FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: I SOP: 1104

SECTION: 1100 Personnel

SUBJECT: Volunteer Fire Fighter Hiring Process

PURPOSE: To establish a consistent hiring process for volunteer fire fighters

SCOPE: This procedure to be applied when conducting volunteer fire fighter hiring

PROCEDURE:

1. Recruitment and gathering applications of potential volunteer fire fighters is on-going and continuous. Applications may be turned by potential volunteers at any time. Applications will be collected and maintained in a file in the administration office. The application must be complete and thorough, answering all questions and including documentation showing schooling, course certificates, drivers license, etc..
2. Interviews: Interviews will be conducted in the month of October or November. Interviews will be an oral interview with a panel of current Felton fire fighters.
3. Physical Agility Test: At the conclusion of the oral interview, the applicant will perform a physical agility test at the fire station. This test is based on the Candidate Physical Agility Test (CPAT). This is a recognized test for fire fighter candidates consisting of: Stair climbing, hose drag, ladder raise, equipment carry, forcible entry, rescue dummy drag and ceiling breach. The candidate must complete all phases of the test within the time limit established by Felton Fire District. If the candidate has a valid CPAT completion certificate at the time of the interview, this will be accepted in lieu of completing the Felton Fire test.
4. Medical Examination: If the candidate successfully completes the Interview and Physical Agility Test, the candidate will be asked to complete a Medical Examination with a Medical Doctor of the Fire District’s choosing. A successful completion of the medical examination is necessary to continue in the hiring process.
5. Basic Fire Academy: The candidate will be enrolled in a Basic Fire Academy. This academy is an academy that involves all the fire agencies in Santa Cruz County that have volunteer or paid call fire fighters. The academy will instruct the candidate in the basic fundamentals of fire fighting. Successful completion of the Basic Fire Academy is necessary to continue in the hiring process.
6. Criminal History: A Department of Justice background check will be required, after the candidate has met the minimum qualifications for the position of volunteer fire fighter. Assembly Bill 218 prohibits the fire district from asking questions, oral or written, about criminal history until the candidate is determined to meet the minimum qualifications for the position. Therefore, Felton Fire will not ask about criminal history until the minimum qualifications are met. Felony convictions and driving under the influence of drugs or alcohol will result in a failure to continue in the hiring process. Other convictions will be evaluated once the DOJ report is returned.
7. Minimum Qualifications: a. 18 years of age, b. Valid California drivers license, c. Live within 5 miles driving distance from the fire station, d. Work within the service boundaries of the fire district
8. Completion: The candidate will become a volunteer of Felton Fire Protection District upon successful completion of the above mentioned items. A failure of any item is deemed a failure of the hiring process and a position to join the fire district will not be given. Upon completion, a radio pager will be issued and the fire fighter will be able to respond to emergencies and fully participate as a fire fighter at that time.
9. Notes:
	1. If a candidate is transferring from another fire agency and has successfully completed the Basic Fire Academy or a SFM Fire fighter 1 academy, this candidate may, with the Fire Chief’s approval, be interviewed at any time during the year, bypassing the need to wait for the fall interviews. This candidate must successfully complete an interview, physical agility test and medical exam in order to become a volunteer with Felton Fire District. The necessity to complete the Basic Fire Academy will be waived for candidates that meet this requirement. Candidates with prior fire service or fire academy training must make this known when he/she files an application.
	2. *Fall Interviews*: Interviews will be conducted in either October or November of each year. The Basic Fire Academy starts in February of each year. By holding Fall interviews, this will allow time to complete the interview, physical agility test, medical exam and ordering of any safety equipment necessary to fit the candidate prior to the start of the Basic Fire Academy.
	3. *Failures*: 1) A person may retake the physical agility test with one month of failing the Physical Agility Test. This will allow the candidate an opportunity to train and possibly pass. The choice to retake the test is made by the candidate. 2) If the candidate fails the medical exam and the candidate has information from a treating physician that their medical condition is not a hindrance to being a fire fighter, this information should be shared with the physician who conducted the medical exam. Determination on whether the information is valid or not is dependent on the judgment and interpretation of the medical exam physician. 3) If the candidate fails to complete the Basic Fire Academy, there are no make ups for this and the person will have failed the hiring process at that time.

Revised Dated: June 12, 2014

Ron Rickabaugh, Fire Chief