



Excelsior Fire District Application/Hiring Process



October, 2017



Excelsior Fire District

Proudly serving the Communities of:

Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay

24100 Smithtown Road

Shorewood, MN. 55331

Dear Applicant,

Thank you for showing interest in applying to the Excelsior Fire District. This letter is to give you a brief overview about our Fire District application process. The packet you have includes the following:

- Overview Information
- Training Information
- Operations information
- Contact information

Application Process

You have in your possession the application packet. It includes information about the process of how the Excelsior Fire District hires a paid-on call/volunteer firefighter. To start the process, please fill out the application as completely as possible. Include all additional pertinent information and accurate phone numbers so we may contact you during business hours and after business hours.

Interview Process

The Fire District will conduct at least two interviews. The first interview will consist of a question/answer period with our interviewing team. A second interview will take place with a separate interview team. All information disclosed in the interview will be considered confidential. Next, there is a Physical Screening test to screen for such things as strength, endurance, agility, and balance. This will be a pass/fail test. You must sign a waiver/release form prior to taking the test. The tasks are straightforward and safety is of utmost importance. Finally, a third interview/orientation will be held. This interview/orientation will be similar to your second interview; however, your spouse, family and/or close friend is encouraged to attend along with you. This is done so that the person or persons closest to you will realize what is expected of you. They may ask questions or convey concerns during this time.

Conditional Position Offer

Provided all is favorable to this point, a conditional offer of employment will be made to the applicant. At this point, a background check will be conducted on the applicant as well as a health surveillance / physical examination.

Background Check

A background check is conducted by the South Lake Minnetonka Police Department. A release of information form is included in the packet.

Health Surveillance

The applicant is sent for health surveillance/physical exam, which is paid for by the Excelsior Fire District. The Fire District currently uses Health Strategies to conduct these examinations. All personal medical information is kept confidential between yourself and Health Strategies. The Excelsior Fire District will receive results of the examinations on a pass/fail basis.

Probation Period

Your probation period consists of a “window of time” which will be no less than 12 months and no more than 24 months. This “window of time” is so that if the probationary firefighter’s personal schedule can be accommodated with required schooling. This will help the new firefighter recruit adjust the scheduled start dates of a required class.

Your probationary period officially begins when you receive an official position offer. This will be provided by the Fire Chief.

Training areas that are involved during your probationary period are as follows:

1. Firefighter I
2. Firefighter II / Hazmat Operations
3. Emergency Medical Technician (EMT) / Emergency Medical Responder (EMR)

Another area we closely look at during the probation period is your emergency call quota and your drill quota. We respond to approximately 800 calls per year. We also have a “drill” each Thursday evening from 7:00 to 9:00 PM. We are currently using a point based system for participation. Points are attained from call response, training, special events and projects around the stations and District. You need to attain a minimum number, roughly 30 points per month, to stay an active firefighter. Occasionally, we will also have some special drills on different days, which you’ll be encouraged to attend also. You are encouraged to come to all of the drills. Business meetings are conducted on the 1st Thursday of every month and your attendance is required at these meetings. Missing more than two consecutive meetings requires prior approval of the Chief. This is, no doubt, a very busy year for the Probationary Firefighter. This is the period of time where you show the Excelsior Fire District your determination, dedication and commitment.

Wages / Compensation

You will be paid an hourly wage for your calls and drills, which will be discussed, during your interviews. You will not be paid for the time you spend in the required schooling; however, your mileage costs can be reimbursed to you if you wish.

There are a few occasions throughout the year that are functions outside the spectrum of firefighting. Events such as our Annual Dance, Open House / Fire Prevention week and other events may come up for which there may not be compensation. The Probationary Firefighter is encouraged to participate in these functions.

Pension / Retirement

You will begin an accumulation of pension funds once you receive your official offer letter and join the Excelsior Fire District. These funds are accumulated through the “Relief Association” of the District. This is a separate organization within the Excelsior Fire District which holds a retirement account for you in your name. These are specific dollar amounts that are set aside for you based on the number of years you are on the Excelsior Fire District. There are certain terms involving these funds, which can be better explained during your interviews.

Conclusion

If you complete all of your required steps as set forth during the probation period, you will be appointed a member of the Excelsior Fire District. The Chief will announce your appointment to the Excelsior Fire District during the next available business meeting.

The information in this application packet is provided for your review and information. The information provides a brief overview of what to expect during your interviews and during your probation period. It is, obviously, a very busy time, one that will “change” after the probation period is over. We in turn will provide you with all of the necessary gear, training, support and resources necessary for showing interest in applying to the Excelsior Fire District.

Please feel free to contact the contacts listed in this packet for any further information. Thanks again for your interest in our organization, the Excelsior Fire District.

Sincerely,

Scott M. Gerber

Scott M. Gerber
Fire Chief



Interested in Serving Your Community as a *FIREFIGHTER*?



Overview:

The Excelsior Fire District is known for having an excellent fire department. The District is currently recruiting volunteer firefighting staff. Firefighters are needed for the entire District, but the focus is to staff the fire station on the east side of our fire district located in Deephaven. Successful recruits become a part of the team as a part-time, paid, on-call firefighter. Few part-time jobs afford the chance to help others, serve the community and qualify for a pension, all while providing an essential public service.

