

East Fork Fire Protection District

A Career Opportunity For **Firefighter Paramedic and Firefighter Advanced EMT**

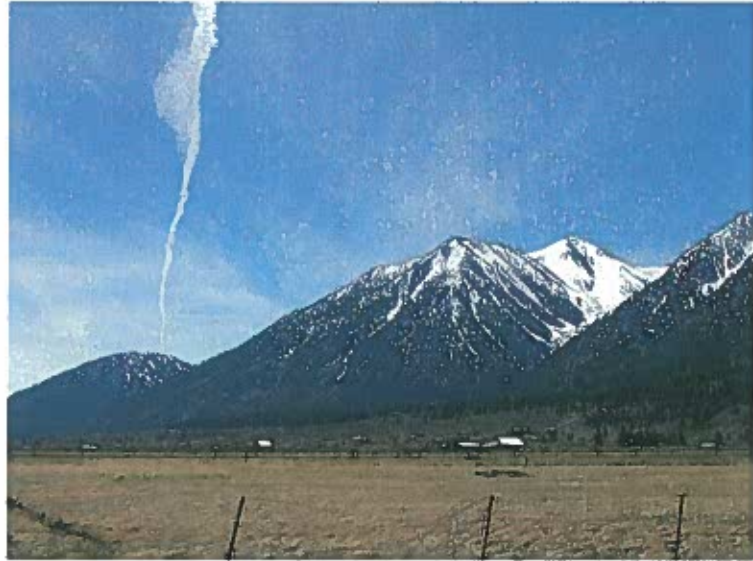


East Fork Fire Protection District
1694 County Road
Minden, Nevada 89423
(775) 782-9040
eastforkfire.org

"Serving the fire and life safety needs of our community"

About East Fork Fire Protection District

East Fork Fire Protection District serves the communities of Carson Valley and Topaz within Douglas County. Douglas County was established on November 25, 1861 as one of the first nine counties by the first Nevada Territorial Legislature with the county seat in Genoa, the site of Nevada's first settlement. When Nevada became a state on October 31, 1864, Douglas became one of the original counties. Douglas is named after Stephen A. Douglas,



a former Illinois Senator who opposed Lincoln in the 1860 Presidential Election. In 1910, a fire damaged the Genoa courthouse and the county seat was moved to Minden in 1915.

East Fork Fire Protection District is named after the East Fork of the Carson River. The Carson River has both an East and West fork with the East being the largest. East Fork is relatively young, organized in 1981. Prior to East Fork's formation, the community was served by our volunteer fire departments, as well as a Douglas County Fire Department that employed a Fire Chief. A Paramedic District was later created. Through the years, these two agencies merged administratively and then officially, with the fire protection district eventually absorbing the services of the paramedic district.

GEOGRAPHY

East Fork covers 675 square miles of Douglas County's 751 square miles. Our geography ranges from lands at Lake Tahoe to Topaz Lake to the Pine Nut Mountain Range to the gorgeous ranching communities of Minden and Gardnerville. Our jurisdiction is bordered by Carson City Fire Department, Tahoe Douglas Fire District, Eastern Alpine Volunteer Fire Department, Antelope Valley Volunteer Fire Department and the Smith Valley Fire Protection District. We are a good mix of suburban, rural and frontier areas with landscapes from traditional sage and grass mix to conifers. Our elevation changes greatly which provides our outstanding mountain views!

COMMUNITY PROFILE

Minden/Gardnerville is reminiscent of *Rockwell's* America. Genoa is constantly in the running for the most picturesque rural town in America. Fishing is outstanding at Topaz Lake and what could be said about Lake Tahoe? Our community is comprised of 40,000 full time residents that balloons with up to 50,000 for special events such as the Air Show that has performances by the Thunderbirds, Genoa's Candy Dance and the annual Carson Valley Days festival. Our major employers are gaming and tourism, research and manufacturing and government services. We are home to one of three Starbucks Roasting Plants worldwide along with North Sails, the predominant manufacturer of high performance sails. Our airport is world renown for gliding as our mountains and valley make us the best spot in the world for gliding.

