

# Kootenai County Fire & Rescue

Administration Office

Kootenai County Fire & Rescue (KCFR) will be conducting an Eligibility Test for the purpose of establishing a list of qualified emergency responders. This list will be used to fill possible future positions for: 56-HR FF/EMT (B, A/I or Paramedic level).

**THE APPLICATION PERIOD CLOSSES AT 4:00 PM PDT, JUNE 14, 2018.**

The final eligibility (hiring) list will be ranked by overall points. Points shall be earned through the online (written) exam and honorable US military service (with a valid DD214 form), if applicable. *Date and time of application will be used to determine list standing in the event that 2 or more individuals have the same number of overall points.*

**We will use the eligibility list to hire emergency response positions until the list has been deemed void by the Fire Chief.** (1) When a potential opening occurs, the District will reference the eligibility list to find the highest ranking individual who holds the professional certifications and qualifications we desire for that opening. (2) The most qualified individuals will be contacted to participate in the final testing and interviews specifically designed for that opening. (3) Final testing may include participation in a physical agility test, a written test, and oral interviews, if deemed appropriate for the position. (4) The Fire Chief will choose from the most qualified final candidates for each opening. You are responsible for informing KCFR, in writing, of any changes to your contact information (including email address).  
**IMPORTANT: Please note that these positions are no longer covered under Social Security, as a result from the Social Security Section 218 Proclamation 2012-02.**

To be eligible to test you must have met the following minimum requirements as of the date you submit your application:

- (1) Be at least 18 years of age, and
- (2) Hold a valid driver's license, and
- (3) Have a High School Diploma or GED, and
- (4) Have a current EMT license. (NREMT or State EMT certifications) – *Continued employment is contingent on obtaining an Idaho State EMT card*, and
- (5) Have obtained IFSAC FF1 Certification or Equivalent - *We will consider IFSAC FF1 equivalency in the following formats: 1) Certification of successful completion of an IFSTA Essentials of Firefighting course. OR 2) Obtain documentation from your current Training Officer outlining in detail how your training meets the IFSTA Essentials of Firefighting standards (specific curriculum and hours). This documentation must be on their Fire District/Department letterhead and include the Training Officers name, current contact phone number, and email address.*  
***Please do not apply until you have a current EMT license. You are required to provide us with a copy of your current EMT license (card must include Number, Effective/Expiration Dates, Provider Level), at the time of application.***

How to Apply: (Deadline for Applications 4:00 PM, PDT on Thursday, June 14, 2018)

Part 1: Go to [www.kootenaifire.com](http://www.kootenaifire.com) to print our application; complete the entire application packet

Part 2: Cover Letter

Part 3: Provide a copy of your current State EMT or NREMT license

Part 4: Provide a copy of your IFSAC FF1 or Equivalent Certification/Documentation

Part 5: Required Exam Fee - \$15.00 (see information below)

*\*Veterans wishing to claim preference points must also attach a copy of the DD214 form to your application (must be an honorable discharge).*

Applications will be accepted through postal services, hand-delivered, or email. No late applications will be accepted – NO EXCEPTIONS. Failure to complete and submit ALL application materials together will disqualify your application.

Kootenai County Fire & Rescue - Administration  
Attn: Jayme Nipp  
1590 E. Seltice Way  
Post Falls, ID 83854  
Email: [jaymen@kootenaifire.com](mailto:jaymen@kootenaifire.com)

*Application packets will be processed and all individuals will be notified of eligibility/ineligibility to take our written exam at our Administration office scheduled for June 25<sup>th</sup> & 26<sup>th</sup>. Applicant notifications will be sent in a timely manner, but please allow time for review and processing due to a high volume of applications.*

**REQUIRED FEE:** KCFR is charging a \$15.00 (fifteen dollar) fee to take our exam. With your application, please send us the exam fee. This is a non-refundable fee unless you are deemed ineligible to test, if this occurs, you will be refunded the full amount. **Note: If we do not receive this fee with your application, you will be ineligible to take the online exam and unable to participate in our testing process.**

**NOTE:** Applicants may order the practice "**NFST Candidate Orientation Guide**" by clicking the following link: <http://www.fpsi.com/fire-candidate-orientation-guides/>. The **NFST Candidate Orientation Guide** is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed.

