



Rock Community Fire Protection District

Policy - 007

Firefighter Application

Effective Date: March 16, 1998
Revision Date: December 28, 2017



Rock Community Fire Protection District

Dear Applicant:

Thank you for your interest in becoming a member of the Rock Community Fire Protection District family.

Before submitting an application, carefully read through the enclosed packet paying particular attention to the description and explanation of the minimum qualifications, job classification, selection process, physical ability information and medical evaluations.

Prior to returning your application to the District, please ensure that all requirements are met. All requested information is to be legible, complete, and returned with your application.

Also included, is a summary of information pertaining to the Rock Community Fire Protection District and applicable employee benefits. You may retain the information for reference.

Rock Community Fire Protection District is an Equal Opportunity Employer.

Sincerely,

Jeffrey L. Broombaugh
Fire Chief



Rock Community Fire Protection District

Fire Fighter EMT-B / EMT-P Summary of Duties and Responsibilities

Under the immediate supervision of higher-ranking officers, members in the classification are responsible for:

- 1) Preventing, containing and extinguishing fires;
- 2) Administering emergency medical service as per licensure;
- 3) Assisting in rescue/evacuation operations under extreme conditions;
- 4) Maintaining/cleaning District equipment, apparatus, vehicles and facilities;
- 5) Safely driving and operating various types of fire apparatus;
- 6) Participating in and/or conducting fire prevention drills and training sessions;
- 7) Preparing/maintaining various files and records, as directed;
- 8) Assisting in the inspection of buildings for fire hazards, compliance with fire prevention codes and pre-incident planning;
- 9) Assisting in the investigation of fire cause & origins;
- 10) Maintaining good health and physical condition sufficient to permit full completion of assigned duties under often stressful and dangerous situations;
- 11) Performing related duties as needed and/or assigned;
- 12) Participating in or conducting public relation/education programs.



Rock Community Fire Protection District

Minimum Employment Standards for Firefighters

Qualifications of members: No person shall be employed as a firefighter by Rock Community Fire Protection District (RCFPD) unless he/she meets the following minimum employment standards upon submission of an application:

- 1) Applicant must be able to lawfully work in the United States at all times while employed by RCFPD.
- 2) Applicant is able to read, write, and speak the English language clearly and distinctly.
- 3) Applicant has never been convicted of a felony or crime involving moral turpitude.
- 4) Applicant is a minimum of eighteen (18) years of age.
- 5) Applicant shall possess a high school diploma or official Certificate of High School Equivalency (GED).
- 6) Applicant shall possess a valid state motor vehicle operator's license or chauffeur's license.
- 7) Applicant shall possess and maintain the following certifications and/or licenses:
 - a. Missouri Division of Fire Safety - Firefighter I and II Certification
 - b. Current State of Missouri EMT-B or EMT-P license - If licensed as EMT-B, RCFPD will require you to comply with department policy 023 - EMS Licensure (included in this packet).
- 8) Each applicant or member of RCFPD shall possess a good moral character and work history, as determined by the fire chief, from a favorable report based on a comprehensive background investigation including, but not limited to, school and employment records, home environment, personal traits and integrity. Considerations will be given to any and all violations, including traffic and conservation law convictions, as indicating a lack of good character.
- 9) Each applicant or member of RCFPD shall possess a good driving record, indicating a respect for traffic laws and good driving habits, and the record must be deemed acceptable for RCFPD by the fire chief.
- 10) Acceptable physical, emotional, and mental fitness, as established by a licensed psychologist and/or physician, to determine the applicant is free from any physical, emotional, or mental condition which might make the applicant unable, with or without accommodation, to perform the essential functions of the job of firefighter.



Rock Community Fire Protection District

FIREFIGHTER EMT-B / EMT-P DETAILED SELECTION PROCESS

I. Advertise For Qualified Applicants

Applications accepted at District HQ, 3749 Telegraph Rd., Arnold, MO 63010 from 0800 – 1600, Monday-Friday, until 1600 on October 14, 2020

II. Review Resumes & Applications

Members of the Administrative Staff will review resumes and applications to establish a list of all qualified applicants. **All qualified applicants will be notified by email by 1600 October 16, 2020.** Application packets not meeting minimum requirements will be discarded.

III. Written Examination

All qualified applicants will be invited to participate in a written examination based on IFSTA Essentials of Firefighting — 6th ed. The examination will be given on October 21, 2020 @ 1800 hours at a site TBD, suitable for the number of applicants. We will accommodate any COVID requirements set by the State or Jefferson County at the time of testing.

