



Evergreen Fire Rescue
2236 Hwy 2 East
Kalispell, MT 59901
406-752-4636
Fax 406-752-1540

We appreciate your interest in Evergreen Fire Rescue and your community. Your application is important to us and we want you to know what to expect from us:

- Meeting with fire member & tour of facilities
- Fill out and return application packet as soon as possible:
 - Application
 - Release for background investigation (notarized)
 - Sign confidentiality agreement
 - * Also a current driving record
- Interview with selection committee at your convenience and become part of the team
- Attend Thursday night Fire Dept. meetings to get to know us and for important on the job training
- Start your training and get your gear

Contacts

- Evergreen Fire Hall—752-4636
- Craig Williams, Chief—253-3603
- Dave Adams, Asst. Chief—885-6665
- Ben Covington, Fire Marshall—212-1754
- Wayne Evert, Asst. Fire Marshall—212-2458



Evergreen Fire Rescue



2236 Hwy. 2 E. Kalispell MT 59901
Phone 406-752-4636 Fax 406-752-1540 P. O. Box 5008, Kalispell MT 59903

Welcome, thank you for your interest in serving with our organization. Since 1948, Evergreen Fire Rescue has provided a proud history of serving our community. As stated on our patches, STRENGTH, HONOR, & COMMITMENT are something that we at Evergreen Fire Rescue take very seriously.

Whatever your reasons for choosing to become a firefighter, we appreciate your decision. However, there are many considerations that you may need to take into account. This business is inherently dangerous. You will be required to make split second decisions, often during stressful situations. You will see and experience human tragedy which is unfortunately part of this business. You will be critically depended upon by your fellow firefighters and members of our community. This means responding at inconvenient times and in many instances the harshest of weather.

On a lighter note, the rewards and satisfaction of saving a life and helping people during their most desperate of times far outweighs the difficult experiences.

One final note....Take your training seriously, someday it might save a life-maybe your own!

Again welcome, and thanks for volunteering!

Craig Williams
Chief



Evergreen Fire Rescue



Mission Statement

When called to duty, the members of Evergreen Fire Rescue will respond in a safe and timely manner to provide excellent service to the people that live, work, visit or travel through the Evergreen Fire District.

Regardless of the nature of the emergency, service will be provided without prejudice to race, creed, sexual orientation or religious affiliation.

This department will constantly strive to improve the quality of service delivered through careful screening of members, training and education participated in by the membership, and internal review of services provided.

It is the ultimate goal of Evergreen Fire Rescue to always provide professional and courteous service to the citizens of Evergreen in their times of need.

New Member Orientation Guide



1. About This Document

This guide is intended for new member, whether they are new Volunteers, Career or Cadets. Since some sections do not apply to all types of members, each section will be marked appropriately if not applicable to all members. References will be made to the Evergreen Fire Rescue (EFR) Handbook if necessary.

2. Welcome to Evergreen Fire Rescue!

We are pleased to welcome you to Evergreen Fire Rescue. You are now part of our combination fire department family of full time and part time career, volunteer, and support members. This orientation guide will help you get acclimated to our policies and procedures. The most important county protocols will be covered as well.

3. Parking

Members park in behind the station. Be aware that other members frequently park for 2 or more hours at a time; leave yourself some room to pull forward to get out. Do not park in the bay pull outs. **NO PARKING IN FRONT OF STATION MAN DOOR.**

4. Member Handbook

You will be issued a Member Handbook listing all Standard Operating Guidelines and Policies. (SOG/SOP)

5. Uniforms/Gear

The following gear is available and may be issued to you on your first day:

- Blue short sleeve dress shirt
- Turnouts (coat & pants w/suspenders)
- Boots
- Gloves (structure & extrication)
- Helmet w/goggles
- 2 T-shirts (1 duty and 1 station)
- Accountability tags
- Pager & radio (after orientation lecture)
- Gear bag
- Wildland equipment

6. Door Code

Door codes are for EFR members only (see Security Policy 122.00). Occasionally they will be issued to certain members of other organizations that have close ties with EFR. Once you have been accepted as a member you will be issued a door code, otherwise buzz the door bell and someone will let you in.

