



# NORTHSTAR FIRE DEPARTMENT



## FIREFIGHTER/PARAMEDIC ANNOUNCEMENT

### OPEN & LATERAL

Thank you for your interest in this position with Northstar Fire Department. This document outlines important dates, requirements, and supplemental information for the position you are applying for. If you have any questions or need clarification on any aspect of this announcement, please contact Fire Chief Bailey at (530) 562-1212, or via email at [sbailey@northstarcsd.org](mailto:sbailey@northstarcsd.org).

<b>Position:</b>	<b>Firefighter/Paramedic</b>
<b>Recruitment Opening Date:</b>	<b>March 8, 2022, 12:00 p.m.</b>
<b>Application Submittal/Acceptance Start Date:</b>	<b>March 15, 2022</b>
<b>Application Submittal Deadline Date:</b>	<b>April 6, 2022 (or, once 40 applications are received)</b>
<b>Written Exam Date:</b>	<b>April 18, 2022</b>
<b>Tentative Oral Panel Interviews:</b>	<b>April 20-21, 2022</b>
<b>Tentative Chief's Interviews:</b>	<b>May 2-6, 2022</b>
<b>Attachments:</b>	<b>- Recruitment Flyer</b> <b>- Study Guide</b>



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## FIREFIGHTER/PARAMEDIC RECRUITMENT

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#### **Northstar Fire Department**

The Northstar Fire Department (NFD) is an “all-risk” department. It provides fire suppression, fire prevention, rescue, public education, public assistance and advanced life support. NFD is a small, progressive department located in the community of Northstar, at the Northstar Ski Resort, six miles north of Lake Tahoe in California. NFD is a non-transporting ALS provider. The department has been serving the Northstar community since 1972. Its boundaries cover approximately 5 square miles with a sphere of influence of approximately 18 square miles. NFD operates as an independent special district under the Northstar Community Services District (NCS D). The NCS D is managed by a general manager and a five-member board of directors.

Northstar Fire Department has two stations, nineteen full-time employees and eight seasonal employees.

#### **The Philosophy**

The Northstar Fire Department employees care about the community and their fellow employees. The community is highly supportive of the fire department. The department takes great pride in offering excellent and caring service that goes above and beyond its customers’ expectations.

Visit NFD’s website for more information: [www.northstarcsd.org](http://www.northstarcsd.org)

#### **The Position**

Under general supervision of a Fire Captain, respond to fire alarms, emergency medical calls, and other emergency calls to protect life and property while delivering the utmost in customer service and patient care to our citizens; participate in training, fire prevention, public education, station and equipment maintenance activities; perform inspections for fire safety; provide professional administrative and operational support to the Fire Captain and Engineer and may perform the duties of a higher classification when assigned; and perform related duties as required.

#### **The Ideal Candidate:**

The following are the typical duties performed by employees in this classification; however, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.

#### **Skills**

- Responds to fire and other emergency calls.
- Assists in laying hose and making connections to hydrants.
- Directs extinguishing agents onto fires.
- Positions and climbs ladders; makes openings in buildings for ventilation or entrance using various forcible entry tools.
- Protects property from water or smoke damage.
- Performs rescues in a variety of hazardous situations.

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- Administers basic and advanced life support emergency medical assistance.
- Operates defibrillation equipment.
- Maintains physical fitness.
- Actively participates in all training.
- Works required shifts and will work extra shifts to cover vacancies for a variety of reasons. Will utilize the District's software program to make availability known.
- Assists in fire prevention activities and pre-fire planning inspections of businesses.
- Studies and keeps up to date on District rules, regulations, policies and procedures, technical materials on modern firefighting and related subjects.
- Conducts tours of station facilities, conducts and/or assists in public education programs.
- Cleans and performs minor maintenance of District buildings and grounds.
- May be requested to perform the duties of a higher classification when assigned.
- Operates computer equipment.
- Maintains required records.
- Assists in the ordering and replenishment of station supplies.
- Operates radio equipment in an efficient manner.
- Performs other duties as assigned.

### **Knowledge Of**

The organization, functions, policies, rules, regulations and procedures of the fire department; modern fire suppression principles, practices, apparatus and equipment; fire prevention and investigation objectives, principles and practices; principles and practices of training, supervision and fire administration; local, state and federal laws governing fire suppression and prevention; the use and maintenance of firefighting equipment and apparatus, pump operations and the principles of hydraulics; first aid and rescue principles; principles of combustion and causes of fire; building materials and methods of construction; standard protocols for EMT-P, and CPR.

**Ability to:** Analyze emergency conditions and adopt a quick, effective and reasonable course of action; perform duties requiring physical endurance and agility to fight fire; communicate effectively both in writing and orally; operate and maintain fire apparatus and equipment as assigned to the fire department; assess and provide medical aid as an EMT-P. Work as an "acting" Engineer when the shift Engineer is not available or on leave.

### **Personal Traits**

The applicant must have the following traits: a positive attitude, trustworthiness, self-motivated, decisive, realistic, consistent, fair, and a positive fitness example that includes being a non-smoker. The department has a strict no-smoking policy.

### **On a Continuous Basis**

Know and understand all aspects of the job and department operations while observing and following safety rules. Maintain all mandatory fire and paramedic certifications as required by the Fire Chief.

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### **Education and Experience:**

The applicant will have a combination of education, training and experience that clearly demonstrates the knowledge and abilities needed to perform the typical duties listed above.

