



# Excelsior Fire District Application/Hiring Process



***September, 2018***



## **Excelsior Fire District**

*Proudly serving the Communities of:*

**Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay**

24100 Smithtown Road  
Shorewood, MN. 55331

Dear Applicant,

Thank you for showing interest in applying to the Excelsior Fire District. This letter is to give you a brief overview about our Fire District application process. The packet you have includes the following:

- Overview Information
- Training Information
- Operations Information
- Contact Information

### **Application Process**

You have in your possession the application packet. It includes information about the process of how the Excelsior Fire District hires a paid-on call/volunteer firefighter. To start the process, please fill out the application as completely as possible. Include all additional pertinent information and accurate phone numbers so we may contact you during business hours and after business hours.

Upon receiving a completed application, the Excelsior Fire District will review, evaluate, and score the application. Applicants will be selected for an interview based on their score on the application.

### **Veterans Preference**

If you are a qualified veteran or spouse of a deceased or disabled veteran, you may be eligible to receive veteran's preference points on your application. To receive veteran's preference points, you must complete the Veterans Preference Addendum to the Application and submit the required documentation within seven (7) days after the application deadline. Veterans preference points will be awarded at the application stage of the application process.

If the applicant meets the minimum qualifications for the position, provides the required documentation to confirm that he or she is entitled to a veteran's preference, and receives a passing score on their application without taking into account veterans preference points, the applicant will be awarded veteran's preference points pursuant to Minn. Stat. § 197.455.

### **Interview Process**

Applicants will be selected for interviews based on the ratings of their applications. Applicants who are selected for an interview will have at least one interview with the Excelsior Fire District.

The first interview will be conducted by a team of 3-4 members of the Excelsior Fire District and will consist of a question/answer period with the interview team. Following the first interview, the EFD will evaluate whether the applicant may proceed directly to the physical ability evaluation, must have a second interview, or will not continue with the application process.

If the applicant is selected to have a second interview, the interview will be conducted by a team of three to four members of the EFD and will consist of a question and answer period. Following the second interview, the EFD will determine whether the applicant will proceed to the physical ability evaluation.

Applicants who are successful in their initial interview(s) will be required to take a physical ability evaluation, which will test the applicant's strength, endurance, agility, and balance. The evaluation is a pass/fail. Applicants must sign a waiver/release prior to taking the evaluation. The tasks are straightforward and safety is of utmost importance.

If the applicant passes the physical ability evaluation, the applicant will be granted a final interview/orientation. The final interview/orientation will be similar to the prior interviews; however, the applicant's spouse, family, and/or close friend are encouraged to attend. This is done so that the person or persons closest to you will realize what is expected of you. They may ask questions or convey concerns that they have during this time.

### **Conditional Position Offer**

Following the final interview/orientation, a conditional offer of employment may be made to the applicant. The conditional offer of employment is conditioned on the applicant successfully passing a background check, driver's license check, and a health surveillance/physical examination. If the applicant does not pass the background check, driver's license check, or the health surveillance/physical examination, the conditional offer of employment will be revoked.

### **Background Check**

A background check and driver's license check are conducted by the South Lake Minnetonka Police Department and the Excelsior Fire District. A release of information form is included in the application packet.

### **Health Surveillance/Physical Examination**

The applicant is sent for a health surveillance/physical exam, which is paid for by the Excelsior Fire District. The Excelsior Fire District currently uses Health Strategies to conduct these examinations. All personal medical information is kept confidential between yourself and the health provider conducting the examination. The Excelsior Fire District will receive the results of the examination on a pass/fail basis.

### **Probation Period**

Your probation period consists of a "window of time" which will be no less than 12 months and no more than 24 months. This "window of time" is so that the probationary firefighter's personal schedule can be accommodated with required schooling. This will help the new firefighter recruit adjust the scheduled start dates of a required class.

Your probationary period officially begins when you receive an official final offer. This will be provided by the Fire Chief.

Training areas that are involved during your probationary period are as follows:

1. Firefighter I
2. Firefighter II / Hazmat Operations
3. Emergency Medical Technician (EMT) / Emergency Medical Responder (EMR)

Another area we closely look at during the probation period is your emergency call quota and your drill quota. We respond to approximately 800 calls per year. We also have a "drill" each Thursday evening from 7:00 to 9:00 PM. We are currently using a point-based system for participation. Points are attained from call response, training, special events and projects around the stations and District. You need to attain a minimum number, approximately 30 points per month, to stay an active firefighter. Occasionally, we will also have some special drills on different days, which you may be required to attend also. You are encouraged to come to all of the drills. Business meetings/trainings are conducted on the 1st Thursday of every month and your attendance is encouraged at these meetings/trainings. This is, no doubt, a very busy year for the Probationary Firefighter. This

is the period of time where you show the Excelsior Fire District your determination, dedication and commitment.

