



Gig Harbor Fire & Medic One

Hiring Process for the Position of: Career Firefighter/EMT

Qualified and Interested Candidates Must:

1. **Submit Letter of Intent and Documentation:** E-mail your intent to apply for the position of Firefighter, along with the documentation described below, to HR@gigharborfire.org on or before November 11, 2019.

Required Documentation:

- Letter of Intent to participate in our hiring process (form attached)
- Gig Harbor Fire & Medic One Contact Information Sheet (form attached)
- Copy of high school diploma, GED, or signed Verification (form attached)
- Completed Veterans Scoring Criteria Status Declaration (form attached/if applicable)
- Copy of current driver's license
- Copy of current CPAT Certification

Recommended optional documentation:

Along with the above-described required documentation, please include any other documents/certificates you would like us to have. There will be no other opportunity to provide these materials:

- Copy of EMT Certification Card (if applicable)
- Training certificates
- Letters of recommendation
- College transcripts and/or diploma
- Resume

2. **Complete Personal History Statement ("PHS") - online by November 17, 2019:** A personal History Statement with Public Safety Testing must be completed online on or before November 17, 2019. After November 17, your PHS may be updated or amended to enhance accuracy. If you make any updates after November 17, 2019, you must notify us by emailing hr@gigharborfire.org.
3. **Initial Panel Interview:** All candidates will participate in a brief, initial panel interview between November 18-22, 2019. Once we receive your application materials, you will be contacted to schedule a specific day/time. Interviews will take place at:

Gig Harbor Fire & Medic One Headquarters, Station 50
10222 Bujacich Road NW
Gig Harbor, WA 98332

Letter of Intent

November ____, 2019

Dear Gig Harbor Fire & Medic One:

This letter confirms my intent to participate in the Spring 2020 Firefighter Hiring Process with Gig Harbor Fire & Medic One.

[Signature]

[Printed Name]



Gig Harbor Fire & Medic One

Contact Information Sheet

Applicants will be notified of their progress in the selection process. Please complete the information below in order for Gig Harbor Fire & Medic One personnel to contact you in the most efficient and confidential manner.

If you do not want our personnel to contact you at a specific location (work), or by a specific method, please leave that space blank.

Applicant Name

HOME INFORMATION

Street Address

Apartment Number

City, State, Zip Code

Home Phone Number

Best time to call:

Home FAX

Personal Email Address

Personal Cell Phone:

Best time to call:

Notes:

WORK INFORMATION

Organization

Street Address

Cty, State, Zip Code

Work Phone

Best time to call:

Work FAX

Work Email Address

Work Cell Phone

Best time to call:

Notes:

VERIFICATION OF HIGH SCHOOL COMPLETION

Gig Harbor Fire & Medic One
10222 Bujacich Rd NW
Gig Harbor, WA 98333
hr@gigharborfire.org
253-851-3111

ATTESTATION FORM:

I, _____ (candidate's name), hereby certify that:

INITIAL I graduated from: _____
NAME OF HIGH SCHOOL

CITY, STATE DATE OF GRADUATION
(MM/YYYY)

INITIAL I earned a GED
from: _____
NAME OF HIGH SCHOOL

CITY, STATE DATE OF GRADUATION
(MM/YYYY)

If for any reason, this attestation of high school graduation or GED completion is found to be false or untrue, I understand that I will not have met the minimum eligibility requirements for employment with Gig Harbor Fire and Medic One.

By my signature below, I attest that the information provided above is true and correct to the best of my knowledge. I authorize Gig Harbor Fire & Medic One to contact my high school or GED testing facility to confirm the accuracy of the above information.

SIGNATURE

DATE

Veterans Scoring Criteria Status Declaration – Applicant for Employment

Veteran's Scoring Criteria Status Declaration (formerly Veteran's Preference)

NAME _____ **DATE** _____
(please print) Last First MI

- RCW 41.04.005: "Veteran" defined for certain purposes
- RCW 41.04.007: "Veteran" defined for certain purposes
- RCW 41.04.010 provides for veterans' scoring criteria status to be added to the passing grade of certain veterans.

1. I certify that:

- ✓ I have been released from active military service or I am in receipt of separation orders; AND
- ✓ I received an honorable discharge or discharge for medical reasons with an honorable record

☐ Yes ☐ No

➡ IF YOU ANSWERED "NO" TO ABOVE, STOP HERE AND SUBMIT THIS FORM

2. Have you been hired or appointed to a position with a state, county or municipal government or other political subdivision of the State of Washington *after* you were eligible for veteran's points?

