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POSITION OF

## FIREFIGHTER W/ PARAMEDIC CREDENTIAL

Currently employed candidates with 6 months of Firefighter/Paramedic experience are exempt from the FCTC Selection Eligibility List and CPAT

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**INCLUDES 10% PARAMEDIC INCENTIVE**

**\*3% INCREASE IN JULY 2023**

- Excellent Benefits
- Additional specialty pay incentives available
- Opportunities to Advance

**APPLICATION PERIOD**

**FEBRUARY 28, 2023 - MARCH 20, 2023**

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# American Canyon Fire Protection Recruitment Guide



## Firefighter <sub>w/</sub> Paramedic Credential

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

*February 2023*

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# OVERVIEW

This guide is designed for individuals interested in pursuing a career as a firefighter with the American Canyon Fire Protection District. The official Job Announcement for Firefighter can be accessed at

<https://www.cityofamericancanyon.org/government/public-safety/fire-district/employment> on the date specified below.

Candidates are advised to carefully review this guide in addition to the official Job Announcement, paying particular attention to the minimum qualifications and the selection process timeline. Please submit an Employment Application (on the days specified) only if you meet the minimum qualifications for the position. Applicants whose qualifications best meet our current needs will be invited to participate in the selection process.

Below is the timeline for the 2023 selection process. Additional details on the individual steps of the process are also provided in this guide.

FIREFIGHTER SELECTION PROCESS TIMELINE	
COMPONENT	TENTATIVE DATES
Job Advertised	February 14, 2023 – March 20, 2023  <i>Candidates who are currently employed as a full time Firefighter/Paramedic with a minimum of six months experience prior to the filing deadline with a municipal, county, state, federal, or fire district agency are exempt from the Cal JAC FCTC Selection Eligibility List and CPAT.</i>  All other candidates must complete Cal-JAC FCTC written exam and physical exam to meet testing requirements below.
Application Process	February 28, 2023 – March 20, 2023 Apply via NEOGOV at <a href="http://www.governmentjobs.com">www.governmentjobs.com</a> Applications will not be accepted prior to February 28, 2023 or after March 20, 2023.
Written Exam	Successful completion of the Cal-JAC's FCTC written exam dated between March 20, 2022 – March 20, 2023 or current ACFPD Reserve Firefighter in good standing. <a href="https://www.fctconline.org/candidates/upcoming-test-schedule/">https://www.fctconline.org/candidates/upcoming-test-schedule/</a>
Physical Ability Examination <i>Weighted Pass/Fail</i>	Successful completion of the California Firefighter Joint Apprenticeship Committee (Cal-JAC) CPAT (Candidate Physical Ability Test) dated between March 20, 2022 – March 20, 2023. <a href="http://www.cffjac.org/go/jac/cpat/">http://www.cffjac.org/go/jac/cpat/</a>
FCTC Statewide Eligibility List	Applicants must be on the FCTC Statewide Eligibility List on March 20, 2023 <a href="https://www.fctconline.org/find-a-job/fctc-statewide-list/">https://www.fctconline.org/find-a-job/fctc-statewide-list/</a>
Oral Examination*	Week of April 3, 2023
Chief's Oral Interviews	Week of April 17, 2023
Background investigation, polygraph, psychological, drug screening, and medical examination	After conditional offer of employment extended.

\* The Oral Examination will be conducted between the hours of 8:00 am – 5:00 pm Monday through Friday in American Canyon. The number of days will depend on the number of candidates being invited to the examination.



## THE POSITION

Under supervision, respond to emergencies and service requests which may include, but are not limited to: fires, emergency medical care response, victim rescue, fire investigations and incidents due to earthquakes, flooding and/or other types of emergencies.

Must be able to operate and maintain a variety of emergency apparatus and equipment. Maintains fire station and adjacent grounds. Maintains technical knowledge of modern firefighting methods and practices. Must participate in individual and company training sessions. Deliver public education programs for target audiences and perform related tasks as assigned.

