

***“Our Mission....is to
help”***

Are you interested?



WWW.SRFD.ORG



• About the Department

- The San Rafael Fire Department was established in 1874 as a 45-person volunteer fire company.

Today, the department is an organization with over 90 professional men and women to provide compassionate, capable and predictable fire, paramedic and emergency services to the greater San Rafael Community. There are 6 Fire Stations with 23 personnel on-duty 24/7 providing these services within the City limits and other areas as defined through agreements with bordering areas.

San Rafael

- *County Seat of Marin*
- *Environment*
- *Diversity*
- *Community*
- *Fantastic place to serve, live, learn and have fun.*



San Rafael and Marinwood Fire Departments

Key Staff

Darin White, Fire Chief

Robert B. Sinnott, Deputy Fire Chief

Jason Hatfield, Battalion Chief A Shift

Kyle Hamilton, Battalion Chief B Shift

Paul Bernard, Battalion Chief C Shift

Matt Windrem, Battalion Chief of Training/EMS

Quinn Gardner, Emergency Manager

Our PUBLIC SERVICE in San Rafael and Marinwood is...

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



Fire Station 52 and Training Center Opened April 2019





Fire Station 57 Opened July 2019



San Rafael Public Safety Center and Fire Station 51 Opened Fall 2020



Fire Station's 54 and 55 Scheduled for Renovation



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

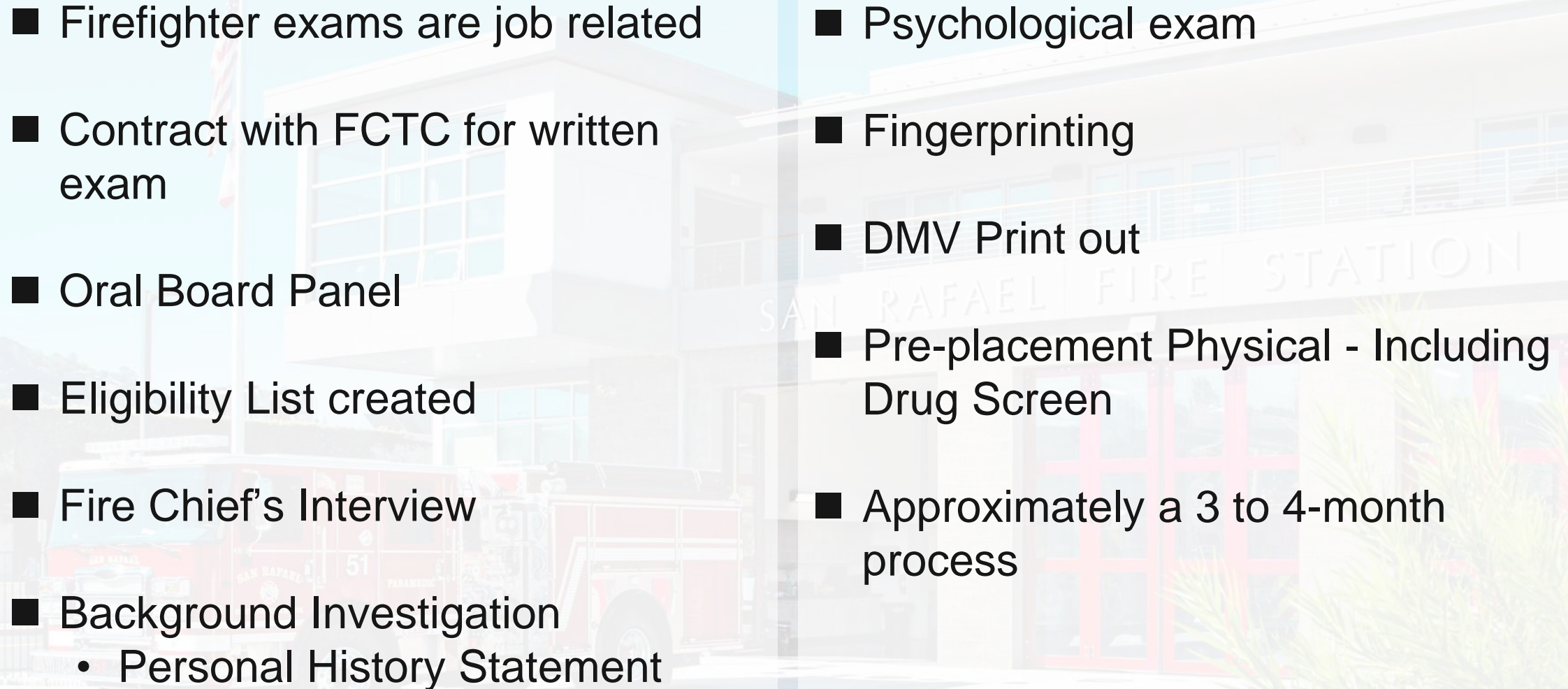
- We serve the Community First & Foremost...its why we're here as Public Servants
- We “Pledge to Prepare” ourselves and others
- We do our absolute best to always “Help”
- We are looking for Stand-up Individuals
- Firefighters are ready, willing and able to create a supportive, trusting and high-performance 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 Compassionate and Capable
- We are Aware, 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, SRFD, the community and the fire service...24/7