The Excelsior Fire District serves the Cities of Deephaven, Excelsior, Greenwood, Shorewood, and Tonka Bay but may call upon or be called by neighboring communities to assist with the fighting of a fire or other emergency. The District currently operates out of 2 fire stations which were constructed in 2004. The fire department currently runs approximately 800 calls per year. All members are required to live within a specified response time of their assigned station. The current maximum membership allowed is 50 members.

In general, the types of calls we respond to are house fires, garage fires, chimney fires, vehicle fires, fire alarms, vehicle personal injury accidents, and medical assistance. There are also other types of calls like severe weather observation and water related emergencies that we respond to.

Fire fighting is very interesting and rewarding. There is a lot of satisfaction with a job well done. However, being a volunteer firefighter takes a commitment over a long amount of time (years) and with this time commitment, we suggest you think about this and discuss it with your spouse and family (if applicable). We make every effort to protect our firefighters from harm through continuous training, up to date equipment, and good management and safety decisions.



Eligibility Requirements:

Because the Excelsior Fire District provides a critical service to the community, it must take every precaution to select the best possible candidates.

- Must be 18 years of age or older.
- Be a high school graduate or equivalent.
- Hold a valid State of Minnesota driver's license to maintain active membership.
- Must have residence or employment within fifteen minutes of their assigned fire station.
- Be able to carry out his/her responsibilities and provide good communications in a calm, positive and professional manner under emergency conditions.
- Must successfully pass a thorough background check prior to being accepted as an Excelsior Fire District Firefighter.
- Must successfully pass the Fire Department sponsored pre-membership health surveillance examination, including a pulmonary function test.
- Must be available for training on Thursday evenings.
- Must exceed the minimum requirements of 33 1/3% of all calls assigned to your station every six months.

Training Requirements:

The purpose of the Excelsior fire District training program for new recruits is to give a full understanding of basic firefighting techniques as well as emergency medical response procedures for basic life-saving activities. All training is paid for by the Excelsior Fire District, your time to attend is not reimbursed.

The training program is as follows:

- A Firefighter I / Hazardous Materials Awareness - Course – 88 hours (11 weeks)
- Firefighter I State Certification – 4 hours (1 day)
- A Certified Emergency Medical Technician – EMT (First Aid) Course. – 160 hours or Emergency Medical Responder (EMR) – 40 hours.
- Firefighter II / Hazardous Materials Operations - Course – 32 hours (8 weeks)
- Firefighter II State Certification – 4 hours (1 day)
- These courses are taken outside of the normal Thursday night training. You will also be required to take additional training outside of the normal Thursday night training.
- On-Going weekly training – every Thursday (2 -3 hours per drill)
 - Thursdays are important. The first Thursday night of each month there is a department general membership meeting/training at 7:00 p.m. with checking of department equipment and trucks along with various station cleanups. The second, third, and fourth Thursday nights of every month are for department training at 7:00 p.m. The first and third Thursdays of every month the department officers meet from 6:00 – 7:30 pm.
- After completion of the basic courses outlined above, there are many avenues that are available to further firefighting skills over the course of your career. Some topics include, but are not limited to: Hazardous Materials Response, Building Construction Courses, Fire Inspector, Advanced Firefighting

Courses and Fire Prevention. All are upon approval by the station captain and the training chief; these courses are paid for by the Excelsior Fire District.

Operations:

- The Excelsior Fire District is a “Paid on Call” fire department which means you are paid a nominal fee for each emergency call you respond to. All training is paid for by the fire department along with any expenses you may incur; though you are not compensated for your time. The Excelsior Fire District has a Relief Association through which a retirement is available to its members.
- Along with Thursday night drills, you will be required to make a specified percentage of all emergency calls. These calls occur anytime of the day or night. Weekends and Holidays are not excluded.
- After successful completion of the Firefighter I course, new members may begin to ride emergency vehicles as fifth/sixth person on the aerial truck and engines and fourth person on rescues.



Other:

- We have an annual Fire Department fund-raiser which is a Dance. The Dance allows the Relief Association to obtain funds for assisting in the purchase of equipment and services to augment the Fire District Budget.
- A Fire District Open House is held in October during Fire Prevention Week.
- The Fire District has social events throughout the year for its members. A few of the social events we have are a Holiday Party and a Spouse Appreciation event.



Remember, by joining the Excelsior Fire District you will be doing something that is very interesting and exciting. It will be fun, it will give you satisfaction, it will be work, it will be social, and believe us, it will be extremely rewarding.

For information and an application, please call the following numbers:

Captain Karl Narveson

Assistant Chief Pat McCarthy

(612) 749-9227

(763) 381-9538

SOUTH LAKE MINNETONKA POLICE DEPARTMENT
24150 Smithtown Road
Shorewood, Minnesota 55331-1913

MIKE MEEHAN
Chief of Police

Office (952) 474-3261
Fax (952) 474-4477

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, am being considered for a position of employment with the Excelsior Fire District. I hereby grant my informed consent to, and authorize the **South Lake Minnetonka Police Department** to conduct a records check and furnish this information to the Excelsior Fire District. This may include, but is not limited to, criminal history check, internal records check, jail records, warrants, etc. I hereby release the **South Lake Minnetonka Police Department** from any and all liability for disclosing this public, private and/or confidential information about myself to the Excelsior Fire District.

