



## THREE FORKS VOLUNTEER FIRE DEPARTMENT

Box 444 • Three Forks, Montana 59752 • non-emergency 285-3431 • emergency 911

### **PROSPECTIVE MEMBER APPLICATION PACKET**

Thank you for considering service with the Three Forks Volunteer Fire Department (“TFVFD”).

The TFVFD was formed in 1914, three (3) years after the City of Three Forks (the “City”) incorporated. During the 1960s, rural residents around the City formed the Three Forks Rural Fire District (the “District”), one of the largest fire districts in Gallatin County. The District encompasses approximately two hundred (200) square miles in Gallatin, Broadwater, and Jefferson counties, including twelve (12) miles of Interstate 90. The TFVFD provides manpower, fire suppression, rescue and other services to both the City and the District. It also houses District-owned equipment.

TFVFD membership consists of up to twenty-eight (28) volunteer firefighters, including five officers. Both City and District revenues fund TFVFD.

TFVFD responds to an average of 200 calls per year. Of these calls, approximately 27% are motor vehicle collisions or rescues; 27% are calls that have been cancelled while in route; 26% are miscellaneous service calls, spills, or downed lines; 13% are grass or wild land fires; and, 7% are structure fires. The average duration of structure fire calls is four (4) hours. Grass and wild land fires average two (2) hours. All other calls average ninety (90) minutes.

To be considered for membership, applicants must be at least eighteen (18) years of age and legally authorized to work in the United States, living within the boundaries of either the City or the District. Applicants must be in good physical condition and able to complete the requisite training, including but not limited to, thirty (30) hours of in-service training annually. Applicants must be willing to respond to alarms whenever and wherever they occur.

This packet includes the application materials necessary for consideration as a new member of the TFVFD. The requisite forms and materials are the following eight (8) pages: two (2) page introduction letter, a three (3) page Job Description; a one (1) page Application, a one (1) page Applicant Certification; a one (1) page Disclosure of Background Investigation. The remaining documents are supplied electronically after submittal of the 8-page application packet: a two (2) page Summary of Your Rights Under the Fair Credit Reporting Act; a three (3) page Background Request Information Form; and a one (1) page Authorization Regarding Background Investigation.

Please read all relevant materials, complete the requisite forms, and return the packet to **Crystal Turner or Kelly Smith at the Three Forks City Hall, 206 S. Main Street, Three Forks, Montana 59752.**

Qualified City employees will process the documents, which include ordering requisite background checks. Once the background check, also called an investigative consumer report, the applicant will interview with the TFVFD Membership Committee (the “Committee”). Confidential information included in or taken from either the consumer report shall **not** be presented to the Committee. The Committee shall **not** be allowed access to the consumer report.



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After the interview with the Committee, the Committee will make a recommendation to the City Council (the “Council”) either accepting or rejecting applicant membership. The Council may either accept or reject this recommendation. The City has the ultimate authority to decide applicant approval or denial. If the Council approves the application, the applicant shall be a probationary member of the TFVFD. The probationary period is six (6) months. Upon successful completion of the probationary period, the Council affirms the release of probation. Both probationary and approved members are employees of the City.

As employees of the City, TFVFD members will complete an informal orientation session and receive a City Employee Personnel Policy Manual. At orientation, members will complete the necessary Federal and State employment forms, including Worker’s Compensation insurance.

If there are any questions regarding the materials or forms included in this Prospective Member Application Packet, please direct them to **Crystal Turner at the Three Forks City Hall, 206 S. Main Street, Three Forks, Montana 59752 or 406.285.3431 or [cturner@threeforksmontana.us](mailto:cturner@threeforksmontana.us) or [ksmith@threeforksmontana.us](mailto:ksmith@threeforksmontana.us)**. Do not send confidential information via email.

Thank you for your consideration and application with the TFVFD. This application shall be processed as quickly as possible and a qualified City employee shall contact you in due course.



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## JOB DESCRIPTION

(January 2016)

Job Title: **Volunteer Firefighter**  
Physical Demand: **Very Heavy**

### **General Purpose:**

The Volunteer Firefighter (“VFF”) serves the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information or assistance. They perform within the scope of the policies and procedures of the TFVFD. VFFs perform duties in the following general categories: the suppression of fires, emergency medical rescue, training, building inspections, and public education.

VFFs are required to attend regularly scheduled training in order to maintain the high level of knowledge, skill, and ability necessary to function safely and effectively as a firefighter in accordance with state law, city/county protocols, and standard operating procedures.

The work performance of VFFs is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

### **Essential Duties:**

The VFF drives or rides an emergency vehicle in response to the suppression of fires and emergency rescue calls. In the performance of their duties, VFFs utilize standard fire and rescue equipment: they operate high-capacity pumps and direct water streams; set up and climb ladders; use chain saws, ventilation fans, standard rescue tools, and portable water tanks; and, complete salvage work in burned out areas.

VFFs may enter burning buildings as part of a fire suppression team, performing rescues from heights, vehicle accidents, carry heavy objects and equipment, and rescue trapped or injured victims. Rescue calls may also include assisting victims who have become trapped in water. VFFS assist recovering and loading patients into the ambulance while on scene.

### **Desired Minimum Qualifications:**

Knowledge of:

- Modern fire service principles, procedures, techniques, and equipment
- Fire protection systems, evacuation considerations, and building construction regulations for fire safety

Ability to:

- Communicate effectively, both orally and in writing; the ability to understand and carry out verbal and written instructions in English.
- Perform efficiently in emergency situations and maintain the physical and medical agility standards in order to do so.