The Recruitment Process

- 
- Firefighter exams are job related
 - Contract with FCTC for written exam
 - Oral Board Panel
 - Eligibility List created
 - Fire Chief's Interview
 - Background Investigation
 - Personal History Statement
 - Psychological exam
 - Fingerprinting
 - DMV Print out
 - Pre-placement Physical - Including Drug Screen
 - Approximately a 3 to 4-month process

Entry-Level Firefighter/Paramedic Application Process

Questions? Contact HR

Rhonda.Castellucci@cityofsanrafael.org

Or

Human.Resources@cityofsanrafael.org

(415) 485-3474

Minimum Requirements

In addition to ideal candidate competencies, candidates must have a high school diploma AND 21 semester units of college coursework. Candidates will be asked to provide proof of the following prior to full

Background:

- *Cal-JAC CPAT card. Dated on or after July 1, 2020.*
 - *To register for an upcoming test, visit www.fctconline.org*
- *CA State Firefighter 1 or completion of CA State Board of Fire Services Firefighter I curriculum prior to appointment (expected initial appointments by 10/15/21).*
- *Valid California Paramedic License or ability to obtain prior to appointment.*

COMPENSATION & BENEFITS

The Annual starting salary is **\$100,906 - \$120,295**, with a competitive benefits program including:

- **Retirement:** Marin County Employees' Retirement Association (MCERA - 1937 Act County System). New members receive 2.7% @ 57 retirement benefit. Candidates with previous service from reciprocal agencies may be eligible for 3% @ 55.
- **Health Insurance:** Full flex cafeteria plan with the following monthly contributions: \$755.62 employee only; \$1,208.99 employee +1; \$1,571.70 family coverage; \$300 opt-out payment
- **Retiree Health Savings Plan:** City contribution of 2% top step Firefighter-Paramedic salary (employee required match)
- **Dental Insurance:** Family coverage
- **Deferred Compensation and 125 Plan:** Employee option
- **Life and LTD:** City coverage of \$5,000; LTD up to \$1,000/month. Option to purchase voluntary life insurance up to \$500,000.
- **Annual Leave:** 120-300 hours of vacation (based on years of service), 144 hours of sick leave, 13 holidays.
- **Sick Leave for Service Credit:** Unused sick leave can be applied to service credit upon retirement.
- **Uniform Allowance:** \$1,135 per year. Class B uniforms provided annually. \$160 boot allowance every 2 years.
- **Additional Incentive Pays up to 7.5% above base salary** after probationary year.

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 certificates, licenses, etc. are up to date with FCTC.

The San Rafael Fire 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 <https://www.calopps.org/san-rafael/job-20135652>

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 review deadline.

Applying for the Position

HOW TO APPLY:

Apply at CalOpps:

<https://www.calopps.org/san-rafael/job-20135652>

Visit fctconline.org to schedule written FCTC test and CPAT (if needed).





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

- Current CPAT card. <https://www.fctonline.org/cpat/>
- Proof of completion of CA State Board of Fire Services Firefighter I curriculum or Firefighter 1 certification
- Valid California Paramedic License.

