



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

March 29, 2022

Testing Announcement

Humboldt Bay Fire Joint Powers Authority is seeking applicants for the position of firefighter.

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 June 30, 2022
- Possess a current, valid Cal-JAC CPAT Card with an issue date between June 30, 2021 and June 30, 2022
- Possess a valid California Firefighter 1 certificate.
- 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).
- Possess a valid California Class "C" Driver's License with a clean driving record.

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.

Applications for this process are due no later than 5 pm on Thursday June 30, 2022.

Applications received after that date will not be considered. From applications received, Humboldt Bay Fire will conduct candidate interviews for the eligibility list. 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 and supplemental questionnaire, a copy of current CPAT card, a copy of California Firefighter 1 certificate, and a copy of 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
Phone (707) 44-4000 Fax (707) 441-4133
Email: Recruitment@HBFire.org

Firefighter Application

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

Humboldt Bay Fire Joint Powers Authority considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status.

Upon request, applications may be made available in alternative accessible format; assistance in completing the application may also be available upon request. If you need special assistance in order to participate in the testing and/or interview process, please advise the Administrative Assistant at least 48 hours prior to your appointment by calling (707) 441-4000 so that we may make reasonable arrangements to assure accessibility.

(PLEASE PRINT)

Check if you are Paramedic____

PERSONAL INFORMATION

Full Name: _____ **Date:** _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ **Email:** _____

Driver's License _____
State Number Class Expiration

Phone: _____ **Email:** _____

Are you 18 years of age or older? Yes ☐ No ☐

Have you ever filed an application with HBF before? Give date: _____ Yes ☐ No ☐

Are you currently employed? Yes ☐ No ☐

May we contact your present employer? Yes ☐ No ☐

EDUCATION

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

College: _____ **Address:** _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Amount of credits or type of Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Amount of credits or type of Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Amount of credits or type of Degree: _____

Other Relevant Courses & Training

Name or Type:	_____
Length of Course:	_____
Date Completed:	_____

Professional Licenses and/or Certificates

Name or Type	_____
Serial Number	_____
Date Issued	_____
Expiration Date	_____

Previous Employment

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. Do not substitute this section with resume.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Number Supervised (if any) _____ Hours per week: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Number Supervised (if any): _____ Hours per week: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Number Supervised (if any): _____ Hours per week: _____

If you need additional space, please continue on a separate sheet of paper.

Please note: Proof of being fully vaccinated for COVID-19 will be required prior to the first day of employment.

ADDITIONAL INFORMATION:

Use this space to provide additional information as required by this application or to describe in detail any aspects of your experiences that are pertinent to your employment by the Humboldt Bay Fire JPA.

EQUAL OPPORTUNITY

Humboldt Bay Fire Joint Powers policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

Humboldt Bay Fire Joint Powers Authority makes reasonable accommodation for disabled persons. Individuals with disabilities requiring any accommodation in order to participate in the testing process must inform the Fire Chief in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, Humboldt Bay Fire Joint Powers Authority must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

THE COMMUNITY

Humboldt Bay Fire Joint Powers Authority is located in Eureka, CA serving the City of Eureka and the Greater Eureka Area. Eureka is a small city just shy of a population of 27,000. As the seat of Humboldt County, Eureka is located 270 miles north of San Francisco, CA and 100 miles south of the Oregon border. Eureka is in the heart of the Redwoods and approximately 2 miles from the Pacific Ocean, offering quality rural living with outstanding outdoor recreation activity year round. The community has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 10 miles south, and Cal Poly Humboldt is located 8 miles north.

Disclaimer and Signature

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 may be fingerprinted prior to my employment.

I understand that, if hired, I will be required to abide by all policies and procedures of Humboldt Bay Fire Joint Powers Authority.

Signature: _____ Date: _____



Humboldt Bay Firefighter Application Supplemental Questionnaire

1. Have you complete training at a California Fire Academy? ____Yes ____No
If yes, please attach certificates.
2. Do you have a current California or National Registry EMT Certificate? ____Yes ____No
If yes, please attach.
3. Do you have a current California or National Registry Paramedic license? ____Yes ____No
If yes, please attach.
4. Do you have a valid California Firefighter 1 Certificate? ____Yes ____No
If yes, please attach.
5. Have you completed the CPAT within the last 12 months? ____Yes ____No
If yes, please attach proof of successful completion.
6. Are you willing to work shifts as structured in the Fire Department? ____Yes ____No
Currently a 48/96 schedule.
7. Do you have any previous firefighting experience in a volunteer or paid capacity?
____Yes ____No
8. Please list any previous firefighting experience in a volunteer or paid capacity.



HUMBOLDT BAY FIRE

Invites Applications for **Firefighter**

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

Monthly Salary: \$4,119- \$5,261

Filing Date: June 30, 2022

This recruitment and examination process will establish an eligibility list that will remain in effect for two years or until the list is exhausted.

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 task level position in the fire service series that performs all normal fire suppression, basic medical emergency, hazardous materials and other emergency response activities. 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. The task level is

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 pumps.
- Operates all types of portable fire extinguishers, hand tools, 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 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 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.

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 a 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.

Must obtain:

- Must be on the current Firefighter Candidate Testing Center Statewide Eligibility List
- Valid CPAT card (at applicants expense) visit <https://www.fctconline.org/cpat>
- Valid California (CDL) class C driver's license with satisfactory driving record
- National Registry OR State of California EMT-1 certification or Paramedic License at time of hire
- A valid California Firefighter 1 certificate at time of hire

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

In addition to the above, the **Ideal Candidate** will:

- 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.

Please note: Proof of being fully vaccinated for COVID-19 will be required prior to the first day of employment.

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.

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 field-work 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 <https://www.hbfire.org/positionopenings> either via U.S. Mail (HBF Fire Station 1 533 C St. Eureka, California 95501) OR via e-mail recruitment@hbfire.org. Include a current copy of your Firefighter 1 certification, EMT-1 or Paramedic Certification (if complete), and current CPAT card by **5pm June 30, 2022.**
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. The top candidates from the oral board examination will be invited to participate in a Chief's Interview to establish an eligibility list. The eligibility list may be used to fill current and future fulltime positions. We anticipate vacancies within the life of this list.

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

Additional testing for Firefighter includes background investigation, psychological evaluation, and a complete pre-employment physical examination (including drug screen). All additional testing is 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 or recruitment@HBFire.org.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. Humboldt Bay Fire JPA 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 Humboldt Bay Fire or by grants.

BENEFITS

Retirement-CalPERS

Classic Safety: HBF JPA provides a 2% at age 50 formula through CalPERS and a Three Year Final Compensation provision for "Classic Safety" employees. Employees covered under the 2.0% 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: HBF 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 12.75% 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: HBF 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 hours) 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

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

AirMedCare

HBF 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, HazMat Team Member, Bilingual Pay, and USAR Team Member.

Uniform Allowance

A uniform allowance of \$480 (\$40 per month) is paid annually.

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.