



**“Our Mission...is to help”
Are you interested?**





San Rafael

Fire Department

Fire Department

About the Department

The San Rafael Fire Department was established in 1874 as a 45 man voluntary fire company. Today, the department is an organization with 79 professionals trained in specialties including life safety emergency and non-emergency services in the areas of fire protection, technical rescue, emergency medical services, and disaster response. There are 7 Fire Stations with 23 personnel 24/7 that provide these services within the City limits and other areas as defined through contracts and mutual aid agreements with bordering areas.

Key Staff

Christopher R. Gray, Fire Chief

Robert B. Sinnott, Deputy Fire Chief

Kyle Hamilton, Battalion Chief

Jeff Rowan, Battalion Chief

Matthew Windrem, Battalion Chief

Jason Hatfield, Battalion Chief

Our PUBLIC SERVICE in San Rafael is...

Capable and Compassionate
Reliable and Responsible
Predictable and Prepared
Secure and Sustainable



Firefighter/Paramedic

It is up to all of us and particularly for you as a Firefighter/Paramedic to help create the best possible environment here at the SRFD to serve, live, learn, visit and have fun...



Why - How - What

- We serve the Community First & Foremost...its why we're here
- We "Pledge to Prepare" ourselves and others
- We do our absolute best to always "Help"
- We are looking for Stand-up Individuals – the "Real Deal"
- Firefighters are ready, willing and able to create a supportive, trusting and high performance environment
- We are Community Role Models and Mentors
- We are "Squared Away" as Individuals; as a Team; our PPE; Apparatus; Equipment; Facilities; Response District; Community and Home
- We are Engaged and Involved



- Trust is knowing the work will be done as if you had done it yourself
- If you're in a jam, Firefighters jump in and help
- You don't have to ask...they just know
- Work on what's right and keep it that way vs. what's wrong
- We are looking for Critical Thinkers/Doers not Critical people
- We generally have one opportunity to help
- Get kicked out of the room...
- Gifted, Game and Generous
- Go-Go-Go...Stay-Stay-Stay
- It's a Fire Family
- You represent yourself, your family, us, the community and the fire service...24/7



The Recruitment Process

- Firefighter exams are job related
- Contract with outside testing service for written exam
- Different types of exams, including:
 - Written
 - Oral Board
- Eligibility List created
- Background Investigation
 - Professional References
 - Personal History Statement
- Psychological
- Fingerprinting
- DMV Print out
- Fire Chief's Interview
- Pre-placement Physical - Including Drug Screen
- Approximately a 3 to 4 month process



Entry-Level Firefighter/Paramedic Application Process

Questions? Contact HR

Sylvia.Gonzalez@cityofsanrafael.org

(415) 485-3391



Minimum Requirements

In order to participate in the recruitment process, candidates must meet the minimum qualifications as outlined in the job announcement.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- a. Possession of a high school diploma or GED
- b. Completion of at least 21 college units
- c. Valid CA Class C Driver's License and satisfactory driving record
- d. Completion of CA State Board of Fire Services Firefighter I curriculum (Academy Graduate). *[One (1) year experience as a paid Firefighter will be accepted in lieu of completion of the FF I curriculum]*
- e. EMT-P Certification
- f. Must possess a valid California Paramedic License with the ability to become accredited by the Marin County EMS Agency at the time of appointment.
- g. CPAT card of completion dated within 6 months of the application filing deadline



The Written Exam

To be considered for this position, you must successfully pass the Firefighter Candidate Testing Center (FCTC) Entry-Level Firefighter Written Exam and be placed on the FCTC statewide list. Please visit www.FCTCOnline.org to register for the exam and learn more about the exam process, requirements and scheduled exam locations/dates. If you have previously taken the written test through the FCTC and are active on their list, your results will be accepted and you do not need to participate in another written exam.



Invitation to Apply

Candidates should ensure that all of their certificates, licenses, etc. are up to date with FCTC.

The San Rafael Fire Department will receive a list of candidates from the Firefighter Candidate Testing Center. After reviewing the list for minimum job requirements, qualified candidates will be sent an e-mail inviting them to complete the required online City of San Rafael employment application at www.calopps.org.