Our community has all of the facilities and amenities of a metropolitan area while providing rustic rural charm. The regional atmosphere of our community allows for great experiences in the State Capital of Carson City along with excellent alpine skiing at Lake Tahoe.

CLIMATE

Elevations within the County vary from a low of 4,625 feet on the valley floor to a high of 9,500 feet at East Peak. The proximity of the Carson Valley to the Sierra Nevada Mountains creates one of the most comfortable daily temperature ranges in the continental United States. Generally, the climate is arid, with warm summers, moderate winters, and cool evening temperatures year around.



"The East Fork Fire District is a team of compassionate, honest, dedicated professionals committed to serving the fire and life safety needs of our community"

About the District

The East Fork Fire Protection District is a separate and independent fire district which was formed under NRS 474.

The Fire Chief reports directly to the District Board of Directors. Career employees are represented by IAFF Local 3726. Management and labor are committed to working together regarding programs, needs, policy, and budget.

The East Fork Fire Protection District provides "all risk" service to the Carson Valley and southern Douglas County, as well as having jurisdiction within the Lake Tahoe Basin. Personnel are trained to provide structural firefighting, wildland firefighting, hazardous materials response, technical rescue, and emergency medical services. Emergency medical services account for over 85% of the total call volume. The district responds to 6,500 calls for service per year with an average annual increase of 3 to 4 percent per year.

The district employs several career staff, which include one District Fire Chief, two Deputy Fire Chiefs, three Battalion Chiefs, twelve Captains, twelve engineers, twenty seven



firefighter/medics, three Training/Safety Captains, one Fire Investigator/Captain, one Fire Inspector, and eleven clerical and support personnel. The career staff works co-dependently with the 50 plus logistical volunteers to provide services. Each of the Chief Officers of the districts is assigned specific areas of oversight under a "single point authority" method of management.

The organizational structure is composed of three functional divisions, including Administration, Operations/Training/Safety, and Fire Prevention/Support Services.

Services provided by these divisions include: responding to and managing requests for emergency services, fire investigations, building inspections, code enforcement, training, safety, public education, budget and finance, contract negotiation, resource management, vehicle maintenance, emergency management, communications, volunteer recruitment and retention, support services, and general administration. The Districts also provide contract service for Emergency Management to Douglas County

The district receives funding from several different sources. The final budget for the fiscal year 2017/18 totals nearly fifteen million dollars. The basic direction from the Board is to work towards a balanced budget with no impacts on existing services and to do so using existing tax rates and user fees, where applicable.

Employees are represented by the East Fork Professional Firefighters Association, (IAFF Local 3726). The districts continue to enjoy a positive relationship with the firefighter's union and are

Looking Ahead

currently involved in contract negotiations. Personnel up to the rank of Battalion Chief are covered by the Collective Bargaining Agreement.

Standard of Cover – The districts are currently in the process of revising a comprehensive Standard of Cover. The initial development of this document was identified in the District's Strategic Plan in 2006. It is anticipated that significant beneficial changes in operations may result when this update is complete, all to the benefit of our constituents. ***Three person engine staffing and the implementation of apparatus engineer positions have already been accomplished.***

Budget and Finance – Like most governmental agencies, funding has taken center stage in our day to day operations. While the district's financial situation has improved funding, costs, and budgetary issues are a current reality for the districts to manage.

Strategic Plan Update and Revision – The District is currently in the process of revising its Strategic Plan. The original plan, adopted in 2006, has seen over 90% implementation successes.

Wildland and Urban Interface Fire Suppression – Urban interface and wildland fire suppression is one of our greatest challenges. The district contains numerous urban interface zones and in most cases is the initial attack agency to fires on federal lands. The district actively participates in mutual and automatic aid within the region and throughout the United State. Several employees are members of both Type III and Type II National Incident Management Teams.

Volunteer Recruitment Initiative – The District is embarking on a comprehensive district-wide volunteer recruitment program with an emphasis on recruiting logistical volunteers to support incident needs.



