

**FELTON FIRE PROTECTION DISTRICT  
STANDARD OPERATING PROCEDURES**

ARTICLE: 1

SOP: 1107

SECTION: 1100 PERSONNEL

SUBJECT: FIRE FIGHTER (Paid) HIRING

1. The Felton Fire Protection District shall operate as an equal opportunity employer. There shall be no discrimination in employment against any person because of race, creed, religion, sex or national origin.
2. The Felton Fire Protection District will attempt to supply its need for fire fighters from its existing volunteers. If, for some reason it is not able to do so, an open offering may be given to fill such position or vacancy upon approval of the Board of Directors.
3. Applications, letter of interest, resume shall be received from citizens of good moral character who are over the age of twenty-one (21). Applicants must hold a valid California driver's license at the time of employment. Applicants must be able to prove legal right to work in the USA by citizenship or work visa at the time of employment.
4. Applicants shall have a minimum of a high school education. Possession of a high school diploma or G.E.D. certificate will be acceptable proof of education.
5. When the position is available, the fire chief will post a notice. The notice will be clearly posted in no less than two places at the fire station. As stated above, the initial notice will be internal, for Felton Fire Protection District personnel only. If a candidate is not found internally, the Board of Directors may post the notice externally for an open recruitment.
6. As needed, the following testing components will be required as a condition of employment. Successful completion of each of the following is required:
  - a. Application, letter of interest and resume submitted to and reviewed by the fire chief
  - b. Oral Interview
  - c. Medical examination
  - d. Felton Fire Protection District training academy
7. The fire fighter must within 12 months of the hire date possess the following levels of training and certification:
  - o EMT – 1
  - o California Class B (fire service) driver's license
  - o Felton Fire Protection District Engineer/Driver-Operator rank

- Large Animal Rescue
- Fire fighter 1

8. Selection and appointment of the fire fighter is made by Fire Chief.
9. Wages and benefits are determined by the Board of Directors.

Dated: November 7, 2005