The City of San Rafael cannot accept responsibility for notifying candidates of incomplete applications. It is the candidate's responsibility to ensure the application and any required documents are submitted by the application deadline.



Applying for the Position

Candidates should thoroughly review the job bulletin to understand the minimum qualifications, job requirements and application process, which includes:

- Successful completion of the FCTC Entry-level Firefighter Written Exam and placement on their statewide Paramedic list. Visit www.FCTCOnline.org for more information.
- Completion of online application at www.calopps.org. Resumes do not substitute for the online application but can be attached to the application as a PDF file.



Copies of the following documentation must be uploaded with the online application as **ONE (1) PDF file no larger than 2MB:**

- **Current CPAT card.** *Dated within 6 months of the application deadline unless otherwise stated. Information on the CPAT is available at <http://www.cffjac.org/jac/cpat/index.cfm>*
- **Proof of completion of CA State Board of Fire Services Firefighter I curriculum.**
- **Valid California Paramedic License.**

Candidates must also possess an EMT-I or EMT-FS and a valid California Class C Driver's License, however ONLY the documents listed above should be attached to the application.



Entry-Level Firefighter/Paramedic Oral Board Process



About the Oral Board

Candidates who meet the minimum requirements and submit an online application and all requested documentation by the application deadline will be invited to an oral board interview.

Candidates must receive a minimum score of 70% in order to pass the oral board and continue through the recruitment process. Candidates who pass the oral board will be placed on an Eligibility List based on a combined total from the written test score (weighted 30%) and the oral board score (weighted 70%).

Candidates are encouraged to schedule a Station visit to learn more about the department by calling (415) 485-3304.



The Oral Board Panel

Expect a diverse panel which may include all or some of the following:

- Fire Department Employees
- Human Resources and/or other City Staff
- Medical Professionals
- Labor Representatives
- Community Stakeholders



First Impressions

The oral board panel will consist of three subject matter experts who will ask you a series of short questions. You will only have 20-25 minutes with the panel so make your first impression count.

Be sure to:

- Arrive On Time
- Look Professional
- Be Prepared. Know the City of San Rafael, the community and the Department



The Interview

The oral board panel will evaluate candidates based on the following dimensions, among others:

- *Preparation*
- *Impact / Professional Image*
- *Interpersonal Skills / Communication*
- *Decision-Making / Judgment*
- *Customer Service Orientation*
- *Community Awareness*



Interviewing Tips

- **Self-Introduction** *(be enthusiastic)*
- **Know your Resume** *(education, background, employment experience)*
- **Know Yourself** *(life-changing experiences, problems you have solved, difficulties you have faced)*
- **Know the Job** *(avoid “canned” responses)*
- **What makes you the Ideal Candidate?**
- **Station Visits are encouraged!** *(schedule with the department at (415) 485-3304)*



Possible Questions

- Situational Questions: operational, medical and interpersonal *(know the position)*
- San Rafael Fire Department Specific Questions: opportunities, challenges *(know the Department)*
- Community specific questions: Council priorities, hot topics/issues *(know the City of San Rafael)*



The Answers

- Be prepared (*We can tell*).
- How you answer is just as important as what you say.
- Be clear, concise and to the point. *Remember, you only have 20 minutes.*
- Relax, *We want you to succeed!*



The Closing

- “Is there anything you would like to add?”
- Address glaring need for any corrections.
- Leave the panel with a positive, up-beat, lasting impression!



Homework Assignment

- WHO are YOU?
- WHY are you here?
- WHAT do you know about San Rafael?
- WHAT do you know about . . .

THE SAN RAFAEL FIRE DEPARTMENT?



Resources

BC Kyle Hamilton (Fire Station 51)

kyle.hamilton@cityofsanrafael.org

415-485-3305

BC Jeff Rowan (Fire Station 51)

jeff.rowan@cityofsanrafael.org

415-485-3303

BC Matt Windrem (Fire Station 51)

matt.windrem@cityofsanrafael.org

415-485-3306

Fire Captain Nick Giusti, Recruit Academy (Fire Station 52)

nicholas.giusti@cityofsanrafael.org

415-246-0432

Department Website: www.srfd.org

Study Guides: Online Sources - search: “**Firefighter Test Preparation**”

Written Materials - bookstores

For questions about the recruitment process, please contact Sylvia Gonzalez, HR Coordinator at sylvia.gonzalez@cityofsanrafael.org or 415-485-3391.