### **Wages / Compensation**

You will be paid an hourly wage for your calls and drills, which will be discussed during your interviews. You will not be paid for the time you spend in the required schooling; however, your mileage costs can be reimbursed to you if you wish.

There are a few occasions throughout the year that are functions outside the spectrum of firefighting. Events such as our Annual Dance, Open House / Fire Prevention week and other events may come up for which there may not be compensation. The Probationary Firefighter is encouraged to participate in these functions.

### **Pension / Retirement**

You will begin an accumulation of pension funds once you receive your official final offer letter and join the Excelsior Fire District. These funds are accumulated through the "Relief Association" of the District. This is a separate organization within the Excelsior Fire District which holds a retirement account for you in your name. These are specific dollar amounts that are set aside for you based on the number of years you are on the Excelsior Fire District. There are certain terms involving these funds, which can be better explained during your interviews.

### **Conclusion**

If you complete all of your required steps as set forth during the probation period, you will be appointed a regular active member of the Excelsior Fire District. This is done in a probationary recognition event.

The information in this application packet is provided for your review and information. The information may not include every portion of the process. The information provides a brief overview of what to expect during your interviews and during your probation period. It is, obviously, a very busy time, one that will "change" after the probation period is over. We in turn will provide you with all of the necessary gear, training, support and resources necessary for showing interest in applying to the Excelsior Fire District.

Please feel free to contact the contacts listed in this packet for any further information. Thanks again for your interest in our organization, the Excelsior Fire District.

Sincerely,

*Scott M. Gerber*

Scott M. Gerber  
Fire Chief



## Interested in Serving Your Community as a *FIREFIGHTER*?



### Overview:

The Excelsior Fire District is known for having an excellent fire department. The District is currently recruiting volunteer firefighting staff. Firefighters are needed for the entire District. Successful recruits become a part of the team as a part-time, paid-on-call firefighter. Few part-time jobs afford the chance to help others, serve the community and qualify for a pension, all while providing an essential public service.

The Excelsior Fire District serves the Cities of Deephaven, Excelsior, Greenwood, Shorewood, and Tonka Bay but may call upon or be called by neighboring communities to assist with the fighting of a fire or other emergency. The District currently operates out of 2 fire stations which were constructed in 2004. The fire department currently runs approximately 800 calls per year. All members are required to live within a specified response time of their assigned station. The current maximum membership allowed is 50 members.

In general, the types of calls we respond to are house fires, garage fires, chimney fires, vehicle fires, fire alarms, vehicle personal injury accidents, and medical emergencies. There are also other types of calls like severe weather observation and water related emergencies that we respond to.

Firefighting is very interesting and rewarding. There is a lot of satisfaction with a job well done. However, being a volunteer firefighter takes a commitment over a long amount of time (years) and with this time commitment, we suggest you think about this and discuss it with your spouse and family (if applicable). We make every effort to protect our firefighters from harm through continuous training, up to date equipment, and good management and safety decisions



### **Eligibility Requirements**

Because the Excelsior Fire District provides a critical service to the community, it must take every precaution to select the best possible candidates. To be eligible to be a firefighter for the EFD, an applicant must meet the following requirements:

- Be 18 years of age or older.
- Be a high school graduate or equivalent.
- Hold a valid State of Minnesota driver's license to maintain active membership.
- Have residence or employment within fifteen minutes of their assigned fire station. Based on our current service delivery model, the Excelsior Fire District strongly prefers candidates who live within 2 miles of their assigned fire station.
- Be able to carry out his/her responsibilities and provide good communications in a calm, positive and professional manner under emergency conditions.
- Successfully pass a thorough background check prior to being accepted as an Excelsior Fire District Firefighter.
- Successfully pass the Fire Department sponsored pre-membership health surveillance examination, including a pulmonary function test.
- Be available for training on Thursday evenings.
- Exceed the minimum point requirements of your station every six months.

### **Training Requirements:**

The purpose of the Excelsior Fire District's training program is to give new recruits a full understanding of basic firefighting techniques as well as emergency medical response procedures for basic life-saving activities. All training is paid for by the Excelsior Fire District, your time to attend is not reimbursed.