7. Station Etiquette

Remember, you are a member of a household, so clean up after yourself! Wash your dishes when you are done. As a rule of thumb, try to leave the station a little bit cleaner than when you arrived.

The refrigerator rule is: **no name, fair game.** Unlabeled food is up for grabs. However, keep in mind that most of the food kept could belong to daytime staffing.

If you use the shower, clean up and put towels by the washer to be washed.

8. Rookie Task Book (Volunteers)

Rookie volunteers will be issued a task book to complete beginning with an orientation lecture. This book will have a check list of tasks to learn and perform, and this must be completed within your probationary period. Use it as a guide to what you need to learn during your rookie year.

9. Firefighter Safety

You must get familiar with EFR equipment to work safely and effectively on scenes.

Highly reflective traffic vests are located under every seat in the apparatus. We always use these when operating along any roads. (These are large enough to wear over turnout gear)

Seat belt use will be strictly enforced while apparatus is moving. We highly recommend the same policy for your private vehicle.

10. Evergreen Fire Rescue Communications

At EFR other than 801-809 we ask that you use plain text (NO 10 CODES i.e. 10-4), and use your last name rather than your fire number.

The following are the common channels we use that are programmed in the radio you will be issued:

Bank 1	Common Name
1	383 Dispatch
2	EFR Work
3	Kalispell Fire
4	EFR Paging
5	Creston Fire
6	FSO Dispatch
7	Air to Ground
8	GPIA Fire
9	Tan
10	Pink
11	Red
12	Yellow
13	White
14	Scarlet
15	Silver
16	Maroon

All apparatus and most units in Flathead County are assigned digits as radio identifiers. The numbering system we use as follows:

81 & 82	Stations (Main Station 81, North Station 82)
801-809	Officers
821-829	Ambulances
831-839	Engines
841-849	Trucks (Ladder, Platform, Service Truck, etc)
851-859	Rescue (Heavy rescue)
861-869	Utility Vehicles (Pickups, Medical Cars, Chief Cars, etc)
871-879	Special Operations Vehicles (Boats, Hazmat, etc)
881-889	Wildland Apparatus
891-899	Water Tenders

Firefighter Training Guide



Introduction

This training guide will function as a “roadmap” for your training at Evergreen Fire Rescue (EFR). It provides a list of basic skills and knowledge that you should be proficient at, and gives you a convenient way to track and file your progress as well as certifications and training hours.

Rookie Training

The following skills and training should be learned and mastered once. Any Officer may approve each line item, and your Captain must sign each section when completed. **You should be able to complete all these items within your first 6 months at EFR.** After you complete these skills, you move on to the regular set of skills that all firefighters complete on a regular basis.

Skill	Approval	Date
Personnel Interviews (in the interviews, discuss mutual backgrounds, duties/responsibilities, & expectations)		
Interview with Chief		
Interview with Assistant Chief		
Interview with Fire Marshal		
Interview with Captain		
Interview with other Captain		
Assigned Captain approval for this section		

PPE & SCBA		
Disassemble & launder structure PPE		
Store structure PPE properly for donning		
Clean and return structure PPE to service		
Demonstrate SCBA self test and battery test procedure		
Fill air bottle using cascade system		
Change air bottle with a partner still wearing the pack		
Assigned Captain approval for this section		

Operations		
Describe operation of paging system		
Describe accountability system		
Describe how to safely don PPE and ride in apparatus		
Describe response protocols (to station & direct to scene)		
Initialize all gas detectors. Demonstrate proper use		
Change an air bottle on another person while SCBA harness stays on		
View emergency driving videos		
Fill a truck with water using station water supply		
Assigned Captain approval for this section		

Apparatus		
Complete all truck check offs		
Pass a quiz on equipment locations		
Demonstrate use of all hand & power tools on all apparatus		
Demonstrate use of lighting & ventilation equipment on all apparatus		
Demonstrate use of generator on all apparatus		
Assigned Captain approval for this section		

Administrative & Maintenance		
Describe where to find SOG's & SOP's		
Describe weekly/monthly station duties & checklists		
Show how to place an item out of service		
Complete a training report		
Call for times to assist with completing a fire report		
Refill a water extinguisher		
Explain these fuel types & where they are used: gasoline, diesel, gas/oil mix		
Assigned Captain approval for this section		

