

**CITY OF PIPESTONE**

**VOLUNTEER FIRE DEPARTMENT**

**APPLICATION PACKET**

**Date Received** \_\_\_\_\_

# **PIPESTONE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING PROCEDURES NEW FIREFIGHTER APPLICATION**

## **INFORMATION FOR THE APPLICANT**

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The Executive Committee, designated by the Pipestone Fire Department, determines when a vacancy on the Department should be filled. When a decision to add a new firefighter to the Department has been made, the same Committee selects the most qualified applicant from those available.

Upon notification of selection, the applicant must commit to becoming a firefighter within ten (10) days. The committed applicant must have:

- 1) Completed the Application Form;
- 2) Signed the Acknowledgment of Requirements and passed the Oral Interview Process;
- 3) Passed the Oral Interview Process; and
- 4) Meet the minimum qualifications determined by the Training and Experience Rating (T&E)-Work Performance Tests

Following a conditional offer of employment the candidate must also sign a Criminal History Release and complete a physical examination. The Committee will determine successful completion of the above requirements, at which time the applicant's 24-month probationary period will be initiated.

**Note: All documentation requested on the application form must be attached to the application form when submitted to the Department.**

## **POSITION DESCRIPTION**

- POSITION:** Volunteer Firefighter
- OFFICIAL TITLE:** Volunteer Firefighter
- APPOINTMENT:** Appointed by the City Council upon the recommendation of the Executive Committee.
- SCOPE:** Performs emergency services involving protection and safety of the community through prevention and control of fires. Duties are performed under hazardous and stressful conditions. Performs related duties as required.
- RELATIONSHIP:** Works under the general supervision of the Fire Chief, Assistant Fire Chiefs and the Company Officers.
- TYPICAL DUTIES AND RESPONSIBILITIES:**
- Responds with fire department to fire or emergency alarm and performs duties as required by the officers of the fire department.
  - After receiving the call from the dispatcher, drives the emergency vehicles to the address or location given, using the most expeditious route depending upon traffic and weather conditions.
  - When patients need extrication from entrapment, assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient. Also uses the prescribed techniques and appliances for removing the patient safely.
  - Radios the dispatcher for additional help, special rescue or utility services as needed.
  - Complies with regulations when handling the deceased, notifies authorities and arranges for protection of property and evidence at the scene.
  - Participates in continuing education and training programs.
  - After each call ensures that all supplies and equipment are clean and ready for next use; maintains the vehicles in efficient operating condition; maintains familiarity with specialized equipment items used by the fire service.
  - Works at fire scene wearing air pack, mask and protective clothing.
  - Carries, places and climbs ladders for rescue or ventilation operations.
  - Searches burning buildings for persons who may be inside.
  - Walks or crawls through smoke filled areas; drags or carries trapped victims from burning buildings.
  - Carries hose bundles into buildings and up stairways.
  - Performs clean up operations after the fire has been extinguished.
  - Cleans and maintains fire equipment and apparatus.
  - Performs inspections and fire inspection activities.

**KNOWLEDGE  
SKILLS AND  
ABILITIES:**

- Ability to give and receive verbal and written directions and instructions.
- Ability to analyze situations to determine appropriate action.
- Ability to drive an emergency vehicle in stressful situations under varied conditions.
- Ability to respond quickly and appropriately to crisis and emergency situations.

**MINIMUM  
QUALIFICATIONS:**

- High school diploma or equivalency qualification (GED).
- Must be 18 years of age or older.
- Valid Minnesota driver's license or ability to obtain Minnesota driver's license within three (3) months of appointment.
- Ability to respond to an emergency call within ten (10) minutes.



