



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

July 17, 2018

Dear Applicant:

We are currently in the process of reviewing applications for the position of Paid Call Firefighter. If you are interested in this position, you will need to do the following:

1. Attend the mandatory orientation on Friday, August 31, 2018 from 6:00 p.m. to 7:00 p.m. at the Scotts Valley Fire Protection District (SVFPD) Station 1, 7 Erba Lane, Scotts Valley. Please call the SVFPD Administrative Office during business hours by Wednesday, August 29, 2018 to confirm you will be attending the PCF Orientation. Please bring the following documents to the orientation:
  - The enclosed completed Application and PCF Interest Sheet
  - The enclosed Privacy Form authorizing the SVFPD to review your DMV Report
  - A copy of your DMV Drivers License Report (H6 ten year report printed within the last 30 days)
  - A copy of your High School Diploma or GED
  - A copy of your CPR Card and Advance First Aid Card or equivalent
  - A copy of your CPAT Card issued within the last year (can be submitted at the time of your Interview)
2. If you have not submitted a copy of your CPAT Card, you will need to bring a copy to your Interview. The CPAT is a physical agility test given by the California Firefighters Joint Apprentice Committee. For information on taking the CPAT Test, visit the CFFJAC website at [www.cffjac.org](http://www.cffjac.org) (type in CPAT Card on the website search bar). The CPAT Test dates will be posted for the Livermore Training Facility on the website. The CFFJAC contact number is (877) 648-2728 and the email address is [cpat@cpf.org](mailto:cpat@cpf.org).
3. After your DMV report has been cleared by our insurance carrier, you will be scheduled for an Interview between 5:00 – 9:00 p.m. on September 17 or 18.
4. You will be required to pass a background check and medical physical, which will be scheduled after successful completion of the Interview.

Failure to complete the above process will disqualify your application. Enclosed is the PCF Hiring Policy 1506 and the Salary Schedule for your reference. If you have any questions, please don't hesitate to call our office.

Captain Andrew LoFranco

*Enclosures*



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## Privacy Form

Date: \_\_\_\_\_

I, \_\_\_\_\_ give permission to the Scotts Valley Fire Protection District  
(Applicant name – PLEASE PRINT)

and ANB Insurance to review my driving record from the State Department of Motor Vehicles. I  
acknowledge that my driving record may have a bearing on my employment or volunteer eligibility.

Sincerely,

\_\_\_\_\_  
(Signature)

**Please complete and return this form with your DMV Drivers License Report (H6 ten year printout)  
printed with in the last 30 days.**



## SCOTTS VALLEY FIRE PROTECTION DISTRICT APPLICATION AND PERSONNEL FORM

P E R S O N A L  I N F O R M A T I O N	NAME: _____				
		Last	First	Middle	
	PRESENT ADDRESS: _____				
		Street	City	Zip	
	MAILING ADDRESS: _____				
		Street	City	Zip	
	HOME PHONE: _____				
	ARE YOU OVER 18:		YES	NO	PLACE OF BIRTH: _____
	U.S. CITIZEN:		YES	NO	DRIVERS LICENSE NO.: _____
	IN CASE OF EMERGENCY NOTIFY: _____		PHONE NUMBER: _____		
ADDRESS: _____					
	Street	City	Zip		
RELATIONSHIP: _____					
E M P L O Y M E N T  H I S T O R Y	EMPLOYER: _____				
	ADDRESS: _____				
		Street	City	Zip	
	SUPERVISOR: _____		PHONE NUMBER: _____		
	JOB TITLE: _____		BASIC DUTIES: _____		
	CURRENT EMPLOYER: YES NO		MAY WE CONTACT YOUR SUPERVISOR: YES NO		
	EMPLOYER: _____				
	ADDRESS: _____				
		Street	City	Zip	
	SUPERVISOR: _____		PHONE NUMBER: _____		
JOB TITLE: _____		BASIC DUTIES: _____			
MAY WE CONTACT YOUR SUPERVISOR: YES NO					



# SCOTTS VALLEY FIRE PROTECTION DISTRICT APPLICATION AND PERSONNEL FORM

<b>R E F E R E N C E S</b>	1. _____ Name Address Phone
	2. _____ Name Address Phone
	3. _____ Name Address Phone
<b>E D U C A T I O N</b>	HIGH SCHOOL: _____ DATE GRADUATED: _____ LOCATION: _____
	COLLEGE: _____ DATE GRADUATED: _____ LOCATION: _____
	SUBJECTS STUDIED: _____ DEGREE: _____
	SPECIAL SKILLS OR TRAINING: _____ _____ _____
	_____
	_____
<b>M I L I T A R Y</b>	SERVICE RECORD: _____
	BRANCH OF SERVICE: _____ RANK: _____
	DATE AND TYPE OF DISCHARGE: _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for disqualification.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## PAID CALL (VOLUNTEER) FIREFIGHTER INTEREST FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FIREFIGHTER/MEDICAL CERTIFICATIONS: (Mark all that apply)

First Aid    CPR    Firefighter I    EMT    Paramedic

Other: \_\_\_\_\_

ARE YOU A MEMBER OF CALPERS BY PREVIOUS EMPLOYMENT (EITHER  
YOU HAVE FUNDS ON DEPOSIT OR SERVICE CREDIT):    YES    NO

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NOTE: Please fill out completely and legibly.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1506</b>	<b>SUBJECT: Paid Call Firefighter (PCF) Hiring</b>
<b>DATE APPROVED: 2/8/2017</b>	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

