

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 • Responds with fire department to fire or emergency alarm and performs duties

AND as required by the officers of the fire department.

- RESPONSIBILITIES:**
- 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
and instructions.

- Ability to give and receive verbal and written directions

SKILLS AND ABILITIES:
varied

- Ability to analyze situations to determine appropriate action.
- Ability to drive an emergency vehicle in stressful situations under conditions.
- Ability to respond quickly and appropriately to crisis and emergency situations.

MINIMUM QUALIFICATIONS:

driver's license

- 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 seven (7) minutes.

**THE PIPESTONE FIRE DEPARTMENT
VOLUNTEER FIRE DEPARTMENT APPLICATION**

THE POSITION YOU ARE APPLYING FOR IS A VOLUNTEER FIREFIGHTER

GENERAL:

Last	First	Middle
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Address	City	State
Zip		

Home Phone	Business Phone
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Are you legally authorized to work in the U.S.? No _____ Yes _____

If hired, can you provide proof that you are 18 years of age? No _____ Yes _____

Do you have any physical or health limitation that could interfere with your performance on the job for which you have applied? (Note: Employment is contingent on applicant meeting minimum physical/mental demands of the position.)

No _____ Yes _____ If yes, explain _____

Do you have any commitments or responsibilities that might prevent you from meeting requirements?

No _____ Yes _____ If yes, explain _____

Do you have any relatives in the Fire Department?

No _____ Yes _____ If yes, who _____

Have you previously applied for this position? No _____ Yes _____

What is the response time from home to Fire Hall? _____ What is the response time from work to Fire Hall? _____

Have you ever worked for the City? No _____ Yes _____

If so, when _____ Department _____

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.
- Compete 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.

Signature

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

**DRIVER'S LICENSE
INFORMATION RELEASE**

Please Print All Information

First Name Middle Name (No Initial) Last
Name

Address City State Zip

Driver's License Number Date of Birth

I hereby authorize the City of Pipestone to obtain my driver's license record information from Driver and Vehicle Services Division, Department of Public Safety.

Signature Date