Candidates must possess 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



The Process:

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% to be placed on the eligibility list. This includes your oral interview scores and FCTC test score.

Candidates are encouraged to visit our Fire Station(s) to learn more about the department:

<https://www.cityofsanrafael.org/documents/visiting-a-fire-station/>

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*

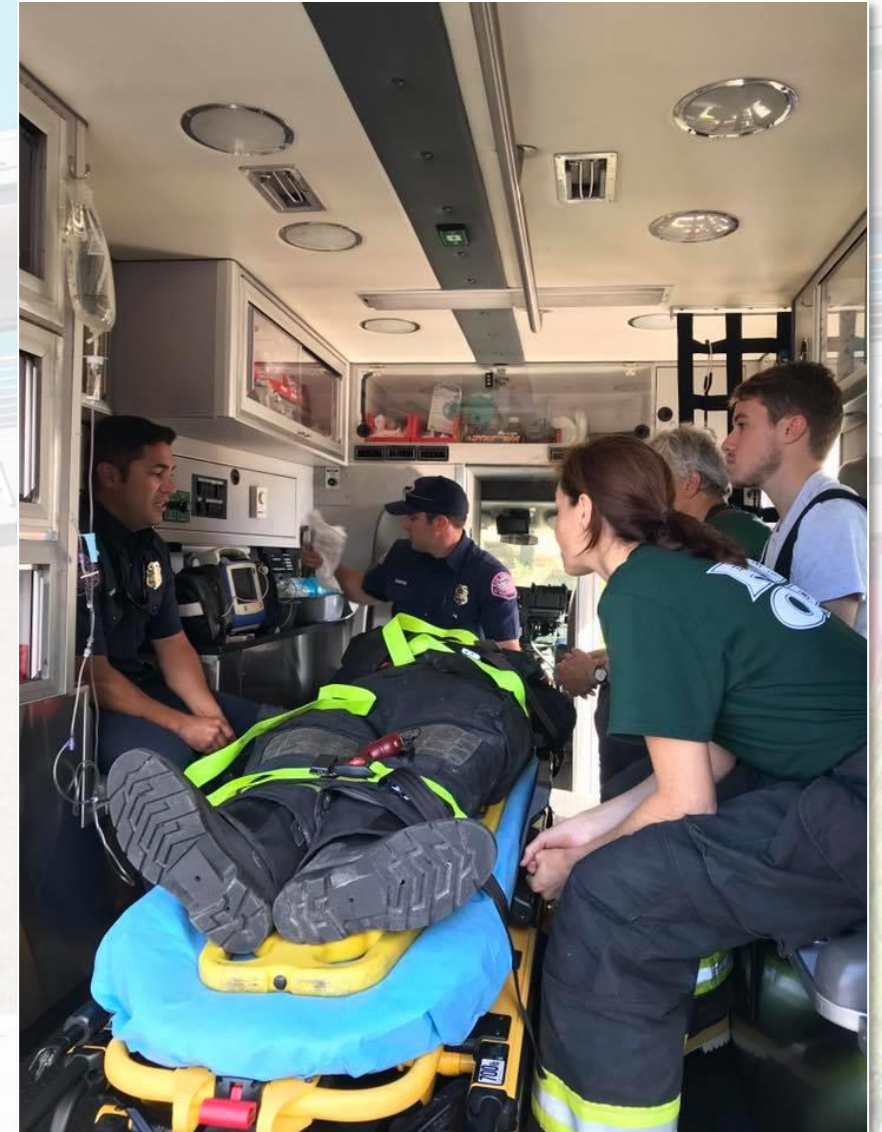


Interviewing Tips

- **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!**

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 (the City and Community)?
- **WHAT** do you know about the SRFD?