Entry-Level Firefighter/Paramedic

**Chiefs' Interviews &
Background Investigations**



Objectives

To evaluate the applicant's demonstrated suitability to meet the responsibilities and moral character expected of all members of the SRFD at all times.



The Process

Fire Chiefs' Interview – Step 1: Interview

- Background Package Provided
- Background Package Completed
- Prelim Background Interview and Polygraph

Fire Chiefs' Interview – Step 2: Full Background

- Field Investigation

Fire Chiefs' Interview – Step 3: Summary Report

- Conditional Job Offer
- Fingerprint Clearance

Candidates who pass the Chiefs' Interview and Background Check will participate in a Psychological Evaluation. The Final step in the process is a Pre-employment Physical .



Rules and Guidelines

The following rules and guidelines are among the principal factors to be considered for employment with the San Rafael Fire Department.

- No use of tobacco products as a condition of employment as a new San Rafael Firefighter/Paramedic
- City Policy on body art
- Background check:
 - Arrests and Convictions
 - Criminal Activity
 - Credit
 - Education
 - Falsifying the Application
 - Family and Relatives
 - Health Requirements
 - Substance and Narcotics Usage
 - Military Service
 - Selective Service
 - Omissions of Facts
 - Organizations/Volunteer
 - Previous Work Record
 - References
 - Residence
 - Driving Record
 - Insurance



Timeline & Documentation

Applicants selected for the prelim background will usually have just 1 week to prepare and submit the required information, including a detailed Personal History Statement. *There is extensive documentation required so start gathering info now.*

- ❑ Please follow instructions to the letter
- ❑ Ask questions
- ❑ Must be neat and legible
- ❑ All information must be accurate
- ❑ Misrepresentation and/or omission of material facts are disqualifying...one chance



Background Package

Personal History Statement Form

- ❑ Personal and Residential Information
- ❑ Relatives and References
- ❑ Education
- ❑ Experience and Employment
- ❑ Military Information
- ❑ Financial Information
- ❑ Conduct Information
- ❑ Motor Vehicle Information
- ❑ Alcohol, Narcotics and Substance Use



Background Package

Required Documentation

- Copy of Certified Birth Certificate
- Copy of Certified Marriage Certificate(s), for **each marriage**
- Copy of Divorce Decree(s), for **each marriage dissolved**
- Copy of High School Diploma, GED Certification or Certificate of High School Proficiency
- Certified Copy of High School Transcripts, whether they graduated or not (must be in a sealed envelope)
- Copy of College Diploma(s)
- Certified Copy of College Transcript(s) (if any) from each college or university they attended, whether or not you graduated (must be in a sealed envelope)
- Copy of California Driver's License (including any current extensions)
- Copy of Automobile Liability Insurance Certificate
- Copies of any traffic collision reports in which they were a named driver or involved party in the past five years (to include any "ON DUTY EMERGENCY VEHICLE" collisions)
- Certified copy of driving record printout from the Department of Motor Vehicles - ***covering last ten years of driving history***
- Copy of any and all Training Certificate(s)



Background Package

Required Documentation

- Copy of any Civil Suit(s), Liens and/or Final Judgments (to include Small Claims)
- Copy of any Bankruptcy Records and/or Judgments
- Copy of Selective Service Registration (for males born any time other than between March 30, 1957 and December 31, 1959, they may obtain on the Internet at <http://www.sss.gov>)
- Copy of Military Service – DD Form 214 – Long Form, if they were in the military, along with any awards or decorations they received
- Copy of Military Training Certificates
- Copy of Military Discharge Certificate(s)
- Copy of Social Security Card
- Copy of any crime reports in which you were **arrested and convicted**.
- Copy of any standing (State or Federal) court order(s), (i.e., Emergency Protective Order(s), Restraining Order(s), Stay Away Order(s), etc.)
- Copy of last year's Tax Returns – Federal & State
- Copies of last three pay stubs from current employer
- Copy of United States Immigration Naturalization Documents – Proof of Citizenship



More Forms to Complete...