### **Desired Qualifications:**

- Paramedic experience
- Live in the Truckee/Lake Tahoe area
- Hazardous Materials Operational Level
- Structural firefighting experience
- Wildland firefighting experience
- Rescue experience/training
- Any California State Fire Marshal classes or certifications
- Any National Wildfire Coordination Group classes or certifications
- Heavy equipment experience
- Vehicle maintenance experience/training
- Haz-Mat Technician or Specialist
- Confined Space Rescue Operations certification
- ICS and/or NIMS classes or certifications
- Computer skills
- Spanish speaking in addition to English
- American Heart Association CPR, ACLS or PALS instructor

### **Minimum requirements at time of application submittal:**

#### ✓ **EMS Certifications required:**

- Valid State of California Paramedic License or National Registry Paramedic Certification
- Valid CPR for the professional rescuer (American Heart Association or American Red Cross)

The firefighter/paramedic must obtain his/her Sierra-Sacramento Valley EMS paramedic accreditation within two months of employment. The employee will bear any time requirements and costs associated with this.

#### ✓ **Fire Service Training and Certifications required:**

- California State Fire Marshal Firefighter I
- Graduation from an accredited California Firefighter 1 Fire Academy
- NFPA 1001 Firefighter II Certification

#### ✓ **Driver's License requirements:**

The applicant must have a valid driver's license and a good driving record at the time of application.

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### Salary & Benefits

#### **Schedule:**

A firefighter/paramedic with the Northstar Fire Department will work 48-hour shifts. The total scheduled hours will average 56 hours per week, including weekdays, weekends and holidays. The employee will be compensated for additional staffing needs. This is a year-round, full-time position.

#### **Compensation:**

A firefighter/paramedic will start at Step A as defined by the current Memorandum of Understanding (MOU) between the Northstar Community Services District (NCSD) and The Northstar Professional Firefighters' Association IAFF Local 5107, which is:

\$6,804.30 (monthly Salary)

\$314.05 (monthly Holiday Pay)

\$182.26 (monthly scheduled OT-FLSA)

\$7,300.61 (total monthly)

- 100% District paid health care for employee, spouse, and dependents.
- 100% District paid dental and vision care for the employee.
- Vacation 4.62 hours per pay period (26 pay periods annually) to start. Increases to 7.39 after two years, 10.16 after ten years, and 11.08 after twenty years.
- Sick Leave 7.39 hours per pay period
- CalPERS Safety Retirement 2.7% @57 (unless already a CalPERS Classic member, then 3%@55).
- District provided Health Reimbursement Arrangement (HRA) account.
- Post Employment Health Plan (PEHP) Employee \$100/pay period matched by District.
- 5% Longevity increases at 10, 15, and 20 years.

This is subject to change through collective bargaining.

### THE SELECTION/APPLICATION PROCESS

The selection process is open to:

- **Lateral Candidate:** This is a candidate who is currently a full-time paid Firefighter (EMT-P) with all the qualifications required of the position listed in the announcement coming from another organization seeking employment with the Northstar Fire Department.
- **Open Competitive:** This is a candidate (currently an EMT-P) who meets all minimum requirements listed in the announcement seeking employment with Northstar Fire Department.

The selection process will include the following: application review, resume review, reference review, written testing and oral testing. The Northstar Fire Department may require candidates to participate in physical testing and/or a full or partial assessment center. The final appointment is contingent upon a check of past employment, personal references, Chief's interview, passing a District paid pre-employment medical exam, background check and a drug/alcohol screening.

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1. **Submit an Application & Resume.** The Northstar Fire Department will begin accepting applications on March 15th, 2022. Application/Resumes will be screened for qualifications. Only the most qualified will be invited to participate in the examination process. Applications must be typed and will be accepted until April 6th, 2022, at 12:00 pm

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### TO OBTAIN AN APPLICATION

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Employment applications can be printed from: [www.northstarcsd.org/jobs](http://www.northstarcsd.org/jobs) or picked up in person from Northstar Fire Department Station 31 at 910 Northstar Drive, Truckee, CA.

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### TO SUBMIT AN APPLICATION

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Applications must be submitted in-person to the Northstar Fire Department, Station 31 at 910 Northstar Drive, Truckee, CA between the hours of 8:00 a.m. – 5:00 p.m. No applications will be accepted after 12:00 p.m. on April 6<sup>th</sup>, 2022, or once 40 applications have been received.

2. **Written Exam.** Qualified applicants will be allowed to take a written examination. There is no minimum passing grade. The written test shall be weighted 40%. *See the attached Study Guide to discover what must be studied in prep for the written exam.*
3. **Oral Interviews.** Candidates will be interviewed by a panel. Oral interviews shall be weighted 60%.
4. **Chief's Interviews.** Interviews of the top 3 candidates will be conducted by the Fire Chief.

The District reserves the right to conduct parts of the examination process via Zoom due to possible future COVID restrictions, if applicable.

**Northstar Community Services District is an Equal Opportunity Employer**



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## 2022 FIREFIGHTER/PARAMEDIC EXAM STUDY GUIDE

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- Essentials of Fire Fighting. IFSTA, 7<sup>th</sup> Edition (2019).
- Brannigan's Building Construction for the Fire Service. Brannigan, F.L. NFPA, 6<sup>th</sup> Edition (2021).
- Hazardous Materials for First Responders. IFSTA, 5<sup>th</sup> Edition (2017).
- Emergency Care and Transportation of the Sick and Injured. Pollack, A.N., Ed., Jones and Bartlett Publishers, 11<sup>th</sup> Edition (2017).