The training program is as follows:

- A Firefighter I / Hazardous Materials Awareness - Course — 88 hours (11 weeks)
- Firefighter I State Certification — 4 hours (1 day)
- A Certified Emergency Medical Technician — EMT (First Aid) Course. — 160 hours or Emergency Medical Responder (EMR) — 40 hours.
- Firefighter II / Hazardous Materials Operations - Course — 32 hours (8 weeks)
- Firefighter II State Certification — 4 hours (1 day)
- These courses are taken outside of the normal Thursday night training. You will also be required to take additional training outside of the normal Thursday night training.

- On-Going weekly training — every Thursday (2 -3 hours per drill)
  - Thursdays are important. The first Thursday night of each month there is a department general membership meeting/training at 7:00 p.m. with checking of department equipment and trucks along with various station cleanups. The second, third, and fourth Thursday nights of every month are for department training at 7:00 p.m.
- After completion of the basic courses outlined above, there are many avenues that are available to further firefighting skills over the course of your career. Some topics include, but are not limited to: Hazardous Materials Response, Building Construction Courses, Fire Inspector, Advanced Firefighting Courses and Fire Prevention. All are upon approval by the station captain and the training chief; these courses are paid for by the Excelsior Fire District.

### **Operations:**

- The Excelsior Fire District is a “Paid on Call” fire department which means you are paid a nominal fee for each emergency call you respond to. All training is paid for by the fire department along with any expenses you may incur; though you are not compensated for your time. The Excelsior Fire District has a Relief Association through which a retirement is available to its members.
- Response is the top priority for our paid-on-call firefighters. You will be required to make a number of emergency calls. These calls occur anytime of the day or night. Weekends and Holidays are not excluded.
- After initial enrollment in the Firefighter I course, new members may begin to ride emergency vehicles as an additional on the fire apparatus.



### **Other:**

- We have an annual Fire Department fundraiser which is a Dance. The Dance allows the Relief Association to obtain funds for assisting in the purchase of equipment and services to augment the Fire District Budget.
- A Fire District Open House is held in October during Fire Prevention Week.
- The Fire District has social events throughout the year for its members. A few of the social events we have are a Holiday Party and a Spouse Appreciation event.



Remember, by joining the Excelsior Fire District you will be doing something that is very interesting and exciting. It will be fun, it will give you satisfaction, it will be work, it will be social, and believe us, it will be extremely rewarding.

For information and an application, please call the following numbers:

Captain Karl Narveson

(612) 749-9227

Assistant Chief Pat McCarthy

(763) 381-9538



**APPLICATION FOR EMPLOYMENT**



**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

# Application for Employment

— If you have a resume, please provide us with a copy.

Position applied for: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Number and Street City State Zip Code

E-Mail Address: \_\_\_\_\_ Driver's License (number and state): \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ May we contact you at work?  Yes  No

Cell Phone Number: ( ) \_\_\_\_\_

Station Preference:  Station One  Station Two  None Why: \_\_\_\_\_

- Have you ever filed an application with us before?  Yes  No - If yes, date: \_\_\_\_\_
- Are you currently authorized to work for all employers in the United States, or only for your current employer?

• Are you over the age of 18?  Yes  No

• Have you ever been convicted of or pled no contest or guilty to a felony? If yes please explain:  Yes  No

• Do you have any friends or relatives currently working for us? If so, please indicate name.  Yes  No

• Do you have any previous firefighting experience? If so, please describe.  Yes  No

• Do you have any related training?  CPR  First Aid  First Responder  EMT  Hazardous Materials  Firefighting  Other

• Describe any specialized training or job related skills acquired from employment or other experience.

Education	Name of School, City and State	Diploma/Degree	Major/Course Certification
High School		Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
College		Degree? <input type="checkbox"/> Yes Type _____ <input type="checkbox"/> No Last Year Completed _____	
Other		Degree? <input type="checkbox"/> Yes Type _____ <input type="checkbox"/> No Last Year Completed _____	

**Employment Record** — Please start with your most recent employer, including military service and include all jobs you have held. If you need more space, please use an additional sheet of paper. If you are currently employed, may we contact your present employer?  Yes  No

Name of Employer: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Your Title and Duties: \_\_\_\_\_  
\_\_\_\_\_ Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Your Title and Duties: \_\_\_\_\_  
\_\_\_\_\_ Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Your Title and Duties: \_\_\_\_\_  
\_\_\_\_\_ Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Please identify and explain any gap in continuous employment over the last ten years. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_

**Please Read Carefully Before Signing:**

I understand that completion of this application does not obligate the Excelsior Fire District to hire me or offer me a job.