- AUTHORIZATION TO RELEASE INFORMATION (Release & Waiver) – *Both waivers require the applicant's signature must be notarized*
- APPLICANT INFO SHEET
- APPLICANT SCREENING EXAMINATION POLYGRAPH PRE-TEST QUESTIONNAIRE
- CONSENT FOR THE ADMINISTRATION OF A PUBLIC SAFETY EMPLOYEE PRE-EMPLOYMENT POLYGRAPH EXAMINATION (Polygraph Waiver)
- CONTROLLED SUBSTANCE QUESTIONNAIRE



Preliminary Background Interview

- ❑ Dress appropriately
- ❑ Be early
- ❑ Expect the unexpected
- ❑ Candidates will have a photo taken
- ❑ Provide original documents
- ❑ Review of all Background Information
- ❑ Investigator contact information
- ❑ Live Scan
- ❑ Polygraph Examination



Entry-Level Firefighter/Paramedic

**Psychological Evaluation &
Pre-Employment Physical**



Next steps

For candidates who pass the Background Check

- **Psychological Evaluation**

For candidates who pass the Psych eval:

- **Pre-employment Physical**

- TB Test
- Treadmill
- Audio & Vision test
- Drug Screen

For candidates who pass the Physical:

- **Final Job Offer**



Entry-Level Firefighter/Paramedic Recruit Academy



Firefighter Academy

- 6 week duration
- SRFD Instructors
- Station 52 Training Grounds
- Firefighter/Paramedic Practical Skills Development
- Written Materials
- Team Building



Probationary Period

- 1 year Probation
- Fire Station Rotation
- Practice Examinations
- Criteria to Pass Probation:
 - Final Written Exam *(based on study material provided)*
 - Skills Testing
 - Company Officer Evaluations



What is Being Evaluated??

- **Firefighter/Paramedic Skills**
- **The Person**
 - **Attitude**
 - ✓ Effort
 - ✓ Be Aggressive - appropriately directed
 - ✓ On Time & Prepared To Go
 - **Integrity & Ethical Behavior**
 - **Respect**
 - ✓ Rank
 - ✓ Seniority
 - ✓ Self



What is Being Evaluated??

- **Initiative**
 - ✓ Offers to Help
 - ✓ Opportunities to learn
 - ✓ Strive for Excellence (lifelong process)
- **Overcome Adversity**
 - ✓ Seeing as a Learning Experience
 - ✓ Admit Mistakes
 - ✓ Asking Questions
 - ✓ No Excuses

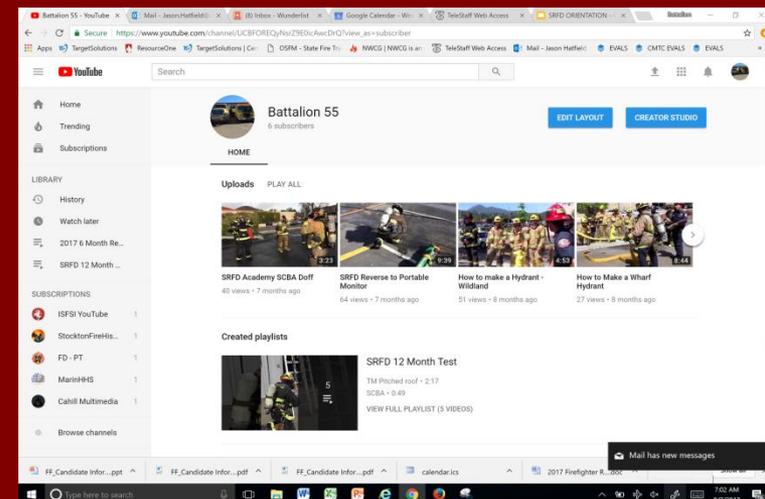


“Reputation is to be Earned, not given”



Resources

- **www.srfdtraining.org**
 - ✓ Our technical lesson plans
 - ✓ Standards that we teach and test to
- **You Tube**
 - ✓ Search San Rafael Fire Department or SRFD
 - ✓ Various videos from academy training



**Jason Hatfield, Battalion Chief -
Training/EMS**

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Mobile:415-720-9039

Jason.hatfield@cityofsanrafael.org





San Rafael Fire Department