The position requires the ability to work under adverse or hazardous conditions, darkness, confined spaces, heights and extreme stress. A firefighter must be a team player who can interact with fellow employees, citizens or other government employees as duties may require. Must be able to live in dormitory style environment and work non-traditional hours. The position currently requires that the employee work on a 48-hour shift basis which follows a three-platoon shift schedule with the work week averaging 56 hours.

Upon completion of an orientation academy, each probationary firefighter will be assigned to a shift. During this time, a probationary firefighter will continue to receive training from assigned captains and are expected to apply previous knowledge, skills, and abilities toward successful completion of a series of performance evaluations. During District drills, each probationary firefighter is expected to pay attention, observe the techniques being demonstrated, participate actively, and ask questions. There are defined study and drill requirements that must be met; a formal evaluation may be conducted each month by the company officer. The District will also monitor the progress and skill level of each probationary firefighter with quarterly testing that will take the form of written, manipulative and oral examinations. It is required that a probationary firefighter successfully pass all of these examinations.

The complete job description, salary schedule, summary of benefits, and Memorandum of Understanding for this position can be viewed at: <https://www.cityofamericancanyon.org/government/public-safety/fire-district/employment>

## Opportunities to Advance

The rank structure of the American Canyon Fire Protection District is established through various levels of responsibility. Firefighters can progress in their careers by completing required training and in-service time, as outlined below:

- Fire Captain \*  
\$117,180 - \$130,906
- Fire Captain with Paramedic Credential\*  
\$127,833-\$141,161
- Battalion Chief  
\$134,155 - \$155,323

\*It's important to note that salaries are determined by the FY2022-2023 Salary Schedule and do not include additional pay incentives. A 3% salary increase is scheduled to take effect in July 2023.

# MINIMUM QUALIFICATIONS

To participate in the selection process, interested candidates must meet the minimum qualifications at time of application:

## Firefighter Minimum Qualifications

- ☐ Graduation from high school or equivalent.
- ☐ A valid California driver's license.
- ☐ Current State of California Paramedic License. Must be maintained as a condition of employment
- ☐ Current Health Care Provider CPR Certification.
- ☐ Current PHTLS /ITLS and PALS/PEPP and ACLS required by time of conditional offer of employment.
- ☐ Proof of completion of a formal Fire Academy or CSFM Firefighter 1.
- ☐ Must possess a valid Candidate Physical Ability Test (CPAT)\*. (Exempt from candidates with more than six months of experience – see below)
- ☐ Must be on the FCTC Eligibility List (SEL) on March 20, 2023 (Exempt from candidates with more than six months of FF/Paramedic experience-see below).

**\* Candidates who are currently employed as a full time Firefighter/Paramedic with a minimum of six months experience prior to the filing deadline with a municipal, county, state, federal, or fire district agency are exempt from the Cal JAC FCTC Selection Eligibility List and CPAT.**

## Firefighter Desired Qualifications

The most qualified applications will be invited to the next step of the process. Completion of the supplemental questionnaire is necessary to determine desired qualification. Please submit copies of all pertinent certifications, licenses, diplomas, DD 214 etc.:

- ☐ A.A./A.S. Degree in Fire Science
- ☐ B.A./B.S. Degree in Fire Science, Business Management or Public Administration
- ☐ CA Paramedic license
- ☐ CSFM Firefighter II
- ☐ CSFM Driver Operator 1A, 1B
- ☐ CSFM Company Officer
- ☐ Haz-Mat Training (FRO, DECON, Tech, Spec)
- ☐ Rescue Systems 1, Rescue Systems 2
- ☐ Volunteer FF Experience
- ☐ Reserve FF Experience
- ☐ Paid Part-time FF Experience
- ☐ Paid Full-time FF Experience
- ☐ Military Veteran

# THE SELECTION PROCESS

## **Application Process: February 28, 2023 – March 20, 2023**

All individuals interested in applying for the position of firefighter/paramedic should first review the minimum qualifications. Candidates who meet these qualifications must submit a completed application with copies of all required (and any desired) certifications/qualifications on-line at [www.governmentjobs.com](http://www.governmentjobs.com) between the dates of February 28, 2023 (9:00 AM) through March 20, 2023 (5:00 PM).

