HUMBOLDT BAY FIRE Joint Powers Authority
533 C Street • Eureka, California 95501-0340 • (707) 441-4000
Fax (707) 441-4133 • www.hbfire.org • email: info@hbfire.org

September 3, 2019

Testing Announcement

****Humboldt Bay Fire has extended the filing period for the firefighter positon, with updated qualifications****

The Humboldt Bay Fire Joint Powers Authority is seeking applicants to fill open Firefighter positions.

To be considered eligible for this hiring and eligibility list, you must meet the following criteria:

- Pass the Firefighter Candidate Testing Center (FCTC) Entry Level Firefighter Written Exam and be placed on the FCTC Statewide Eligibility List as of September 30, 2019
- Possess a current, valid Cal-JAC CPAT Card with an issue date between September 30, 2018 and September 30, 2019.
- Possess one of the following:
  - A valid California Firefighter 1 certificate.
  - Possession of a completion certificate from an accredited California Firefighter 1 academy with the ability to complete any additional State Fire Training requirements necessary to obtain a Firefighter 1 certificate within 1 year of employment.
  - **Completion of all Job Performance Requirements (JPR's) as found in the Firefighter 1** Task Book issued by State Fire Training signed off by the Chief (or authorized designee) of a recognized fire department in California with the ability to obtain a California Firefighter 1 certificate within 1 year of employment. Sign offs will be subject to verification and acceptance by HBF
  - Possession of an IFSAC and/or Pro Board Firefighter 1 certificate with the ability to obtain California Firefighter 1 reciprocity within 1 year of employment
- Possess a current, valid California or National Registry EMT-1 or Paramedic certification (note: persons possessing a National Registry Certification will be required to register as a California EMT-1 or Paramedic prior to appointment).
- Valid California Class "C" Driver's License with a clean driving record or equivalent with the ability to obtain a CA License within 3 months

Please visit www.FCTConline.org to register for upcoming exams and to learn more about the process.

Our application and supplemental questionnaire can be located at www.hbfire.org.

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Applications for this process are due no later than 5 pm on Monday September 30th, 2019.

Applications received after that date will not be considered. From applications received, Humboldt Bay Fire will conduct candidate interviews for the eligibility list tentatively in October 2019. Applications can be submitted via U.S. Mail to 533 C St. Eureka, CA 95501 or by e-mail to recruitment@hbfire.org.

A complete application packet shall include a complete application form, a complete supplemental questionnaire, a copy of your current CPAT card, a copy of your California Firefighter 1 certificate, and a copy of your current EMT-1 or Paramedic certificate.

The attached information includes the Firefighter job description and expectations as well as information regarding salary and benefits for the open positions.

For more information about Humboldt Bay Fire or this process, you can visit our website at www.hbfire.org. If you have additional questions, please email recruitment@HBFire.org or call 707-441-4000.

Humboldt Bay Fire JPA
533 C Street
Eureka, CA 95501

APPLICATION FOR FIREFIGHTER

Check if you are a Paramedic? ☐

"Committed to Community Service through Leadership, Vision and Integrity."

PERSONAL INFORMATION

Name (Last, First, Middle)	Area Code Home Telephone
Mailing Address	Area Code Work Telephone
City, State & Zip	Email Are you 18 years of age or older? Yes ☐ No ☐
Do you have a valid Driver's License? Yes☐ No☐ State: Number: Class: Expiration:	Social Security Number (for background check)

EDUCATION AND TRAINING

Do you have a High School Diploma, G.E.D., or CA High School Proficiency Cert.? ☐ No ☐ Yes

NAMES OF COLLEGES/UNIVERSITIES ATTENDED	Dates Attended	Course of Study	Degree Awarded		Credits Achieved		Type of Degree	Graduation Date
			Yes	No	Semester	Quarter		

OTHER RELEVANT COURSES AND TRAINING	NAME AND LOCATION	LENGTH OF COURSE	DATE COMPLETED

PROFESSIONAL LICENSES AND/OR CERTIFICATES	SERIAL NUMBER	DATE ISSUED	EXPIRATION DATE

QUALIFYING EXPERIENCE: List your job experience below. Begin with your most recent position and account for all experience within the past 10 years, whether related to the position you are applying for or not. Voluntary, non-paid experience will be accepted if job related. List all jobs separately and full explain the duties you performed. **You may attach additional documents if necessary**. Failure to complete all required information will cause your application to rejected.