EDUCATION AND TRAINING:

Did you graduate from high school or receive a GED? No \_\_\_\_\_ Yes \_\_\_\_\_

School attended \_\_\_\_\_

How many years of education have you had? (Circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20

College \_\_\_\_\_ Trade School \_\_\_\_\_

Subject Majored In \_\_\_\_\_ Degree? No \_\_\_\_\_ Yes \_\_\_\_\_

Describe any additional experience or training that qualifies you for this job \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have firefighting training? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, date \_\_\_\_\_

Type of firefighting training (attach copy of certification) \_\_\_\_\_

\_\_\_\_\_

Do you have first aid training? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, date last certified \_\_\_\_\_

Type of first aid training (attach copy of certification) \_\_\_\_\_

\_\_\_\_\_

Driver's License Number \_\_\_\_\_ Class \_\_\_\_\_ State Issued \_\_\_\_\_

Endorsements \_\_\_\_\_

Do you have any truck driving experience? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, type of vehicle \_\_\_\_\_

What type of experience \_\_\_\_\_

\_\_\_\_\_

Can you be available for meetings and training sessions as listed below? No \_\_\_\_\_ Yes \_\_\_\_\_

Department Meeting: 1st Tuesday of each month, 8:00 to 9:00 p.m.

Department Practice: 3rd Monday of each month, 7:00 to 9:00 p.m.

\* Hook and Ladder Company Meeting: 1st Wednesday of each month, 6:30 to 9:00 p.m.

\* Hose Company Meeting: 2nd Tuesday of each month, 6:30 to 9:00 p.m.

\* Engine Company Meeting: 2nd Wednesday of each month, 6:30 to 9:00 p.m.

(Note: "\*" You will be required to attend only one meeting, depends on which Company assigned to.)

Can you attend a 144-hour NFPA 1001 Firefighter I and II Training Program? No \_\_\_\_\_ Yes \_\_\_\_\_

Any mechanical, electrical or other specialized work experience? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT HISTORY:

Present Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_ Hours Worked \_\_\_\_\_

Specific Duties \_\_\_\_\_

Does your business take you out of town? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, explain \_\_\_\_\_

May we contact your employer? No \_\_\_\_\_ Yes \_\_\_\_\_

MILITARY SERVICE

Branch of Service \_\_\_\_\_

National Guard or Reserves Status \_\_\_\_\_

Attendance requirements if in the National Guard or Reserves \_\_\_\_\_

REFERENCES

List three references who are not related to you:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

## **YOUR RIGHTS AS A SUBJECT OF DATA**

Minnesota Statutes 13.01 through 13.897 (1983) on data privacy requires that you be informed that the following information which you are asked to provide in the employment application process is considered private data: Name, Home Address and Home Phone Number.

This means it is available only to you, the City of Pipestone officials and their representatives who have a bona fide need for it. This data will be used to identify you within the hiring process. Refusal to supply requested information may mean your application will not be considered.

Your name is considered private until you become a finalist for employment with the City of Pipestone. You are considered a finalist when and if you are selected to come to the final selection interview prior to selection.

**EMPLOYEE CERTIFICATION**

**Please be sure to sign this application and read the following statements carefully.**

- 1. I certify that all the information I have provided on this application is true and complete to the best of my knowledge. I understand that giving false information or omitting information could result in rejection of my application or dismissal if I am hired.
- 2. I authorized the City of Pipestone and its agents and/or representatives to verify this information to determine whether or not I am qualified for the position for which I am applying.
- 3. I understand that only the City Council has the authority to make employment agreements.
- 4. I hereby authorize all current and previous employers and schools to release to the City of Pipestone data classified as private. The data which I authorized to be released consists of private data as defined by M.S. 1302, Subd. 12 and has been or will be collected by the City of Pipestone and/or agents and/or representatives. This information includes all data which has been collected, created, received, retained or disseminated in whatever form which is in any way related to employment. I fully understand that the purpose of permitting the City of Pipestone to have access to this information is to determine my suitability for employment for the position of **VOLUNTEER FIREFIGHTER**. I release all parties from any and all liability and claims for damage whatsoever that may result there from.

This authorization shall be valid for one (1) year, but I reserve the right to, at any time prior to expiration, cancel this authorization by providing written notice to the City Council of the City of Pipestone. I also acknowledge that a photocopy of this authorization may be used in lieu of the original and that a photocopy shall be considered as valid as the original.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# APPLICATION FOR VETERAN'S PREFERENCE POINTS

**ELIGIBILITY:** Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points, you must:

- 1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; and
- 2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

**INSTRUCTIONS:** You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

If you do not include these documents with this application, be sure to include your name, and the name of position for which you are applying, when you do submit the documents.

