



TCRF4 Volunteer Firefighter Applicant Handbook

"We make house calls - Fire, Rescue, and Medical"

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Mission Statement

With rapid and professional response, we protect the lives and property of our community.

Through our desire to serve and courage to act, we are role-models of citizenship in our community.

We are an effective fire and rescue district for the State of Oregon.

Vision Statement

Everything we do, we do for the people and the community we proudly serve.

With education and training we prevent harm.

DEAR VOLUNTEER FIREFIGHTER APPLICANT

This document was developed for volunteer firefighter applicants. It explains what the job involves and how to prepare for the examinations and the job interview. Adequate preparation and familiarization with the various parts of the examination process will improve your chances of being successful.

If you are serious about an interesting and self-fulfilling position as a Volunteer Firefighter, you are urged to prepare as thoroughly as possible for the physical ability test and the interview.

ABOUT TRI CITY RURAL FIRE PROTECTION DISTRICT #4

The Tri City Rural Fire Protection District #4 is an entirely volunteer firefighting department. We typically operate with around twenty-five volunteer firefighters certified by the State of Oregon in Firefighter 1. Additionally, several of our firefighters are certified in Firefighter 2, and we have a number of certified Emergency Medical Responders and EMT Basics on the department. Many firefighters hold additional certificates in specific areas of firefighting such as Wildland Urban Interface, Hazardous Materials, and Incident Command.

WHAT IS THE JOB OF VOLUNTEER FIREFIGHTER REALLY LIKE?

Firefighting is an extremely difficult and demanding profession, both physically and mentally. The job requires each member to be able to do a variety of duties. This can range from fighting fires in structures with temperatures approaching 1000°F or more, being able to remove severely injured people from auto accidents, treating people with critical medical conditions or trauma, to delivering babies. The conditions that you will work under, vary greatly and often are the worst conditions imaginable. The one characteristic that is most

associated with a successful Firefighter is the willingness to help others, regardless of the time of day or the assistance needed.

The physical and mental demands of firefighting are sometimes underestimated. Demanding physical standards are absolutely necessary because firefighting requires high levels of physical fitness and mental alertness.

At present, Firefighters must also be good students to stay up with the technologies and changes in fire prevention, suppression, hazardous materials, rescue and medical procedures. This involves many subjects, such as Public Education, Arson Investigation, Emergency Medical and Transportation Procedures. Therefore, high levels of physical and mental fitness are essential for Firefighters to meet the demands of the job.

HOW IS BEING A VOLUNTEER FIREFIGHTER REWARDING?

Together we are an effective team which provides professional quality services to our community. Using our nine apparatuses we are able to handle all levels of fires, motor vehicle accidents, medical emergencies, and public safety calls. Our firefighters participate in numerous community service events ranging from staffing our Barbecuer at events, to raising scholarship funds with our food booth at the Myrtle Creek Festival.

Participating as a volunteer firefighter is a great experience that can be very rewarding. Our volunteers learn to appreciate our community through serving on the department. Each firefighter gains valuable experience and training throughout the year responding to calls and attending training sessions. As firefighters move up through the ranks they acquire leadership skills which will serve them well throughout their lifetimes.

HOW CAN I BECOME A VOLUNTEER FIREFIGHTER?

First, complete our online application (<http://www.tcrf4.org/Volunteer>). Applicants must

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Tri City District Rural Fire Protection District #4 both endorse the basic national policy on equal employment opportunities and affirmative action and all provisions of the Americans with Disabilities Act. The policies and law, state that all citizens (employees or applicants for employment) are entitled to equal opportunities regardless of race, religion, color, age, sex, disability (as defined in the Americans with Disabilities Act), national origin, marital status, sexual preference, ancestry, or any other legally protected status, in employment, compensation, promotion, upgrading, training and development, demotion, transfer, lay-off, termination, or re-hire of personnel.

The District will make reasonable accommodations, wherever it does not cause undue hardship on the operation of the Tri City Fire Department, to allow persons with disabilities to perform work for which they are otherwise qualified.

pass a background investigation, a Physical Ability Test and a Fire Department Interview.