**Policy 1506: Paid Call Firefighter (PCF) Hiring**

PCF's supplement the Fire District's regular career Firefighters on emergency incidents and in community service activities. The PCF must meet the following minimum qualifications and participate in a selection/testing process:

- Citizen of the United States or a permanent resident alien who is eligible for citizenship
- Minimum age of 18 years of age
- High school graduate or it's tested equivalent
- Must reside within a 10 mile travel distance to headquarters fire station
- Must possess and maintain a valid Class C California Driver License
- Must be "insurable" to drive and operate District vehicles as defined and determined by the District insurance carrier
- Must pass a medical physical examination as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group to include 20/40 vision (uncorrected)
- Good physical condition and agility
- Possess a valid "Advanced First Aid" card or equivalent

PCF's shall not be a member of any other fire department or district as a career firefighter, volunteer, paid-call, or equivalent title for any other fire agency.

Any person wishing to become a PCF will submit a district application to the administrative office. Applications submitted will be reviewed and screened to determine if the applicant meets all requirements.

The District will maintain a file of interested candidates. All candidates on file will be invited to take part in the testing process. Candidates will be required to respond in writing to confirm their continued interest before proceeding with the testing process.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1506</b>	<b>SUBJECT: Paid Call Firefighter (PCF) Hiring</b>

Candidates for Paid Call Firefighter positions will complete the following process:

1. Application screening for minimum requirements to participate in the testing process.
2. Review and approval of driving record by the District's liability insurance carrier.
3. Possess a current CPAT card.
4. Oral interview.
5. Medical physical evaluation by the District's designated physician.
6. Comprehensive background check.

Unacceptable ratings, incompleteness or failure of any of the above testing components will be cause for disqualification of the candidate.

Scores from the oral interview process shall be used to determine and establish an eligibility list. A minimum of 70% is required to pass the oral interview.

The eligibility list shall remain in effect for one year from the time of the first appointment. This list may be terminated or extended by the Fire Chief.

Newly appointed PCF's shall be required to successfully complete a comprehensive training academy, unless the required certifications have already been obtained from a previous fire academy.

All newly appointed PCF's will be on Probationary Status for a period of one year from the date of hire.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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Salary Schedule	Time Base	7/1/2017	7/1/2018	7/1/2019	Step %
Secretary Receptionist A	Hourly	\$23.99	\$24.71	\$25.45	
Secretary Receptionist B	Hourly	\$25.19	\$25.94	\$26.72	5%
Secretary Receptionist C	Hourly	\$26.45	\$27.24	\$28.06	5%
Administrative Secretary A	Monthly	\$5,272	\$5,431	\$5,594	15%
Administrative Secretary B	Monthly	\$5,536	\$5,702	\$5,874	5%
Administrative Secretary C	Monthly	\$5,813	\$5,987	\$6,167	5%
Firefighter 1	Monthly	\$6,668	\$6,868	\$7,074	
Firefighter 2	Monthly	\$7,000	\$7,210	\$7,427	5%
Firefighter 3	Monthly	\$7,353	\$7,573	\$7,801	5%
Engineer 1	Monthly	\$7,923	\$8,160	\$8,405	8%
Engineer 2	Monthly	\$8,319	\$8,569	\$8,826	5%
Engineer 3	Monthly	\$8,735	\$8,997	\$9,267	5%
Paramedic Incentive FF/ENG	Monthly	\$700	\$721	\$742.70	
Haz Mat Incentive Engineer 3	Monthly	\$436.75	\$449.85	\$463.35	
Captain 1	Monthly	\$9,608	\$9,896	\$10,193	10%
Captain 2	Monthly	\$9,992	\$10,292	\$10,601	4%
Captain 3	Monthly	\$10,392	\$10,703	\$11,025	4%
Administrative Captain 1	Monthly	\$9,992	\$10,292	\$10,601	4%
Administrative Captain 2	Monthly	\$10,392	\$10,704	\$11,025	4%
Administrative Captain 3	Monthly	\$10,808	\$11,131	\$11,466	4%
Paramedic Incentive Captain	Monthly	\$210	\$216.30	\$221.81	
Haz Mat Incentive Captain	Monthly	\$475	\$475	\$475	
Battalion Chief 1	Monthly	\$11,951	\$12,309	\$12,678	15%
Battalion Chief 2	Monthly	\$12,309	\$12,679	\$13,059	3%
Battalion Chief 3	Monthly	\$12,679	\$13,059	\$13,451	3%
Battalion Chief Management Incentive	Monthly	\$812.50	\$866.67	\$920.83	
Fire Chief A	Monthly	\$14,580	\$15,017	\$15,468	15%
Fire Chief B	Monthly	\$14,944	\$15,392	\$15,855	2.5%
Fire Chief C	Monthly	\$15,318	\$15,777	\$16,251	2.5%
Fire Chief Management Incentive	Monthly	\$758.33	\$758.33	\$758.33	
Hydrant Maintenance Worker	Hourly	\$16.00	\$16.00	\$16.00	
		12/3/2016	1/1/2019	1/1/2020	
Paid Call Firefighter (PCF)	Hourly	\$11.00	\$12.00	\$13.00	
Hydrant Maintenance Worker (PCF)	Hourly	+\$5.00	+\$5.00	+\$5.00	
Minimum Shift Staffing (PCF)	Hourly	+\$10.00	+\$10.00	+\$10.00	
Assigned Paramedic Shift Staffing (PCF)	Hourly	+\$2.00	+\$2.00	+\$2.00	

Approved by the SVFPD Board of Directors at the Regular Board Meeting on September 13, 2017