FROM _____TO_____ Name and Address of Employer: _____ _____ _____ Phone Number: _____ Name of Supervisor:_____ Reason for Leaving:_____	Title of Your Position:_____ Duties You Performed:_____ _____ _____ _____ _____ Number supervised (if any)_____ No. of Hours per week:_____

FROM _____TO_____ Name and Address of Employer: _____ _____ _____ Phone Number: _____ Name of Supervisor:_____ Reason for Leaving:_____	Title of Your Position:_____ Duties You Performed:_____ _____ _____ _____ _____ Number supervised (if any)_____ No. of Hours per week:_____
FROM _____TO_____ Name and Address of Employer: _____ _____ _____ Phone Number: _____ Name of Supervisor:_____ Reason for Leaving:_____	Title of Your Position:_____ Duties You Performed:_____ _____ _____ _____ _____ Number supervised (if any)_____ No. of Hours per week:_____

Are you receiving CalPERS retirement benefits? ☐ Yes ☐ No Formula? _____

ADDITIONAL INFORMATION: Use this space to provide additional information as required by this application, or to describe in greater detail any aspects of your experience that are pertinent to your employment by the JPA. Attach additional documents as needed.

CERTIFICATE OF APPLICANT - PLEASE READ CAREFULLY

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character, or prior record to HBF JPA through inquiries to any sources. I certify that all statements in this application are true and complete: that there are no misrepresentations, falsifications, or omissions of material fact and I am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction. Furthermore, I may be required to submit verification of any information provided on this application. I understand that as a condition for employment, I may be required to take and pass medical and psychological tests including drug and alcohol screening. I further understand that to work in a public agency I will be fingerprinted prior to my employment.

Signature:_____ Date: _____

HUMBOLDT BAY FIRE FIREFIGHTER SUPPLEMENTAL QUESTIONNAIRE

"Committed to Community Service through Leadership, Vision and Integrity."

1. Do you have a high school diploma or equivalent?

   ☐ Yes ☐ No

2. Have you completed training at a California Fire Academy? If yes, please attach certificates.

   ☐ Yes ☐ No

3. Do you have a current California or National Registry EMT Certificate? If yes, please attach.

   ☐ Yes ☐ No

4. Do you have a current California or National Registry Paramedic certificate? If yes, please attach.

   ☐ Yes ☐ No

5. Please check all items that apply to you and **attach documents for proof.**

   ☐ A valid California Firefighter 1 certificate.

   ☐ Possession of a completion certificate from an accredited California Firefighter 1 academy with the ability to complete any additional State Fire Training requirements necessary to obtain a Firefighter 1 certificate within 1 year of employment.

   ☐ Completion of all Job Performance Requirements (JPR's) as found in the Firefighter 1 Task Book issued by State Fire Training signed off by the Chief (or authorized designee) of a recognized fire department in California with the ability to obtain a California Firefighter 1 certificate within 1 year of employment. Sign offs will be subject to verification and acceptance by HBF

   ☐ Possession of an IFSAC and/or Pro Board Firefighter 1 certificate with the ability to obtain California Firefighter 1 reciprocity within 1 year of employment

6. Have you completed the CPAT within the last 12 months? If so, please attach proof of successful completion.

   ☐ Yes ☐ No

7. Are you willing to work shifts as structured in the Fire Department? Currently a 48/96 schedule.

   ☐ Yes ☐ No

8. Do you have any previous firefighting experience in a volunteer or paid capacity?

   ☐ Yes ☐ No

9. Please list any previous firefighting experience in a volunteer or paid capacity.

10. Do you have at least six (6) months practical experience providing field level ALS (Advanced Life Support) with a private ambulance company/Fire Department, or other practical ALS experience?