IV. Individual Record Check

At a minimum, the following records will be checked: previous employment records, driving records, criminal records and education records. In addition, you will be advised when a personal reference check will be conducted.

V. Candidate Ineligibility

Rock Community Fire Protection District reserves the right to eliminate any or all candidates from the application process, at any time, for any reason, including, but not limited to the following:

- There is evidence of any materially false or misleading statements found on the candidates' resume or application.
- The candidate has been convicted of, or pled guilty to, a felony in which the felony conviction reasonably relates to the applicant's competency to do the work required at Rock Community Fire Protection District.

VI. Establish Eligibility Roster

Based on test score and record check, a preliminary eligibility roster will be established. Individual scores and/or rankings will be kept in strict confidence and will, at no time, be published or discussed outside of district administration.

Selected candidates will be notified and shall participate in a fire-based physical agility practical and a scenario-based EMS skills evaluation on December 6 or 7th. We will accommodate any COVID requirements set by the State or Jefferson County at the time of testing.

This roster will remain active for up to one year from the completion of the practical testing.



Rock Community Fire Protection District

FIREFIGHTER EMT-B / EMT-P DETAILED SELECTION PROCESS (cont.)

VII. Final Selection of Candidates

Upon determining a need to hire, a final number of candidates will be selected for an interview with the fire chief and administrative staff.

IX. Medical/Physical Examination

Upon making a contingent offer of employment, the district will require the candidate(s) to undergo physical, psychological, and medical evaluation; including current IAFF C.P.A.T. certification. The candidate must be physically, mentally and emotionally capable of performing all aspects of the job classification for which the candidate has applied.

The candidate will also be required to undergo a fingerprint-based background check.

A medical opinion from physician(s), of the district's choosing, rendering a candidate physically incapable of performing the necessary duties, or unfavorable findings of the background check will eliminate the candidate from the hiring process.

Persons requesting accommodation for any part of the selection process must make notification to the Deputy Chief Training Officer at the time of application submission. Written requests are preferred.

All questions involving the medical standards of fire fighter candidates will be based on NFPA Standard 1582. Standard on Medical Requirements for Fire Fighters. Most Current Edition. All medical records of applicants will be held in secured files in accordance with Federal law, including HIPAA



Rock Community Fire Protection District

Applicant Instructions

Prior to returning your application for employment, ensure that all required items are complete and legible. Applications will be rejected if incomplete, illegible, or are missing any of the items required below.

- 1) Application for Membership
- 2) Representation and Release
- 3) Certificate of Applicant and Authorization for Release of Information
- 4) Acknowledgement of Conditions of Employment
- 5) Copy of your Birth Certificate
- 6) Copy of your Driver License
- 7) An official Driver Record Check from the Department of Motor Vehicles of the state in which you are licensed.
- 8) Completed MOVECHS Waiver Agreement and Statement
- 9) Copy of Missouri Division of Fire Safety certification of Firefighter I and II
- 10) Copy of Missouri EMT-B or EMT-P license.
- 11) If EMT-B, copies of current CPR, and ITLS or PHTLS are recommended.
If EMT-P, copies of current CPR, ACLS, PALS, and ITLS or PHTLS are required.
- 12) Copy of High School diploma, or copy of official Certificate of High School Equivalency (GED)
- 13) Official college transcript(s), if applicable
- 14) The enclosed check off form - completed.
- 15) Your resume



Rock Community Fire Protection District

APPLICATION FOR MEMBERSHIP (2 of 3)

REFERENCES		
<i>Please list three people not related to you by blood or marriage, for professional references.</i>		
Full name	Relationship	
Company	Years Acquainted	
Address	IPhone	
Full name	Relationship	
Company	Years Acquainted	
Address	Phone	
Full name	Relationship	
Company	Years Acquainted	
Address	IPhone	
PREVIOUS EMPLOYMENT		
<i>Please list your three previous employers, starting with the most recent.</i>		
Company	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for leaving
Company	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for leaving
Company	Phone	
Address s	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for leaving



Rock Community Fire Protection District

APPLICATION FOR MEMBERSHIP (3 of 3)

IN CASE OF EMERGENCY, PLEASE NOTIFY			
Name		Phone	
Address			
Name		Phone	
Address			
Name		Phone	
Address			
FIRE/ EMS TRAINING			
EMT-B License#		Expiration Date	
EMT-P License#		Expiration Date	
CPR Certified	YES	NO	Expiration Date
ACLS Certified	YES	NO	Expiration Date
ITLS Certified	YES	NO	Expiration Date
PHTLS Certified	YES	NO	Expiration Date
PALS Certified	YES	NO	Expiration Date



Rock Community Fire Protection District



SHP-981E 01/14

Missouri State Highway Patrol
Criminal Justice Information Services Division
MSHP-CJISD

WAIVER AGREEMENT AND STATEMENT Missouri VECHS Program Missouri Volunteer and Employee Criminal History Service (MOVECHS)

Pursuant to the National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA), this form must be completed and signed by every current or prospective applicant for whom fingerprint-based criminal history records are requested by an Authorized Recipient (AR).

