



## ***DISTRICT HIRING POLICY***

The policy for hiring and promotion of employees to fill positions in the District is outlined below:

1. Minimum Requirements for all District Positions:
  - a. Shall be a citizen of the United States of America;
  - b. Shall be eighteen (18) years of age;
  - c. Shall be able to obtain a valid Idaho driver's license within 30 days of hire.
  - d. Shall have a high school diploma, GED or equivalent.
2. Additional Minimum Requirement for Paid Full-Time Firefighter Positions:
  - a. Shall be able to meet the other minimum established standards as set forth in Idaho Code Section 44-1812. **A copy of Idaho Code Section 44-1812 is included at the end of this policy/procedure.**
3. Firefighter Hiring Procedure
  - a. The District may participate in a shared testing and selection process with neighboring fire districts. The selection process consists of the following five steps:
    1. Completion of an employment application.
    2. A written examination
    3. A physical agility test
    4. An oral interview with a panel of area fire and EMS personnel
    5. A final Chiefs' interview
  - b. Upon selection, a candidate will be subject to the following prior to employment:
    1. Detailed reference check
    2. Criminal background check
    3. Chemical/drug screening test
    4. Physical exam and cardiac stress test per NFPA standards
    5. The District may accept prior documentation of the above on a case-by-case basis
4. Lateral Firefighter/ Paramedic Hiring Procedure  
Refer to the most current job posting and/or the fire district's website for current openings and open testing and selection process.



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**ADOPTED: 04/13/2010**

5. Non-Line Staff Hiring Procedure
  - a. Positions other than line staff positions (firefighters and line personnel) will be recruited, tested for and filled in accordance with Idaho Code and in compliance with all applicable laws regarding appropriate testing, selection and hiring practices.
  - b. For non-line positions, the Board of Commissioners shall determine the minimum requirements and selection process as deemed appropriate for the position being filled.



## ***DISTRICT HIRING PROCEDURE***

### **FULL TIME PERSONNEL**

*(For all full time positions other than those deemed by the Board of Commissioners to be administrative and/or exempt positions as defined by the Idaho Code and/or FLSA)*

#### 1. Overview

- a. It is the intent of the Northern Lakes Fire Protection District to have a current eligibility pool from which to hire firefighter/EMT candidates in order to fill positions which may occur in the Fire District. This procedure will outline the process/procedure to be followed when filling a vacancy due to retirement, promotion, increase in work force, or other situations. This eligibility pool will be in force up to two years or until the list of eligible candidates has been exhausted. The Pool may be extended for an additional period of time not to exceed six months if requested by the Fire Chief and approved by the Board of Commissioners. The eligibility pool will be established by using a combination of written tests, physical agility exam, oral review board and the Chiefs' interview results. The District may also consider other requirements that may be established and approved by the Board of Commissioners and Fire Chief from time to time. When the need to establish the eligibility pool is identified, normal means of advertising for the position will be utilized. This may include job services, newspaper, or any other means the District identifies to be most effective and efficient. Applications may be picked up at the Fire District Station 1, 125 W. Hayden Ave., Hayden, Idaho 83835. If applicants need an application mailed or faxed they should make this request through the Executive Assistant for the Fire District.
- b. The full requirements for a particular position, including experience, education and certifications, are set forth in the particular District job description. The absolute minimum requirements needed by any candidate to be eligible for the testing process are:
  - i. Must be eighteen (18) years of age; and
  - ii. Must be able to obtain a valid Idaho driver's license within sixty (60) days of hire; and
  - iii. Must have high school diploma, GED or equivalent; and
  - iv. Must be able to meet the other minimum established standards as set forth in Idaho Code Section 44-1812. A copy of that code section is included at the end of this procedure; and
  - v. Must meet the NFPA minimum standards as set forth in NFPA 1001 Firefighter I; and



- vi. Must be a certified EMT-B and obtain State of Idaho certification within 90 days of hire.
  - c. Before an employee may actually begin work for the District, he/she must first obtain a statement from the Fire Chief or designated representative which states the hiring date, position title, salary, frequency of payment and benefits allowed, if any. He/she must complete a W-4 form, and any necessary insurance forms. He/she must provide the District with a copy of their pre-placement medical evaluation, signed by the examining physician. The District shall pay the cost of the medical evaluation. The employee must also be provided with a copy of the Employee Policy and Procedure Manual, Safety Manual and Standard Operating Procedures (S.O.P) manual. Additionally, they must sign a written statement verifying that he/she has obtained a copy of the manual, will become familiar with the contents contained therein, and will abide the same.
2. Procedure for Testing:
- a. Written Test
    - i. When an eligibility pool needs to be established, the Fire Chief will select a written test that has been approved by an established testing company. The test will be administered at a time and location to be announced. The testing will be monitored in accordance with any guidelines established by the selected testing company. The relative weight of the written test or tests will be 50%. Prior to written testing the passing score or scores will be established.
  - b. Oral Review
    - i. The oral review board will consist of three to five people who are selected to rate the candidates on questions approved by the Fire Chief. No more than two people from the NLFDP will serve as members on this board. The chief will not serve as a member of the board, and if the deputy chief is to participate in the final interview process described below, then the deputy chief will not be a member of the oral interview board. The members of the review board will use a rating form that is supplied by the Fire Chief at the time of the interview process. The relative weight of the oral review will be 50%.
  - c. Physical Agility
    - i. A physical agility test will be given to an adequate number of candidates as identified by the District to take the agility test. Qualified candidates can be considered for each position sought to be filled by the District.
    - ii. The District, or an approved outside source, will administer the physical agility test so that the physical fitness of the applicant(s) can be properly evaluated. The tasks/procedures will be available to the candidates prior to