Communications		
Station radio: set/scan channels, communicate		
Use battery chargers for all radios, gas monitors, sawzalls, ect.		
Telephone use: answer phone, transfer call to cell phone		
Describe use of pager		
Describe EFR call signs: each apparatus, county wide numbering & officer IDs		
Motorola: Set scan channels, enable scan mode and single channel mode		
King: Set scan channels, enable scan mode and single channel mode		
Assigned Captain approval for this section		

District Familiarization		
Name all roads on the "major road quiz"		
Pass neighborhoods quiz		
Describe locations of fire district boundaries on all roads		
Name all adjoining fire dept districts		
Locate address and nearest hydrant in map book using street name index		
Locate address outside EFR using map book		
Assigned Captain approval for this section		

Firefighter Skills

These tasks are to be performed on a regular basis to build and retain proficiency. Each time a task is performed; it must be witnessed and initialed by any Officer. If you are performing the task for the first time, it must be witnessed by a non probationary firefighter or an officer.

Rookies should complete all tasks in the "Rookie Training" task list during their first two quarters, and then begin completing these skills starting with their third quarter.

Task	Q1	Q2	Q3	Q4
Firefighter Skills				
Don structure PPE & SCBA in 2 minutes				
Don SCBA while seated & belted in engine				
Check all SCBA on engines for operational readiness				
Attach your SCBA rescue hose to another SCBA for buddy breathing				
Fill air bottles using cascade system				
Don ice rescue gear if certified				

Administrative				
Complete incident report with Captain on scene				
Give a 15 minute safety briefing (i.e. based on an article from any fire/rescue magazine) before business meeting				

Apparatus				
Perform weekly checks on apparatus				
Perform weekly hall duty checklist				
Pass a quiz on equipment locations				

Communications				
Motorola-Set scan channels, enable scan mode and single channel mode				
King-Set scan channels, enable scan mode and single channel mode				

Firefighter Basic Skills				
Pull and repack a cross lay				
Deploy alley lay using 2.5" line and repack hose				
With eyes closed, feel a coupling and determine direction to engine				
Tie knots: bowline, figure 8, figure 8 follow through clove hitch, half hitch, sheet bend, water knot				
Connect supply line on engine to hydrant				
Pull ladder from an engine, and ladder building				
Deploy a porta tank				

Medical Skills				
Check AED				
Demonstrate AED use if certified				
Check O2 bottle level				
Demonstrate opening O2 bottle				

Fire District				
Locate address and nearest hydrant in map book using street name				
Locate address outside of EFR using map book				
Pass neighborhood quiz				
Pass major road quiz				

Engineering Skills (complete these if you are or in training to be an engineer)				
Complete cone course				
Deploy and aim deluge gun				
Pump water in a quick attack scenario (could be in combo with pulling lines)				

Officer Skills				
Open Knox box				
Conduct building inspection				
Perform a hydrant tests				
Perform a hose test (4 at a time)				

Questions / Comments:

Certifications

This is a list of required and recommended courses and certifications for all firefighters. Remember, it is your responsibility to stay current. A copy of each certification and/or renewal should go to the Training Officer.

Course/Certification	Completed	Expires
Required Certifications		
EMT - B		
Firefighter 1		
HazMat Awareness		
NIMS ICS-100 (online)		
NIMS ICS-200 (online)		
NIMS ICS-700 (online)		
WMD		
S-130/190		
Recommended Certifications		
EMT - B -Endorsements		
HazMat Operations		
Firefighter 2		
S-290		
S-215		
Driver/Operator		
Ice Rescue		

Training Hours

You may keep track of your EFR training hours here. Remember, you need at least 30 hours per year minimum, to be in good standing; that is 7+ hours per quarter.

[illegible]

Extra Participation

Our combination fire department requires member participation above and beyond doing regular training. Many events such as fund raisers, open house, working committees, and other projects/events that we do for the public require members to actively participate in order to be successful. Record your participation here; make sure a Captain is aware of your extra efforts at your performance review.