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- Learn and know the geography of the City and the District, including but not limited to, the local street system and location of important buildings.
- Participate in weekly training on job duties, including but not limited to, drills, classes on firefighting, equipment, and other training sessions associated with recognized fire fighter standards.
- Learn and apply technical information pertinent to firefighting.
- Conduct fire-safety education classes and station tours.
- Analyze and cope with a variety of emergency situations calmly but effectively while reacting quickly to secure accurate and precise information on the location, extent, and nature of both fires and emergency aid requests.
- Work at heights above ground level and sustain strenuous physical labor during periods of intense activity in emergency situations, including standing for extended periods of time directing vehicular traffic.
- Establish and preserve effective working relations with VFFs, City employees, supervisors, and the general public; work as a contributing team member.
- Operate and service all equipment and apparatus.
- Perform required maintenance, testing, and care of fire hoses, trucks, ladders, and auxiliary equipment and apparatus.
- Prevent waste and damage of materials, supplies, and equipment.
- Complete general maintenance of station facilities, such as janitorial activities and shoveling (in winter).
- Participate in community activities.
- Maintain the requisite records and reports, incident forms, and daily shift operation logs.

### **Licensing and Experience**

- Minimum (18) years of age
- A valid Montana State Driver's License

### **Physical and Mental Demands**

The physical and mental demands described here are representative of those necessary to be a VFF who successfully performs his or her duties. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Physical Demands: Work is performed in the fire station, on emergency medical scenes, and could include mass casualty, fire scenes, and extraordinary events as they occur. Performing tasks under emergency conditions may require strenuous physical exertion. Exposure to death, emotional stress, patients with contagious diseases, and terminal illness can be expected.

Mental Demands: While performing requisite duties, VFFs will be required to use written and oral communication skills; read and interpret data, information, and documents; problem solve and reason analytically, logically, and mathematically; observe and interpret stressful situations; acquire and apply new information and skills; interact with other VFFs, City employees, and the public.



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### **Work Environment**

The work environment described here is representative of what a VFF can expect to encounter while performing his or her duties. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Physical hazard from fire, equipment, traffic, smoke inhalation, and falling objects at emergency scenes. Exposure to health risks may occur. Performance of hazardous tasks under emergency conditions may require strenuous exertion under limited visibility, exposure to hazardous or toxic chemicals and gasses, extremes in temperatures, cramped surroundings, and contact with death, emotional stress, contagious diseases, and terminal illness.



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## APPLICATION FOR MEMBERSHIP

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

ARE YOU AT LEAST 18 YEARS OF AGE? YES/NO

VALID DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

LEGALLY AUTHORIZED TO WORK IN U.S.? YES/NO

EMAIL ADDRESS (for background check): \_\_\_\_\_

OTHER MEANS OF CONTACT (cell phone, etc, please list all)

\_\_\_\_\_

Please complete as completely as possible:

WHY DO YOU WANT TO BE A VOLUNTEER FIREFIGHTER?

EDUCATION/SKILLS (List all high schools, colleges, trade schools, etc., as well as relevant skills):

WORK EXPERIENCE (List current and two previous jobs)

PREVIOUS FIRE-SERVICE OR VOLUNTEER EXPERIENCE:

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME THAT COULD HAVE RESULTED IN IMPRISONMENT IN A FEDERAL OR STATE PENITENTIARY? (7-33-4107, MCA)

YES/NO If yes, please explain and provide jurisdiction: \_\_\_\_\_

REFERENCES:

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_



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## APPLICANT CERTIFICATION & AUTHORIZATION FOR BACKGROUND INVESTIGATION

I, \_\_\_\_\_, hereby certify that I have read the foregoing Job Description, dated January 2016, and have had an opportunity to discuss it and ask questions with qualified City employees. I certify my questions have been answered to my satisfaction and that I am not aware of any pre-existing medical or health-related conditions, issues, or problems, physical or otherwise, which would affect my ability to perform the duties as outlined. I further certify that if any medical or health-related conditions, issues, or problems emerge in the future, I will report these to the appropriate City employee immediately.

I further certify that I understand I will be required to undergo and pass medical and physical examinations as a condition of, and during the course of, service as a Volunteer Fire Fighter with the Three Forks Volunteer Fire Department. I certify that I understand I will be required to undergo and pass a comprehensive background assessment as a condition of, and potentially during the course of, service as a Volunteer Fire Fighter with the Three Forks Volunteer Fire Department.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Mother's Maiden Name)

\_\_\_\_\_  
(Birthdate)



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### DISCLOSURE OF BACKGROUND INVESTIGATION

The City of Three Forks may obtain information about you for employment purposes only. Therefore, you may be the subject of a consumer report or an investigative consumer report. This report may include information about your character, general reputation, personal characteristics, and/or mode of living. It may also include information regarding your credit history, criminal history, social security verification, motor vehicle records, verification of education or employment history, and other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

You have the right to request whether a consumer report has been run about you and of the nature and scope of any consumer report. You have the right to request a copy of your consumer report.

You have rights under the Fair Credit Reporting Act. These rights have been summarized and provided to you in the “Summary of Your Rights Under the Fair Credit Reporting Act” included in the Three Forks Volunteer Fire Department Prospective Member Application packet.

Your consumer report is an investigation conducted by Proforma Screening Solutions, P.O. Box 2423, Purcellville, VA 20132, (866) 276-6161, [www.proformascreening.com](http://www.proformascreening.com), or another outside organization. The scope of this notice and any authorization is all-encompassing. It allows the City of Three Forks to obtain all matter of consumer reports and investigative consumer reports, now and throughout the course of your employment, from any outside organization, to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any consumer report.