Compensation and Benefits

The salary range for the Firefighter-Advanced EMT is \$43,883 to \$61,559 and for the Firefighter-Paramedic the salary range is \$51,950 to \$72,887. Both positions are covered under labor contracts with negotiations currently in progress. Both labor and management are committed to increasing the starting pay for both positions with a new labor contract. The district has a generous benefits program including state retirement plan (PERS), health, dental, vision, and life insurance, paid vacation and sick days. Working conditions within the district are outstanding and the area offers a high quality of life. These positions work under the 48/96 work schedule. Please see the attached job descriptions for more information.



**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Firefighter-Advanced EMT	FLSA: Non-Exempt
DIVISION:	Operations	
REPORTS TO:	Captain	DATE: October 18, 2016

POSITION SUMMARY:

Responds to and mitigates medical emergencies, structure and wildfire, hazardous materials releases and other incidents to protect life and property; participates in fire prevention, training, and station and equipment maintenance.

ESSENTIAL FUNCTIONS:

- Responds to medical emergencies; triages the incident; evaluates the condition of the sick or injured person; and determines the level of care needed. Performs intermediate life support services, medical procedures, and administers medications as approved by the Medical Director; transports sick or injured persons; maintains voice contact with medical practitioner to report status of patient while in route per protocol and timely completes all paperwork.
- Responds to fire emergencies; operates engine, pumps, and fire-fighting equipment; performs ground fire operations; establishes an incident command system and evaluates the situation; documents events for written incident report; participates in the practice of cross staffing apparatus as necessary.
- Maintains equipment, apparatus, and fire station facility; ensures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains station facility in accordance with District policies and direction.
- Responds to hazardous material emergencies; identifies potential hazardous material situations and determines strategy for dealing with incident; follows evacuation procedures including the proper handling of contaminated patients; sets up and provides decontamination.
- Performs rescue efforts; determines tactics to use and ensures the safety of all rescue personnel and observers. Participates in search parties, enters hazardous environments, and administers appropriate techniques to accomplish rescue.
- Maintains equipment, apparatus and fire station; assures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains the station house in accordance with department policies.
- Participates in training; reads reference materials including administrative practices and policy manuals, fire science literature, technical journals, and educational publications. Attends mandatory training classes on specialized technique such as CPR, EMT re-certification, hazardous materials incidents, and infection control;

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- attends training sessions on-site at the fire station and at other institutions; participates in practice drills and physical fitness activities.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma.

Required Knowledge and Skills

Knowledge of:

- Fire-fighting and rescue techniques, methods and practices.
- Advanced emergency medical procedures and patient assessment techniques.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Arithmetic computations and formulas.
- Operation and maintenance of fire-fighting equipment, apparatus, and special devices and materials.
- District policy and procedures.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Learning and mastering a variety of fire-fighting duties, methods, techniques and effective and safe operation of fire equipment and maintenance of equipment, upon the successful completion of a the regional firefighter academy.
- Evaluating patient's conditions and properly render emergency medical care including the administration of emergency medications.
- Responding quickly and effectively to changing situations under emergency conditions.
- Preparing and composing reports and records on activities performed.
- Communicating effectively in oral and written forms.
- Contributing to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Following all established safety processes and procedures.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class B driver's license with an "F" endorsement. Within 12 months of employment Nevada Class C required at time of application
- Ambulance Attendant license within six (6) months of date of employment.
- EMT-Advanced certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Firefighter-Paramedic	FLSA: Non-Exempt
DIVISION:	Operations	
REPORTS TO:	Captain	DATE: October 13, 2016,

POSITION SUMMARY:

Responds to and mitigates medical emergencies, structure and wildfire, hazardous materials releases and other incidents to protect life and property; participates in fire prevention, training, and station and equipment maintenance.

ESSENTIAL FUNCTIONS:

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- Communicating effectively in oral and written forms.
- Contributing to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Following all established safety processes and procedures.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class B driver's license with an "F" endorsement. Within 12 months of employment Nevada Class C required at time of application
- American Heart Association ACLS/PALS certification.
- Ambulance Attendant license within six (6) months of date of employment.
- EMT-Paramedic certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Successful completion of the Regional Firefighter Academy and earning Firefighter I Certification.*
3. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
4. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

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