☐ Yes ☐ No

If "Yes": Job Title _____ Date hired/appointed _____
Employer _____

➡ IF YOU ANSWERED "YES" TO ABOVE, STOP HERE AND SUBMIT THIS FORM

3. Scoring Criteria Status Claimed (check one if you are eligible):

- ☐ Ten percent (10%) to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations.
- ☐ Five percent (5%) to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations.

I certify that to the best of my knowledge I am entitled to the veteran's scoring criteria status as set forth in RCW 41.04.010, and that by falsely claiming veterans' scoring criteria status I will be disqualified from employment with **Gig Harbor Fire & Medic One**. I also understand that, if employed, any misrepresentation of facts regarding my receiving veteran's scoring criteria status is sufficient cause for dismissal.

Please sign below and attach a copy of your United States Department of Defense discharge document DD Form 214, National Guard Bureau Report of Separation & Service NGB Form 22, or other equivalent or successor discharge paperwork (DD Form 214WS Worksheet, USDVA Verification Letter, Statement of Military Service) that characterizes your service as honorable.

Applicant Signature _____

RCW 41.04.005**"Veteran" defined for certain purposes.**

(1) As used in RCW 41.04.005, 41.16.220, 41.20.050, and 41.40.170 "veteran" includes every person, who at the time he or she seeks the benefits of RCW 41.04.005, 41.16.220, 41.20.050, or 41.40.170 has received an honorable discharge, is actively serving honorably, or received a discharge for physical reasons with an honorable record and who meets at least one of the following criteria:

(a) The person has served between World War I and World War II or during any period of war, as defined in subsection (2) of this section, as either:

(i) A member in any branch of the armed forces of the United States;

(ii) A member of the women's air forces service pilots;

(iii) A U.S. documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration, the office of defense transportation, or their agents, from December 7, 1941, through December 31, 1946; or

(iv) A civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946; or

(b) The person has received the armed forces expeditionary medal, or marine corps and navy expeditionary medal, for opposed action on foreign soil, for service:

(i) In any branch of the armed forces of the United States; or

(ii) As a member of the women's air forces service pilots.

(2) A "period of war" includes:

(a) World War I;

(b) World War II;

(c) The Korean conflict;

(d) The Vietnam era, which means:

(i) The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period;

(ii) The period beginning August 5, 1964, and ending on May 7, 1975;

(e) The Persian Gulf War, which was the period beginning August 2, 1990, and ending on February 28, 1991, or ending on November 30, 1995, if the participant was awarded a campaign badge or medal for such period;

(f) The period beginning on the date of any future declaration of war by the congress and ending on the date prescribed by presidential proclamation or concurrent resolution of the congress; and

(g) The following armed conflicts, if the participant was awarded the respective campaign badge or medal, or if the service was such that a campaign badge or medal would have been awarded, except that the member already received a campaign badge or medal for a prior deployment during that same conflict: The crisis in Lebanon; the invasion of Grenada; Panama, Operation Just Cause; Somalia, Operation Restore Hope; Haiti, Operation Uphold Democracy; Bosnia, Operation Joint Endeavor; Operation Noble Eagle; southern or central Asia, Operation Enduring Freedom; Persian Gulf, Operation Iraqi Freedom; Iraq and Syria, Operation Inherent Resolve; and Afghanistan, Operation Freedom's Sentinel.

[2018 c 61 § 1. Prior: 2005 c 255 § 1; 2005 c 247 § 1; prior: 2002 c 292 § 1; 2002 c 27 § 1; 1999 c 65 § 1; 1996 c 300 § 1; 1991 c 240 § 1; 1984 c 36 § 1; 1983 c 230 § 1; 1982 1st ex.s. c 37 § 20; 1969 ex.s. c 269 § 1.]

NOTES:

Severability—2005 c 247: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [2005 c 247 § 3.]

Effective date—2005 c 247: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [May 3, 2005]." [2005 c 247 § 4.]

Effective date—1983 c 230: "This act is necessary for the immediate preservation of the public peace, health, and safety, the support of the state government and its existing public institutions, and shall take effect July 1, 1983." [1983 c 230 § 3.]

Effective date—Severability—1982 1st ex.s. c 37: See notes following RCW 28B.15.012.