The information I have provided in this application is true and complete. I understand that if hired, my employment may be terminated due to any misrepresentation, omission or inaccuracy of the statements contained in this Application for Employment. I authorize the Excelsior Fire District to investigate all statements contained in this application for accuracy and completeness, and to obtain any transcripts, records, or documents pertaining to my background and business experience. If hired, I agree to conform to the rules and regulations of the Excelsior Fire District.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

## **EXCELSIOR FIRE DISTRICT ADDENDUM TO APPLICATION**

Pursuant to Minn. Stat. § 197.455, preference points may be awarded to the competitive open examination rating of a qualified veteran or the spouse of a deceased or disabled veteran. Preference points are awarded subject to the provisions of Minn. Stat. § 197.455 and will be applied to the applicant's rating on his or her application.

A veteran or the surviving spouse of a deceased veteran may be eligible to receive a veterans preference of ten (10) points on the rating of their application. A veteran is a citizen of the United States or resident alien who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or who has or met the minimum active duty requirement as defined by Code of Federal Regulations, title 38, section 3.12a, or who has active military service certified under section 401, Public Law 95-202.

A disabled veteran or a spouse of a disabled veteran who because of his or her disability is unable to qualify for the position may receive a veterans preference of fifteen (15) points on the rating of his or her application. A disabled veteran is a veteran who has a compensable service-connected disability as adjudicated by the United States Veterans Administration, or by the retirement board of one of the branches of the armed forces of the United States.

To be eligible to receive veterans preference points, the applicant must:

1. Complete the veterans preference application and request a veterans preference.
2. Provide the documentation identified below with the application or within 7 days after the application deadline for the position.
  - a. Veterans must provide "Member Copy 4" of their DD214 or DD215.
  - b. Disabled veterans must provide (1) "Member Copy 4" their DD214 or DD215 and (2) a letter from the United States Department of Veterans Affairs (the "USDVA") verifying their disability.
  - c. Spouses of deceased veterans must provide a copy of (1) the veteran's "Member Copy 4" of his or her DD214 or DD215, (2) a marriage certificate to the veteran, and (3) proof of the veteran's death.
  - d. Spouses of disabled veteran must submit a copy of (1) the veteran's "Member Copy 4" of his or her DD214 or DD215, (2) their marriage certificate to the veteran, and (3) a letter from the USDVA verifying the veteran's disability.
3. Meet all minimum job requirements for the position and obtain a passing score on the rating of their application without the addition of veterans preference points.



**SOUTH LAKE MINNETONKA POLICE DEPARTMENT**  
**24150 Smithtown Road**  
**Shorewood, Minnesota 55331-1913**

**MIKE MEEHAN**  
Chief of Police

Office (952) 474-3261  
Fax (952) 474-4477

**AUTHORIZATION FOR BACKGROUND CHECK**

I, \_\_\_\_\_, am being considered for a position of employment with the Excelsior Fire District. I hereby grant my informed consent to, and authorize the **South Lake Minnetonka Police Department** to conduct a records check and furnish this information to the Excelsior Fire District. This may include, but is not limited to, criminal history check, internal records check, jail records, warrants, etc. I hereby release the **South Lake Minnetonka Police Department** from any and all liability for disclosing this public, private and/or confidential information about myself to the Excelsior Fire District.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name (*First-Middle-Last*)

\_\_\_\_\_  
Date-of-Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

Previous Address(es) if resided in MN. less than 5 years.

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

\_\_\_\_\_  
Scott Gerber, Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Excelsior Fire District

\_\_\_\_\_  
Date



**Excelsior Fire District**  
*Serving the Communities of:*  
**Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay**  
24100 Smithtown Road  
Shorewood, MN. 55331

**AUTHORIZATION FOR DRIVER'S LICENSE CHECK**

I, \_\_\_\_\_, am being considered for a position of employment with the Excelsior Fire District. I hereby grant my informed consent to, and authorize the **Excelsior Fire District** to conduct a driver's license records check.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name (*First-Middle-Last*)

\_\_\_\_\_  
Date-of-Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Scott Gerber, Fire Chief  
(*Print*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Excelsior Fire District

\_\_\_\_\_  
Date