



FIRE FIGHTER POSITION OPENING

The Rushford Fire Department is accepting applications from qualified persons for the position of Fire Fighter. The job description and application form is available on the City website: www.rushford.govoffice.com or by emailing citykaz@goacentek.net. The application may be returned electronically, by mail or in the outside drop box at City Hall. Applications must be returned by 4:30 p.m. Thursday, May 8, 2020. Any person who has applied in the past, must reapply at this time. Following review of applications and interviews of candidates, it is anticipated a recommendation for appointment will be made to the Rushford City Council by early June. The City of Rushford/Rushford Fire Department is an equal opportunity employer and provider.

Rushford Fire Department
City of Rushford

Publish April 20 & 27 Fillmore County Journal
On Face Book
On City Web Page
Posted flyers downtown

FIREFIGHTER

Firefighters serving on the Rushford Fire Department will be required to answer calls at all hours of the day, including weekends. Serving on the department will also require meeting at least two nights per month for training and general membership meetings. It will also include an occasional weekend for fire department purposes. These meetings and training sessions are in addition to responding to fire calls. During the first year probationary period, individuals will be required to begin the Firefighter One training course. These classes are usually held in adjacent cities and will be made available as soon as possible by the training officer. During the probationary period the firefighter will be evaluated on a regular basis. At the end of the probationary period, the applicant will be evaluated to determine whether he/she will be eligible for regular membership with the department. Prior to completion of the second year of service on the department, the firefighter must have successfully completed Firefighter One training.

NATURE OF WORK

The work requires:

- a) The ability to handle adverse working conditions including extreme temperatures, confined spaces, high altitudes, emergencies and a wide range of manual work, including the ability to operate different pieces of fire-fighting equipment.
- b) Ability to establish and maintain effective working relationships with fellow firefighters, supervisors and the public.
- c) Possess sufficient physical strength and agility to perform lifting and moving of heavy equipment; climb, reaching overhead, bending down and entry of confined spaces.
- d) Ability to be available for responding to fire calls when needed.
- e) Able to attend training sessions and department meetings as required by the department.

EXAMPLES OF WORK

Examples of work are:

1. To respond to fire calls in a safe and reasonable manner.
2. Drive fire-fighting vehicles.
3. Operate fire apparatus.
4. Wear Self-Contained Breathing Apparatus (S.C.B.A).
5. Enter burning structures when directed.
6. Carry and lay hose.
7. Roll up hose.
8. Carry and operate forestry water backpacks.
9. Climb ladders.
10. Enter confined spaces.
11. Perform general maintenance on vehicles and equipment.
12. Operate extricating and rescue equipment.
13. When trained to do so, perform emergency medical treatment as needed.
14. Perform other related work as required.

REQUIREMENTS

1. You must reside within 5 miles or 10 minute response time of the City limits.
2. You will be required to successfully complete the Firefighting 1, First Responder and Hazardous Materials Training requirements within two years of being appointed to the Department. Currently the classes run approximately 110 hours, 40 hours and 24 hours respectively (all subject to change).
3. Other related training as specified by the department.
4. You must pass a comprehensive physical as arranged and paid for by a physician of the City's choosing. Failure of this physical will disqualify you for appointment to the position. Signed paperwork from the medical facility is required prior to active duty.
5. "Beards" (facial hair below the upper lip) will not be allowed to be worn by those participating in a Firefighter One training course.
6. Firefighters will be allowed to wear a beard only if he elects not to be an interior firefighter and will not be permitted to wear an S.C.B.A. (Self-Contained Breathing Apparatus).
7. Following completion of the above training, you must agree to provide two (2) years of service to the Rushford Fire Department. If you fail to do so, you must reimburse the Fire Department for the cost of your physical, Firefighter 1 Training and First Responder Training.
8. If selected, you will be expected to sign further letters of agreement.

