



VALUED VOLUNTEER APPLICANT

Thank you for your interest in volunteering with the *East Valley Fire Department* (EVFD). This information guide will help you understand our contribution options, training requirements, probation periods, and call response expectations. We offer a variety of opportunities for you to contribute. Volunteer members are paid on an activity and event basis. Although you are not required to reside within District borders, you must fulfill minimum monthly EVFD participation requirements.

VOLUNTEER APPRECIATION COMPENSATION

At EVFD we value and appreciate the contributions of our Volunteers; we also know that the Volunteer's time has value. EVFD Volunteers are compensated using a point system; from day-one you will be compensated for all EVFD authorized activities and events. Volunteers receive their 'appreciation compensation' monthly.

**EVFD Volunteers
are hired twice
each year: in
October and in
April.**

FIRE DISTRICT ADDRESS NOT REQUIRED

We are looking for Volunteers that want to contribute and serve, as such you are not required to live within the Fire District. We select our volunteers based on desire to contribute, not based on their address. That said, we do prefer that emergency response Volunteers live within the Fire District—not required but preferred.

FIRST: CHOOSE YOUR LEVEL OF RISK

The term *Volunteer* has a proud history and tradition in the Nation's fire service beginning with America's first fire department organized by Benjamin Franklin. As a contemporary fire and life safety organization, we strive to keep pace with the needs of the East Valley community and adapt to the lives of its residents. To adapt to evolving demographics and people's available time, we offer opportunities to contribute that are *high-risk*, *low-risk*, and *no-risk*. We are certain that every adult in the community has something to offer and share—including you!

OPPORTUNITIES TO CONTRIBUTE

High-Risk:

- Structural Firefighter (high-risk)
- Wildland Firefighter
- Fire service career preparation



Low-Risk:

- Emergency Medical Technician (EMT)
- Water Supply Specialist
- Staging Area Management Team
- Apparatus Driver/Operator (Fire Engines, Water Tenders)
- Incident Rehabilitation Specialist
- Command Support Specialist
- Command Support Team

No-Risk:

- Administrative Support
- Community Risk Reduction
- Information Technology
- Facility maintenance and small works

PROGRAM TRAINING REQUIREMENTS

After selecting the EVFD program(s) that interest you, you will be processed and training scheduled. (You can add programs or withdraw from programs at any time.) As shown above, we offer both low-risk and high-risk opportunities to contribute to the *East Valley Fire Department* and to the East Valley community. Program training and education requirements (**Note: all training and education provided by EVFD at no cost**):

HIGH-RISK TRAINING

Structural Firefighter: 12-weekend (244-hours) recruit training academy at the Washington State Training Academy (located off I-90 east of North Bend). Successful graduates will possess *IFSAAC Certification* as both Firefighter I and Hazardous Materials Operations. To maintain your Certification and skills, regular drills are scheduled throughout the year, including live-fire.

☞ *This is an excellent opportunity for individuals pursuing for a fire service career.*

Wildland Firefighter: Two-week 'Red Card' course plus regular drills throughout the year; Wildland Firefighter is a high-risk, low-frequency position.



LOW-RISK TRAINING

Emergency Medical Technician Certification (EMT): 70% of all EVFD emergency responses are medical. EMT Certification requires successful completion of a three-month Yakima County EMT course (or equivalent); for the most part, calls for medical assistance are low-risk. We encourage off-duty health care professionals and off-duty private ambulance personnel to contribute your knowledge and skill.

Water Supply Specialist: This position involves driving and operating fire engines and water tender apparatus. The ideal candidate would possess a CDL (Commercial Driver's License) endorsement and a spotless driving record. If you do not possess a CDL endorsement we have an in-house driver training program. This position also involves learning to operate a Fire Engine pump and assisting with coordination of a Water Tender supply operation. Requires two-days of initial training plus regular drills throughout the year. This low-risk position ensures an uninterrupted water supply, which is a critical resource for the control of structure, wildland, and vehicle fires.