WHAT ARE OUR DEPARTMENT VALUES?

We achieve our mission and vision by building upon our core values and being loyal to our duty to serve. We work with a continued focus in the direction of leadership and excellence. Our defining core values include Professionalism, Teamwork, Leadership, Compassion, Integrity and Service Excellence. We hold ourselves accountable to these values.

Professionalism

We believe our professionalism defines who we are. We believe in honor, competency, integrity and outstanding public service to the community.

We strive to be positive role models for future generations of firefighters and continue the legacy of service excellence.

Teamwork and Leadership

We believe all individuals have the capability to lead and our organization values leadership at all levels. Our lives depend on a well-functioning team of people. Teamwork and shared leadership are integral to our organization. We seek out and value the opinions of our members.

Compassion

We believe in caring for our community members who are suffering from significant events in their lives, and with mercy and compassion, we do all that is possible to assist in stabilizing the situation.

Integrity

We believe in living by moral and ethical principles. We understand the trust placed in us by the public and our colleagues is integral to the performance of our duties. We are honorable to our profession and we inspire each other to maintain trustworthiness and openness in all our activities.

Service Excellence

We believe the pursuit of excellence and demonstrated high professional standards are critical to our work. To ensure the best possible service to our community, we do all we can to meet the needs of our neighbors through a committed, competent and well trained efficient agency.

WHAT ARE THE QUALIFICATIONS AND SPECIAL REQUIREMENTS?

- High School Diploma or equivalent.
- 18 years of age or older.
- United States citizen.
- Signed Liability Release Form.
- Applicant must be physically capable of:
 - Bending and stretching in order to accomplish tasks of pushing, pulling, grasping and carrying of objects having a weight of 50 pounds or more.
 - Donning and wearing approximately 50 pounds of protective clothing and self-contained breathing apparatus.

- Engaging in crawling, walking, climbing, prying, chopping, and carrying scenarios.
- Occasionally dragging weights up to 175 pounds for sixty feet in sixty seconds.
- Climbing ladders varying in length from 14' to 104'.
- Withstanding periods of overheating and chilling, oftentimes in wet clothing.
- Applicant must be mentally capable of:
 - Demonstrating knowledge of elementary physics, chemistry, mechanics, and math and reading comprehension.
 - Functioning as part of a team at all times.
 - Speak clearly and understandably.
 - Maintaining a valid Oregon Driver's License.
- No felony convictions.

WHAT IS THE BACKGROUND CHECK?

Background information will be obtained by checking:

- 1) Driving history through the Oregon Department of Motor Vehicles.
- 2) Criminal history through the Myrtle Creek Police Department.
- 3) References.

WHAT TYPE OF TEST DO YOU HAVE TO TAKE?

The exam process consists of two tests; the Physical Ability Test and the Fire Department Interview.

Physical Ability Test: This test is designed to test endurance and the ability to perform basic strenuous tasks that professional firefighters must perform. The test consists of an acrophobia test (fear of heights), a claustrophobia test (fear of confined spaces), and a five-task timed test that simulates actual tasks performed on the job. This part of the physical ability test is a timed test. A time of 10 minutes or less is needed to pass the test.

Applicants will perform part of the test (the five task section) wearing a 40 lb weight vest. The total weight of the protective equipment that is donned during many fires is approximately 40 pounds.

Application Process

SPONSORSHIP

In order to join the department candidates need to be sponsored by one of our firefighters. If you don't know any of them, perhaps you are new to the area, you can contact one of our officers and introduce yourself. They will most likely invite you to attend our weekly Thursday night training sessions, which start at 7:00 PM.

APPLICATION

The next step will be to fill out an application. You can download that application here: <http://www.tcrf4.org/volunteer>

RECRUITMENT TRAINING

You must attend four meetings in a row to be eligible to join the department. Being a volunteer firefighter is time consuming, and we want to make sure that you are committed to serving. A physical exam will be scheduled during your first recruitment month.

