review of a completed application. If you are selected for the assessment process and need special accommodations due to impairment or disability, or have any questions regarding the application process, please contact Angie McCormick at 360-275-6711 Ext. 0 or by email at amccormick@northmasonrfa.com

Volunteer Application

APPLICANT INFORMATION

Select the volunteer position that you are applying for:

Full Name: _____ Date of Birth: _____
Last First M.I.

Residence Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code How long at this address?*

Mailing address: _____
Street Address

_____ *City State ZIP Code*

Telephone: _____ Cell Phone: _____ Email: _____

Date Available: _____

Do you have, or can you obtain a Washington state driver's license? YES NO

Have you ever volunteered before? YES NO
If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

EDUCATION

High School: _____ Highest grade level achieved?: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Diploma: _____

College: _____ Course of Study: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Degree: _____

Other: _____ Course of Study: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Degree: _____

List below valid licenses or certificates of professional or vocational competence relevant to the volunteer position for which you are applying.

License/Certificate :

License/Certificate Number:

Expiration Date:

1)

2)

3)

4)

REFERENCES

Please list three professional references.

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

Full Name: _____

Relationship: _____

Company: _____

Phone: _____

Address: _____

PREVIOUS EMPLOYMENT

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Additional, relevant employment may be attached.

MILITARY SERVICE

Branch: _____

From: _____

To: _____

Rank at Discharge: _____

Type of Discharge: _____

If other than honorable, please explain: _____

MISCELLANEOUS

How did you hear about this Volunteer opportunity? (Please provide specific name of media whenever possible.)

Word of Mouth: _____
Advertisement in: _____
Website: _____
Other: _____

NOTICES

The North Mason Regional Fire Authority (NMRFA) is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor. NMRFA will reasonably accommodate candidates with disabilities as required by law.

NMRFA is a smoke and drug free work place. You will be required to complete a drug test prior to membership.

CANDIDATE AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

I certify that I am not engaged in any outside activity or business that could be considered a conflict of interest with the NMRFA or those of its clients, nor will I become engaged in such activity or business if accepted.

I, the undersigned applicant for membership with the NMRFA, in consideration of the review of my membership application, do authorize the NMRFA to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of furnishing such information. If employed, I release the NMRFA from any liability for future references it may provide regarding my employment with the NMRFA. Pursuant to RCW 43.43.834, background checks are available to the applicant upon request. It is my intention that any copy of this authorization be as effective as the original.

Applicant - Please Print Name

Applicant's Signature

Date _____

DRIVING RECORD

Name: _____
Please Print Last First MI

Driver license number (s) _____
License Number State

List all notices of infractions or traffic citations (other than parking tickets), which you have received in the past 5 years.

<u>State</u>	<u>Month/Year</u>	<u>Type of Infraction</u>

Infractions or citations will not necessarily remove you from consideration. The NMRFA will however, consider your driving record when making membership decisions.

Signed: _____ Date: _____

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that any misstatement, failure to answer fully or omission of fact in this application may result in my not being considered in the selection process or may result in my dismissal after membership. I have read the Volunteer descriptions and I can perform the essential functions of the job for which I am applying, with or without reasonable accommodation. I understand that acceptance of an offer of membership does not create a contractual obligation upon the NMRFA to continue to retain me in the future. For determination of my potential membership eligibility, I hereby authorize release of educational, police, criminal and employment information pertinent to the position for which I am applying. I further authorize the NMRFA to rely upon and use, as it sees fit, any of the information received.

Signature: _____ Date: _____

Completed Applications can be sent via email, fax, mail, or hand delivered to Angie McCormick, Administrative Assistant
PO Box 277, Belfair, WA 98528
Fax: 360-275-6224
Email: amccormick@northmasonrfa.com
Office hours: Monday through Friday 8:00 am - 4:30 pm