If you have any questions after this orientation session, feel free to contact any of the following officers: Chief Chad Rasmussen 507-459-0382, 1st Asst. Chief James Dailey 507-450-1703; 2nd Asst. Chief Paul Corcoran 507-459-6793

CHARACTER REFERENCES
(Do not list relatives or former employers)

Name	Occupation	Address	Phone

MEDICAL INFORMATION

Date of last physical exam? _____
Results? _____
Are you now under a Doctors care? _____
Are you willing to take a physical exam? _____
Days of work missed in last 12 months: _____
Family physician: _____ Address: _____

MISCELLANEOUS INFORMATION

What do you do for recreation? _____
Clubs & organizations to which you belong (Exclude those based on race, religion or national origin): _____
Are you willing to take a physical agility test as part of the application process? _____
Do you have any special skills such as electrical or mechanical? _____

THE FOLLOWING IS AGREED TO BY THE APPLICANT'S EMPLOYER

I do hereby certify that this application is made with my knowledge and consent and I understand that if _____ is accepted to the Rushford Fire Department that this individual will be giving part of their time to public service and **will be expected to leave work when the alarm sounds.**

Name of company where you are employed: _____
Address of employer: _____

Telephone of employer: () _____
Name of supervisor: _____
Signature of employer: _____ Date: _____

QUESTIONNAIRE

1. Are you at least eighteen years of age? _____
2. Are you willing to give up nights plus a few weekends for the Department? _____
3. Does your job or type of work take you out of town? _____ If so, how often? _____
4. How does your employer feel about you joining the fire department? _____
5. During your one-year probationary period, you will be required to attend and successfully complete or start Firefighter I class which meets as often as one night per week for 10 weeks. You will be asked to give this extra time during your one year probationary period, agreed? _____
6. Do you have any previous fire fighting experience? _____ If yes, are you a certified Firefighter I firefighter? _____ With what fire department or branch of service? _____
7. Are you afraid of heights? _____
8. Do you have problems with claustrophobia? _____
9. Do you have any medical or physical disabilities? _____
10. Do you currently have any of the following medical problems:
 - ___ Diabetes, insipidus or mellitus?
 - ___ Epilepsy, grand mal or petit mal?
 - ___ Alcoholism?
 - ___ Use certain medication(s)? If so, please list. _____
 - ___ Punctured ear drum?
 - ___ Skin sensitivities?
 - ___ Impaired or non-existent sense of smell?
 - ___ Emphysema?
 - ___ Chronic pulmonary obstructive disease?
 - ___ Bronchial asthma?
 - ___ X-Ray evidence of pneumoconiosis?
 - ___ Evidence of reduced pulmonary function?
 - ___ Coronary artery disease or cerebral blood vessel disease?
 - ___ Severe or progressive hypertension?
 - ___ Anemia, pernicious?
 - ___ Pneumomeiastinum gap?
 - ___ Communication or sinuous through upper jaw to oral cavity?
 - ___ Experience breathing difficulty when wearing a respirator?
 - ___ Experiences claustrophobia when wearing a respirator?
 - ___ Any other conditions that you feel could effect the healthful use of a respirator?
 - ___ **NONE OF THE ABOVE APPLY TO ME**

12. Do you or have you in the past, experienced any medical or physical problems that could affect your ability to perform the duties of a Volunteer Firefighter (as described on the front page of this application)?

Yes _____ No _____

If you answered yes, please explain: _____

QUESTIONNAIRE ON AVAILABILITY

- _____ Day Fire Calls (Monday-Friday, 7:00 a.m. to 5:00 p.m.)
 - _____ Night Fire Calls (Monday-Friday, 5:00 a.m. to 7:00 p.m.)
 - _____ Weekend Fire Calls (Day and Evening)
 - _____ List Work Shifts if Irregular _____
- _____

Any other information you would like to share:

YOUR RIGHTS AS A SUBJECT OF DATA

Minnesota Statutes 13.01 through 13.87 (1983) on data privacy require that you be informed that the following information which you are asked to provide in the employment application process is considered private data: Name, Home Address and Home Phone Number.

This means it is available only to you, the City of Rushford officials and their representatives who have a bona fide need for it. This data will be used to identify you within the hiring process. Refusal to supply requested information may mean your application will not be considered.

Your name is considered private until you become a finalist for employment with the City of Rushford. You are considered a finalist when and if you are selected to come to the final selection interview prior to selection.

The City of Rushford will hire and promote without regard to such non-job related distinctions as race, creed, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.

The information on this application is necessary to identify you and to determine your suitability for this position. You must supply this information in order to be considered for employment. Background investigations may be conducted on the top candidates if needed to determine suitability for the position. If a background check is required, you will be notified and asked to sign a release.