☐ Yes ☐ No

11. Please list any previous experience providing field level ALS with an ambulance company.

12. Are you a military veteran who was honorably discharged? If so, please attach your DD-214.

☐ Yes ☐ No

13. Please let us know how you heard about this recruitment.

HUMBOLDT BAY FIRE

Invites Applications for

Firefighter

"Committed to Community Service through Leadership, Vision, and Integrity"

Monthly Salary Range: $3,844- $4,909

Final Filing Date: September 30, 2019 5:00 p.m.

The Humboldt Bay Fire Joint Powers Authority was formed in 2011 from the Humboldt No. 1 Fire Protection District and the City of Eureka Fire Department agencies. This recruitment and examination process will establish an eligibility list that will remain in effect for two years, or until the list is exhausted.

Humboldt Bay Fire is currently establishing an eligibility list and anticipates multiple Firefighter vacancies in the near future that we will be hiring for from this process and list.

DESCRIPTION

Under general supervision, responds to fires, medical emergencies, hazardous materials incidents, rescues and other emergency and non-emergency situations; participates in all other suppression, prevention, inspection, education and related activities to protect life and property; performs fire station maintenance; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision is exercised, however, may provide technical and functional direction to fire and volunteer staff when performing tasks in the area of responsibility.

CLASS CHARACTERISTICS

This is the working-level class in the fire service series that performs all normal fire suppression, basic medical emergency, hazardous materials and other emergency response activities. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work and requires the ability to perform heavy physical work at potential risk to health and safety. This class is distinguished from Fire Engineer in that the latter drives and operates all fire equipment and apparatus. It is further distinguished from Fire Captain in that the latter is the first supervisory level in this sworn class series.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Responds to fire alarms, delivers all equipment, and implements fire suppression and firefighting techniques to rescue victims and protect private and public property. Assumes a designated position on an assigned apparatus and follows command structure instructions for fire suppression or related emergency services. Serves within a command structure, requiring adherence to officers' orders in life threatening situations. Responds to structural fires, and performs search and rescue operations to remove persons from burning structures, and fire suppression techniques as appropriate; lays, connects, charges and uses supply lines and various water appliances to control and extinguish fires; places water curtains and performs ventilating and access maneuvers; uses foam and chemical extinguishers as required by the nature of the fire; operates fire streams as directed; raises and climbs ladders; ventilates roofs and windows; operates fire pumpers. Operates all types of portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment, emergency medical equipment, and other firefighting and medical equipment as required. Performs salvage duties at fire scenes by placing salvage covers, sweeping, vacuuming up water, and removing debris. Obtains and preserves evidence at a fire scene, and participates in determining fire origin and cause.

Inspects building structures to ensure code compliance, explains agency fire codes and fire prevention policies and procedures to the general public, and prepares complete and accurate reports of inspection activities as required. Responds to emergency medical calls, and administers advanced first aid and/or basic life support as appropriate, including assessing patients, CPR, resuscitation, operating automated external defibrillator, rescue breathing, administration of oxygen, recording vital signs, and other related medical treatments as appropriate. Responds to emergency rescue calls, including auto accidents requiring extrication, search and rescue, gas system leaks, confined space rescues, and rope rescues. Performs overhaul operations to ensure the complete suppression of fire. Responds to a variety of alarms and follows established procedures to investigate. Maintains fire equipment in a clean and operable condition, including performing daily equipment checks, and repairing damaged equipment as necessary. Ensures the use of appropriate firefighting safety apparel and equipment, and follows appropriate safety procedures as required. Works closely with other emergency medical staff, public safety, and fire personnel from other agencies, depending upon response situation. Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans, and protecting fire personnel and civilians from exposure to chemicals. Responds to manmade and natural disasters, including fires, floods, earthquakes, crash rescues and other catastrophic events, including providing medical assistance and removing persons from harmful structures or exposure to fire, smoke, adverse weather conditions, and harmful materials. Maintains an awareness of other fire personnel on detail for the purpose of protecting other Firefighters' lives as necessary. Participates in Fire drills. Makes verbal and written analyses of activities involved in any fire emergency situation. Performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including training in fire suppression, emergency medical training, hazardous materials, vehicle extrication, technical rescues, equipment use and maintenance, and other related functions. Operates and maintains a variety of fire vehicles, apparatus, and equipment on a training basis. Performs physical fitness training to maintain physical abilities necessary for firefighting. Maintains station and personal living areas in a clean and orderly manner, and maintains surrounding grounds to ensure a safe and pleasant environment for fire personnel and the general public. Participates in a variety of public awareness activities to promote good public relations and fire safety awareness, including providing tours of fire facilities and giving presentations at local schools as requested. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practices of fire suppression, containment, rescue, clean-up and salvage. Principles and practices of providing emergency medical care at the EMT-1 or Paramedic level. Practices and techniques of hazardous materials response, containment and clean-up. Geography of response districts, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels. Techniques of first aid and CPR. Applicable Federal, State, and local laws, codes and ordinances. The operation and maintenance of a variety of fire services vehicles, equipment, and facilities. Safety practices and equipment related to the work. Modern office practices, methods and computer equipment. Computer applications related to the work. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for dealing effectively with the public, vendors, contractors and agency staff, in person and over the telephone. Techniques for providing a high level of customer service to the public and staff, in person and over the telephone.