[illegible]

**APPLICATION FOR RESERVE
EVERGREEN FIRE DISTRICT**

POSITION APPLYING FOR: RESERVE FIREFIGHTER

DATE: _____

INSTRUCTIONS: THIS APPLICATION MUST BE COMPLETED EVEN IF A RESUME IS COMPLETED.
You must complete an application for each position. If a question does not apply enter "NA".

NAME: _____

ADDRESS: _____

PHONE: Home (____)-____-____ Work (____)-____-____

DOB: ____/____/____ **SS#** ____-____-____

Date when available for employment:

Are you a United States Citizen or legally authorized to work in the U.S.? ____yes ____no

If required for this position, do you have a valid driver's license? ____yes ____no

Commercial license? ____yes ____no if "yes" enter class (A1 A2 B1 B2 C1 C2):

LIST ALL RELEVANT SKILLS

1. Experience as a firefighter:

2. Skills with data entry equipment, personal computer (list program):

3. other tools/ equipment:

4. list other licenses, certificates and special training related to position that you are seeking (EMT, LPN,RN,ETC).

EDUCATION

	High School	Vo-tech or Other	Undergraduate College/University	Graduate Professional
School Name and Location				
Years Completed	9 /10/11/12	1 /2 /3 /4 /5	1 /2 /3 /4	1 /2 /3 /4
Diploma Degree				
Describe Course of Study and/or Relevant course				

AN EQUAL OPPORTUNITY EMPLOYER

EXPERIENCE

Begin with present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Including military service and any volunteer work that has provided experience that would help you qualify. List each promotion as a separate position. This information must be completed even if a resume is submitted. If you need additional space, please continue on a separate sheet of paper.

Employer	Job Title	supervisor
Address	phone	Salary Beginning - Ending-
Dates employed	From --	To--
Work Performed		
<hr/> <hr/> <hr/> <hr/>		
Reason for leaving		
<hr/> <hr/> <hr/>		

Employer	Job Title	supervisor
Address	phone	Salary Beginning - Ending-
Dates employed	From --	To--
Work Performed		
<hr/> <hr/> <hr/> <hr/>		
Reason for leaving		
<hr/> <hr/> <hr/>		

Employer	Job Title	supervisor
Address	phone	Salary Beginning - Ending-
Dates employed	From --	To--
Work Performed		
<hr/> <hr/> <hr/> <hr/>		
Reason for leaving		
<hr/> <hr/> <hr/>		

PLEASE LIST AT LEAST THREE (3) JOB RELATED REFERENCES

NAME: _____ PHONE: () - -

TITLE: _____

ADDRESS: _____

NAME: _____ PHONE: () - -

TITLE: _____

ADDRESS: _____

NAME: _____ PHONE: () - -

TITLE: _____

ADDRESS: _____

NAME: _____ PHONE: () - -

TITLE: _____

ADDRESS: _____

PLEASE LIST AT LEAST THREE (3) PERSONAL RELATED REFERENCES

NAME: _____ PHONE: () - -

TITLE: _____

ADDRESS: _____

NAME: _____ PHONE: () - -

TITLE: _____

ADDRESS: _____

NAME: _____ PHONE: () - -

TITLE: _____

ADDRESS: _____

NAME: _____ PHONE: () - -

TITLE: _____

ADDRESS: _____

State any additional information that you feel may be helpful us in considering your application to be a reserve with the Evergreen Fire District.

INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED

SIGNATURE

DATE

EVERGREEN FIRE RESCUE
2236 HWY 2 EAST
KALISPELL, MONTANA 59901
PHONE :(406)752-4636 FAX (406)752-1540

I, _____, am seeking employment or volunteer assignment with Evergreen Fire Rescue. I acknowledge that an investigation into my background is to provide safety for employees and patients of Evergreen Fire Rescue. I hereby expressly and voluntarily give Evergreen Fire Rescue the right to make this investigation of my past employment, education, and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, including confidential criminal record information to the employees of Evergreen Fire Rescue and its agents. I understand that Evergreen Fire Rescue reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

I hereby release Evergreen Fire Rescue and any organization, company, institution, or person furnishing information to Evergreen Fire Rescue and its employees as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested.

This document is effective until revoked in writing by me.