Attachments validating position qualifications will be reviewed via the [www.governmentjobs.com](http://www.governmentjobs.com) application process. Candidates will be disqualified if they do not meet the minimum qualifications or if they submit late or incomplete application information.

All applications will be screened to ensure candidates meet the minimum qualifications. Utilizing the supplemental questionnaire, the *most* qualified applicants (based on the *desired* qualifications) will be invited to the next step of the process.

### **Written Examination\***

Applicants will be required to have passed Cal-JAC's FCTC Written Exam between March 20, 2022 – March 20, 2023. More information on the Written Exam process can be located at <https://www.fctconline.org/written-testing/>

### **Candidate Physical Ability Test (CPAT)\***

Applicants will be required to have completed the California Firefighter Joint Apprenticeship Committee (Cal-JAC) – Candidate Physical Agility Test (CPAT) evaluation process prior to application filing. The CPAT must have been completed within the **prior** twelve months. More information on the Cal-JAC CPAT process can be located at <https://www.fctconline.org/cpat/>

### **FCTC Statewide Eligibility List (SEL)\***

Applicants must be on the FCTC Statewide Eligibility List (SEL) on March 20, 2023. <https://www.fctconline.org/find-a-job/fctc-statewide-list/>

**\*Candidates who are currently employed as a full time Firefighter/Paramedic with a minimum of six months experience prior to the filing deadline with a municipal, county, state, federal, or fire district agency are exempt from the Cal JAC FCTC Selection Eligibility List and CPAT.**

### **Oral Examination**

Applicants determined to be the most qualified will be invited to participate in the oral examination, which is a weighted portion of the process. The oral examination is tentatively scheduled for the week of April 3, 2023. The oral examination will be scheduled between the hours of 8:00 am – 5:00 pm in American Canyon.

### **Eligibility List**

Only those candidates who successfully pass all phases of the selection process will earn placement on the eligibility list, which may be used for current and future vacancies in the job classification during the life of the list. Placement on the eligibility list does not guarantee nor imply that a job offer will follow. Certification of eligible candidates will be made each time the District intends to fill a vacant position.

Candidates certified to the District eligibility list will be contacted to schedule a departmental interview (Chief's oral interview). The Chief will make selections from this group of candidates. Candidates not immediately selected will remain on the eligibility list until its expiration (typically one year) and may be contacted for future vacancies.

### **Final Steps**

If given a conditional offer of employment, candidates will be required to pass a comprehensive background investigation, polygraph, psychological, and medical examination prior to appointment. A conditional offer of employment does not guarantee or imply that an appointment to the position will follow.

### **Firefighter Academy**

Candidates successfully completing all steps of the process will be appointed to the position of probationary firefighter and will be scheduled to begin the probationary firefighter orientation academy tentatively scheduled for June 12, 2023.



# EXAMINATION PREPARATION

## **General**

Before applying for any job, it is wise to research the position and the organization. In addition to reviewing this guide, candidates may find it useful to talk directly with American Canyon Firefighters and visit the American Canyon Fire Protection District website at <https://www.cityofamericancanyon.org/government/public-safety/fire-district>.

## **FCTC Written Test Overview**

Candidates will have 2.5 hours to complete the written test. The FCTC Written Exam is 100 question multiple choice tests consisting of the following four section:

☐ Section 1 – **Recall and Comprehend Verbal and Visual Information**

*Candidates will watch two short videos and answer questions based on scenarios presented.*

☐ Section 2 – **Apply Mechanical Reasoning**

☐ Section 3 – **Solve Mathematical Problems**

☐ Section 4 – **Recall and Comprehend Technical Information from Written Materials**

## **Taking the Test**

Please visit the FCTC website to view a schedule of upcoming test dates:

<https://www.fctconline.org/candidates/upcoming-test-schedule/>

The FCTC Written Test is administered at least quarterly, and additional tests will be added as needed, so check this website frequently. FCTC does not administer online tests.