Staging Area Manager: Staging Area Manager is low-risk but highly valued position in the *Incident Command System (ICS)*. Full-day of training; dovetails with the *Rehabilitation/Breathing Air Supply Specialist* program (see below).

Responder Rehabilitation/Breathing Air Supply Specialist: Two to three-days of training, including endorsement to drive and operate our Staging/Rehab vehicle. Training includes operating our mobile air compressor and refilling breathing air cylinders in the field.

Command Support Specialist: One full-day of training, including incident simulation exercises. Command Support includes Command Post Aide and Public Information Officer/Media Liaison; for individuals with fire service experience and expertise, Command Support includes higher-level support roles such as Incident Safety Officer, Division/Group Supervisor, and Branch Director. This position is also eligible to respond as part of our East Valley *Command Support Team*. This is a low-risk Volunteer opportunity.

First Aid/CPR/AED: All EVFD members that are not Certified as an EMT must maintain First Aid/CPR/AED endorsement. No endorsement? No problem, we will provide the training free of charge.

Vehicle Rescue Specialist: We are considering the development of *Vehicle Rescue Technical Specialists* that focus their training and expertise for vehicle rescue and extrication. This is a low to moderate-risk position.



INVITATION TO RETIRED FIREFIGHTERS

Are you a retired firefighter? We have low-risk and no-risk Volunteer opportunities for retired Firefighters—career or volunteer—to contribute to EVFD and to the East Valley community. In particular we are looking for individuals with ICS *Command Staff* knowledge and experience. Volunteer opportunities include *Community Risk Reduction*. Your expertise and experience will be appreciated.

NO-RISK OPPORTUNITIES TO SERVE

Administrative Support: We offer a variety of office support opportunities that include filing, shredding, word processing, desktop publishing, etc.

Community Risk Reduction (CRR): As the name implies, these programs are designed to reduce risk in the East Valley community. Risk reduction programs include residential safety surveys, fall prevention, and more. Community risk reduction involves identifying and prioritizing risks, selecting and implementing strategies, monitoring and evaluating program effectiveness, and engaging partners in our East Valley community.

Information Technology: We can always use individuals that possess Information Technology professional expertise. Although you may not be interested in being an emergency responder, we occasionally have digital emergencies in the fire station. Your expertise would be greatly appreciated and save tax payer money.

FIRE STATION STAFFING OPPORTUNITIES

Fire Station Staffing means working a shift at an EVFD fire station. This can be as an EMT, a Firefighter, or both. Volunteer fire station staffing is focused at Fire Station 42, located in Terrace Heights. A Volunteer 'shift' can be any combination of hours, day or night, including weekends. Auxiliary Staffing at Fire Station 42 requires at least two Volunteer members, one of which is an EMT and endorsed to drive District vehicles. There are also opportunities for a single Volunteer member to augment career staffing at Fire Station 40, which is staffed 24/7/365.

CAREER FIREFIGHTER PREPARATION

While serving the East Valley community, we can provide opportunities that will prepare you for a career as a Firefighter.



Facility Maintenance and Small-Works: Would you like to serve the East Valley community and contribute to EVFD—but are not interested in emergency response? Maintenance and small-works includes painting, carpet cleaning, patching walls, light electrical work, repairs, landscape maintenance, etc.

First Aid/CPR/AED: EVFD members *not* Certified as an EMT must obtain and maintain First Aid /CPR /AED Certification (EVFD will provide your initial class and ongoing re-Certification as needed).

☛ All training and education is scheduled to accommodate the busy schedule of our Volunteers.

VOLUNTEER APPLICATION PROCESS

EVFD Volunteer members are hired twice each year: *EMS/Life Safety* Volunteers are hired in October; *Operations* Volunteers are hired in April.

After you have selected your program(s) you will need to complete our EVFD Application form, obtain a full *Driver's Abstract Report*, and return both to the Fire District. Note that the last page must be notarized; with an appointment the *Fire District Secretary* can notarize your form. You must also present your current *Driver's License* (not a copy).