I, the undersigned, hereby authorize ROCK COMMUNITY FIRE PROTECTION DISTRICT
Name of Authorized Recipient (AR)

to submit a set of my fingerprints to the MSHP-OISD and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I understand that I would be able to receive any Missouri record from the MSHP-O ISD, and any national criminal history record from the FBI pursuant to 28 CFR Sections 16.30-34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement and Statement, it is my intent to authorize the dissemination of any Missouri and national criminal history record that may pertain to me to the AR.

I understand that, until the criminal history background check is completed, the AR may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the AR may provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

Yes, I have (OR) No, I have not been convicted of or plead guilty to a crime.

If yes, please describe the crime(s) and the particulars _____

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

The AR may share/disseminate my criminal history record information with other authorized recipients only after confirming that the recipient has a signed user agreement on file with the MSHP-O ISD and the dissemination is in accordance with state and federal law.

Yes No

OR/IOCA or MACHS Number: MOVECHS0Z V050.00012 _ _ 7284 _____

This document must be retained by the AR and is subject to audit by the MSHP-CJISD and FBI.



Rock Community Fire Protection District

REPRESENTATION AND RELEASE

I, the undersigned, hereby acknowledge that he/she has read this entire application packet.

The undersigned also represents that he/she is physically capable of performing the physical performance and agility exercises required as part of Rock Community Fire Protection District employment selection process for the position of Firefighter.

In consideration for the opportunity to be considered for employment as a Rock Community Fire Protection District Firefighter, the undersigned hereby releases Rock Community Fire Protection District, its Directors, agents and employees from any and all claims, suits, demands, and causes for action for or on account of personal injuries losses, property damage, cost or expenses of every kind and description in any way arising out of or resulting from participation in the physical performance and agility exercises administered as part of the Rock Community Fire Protection District Firefighter employment selection process.

I have read the foregoing release and fully understand it.

Signature

Date

Printed Name



Rock Community Fire Protection District

CERTIFICATE OF APPLICANT AND AUTHORIZATION FOR RELEASE OF INFORMATION

Last Name	First Name	Middle Name
SSN	Date of Birth	Applicant # (office use)

I _____ (Print full name), hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge, I understand and agree that any misstatements or omissions of material facts will cause forfeiture on my part of all rights to initial employment or continued employment by the Rock Community Fire Protection District.

The intent of this authorization is to make available a full and complete disclosure of any and all information pertaining to my person; therefore, I do hereby authorize all present or past employers, all law enforcement agencies, all military agencies, the Veterans Administration, the U.S. Army, U.S. Air force, U.S. Coast Guard, all Federal, State or local government agencies, State and Federal tax bureaus, credit bureaus, schools and universities to furnish the Rock Community Fire Protection District with any and all available information regarding my past or present performance, conduct or behavior. I further authorize the release of any punitive or disciplinary actions, or memorandum to Rock Community Fire Protection District in order that the information is evaluated to assist in the determination of my suitability for fire department work. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal and business life for the specific purpose of conducting a pre-employment background investigation.

I authorize the Rock Community Fire Protection District to make an inquiry and gather any documents of my present and past employers regarding my character, integrity, reputation and performance.

I authorize the release of any and all of the afore listed information regarding my person, employment, credit or any other aspect, whether personal or otherwise, that may or may not be in their written records.

I understand that all materials pertaining to this background investigation become the property of the Rock Community Fire Protection District and will not be made available or returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented, along with the company or organization therein from any and all claims, damages, losses and expenses, including reasonable attorney's fees arising out of complying with this request.

I understand that in the event my application is disapproved, the sources of information obtained are confidential and cannot be revealed to me.