RCW 41.04.007**"Veteran" defined for certain purposes.**

"Veteran" includes every person who, at the time he or she seeks the benefits of RCW **46.18.212**, **46.18.235**, **72.36.030**, **41.04.010**, **73.04.090**, or **43.180.250**, has received an honorable discharge, received a discharge for medical reasons with an honorable record, where applicable, or is in receipt of a United States department of defense discharge document DD form 214, NGB form 22, or their equivalent or successor discharge paperwork, that characterizes his or her service as honorable, and who has served in at least one of the following capacities:

(1) As a member in any branch of the armed forces of the United States, including the national guard and armed forces reserves, and has fulfilled his or her initial military service obligation;

(2) As a member of the women's air forces service pilots;

(3) As a member of the armed forces reserves, national guard, or coast guard, and has been called into federal service by a presidential select reserve call up for at least one hundred eighty cumulative days;

(4) As a civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946;

(5) As a member of the Philippine armed forces/scouts during the period of armed conflict from December 7, 1941, through August 15, 1945; or

(6) A United States documented merchant mariner with service aboard an oceangoing vessel operated by the department of defense, or its agents, from both June 25, 1950, through July 27, 1953, in Korean territorial waters and from August 5, 1964, through May 7, 1975, in Vietnam territorial waters, and who received a military commendation.

[2017 c 97 § 1; 2013 c 42 § 1; 2010 c 161 § 1105; 2007 c 448 § 1; 2006 c 252 § 2. Prior: 2005 c 251 § 1; 2005 c 216 § 7; 2002 c 292 § 2.]

NOTES:

Effective date—Intent—Legislation to reconcile chapter 161, Laws of 2010 and other amendments made during the 2010 legislative session—2010 c 161: See notes following RCW 46.04.013.

RCW 41.04.010**Veterans' scoring criteria status in examinations.**

In all competitive examinations, unless otherwise provided in this section, to determine the qualifications of applicants for public offices, positions, or employment, either the state, and all of its political subdivisions and all municipal corporations, or private companies or agencies contracted with by the state to give the competitive examinations shall give a scoring criteria status to all veterans as defined in RCW 41.04.007, by adding to the passing mark, grade or rating only, based upon a possible rating of one hundred points as perfect a percentage in accordance with the following:

(1) Ten percent to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;

(2) Five percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;

(3) Five percent to a veteran who was called to active military service from employment with the state or any of its political subdivisions or municipal corporations. The percentage shall be added to promotional examinations until the first promotion only;

(4) All veterans' scoring criteria may be claimed:

(a) Upon release from active military service with an honorable discharge or a discharge for medical reasons with an honorable record, where applicable; or

(b) Upon receipt of a United States department of defense discharge document DD form 214, NGB form 22, or their equivalent or successor discharge paperwork, that characterizes his or her service as honorable.

[2017 c 97 § 2; 2013 c 83 § 1; 2009 c 248 § 1; 2007 c 449 § 1; 2003 c 45 § 1; 2002 c 292 § 4; 2000 c 140 § 1; 1974 ex.s. c 170 § 1; 1969 ex.s. c 269 § 2; 1953 ex.s. c 9 § 1; 1949 c 134 § 1; 1947 c 119 § 1; 1945 c 189 § 1; Rem. Supp. 1949 § 9963-5.]

NOTES:

Veterans and veterans' affairs: Title 73 RCW.

FREQUENTLY ASKED QUESTIONS FF/EMT APPLICATION PROCESS

Effective 3/30/2018



What are Gig Harbor Fire & Medic One's mission statement and core values?

Mission Statement

Gig Harbor Fire & Medic One will provide exceptional service to our citizens and our members with dedication, compassion and respect, while continually striving for improvement.

Core Values

Accountability
Continuous Improvement

Customer Service
Excellence
Integrity

Safety
Teamwork

What are the requirements for the Physical Fitness/Ability Test?

	Maximum	Standard	Minimum
Chin ups	8	4	2
Upright Row #50	30	22	13
Squat #120	31	23	14
Military Shoulder Press #50	22	15	7
Lateral Pull down #110	17	11	4

The physical fitness test will also evaluate cardio-respiratory endurance, body composition, pulmonary function, flexibility, and muscular strength. A report card format (4.0 scale) will show direct comparison between candidates.

What benefits does Gig Harbor Fire offer?

