



## NORTHERN LAKES FIRE DISTRICT FIREFIGHTER APPLICANT INFORMATION

The Northern Lakes Fire District is seeking to hire highly qualified individuals for the positions of:

### **Lateral Firefighter/EMT and Lateral Firefighter/Paramedic (*preferred*)**

The principal function of a firefighter is to protect the community in emergency situations and promote an environment of public safety within the Northern Lakes Fire District response area. Duties include structure fire suppression, rescue, basic/advanced life support, wildland fire suppression, vehicle extrication, equipment maintenance, and fire prevention. Duties are performed in a work environment subject to potential danger. Firefighters must be committed to function as part of a team.

### Minimum Requirements to Apply

- Have a minimum of two or more continuous years of experience as a full-time career firefighter at a fire agency in the United States within 12 months prior to conditional job offer
- A U.S. citizen and at least 18 years of age by application deadline
- Valid Driver's License
- High School Graduate or General Education Certificate (GED)
- IFSAC Firefighter I certification (*minimum*) or equivalent as determined by District
- Idaho State EMT-B or higher *or* Nationally Registered EMT-B or higher (if out-of-state must obtain Idaho EMT certification within 90 days of hire) – *Paramedic preferred*
- Hazardous Materials Awareness course completion or equivalent as determined by District
- Hazardous Materials Operations course completion or equivalent as determined by District

### Application Process

A complete application packet (*see next page*) and a \$35 non-refundable application fee must be submitted no later than **4:00 p.m. PST on Thursday, December 22, 2022**

The application packet can be submitted via:

1. Email to [yknapp@northernlakesfire.com](mailto:yknapp@northernlakesfire.com)
2. Mailed (*must be **received** and not postmarked no later than above deadline*) to:  
Northern Lakes Fire District  
Attn: Valerie Knapp  
125 W. Hayden Ave.  
Hayden, ID 83835
3. Hand delivered during business hours (7:30 a.m. to 4:00 p.m.) Monday-Friday (*excluding holidays*) to Fire Station 1 front office located at 125 W. Hayden Ave., in Hayden, Idaho
4. Faxed to 208/772-3044

The \$35 non-refundable application fee can be paid in cash or personal check (*the District does not accept credit cards*). The application fee must be **received** no later than the deadline above.

Must provide complete Application Packet to include:

1. Completed District application
2. Completed Supplemental Questionnaire
3. Cover letter addressed to the Fire Chief and Board of Fire Commissioners
4. Resume
5. Copy of IFSAC Firefighter I certificate (*minimum*) or equivalent
6. Copy of current EMT or Paramedic License (*Paramedic preferred*)
7. Copy of Hazardous Materials Awareness certificate or equivalent
8. Copy of Hazardous Materials Operations certificate or equivalent
9. Copy of High School diploma *or* transcripts *or* GED *or* postsecondary diploma/transcripts
10. Copy of valid Driver's License
11. If claiming Veterans Preference, a copy of DD Form 214 must be included in packet

#### Eligibility List for Lateral Hiring

1. Oral Interviews - After a thorough review of application packets by the District's Hiring Committee, selected applicants will be invited to participate in in-person oral board interviews during **the week of January 16, 2023**.
2. The minimum passing score for the interview is 70%.
3. Veterans Preference – Per Idaho Code Title 65, Chapter 5, any applicants eligible for veterans' preference and providing a copy of their DD Form 214 by application deadline will have points added to their passing score.
4. An eligibility list for lateral hires will be established the week of January 23, 2023 ranked by passing oral interview score and eligible veteran preference points if applicable.
5. This eligibility list for lateral hiring will be in effect for one year from date of establishment unless extended by the Board of Fire Commissioners.

#### Hiring Process

1. Future vacancies will be filled from the established eligibility list as needed.
2. Current vacancies will be filled from the established eligibility list with conditional offers of employment to be made **the week of January 23, 2023**.
3. Conditional offers of employment are contingent upon a successful comprehensive background check.
4. Conditional offers of employment are contingent upon successful completion of a comprehensive physical examination to comply with NFPA 1582.

#### Fire Recruit Academy

1. At the District's discretion, new hires will participate in an intensive 5–6-week recruit academy involving rigorous physical testing and skills evaluations for at least 50 hours per week.
2. Successful completion of the recruit academy is required to continue employment.
3. For current vacancies, all new hires will begin a Recruit Academy **the week of March 13, 2023**.
4. Upon passing the recruit academy, firefighters must successfully complete a one-year probationary period from their date of hire.

### SAFER Grant Funded Positions

Full-time firefighter positions will be funded by the SAFER grant for up to 36 months after which the District anticipates funding these positions by override. For more information, see <https://www.fema.gov/grants/preparedness/firefighters/safer>.