Resources

BC Jason Hatfield (Fire Station 51)

jason.hatfield@cityofsanrafael.org

415-485-3368

BC Kyle Hamilton (Fire Station 51)

kyle.hamilton@cityofsanrafael.org

415-485-3305

BC Paul Bernard (Fire Station 51)

Paul.Bernard@cityofsanrafael.org

415-485-3303

BC Matt Windrem (Fire Station 51)

matt.windrem@cityofsanrafael.org

415-485-3306

Department Website: www.srfd.org

Study Guides: Search: “**Firefighter Test Preparation**”

Written Materials - bookstores

For questions about the recruitment process, please contact

Rhonda Castellucci at rhonda.castellucci@cityofsanrafael.org or

415-485-3374

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.



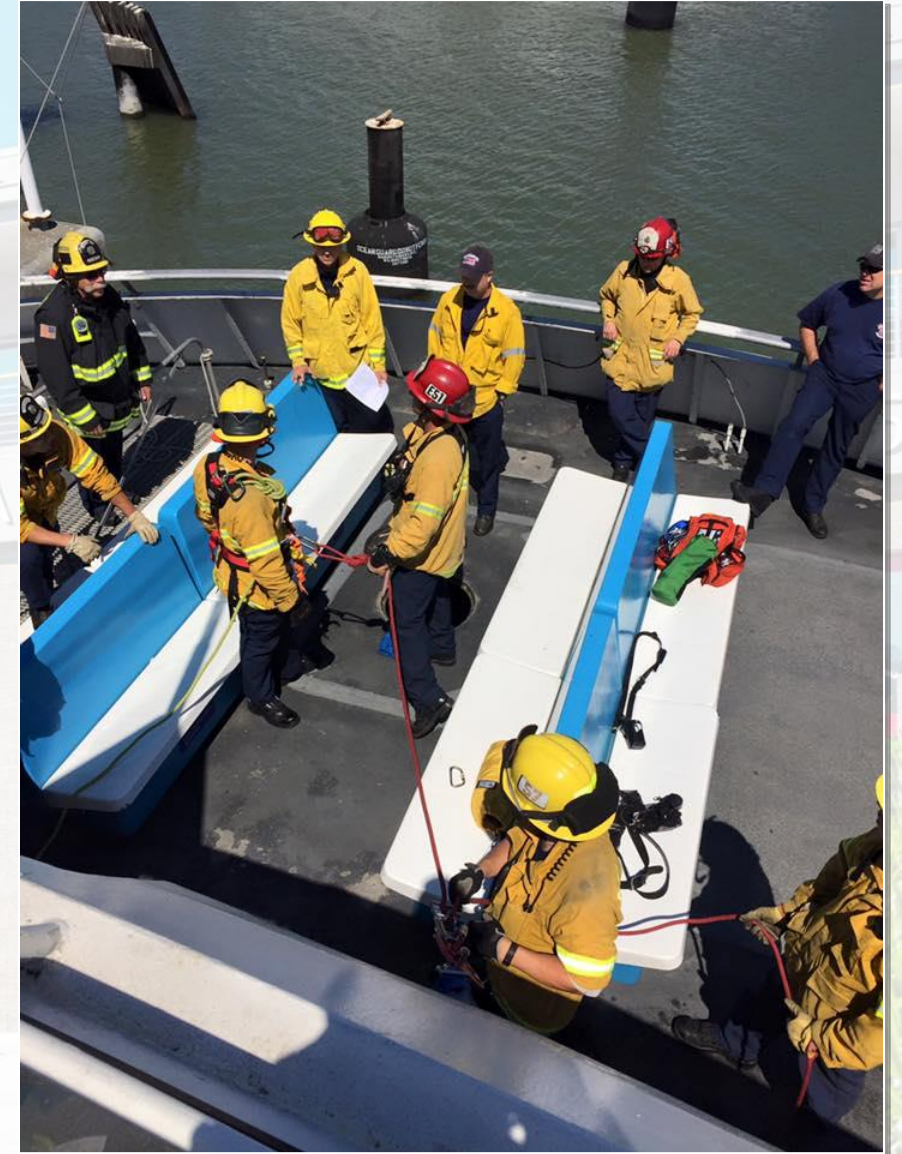
The Process

Fire Chiefs' Interview – Step 1: Interview

- Select candidates who are on the eligibility list will be invited to a Fire Chief's Interview.
- Some candidates will be then invited to complete the preliminary background interview
- Background packet provided and reviewed with background investigator