These are just a few of the many benefits:

- **Health Insurance**

Medical/Dental/Vision insurance - Union members currently pay \$50.00 per month towards their insurance premium.

The District also provides a Health Reimbursement Account (HRA) (currently \$535 per month), which may be used to pay expenses such as deductibles and co-pays.

- **Sick Leave Accrual**

Twenty-four hour employees will start with 240 hours of sick leave and will accrue an additional 24 hours of sick leave per month as of the date of hire.

- **Holiday Time**

Twenty-four hour employees receive 96 hours (four shifts) of paid holiday time each year.

- **Retirement**

In addition to retirement through the State of Washington LEOFF II Program, deferred compensation programs are also available through the State of Washington, Decision Point Financial and Voya. The District offers matching funds of up to \$700 per month.

- **Annual Vacation Accrual**

Completed Years Of Service	24-Hour Shift
1-4 Years	168 Hours
5-9 Years	216 Hours
10-14 Years	288 Hours
15-19 Years	312 Hours
20-24 Years	336 Hours
25+ years	360 hours

- **Educational Incentive Pay**

Associates Degree: Employees who have received an Associate's Degree receive a monthly educational incentive of two percent (2%) of Firefighter first class salary.

Bachelor's Degree: Employees who have received a Bachelor's Degree receive a monthly educational incentive of four percent (4%) of Firefighter first class salary.

Executive Fire Officer: Employees who have received an Executive Fire Officer certification from the National Fire Academy receive a monthly educational incentive of one percent (1%) of firefighter first class salary in addition to any other educational incentive.

- **Educational Reimbursement**

Employees who enroll in a recognized degree program at an accredited school or university may be reimbursed for fifty percent (50%) of the cost of tuition and materials. The employee reimbursement occurs at the completion of each quarter. The program must be in the Fire or Emergency Medical fields to qualify reimbursement and the employee must pass the course with a "C" grade or higher.

- **Longevity**

Completed Years Of Service	Firefighter
5 Years	2%
10 years	2%
15 Years	2%
20 Years	1%
25 Years	1%

Spring 2020 FF Hiring Timeline November 4, 2019*

Public Safety Selection Test List Pulled by Administration	November 4, 2019
Email Notice of Advancement in Process to Candidates Candidates will receive application materials and requirements at this time via email.	November 4, 2019
Last day for Candidates to Email/Letter of Intent and Application Materials	November 11, 2019
Personal History Statement Submission Cutoff Complete online with Public Safety Selection.	November 17, 2019
Initial Panel Interviews	November 18-22, 2019 (<i>candidates will be contacted regarding format and scheduling</i>)
Email Notice of Advancement in Process to Candidates	November 22, 2019
Lab and Panel Interviews	November 25-December 6, 2019*
Email Notice of Advancement in Process to Candidates	December 6, 2019
SAR Testing and Scheduling Chiefs Interviews	December 9-December 13, 2019**
Exercise Science Center Candidates will be required to take physical fitness test with Exercise Science Center.	December 9-December 22, 2019 Please call 253-564-6050 to make your appointment <u>after</u> receiving the December 6, 2019 notice of advancement.
Candidate Social	TBD - Tentatively December 9, 2019***
Fire Chiefs Interview	December 30-January 9, 2020***
Notice of Advancement - Conditional Offer of Employment	January 10, 2020***
Last Day to Accept Conditional Offers	January 13, 2020***
Background Checks	January 13-February 28, 2020***
COE Medical Exams, Hearing, Vision & Drug Screen, Chest X-Ray and Psychological Interviews	March 2-6, 2020***
Notice of Advancement – Final Offer of Employment	March 13, 2020***
Last Day to Accept Final Offer of Employment	March 16, 2020***
First Day of Employment / New Employee Orientation	March 27, 2020***
District Pre Academy Operations Training	March 30-April 10, 2020***
Board of Fire Commissioners Meeting (Introductions)	April 14, 2020, 5:00 p.m.***
Firefighter Academy	April 13, 2020*** [10 weeks plus 8 additional days for Firefighter II training]
District Post-Academy Operations Training	Dates TBD

* All dates subject to revision. We provide this timeline to help you plan around your current work schedule and make travel arrangements, if needed. Please note the dates indicated for “Notice of Advancement.” At that time, you will be notified whether or not you will proceed to the next step. Those who are moving forward in the process will receive further instructions.

** Testing *may* be available on December 14 by prior arrangement.

*** These dates are tentative and will be updated later in our hiring process.