After submitting your application package, you will be invited to attend several Tuesday drill nights where you will be introduced to the Team and get acquainted with EVFD members and the EVFD culture. You will then be scheduled for an interview; the interview panel, comprised of EVFD Fire Officers and the Fire Chief, will ask basic questions about your background and to explore attributes and characteristics that help determine if you are a good fit for the EVFD Team.

If you are selected to move on in the process you will need to contact the Fire District Secretary to complete required paperwork which includes:

- A criminal background check (arranged by the District Secretary).
- Schedule a mandatory medical/physical exam with *Yakima Worker Care*.
- Before your *Yakima Worker Care* appointment, obtain a mask/face-piece and fit-test form the EVFD Training Coordinator and take it with you to your appointment.
- If it is determined that your background check is clean and you are insurable to drive and operate the department apparatus, you will begin your recruit period.
- When you officially join EVFD you will be assigned to a career personnel that will guide you through your recruit and probationary requirements.



TRAINING REQUIREMENTS

New members must attend a six to eight-hour of *Honorable Leadership* training program before beginning your program participation training. To accommodate your schedule, *Honorable Leadership* training can be completed during a Saturday, split between two Saturdays, or during a weekday.

New members are required to complete several online, self-paced NIMS (*National Incident Management System*) courses, obtain an approved CPR/First Aid card, pass an SOP & SOG (*Standard Operating Procedures & Standard Operating Guidelines*) exercise, and complete diversity/hostile workplace training. Depending on your preferred program(s), classroom and skill training will commence.

Individuals that choose to become a Firefighter must pass our EVFD *Physical Agility Test* before beginning classroom training.

The following training classes for Recruit Firefighter and/or EMT certifications may be offered to you depending on your preferred program(s) and availability; and all missed training will be completed before certification of the class:

- Emergency Medical Technician (EMT): Three-months during the winter (normally begins in January of each year); Mondays and Thursdays, 1800-2200, and Saturdays 0800-1600. EMT class is facilitated by YCDEMS (*Yakima County Department of Emergency Medical Services*). Tuition, materials, and hourly compensation paid for by EVFD.
- Basic Firefighter 1 & HazMat Operations: *Weekend Firefighter Recruit Academy* at North Bend; 11 weekends, April – June or August – November; through North Bend Fire Training Academy or 140 hours from a local Recruit Class. Tuition, lodging, meals, mileage, and hourly compensation paid for by EVFD.
- Emergency Vehicle Incident Prevention (EVIP), Self-Contained Breathing Apparatus (SCBA), Hazardous Materials (HazMat), and Fire Department Safety: Scheduled and provided through EVFD during Tuesday drill nights, 1900 to 2100. Drill nights are not required while attending the EMT and Basic Firefighter 1 & HazMat Classes, but attendance is encouraged. Drill nights are required if you are not attending the EMT & Basic Firefighter 1 & HazMat classes.

PROBATION PERIOD

Typically, probation periods last one-year from your official affiliation date. If a member excels and completes all required training early, they may be approved for a shortened probation period. During probation, you will attend your training courses, complete task books, and be signed-off to operate and



drive department apparatus. During probation you will be paid at a stipend rate. You will be paid a set amount given the circumstance in which you are performing tasks.

EMERGENCY RESPONSE

Emergency response Volunteers are required to respond to a minimum of 24 emergency responses each year or provide 96 hours of fire station standby. Fire station standby includes a 'move-up' to a fire station to standby should an overlapping 911 emergency occur or assistance be requested. Participation is evaluated on a 3-month average which allows flexibility for illness, vacation, increased work hours, family emergencies etc. During official training courses, the 6-call average is encouraged but not required so you can focus on classroom study. However, we believe that new members excel with response participation.