Candidates should allow 2.5 hours for the test and 1 hour for registration at the designated testing site.

On test day, candidates must bring one form of valid government identification—driver’s license, state ID card or U.S. passport—to be admitted to the test.

Candidates will not be permitted to bring backpacks, notebooks, calculators or any other personal belongings into the testing venue.

Cell phones should be left outside or turned off for the duration of the test. Any Candidate whose cell phone audibly rings or buzzes during the test will be immediately dismissed from the test and given a failing grade.

Scores will be added to a candidate’s FCTC record within one week of the test date.

## **Preparing for the Written Test**

In order to prepare candidates for the Written Test, FCTC has created a study guide that covers the four sections of the exam, providing study tips and sample questions for prospective test takers.

Use the link below to access the Written Test Study guide:

[https://www.fctconline.org/media/uploads/online\\_prepguide\\_2020.pdf](https://www.fctconline.org/media/uploads/online_prepguide_2020.pdf)

In addition to FCTC's study guide, there are numerous online sites that are designed to help you improve your math and mechanical scores, as well as books at the library or on Amazon that cover all of the subject matter contained on the test.

If you are still in school, keeping up on your studies, particularly in English and math, will greatly enhance your chances of performing well on the test.

### **Candidate Physical Ability Test (CPAT)**

The candidate Physical Ability Test (CPAT) consists of eight separate events. The CPAT is a sequence of events requiring candidates to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes.

This is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds to complete eight basic skills: Stair Climb, Hose Drag, Equipment Carry, Ladder Raise, Forcible Entry, Sear, Rescue Drag, and Ceiling Breach and Pull.

In these events, candidates will wear a 50-pound (22.68-kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and fire fighter protective clothing. An Additional 25 pounds (11.34 kg), using two 12.5-pound (5.67-kg) weights that simulate a high rise pack (hose bundle), is added to your shoulders for the stair climb event.

### **Department Interviews**

The oral examination is a brief panel interview (up to 30 minutes) that is designed to assess the candidates' qualifications in areas such as motivation and preparation for a career in the fire service, understanding of and interest in the position, and personal characteristics.

### **Chief Interview**

The "Chief's" oral examination is a more in-depth individual interview (up to 60 minutes). While this examination may further evaluate the areas assessed in the first oral interview, it is also designed to assess candidates in competencies such as interpersonal skills, oral communication, and analytical skills

Candidates are encouraged to listen carefully to the questions being asked, then completely and directly answer each question. Candidates should always be honest and provide a clear and concise summary of qualifications. As with any interview, candidates should speak clearly and use proper grammar. Since each examination will have a time limit, it is the responsibility of the candidate to manage his/her time efficiently.

# THE AMERICAN CANYON FIRE PROTECTION DISTRICT

## Summary

The American Canyon Fire Protection District (“District”) became operational in 1955 and was formally recognized by the State of California as a “special district” in 1957. When the City of American Canyon incorporated in 1992, the District was maintained as a subsidiary special district to the City of American Canyon. The District’s response area is approximately 15 miles in size and protects a population of approximately 22,000 (not including visitors). Bordered on the south by the City of Vallejo, on the west by the Napa River and on the east by Interstate 80, the District is frequently called upon to provide automatic and mutual aid to multiple agencies in Napa & Solano counties.

## Services We Provide

Providing a high level of FIRE SUPPRESSION, EMS, and RESCUE service to the community is a priority with a multitude of specially developed programs designed to meet this challenge. District members are on regional response teams such as the Napa Inter-agency Hazardous Incident Team (NIHIT), and the Napa Inter-agency Rescue Team (NIRT). The District is also recognized by the California Office of Emergency Services (Cal-OES) as a Type 1 US&R single rescue (“heavy rescue”).

On May 16, 2014, the District commenced a “first response” Advanced Life Support Program (“FRALS”). A fire engine is staffed by at least one firefighter who is also a licensed paramedic on a 24-7 basis. The District and American medical Response (AMR) have established a public-private partnership that enhances the emergency medical system in Napa County and are working together to provide a higher level of care to patients in the shortest possible amount of time.