EMPLOYEE CERTIFICATION

Please be sure to sign this application and read the following statements carefully:

1. I certify that all the information I have provided on this application is true and complete to the best of my knowledge. I understand that giving false information or omitting information could result in rejection of my application or dismissal if I am hired.
2. I authorize the City of Rushford and its agents and/or representatives to verify this information to determine whether or not I am qualified for the position for which I am applying.
3. I understand that only the City Council has the authority to make employment agreements.
4. I hereby authorize all current and previous employers and schools to release to the City of Rushford data classified as private. The data which I authorize to be released consists of private data as defined by M.S. 1302, Subd. 12 and has been or will be collected by the City of Rushford and/or its agents and/or representatives. This information includes all data which has been collected, created, received, retained or disseminated in whatever form which is in any way related to employment. I fully understand that the purpose of permitting the City of Rushford to have access to this information is to determine my suitability for employment for the position of Firefighter. I release all parties from any and all liability and claims for damage whatsoever that may result there from.

This authorization shall be valid for one year, but I reserve the right to, at any time prior to expiration, cancel this authorization by providing written notice to the City Council of the City of Rushford. I also acknowledge that a photocopy of this authorization may be used in lieu of the original and that a photocopy shall be considered as valid as the original.

Name: _____

Signature: _____ Date: _____

REQUEST FOR AND CONSENT TO RELEASE INFORMATION

I, the above named individual, do hereby certify, by my signature below, that I do request full and complete disclosure of any records that I may have with any Police Department, Sheriff's Office, Minnesota Highway Patrol, or any State or Federal Law Enforcement Agency, any court, or any school which I have attended, be furnished to the Rushford Fire Department, in any matters appearing below:

- Record of any medical treatment or history of treatment for nervous or mental illness.
- Driving record.
- Employment record.
- Record of any arrests, convictions, or incidents involving police investigations.

I further authorize the City of Rushford to check my driving record as necessary to assure compliance with the city vehicle operation policy and/or auto insurance carrier regulations.

I understand that any knowledge about my personal conduct or information pertaining to my personal business will be treated with the strictest confidence by the Rushford Fire Department.

Signature _____ Date _____

Given name as printed on Drivers License: _____					
	First	Middle	Last		
Address: _____					
Apt #	Street Address	City	State	Zip	
Date of Birth: _____ Drivers License # _____					
MM/DD/YY			Letter	Number	



RUSHFORD FIRE DEPARTMENT SELECTION PROCESS

The following steps will be followed as part of the selection process for fire fighter positions. You have taken the first step by filling out an application and attending the orientation session today.

1. A four question written exam will be given
2. A physical agility test will be given
3. Points will be given following the oral interview
4. Points will be given for previous fire fighter, current or prior First responder or EMS service, providing certification is current
5. Points will be given for Current Fire Fighter 1 certification
6. Points will be given for truck driving experience
7. Points will be given for daytime availability
8. Points will be given for military/veterans points

After the application reviews, written and physical agility tests being successfully completed and oral interviews conducted, selections will be made to fill the vacant position(s) in the department. Minimum points are required for an applicant to be accepted.

If you are the successful candidate for a fire fighter position, the following will apply:

1. You must pass a comprehensive physical as arranged and paid for by a physician of the City's choosing. Failure of this physical will disqualify you for appointment to the position. Signed paperwork from the medical facility is required prior to active duty.
2. You will be required to successfully complete the Firefighting 1, First Responder and Hazardous Materials Training requirements within two years of being appointed to the Department. Currently the classes run approximately 110 hours, 40 hours and 24 hours respectively (all subject to change).
3. You will be reimbursed for firefighting hours and for fire training meetings. The compensation for meetings will be retained by the Department and issued upon completion of the training listed above.
4. You will be evaluated periodically by the Chief Officers of the Rushford Fire Department, pending completion of your training requirements.
5. You must agree to provide two (2) years of service to the Rushford Fire Department. If you fail to do so, you must reimburse the Fire Department for the cost of your physical, Firefighter 1 Training and First Responder Training.

I have read, understand and agree to the above terms.

_____ Department Initial



INTRODUCTION TO RUSHFORD FIRE DEPARTMENT

Updated September 2016

We, the members of the RUSHFORD FIRE DEPARTMENT, are glad to welcome you as a new member. We hope being a member of this organization will be as rewarding to you as it is to us. The following information will help you to understand what the Fire Department is and how it operates. We hope it is the start of a continuous learning process for years to come.