During the screening process remember to be relaxed, sincere, and honest. Many of our members have many years of knowledge and experience. Listen, be observant, and ask questions. Again, thank you for your interest and good luck during the selection process.

We look forward to welcoming you as a member of the *East Valley Fire* family.

you call **9-1-1** we come

I have read and understand the information and instructions described by this document.

Signature

Date

Print Name



EMPLOYMENT APPLICATION

POSITION APPLYING FOR:	STREET ADDRESS:
NAME: (Last, first and middle initial)	CITY/STATE/ZIP:
PHONE:	VALID DRIVER'S LICENSE NUMBER:
MESSAGE PHONE:	DATE OF BIRTH:

Have you been convicted of a misdemeanor or felony (other than minor traffic offenses) within the last ten (10) years?
 Yes No
 If yes, please give the nature of the crime, date of conviction, and the court in which you were convicted.

Conviction of a crime will not necessarily disqualify you from employment unless it would reasonably affect your fitness for the position in which you have applied.

EDUCATION

TYPE OF SCHOOL	NAME, CITY/STATE	MAJOR COURSE	DEGREE
HIGH SCHOOL			
COLLEGE			
BUSINESS/TECHNICAL			
TRAINING			
MILITARY			
OTHER COURSES			

Authenticate your answers by providing proof of diplomas, training, letters of recommendation, certificates, etc.

CERTIFICATIONS/SPECIAL SKILLS/PROFESSIONAL LICENSES HELD: _____

DO YOU CURRENTLY MEET THE MINIMUM QUALIFICATIONS LISTED IN THE POSITION ANNOUNCEMENT THAT YOU ARE APPLYING FOR? Yes No

If no, list the qualification(s) that you do not possess and give a brief explanation: _____

Yakima County Fire District 4 is an equal opportunity employer and does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in employment decisions.



WORK HISTORY

You may attach a resume, but all sections must be complete for your application to be considered. Please begin with your present or most recent employment, including periods of self-employment and United States military service. Attach extra pages if necessary in order to list your work experience for the last 10 years.

Job Title		Employer's Name and Mailing Address	
Supervisor's Name			
Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of employees supervised by you:	
Dates Employed (Please note month and year) From: _____ To: _____		Hours per week:	Last Hourly Rate or Monthly Salary:
Duties:			
Reason for leaving or considering change:			

Job Title		Employer's Name and Mailing Address	
Supervisor's Name			
Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of employees supervised by you:	
Dates Employed (Please note month and year) From: _____ To: _____		Hours per week:	Last Hourly Rate or Monthly Salary:
Duties:			
Reason for leaving:			

Job Title		Employer's Name and Mailing Address	
Supervisor's Name			
Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of employees supervised by you:	
Dates Employed (Please note month and year) From: _____ To: _____		Hours per week:	Last Hourly Rate or Monthly Salary:
Duties:			
Reason for leaving:			

Undated, unsigned or incomplete applications will not be accepted.

I hereby certify that, to the best of my knowledge, all of the information contained in this Application is true and correct and complete as of the date it is signed. I understand that the information provided herein may be verified and that any answers which are untrue or misleading may be grounds for rejecting this application or for termination if a job offer is extended.

I authorize my current and former employer(s); schools and technical institutions for which I have attended, to release information as requested to Yakima County Fire District #4 representatives. Such information may include but is not limited to, information concerning my performance, performance evaluations, work history, attendance records, disciplinary action, any information regarding my employment, and/or scholastic records. I hereby waive any and all claims against you, your current and past employees, elected officials, and agents from any and all claims, damages, or liability arising out of your disclosure of such information to YCFD4.

East Valley Fire Department



Yakima County Fire District #4

2003 Beaudry Road, Yakima WA 98901-8012

Phone: (509) 457-8615 Fax: (509)457-0373

I understand that as a condition of employment, I must provide acceptable proof of identity and employment eligibility as required by the Immigration Reform and Control Act.