## History of the District

After WWII when the unincorporated area then known as the “Napa Junction Area” started to develop with subdivisions such as McKnight Acres (1948) and Rancho Del Mar (1952), fire protection came from “county facilities” whose main office was in the town of Angwin with the closest station in Napa on North Jefferson Street. The mostly young residents that had purchased land and begun to build houses realized that by the time a call was placed for an emergency or fire problem, the distance would be so great that the problem could not be resolved safely or completely.

In November of 1954 the “Parents Club” appointed a committee to circulate a petition to form a local fire district. Chief Davis from East Vallejo Fire Protection District came to the club and spoke about what the community needed to do to apply to become a district. Victor Lee, then President of the Parents Club, appointed resident Lynn White to be chairman of the committee to circulate a petition to form a fire district.

As of December 23, 1954 help was being solicited from the East Vallejo Fire protection District, petitions were circulated, and then it went to a vote and approved. The American Canyon Fire Protection District was initially created July 1, 1955. The first Fire Chief, Jack Heib, came from the East Vallejo Fire Protection District and his first Engineer was Lynn White. Heib and White were the first paid members of the first (and still only) “Special District”, with the specific purpose of providing fire protection, in Napa County. Community members that made up the volunteer force of the

## American Canyon Fire Protection District

new special district consisted of: Jack Dingles, Rolland Smith, James Risser, Ray Bernard, Dan Soleska, James Gondola, George Lampro, Milton Eakin, Bob Higgins, John Harmon, George Brady, Wesley Peterson, Jewell Ward, Jerry Garsa, Roy Esses, Frank Schram, Art Elite, Pete Indelicato, Dennis Wright, Edward Fevang, William Matthews, Richard Wilson, Joe Johnson and John ("Mickey") Mikolajcik.



On August 4, 1955, the American Canyon Fire Protection District was approved for the second time by voters and was permanently established as a District. The District then became fully funded with its own Board and was in full operation. With 30 volunteers, 2 paid members and 3 elected Board members: Victor Lee, Russell Waters, and Wally Dahlquist. The first fire truck was purchased on lease for 5 years. The engine was housed at the District's first station on Frisbee Lane in the back of Millers store (next to Navajo Rug). On September 1, 1957, the fire equipment was moved to a larger building on Donaldson Way (which is now a car repair garage). On November 6, 1957 the State of California *formally* recognized the American Canyon Fire District as a legal entity entitled to exercise all of its powers rights and privileges under the Local Fire District Law, more specifically Section 14017 of the Health & Safety Code. Not long after the department was moved to Donaldson Way, the first building built specifically to house a fire department was completed on James Road. The District was headquartered on James Road until July of 2007 when a state of the art Police and Fire shared Public Safety Facility at 911 Donaldson Way East was completed.

## American Canyon Fire Protection District



*225 James Road*



*911 Donaldson Way East*

Throughout the 60's, 70's, 80's, 90's, and into the 20<sup>th</sup> century, the American Canyon Fire Protection District continued to add paid staffing as the community grew. Lynn White became the second Fire Chief around 1960 and continued to serve until the early 70's. Following Chief White there were several fire chiefs through the 70's and 80's. Records for these tenures are wanting but to the best of our knowledge they were Chief Jerry Pedro, Chief Jack Frey, Chief Charlie Smith, Chief Chris Vallerga, Chief Terrance Mullen, and Chief Hartman. In 1990, Keith Caldwell was permanently appointed to the position (he served as interim chief several times throughout his career with the district during the transitions of Chiefs). Chief Caldwell provided exceptional leadership and stability to the department for 17 years from 1990 until he retired in 2007. Upon Chief Caldwell's retirement in June 2007, Glen E. Weeks was named the new Fire Chief and held the position until his retirement in 2020. In 2020, Michael P. Cahill took over as Fire Chief and served until June 30, 2022. On July 1, 2022, Geoff Belyea became the new District Fire Chief, succeeding Michael P. Cahill.