All documentation must be received no later than seven (7) calendar days after the application deadline for the position for which you are applying.

### VETERAN'S PREFERENCE APPLICATION

Veteran: Self \_\_\_\_\_ Spouse \_\_\_\_\_ If spouse, veteran's name \_\_\_\_\_

Branch of service \_\_\_\_\_ Dates of active duty from \_\_\_\_\_ to \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Type of discharge \_\_\_\_\_

Are you receiving or eligible for a military pension? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a compensable service related disability? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of preference requested: \_\_\_\_\_ Veteran \_\_\_\_\_ Disable Veteran  
\_\_\_\_\_ Spouse of Veteran \_\_\_\_\_ Spouse of Disable Veteran

Supporting documentation: \_\_\_\_\_ is attached  
\_\_\_\_\_ will be submitted within 7 days of application deadline

**PIPESTONE VOLUNTEER FIRE DEPARTMENT  
TRAINING AND EXPERIENCE (T & E)  
WORK PERFORMANCE TEST**

The work performance requirements are as follows:

1. VICTIM RESCUE: Carry or drag a 100-pound rescue dummy for 100 feet, within one (1) minute.
2. LADDER: Climb up and down a 35-foot ladder.
3. HOSE: Advance a charged 1-1/2 inch line 150 feet and operate a nozzle in full turn-out gear.
4. SELF-CONTAINED BREATHING EQUIPMENT: Put on and wear SCBA and remain in a smoke filled room and in a confined space for five (5) minutes in full turn-out gear.
5. Ascend seven (7) flights of stairs in full gear with SCBA in one (1) minute thirty (30) seconds.

## **ACKNOWLEDGMENT OF REQUIREMENTS**

I am aware that firefighting is one of the most dangerous jobs in the nation. Firefighting requires training and demands team effort and respect from each individual firefighter in the Department. I acknowledge and understand that becoming a firefighter with the Pipestone Fire Department requires the following commitments:

- Pass physical examination.
- Pass physical work performance test.

Selected applicants will be subject to a 24-month probationary period with review after each six (6) months. The following must be completed or accomplished during the 24-month probationary period:

- Attend Monthly Department Meeting: 1st Tuesday of month, 8:00 to 9:00 p.m.
  - \* Hook and Ladder Company: 1st Wednesday of month, 6:30 to 9:00 p.m.
  - \* Hose Company: 2nd Tuesday of month, 6:30 to 9:00 p.m.
  - \* Engine Company: 2nd Wednesday of month, 6:30 to 9:00 p.m.(Note: "\*" required to attend only one meeting, depends on which Company assigned to.)
- Attend Mandatory Monthly Department Practice: 3rd Monday of month, 7:00 to 9:00 p.m. (minimum of nine practices).
- Attend Monthly Company Practice: As needed.
- Complete 144 hours of NFPA 1001 Firefighter I and II Training (tuition to be paid by the Fire Department).
- Must be clean-shaven – no beards (SCBA requirement).
- Respond to fires and report to the Officer in Charge.

There will be additional training required after the probationary period. Firefighters will be required to:

- Attend hazardous material training.
- Attend regional and sectional schools.
- Attend training as prescribed in the Fire Department By-laws and Standard Operating Procedures.

Firefighting is one of the most dangerous jobs in the nation. Firefighting requires training and demands team effort and respect from each individual firefighter in the Department.

I have read these requirements and agree to them.

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Signature

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Date

**EMPLOYER RELEASE**

I, \_\_\_\_\_, the employer of \_\_\_\_\_  
agree to release said individual during work hours to respond to emergency calls with the Pipestone Fire  
Department. List any restrictions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

## **PIPESTONE VOLUNTEER FIRE DEPARTMENT BENEFITS**

- Community Respect
- Association and Friendship with Fellow Firefighters
- Social Functions
- Opportunity to Serve the Local Community and Area Residents
- Leadership Opportunities
- Training and Schooling Paid by the City.
- Membership to the Pipestone Fire Department Relief Association
- Retirement Benefits from the Pipestone Fire Department Relief Association After 10 Years of Service
- Workers Compensation Insurance While on Duty as a Firefighter
- Life and Disability Insurance Coverage While on Duty as a Firefighter