Please read through the disclaimer on the order page in order to have a successful download. Payments will be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download link will be located on the *Order Details-Checkout Status* page. Applicants must pay close attention to ALL instructions on both FPSI and PayPal's websites in order to access the instant download successfully!

"We protect life, property and our community with Honor, Integrity and Pride"



Kootenai County Fire & Rescue currently employs 73 personnel to address multiple aspects of emergency response and currently responds to approximately 6,500 calls for service each year, with four (4) career staffed stations. KCFR covers approximately 113 square miles, including the cities of Post Falls, Dalton Gardens, Huetter, Fernan Village, Stateline and several rural areas of Kootenai County.

**PRIMARY ELEMENTS OF THE POSITION:** *reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Respond and perform fire prevention and firefighting activities, including driving apparatus, operating and maintaining emergency response equipment and machinery, laying hose, and performing fire suppression, rescue, Hazmat, incident investigations, training, and public education.
- Respond and perform emergency medical response and non-emergency medical response activities in accordance to State licensure level, including patient transport, medical treatment, accident prevention, training, and public education. Maintain patient care according to KCEMSS protocols and State licensure level.
- Protect and maintain incident scene evidence for possible later investigation.
- Assist in life safety and benefit to the public; identify and mitigate hazardous situations.
- Participate in building/fire inspections, hydrants, and other fire prevention programs.
- Perform general station duties for the upkeep of facilities and equipment.
- Drive, operate, and maintain all assigned apparatus and equipment in accordance with District and KCEMSS policy, procedures, and standards.
- Assist in developing plans for special assignments and programs, collateral duties, emergency preparedness and response, and training programs.
- Participate in all required training to maintain up-to-date knowledge, skills, and certifications of all practices, procedures, standards, policies, and responsibilities relevant to the position and licensure in accordance to District and KCEMSS policy, procedures, and standards.
- Teach, instruct, and mentor other emergency responders.
- Participate as assigned in public relations programs and community outreach activities.
- Report all discrepancies, equipment failures, or maintenance issues to the appropriate parties and initiate the established process for resolution.
- Complete all required reports as necessary, utilizes assigned computerized record and reporting equipment/systems; review all reports for completion and accuracy.
- Perform all assigned duties and responsibilities.
- Adhere to all applicable policies and standard operating procedures (SOP's).

**SALARY AND EMPLOYER PROVIDED BENEFITS:**

Starting annual salary with scheduled overtime is \$48,144.72 + Excellent Benefits Package to Include:

Health Insurance Package - Medical, Dental, Vision, and Life, and Health Reimbursement Account (HRA), and Position is covered by Public Employee Retirement System Idaho (PERSI), and Leave Benefits - Sick; Vacation; Personal Day; Military; FMLA, and Holiday Pay - 9 paid holidays/yr. (in accordance with CBA Article 25), and NFPA 1582 Medical Evaluation - conducted annually

**CHARACTERISTICS AND ABILITIES:**

- Ability to follow verbal and written instructions
- Ability to effectively communicate verbally and in writing
- Customer focus
- Accountable and ethical conduct
- Stress management/composure
- Problem solving/analysis and strategic thinking
- Teamwork orientation
- Diversity and inclusion
- Health and wellness

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:** *items described here are representative of those that must be met by an employee to successfully perform the primary elements (essential functions) of this job.*

While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts, in confined spaces, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties. Personal protective equipment (PPE) is frequently required during every day operations. The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud. While performing the duties of this job, the employee is routinely required to see; sit; talk; hear; stand; walk; use of hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to lift, climb, balance, stoop, kneel, crouch, crawl, and smell. The employee must routinely lift or move up to 50 pounds and occasionally lift or move up to 100 (+) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Working near or around hostile situations and occasionally unknowingly entering hostile environments – standards and precautions to reduce risks are available and mandated.