Applicant Signature

Date

Print Full Name (*First-Middle-Last*)

Date-of-Birth

Street Address

City State Zip Code

Previous Address(es) if resided in MN. less than 5 years.

Scott Gerber, Fire Chief

Date

Signature
Excelsior Fire District

Date



Excelsior Fire District

Proudly serving the Communities of:

Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay

24100 Smithtown Road

Shorewood, MN. 55331

AUTHORIZATION FOR DRIVER'S LICENSE CHECK

I, _____, am being considered for a position of employment with the Excelsior Fire District. I hereby grant my informed consent to, and authorize the **Excelsior Fire District** to conduct a driver's license records check.

Applicant Signature

Date

Print Full Name (*First-Middle-Last*)

Date-of-Birth

Street Address

City

State

Zip Code

Driver's License Number

Scott Gerber, Fire Chief
(*Print*)

Date

Signature
Excelsior Fire District

Date

APPLICATION FOR EMPLOYMENT



Name _____ **Date** _____

Application for Employment

— If you have a resume, please provide us with a copy.

Position applied for: _____

Name: _____
Last First Middle

Address: _____
Number and Street City State Zip Code

E-mail Address: _____

Driver's License (number and state): voluntary _____

Social Security number: _____

Home Phone: () _____ Cell Phone Number: () _____

Work Phone: () _____ May we contact you at work? Yes No

Station Preference: Station One Station Two None Why: _____

• Have you ever filed an application with us before? Yes No - If yes, date:

• Are you currently authorized to work for all employers in the United States, or only for your current employer?

• Are you over the age of 18? Yes No

• Have you ever been convicted of or pled no contest or guilty to a felony? If yes please explain: Yes No

• Do you have any friends or relatives currently working for us? If so, please indicate name. Yes No

• Do you have any previous firefighting experience? If so, please describe. Yes No

• Do you have any related training? CPR First Aid First Responder EMT Hazardous Materials Firefighting Other

• Describe any specialized training or job related skills acquired from employment or other experience.

Education	Name of School, City and State	Diploma/Degree	Major/Course Certification
High School		Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
College		Degree? <input type="checkbox"/> Yes Type _____ <input type="checkbox"/> No Last Year Completed _____	
Other		Degree? <input type="checkbox"/> Yes Type _____ <input type="checkbox"/> No Last Year Completed _____	

Employment Record — Please start with your most recent employer, including military service and include all jobs you have held. If you need more space, please use an additional sheet of paper. If you are currently employed, may we contact your present employer? Yes No

Name of Employer: _____ Telephone: () _____
Address: _____
Name of Immediate Supervisor: _____ Title: _____
Your Title and Duties: _____
_____ Salary Starting: _____ Ending: _____
Reason for Leaving: _____ Employed From: _____ To: _____

Name of Employer: _____ Telephone: () _____
Address: _____
Name of Immediate Supervisor: _____ Title: _____
Your Title and Duties: _____
_____ Salary Starting: _____ Ending: _____
Reason for Leaving: _____ Employed From: _____ To: _____

Name of Employer: _____ Telephone: () _____
Address: _____
Name of Immediate Supervisor: _____ Title: _____
Your Title and Duties: _____
_____ Salary Starting: _____ Ending: _____
Reason for Leaving: _____ Employed From: _____ To: _____

Please identify and explain any gap in continuous employment over the last ten years. _____

References

Name: _____ Telephone: () _____
Address: _____
Name: _____ Telephone: () _____
Address: _____
Name: _____ Telephone: () _____
Address: _____

Please Read Carefully Before Signing:

I understand that completion of this application does not obligate the Excelsior Fire District to hire me or offer me a job.

The information I have provided in this application is true and complete. I understand that if hired, my employment may be terminated due to any misrepresentation, omission or inaccuracy of the statements contained in this Application for Employment. I authorize the Excelsior Fire District to investigate all statements contained in this application for accuracy and completeness, and to obtain any transcripts, records, or documents pertaining to my background and business experience. If hired, I agree to conform to the rules and regulations of the Excelsior Fire District.

Signature _____ Date _____
Applicant

**EXCELSIOR FIRE DISTRICT
ADDENDUM TO APPLICATION**

VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veterans points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERANS BONUS POINTS? YES NO

If you answered "YES", your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

VETERANS PREFERENCE POINTS APPLICATION

Veteran _____ If spouse, veteran's name: _____

Self Spouse

Branch of Service: _____ Period of Active Duty
From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____ Date of Final Discharge: _____ Service No: _____

Are you receiving or eligible for a military pension? Do you have a compensable service-related
 YES NO disability? YES NO

Preference requested: Veteran Disabled Veteran
 Spouse of Disabled Veteran Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than seven (7) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner.

Supporting documentation: is attached will be submitted within 7 days of application deadline.