A photo static copy of this authorization will be considered as effective and valid as the original, even though the copy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

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

My commission expires _____

Notary _____

Signature (Applicant) Address City /State/Zip



Rock Community Fire Protection District

ACKNOWLEDGMENT OF CONDITIONS OF EMPLOYMENT

I fully understand, as an applicant for employment with the Rock Community Fire Protection District, that as a final condition of being employed, once an offer is made to me, I must pass and comply with the following:

1. Medical Evaluation as set by district policy
2. Drug Test as set by district policy.
3. Psychological evaluation by a licensed Psychologist, or physician, of the district's choosing.
4. A fingerprint-based Missouri and FBI background check through the Missouri Automated Criminal History Site. The attached waiver shall be submitted with your application.
5. Candidate must provide, to the district, a copy of a current IAFF C.P.A.T. card within thirty (30) days of notification of offer. Failure to provide this copy will result in ineligibility. Additional information on C.P.A.T. testing can be found at: stlcofireacademy.com

Once I am accepted as a new employee of Rock Community Fire Protection District, I understand, as minimums, I must maintain and retain the following during my employment, as a condition of my continued employment:

- A) Valid Missouri EMT-B or EMT-P license as per employment classification.
- B) Current certifications as required by State statutes, the Missouri Bureau of EMS, and requirements set by RCFPD's medical control.
- C) Valid Vehicle Operators License.
- D) Adequate physical, medical, and mental condition to perform every and all aspects of the employment classification.
- E) Faithful performance of all duties required of the position including, but not limited to: following all written and verbal requests, directions, directives, and orders of district's officers, District's Rules, Standard Operating Guidelines, Policies, Medical Control Protocols and all relevant state and local laws.

Failure to comply with any of the requirements set forth in this application packet shall be cause to terminate my employment with Rock Community Fire Protection District. This form shall remain a permanent record in the employee's personnel file.

(The signing of this form shall be witnessed by a Chief Officer of RCFPD)

Signature	Print Name	Date

Witness	Rank	Date



Rock Community Fire Protection District

ROCK COMMUNITY FIRE PROTECTION DISTRICT

GENERAL INFORMATION

The Rock Community Fire Protection District serves 38 square miles of Northeastern Jefferson County. The district is bounded roughly by the Meramec River to the north, Koch Valley Rd. & Hwy. "M" to the south, Mississippi River to the east and Hwy. 21 to the west.

Seventy five percent of the district's service area consists of single and multiple family residences amounting to an approximate population of 43,000. The remaining twenty five percent of the district's service area consists of mercantile businesses, light industry and various other commercial enterprises.

The Fire District was incorporated in 1970. It currently operates five stations consisting of three pumper/ALS rescues, two 75' Quint/ALS rescues, two reserve pumpers, one firefighting/rescue boat, a rigid hull rescue boat, and two inflatable boats. The current staffing level is 60 full-time employees on 24-hour shifts, and 13 operations staff including, inspectors, mechanic, PIER Officer, and administrators.

The District is dispatched by Jefferson County 9-1-1 and currently has an annual response to approximately 4,600 emergency requests.

The District is a political subdivision of the State of Missouri and is governed by a three member, publicly-elected Board of Directors.

The District is financially supported by levying taxes based on the assessed value of the property within the District and a ½ cent sales tax.

In summary, the Rock Community Fire Protection District is erected on a conservative and firm foundation. Its financial forecast is stable and its attitude is progressive.



Rock Community Fire Protection District

SCHEDULING. WAGES. AND BENEFITS

Duty Day

Full time consists of forty eight hours on duty, commencing at 08:00. At the end of the 48 hour shift, personnel will be allowed 96 hours off to rest.

Pay Day

Payroll is distributed through weekly direct deposit into the employee's chosen account.

Overtime

Overtime is paid pursuant to the Fair Labor Standards Act. All hours worked in a 28-day cycle over 212, are paid at one and one half the hourly rate.

Salary

All 48-hour uniformed members work on an hourly-rate basis. Each employee hired will work for a minimum of three (3) full years before consideration of being brought up to full pay. The pay step increase will be as follows:

- 85% during first year worked
- 90% during second year worked
- 95% during third year worked
- 100% after the third year is worked

Pay step increases are subject to approval, by the fire chief, based upon employee performance and his / her ability to successfully complete the probationary requirements established by the district.

The annual pay for a fire fighter in 2019 was approximately \$62,000 including scheduled overtime. **Unscheduled overtime, degree and longevity are not included in this number.** In addition, this district offers fully funded pension, medical insurance coverage for employees and family (including dental), and short term/long term disability insurance.

Uniforms & Turnout Gear

Turnout Gear

New members are furnished with an initial compliment of turnout gear, which meets or exceeds NFPA specifications (helmet, hood, gloves, coat, pants and boots).