I understand that this application is contingent on receipt of supplemental materials, and that I may be subject to a criminal history and employment reference background checks as a condition of employment.

Signature of Applicant

Date

Received By

Date

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I am a candidate for the position of _____ with Yakima County Fire District #4 Yakima, Washington and hereby authorize you to furnish Yakima County Fire District #4 with any and all records or information that you have concerning me, my work record, my reputation, medical records, polygraph, psychological profile, my academic credentials, my military service records, and my financial status. This waiver applies only to this position and expires ninety (90) days after the date below.

Information of a confidential or privileged nature may be included. Those individuals who supply references may respond freely to all questions concerning my job related knowledge, skills, abilities, education and experience, and any other matters which may be relevant to my performance in the position I am seeking. I waive my rights to personally review any materials you may transmit to Yakima County Fire District #4 in connection with my application for employment.

I understand that an investigative consumer report, if deemed necessary for the position for which I have applied, may be obtained through personal interviews with my neighbors, friends or associates. Your reply will be used to assist Yakima County Fire District #4 in determining my qualifications and fitness for the position.

I hereby release you and your organization from any and all liability arising from your release of information to Yakima County Fire District #4 about my employment history, my academic credentials or qualifications and my suitability for employment with Yakima County Fire District #4. It is further agreed and understood that I shall hold Yakima County Fire District #4 harmless for use of any and all information gained through these inquiries.

Signature

Date

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public in and for the State of
Washington residing in _____
Expiration _____

Note: A photocopy reproduction of this request shall be for all intents and purposes as valid as the original.

Yakima County Fire District 4

EAST VALLEY FIRE DEPARTMENT

AGREEMENT FOR REIMBURSEMENT OF TRAINING EXPENSES

WHEREAS, Yakima County Fire District 4, Yakima, Washington, hereinafter referred to as "YCFD4", incurs substantial expenses in the process of training persons as firefighters and EMS Support.

WHEREAS, the Paid-On-Call Volunteer (undersigned person), referred to hereinafter as "Volunteer" desires to be trained by YCFD4 as a Firefighter or EMS Support; and serve YCFD4 as a Volunteer.

WHEREAS, it is necessary that YCFD4 be reimbursed for said training expenses by any person who is trained by YCFD4, and who thereafter terminates their Volunteer status within two (2) years after the date of commencement of their recruit period.

NOW, THEREFORE, and in consideration of the mutual promises hereinafter set forth, it is hereby agreed by and between the parties hereto as follows:

1. YCFD4 shall provide the applicant with formal firefighter and/or emergency medical technician training which may include but not be limited to the following: Physical Examination, Hepatitis Vaccination, Emergency Medical Technician course, Emergency Vehicle Accident Prevention course, Wild Land Firefighter 2 course, and Recruit school.
2. The Volunteer shall not terminate their service as a Volunteer with YCFD4 at any time within two (2) years after the date of their commencement of service, unless said Volunteer shall reimburse YCFD4 for all training expenses incurred by YCFD4 for said Volunteer. Said expenses are hereinafter referred to as the "reimbursement obligation". The duty to reimburse YCFD4 shall not apply when the Volunteer is terminated by YCFD4, or when the Volunteer must terminate their service due to illness, injury, or special hardship circumstances recognized and approved by the Fire Chief and Board of Commissioners of YCFD4.
3. The reimbursement obligation shall consist of the total, as determined by YCFD4, of all amounts actually spent by YCFD4 for the training of the Volunteer including but not limited to the following:
 - A. Actual cost of background investigations, physical examination, and any other entrance expenses; plus
 - B. The cost of mileage paid to the applicant by YCFD4 for their attendance at training courses; plus
 - C. Any costs of expenses for special size equipment or gear obtained by YCFD4 for the Volunteer; plus
 - D. Any costs for or relating to any other expenses for training courses or recruit school.
4. The amount of the reimbursement obligation shall be paid to YCFD4 by the Volunteer as follows according to the Volunteer's commencement date of service:

Yakima County Fire District 4
EAST VALLEY FIRE DEPARTMENT

0-11 months served by Volunteer: **100%** of the reimbursement obligation.