The Rushford Volunteer Fire Department was organized in the 1880's and has a maximum authorized strength of thirty men. Officers from the membership are appointed annually by the Rushford City Council. Officer positions include Chief, 1st Assistant Chief, 2nd Assistant Chief, Secretary/Finance Officer, (2) Maintenance Officer and (2) Training Officer. The Fire Department is a department of the City of Rushford and must operate under certain state statutes, City ordinances and policies of the City.

The members of the Fire Department conduct meetings and training on the 2nd and 4th Thursdays of every month, beginning at 7:00 p.m. The members of the Fire Department are required to attend meetings regularly and to take part in the training sessions. They are expected to familiarize themselves with the equipment, where it is kept on the trucks and how it operates. Members who have unexcused absences may be discharged. If a member cannot attend a meeting, a Chief Officer should be notified prior to that meeting to excuse the absence.

Members of the Fire Department receive a reimbursement for their services; \$9.00 per hour for each fire and/or rescue run they attend and \$5.00 per hour for report/standby time. Members are considered volunteers but are covered by the City of Rushford workman's compensation insurance for any injury they may incur while going to, from or attending a fire or regularly constituted meeting or training session. New firemen will need to discuss with their employer leaving work to report for fire calls and a decision will be made between them as to whether or not the employer will continue the individual's regular rate of pay during the time he is not at his place of employment when on a fire call.

The members of the Rushford Fire Department are members of the Minnesota Volunteer Firefighters Benefit Association, which is a fraternal insurance organization. Each fireman receives a list of the benefits provided when they join the department.

The Rushford Fire Department has a Relief Association, incorporated on July 25, 1944. This organization provides lump sum retirement benefits and lump sum disability benefits for any member who has to retire from the Department for health reasons before he has attained twenty years membership. The amount of the disability benefit is determined according to an actuarial table supplied by the State for the number of years of membership. A fireman must be 50 years old before being able to collect retirement.

The funds to supply these benefits are obtained from the State in the form of “2% State Aid” payments. This is derived from fire insurance premiums paid in the area and turned over to the State. The State redistributes these funds to those fire departments with a Relief Association who meet certain requirements set by the State and who file the necessary reports each year. The City of Rushford also provides a supplemental, annual payment which is added to the State funds.

The Fire Department provides fire protection for the City of Rushford as well as surrounding townships that have contracted for services; Hart, Norway, Yucatan, Money Creek, Fremont, Wiscoy, Arendahl, Preble, City of Peterson and City of Rushford Village. These contracts state the Fire Department agrees to furnish fire protection in all or portions of the township as listed on the contract, and the townships agree to contribute to the financial requirements of the Department through a levy on property taxes of their governmental unit. These contract fees are deposited into the Mill Rate Fund, which is used primarily for the purchase of equipment.

The Fire Department also charges an hourly rate of \$400.00 to anyone receiving fire department services. These funds are deposited into the Fire General fund.

The Rushford Fire Department has mutual aid agreements with surrounding fire departments whereby we can call on them for additional help and in return, we agree to do the same for them. The Fire Department is associated with other departments in the area as well as through the State in various organizations. Some of the organizations the department belongs to include: Tri-County Firefighters Association (31 departments in Fillmore, Houston and Winona County); the MN State Firefighters Association, the SE MN Firefighters Association and the Volunteer Firefighters of MN Benefit Association.

The Fire Department also subscribes to the “Smoke Eater” and “Minnesota Firefighter” for each of its members. These are publications for fire departments in Minnesota and contains items of interest to those in the fire service.

The Fire Department holds an annual Mill Rate board dinner meeting at the Fire Hall in September; a June membership dinner meeting for active and retired firefighters, and an annual dinner meeting in November for active and retired firefighters and City Council/Mayor as invited guests. The Fire Department assists the Rushford Festivities group during the Rushford Days celebration by setting up the fest grounds, serving at the beer tent and helping with other activities. In return for this service, Rushford Festivities group makes a donation to the Fire Department.

We hope this give you a basic understanding of the Rushford Fire Department upon which you will begin a long and satisfying association. We all have the responsibility of keeping the Fire Department an organization to be proud of.