Step 2: Conditional Job offer

- Conditional based on successful completion of the remaining portions of the pre-employment process:
 - Completion of Full Background
 - Fingerprints
 - Psychological
 - Medical/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

Timeline & Documentation

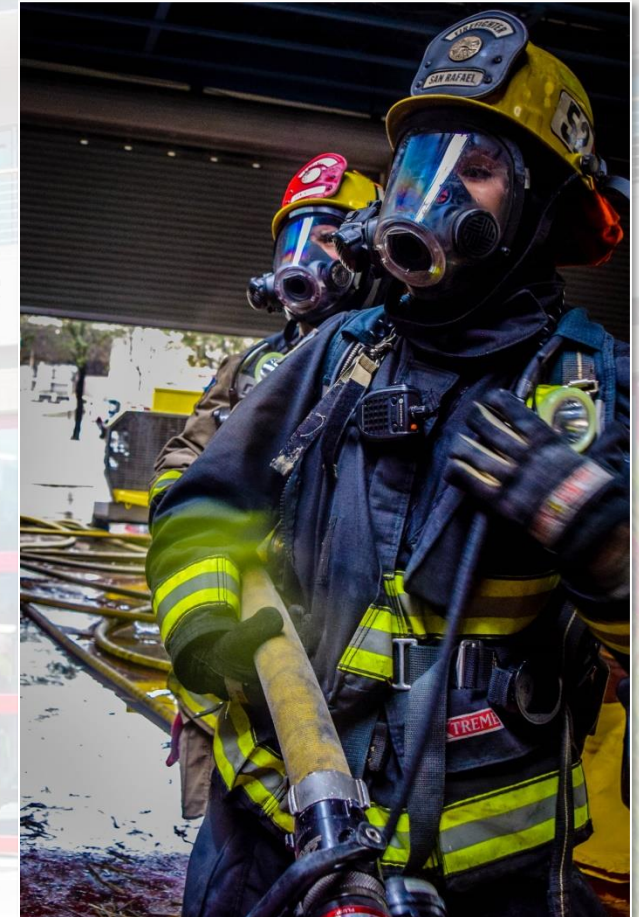
Applicants selected for the prelim background will usually have just 1 week to prepare and submit the required information, including a detailed Personal History Statement. *There is extensive documentation required so start gathering info now.*

- ❑ 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



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)