### About the Northern Lakes Fire District

The Northern Lakes Fire District was established with the consolidation of two neighboring fire districts in 2000. It is not a department of any city or county government and is governed by a five-member Board of Fire Commissioners. The District serves more than 60,000 residents in the growing cities of Hayden and Rathdrum, as well as the rural areas of Twin Lakes, Garwood, and Hayden Lake, comprised of approximately 108 square miles in a Wildland Urban Interface, identified as high risk for wildfire by the Federal Registry.

Northern Lakes Fire is a career Fire/EMS department with two staffed stations currently comprised of 41 firefighters responding to almost 6,400 calls in 2021. Because Kootenai County is a fire-based EMS system, all District firefighters are certified EMTs, including eighteen paramedics. District administrative staff include a Fire Chief, Training Chief, EMS Chief, Prevention Chief/Fire Marshal, Deputy Fire Marshal, Fleet Mechanic, and three administrative support staff.

The District provides all-hazard response including structural and wildland fire protection, rescue, advanced life support emergency medical services, fire prevention, and public education services

### Schedule

Based on the District' current 3 battalion system, firefighters assigned to a battalion work a 48/96 schedule, i.e., two consecutive 24 hour shifts for a total of 48 hours beginning at 0800 hours on first day and continuing until 0800 hours on third day, following by 96 consecutive hours off. This schedule does not apply to firefighters actively participating in the District fire recruit academy.

### Compensation

Compensation and benefits are subject to labor negotiations between the District and Local 4045.

1. Firefighters assigned to a battalion are paid annual salaries based on 182 hours scheduled in a 24-day work period with any hours scheduled over 182 hours paid at time and a half.
2. Based on the current 48/96 work schedule, guaranteed or FLSA overtime includes 10 hours each work period paid at time and a half. Time off for leave including vacation, sick, personal day, bereavement, etc. shall count as hours worked for the purpose of computing overtime.
3. Firefighters participating in a recruit academy are paid the commensurate hourly rate for their position working a 14-day work period with anything scheduled over 106 hours paid at time and a half.
4. Annual compensation above and beyond salary and FLSA overtime currently includes:
  - a. Holiday pay paid out in a lump sum each June for 264 hours at current straight time rate (11 recognized holidays). One additional holiday (Juneteenth) is granted as an additional 24 hours of vacation leave on the first pay period of the month in July.

- b. Longevity is paid out in a lump sum each December based on months of service of at least 12+1 day computed as a percentage of the current negotiated Firefighter 1/EMT salary.
5. Firefighters are provided vacation, sick leave, and a personal day.
  - a. Vacation is currently accrued at 12 hours per month beginning with the first month of employment. The accrual increases to 18 hours per month at 3 years, 20 hours per month at 8 years, and caps out at 24 hours per month at 10 years. Vacation leave can accumulate up to 576 hours, or 24 shifts, with a cap of 336 hours available for buyout at current straight time hourly rate upon separation of employment with the District.
  - b. Sick leave is currently accrued at 24 hours per month beginning with the first month of employment. Unused sick leave shall accumulate year to year not to exceed 1,440 hours. Upon PERSI eligible retirement, 40% of accrued sick leave balance will be contributed to employee's HRA/VEBA account.
  - c. A personal day can be scheduled once a firefighter is off probation each fiscal year. A personal day is requested and administered using the same guidelines as vacation leave but does not count against accrued vacation.
6. Benefits
  - a. The District pays 100% of the health and life insurance premiums for all employees and their dependents beginning the first of the month following date of hire.
    - i. Comprehensive health insurance is provided through the Idaho Independent Intergovernmental Authority (III-A) Trust including medical, pharmacy and vision benefits. Also provides life insurance and First Responder EAP benefits.
    - ii. Dental benefits are provided through Delta Dental of Idaho.
    - iii. Group term life insurance through NCPERS
  - b. The District contributes annually each fiscal year to an HRA/VEBA account for all employees enrolled in its group health plan, or \$1,500 for employees with no dependents, and \$2,000 for employees with dependent(s). The annual amount is pro-rated for all new hires after 10/1.
  - c. All full-time employees are enrolled in the Public Employee Retirement System of Idaho (PERSI). Current contributions are 9.13% by the employee and 12.28% by the District.
  - d. PERSI members are eligible to voluntarily participate in the PERSI Choice 401(k) defined plan. The District offers matching contributions up to 6%.
  - e. Employees are eligible to participate in the Idaho State Deferred Compensation Plan for both pre-tax and after-tax administered through Nationwide.
  - f. District positions are not covered by Social Security. Enrollment in a long-term disability plan is required for SSI benefit replacement. The monthly LTD premiums are a cost-shared between the employee and the District.
  - g. All contract covered positions are required to participate in the IAFF Medical Expense Reimbursement Plan (MERP); current monthly contributions are \$150 comprised of \$100 by employee and \$50 by the District.