Significant to the fire district's history are two voter approved measures. The first, Measure B; an annual assessment on all properties in district, intended to maintain fire service levels, was passed in 1981. This is known as the "Fire Service Fee." The second, Measure F; a one-time tax assessment on all new development to be used for apparatus and facilities, was passed in 1986. This is known as the "Mitigation Fee."

In 1992 the City of American Canyon was successfully incorporated. When American Canyon officially became a city, the American Canyon Fire Protection District was preserved, but became a "subsidiary" special district to the city with the newly elected City Council serving as the "Ex-officio" Board of Directors for the fire district.

### **Present Day**

Today, the American Canyon Fire Protection District proudly serves over 22,000 residents, providing a response to an approximately 15 square mile area that includes the city limits of the City of American Canyon and an unincorporated area of southern Napa County. The District is organized into three divisions: Operations, Prevention and Administration. Operations is the largest division and is responsible for responding to calls for service. The Assistant Fire Chief is delegated responsibility for the oversight of operations and training.

## American Canyon Fire Protection District

Prevention oversees code compliance and conducts inspections. The Fire Prevention Division consists of the Fire Chief, Fire Company (shift) inspectors, and CSG Consultants. The American Canyon Fire Protection District entered into contract with CSG Consultants in September 2019. CSG offers experienced CSFM/ICC certified inspectors. The Fire Chief is the Fire Marshal and is responsible for code enforcement, fire plans review and engineering, fire investigation, and fire and life safety education. The Prevention Division strives to provide the highest level of customer care and service. Accomplishing the mission requires delegation and teamwork throughout all levels of both organizations. authority for oversight of the prevention division.

Administration is the principle responsibility of the Fire Chief. The Fire Chief serves “at-will” to the District Board and is responsible for directing all field operations, performing policy reviews, and preparing and monitoring the annual budget. The Fire Chief is also responsible for hiring all employees and managing labor negotiations.

The District is staffed daily (24-7) with a minimum staffing level of six personnel. Staffing is accomplished by having twenty career firefighters assigned to three (3) platoons referred to as “A,” “B,” and “C” shift. Six (6) personnel are assigned to each shift. Each “shift” works a schedule of forty-eight (48) hours on and ninety-six (96) hours off. This schedule is an average of a fifty-six (56) hour work week. The Board of Directors approved the creation of two Battalion Chief positions in 2022. These new positions are expected to commence operations in approximately May 2023. The Fire Chief and Assistant Fire Chief work a standard forty (40) hour work week and are on call 24-7 for emergency response.

The District is equipped with three (3) 1500 gallon per minute (gpm) pumpers (Type 1 fire engines), one (1) 1500 gpm 75 foot aerial ladder truck (quint), one (1) 750 gpm pumper (Type 3 fire engine), one (1) 2000 gallon water tender/750 gpm pumper, one (1) brush firefighting apparatus (Type 6 fire engine), one (1) rescue/air/light apparatus, two (2) command vehicles, two (2) utility vehicles, and one (1) staff vehicle. This is a total of eight (8) firefighting apparatus and five (5) support vehicles. The district also maintains two inflatable rescue boats (IRB's) and three (3) towable technical rescue equipment trailers.

In 2022, the district responded to a total of 1,968 incidents, of which 1,068 were for rescues and emergency medical incidents while fires accounted for 77 incidents. The district has established a response time goal of; for 90% of all incidents within our jurisdiction, the first due units shall arrive within 5 minutes total time from dispatch. The district currently has ten (10) State of California licensed Paramedic Firefighters on staff that provide advanced life support (ALS) first response care on medical aid calls for service. The district has an Insurance Service Office (ISO) public protection classification (PPC) of Class 2 / 2Y.

Our mission is to provide reliable and progressive emergency response while seeking opportunities to make a positive difference in the lives of the people and the community we serve.

Our vision is to be an exceptional organization delivering high quality services utilizing sustainable best practices. We will continuously improve and grow with the community as a positive, healthy and cohesive team.

Our organizational core values are; mutual respect, integrity, responsibility, empathy, kindness, empowerment, dedication, adaptable, transparency and professionalism.