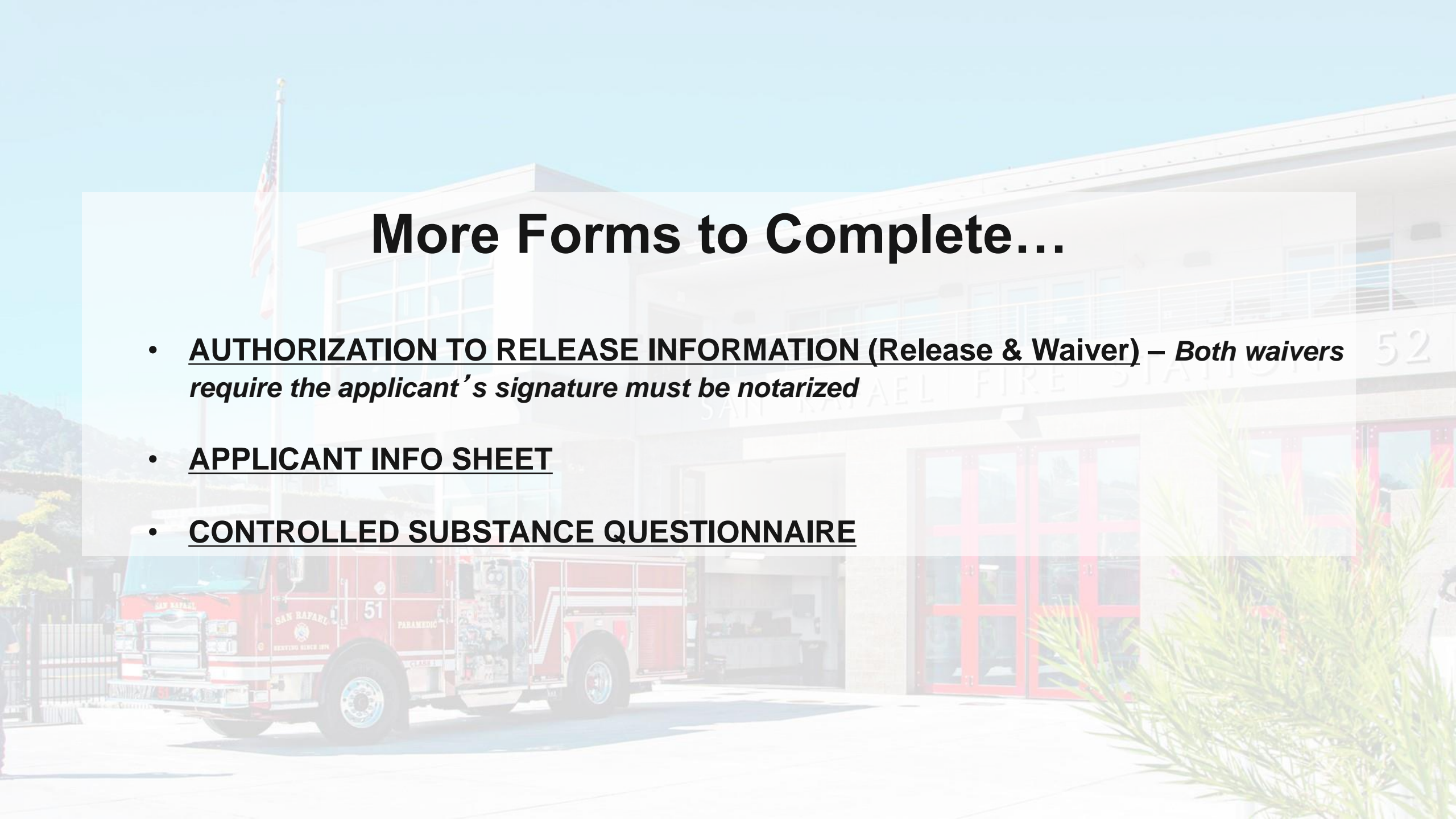
Background Package

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**
- **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