their testing. The agility test will be pass/fail. If a candidate does not pass the test, his/her name will be removed from the pool, and he/she will not be considered for hire. The District reserves the right to require that the physical agility test be re-taken by individuals who are being considered to fill vacancies that occur after the initial physical agility test was given.

3. Filling a Vacancy:

- a. When a vacancy(s) occurs, the Fire Chief will inform the Board of Commissioners of the vacancy(s), and obtain approval from the Board to fill the vacancy(s). Thereafter, the following procedure will be used to fill the vacancy(s) from the hiring pool:
  - i. A Chief's interview will be conducted with a sufficient number of candidates. The chief will make a recommendation to the board of the individual he/she would like to see the board offer the position to.
  - ii. The Board of Commissioners may accept or reject the recommendation of the Chief. If they reject the recommendation, they will consider the other candidates from the hiring pool, and they shall ask the chief for his recommendation regarding the remaining candidates. The Board shall ultimately fill the position from the remaining candidates.
  - iii. If an individual in the hiring pool is passed over three (3) times, that individual's name shall be removed from the hiring pool.

4. Preference Points

- a. Military: In order for a person to receive military preference points in original entry examinations in the Northern Lakes Fire Protection District, an applicant must furnish proof of eligibility for preference as directed to do so by the Fire Chief. Acceptable proof shall be an official or photocopy of each certified discharge or release from military service. In original entry examinations, the District shall give veterans preference points consisting of the addition of five (5) points to their final score. In order to receive the five points, the applicant must first pass the examination.
- b. Volunteer: Volunteers in good standing may receive up to five (5) preference points. The volunteer preference points that may be received by volunteers in good standing shall be broken down as follows:
  - i. Five (5) points for being a "volunteer in good standing" with the District, i.e., must be active as a volunteer for a minimum of one (1) year, must be current in district training and must meet any other requirements currently in force to be a "volunteer in good standing".
  - ii. In order to receive any of the five (5) points, the volunteer must first pass the employment examination.
- c. Maximum Preference Points
  - i. No applicant may receive more than a total of five (5) preference points.



IDAHO CODE  
TITLE 44. LABOR  
CHAPTER 18. EMPLOYMENT OF FIREFIGHTERS

44-1812 Minimum standards for employing paid firefighters.

1. No person may be employed as a paid firefighter as defined in [Sections 44-1801\(1\)](#) and [59-1391\(f\), Idaho Code](#), until that person:
  - a. Has met and has been certified by the examining physician selected by the corporate authority as having met the minimum medical and health standards set forth in subsection (4) of this section;
  - b. Is at least eighteen (18) years of age at the time of appointment;
  - c. Has met prescribed physical performance standards as adopted by the corporate authority.

Note: These standards are established in the physical ability testing criteria utilized in the cooperative firefighter testing/hiring process conducted in partnership with neighboring fire agencies.

2. A true copy of the medical history of the applicant, completed and signed by the examining physician shall be sent to the corporate authority. Such records shall be furnished prior to the date of active employment of the applicant. If an applicant fails to meet the requirements of subsection (1) of this section, the applicant shall not be eligible for employment and the corporate authority shall provide notice of ineligibility to the applicant.
3. Physical examination records shall be a part of the permanent file of the corporate authority.
4. For purposes of this section, the phrase "minimum medical and health standards" shall mean the pre-placement medical evaluation provisions of chapter 2-3 of the 1997 edition of NFPA 1582, the standard on medical requirements for firefighters published by the National Fire Protection Association. The cost of the medical examination contemplated by this section is to be paid by the corporate authority, which shall make copies of NFPA 1582 available upon request.



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5. Nothing in this section shall apply to paid firefighters who are employed as such before October 1, 1980, as long as they continue in such employment; nor to promotional appointments after becoming a member of a fire department of any corporate authority; nor to the reemployment of a paid firefighter by the same or a different corporate authority within two (2) years after the termination of his employment; nor to the reinstatement of a paid firefighter who has been on military or disability leave, disability retirement status, or who was terminated because of a reduction in force or leave of absence status.