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| Scotts Valley Fire Protection District |  |
| POLICY: 1501 | SUBJECT: Entry Level Firefighter or Firefighter/Paramedic Hiring |
| DATE APPROVED: 12/10/2008 | |
| BOARD CHAIR: <i>R. J. Clark Jr.</i> | FIRE CHIEF: <i>Michael P. Murray</i> |


Policy 1501: Entry Level Firefighter or Firefighter/Paramedic Hiring

When no current eligibility list exists for the position needing to be filled, the Board of Directors may determine that it is appropriate to recruit for open positions or vacancies in the entry level firefighter positions in the district by soliciting applications solely from paid call members of the district. If the Board does so determine, then the chief shall provide a notice to all district paid call members of the open positions or vacancies available, which notice shall state where applications may be obtained, the final date for filing applications, and how applicants may be chosen to take the tests. All applications received will be processed and applicants shall be qualified or disqualified.

The Board of Directors may also direct that open recruitment and testing for required positions be conducted based on the position(s) needing to be filled. This may be done independently or cooperatively with other agencies testing for similar positions.

In either case the testing components will include the following with successful completion of each component required as a condition of employment:

1. Application screening for minimum requirements based on job description
2. Written test
3. Physical agility test
4. Oral interview
5. Chiefs interview
6. Medical physical

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7. Comprehensive background check including report on driving record including insurability with the District's insurance carrier.

In the case of an open testing process, candidates will be required to pass all of the test components as established by the Emergency Medical Services Integration Authority. This process is hereby referenced as the standard for the testing process.

Upon meeting the minimum qualifications and successful completion of the written test, physical agility test, oral interview and background check, candidates will be placed on an eligibility list. The Board of Directors will certify the list, which will be valid for a period of one year from the date of certification by the Board. The sequence of the list will be based upon the test scores of the successful candidates.

The list will be brought before the Board prior to expiration at which time the Board could consider extending the list for a period to be determined by the Board. The Board may, at its discretion, extend the list or determine that the list will terminate as otherwise defined in this policy.

The Fire Chief is hereby authorized to consider any candidate from the list for each appointment. The Fire Chief may conduct further interviews to make this selection.

The Fire Chief may consider personnel, who are currently Paid Call Firefighters for the Scotts Valley Fire Protection District and in good standing, if they are on a joint agency or open list regardless of their position on the list.

Upon hiring, the Entry Level Firefighter or Firefighter/Paramedic will be on Probationary Status for a period of twenty-four months from the date of hire.