SIGNATURE

DATE

PRINT FULL NAME: _____

PRINT FULL ADDRESS: _____

CITY

STATE

ZIP

BIRTH DATE: ____/____/____ SSN#: ____/____/____ DRIVER LICENSE#:
____STATE____

STATE OF Montana)
: Sis.
County of Flathead)

On this ____ day of _____, 20____, before me, a notary public of the State of Montana, personally
appeared _____, known to me to be the person named in the foregoing

release and acknowledged to me that _____ executed the same as _____ free act and deed, for the uses and
purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set me hand and affixed my notary seal the day in this certificate first
above written.

(Seal)

Notary Public, State of Montana

County of _____

My commission expires _____

**Evergreen Fire Rescue
2236 Hwy 2 East
Kalispell, MT 59901
406-752-4636
406-752-1540 fax**

I have read, understand, and agree to follow the bylaws of Evergreen Fire Rescue.

Signature_____ Date_____

Confidentiality Agreement

This confidentiality Agreement (this "Agreement") is made effective as of _____, by and between Evergreen Fire Rescue 2236 Hwy 2 East Kalispell, Mt 59901 and _____.

Confidentiality

_____ recognizes that Evergreen Fire District has and will have information regarding matters such as personal and medical, and other vital information (collectively, "Information"), which are valuable, special and unique assets of Evergreen Fire District.

As a member, _____ agrees that he/she will not at any time or in any manner, directly or indirectly, divulge, or communicate in any manner any information about patients treated or transported to any third party without the prior written consent of Evergreen Fire District. As an employee, _____ will protect the information and treat it as strictly confidential. A violation by _____ of this paragraph shall be a material violation of this Agreement and will justify legal and/or equitable relief. As a member, discipline will be determined based on the severity of the breach and will include suspension and possible termination of membership.

EMPLOYER:
Evergreen Fire District

By: _____
Craig Williams, Chief

Date

Employee: _____

Date _____

Print Name: _____

Contact Information

Name: _____

Spouse: _____

Physical Address: _____

Mailing Address: _____

Phone most appropriate to contact you:

Work: _____ Time: _____

Home: _____ Time: _____

Cell: _____ Time: _____

Emergency Contact Information

Name: _____

Relation: _____

Physical Address: _____

Work Address: _____

Emergency phone numbers:

Work: _____ Time: _____

Home: _____ Time: _____

Cell: _____ Time: _____

Other Important Information: _____

Evergreen Fire Rescue

Volunteer Fire Fighter Interview Questions

082407 Rev 1

1. Did you receive an information packet with your application?
2. Have you read and understand the information in the new member's packet?
3. Do you have any questions about the information you received?
4. Do you understand what will be expected of you?
5. Why do you want to join Evergreen Fire Rescue?
6. Tell us what interests you about this position?
7. Do you understand the commitment that goes along with being an Evergreen Fire Rescue volunteer?
8. What strengths do you believe you have that will help you as a volunteer Firefighter?
9. Are you willing to dedicate the time that it will take to attend the department's scheduled training every Thursday evening from 1900 to 2100?
10. Do you understand that there are times when additional training will be required?

11. Do you understand our organization and the command structure?
12. Do you understand that you will be a probationary member for 12 months?
13. Do you understand that you must be an EMT-B or working toward it within 12 months?
14. Do you understand that you will be required to pull a minimum 3-12 hour shifts per month?
15. What questions can we answer for you at this point?

PROBATIONARY REVIEW FOR FIREFIGHTER

Evergreen Fire Rescue

FIRE MEMBER'S NAME: _____ FIRE #: _____

DATE JOINED: _____ DAY OF _____, 20 _____

TOTAL # OF FIRE CALLS SINCE JOINED: _____

TOTAL # OF CALLS RESPONDED TO SINCE JOINED: _____

OF REGULAR TRAINING HRS AVAILABLE SINCE JOINED: _____

OF REGULAR TRAINING HRS ATTENDED: _____

OF EXTRA TRAINING HRS SINCE JOINED: _____

COMMENTS: _____

RECOMMENDATION: _____

Evergreen Fire Rescue
Craig Williams, Chief

Date