**KOOTENAI COUNTY FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER WHO SUPPORTS WORKFORCE DIVERSITY & INCLUSION**

“We protect life, property and our community with Honor, Integrity and Pride”



# Kootenai County Fire & Rescue

1590 E. Seltice Way Post Falls, ID 83854

## Application for Employment/Testing

### POSITION/TESTING INFORMATION

Application Date: \_\_\_\_\_ Position/Test Applied For: \_\_\_\_\_

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ (A valid Email address is required for all applications)

### PERSONAL HISTORY

Are you at least 18 years old?  Yes  No *(You must be at least 18 years of age to apply)*

Do you have a valid driver's license?  Yes  No *(You must attach a copy of your driver's license to apply)*

Have you ever applied with KCFR?  Yes  No What Position? \_\_\_\_\_

Are you a US Citizen?  Yes  No

*If you are not a US Citizen, are you allowed to work in the US without restriction?*  Yes  No

Have you served in the US Armed Forces?  Yes  No *(If yes, attach DD Form 214 to receive preference points)*

Branch: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No *(If yes, please explain below.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed or volunteered with any other Fire Agency?  Yes  No

If yes, list the position, agency name & location and dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If you are offered a position with KCFR, would you be willing to submit to any job related medical exams, physical ability testing and/or drug tests that may be required of the position to which you have applied?  Yes  No

In your opinion, are you able to preform the essential functions of the position to which you have applied with or without reasonable accommodations?  Yes  No

Are you available to work 48-Hour Shifts?  Yes  No

## EDUCATION INFORMATION

### HIGH SCHOOL/GED

Did you graduate from High School?       Yes       No

School Attended: \_\_\_\_\_

OR

Did you receive a GED?       Yes       No

Agency that issued your GED: \_\_\_\_\_

### COLLEGE

Have you attended a college or university?       Yes       No

School Attended: \_\_\_\_\_

Location of School: \_\_\_\_\_

Number of credits received: \_\_\_\_\_

Degree Received:       Associates       Bachelors       Masters

Area of study: \_\_\_\_\_

PhD       Certificate       None

### VOCATIONAL TRAINING

Please mark all professional/vocational certificates you currently hold:

IFSAC FFI        Issuing Agency: \_\_\_\_\_

NREMT B   

NREMT A   

NREMT P   

EMT B          Issuing Agency: \_\_\_\_\_

EMT A/I        Issuing Agency: \_\_\_\_\_

EMT P          Issuing Agency: \_\_\_\_\_

You must attach a copy of the above certificates.

CCT-P     

IFSAC FFII     Issuing Agency: \_\_\_\_\_

IFSAC DO       Issuing Agency: \_\_\_\_\_

Do not attach a copy of any of these certificates.

HazMat Awareness        Issuing Agency: \_\_\_\_\_

HazMat Operations        Issuing Agency: \_\_\_\_\_

HazMat Technician        Issuing Agency: \_\_\_\_\_

Other        Name: \_\_\_\_\_

Other        Name: \_\_\_\_\_

Other        Name: \_\_\_\_\_

Other        Name: \_\_\_\_\_

Other        Name: \_\_\_\_\_

Other        Name: \_\_\_\_\_

Other        Name: \_\_\_\_\_

Do not attach a copy of any of these certificates.

### ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES

Please list any additional knowledge, skills or abilities that you believe would help you be successful in the position for which you are applying:


## REFERENCES

Provide information below for three professional contacts not related to you whom you have known for at least one year.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_



## WORK HISTORY

### PRESENT EMPLOYER

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact this employer:  Yes  No

### PAST THREE EMPLOYERS

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact this employer:  Yes  No

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact this employer:  Yes  No

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact this employer:  Yes  No

## HOW DID YOU HEAR ABOUT THIS POSITION/TEST?

- Newspaper  Professional Publication - What publication? \_\_\_\_\_  
 Company Employee  Web Site - What website? \_\_\_\_\_  
 Job Fair  Other Source - What is the source? \_\_\_\_\_