12-23 months served by Volunteer: **50%** of the reimbursement obligation.

2 full years served by the Volunteer: **0%** of the reimbursement obligation.

Payment Schedule: The total cost will be spread out over 24 months and the first payment (or more) is due on or before the first day of the month following the month during which termination of service occurs. Payments are due on or before the first day of each and every succeeding month thereafter until the entire reimbursement obligation has been paid in full.

5. YCFD4 shall have the option to declare the entire reimbursement obligation due and payable in the event that the Volunteer shall fail to make any payment required pursuant to this agreement in a timely manner.

6. In addition to the reimbursement obligation as defined above, the Volunteer shall be liable to YCFD4 for any fees or other costs whatsoever incurred by YCFD4 in enforcing any payments due pursuant to this agreement, including but not limited to attorney's fees and costs, filing fees, and prejudgment interest.

_____/_____/_____
POC Volunteer Printed Name Date

IN WITNESS WHEREOF the undersigned parties have executed this agreement this ____ day
of _____, 20__.

POC Volunteer's Signature

Subscribed and sworn to me this ____ day of _____, 20__.

NOTARY PUBLIC in and for the State
of Washington residing at _____.
Commission Expires _____.



Driving Record Request

Use this form to request a driving record. We will send the record to you or the individual or company you indicate below. Mail this request and a **\$13 non-refundable fee for each record requested** in a check or money order payable to Department of Licensing to:

Driver Records
Department of Licensing
PO Box 3907
Seattle, WA 98124-3907

For validation only

106-060-421-0005

If requesting a driving record for an employee, prospective employee, or volunteer, you must receive from them an **Abstract of Driving Record Release of Interest** (form DSC-425-020). Keep this Release of Interest in your files. **DO NOT MAIL** it to us.

Allow 2 weeks for processing. If you have additional questions, contact customer service at (360) 902-3900, option 6.

Requestor information

PRINT or TYPE Requestor name		(Area code) Daytime telephone number
How would you like the driving record(s) sent? (Choose one) <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. mail (one record only)*		*We will not mail more than one driver record. Multiple record requests will only be sent by email or fax.
Email or (Area code) Fax number delivery information		
U.S. mail delivery (Individual/Company name)		
Mailing address (Street address or PO Box, City, State, ZIP code)		

Drive records requested

PRINT or TYPE Name (Last, First, Middle initial)	
Date of birth	Washington driver license number
Type of record requested <i>(If more than one record type selected, include \$13 for each additional record)</i> Insurance records show violations, convictions, and accidents only. Other drive records show all traffic-related collisions, convictions, violations, suspensions, revocations, and disqualifications. We offer the following types of driving records: <input type="checkbox"/> Noncommercial insurance record (3 year) —Used to create and renew vehicle insurance policies. <input type="checkbox"/> Commercial insurance record (3 year) —Used to create and renew commercial vehicle insurance policies. <input type="checkbox"/> Life insurance record (3 year) —Used to create and renew life insurance policies. <input type="checkbox"/> Employment record —Used by employers to determine employment eligibility. <input type="checkbox"/> Volunteer/Transit record —Used to determine if a volunteer driver meets the insurance and risk-management requirements to drive a vanpool vehicle or should be permitted to operate a vehicle used to transport individuals who are under 18, over 65, or disabled. <input checked="" type="checkbox"/> Complete record —A complete driving record of the person named on the driving record.	

SIGN OR TYPE YOUR NAME – *By signing or typing your name, you are certifying under penalty of perjury that you are entitled by federal or state laws to obtain an abstract of the driver record of the individual requested. RCW 46.52.130, 18 USC Chapter 123*

Date and place (city or county) signed

X

Signature

If requesting additional drive records, attach separate sheets using the same format as above. Include \$13 for each record requested.