Uniforms

All members are furnished clothing pursuant to the employee contract. In addition to station wear. all members are also issued two shirt badges, two name tags and two sets of collar insignia.

If employment is terminated for any reason, all District-issued turnout gear, uniforms, equipment, and accessories shall be surrendered to the District.



Rock Community Fire Protection District

SUMMARY OF MEMBER FRINGE BENEFITS

This summary of benefits is intended to provide a brief overview of the current benefits available to employees of the Rock Community Fire Protection District.

Life Insurance

Provided by the District (\$50,000 Life and \$50,000 AD&D)

Major Medical Insurance

The District provides major medical and dental insurance for the member and their dependents.

Employee Assistance Program

The District provides an EAP through PAS (Personal Assistance Services).

Disability Insurance

Short Term @ 70% of pay and Long Term is 60% of pay (minus deductible income).

Worker's Compensation

Worker's Compensation Insurance is provided for work-related injuries and illness pursuant to Missouri Worker's Compensation Statutes.

Social Security Benefits

The District contributes a matching amount equal to the employee contribution to Social Security Benefits.

Pension Plan

After 5 years

Vacation

Vacation is given after the 1st anniversary date, and after that reverts to January 1 every year. Vacation is awarded based on years of service. You will have earned three shift days after the first year, and up to twelve shift days after 13 years.

Sick Leave

Sick leave is accumulated at a rate of one day per month, per year, with a maximum accumulation of 120 days.

Holiday Pay

The District recognizes the following ten holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. Holiday pay is \$150 for the holiday worked.

Funeral Leave

Funeral leave is two shift days for immediate family.

Longevity Pay

Longevity is paid annually in November.

Degree Compensation

Degree compensation is weekly. \$20 for Associates, \$40 for Bachelors, and \$60 for Masters.

Uniform Allowance

\$500 per year



Rock Community Fire Protection District

ROCK COMMUNITY FIRE PROTECTION DISTRICT

Department Policy

Title: EMS Licensure

Policy Number: 023

Effective Date:

Revision Number: 003

Revision Date: March 1, 2010

The Rock Community Fire Protection District employs Paramedic's and EMTs to staff our ALS Fire Apparatus. All employees hired as Firefighter/Paramedics shall maintain a current Paramedic license through the State of Missouri while employed by Rock Community Fire Protection District. All Employees hired as Firefighter/EMT-B's prior to March 1, 2008 shall maintain an EMT-B license through the State of Missouri while employed by Rock Community Fire Protection District. Any employee hired as a Firefighter/ EMT-B after March 1, 2008 will be required to obtain a paramedic license within 3 years of employment with Rock Community Fire Protection District. If an employee fails to obtain a paramedic license after 3 years, a hearing will be held to discuss reasons for such failure. The hearing will consist of member's immediate supervisor, the Battalion Chief on the shift affected, the Deputy Chief Medical Officer. The employee will explain why a paramedic license was not obtained in the time allotted. After hearing from the employee and the supervisors involved, the Deputy Chief Medical Officer will make a recommendation to the Fire Chief as to whether the employee will continue his/her employment as an EMT, to grant an extension or to terminate employment. The Fire Chief shall then make a recommendation to the Board of Directors.

Any employee who is hired by the District and enrolled in paramedic school will be required to report in writing to the Deputy Chief Medical Officer once a month on their progress in paramedic school. Any employee hired as a Firefighter/EMT-B will be required to report to Deputy Chief Medical Officer once a month on their progress during the paramedic schooling program.

Any costs incurred by the newly hired employee for paramedic schooling prior to employment will not be reimbursed by Rock Community fire protection District. Costs associated with schooling after employment date can be reimbursed according to the Rock Community Fire Protection District Education Policy.

Employees licensed through the State of Missouri, Bureau of EMS are responsible for renewing their paramedic or EMTB licensure. The Deputy Chief Medical Officer will keep records of in-house EMS training CEU's and make that available upon written request. Any employee who takes an outside CEU class may give a copy to the Deputy Chief Medical Officer who will then place it in the employees EMS file.

Members unable to perform to their level of licensure shall be reviewed by the Deputy Chief Medical Officer on a case-by-case basis. The Deputy Chief Medical Officer shall consult with the Fire Chief with regard to licensure status. A final recommendation shall be given to the Board of Directors by the Fire Chief.

Rock Community Fire Protection District will make every attempt to staff each engine house with two Firefighter/paramedics. The Battalion Chief does reserve the right to have one Firefighter/Paramedic at an engine house if staffing requires it.