PHYSICAL EXAM

A Fire Department orientation and walk through will be scheduled so applicants can go through the physical ability test before the Interview.

At the completion of the physical ability test, applicants will be advised of their physical abilities test time. A Fire Department Interview will also be scheduled at this time.

BACKGROUND CHECK

Applicants will go through a background check conducted by the Myrtle Creek Police Department. We are looking for volunteers without a criminal record, but if you have something minor, it is possible that the Application Review Committee will approve your application anyway. Make sure to be upfront with any potential issues and talk it over with the Chief.

INTERVIEW

After your application has been reviewed and approved by the Application Review Committee and signed off by the Chief, you will be given an oral interview by the Application Review Committee.

This step is often overlooked by many applicants and, in reality, is the first thing you should do in preparation for becoming a firefighter. The oral interview Application Review Committee consists of a combination of firefighters and officers. There will be a minimum of 3 people on this committee. A 5 person committee is preferable. The Application Review Committee will have a list of questions to ask each candidate and grade each candidate based on their response.

You should find out as much as you possibly can about Tri City Fire and the job of a firefighter. The best way to obtain this information is to attend Thursday evening training sessions. The Fire Department encourages everyone to spend some time talking to Firefighters, because they know, and are willing to explain, what the job is about. In addition, ask any Firefighter on duty questions regarding what the department expects from its Firefighters, the Fire Department organizational structure, compensation, different assignments, etc. You will need this information in order to convince the interview Application Review Committee that you have the ability and a real interest in a position as a Firefighter with Tri City Fire.

Candidates should provide an adequate response to each question for the Application Review Committee to accept them into the program. One and two word responses to interview questions are not considered adequate. The Application Review Committee will evaluate the candidate's answers to questions using the score sheet provided and discussion amongst the group to determine if the candidate should be recommended to be a member of the department.

VOTE

After you have completed the required four consecutive meetings you will be voted on or off the department at the next business meeting. Not everyone who has made it this far through the process is necessarily voted onto the department. During the past month, firefighters will be getting to know you, observing your training and participation, and generally evaluating your ability to serve on the department. Because we have a maximum number of positions that we are allowed, we try to ensure that we are spending the taxpayer's money judiciously by only allowing those volunteers who are the most highly qualified to join the department.

JOINING THE DEPARTMENT

If you have been voted on, congratulations! You are now an official member of the Tri City Rural Fire Protection District #4. You will be issued turnouts, a pager, a training schedule, and be expected to participate in training, emergency calls, and events.

PROBATIONARY PERIOD

After you have been voted onto the Fire Department your first six months will be a probationary period. During this period your actions and participation in the Fire Department's activities will be closely monitored. You should use this time to build a good working relationship with the other firefighters.

EXPECTATIONS

Being a volunteer firefighter is very rewarding, but it's also very time consuming. You will be expected to make training every week, most emergency calls, and as many of our community service events as possible. However, we also recognize that you probably have a job, family, and other organizations that you volunteer your time to also. You won't be expected to make every single training session or emergency call, family comes first, and all of the firefighters understand and appreciate that. If you're attendance becomes an issue, the Lieutenant that you're assigned to will work with you to address the issue.

From here on out we will be looking forward to watching you advance in your training and experience, gaining greater skills, capabilities, acquiring more responsibilities, and someday taking on a leadership role to train young firefighter's like yourself.

COMPENSATION

- The knowledge and acknowledgement that you are a vital part of the fire and emergency response team in your community.
- Opportunity to become a certified Emergency Medical Responders, or EMT Basic.
- Attaining progressively higher skill set certifications, such as Fire Fighter II, and Fire Fighter II, and Incident Command.
- Participating in specialized department programs, including fire prevention and rural signage.
- Leadership training for qualified individuals as training program instructors and officers.
- Partial reimbursement for transportation expenses.

FURTHER QUESTIONS

Contact Mark Garcia, Secretary Tri City Fire (541) 375-0880, mgarcia@lacodiatech.com