Ability to: Perform fire suppression and associated rescue and salvage work in a safe and effective manner. Apply the mechanics of firefighting and emergency medical care at an EMT-1 or Paramedic level. Deal with hazardous materials incidents in conformance with department procedures. Make sound, independent decisions in emergency situations. Learn the geographic layout of the response districts and the location of various fire suppression utilities. Establish and maintain a variety of manual and computerized record keeping and project management systems. Make sound, independent decisions within established policy and procedural guidelines. Organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and software programs. Use English effectively to communicate in person, over the telephone and in writing. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade. Some college-level coursework in fire technology or a related field is desirable.

License:

- Valid California Class "C" Driver's License with a clean driving record or equivalent with the ability to obtain a CA License within 3 months
- National Registry OR State of California EMT-1 or Paramedic Certificate.
- Valid CPAT card (at applicants expense) required prior to oral examination (visit www.cffjac.org/go/jac/cpat/)
- Possess one of the following
    - A valid California Firefighter 1 certificate.
    - Possession of a completion certificate from an accredited California Firefighter 1 academy with the ability to complete any additional State Fire Training requirements necessary to obtain a Firefighter 1 certificate within 1 year of employment.
    - Completion of all Job Performance Requirements (JPR's) as found in the Firefighter 1 Task Book issued by State Fire Training signed off by the Chief (or authorized designee) of a recognized fire department in California with the ability to obtain a California Firefighter 1 certificate within 1 year of employment. Sign offs will be subject to verification and acceptance by HBF
    - Possession of an IFSAC and/or Pro Board Firefighter 1 certificate with the ability to obtain California Firefighter 1 reciprocity within 1 year of employment

In addition to the above, employees are required to obtain within the twelve (12) month probationary period:

- Valid California driver's license firefighter endorsement.
- CDL Medical Examiners Certificate.
- Hazardous Materials First Responder Operations Certificate (FRO).
- Hazardous Materials First Responder Operations Decontamination Certificate (Decon).
- California State Fire Training LARRO, Confined Space Operations and RS-1 classes

In addition to the above, the Ideal Candidate will:

Possess a current California Paramedic license or EMT-1 and obtain North Coast EMS Paramedic accreditation or EMT-1 certification. Have a strong desire for a fire service career with Humboldt Bay Fire. Have life experience and an outlook resulting in honesty and a strong work ethic. Possess the capability to positively interact with people in a wide range of professional settings. Possess an understanding of the technical skills supported by a strong interest in teaching others. Have an attitude and appearance resulting in the ability to promote a positive image for the fire service. Have demonstrated the physical and mental preparation to successfully manage the physical and emotional stresses of emergency service employment. Possess the written and verbal skills to effectively communicate; a balanced combination of formal education of both a general nature and specific fire service curriculum; a high level of physical fitness and the personal and professional desire to maintain it; and an understanding of customer service, with demonstrated experience in customer service delivery.

PHYSICAL DEMANDS

Must possess mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; vision to discern colors and assess emergency situations, including medical incidents, to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves

fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees are required to work 24-hour shifts as scheduled by the JPA, currently in a "48-96" model

Please Note: Humboldt Bay Fire has no residency requirement but employees are subject to emergency recall.