Entry-Level Firefighter/Paramedic



**Psychological Evaluation &
Pre-Employment Physical**

Next steps

For candidates who pass the Background Check

Psychological Evaluation

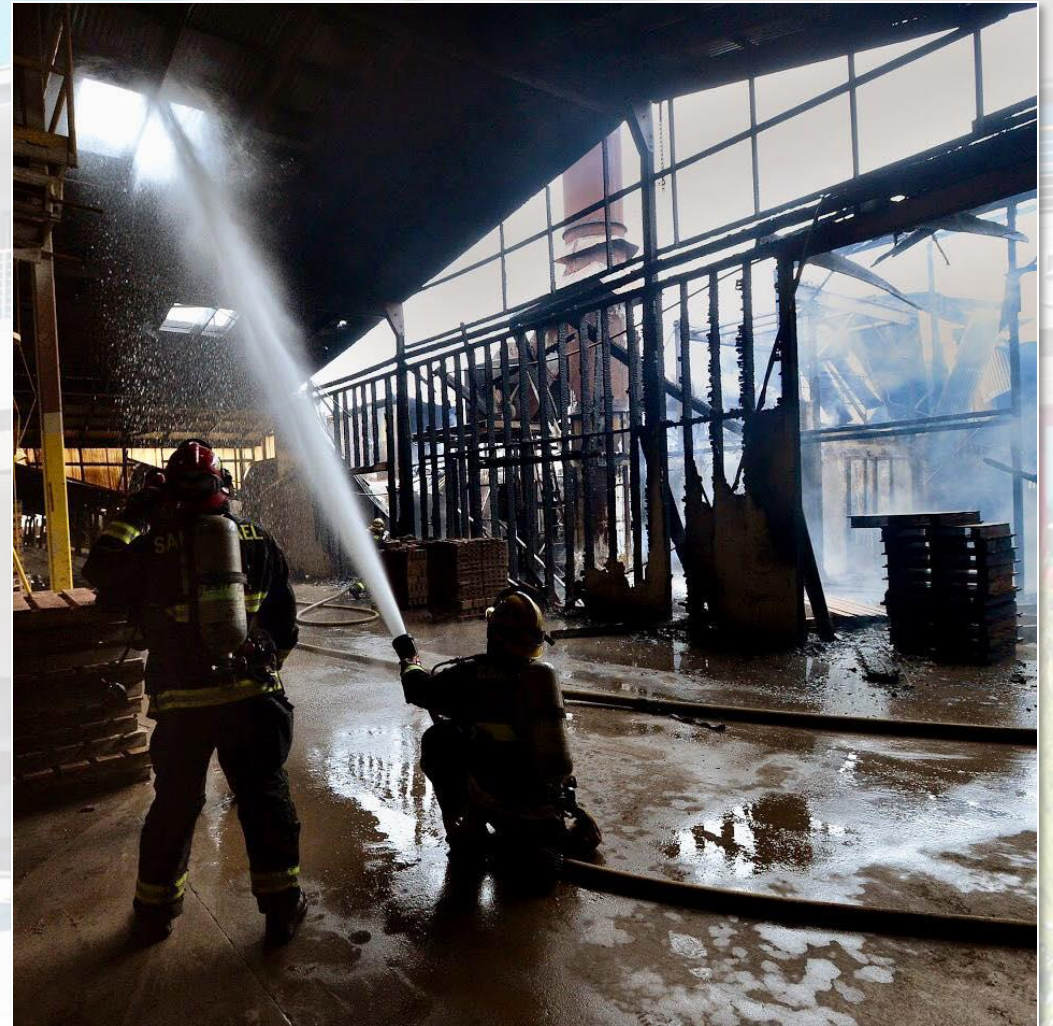
For candidates who pass the Psych eval:

Pre-employment Physical

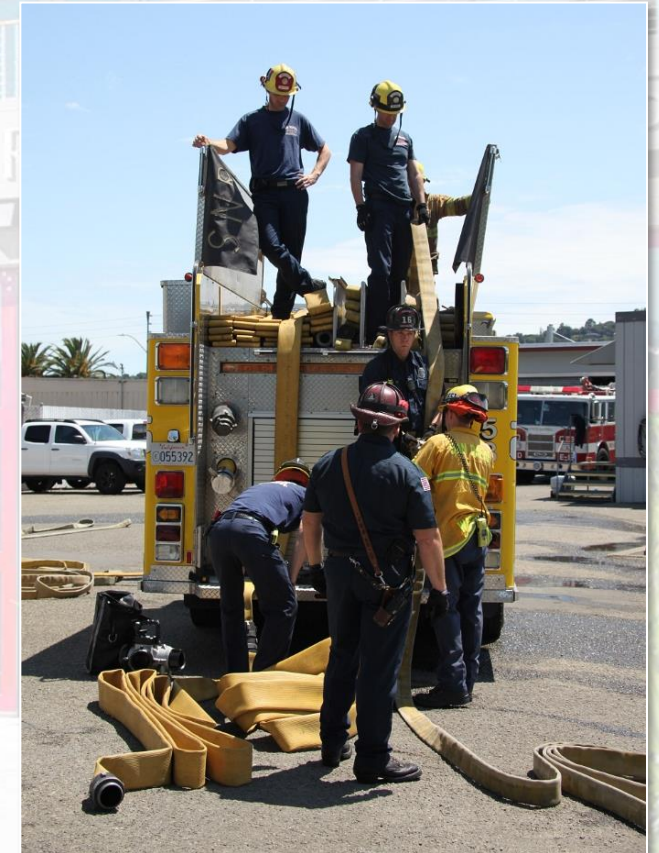
- TB Test
- Treadmill
- Audio & Vision test
- Drug Screen

For candidates who pass the Physical:

Final Job Offer



Entry-Level Firefighter/Paramedic Recruit Academy



Firefighter Academy

- 7-week duration
- SRFD Instructors
- New 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”



“Our Mission....is to help”

Are you interested?



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