To Apply:

Submit an application found on the FCTC "Now Hiring" Section of the webpage or at www.hbfire.org either via U.S. Mail (HBF Fire Station 1 533 C Street, Eureka, CA 95501) or via e-mail to recruitment@HBFire.org.

Include a current copy of your Firefighter 1 certification (or equivalent qualification), EMT-1 or Paramedic Certification, and current CPAT card by September 30, 2019 at 5:00pm. Applications received after that date will not be considered.

Examination:

We will not be conducting our own internal written or physical agility test. Candidates must be on the FCTC statewide eligibility list to be eligible.

The top candidates selected from the application process will be invited to an oral board examination to establish an eligibility list. The eligibility list may be used to fill current and future fulltime positions.

The top candidates from the interview process and eligibility list will be invited back to participate in a Chief's Interview process. Results of this interview will be used to fill current open positions.

NOTE:
Failure to pass the oral interview will eliminate candidates from further testing in this recruitment process.

Additional testing for Firefighter includes a background investigation, psychological evaluation and a complete pre-employment physical examination (including drug screen). All of which are conducted AFTER a conditional offer of employment is offered.

Visit www.hbfire.org or contact Humboldt Bay Fire for further information at (707) 441-4000.

Failure to submit copies of ALL the required certificates will result in disqualification.

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The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. HBF is an Equal Opportunity Employer, and does not discriminate on the basis of handicap status in the admission, access to, treatment, or employment for its programs, or activities, whether funded by the JPA or by grants. Women, persons with disabilities, and minorities are encouraged to apply.

In accordance with the Americans with Disabilities Act (ADA), HBF will make reasonable efforts in the examination process to accommodate people with special physical or mental requirements. If you have special needs, please call (707) 441-4000 prior to the examination date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

BENEFITS

Retirement-CalPERS

Classic Safety. The JPA provides a 2% at age 50 formula through CalPERS and a Three Year Final Compensation provision. Employees covered under the 2.7% at age 50 formula will pay the employee contribution of 9% of salary that is subject to PERS. Said deductions shall be on a pre-tax basis.

New CalPERS members or previous CalPERS members with a break in service of 6 calendar months or greater.
The JPA provides a 2.7% at age 57 formula through PERS and a Three Year Final Compensation provision pursuant to the California Public Employees' Pension Reform Act of 2013. Employees covered under the 2.7% at age 57 formula will pay the current employee contribution of 12.5% of salary that is subject to PERS. Said deductions shall be on a pre-tax basis. The employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.

NOTE: The JPA does not participate in Social Security except for the 1.45% required Medicare contribution; therefore, earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to www.socialsecurity.gov/form1945.

Medical

HBF JPA provides Health insurance programs to employees and eligible dependents through Anthem Blue Cross PPO and HSA plans (80%/20% employer/employee cost share); Dental and Vision are also provided (100% cost covered by employer). Employees also have the option to enroll in multiple Section 125 plans of their choice.

Vacation

Vacation is accumulated at 7 shifts per year upon employment and increases with time in service. The maximum accrual is 20 shifts. Vacation buyback is available.

Sick Leave

Sick Leave is accrued at one 24-hour shift per month with no limit. Sick leave conversion to service credit at time of retirement through PERS.

Holidays

Six (6) holidays (24 hour) shall be paid, at the regular rate of pay, with payment to be made with the November pay period. Holidays shall be considered to be earned at the rate of one half (1/2) holiday (12 hours) per month.

Life Insurance

The JPA provides a $50,000 life insurance policy for the employee.

AirMedCare
The JPA provides AirMedCare network membership for employees and their entire household.

Incentive Programs
10% monthly Paramedic incentive pay upon qualification.
3% monthly incentive pay upon qualification as positions allow: Fire Investigator, Water Rescue Team Member, Haz Mat Team Member and USAR Team Member.

Uniform Allowance
A uniform allowance of $480 ($40 per month) is paid annually with the July payroll.

Other benefits
Optional participation in deferred compensation plans and membership in an Employee Assistance Program (EAP) for the employee and eligible dependents.

Note: Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit program.